

## AABC Executive Committee minutes – June 1998 to March 1999

June 15, 1998	page 1
July 27, 1998	page 11
August 24, 1998	page 15
September 28, 1998	page 19
October 19, 1998	page 22
December 14, 1998	page 25
January 11, 1999	page 29
February 15, 1999	page 32
March 22, 1999	page 36

### **AABC Executive Committee Meeting Minutes: 15 June 1998**

The regular meeting of the AABC executive was held at 1202-1245 Quayside Drive, New Westminster starting at 9:00 a.m.

Members in attendance: Laura Millar, Kelly Stewart, Francis Mansbridge and Tanya Karlebach. Regrets were sent by Teedie Gentile, and Regina Landwehr

---

#### 1) APPROVAL OF THE AGENDA

approved

#### 2) APPROVAL OF PAST MINUTES

L.M. moved that the minutes for the Executive meetings from December 1997 to April 1998 be approved, T.K. seconded, carried. Due to the shift of office some of these minutes were approved in draft form but the Executive determined to reapprove all to ensure completeness of record.

L.M. moved that the May 20, 1998 minutes be approved, K.S. seconded, carried.

T.K. to circulate hardcopies of the May 20th minutes at the next executive.

The minutes of the May AGM were reviewed and T.K. as Secretary to hold for approval at next year's AGM.

#### 3) CONFIRMATION OF COMMITTEES

The following committees, committee chairs and committee members were confirmed by the Executive.

##### 3.a) AABC Newsletter

Editor: Jennifer Vallee

**ACTION: T.K. TO CONTACT EDITOR AND DETERMINE MEMBERS**

OF THE EDITORIAL BOARD.

ACTION: T.K. TO CONTACT PAST EDITOR AND DEVELOP A JOB DESCRIPTION FOR POSITION OF EDITOR.

3.b) Archives Advisor/Network Coordinator Committee

Chair: Jay Gilbert  
Members: Chris Hives  
Contractor: Bill Purver  
Liaison: Tanya Karlebach

ACTION: T.K. TO CHECK ON MANDATE OF COMMITTEE.

3.c) Community Archives Education Program

Contractor: Irene Bekes  
Liaison: Teedie Gentile

3.d) Education Committee

Chair: tba  
Members: tba  
Liaison: Kelly Stewart

ACTION: K.S. TO CONTINUE FORMING COMMITTEE.

ACTION: K.S. TO CHECK MANDATE OF COMMITTEE.

3.e) Grants Committee

Chair: Francis Mansbridge  
Members: Teedie Gentile, Christine O'Donnell, others tba  
Liaison: Francis Mansbridge

ACTION: F.M. TO CHECK COMMITTEE MANDATE AND LIAISE WITH PAST CHAIR, WENDY HUNT.

3.f) Internet Committee

Chair: Erwin Wodarczak  
Members: Ann Carroll, Judy Chow, Leslie Field, Craig Neelands  
Ex officio: Bill Purver, Jennifer Vallee  
Liaison: Tanya Karlebach

3.g) Internet Committee: Communities Connect Subcommittee

Chair: Judy Kovacs  
Members: Erwin Wodarczak, Ann Carroll, Chris Hives  
Contractor: tba

Liaison: Tanya Karlebach

3.h) Manual Committee

Chair: Laura Millar  
Members: Jane Turner, Teedie Gentile  
Ex officio: Bill Purver, Kelly Stewart  
Liaison: Laura Millar

3.i) Membership Committee

Chair: Doreen Stephens  
Members: Anne Watson, Marnie Burnham, Judy Kovacs  
Liaison: Tanya Karlebach

3.j) Nominations Committee

Chair: tba  
Members: tba  
Liaison: Laura Millar

3.k) Public Awareness, Advocacy, and Legislation Committee

Chair: tba  
Members: tba  
Liaison: Laura Millar

3.l) Task Force on BC Conservation Service

Chair: Chris Hives  
Members: Jacqueline O'Donnell, others tba  
Liaison: Francis Mansbridge

**ACTION: F.M. TO CONTACT LINDA WILLS AND ASK IF SHE WILL PARTICIPATE ON THE TASK FORCE. OTHER NAMES IDENTIFIED IN THE EVENT THAT LINDA IS UNABLE TO PARTICIPATE.**

3.m) Regional Representatives

BC NORTH:  
Lillian Weedmark  
Bulkley Valley Historical and Museum Society

KOOTENAYS:  
Shawn Lamb  
Kootenay Museum Association & Historical Society

FRASER VALLEY:  
Valerie Billesberger  
Mission Community Archives

OKANAGAN:  
Linda Wills  
Greater Vernon Museum and Archives

VANCOUVER REGION:  
Bob Stewart  
United Church of Canada British Columbia Conference Archives

SOUTH VANCOUVER ISLAND:  
Carey Pallister  
Victoria City Archives

CENTRAL & NORTH VANCOUVER ISLAND:  
Barbara Simkins  
Kaatza Station Museum and Archives

Liaison: Teedie Gentile

3.n) Heritage Council of BC

Liaison: Kelly Stewart

3.o) 1999 AABC Local Arrangements Committee

Chair: tba  
Members: tba  
Liaison: Teedie Gentile

**ACTION: L.M. TO CONTACT CATHY ENGLISH AND OTHERS IN REVELSTOKE TO CONFIRM WHO IS ON THE LOCAL ARRANGEMENTS COMMITTEE.**

3.p) 1999 AABC Program Committee

Chair: tba  
Members: tba  
Liaison: Laura Millar/Kelly Stewart

**ACTION: L.M. TO CONTACT INDIVIDUALS IN ALBERTA, YUKON, AND NWT TO DETERMINE INTEREST IN PARTICIPATING IN SPRING PROGRAM IN REVELSTOKE.**

#### 4) ADMINISTRATION

the following changes to be made to the contact list: K.S.' home number to be added, and R.L.'s address to be corrected.

**ACTION: T.K. TO MAKE CHANGES AND CIRCULATE AMENDED LIST TO EXECUTIVE, NEWSLETTER EDITOR, AND COMMITTEE CHAIRS.**

the amendments to the AABC constitution passed at the 1998 AGM are with the Registrar of Societies and waiting to be filed. T.K. will inform once this has taken place.

#### 5) EXECUTIVE REPORTS

##### 5.a) PRESIDENT'S REPORT

L.M. presented report.

\* Priorities for the year are the completion/publication of the manual and the development of comprehensive policies and procedures for the association.

##### ACTIONS:

\* L.M. TO DISCUSS WITH ALBERTA SOCIETY THE CURRENT BCAUL ISSUE AND POSSIBLE COOPERATION BETWEEN THE TWO ASSOCIATIONS.

\* L.M. TO WRITE REPORT ON AABC ACTIVITIES FOR ACA NEWSLETTER  
L.M. AND K.S. TO LIAISE WITH THE ACA EDUCATION COMMITTEE

##### 5.b) VICE-PRESIDENT'S REPORT

\* K.S. reported on search for lawyer to examine contracts. Discussion re: contracts, decided that the provision of legal advice to be discussed further at August meeting

\* K.S. is continuing to organize an Education Committee.

\* Priorities for the year are: job descriptions for all positions, formalization of structure, creation of policies and procedures, and working towards establishing a full time office for AABC.

##### 5.c) SECRETARY'S REPORT

\* Priority for the year is the re-structuring of program delivery.

##### 5.d) TREASURER'S REPORT

\* discussion of bank locations

\* discussion of liability insurance, to be pursued once audits are completed

\* discussion of R.L.'s goals as outlined in report

\* R.L. to act as primary liaison with Williamsons Bookkeeping.

**ACTIONS:**

- \* R.L. TO AMEND INSURANCE.
- \* R.L. TO ARRANGE FOR AUDITS TO BE DONE.
- \* R.L. TO CONSULT WITH ACCOUNTANT AS TO THE ANNUAL OPERATING

**BUDGET**

**5.e) INSTITUTIONAL MEMBER'S REPORT**

- \* F.M. mentions the difficulty members currently have with the grant applications and wishes to make this easier.
- \* F.M. raises possibility of the AABC buying release time from institutions for members of the Executive.
- \* Priority to find money for administration rather than just program delivery.

**ACTIONS:**

- \* F.M. TO REVISE LETTER TO MEMBERS REGARDING GRANTS.
- \* F.M. TO PREPARE A SAMPLE GRANT APPLICATION FOR RE-DESCRIPTION PROJECTS.
- \* F.M. TO EXPLORE POSSIBILITY OF RUNNING A GRANT WORKSHOP.

**5.f) INDIVIDUAL MEMBER'S REPORT**

- \* discussion regarding recent surveys of members.

**6) COMMITTEE AND PROGRAM REPORTS**

**6.a) AABC Newsletter**

**ACTIONS:**

- \* T.K. TO CONTACT EDITOR AND DISCUSS WHAT IS HAPPENING FOR THIS YEAR
- \* L.M. AND K.S. TO SEND REPORT AND ARTICLES TO EDITOR  
By JUNE 19TH.

**6.b) AA/NC**

- \* discussion of various job responsibilities
- \* in regards to the possible formation of a Z39.50 working group, and the coordinator's possible involvement, it was determined that the AABC cannot accept money for coordinator's time, but coordinator can be paid directly for his time. If this was done, we could relieve coordinator of a certain number of days and direct this money into possibly hiring someone to cover these days or perform other required tasks in the program.

**ACTIONS:**

- \* T.K. TO ASK COORDINATOR TO PROVIDE A WORKPLAN FOR YEAR, SIX MONTH GOALS, A BREAKDOWN OF TIME SPENT ON DIFFERENT WORK (I.E. NETWORK VERSUS ADVISING), AND AMOUNT OF TIME REQUIRED FOR Z39.50 WORKING GROUP.

\* L.M. TO DISCUSS BCAUL OPTIONS WITH COMMITTEE AND PERHAPS THE PROVINCIAL ARCHIVES

6.c) Education Committee

- \* K.S. is still searching for committee chair and members
- \* discussion of the CCI course, part of the education plan, but the organization to be done by person responsible for Conservation activities.
- \* the AABC education plan to be examined
- \* Committee to focus on creating an educational plan/framework this year rather than delivering workshops.

6.d) Grants

ACTION: F.M. TO CALL PAST CHAIR REGARDING OFFER OF ASSISTANCE.

6.e) Internet

no report

6.f) Communities Connect Subcommittee

- \* discussion regarding hiring of contractor

ACTIONS:

- \* T.K. TO CONTACT ERWIN WODARCZAK AND JOINTLY REDRAFT JOB DESCRIPTION AND CONTRACT FOR COMMUNITIES CONNECT
- \* T.K. TO INFORM ERWIN OF NEW HIRING PROCEDURES

6.g) Legislation Committee

no report

6.h) Manual

- \* L.M. exploring printing options

6.i) Membership Committee

- \* discussion of user fees
- \* budget approved for \$3000, detailed receipts required for all expenses. The budget was increased to allow for review and editing of directory

ACTIONS:

- \* T.K. TO CONTACT COMMITTEE CHAIR AND ASK THAT COMMITTEE EXAMINE THE ISSUE OF INSTITUTIONAL STANDARDS. IN PARTICULAR LOOK AT MANITOBA'S WORK IN THIS AREA.
- \* F.M. TO CONFIRM WITH LINDA WILLS IF SHE HAD GIVEN OUT HONORARY MEMBERSHIP CERTIFICATES. T.K. TO PASS NEW CERTIFICATES ON TO MEMBERSHIP COMMITTEE IF IT IS REQUIRED THAT THEY BE SENT OUT.

6.j) Nominations

no report - T.L. to be approached later to fill this position.

6.k) Public Awareness and Advocacy

no report - to be assigned a specific task and mandate for public awareness plan, including legislation

6.l) Task Force on BC Conservation Service

- \* mandate should be forward looking rather than concentrating on past
- \* Questions should be:
  - \* should there be a conservation service?
  - \* if so what should the focus be?
  - \* if not what should replace the service?
  - \* what is the impact on other programs?
  - \* what is the effect on funding?
  - \* what should the plan of action be?
- \* in short term provide recommendations on how to respond to requests.
- \* how to respond to short term funding issues.
- \* discussion regarding the finances, framework and reports of the Task Force.

6.m) Regional Representatives report

- \* discussion of T.G.'s report.
- \* possibility of offering a RAD workshop in Revelstoke.
- \* Public Awareness Committee to address the role of the UBC program in the province.
- \* \$150 will be provided to regional reps and committee chairs to attend meetings with the executive. This meeting will ideally be held early on in the fiscal year to facilitate communication between committees, executive and regions.



ACTIONS:

- \* L.M. TO WRITE UBC REGARDING STUDENT INVOLVEMENT WITH THE AABC, PARTICULARLY IN REGIONS.
- \* T.G. TO WRITE INSTITUTIONS AND ENCOURAGE THEM TO APPLY TO HAVE A STUDENT IN AN ARCHIVAL INTERNSHIP.
- \* T.G. TO DETERMINE WHICH REPS WILL ATTENDING BCMA.

6.n) Heritage Council

- \* discussion of BCMA offer regarding discount conference attendance.

ACTIONS:

- \* L.M. TO WRITE BCMA AND OFFER RECIPROCAL AGREEMENT REGARDING CONFERENCE ATTENDANCE.
- \* L.M. TO WRITE ABOUT THE ABOVE FOR THE NEWSLETTER.
- \* L.M. TO HAVE EDITOR INCLUDE THE CONFERENCE ATTENDANCE POLICY IN NEWSLETTER.

6.o) 1998 Conference Committee

- \* report received with thanks

ACTIONS:

- \* K.S. TO DRAFT PROGRAM CHAIR JOB DESCRIPTION AND RESPONSIBILITY.
- \* K.S. TO ASK VAL BILLESBERGER TO DO THE SAME FOR LOCAL ARRANGEMENTS CHAIR.

7) 1998-99 WORKPLANS AND BUDGETS

ACTION: ALL LIAISONS TO BRING TO NEXT MEETING, WORKPLANS, BUDGETS, AND REVISED MANDATES FOR THEIR COMMITTEES.

8) OTHER BUSINESS

8.a) BCCS activities

- \* discussion ensued regarding the professionalism of the former committee and coordinator. The Executive determined that no further action would be taken.
- \* discussion of fax received from former Conservation Committee Chair.

ACTIONS:

- \* L.M. TO RESPOND TO FAX REQUESTS AS FOLLOWS:
  - 1) Done.

- 2) Chris Hives will pick up records.
- 3) minutes of May 11 meeting were not changed, comments received from committee members have been added to file, and former Conservation Committee Chair is in possession of all relevant documentation.
- 4) Chris Hives is chair of Task Force. Minutes of May 20th meeting and attachment to be sent to Diane.
- 5) Committee has already been thanked in the letter sent on May 22, 1998.

\* T.K. TO CALL ALL PEOPLE WHO HAVE REQUESTED SERVICES AND CONFIRM THAT THIS WILL BE PROVIDED AS SOON AS POSSIBLE IN THE FALL.

\* T.K. TO REQUEST FORMER CONSERVATION COORDINATOR TO SIGN A RELEASE FOR THE REPORTS IN QUESTION

8.b) National Library/National Archives

\* L.M. gave a brief overview of what was occurring in this initiative

ACTION: L.M. TO DRAFT REPORT FROM AABC ON FUTURE OF NA/NL.

8.c) SAA Finding Aids Fair

ACTION: L.M. TO EMAIL HEATHER HEYWOOD AND SUGGEST THE BCAUL BE INCLUDED IN THIS EXPOSITION.

8.d) Premiers' Learning Network

ACTION: L.M. TO DISCUSS WITH ACTING PROVINCIAL ARCHIVIST GARY MITCHELL.

8.e) Departure of Michael Shoop

ACTION: L.M. TO WRITE LETTER OF GOOD WISHES.

8.f) CCA Meeting

\* discussion of possible social event with CCA reps in August.

Meeting adjourned at 5:15 p.m.

Next meetings to be held:

July 27

August 24

September 15

## **AABC Executive Committee Meeting Minutes: 27 July 1998**

The regular meeting of the AABC executive was held at 1202-1245 Quayside Drive, New Westminster starting at 9:00 a.m.

Members in attendance: Laura Millar, Kelly Stewart, Francis Mansbridge, Tanya Karlebach and Regina Landwehr. Regrets were sent by Teedie Gentile.

1) APPROVAL OF THE AGENDA approved

2) APPROVAL OF MINUTES L.M. moved that the minutes for the Executive meeting on June 15th, 1998 be approved as amended. F.M. seconded, carried.

3) ADMINISTRATION \* Director's Liability Insurance: issue was deferred to Treasurer's report \* Workshop on Director's Responsibility: Executive agreed that this would be extremely useful for Executive and Committee Chairs. Also discussed the benefit of meeting with the Acting Provincial Archivist in regards to the issue of the administration of public funds by the Association. ACTIONS: L.M. TO INITIATE WORKSHOP PROCESS, T.K. TO FOLLOW UP. L.M. TO CONTACT ACTING PROVINCIAL ARCHIVIST AND ARRANGE FOR A MEETING.

4) REVIEW OF MEMBERSHIP, 1998-99 COMMITTEES, PROGRAMS, AND LIAISONS \* Discussion regarding membership status of chairs etc. ACTION: LIAISONS TO CONFIRM CURRENT MEMBERSHIP STATUS OF CHAIRS AND COMMITTEES \* T.K. moved that Jana Buhlman and Peter Van Garderen be confirmed as Education Committee co-chairs. L.M. seconded, carried. Committee members Val Billesberger and David Wardle approved. \* T.K. moved that Erwin Wodarczak be approved as Chair of the Communities Connect sub-committee. L.M. seconded, carried \* T.K. moved that Caitlin Webster be approved as member of the Membership Committee. K.S. seconded, carried \* F.M. moved that Ramona Rose be confirmed as regional rep of North East BC. T.K. seconded, carried \* L.M. moved that Cathy English and Barbara Girvan be appointed as local arrangements committee for 1999 AGM/workshop \* The Executive as a whole thanks all this people for their participation and commitment to the Association. \* Discussion of Public Awareness, Advocacy and Legislation Committee. ACTION: K.S. TO START FORMING COMMITTEE

5) EXECUTIVE REPORTS

5.a) PRESIDENT'S REPORT L.M. presented report. \* report on meeting with Gary Mitchell, Acting Provincial Archivist. ACTIONS: \* EXECUTIVE CONFIRMS THAT BC ARCHIVES STAFF WILL NOT SERVE IN ROLE OF TREASURER, THIS WILL BE REFLECTED IN AABC POLICY. \*

EXECUTIVE CONFIRMS THAT BC ARCHIVES STAFF WILL NOT PARTICIPATE IN DISCUSSIONS OF PROVINCIAL GOVERNMENT POLICY, THIS WILL BE REFLECTED IN AABC POLICY.

5.b) VICE-PRESIDENT'S REPORT \* K.S. reported that the education committee was organized.

5.c) SECRETARY'S REPORT \* no report

5.d) TREASURER'S REPORT \* report on state of accounts. \* no final invoice received from former Conservation Coordinator - voicemail message requesting invoice left on July 10th, registered letter sent July 13th. July 17th was final day invoice would be accepted. \* letter was faxed and mailed to the lawyer for the former Conservation Committee on July 14th acknowledging receipt of his letter and explaining that no response would be prepared by date requested as the President had not yet received the letter. \* discussion regarding Director's Liability Insurance. Decision was made to proceed with applications. ACTIONS: \* R.L. TO BEGIN APPLYING FOR INSURANCE. \* L.M./T.K. TO DISCUSS WITH LAWYER: DEFINITION OF "CLAIM", CONFIRMATION THAT LEGAL COSTS SHOULD BE BORNE BY ASSOCIATION, PERSONAL LIABILITY OF EXECUTIVE MEMBERS. \* discussion of audit and review procedures. R.L. moved that Malish and Clark accountants, be engaged. T.K. seconded, carried. \* T.K. moved that the last three years of financial books be reviewed rather than audited. R.L. seconded, carried. \* there is some confusion at University of British Columbia over the awards provided to UBC. We fund two awards: the Mary-Ann Plypchuk Memorial Award in the amount of \$150, and the Willard Ireland Prize of \$200. Both awards are given annually. ACTION: L.M. TO WRITE LETTER OF CLARIFICATION TO UBC AWARDS OFFICE. \* Williamson Bookkeeping has changed their name. ACTION: R.L. TO WRITE A LETTER CONFIRMING CHANGE OF NAME WHICH WILL BE SIGNED BY WILLIAMSON AND APPENDED TO THE EXISTING CONTRACT.

5.e) INSTITUTIONAL MEMBER'S REPORT \* no report.

5.f) INDIVIDUAL MEMBER'S REPORT \* discussion regarding recent surveys of members.

## 6) COMMITTEE AND PROGRAM REPORTS

6.a) AABC Newsletter \* no report ACTIONS: \* T.K. TO CONTACT EDITOR AND DISCUSS WHAT IS HAPPENING FOR THIS YEAR. \* T.K TO SEND APPROVED MINUTES FOR NEWSLETTER PUBLICATION.

6.b) AA/NC \* BCAUL report prepared by John Campbell was discussed. \* T.K. moved that the BCAUL be moved to Harbour.com as recommended in the report. R.L. seconded, carried \* decision on the purchase of computers was deferred until more detailed costing information was available, including the option of leasing or using existing hardware. R.L. and T.K. can authorise expenditure up to \$4000 for the purchase of the computers. ACTION: AA/NC COMMITTEE TO PREPARE A DETAILED COSTING OF PROJECTED CONSULTANT FEES DURING TRANSFER OF BCAUL, AND THE PROJECTED COSTS ASSOCIATED WITH DOCUMENTING THE BCAUL SYSTEM. \* AA/NC committee will arrange meeting with SFU extension services, and L.M. will negotiate the contract on behalf on the Association. \* the Executive recognized that the process of moving the BCAUL would occupy the bulk of the Coordinator's time of the next 6-8 weeks.

6.c) Community Archives Education Program Committee \* issues raised by Coordinator were discussed  
ACTION: T.G. TO CONTACT COORDINATOR AND DETERMINE WHAT RECORDS SHE REQUIRES AND HOW SHE USUALLY DEALS WITH THE COURSE CURRICULUM/DOCUMENTATION.

6.d) Education Committee ACTION: K.S. AND L.M. TO ARRANGE AN INITIAL MEETING WITH NEW COMMITTEE TO DISCUSS MANDATE AND TASKS.

6.e) Grants Committee \* no report

6.f) Manual Committee \* L.M. continues to edit.

6.g) Nomination Committee \* Trevor Liverton has said that he will not be able to serve. Appointment of Committee is deferred until later in the year.

6.h) Public Awareness, Advocacy and Legislation \* L.M. will get package relating to FOIPPA and circulate. T.K. and R.L. advise they can not participate in discussion owing to conflict of interest with their place of employment.

6.i) Regional Representatives \* regions to be called BC North East, and BC North West. \* reps to be advised that they are each allocated \$250 for travel within the region and communication costs. Additional expenditures, such as for a meeting of all regional representatives, will be considered at such time as is appropriate for regional planning.

6.j) Internet committee \* L.M. moved that the letter relating to the former Conservation Coordinator and Committee be removed from the web page upon publication in the newsletter. T.K. seconded, carried.

6.k) Communities Connect Subcommittee \* F.M. reported on the hiring of a contractor. The interview process is completed and references are presently being checked.

6.l) Membership Committee \* discussion regarding changes/corrections to Directory. ACTION: T.K. TO DISCUSS WITH COMMITTEE AND ARRANGE FOR NOTICES OF CHANGES TO BE IN NEWSLETTER AND ON WEBSITE. ALSO DISCUSS POSSIBILITY OF DIVIDING DIRECTORY INTO INSTITUTIONAL AND OTHER. \* L.M. moved that all institutional applications presented (Vancouver Art Gallery, BC Federation of Teachers, and Lytton Museum and Archives) be approved for membership. K.S. seconded, carried. \* discussion of brochure. ACTION: L.M. TO WRITE TO COMMITTEE.

6.m) Heritage Council of BC \* no report.

6.o) 1999 Local Arrangements Committee ACTION: L.M. TO PROVIDE PRELIMINARY INFORMATION ETC., TO COMMITTEE.

6.p) 1999 Program Committee \* discussion regarding the nature of program, i.e. workshops rather than seminar sessions. \* Executive determined that K.S. and T.K. could do much of the work in contacting and arranging workshop leaders and programs with the assistance of the Education Committee and others. No formal Committee appointed, although the executive may seek assistance from the membership later in the planning process

7) 1998-99 WORKPLANS AND BUDGETS \* no discussion

8) OTHER BUSINESS

8.a) Update on BCCS activities \* see Treasurer's report \* T.K. reported that volume of calls received on voicemail was minimal. \* discussion of Task Force report. ACTION: L.M. TO REQUEST FROM CHAIR OF TASK FORCE A CONFIRMATION OF ITS RESPONSE TO POINTS 7,8 AND 9 OF MANDATE. \* discussion of report received by task force from former conservation coordinator, sections of which have been faxed to the executive ACTIONS: \* L.M. TO RESPOND TO TASK FORCE REQUEST FOR DOCUMENTATION.

8.b) National Library/National Archives \* L.M. is working on this.

8.c) FOIPPA Campaign see Public Awareness, Advocacy and Legislation.

8.d) BCMA Documents to Circulate ACTION: T.K TO SEND INFORMATION TO EDITOR FOR INCLUSION IN NEWSLETTER.

8.e) Newsletters etc. to Circulate K.S. will look at documents etc., and determine if any should be forwarded on to Editor.

8.f) CCA Dinner \* discussion of dinner on August 7, 1998. L.M., K.S., and F.M. to attend costs for AABC Executive will be covered by AABC. LM will also invite Wendy Hunt, as former Grants Committee chair

Meeting adjourned at 4:30 p.m.

Next meetings to be held: August 24 September 14

## **AABC Executive Committee Meeting Minutes: 24 August 1998**

The regular meeting of the AABC executive was held at 1202-1245 Quayside Drive, New Westminster starting at 9:00 a.m.

Members in attendance: Laura Millar, Kelly Stewart, Francis Mansbridge, Teedie Gentile, and Tanya Karlebach. Regrets were sent by Regina Landwehr.

-----

### 1) APPROVAL OF THE AGENDA

\* approved

### 2) APPROVAL OF MINUTES

\* L.M. moved that the minutes for the Executive meeting on July 27th, 1998 be approved as amended. T.K. seconded, carried.

### 3) ADMINISTRATION

\* Workshop on Director's Responsibility was discussed, to be held in November if possible.

**ACTION: K.S. TO CONTACT HERITAGE COUNCIL OF B.C. TO DETERMINE IF HERITAGE ORGANIZATIONS MIGHT WISH TO PARTICIPATE.**

### 4) EXECUTIVE REPORTS

#### 4.a) PRESIDENT'S REPORT

L.M. presented report.

\* funding has yet to be received from the provincial government, Executive felt that our concern should be conveyed to the provincial authorities.

**ACTION: L.M. TO WRITE TO ACTING PROVINCIAL ARCHIVIST TO QUERY STATUS OF FUNDING AND EXPRESS CONCERN.**

#### 4.b) VICE-PRESIDENT'S REPORT

no report.

#### 4.c) SECRETARY'S REPORT

\* report on status of insurance policies, and application for Director's Liability Insurance.

#### 4.d) TREASURER'S REPORT

\* report submitted and discussed.

#### 4.e) INSTITUTIONAL MEMBER'S REPORT

no report.

#### 4.f) INDIVIDUAL MEMBER'S REPORT

no report

#### 5) COMMITTEE AND PROGRAM REPORTS

##### 5.a) AABC Newsletter

\* editor has requested that advance be provided to cover the costs of stationery and mailouts. Agreed.

\* L.M. requested that a schedule be provided relating to submission deadlines for issues of the newsletter.

**ACTION: T.K. TO CONTACT EDITOR AND REQUEST SCHEDULE FOR NEWSLETTERS.**

##### 5.b) AA/NC

\* BCAUL report prepared by Bill Purver was discussed. L.M. states that we recognize the importance of BCAUL to the provincial archival community and are committed to its maintenance.

\* K.S. moved that two computers be purchased as recommended in the report, rather than leased. T.G. seconded, carried

\* T.K. moved that two Dell machines be acquired as recommended in the report. L.M. seconded, carried.

\* T.K. moved that we acquire the three year warranty option with the computers as recommended in the report. K.S. seconded, carried.

\* discussion of services provided by John Campbell, BCAUL consultant.

\* the break-in at the Archives Advisor's residence was discussed.

\* discussion of AABC equipment, program related versus administrative. The executive confirmed a policy that the AABC would support the purchase of essential program-related equipment, such as conservation monitoring equipment for the BCCS or computers for the BCAUL, but that the AABC would not purchase other equipment for the use of contractors, such as computers, fax machines or other administrative equipment. Equipment already in hand will be used until outdated and then not replaced. This policy to be documented as part of AABC policies and procedures.

\* Wendy Hunt confirmed as Chair of the AA/NC committee, the Executive expressed their appreciation of Ms. Hunt's willingness to take on these duties.

##### 5.c) Community Archives Education Program Committee

\* discussion of workshops to be held this year.

\* the AABC will advertise for instructors in order to create a bank of names of people qualified and willing to teach archival courses.

**ACTIONS:**

\* T.G. TO CONTACT COORDINATOR AND GET AN UPDATE ON CAEP ACTIVITIES, DETERMINE BEST HOURS TO CONTACT COORDINATOR, AND DISCUSS PROCEDURES FOR MANAGING CURRICULUM MATERIALS.

\* K.S. TO REVIEW FILES AND IDENTIFY AND PRESERVATION MANAGEMENT



## MATERIALS.

### 5.d) Education Committee

- \* initial meeting to be held on the 3rd of September.
- \* possibility of holding copyright workshop was discussed.

### 5.e) Grants Committee

- \* possibility of holding grant workshop was discussed, time may not permit for this year.
- \* would be possible to create a quick fact sheet about grant writing and make it available on the web.
- \* discussion of committee membership.

#### ACTIONS:

- \* F.M. TO CONTACT WENDY HUNT, AS FORMER CHAIR OF THE COMMITTEE TO SEE IF SHE WOULD BE WILLING TO WRITE FACT SHEET FOR WEB.
- \* K.S. TO DISCUSS GRANT ISSUES WITH HCBC MEMBERS.

### 5.f) Internet

- \* Executive minutes are now posted on the web.

### 5.g) Communities Connect

- \* report on status of employing contractor.

### 5.h) Manual

- \* L.M. and K.S. to work on preparing Manual to be handed over to volunteer editor from SFU.
- \* Manual to be printed in January.

### 5.i) Membership

- \* T.K. moved that Gulf of Georgia Cannery be approved for Institutional Membership. L.M. seconded, carried.
  - \* work on the Directory and Brochures is proceeding
- ACTION: T.K. TO CONTACT MEMBERSHIP COMMITTEE TO DISCUSS PROCEDURES FOR CONTACTING UNSUCCESSFUL APPLICANTS.

### 5.j) Nomination

no report.

### 5.k) Public Awareness, Advocacy and Legislation

- \* discussion of FOIPPA - T.K. removes herself.
  - \* K.S. moved that the AABC endorse the Campaign For Open Government. L.M. seconded, carried.
- ACTION: L.M. TO WRITE CAMPAIGN AND INFORM THEM OF AABC SUPPORT.

### 5.l) Publications

- \* L.M. moved that the AABC create a publications programme, within which will come the manual, thesaurus and guide to archival repositories. At a future date the executive proposes examining options

for funding and updating the publication of the thesaurus online. K.S. seconded, carried

\* L.M. moved, that a flat fee of \$20 be charged for the Thesaurus. T.G. seconded, carried

\* L.M. moved that the distribution of the Thesaurus be assumed by Support Systems Unlimited (formerly Williamsons) for a fee of \$5 per order. T.G. seconded, carried.

ACTION: R.L. TO CONTACT SSU AND DISCUSS NEW RESPONSIBILITY WITH THEM.

5.m) Task Force

\* meeting on 26th of August should be final meeting. Report to be completed shortly after.

\* discussion of legal situation with former Conservation Committee members

\* discussion of status of outstanding receipts and documentation from former Conservation Coordinator.

5.n) Regional Representatives

\* new region will be named Central Interior, and the other northern region will become North East.

\* T.G. is confirming which institutions fall into which regions.

5.o) HCBC

no report

5.p) 1999 Local Arrangements

ACTION: T.G. TO CONTACT INDIVIDUALS IN REVELSTOKE.

5.q) 1999 Program

\* discussion of workshop and AGM combination.

\* Executive approves three days of workshops to be held in Revelstoke.

ACTION: T.K. TO CONTACT INDIVIDUALS IN ALBERTA AND BEGIN DRAFTING SCHEDULE OF WORKSHOPS TO BE HELD.

6) OTHER BUSINESS

6.a) NA/NL Presentation

\* L.M. has prepared draft to be approved by Executive by this week, and then sent onto Dr. John English

6.b) POLICIES AND PROCEDURES

\* examine and approve draft policy format prepared by K.S.

Meeting adjourned at 2:35 p.m.

-----  
Next meeting to be held:

September 14

## **AABC Executive Committee Meeting Minutes: 28 September 1998**

The regular meeting of the AABC executive was held at 660 Conrad Rd., Roberts Creek starting at 8:30 a.m.

Members in attendance: Laura Millar, Francis Mansbridge, Teedie Gentile, and Tanya Karlebach. Regrets were sent by Regina Landwehr and Kelly Stewart.

---

### 1) APPROVAL OF THE AGENDA

\* approved

### 2) APPROVAL OF MINUTES

\* L.M. moved that the minutes for the Executive meeting on August 24th, 1998 be approved as amended. F.M. seconded, carried.

### 3) ADMINISTRATION

no items.

### 4) EXECUTIVE REPORTS

#### 4.a) PRESIDENT'S REPORT

L.M. presented report.

\* funding has yet to be received from the provincial government, Executive felt that our concern should be conveyed to the provincial authorities.

**ACTION: L.M. TO WRITE TO ACTING PROVINCIAL ARCHIVIST TO QUERY STATUS OF FUNDING AND EXPRESS CONCERN.**

#### 4.b) VICE-PRESIDENT'S REPORT

no report.

#### 4.c) SECRETARY'S REPORT

no report.

#### 4.d) TREASURER'S REPORT

\* report submitted and discussed.

\* Executive acknowledges Treasurer's concerns that in the absence of grant funding we must be particularly careful of expenditures.

\* GST discussion Executive recognizes that this issue must be addressed and will seek advice from an accountant.

\* budgets for committees confirmed as approved at the June 15, 1998 Executive meeting.

\* BCCS boxes stored at provincial archives.

**ACTION: T.K. TO ARRANGE FOR REMOVAL AND STORAGE OF BOXES IN A VICTORIA LOCATION.**

4.e) INSTITUTIONAL MEMBER'S REPORT

no report.

4.f) INDIVIDUAL MEMBER'S REPORT

no report

5) COMMITTEE AND PROGRAM REPORTS

5.a) AABC Newsletter

\* discussion of latest edition of newsletter.

**ACTION: T.K. TO FOLLOW UP ON NEWSLETTER PROCEDURES AND COMMUNICATIONS TO ENSURE THAT EDITOR HAS SUFFICIENT SUPPORT.**

5.b) AA/NC

\* revised BCAUL report presented and discussed. T.K. moved to approve the required SFU start up fee of \$1140. F.M. seconded, carried.

\* discussion of BCAUL funding.

**ACTION: L.M. TO INVESTIGATE FUNDING OPTIONS FOR CURRENT YEAR. EXECUTIVE WILL DISCUSS FUTURE FINANCIAL ARRANGEMENTS AT THE NEXT MEETNG.**

5.c) Community Archives Education Program Committee

\* proposed photo workshop in the Kootenays was discussed.

\* **ACTION: L.M. WILL CONTACT ACTING PROVINCIAL ARCHIVIST IN REGARDS TO HAVING PROVINCIAL ARCHIVES STAFF TEACH CONSERVATION COURSES, AS NECESSARY, FOR THE REMAINDER OF THE FISCAL YEAR.**

5.d) Education Committee

no report.

5.e) Grants Committee

\* discussion of membership of committee to date.

Preservation grants members include: Jian Liu, Teedie Gentile, Christine O'Donnell, Chris Hives, and Francis Mansbridge as chair. Control of holdings: Chris Hives, Christine O'Donnell, Teedie Gentile, David Weber, Marie Helene Robitaille, and Francis Mansbridge as chair. Bill Purver is an ex-officio member of both committees. Further members will be confirmed by email if required.

\* fact sheet to be distributed to Regional Reps when available.

5.f) Internet

\* T.K. will discuss policy and procedures with Chair of Committee.

5.g) Communities Connect

\* T.K. moved that payment of \$2800 be authorized for completion of first phase of Communities Connect contract. L.M. seconded, carried.

**ACTION: T.K. TO CONTACT CONTRACTOR AND DISCUSS THE REGIONAL MEETING IN OKANAGAN.**

5.h) Membership

no report.

5.i) Nomination

no report.

5.j) Public Awareness, Advocacy and Legislation

\* discussion of email received from Acting Provincial Archivist relating to BCIT use of archives. The Executive recognizes need to do public awareness work with educational institutions. However, in absence of committee and in anticipation of ACA work in this area, this item will be revisited later in the year.

5.k) Publications

no report.

5.l) Manual

\* L.M. resigns as chair owing to time commitments relating to the BCCS, Task Force, grants and other functions of president.

\* In order to ensure continuity of Executive liaison Teedie Gentile will assume position of Chair and contact potential new members for the Committee.

5.m) Task Force

\* discussion of BCCS legal situation. T.K. moved that the lawyer we have been dealing with be contacted and instructed to write the lawyer representing the former Conservation Committee members and stating that the AABC Executive has not authorized him to act on our behalf. F.M. seconded, carried. L.M. moved that we request the lawyer to submit a bill for services to date relating to the Conservation situation. T.K. seconded, carried

**ACTION: T.K. TO CONTACT CHAIR OF INTERNET COMMITTEE AND BRING HIM UP TO DATE ON THE STATUS OF THE LEGAL SITUATION.**

\* Task Force Report

\* report discussed and Executive responses to the ten recommendations follow:

1) Accepted. L.M. moved that the AABC

commence advertising for contract Coordinator in early 1999. T.K. seconded, carried.

2) Approved in principle. Specific projects to be determined.

3) Accepted. Executive intends to reinstate service in April 1999.

Grant for BCCS will be program structured and clear reporting relationships will be outlined.

4), 5), and 6) Approved in principle. The Executive intends on conducting a Needs Assessment survey this year and considers it necessary to complete this before implementing any structural change. The results of the survey as well as proposed changes will be made available to membership for discussion at the AGM in April.

7) Accepted. The Executive will consolidate job descriptions in the policy and procedure manual which is currently under development. Executive will consult with other associations to determine how they handle financial management and also consider seeking the advice of an accountant.

8) Accepted. A policy and procedure manual is currently being edited and completion is intended for end of fiscal year.

9) Accepted. Addressed in the minutes of the August 24, 1998 meeting.

10) Accepted. In order to consider roles of contractors versus employees, the Executive will seek legal advice on existing contracts and consider implications of employees status.

\* The Executive thanks the Task Force for their work and the submission of a thorough report.

5.n) Regional Representatives

\* discussion of institutions in each region.

5.o) HCBC

\* get well card was sent to Chair of Committee.

\* K.S. will table discussion regarding cooperation amongst heritage institutions at next HCBC meeting.

5.p) 1999 Local Arrangements

\* discussion of L.M.'s opportunity to stop and visit Revelstoke while on vacation.

\* Reception dates and times discussed.

5.q) 1999 Program

\* discussion of proposed program developed by Wayne Murdoch (from Alberta) and T.K.

**ACTIONS: T.K. TO CIRCULATE LIST OF PROPOSED WORKSHOPS FOR EXECUTIVE COMMENT AND SUGGESTION OF POSSIBLE INSTRUCTORS.**

6) OTHER BUSINESS

\* notice of the NA/NL submission to be placed on the web page.

\* request from CCA for BC institutions to be included in Institutional Directory.

**ACTION: L.M. TO DRAFT LETTER AND SSU TO HAVE IT MAILED OUT TO INSTITUTIONS.**

Meeting adjourned at 3:30 p.m.

## **AABC Executive Committee Meeting Minutes: 19 October 1998**

The regular meeting of the AABC executive was held at 1202-1245 Quayside Drive, New Westminster, starting at 9:00 a.m.

Members in attendance: Laura Millar, Francis Mansbridge, Teedie Gentile, Kelly Stewart and Tanya Karlebach. Regrets were sent by Regina Landwehr.

-----  
1) APPROVAL OF THE AGENDA

\* approved

2) APPROVAL OF MINUTES

\* L.M. moved that the minutes for the Executive meeting on September 28th, 1998 be approved as amended. K.S. seconded, carried.

### 3) ADMINISTRATION

\* discussion of policy and procedure manual as prepared by L.M.  
Executive members to read and review for next meeting, The possibility of constitutional change was discussed, if required Wendy Hunt has offered to prepare a package for membership.

\* Executive discussed the bookkeeping and administrative structures of other associations.

ACTION: R.L. TO DRAFT LIST OF BOOKKEEPING SERVICES REQUIRED BY AABC.

\* L.M. moved that the existing contracts be reviewed by a lawyer. T.K. seconded, carried.

ACTION: T.K. TO CONSULT WITH LAWYER.

### 4) EXECUTIVE REPORTS

#### 4.a) PRESIDENT'S REPORT

L.M. presented report.

\* letters have been received from the provincial government relating to funding.

#### 4.b) VICE-PRESIDENT'S REPORT

\* no report.

#### 4.c) SECRETARY'S REPORT

\* no report.

#### 4.d) TREASURER'S REPORT

\* report submitted.

#### 4.e) INSTITUTIONAL MEMBER'S REPORT

\* discussion of the Surrey preservation management grant.

ACTION: L.M. TO WRITE A LETTER ACKNOWLEDGING THAT AN ERROR HAD BEEN MADE.

#### 4.f) INDIVIDUAL MEMBER'S REPORT

\* no report.

### 5) COMMITTEE AND PROGRAM REPORTS

#### 5.a) AABC Newsletter

\* The Executive acknowledges Anne Lowrey's resignation and thanks her for her work on the editorial committee.

ACTION: T.K. TO HAVE A NOTICE PLACED IN NEWSLETTER ACKNOWLEDGING MS. LOWREY'S RESIGNATION AND THANKING HER FOR HER WORK,

#### 5.b) AA/NC

\* Chris Hives has sent a preliminary recommendation to transfer CCA funding to pay for the transfer of BCAUL.

5.c) Community Archives Education Program Committee

\* discussion of the upcoming Nanaimo conservation workshop. If no instructor can be found by 22 October the workshop will be canceled.

5.d) Education Committee

\* has met twice so far, no formal report.

5.e) Grants Committee

\* CCA letter should arrive this week.

\* deadline for CCA applications should be December 23.

\* Wendy Hunt has agreed to sit on both committees.

The Executive thanks Ms. Hunt for her participation.

5.f) Internet

\* report read as submitted

\* L.M. moved that the current AABC homepage be shifted to our new address and that a three month transition period be observed for the transition. T.G. seconded, carried.

\* discussion of possible training of committee members in UNIX. T.K will follow up with Chair of Internet Committee.

5.g) Communities Connect

\* update report presented.

5.h) Membership

\* Directory has been received. The Executive thanks the Committee for their work.

5.i) Needs Assessments

\* discussion of candidates, administration of project and contract.

**ACTION: K.S. AND F.M. TO INTERVIEW AND HIRE CONTRACTOR FOR THIS PROJECT.**

5.j) Nominations

\* no report

5.k) Public Awareness, Advocacy and Legislation

\* no report

5.l) Publications

\* no report.

5.m) Manual

\* K.S. reports on status of editing. When current phase is complete K.S. will contact volunteer editor.

**ACTION: T.G. TO ORGANIZE SENDING OUT REVISED MANUAL FOR COMMENTS.**

5.n) BCCS

\* discussion of BCCS funds. Executive approves that funds ... be spent to organize the



BCCS records and mail out disaster planning handbooks to institutional members.

ACTION: T.K. TO ARRANGE TO HAVE RECORDS ORGANIZED AND INVENTORIED AND HANDBOOKS MAILED OUT.

\* discussion of using funds to hold CCI disaster workshops.

ACTION: L.M. TO DISCUSS WITH CCI THE POSSIBILITY OF HOLDING MULTIPLE WORKSHOPS.

5.o) Regional Representatives

\* need a South Vancouver Island representative.

5.p) HCBC

\* current chair of Council has resigned. The

Executive agrees to write and volunteer to assume Chair commencing in January.

ACTION: K.S. TO WRITE AND PRESENT AABC OFFER.

5.q) 1999 Local Arrangements

\* discussion of budget for committee.

5.r) 1999 Program

\* L.M. moved that funds ... be approved for a meeting of the local arrangements and program committees in Revelstoke.

K.S. seconded, carried.

ACTION: T.K. TO ARRANGE WITH WAYNE MURDOCH AND LOCAL ARRANGEMENTS COMMITTEE A MEETING IN NOVEMBER.

6) OTHER BUSINESS

\* discussion of Living Landscapes report submitted by Jennifer Vallee.

Meeting adjourned at 3:00 p.m.

## **AABC Executive Committee Meeting Minutes: 14 December 1998**

The regular meeting of the AABC executive was held at 1202-1245 Quayside Drive, New Westminster, starting at 9:00 a.m.

Members in attendance: Laura Millar, Kelly Stewart, Teedie Gentile, Francis Mansbridge. Regrets: Tanya Karlebach and Regina Landwehr.

In the absence of the regular secretary Tanya Karlebach, the minutes were taken by Francis Mansbridge.

-----  
1. Approval of Agenda: Approved

2. The minutes of the October 19 meeting were approved by K.S., seconded by T.G.

3. Discussion of policies and procedures was postponed until later in the meeting.

#### 4. Executive Reports

a. President: K.S. reported as L.M. had been away for the past seven weeks. Activities have included the hiring of Caitlin Webster for the Needs Assessment Survey. Peter van Garderen has resigned as co-chair of the Education Committee. The Young Canada Works Grant for Phase II of the Internet Project was turned down for lack of time. Disaster Planning handbooks with grant information have been sent out to all institutional members.

ACTION: L.M. to call Fran Gundry concerning our provincial grant.

d. The Treasurer's Report was discussed as received from R.L. L.M. noted that Policies and Procedures should include a procedure for invoicing.

ACTION: L.M. to e-mail R.L. and request procedures for invoicing in to be included in the AABC policies and procedures manual under development.

#### 5. Committee and Program Reports

a. Newsletter: Another newsletter has been printed. Chris Hives' e-mail regarding putting it in electronic form was discussed.

ACTION: L.M. to ask Needs Assessment Co-ordinator to include a question concerning the above in the Needs Assessment Survey.

b. AA/NC: An e-mail from the AA/NC Coordinator was discussed. The process of shifting the system to SFU has been going well. The need to clarify documentation about ownership was noted.

c. CAEP: A report has been received from the Education Coordinator. The course on conservation in Nanaimo was taught by Dorothy Lawson.

d. Education: A report has been received from the Committee Chair, and work in this committee is going well.

ACTION: L.M. to call Education Coordinator and check on curricula and education activities.

e. Grants: F.M. circulated a list of B.C. members who had not fulfilled all the requirements concerning the receipt of their grants. The Annual grants adjudication meetings will be held January 7-8 at UBC.

ACTION: F.M. to liaise with Monique Ostiguy concerning follow-ups to grant reporting.

ACTION: F.M. to ask AA/NC Coordinator to sit on both Control of Holdings and Preservation Management Committees.

ACTION: F.M. to clarify system for apportioning of grant money with Wendy Hunt.

f./g. Internet/Communities Connect: June Campbell has had Communities Connect workshops with North Island, B.C. Northwest, Central Interior and B.C. Northeast, and the Okanagan. Response has been positive.

ACTION: (K.S.) Young Canada Works grants to be on agenda for next year.

ACTION: L.M. to call Communities Connect chair and check on status of program and invoicing for June Campbell.

h. Membership: Marnie Burnham is to take over as Chair for the 1999/2000 year. Doreen Stephens will stay on the committee. The Executive thanks Marnie for taking on this important task and extends its appreciation to Doreen for her work in the past and her willingness to carry on and provide continuity. We welcome the Morris and Helen Belkin Art Gallery as new institutional members.

i. Needs Assessment: A draft questionnaire received from Coordinator was circulated among the executive for comments. The questionnaire will have sections for both individual and institutional members. Stamped self-addressed envelopes will be included.

j. Nominations: Names of people for next year's executive should be submitted to L.M. before the next meeting. They will be passed on to nomination chair Joni Mitchell.

ACTION: Everyone to submit names for executive positions to L.M. before next meeting.

m. Manual: K.S. feels she has done what she can with the manual and is passing it on. L.M. will look at the manual and make comments before the next meeting.

ACTION: T.G. to investigate the possibility of reprinting the existing manual, costs, etc., and to contact Regina concerning the amount of money available for reprinting.

ACTION: L.M. to prepare comments on the current version of the manual before the next meeting.

o. Regional Representatives: Moved by L.M., seconded by K.S. that Michael Carter be accepted as Regional Representative for Vancouver Island South. K.S. to notify. Lunch with regional reps will be arranged at the AGM, probably for Thursday.

ACTION: K.S. to notify all regional representatives concerning new representative.

ACTION: T.G. to liaise with regional reps concerning AGM.

p. Heritage Council: A meeting will be planned for January or February.

ACTION: K.S. to arrange a date for meeting with the Heritage Council.

q./r. Local Arrangements and Program: A fax has been received from the Revelstoke Museum and Archives. To keep costs in line, it was decided that any entertainment should be free. Fashion shows and raffles were proposed. An open bar pre-dinner is also a possibility. Amounts for postage and stationery were queried, as were costs for the project management workshop. Moved by L.M., seconded by T.G. that workshop schedule for AGM be approved in principle.

ACTION: K.S. to investigate other workshop facilitators for the

project management workshop.

6. Other Business:

\* Regrettably, the Executive determined it was necessary to return unspent CCA and CAAT funds as it was not possible to expend these appropriately in the time available.

\* CCI Grant for one Emergency and Disaster Planning workshop to go ahead on March 18.

ACTION: K.S. to contact David Tremayne re presenting CCI workshop in Vancouver.

ACTION: K.S. to check on allowable expenses for CCI workshop, especially hotel expenses. This will come from the CCA grant..

ACTION: T.G. to contact Bob Stewart to make room bookings.

\* We have been asked to send a representative to a "Forum on the Future Direction of Preservation Management" in March in Ottawa.

ACTION: F.M. to ask Sue Bigelow to attend this meeting.

\* Directors' Insurance has been deferred for discussion at the January meeting.

\* Discussion of contracts: New contracts will need to be drafted in February. Time for this should be scheduled in the January meeting.

\* Living Landscapes was discussed. We will look forward to an update in January.

\* Education grants were discussed. Workshops will continue to be offered this coming year (1999/2000), but the program will be reassessed this coming year and plans for rewriting courses, new courses, and other modes of delivery considered for the year 00-01.

\* A full time person will be hired for the conservation program.

ACTION: K.S. to arrange for advertisements to be posted for this position.

Future meetings will be held January 11, February 15, March 22, and possibly March 29. The AGM will be on April 17th in Revelstoke.

## **AABC Executive Committee Meeting Minutes: 11 January 1999**

The regular meeting of the AABC executive was held at 1202-1245 Quayside Drive, New Westminster, starting at 9:00 a.m.

Members in attendance: Laura Millar, Francis Mansbridge, Teedie Gentile, Kelly Stewart and Tanya Karlebach. Regrets were sent by Regina Landwehr.

-----

### 1) APPROVAL OF THE AGENDA

approved with addition of: 2.a BCCS

### 2) APPROVAL OF MINUTES

L.M. moved that the minutes for the Executive meeting on December 14th, 1998 be approved as amended. K.S. seconded, carried.

#### 2.A) BCCS

· Discussion of recent mailout by four individuals concerning the BC Conservation Service. It was determined that the Executive would contact regional reps, committee chairs, and members of the Task Force to enquire if they had any comments or questions about the BC Conservation Service, the task force report, or the mailing, and to encourage these individuals to forward any member concerns or questions to the Executive.

### 3) ADMINISTRATION

- discussion of directors insurance. K.S. moved that we accept the quote as presented and acquire these coverage. T.G. seconded, approved.
- T.K. to arrange for a notice to be placed on the website regarding receipt of the "Steal this Handbook" booklet.
- all committee chairs to be asked to provide a list of the proposed committee membership for the forthcoming year, to be approved by the incoming Executive.

### 4) EXECUTIVE REPORTS

#### 4.a) PRESIDENT'S REPORT

- no written report, grants have been the priority activity for December and January.

#### 4.b) VICE-PRESIDENT'S REPORT

- report presented.

#### 4.c) SECRETARY'S REPORT

- T.K. will resign as of January 29th, 1999 as she will be moving out of the country.

4.d) TREASURER'S REPORT

- report submitted.
- discussion of the Action item in report. L.M. to communicate with Treasurer directly.

4.e) INSTITUTIONAL MEMBER'S REPORT

- no report.

4.f) INDIVIDUAL MEMBER'S REPORT

- no report.

5) COMMITTEE AND PROGRAM REPORTS

5.a) AABC Newsletter

- K.S. will become interim liaison for remainder of year.

ACTION: T.K. TO REQUEST A STATUS REPORT ON CURRENT ISSUE OF NEWSLETTER.

5.b) AA/NC

- L.M. will act as interim liaison for remainder of year.
- BCAUL announcement to be placed in forthcoming issue of Newsletter, L.M. to communicate message to federal and provincial funding agencies.
- discussion of proposed visit to Atlin by Yukon Archives Advisor. T.K. moved that the proposal be approved with the condition that it be completed within the AA/NC fiscal year and will not exceed \$600. L.M. seconded, carried.
- Atlin BCAUL entries discussed, decision deferred until more information can be provided by the AA/NC committee.
- discussion of Yukon Union List. The Executive agrees in principle that a partnership with Yukon on the web presentation of their union list if desirable.

ACTION: T.K. TO COMMUNICATE WITH CHAIR OF AA/NC COMMITTEE AND SUGGEST A MEETING TO DISCUSS THESE ISSUES.

- discussion of licensing issues.

ACTION: K.S. TO PURSUE LICENSING CONCERNS WITH A LAWYER.

5.c) Community Archives Education Program Committee

- no report

5.d) Education Committee

- K.S. to get in touch re: preparing a report for the AGM.

5.e) Grants Committee

- Education grant to be increased as some money requested under Preservation belongs under here.
- F.M. and T.G. offered a number of suggestions on how to improve or streamline the grant review process.

ACTION: F.M. TO PREPARE REPORT FOR L.M. TO REVIEW AND ACT ON AS APPROPRIATE

5.f) Internet

- T.G. will assume interim liaison responsibilities for remainder of year.
- new website design approved. The Executive offers their thanks and appreciation to the Committee for their work on this.

ACTION: T.K. TO FORWARD MINOR AMENDMENTS TO WEB PAGES.

5.g) Communities Connect

ACTION: T.K. TO REQUEST A REPORT ON WHAT IS STILL OUTSTANDING IN THE PROJECT.

5.h) Membership

- T.G. will assume interim liaison responsibilities for remainder of year.
- discussion of honorary membership. L.M. will follow up.

ACTION: T.K. TO WRITE LETTER TO BELKIN GALLERY.

5.i) Needs Assessments

- survey has been reviewed by AABC and the provincial government and has been sent out.

5.j) Nominations

- discussion of candidates

ACTION: T.K. TO ARRANGE FOR REMINDER IN NEWSLETTER AND ON WEB PAGE TO CONTACT JONI MITCHELL IN ORDER TO NOMINATE INDIVIDUALS FOR EXECUTIVE POSITIONS.

5.k) Public Awareness, Advocacy and Legislation

- no report

5.l) Publications

- no report.

5.m) Manual

- discussion of L.M.'s memo to T.G.

ACTION: T.G. TO ARRANGE A MEETING OF COMMITTEE.

5.n) Task Force

· in order to address the reports recommendations re: administrative structures, the Executive will contact other organizations to determine how they manage their administrative affairs.

5.o) Regional Representatives

- no report.

5.p) HCBC

- February 5th meeting, K.S. to prepare and distribute agenda, L.M. to attend.

5.q) 1999 Local Arrangements

- T.K. discussed progress.

5.q) 1999 Program

- K.S. to continue as AABC coordinator of workshops.
- T.K. reports on work to be done.
- L.M. moved that a maximum of \$50 be provided to the 1998/1999 Executive in order to facilitate their attendance at the AGM.

6) OTHER BUSINESS

- L.M. indicated receipt of report by Grant Hughes concerning Living Landscapes project.

Meeting adjourned at 3:00 p.m.

**AABC Executive Committee  
Meeting Minutes: 15 February 1999**

The regular meeting of the AABC executive was held at 1202-1245 Quayside Drive, New Westminster, starting at 9:00 a.m.

Members in attendance: Laura Millar, Kelly Stewart, Francis Mansbridge, Teedie Gentile, and Regina Landwehr.

-----

1. Approval of Agenda

Moved by K.S., seconded by L.M., that the agenda be approved.

2. Approval of Minutes

Moved by T.G., seconded by L.M., that the minutes of the Executive meeting of January 11 be approved.

3. Administration

Policies and Procedures

T.K. will revise policies and procedures before leaving for England later this month. Executive members should submit proposed wording and comments to L.M. to relay to T.K.

Several draft copies of the policies and procedures will be available at the AGM for the membership to make suggestions on at this time.

Research into Administrative Structures

Deferred

Contracts

K.S. reported that we need to come up with a contract which reflects the status of the AA/NC and Conservation Co-ordinators as dependent contractors. A lawyer will be hired to draw up a contract that reflects current labour practice. Moved by T.G., seconded by L.M., that up to \$1500 be allocated to a lawyer to write up a contract for dependent contractors.



Other contracts will also be reviewed at this time.

#### Education Committee

Jana Buhlman and David Wardle arrived at 10:10 to discuss the education report. The recommendations of the report were discussed in detail. Background material supporting each recommendation will be gathered to enable the work to continue. Jana and David were thanked for their excellent work.

#### AABC Equipment

Bill Purver has the AABC laptop computer and fax machine. This may be picked up for storage in Victoria after next executive meeting. Insurance company to be notified by R.L. of changes in location of equipment.

#### 4. Executive Reports

##### a) President

Report submitted. Topics are being covered at the appropriate parts of the meeting.

##### b) Vice-President

No report

##### c) Secretary

No report

##### d) Treasurer

Report submitted on state of accounts.  
Director's Liability Insurance is now in effect.

##### e) Institutional Member at Large

No report

##### f) Individual Member at Large

No report

#### 5. Committee and Program Reports

##### a) AABC Newsletter

The current newsletter is overdue. K.S. has had difficulty contacting the editor, and will e-mail members of the newsletter board.

##### b) AA/NC

As Atlin, B.C., is accessible by road only from the Yukon, approval was given for Ms. Tangermann, Yukon Adviser, to visit the Atlin Historical Museum on behalf of the AABC to facilitate the institution's entry into the BCAUL network.

Information received from the Yukon Council of Archives relating to hosting data on B.C. webserver acknowledged.

Link to online photograph databases at other archives approved in principle.

A new section of web site to be added called "B.C. Historical Photographs Online".

c) Community Archives Education Program

A list of potential teachers of courses is being sent to the Education Co-ordinator.

d) Conservation Program

CCI Workshop

- Eleven people have signed up for the Vancouver workshop March 14-15. Maximum is 15.

BCCS Records

- Irene Bekes has completed an inventory of the 32 boxes of records and presented a report. A subject based classification system is needed, as is a proper filing system. This will be left for the incoming Conservation Co-ordinator. Thanks to Irene for this valuable work.

Applications for Co-ordinator

- Three have been received, with the deadline February 15.

Information on contracts is needed from our lawyer before the interviewees are contacted, which will then be communicated to the potential employees. Those still interested will be interviewed in late March, with the starting date negotiable up to June 1. K.S. to check on whether relocation costs are normally allowable for contract employees.

e) Education

Thanks again to Jana and David.

f) Grants

F.M. circulated information on grants recommended for acceptance. All applicants have been written informing them of the Grants Committee's decision on their applications, and have been requested to return signed copies of these letters to verify their acceptance of this information.

g) Internet/Communities Connect

The contract for this project finishes the end of March. Workshops will be held in the Lower Mainland February 27 and in the Kootenays on March 29.

h) Membership

Applications have been received from the District of North Cowichan Municipal Archives and the Prince George Railway and Forest Museum. The former is approved as an institutional member. The latter is deferred, with a recommendation as associate member.

i) Needs Assessment Survey

A complete report should be finished by late March.

j) Nominations

Nominations have been received for Vice-President and Individual

Member at Large. None have yet been received for Secretary or Treasurer.

k) Public Awareness, Advocacy, and Legislation

No report

l) Manual

A report has been received from the Manual Committee recommending against publication in its current form. The decision on the appropriate response has been deferred to the next executive.

m) Regional Representatives

A report has been received from Michael Carter requesting that the South Vancouver Island Name Authority be put on the AABC website. This will be referred to Erwin W. for a recommendation. Bob Stewart will be resigning as Regional Representative for the Lower Mainland. Thanks to all the regional reps for their work.

n) Heritage Council

AABC is now Chair of the Council for the next year, and will host four meetings, with the next being held in May. Increased liason among heritage organizations has been suggested.

o/p 1999 AABC Local Arrangements/Program

Plans for the meeting are proceeding. A fun raffle will be held, and a Thursday lunch arranged for the regional reps and executive. Facilitators for workshops have been arranged. Michael Carter will be contacted to see how many from South Vancouver Island want to take the bus. People are encouraged to book their hotel early, as space is going fast.

q) Annual General Meeting

Discussion took place on items to be included in the conference package, and on other arrangements.

Administrative Structure (deferred from earlier in meeting)

Various options were discussed, with reference to those presented in the President's Report. Does the executive have the authority to pursue the position of obtaining a Program Director? Chris Hives will be asked to provide a job description of the Program Officer which will be communicated to the membership. Information on the options will be presented to the membership at the AGM.

The meeting ended at 5:15.

## **AABC Executive Committee Meeting Minutes: 22 March 1999**

The regular meeting of the AABC executive was held at 1202-1245 Quayside Drive, New Westminster, starting at 9:00 a.m.

Members in attendance: Laura Millar, Kelly Stewart, Francis Mansbridge, Regina Landwehr, Teedie Gentile.

-----

1) Approval of Agenda  
approved

2) Approval of Minutes  
L.M. moved that the minutes of the meeting 15 February 1999 be approved. T.G. seconded. Carried.

3) Administration

a. Administration/SSU Contract

L.M. circulated copies of report from SSU re additional services they would be willing to provide. It was recommended that the contract be renewed for the coming year, with the possibility that the contract be renegotiated by the new executive and further services included.

R.L. will contact SSU to renew the contract.

b. Contracts/Website Agreement/Other legal questions

K.S. circulated material on the above.

The base contract as written by our lawyer was considered acceptable, although it was suggested that payment of compulsory deductions could be stated more explicitly. This will now make us employers. Contracts for the Archives Advisor and the new Conservation Co-ordinator will be negotiated by the new executive.

The Website Hosting Agreement (for other associations using our website as a host) was also considered acceptable. It will be passed on to the Internet Committee for comments, and then to the new executive.

Policies and Procedures: A draft has been prepared. Copies will be printed and made available at the AGM and to interested parties.

4. Executive Reports

a. President--No report

b. Vice President--No report

c. Secretary--No report

d. Treasurer

A Treasurer's report was submitted by R.L. Some travel subsidy money

is unexpended. L.M. will contact CCA to inquire whether money owing needs to be returned. The exact amount will be computed by Regina at the end of March. L.M. will also query Fran Gundry re funding from province. R.L. will prepare statements of account for the AGM and submit all books to the Accountant for auditing before the AGM.

e. Institutional Member at Large--No report

f. Individual Member at Large--No report

## 5. Committee and Program Reports

### a. Newsletter

The next newsletter is expected by the time of the Revelstoke meeting. It was suggested that summary minutes of executive meetings might be included in future newsletters. K.S. will communicate with the newsletter editor to set the deadline for the next newsletter and clarify the status of the present newsletter.

b. Archives Advisor/Network Co-ordinator--No report

### c. Community Archives Education Program

A report for 1998-1999 has been received from the Education Co-ordinator Irene Bekes. The first two pages will be copied and distributed as part of the AGM package.

### d. Conservation Program

CCI Workshop--T.G. reported on the recent CCI Disaster Management workshop, which was successful and useful. K.S. will do a report on the CCI workshops.

Co-ordinator position--Four applications have been received. F.M., L.M. and Jacqueline O'Donnell will do interviews at L.M.'s residence on March 29. A ranked list will be given to the incoming executive, who will be responsible for negotiating the contract.

F.M. will e-mail Sue Bigelow to inquire whether there were any recommendations forthcoming from the recent CCA conservation meeting attended in Ottawa.

### e. Education

Copies of potential instructors will be sent to Education Co-Chair Jana by K.S., as requested.

Records of Education Committee, as well as of the Treasurer, have been located, and will be placed in storage in Victoria.

f. Grants--No report

### g. Internet/Communities Conect

June Campbell's last workshop for Communities Connect is to be held in the Kootenays on March 31, postponed because of weather. Only four

attended the workshop in Vancouver.

The placing of the name authority for South Vancouver Island on the website is still in process, and will be left to the new executive to finalize.

The question was raised about what do we place on the web? For universal access critical information should be made available elsewhere as well. L.M. will contact Erwin to make recommendations to the new executive on a policy about what information is placed on the web.

#### h. Membership

A notice of approval of new members should be sent by the Executive to the Regional Reps who will then contact the applicant.

K.S. will complete arrangements for an honorary membership certificate.

Marnie Burnham is the new committee chair. Former Chair Doreen Stephens will be officially thanked by L.M. at the AGM.

#### i. Needs Assessment

A report from Caitlin Webster has been received and circulated.

To protect anonymity respondent numbers should be removed. Page numbers should be added. Copies will be printed in Vancouver. They will be available at the AGM and supplied to all Regional Reps. Copies to others will be available on request. The summary portion will be included in the Revelstoke conference package.

#### j. Nominations

The positions of Treasurer and Vice-President still remain vacant for next year.

#### k. Public Awareness

Some interest in this area has been expressed.

#### l. Publications/Manual--No report.

#### m. Regional Reps

The possibility was raised of having one meeting a year in locations other than the Lower Mainland or Victoria to generate more interest and involvement in the Association's activities.

The question was raised as to whether the Vancouver region should be broken up into more manageable segments. This will be discussed at the Revelstoke meeting, and perhaps a meeting of Regional Reps in Sept./Oct. should be held to discuss this subject.

Reports from Regional Reps should be considered for placement in the newsletter.

A replacement is needed for Bob Stewart, who is stepping down.

#### n. Heritage Council--No report.

#### o.-q. Local Arrangements/Program/AGM

71 are currently registered, with 55 of these from B.C.

K.S. is going up to Revelstoke the Tuesday before the meeting to ensure that all will be well. Expenses will be allowed for this trip.

#### 6. Other Business

L.M. has forward an e-mail from Monique Ostiguy re Young Canada Works. Perhaps a student could be hired for records inventory.

Executive records will be passed on to F.M. by L.M. before the Revelstoke meeting.

L.M. circulated her recipe for "Tomato and Bread Soup", one of the more tangible and lasting rewards for this past year's work.