

AABC Executive Committee minutes –April 1999 to April 2000

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AABC Executive Committee Meeting Minutes: 26 April 1999

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President

Marnie Burnham, Secretary

Dorothy Lawson, Individual Member-At-Large

Francis Mansbridge, Institutional Member-At-Large

1. Executive vacancies

Executive addressed the current vacant positions of Vice-president and Treasurer. Potential candidates were discussed. Due to on-going financial obligations, a priority was placed on securing an individual to fill the position of treasurer.

Action: Members of the Executive agreed to solicit volunteers for the vacant positions and report progress.

2 Transfer of Signing Authority

Chris Hives reported that he would arrange to have the signing authority relating to the AABC's financial accounts transferred from the previous Executive into his name. Signing authority will also be given to the Vice President and Treasurer when those positions are occupied.

3. Conservation Service

Chris Hives reported that candidates for the vacant position of conservator had been interviewed by a selection committee comprised of members of the previous Executive and Jacqueline O'Donnell. This Committee had forwarded a recommendation for the approval of the incoming Executive. After a brief discussion of the Selection Committee recommendations, the Executive agreed to move forward with its recommendation.

Action: Chris Hives will inform the successful candidate and begin contract negotiations with the goal of June 1st 1999 as a starting date. Frances Mansbridge will contact the other candidates to inform them an offer has been made to another applicant.

The Executive addressed the need to re-establish the Conservation Advisory Committee. Potential committee members were discussed.

Action: Dorothy Lawson will contact potential committee members to request their participation.

It was agreed that the AABC should move to change the name of the program to the British Columbia Archival Preservation Service in order to better reflect the preventive focus of the Service and also to bring it into line with developments in other archival organizations.

5. Contracts

The Executive discussed the development of contracts relating to services provided to the AABC. The previous Executive had begun investigating the exact nature of relationship between the Association and those providing contracted services to the AABC. Owing to potential changes in the administrative structure of the organization the previous Executive deferred the decision about the future course of action to the incoming Executive. Following a discussion of the issue and, in particular, the significant administrative and accounting requirements that would be result from potential changes, the Executive decided to continue with the status quo for 1999/2000.

Of particular concern were the serious time constraints confronting the Executive in having to make this decision. The contract of the Archives Advisor/Network Coordinator was to expire at the end of April 1999 and this required that a new contract be prepared in very short order. Chris Hives discussed several issues relating to the contract with the Archives Advisor/Network Coordinator which included financial terms and length of contract. The other members of the Executive agreed to his recommendations in this matter. The contract will run to the end of March 2000 and bring it into line with the regular fiscal year.

Action: Chris Hives will prepare a contract that includes the agreed upon elements and present it to Bill Purver for his signature.

The Executive will, over the next year, solicit advice and hold discussions with AABC contractors, the Advisory Committees and other interested parties to determine any changes that should be implemented to the working relationship between the Association and its contractors.

6. Archives Advisory Network

Chris Hives reported that the Archives Advisor/Network Coordinator identified a small surplus in the operating account and requested that the funds be reallocated to facilitate his attendance at the ACA Conference in June in London, Ontario. Given the conference's focus on CAIN-related issues and initiatives, the Executive approved this expenditure of funds.

The Executive discussed the salary of the Archives Advisor position. The Executive approved an increase in the 1999-2000 contract to reflect increases in the "in lieu of benefits" package and a timely raise.

7. Education Programme

The Executive discussed the direction of the Education Programme. It was agreed to continue with the programme as established by the for the coming year. The Executive decided to use this next year to plan a shift in the Education Programme to reflect the changing dynamics of the B.C. archival community.

Action: Ask the Chair of the Education Committee to develop recommendations, in the form of a report, regarding the direction of the Education Programme. The report should be submitted to the Executive by 31 October 1999.

8. Newsletter

The Executive discussed several issues relating to the Newsletter. In order to achieve cost-savings in production and distribution, decrease the range of duties now associated with the editorship of the publication and to enhance the timeliness in the distribution of its information it was agreed that the AABC should investigate the possibility of developing a web-based newsletter. The Executive also agreed that the paper-based version of the publication will be the default and that individuals willing to forego receiving a paper copy will have to notify the Association.

Action: Direct the Internet Committee to evaluate the viability of an on-line newsletter

8. Needs Assessment Survey

The Executive determined that a working group should be established to interpret the results of the 1999 Needs Assessment Survey. This interpretation should incorporate into its analysis a comparison with the survey conducted by the AABC in 1988 with a view to marking developments in the B.C. archival community.

Action: Chris Hives will approach George Brandak to act as chair of the Needs Assessment Working Group which will be asked to provide at least a preliminary report by June 30th, 1999.

9. Manual for Small Archives

Due to resource constraints and the general discussion at the AABC AGM, the Executive decided not to continue efforts at revising the Manual for the time being. The provision of photocopies of the current manual and other alternatives for providing this basic archival information will be explored.

11. Committee Liaisons

The Executive, in the absence of a Vice-President and Treasurer, agreed to delegate responsibilities for communicating with committees as follows:

Dorothy Lawson	Preservation Advisory Committee
Marnie Burnham	Membership Committee
	Newsletter

Chris Hives	Internet Committee
	Archives Advisory Network Committee
Francis Mansbridge	Education Committee
	Advocacy Committee

Next meeting: 10 May 1999, 2 pm.

AABC Executive Committee Meeting Minutes: 10 May 1999

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President
Lynne Waller, Treasurer
Marnie Burnham, Secretary
Francis Mansbridge, Institutional Member-At-Large
Dorothy Lawson, Individual Member-At-large

1. Minutes of the previous meeting

Executive approved the minutes of the previous meeting.

2. Introduction of Lynne Waller

Chris Hives welcomed Lynne Waller to the AABC Executive and expressed his gratitude at her willingness to accept the position of Treasurer.

3. General discussion of financial matters

Lynne Waller discussed her initial impressions of the AABC's finances from her brief survey of the AABC financial records. She outlined a number of issues she felt should be addressed by the Executive over the next year including the structure of AABC accounts, the burden of book keeping tasks required as part of the position of Treasurer, and the coverage of directors' liability insurance as it relates to financial matters.

The Executive agreed that the functions of the Treasurer should be re-evaluated. Chris Hives recommended that the Executive investigate the viability of expanding support services to include routine accounting tasks. He felt that the organization's budget should more realistically reflect the real costs of administering the AABC. Lynne Waller agreed to continue to complete these tasks in the interim.

Action: The Executive will examine the costs of expanding support services.

Action: Chris Hives will investigate sources of operating grants to finance expanded administrative services.

The Treasurer will be requiring budgets from each of the Committees.

4. Meeting with Donna Denham, SSU Support Services

The Executive asked Donna Denham to describe the work completed by SSU on behalf of the AABC. In addition, the Executive discussed SSU's proposal regarding expanded support services including:

- expanded accounting services
- paper work to facilitate GST rebates
- expanded membership maintenance activities
- records storage

Action: Lynne Waller will visit SSU offices to meet with staff to discuss AABC book keeping

Although the AABC's contract with SSU expired at the end of the last fiscal year, Donna Denham agreed to continue under the terms established until the Executive has had an opportunity to discuss the merits of expanded service.

Action: Lynne Waller will investigate the costs of accounting services at other support agencies to compare market value.

5. Contracts

Chris Hives announced that Bill Purver has signed a contract to continue as the Archives Advisor/Network Co-ordinator for the 1999-2000 year. He also updated the Executive on the progress of negotiations with the successful candidate of the search for the Conservation Service contractor.

6. Manual for Small Archives

The Executive discussed the future of the Manual for Small Archives. In the interim, the Executive agreed that a notice should be placed on the AABC web site indicating that the publication is out of print. It is hoped that this will eliminate the need to provide photocopies or monitor the backlog of orders. The Executive agreed to examine the possibility of making the Manual available as an electronic document via the AABC website. Chris Hives mentioned a surplus of \$2500 remaining from the grant for the Communities Connect program. He suggested that this money could be used to support such a digitisation project .

Action: Chris Hives will seek formal permission to reallocate remaining Communities Connect funding to make the Manual accessible electronically.

7. AABC Newsletter

Chris Hives distributed to the Executive a sample of a prototype web version of the AABC Newsletter produced with the assistance and expertise of Leslie Field. The document which had been reviewed and recommended by the Internet Committee was well received by the Executive and it is hoped that a web-based approach will produce a more dynamic publication capable of reaching a larger audience. In addition, this change will greatly reduce printing and mailing costs which have traditionally been in the \$7,000-\$8,000 range for four issues. It was noted that the Editor and the Executive should re-evaluate the role of advertising in the Newsletter.

Chris Hives suggested that with the change in newsletter production that it would be helpful to implement the idea of co-editors. Leslie Field had expressed an interest in a co-editor position. This offer was approved by the executive.

Action: Marnie Burnham will contact Jennifer Vallee to determine her continued involvement with the newsletter.

The Executive discussed ways of integrating the new web format into the year's program. The Executive expressed a commitment to ensuring that all members of the organisation have equal access to the publication regardless of the availability of Internet service. The first on-line issue will be printed off the AABC's web site and mailed to all members. AABC members will be given the option of opting out of receiving a paper copy in the future. Over time it is hoped that a sizeable portion of the membership will opt to access the newsletter on-line and forego receiving a paper copy in the mail.

The Executive discussed the content of the next newsletter with the goal of producing the first web-based issue by early June 1999.

8. B.C. Heritage Council

Chris Hives discussed the role of the AABC as co-ordinator of the B.C. Heritage Council for 1999-2000. Unfortunately a communications breakdown resulted in the cancellation of the first meeting scheduled for 3 May 1999 at the Vancouver Museum.

Action: Chris Hives will contact the other Heritage Council representatives to arrange another meeting.

9. Other business

The Executive addressed the need to find a regional representative for the Lower Mainland.

Action: The Executive will generate a list of possible volunteers to fill this vacancy.

Francis Mansbridge reported on the re-establishment of the Advocacy Committee and submitted a list of committee members which was approved by the Executive. The Advocacy Committee will be chaired by Aaron Vidaver.

Next meeting: 31 May 1999, 2 pm

AABC Executive Committee Meeting Minutes: 31 May 1999

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President

Lynne Waller, Treasurer

Dorothy Lawson, Individual Member at Large

Francis Mansbridge, Institutional Member-at-Large.

Regrets:

Marnie Burnham, Secretary

In the absence of the Secretary, Francis Mansbridge was designated to take minutes.

1. Minutes of the Previous Meeting

Approved by executive.

2. President's Report

a. **Conservation Co-ordinator:** Rosaleen Hill has been hired as the new Conservation Co-ordinator, and will start work tomorrow morning June 1. Boxes of records relating to the conservation service are currently stored in Victoria. Rosaleen will access these and take out those expected to be of use, letting the executive know what else is there. Storage of this material beyond the end of June will need to be arranged, as the contract runs out then. Rosaleen will also liase with the new Conservation Advisory Committee (Ken Young, Jacqueline O'Donnell, Dorothy Lawson). The CCI workshop in November on "Storage Planning for Books and Archival Materials" will be organized by Rosaleen.

Action: Francis Mansbridge will communicate with Rosaleen concerning CCI workshop.

Action: Chris Hives to liase with Rosaleen concerning appropriate storage of AABC records.

b. **Newsletter:** A new issue is ready, and will be published in late June when our financial situation is more clear. The planned electronic format should reduce the cost from about \$8,000 to \$3,000 a year (for four issues), less if members opt for the electronic version over the printed format. Members may opt to receive either the electronic or hard copy version.

Action: Chris Hives to continue to coordinate production of this issue of the electronic version of newsletter.

c. **Future Directions:** Discussion ensued on an exchange of e-mails between Chris and Provincial Archivist by Gary Mitchell about the two advisory services programs. In particular there had been some discussion about the lack of a proper administrative infrastructure in the AABC to properly oversee these programs. In particular the uncertainty in the timing of receipt of grant funding makes it very

difficult to meet our ongoing financial commitments to these important programs. Increasingly, the Association is having more trouble in providing the bridge financing that is often necessary. It was pointed out that the current arrangement of having the services contracted by the Association helps protect those funds.

After exploring some other possibilities for providing these services it was decided that we should continue with the status quo vis-a-vis the employment of our contractors. While it appears that the AABC will continue to sponsor these programs for the foreseeable future, we can still consider changes in these programs to ensure the most effective delivery of the services needed with the money received.

d. Manual for Small Archives: Permission has been received to use the remaining \$2500 in the Communities Connect program to put the current version of "A Manual for Small Archives" on line. A proposal for mounting the publication on the Web was discussed. The funds do not need to be spent before the end of the fiscal year.

Action: Chris Hives will continue to investigate the on-line manual project.

3. Treasurer's Report

Lynne Waller distributed a copy of a report on our current financial situation, with some recommendations. GIC's (\$10,454.18) have been cashed to meet our immediate financial obligations. Our exact financial situation will be unclear until the books are returned from the auditors.

The Directors' Liability insurance from Brown Bros. is currently being reviewed. Other agencies are being canvassed. Personal insurance can also be bought on an individual basis. Options are either to cancel the current insurance policy or wait until the contract expires.

Action: Lynne Waller to continue to investigate insurance options and report back to executive.

Increased Support Services: Association Management Consultants are not interested in the level of service we need/can afford. Dorothy Lawson suggested Investax as a possible service. Expanded service by SSU is also being considered.

Action: Lynne Waller to continue to investigate options for increased support services and report back to executive.

4. Other Business: The Advocacy Committee was given the go ahead to try a program of public events in the coming year, as suggested in a recent e-mail from Chair Aaron Vidaver. It was pointed out, however, that no money has at this time been committed for any of this committee's planned activities. Other suggestions included a generic article on archives prepared for distribution to local papers. Increased contacts with media (radio, TV, newspapers) were encouraged.

Action: Francis Mansbridge to contact Advocacy Committee concerning above.

Next meeting: UBC 21st June 2 p.m

AABC Executive Committee Meeting Minutes: 21 June 1999

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President

Lynne Waller, Treasurer

Marnie Burnham, Secretary

Francis Mansbridge, Institutional Member-At-Large

Regrets:

Dorothy Lawson, Individual Member-At-Large

1. Minutes of the previous meeting

Francis Mansbridge presented to the Executive a draft of the minutes of the previous meeting. The Executive agreed to provide comments for revisions to be approved its next meeting.

2. President's Report

A) Meeting at the Provincial Archives

Chris Hives informed the Executive that Gary Mitchell, Provincial Archivist, has invited him or a representative of the AABC to attend a ceremony during the B.C. Archives' open house on June 26th to receive the Association's first installment of CAAT funds from Minister Andrew Petter. Chris Hives expressed his appreciation for the expediency with which this grant request was processed.

The President stated that this trip to Victoria presented a good opportunity to meet with the Provincial Archivist to discuss AABC matters as well as its relationship with the Provincial Archives and, more broadly, the Provincial Government. He hoped to discuss funding requirements relating to the administration of the organization as well as the promotion of regional development. In addition, he felt it might be useful to discuss the direction of the AABC in terms of standards for institutional membership.

B) Institutional Standards

Chris Hives recommended that the AABC re-examine its policies as they relate to institutional membership and the grant disbursement process. He suggested examining the institutional membership standards established by the Archives Association of Nova Scotia with a view to adopting accreditation procedures. He advised that mechanisms be established to track the progress of institutions utilizing grant funding.

Action: The Executive will evaluate established procedures for the distribution and expenditure of grant funding.

Action: The Executive will request that the Membership Committee examine the terms and conditions of institutional membership with a view to amending definitions within the AABC's constitution.

C) Grant reports to the Canadian Council of Archives

Chris Hives reported on the status of year-end reports submitted to the CCA. For various reasons, four reports were returned for revision. The President reported that he is working on revising the reports but did not think that the AABC would have to return additional funds in excess of those originally identified.

Action: Chris Hives will work with Monique Ostiguy of the CCA in the revision and resubmission of grant reports.

D) Education

The President reported that he is in the process of completing the terms of the contract for the position of Education Coordinator.

Chris Hives recommended that the Executive meet with the Education Committee to discuss the direction of the Education Program.

E) Vice President

Chris Hives discussed the need to find an individual to fill the vacant position of vice president. The Executive discussed potential candidates with the goal of securing a V.P. in the near future.

3. Treasurer's report

Lynne Waller discussed the written report she had submitted to the Executive in advance of the meeting.

A) Mary Ann Pylypchuk Memorial Prize

Lynne Waller reported that the annual Mary Ann Pylychuk Memorial Prize has been awarded to Yuri Shimpo.

B) AABC Finance Committee

The Treasurer reported that the first meeting of the AABC Finance Committee was held June 13, 1999. The Committee is composed of Peter Johnson, Evelyn McLellan, and Melanie Reaveley.

C) Insurance

Lynne Waller reported that Chambers Olson has been selected to provide insurance to the AABC. Although changes in coverage may occur in the future, current policies protect AABC equipment and provide directors' liability insurance.

D) Bookkeeping and Accounting Services

Lynne Waller recommended that the AABC solicit additional accounting assistance from Malish and Clark. In recent times, the Association had been contracting out a portion of its bookkeeping chores to another firm. The Executive agreed, concluding that using a single accounting agency will reduce duplication, allow for monthly financial reports, and lead to fewer delays in processing year-end accounts. Malish and Clark has been associated with the AABC since 1991.

4. Newsletter

Chris Hives stated that the first electronic version of the Newsletter is ready for publication. He reported that he had sent out an initial e-mail to AABC members directing them to an on-line prototype for the publication and asking them if they would be willing to forgo receiving a paper copy of the Newsletter in favour of accessing it on-line. While a couple of members expressed some concerns about the new direction for the Newsletter, approximately 50 opted not to receive a paper copy.

5. Committee reports

Marnie Burnham reported that she had attended a brief meeting of the Membership Committee on June 20, 1999. The Committee discussed a request to establish a membership category for retired archivists. Committee members decided that such a category would be of benefit to the Association and suggested that the student rate be applied to the proposed category. On behalf of the Membership Committee, Marnie Burnham requested that the Executive approve the establishment of a retired member category .

Action: Marnie Burnham will investigate the constitutional requirements to facilitate the establishment of a category for retired members.

It was reported that the Membership Committee had started preparations for the publication of the membership directory. Chris Hives advised that the project be delayed until September to enable a greater number of renewing members to be included in the booklet.

Marnie Burnham concluded her report by requesting assistance to locate volunteers to become members of this committee.

6. Meeting with AABC Chairs

The Executive discussed the need to facilitate greater communication between itself, AABC contracts, and the various AABC committees. As a result, the Executive decided to hold a meeting with Committee Chairs and AABC contractors to discuss current developments and the direction of the organization.

Action: Marnie Burnham will contact Committee Chairs and contractors to organize a meeting with the Executive to be held Monday, July 12th at UBC Archives.

Next meeting: Monday, July 12, 1999 (following meeting with Committee Chairs)

AABC Executive Committee Meeting Minutes: 12 July 1999

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President
Lynne Waller, Treasurer
Marnie Burnham, Secretary
Francis Mansbridge, Institutional Member-At-Large
Dorothy Lawson, Individual Member-At-Large

Jane Turner, nominee for position of Vice-President

1. Nomination and appointment of Vice-President

The Executive met briefly following a general meeting with AABC Committee Chairs and contractors. The purpose of this meeting was to appoint a vice president of the Archives Association of British Columbia. Chris Hives nominated Jane Turner for the position. The Executive unanimously endorsed Jane Turner to fill the vacancy. It was agreed that this appointment would be retroactively approved at the next Annual General Meeting.

Next meeting: 9 August 1999, 2 pm

AABC Executive Committee Meeting Minutes: 9 August 1999

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President
Jane Turner, Vice-President
Lynne Waller, Treasurer
Marnie Burnham, Secretary
Francis Mansbridge, Institutional Member-At-Large
Dorothy Lawson, Individual Member-At-Large

Approval of minutes from previous meetings

The Executive approved the minutes for meetings held May 31, June 21, and July 12, 1999. Chris Hives asked Marnie Burnham to forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

President's report

Chris Hives reported that he had a preliminary exchange with Gary Mitchell about the possibility of submitting a grant report to help underwrite some of the administrative expenses incurred in the provision of the Association's province-wide programs. To date there has not been an official response.

The President reported on progress relating to the reconciliation of grant funding received for the Revelstoke conference. It appears that the Association expended all grant monies received for the Conference. The AABC will be required to return no funds to the granting agencies.

Treasurer's report

Lynne Waller reported on the progress of the new accounting system being developed with the assistance of Malish and Clarke. She requested formal approval to consolidate the four current AABC bank accounts into one in order to simplify accounting procedures. The motion was seconded by Jane Turner and passed unanimously by the Executive.

Action: Lynne Waller will close the three program-based accounts.

Lynne Waller discussed the implications of terminating the AABC's contract with Support Services Unlimited. Chris Hives will pick up the mail, Lynne Waller will make bank deposits, and Marnie Burnham will maintain and update the membership database.

The Treasurer reported that grants have been received from both the CCA and the Provincial Government to fund six months of operations of the AANC, Preservation and Education programs. The Executive expressed gratitude at the timeliness of the receipt of the grants.

Lynne Waller discussed the need to develop formal budgets for all of the AABC's committees. She hopes to have the budgets in place by early September. The budgets will coincide with the development of the new accounting system. Lynne proposed a formal budget meeting take place in February 2000 to facilitate preparation of financial projections for the following year.

Future directions for the Association

The Executive discussed the need to develop a vision relating to the future of the AABC. An examination of future goals and objectives was deemed necessary to assist in the short- and longer-term planning. The Executive discussed the shape and nature of existing AABC programs with a view to improving services and promoting greater efficiency.

The Executive identified the following programs, functions, and issues for possible re-assessment:

- Archives Advisor/Network Coordinator program
- Preservation Service
- role of the Education Coordinator
- Institutional membership and standards
- re-design of programs to serve a broader spectrum of the membership
- the role of regional representatives (and the Regions) in the functioning of the AABC
- role of paid support in the administration of the organization

Proposal for Regional Archives Advisor Service

The Executive discussed a proposal submitted by the Heritage Federation of Southeastern B.C. relating to the establishment of a short term archives advisory service in the Kootenays. The proposal includes a request for a letter of support from the Association as well as a modest financial commitment, the bulk of which would take the form of sponsorship of two AABC workshops.

The Executive agreed that the project provides an opportunity to explore issues relating to regionally-based services. Chris Hives suggested that the requested funding could be supplied as part of the AABC's portion of CCA grant funding. The Executive gave the proposal its conditional support based on the Heritage Federation of Southeastern B.C. securing funding from the remaining proposed sources.

Institutional standards

The Executive discussed the possible re-examination of criteria for institutional membership to ensure that all institutional members achieve established standards for viable and sustainable archival programs. The Executive felt that this potential change in criteria would require the eventual re-application by current institutional members

Chris Hives recommended that the Executive examine criteria for institutional membership developed by other provincial associations. Jane Turner presented a schema outlining the manner in which other archives associations structure their requirements for institutional membership. Dorothy Lawson discussed the importance of involving existing institutional members in the reconfiguration of criteria.

Action: Jane Turner will compose a letter to the Regional Representatives requesting feedback from the membership regarding the development of institutional membership standards

Manual for Small Archives

The Executive discussed the digitization of the *Manual for Small Archives*. The Executive agreed to expend funds remaining from the Communities Connect project to develop a contract with Leslie Field to digitize the publication with the goal of disseminating it through the AABC's website.

Action: Chris Hives will coordinate the contract for digitization with Leslie Field.

Jane Turner presented an archives manual recently produced by archivists in Newfoundland. She felt that the publication presented a good model for the revision of the AABC's *Manual for Small Archives*.

Newsletter

Chris Hives reported that the first on-line version of the AABC Newsletter was very well-received by the membership. Given the new expanded audience for the publication, the President recommended that the AABC re-structure the rates charged for advertising. He presented a new fee structure for advertising space. The Executive agreed that the increases were timely.

Action: Chris Hives will examine the issue of revenue generation as it relates to Newsletter advertising.

The President reported that the Newsletter required the appointment of an Editorial Board and the appointment of a co-editor. The Executive agreed to begin to recruit volunteers for these tasks.

Membership

Marnie Burnham reported on the status of membership renewals for the 1999-2000 year. She expressed concern at the number of institutional and associate institutional members that had failed to renew.

Action: Marnie Burnham will send institutional members one final renewal notice.

Marnie Burnham noted that in light of the AABC's increased membership fees, numerous retired and volunteer archivists had written to the Association citing financial hardship as a factor in not renewing their membership. In light of this situation, Chris Hives proposed that the Executive approve the establishment of new categories of "Individual-Retired"; and "Individual-Volunteer"; and that the rates charged for these memberships be the same as those charged for the "Individual-Student". The Executive approved and this change will come into effect for the 2000/2001 membership year.

Action: The Executive will instruct the Membership Committee to create two new designations within the individual membership category to include volunteers and retired archivists.

Action: Marnie Burnham will respond to letters from lapsed members. She will describe the proposed changes and to invite their re-application next year.

AABC Conference 1999/2000

Chris Hives proposed that the 1999/2000 AABC Conference be held mid-May in the Lower Mainland. The Executive agreed to begin to think about possible volunteers to fill the positions of Program and Local Arrangements Committees. Lynne Waller recommended that the position of Conference Treasurer be established.

Advocacy Committee

Jane Turner agreed to be the liaison between the Executive and the Advocacy Committee.

Next meeting : 13 September 1999 1 pm.

AABC Executive Committee Meeting Minutes: 13 September 1999

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President

Jane Turner, Vice-President

Lynne Waller, Treasurer

Marnie Burnham, Secretary

Francis Mansbridge, Institutional Member-At-Large

Dorothy Lawson, Individual Member-At-Large

Approval of minutes from previous meetings

The Executive approved the minutes of the meeting held August 9, 1999. Chris Hives asked Marnie Burnham to forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

President's report

Chris Hives reported that he has been in communication with Provincial Archivist Gary Mitchell and has received word that CAAT would entertain a grant request that would include support for the administration of the AABC's province-wide activities. The Executive discussed the structure of such a request.

Action: Chris Hives and Lynne Waller will develop a grant proposal in an attempt to secure funds to support AABC activities relating to programme administration.

The President discussed the progress of the working group developing an instrument to augment the Need Assessment Survey. This secondary survey will not likely be completed before the end of September. The Executive discussed methods to distribute the completed questionnaire. The President recommended setting aside funds to cover copying and mailing costs.

Chris Hives reported that Leslie Field has begun his contract to produce a web version of the *Manual for Small Archives*.

The President discussed his attendance at a recent meeting of the Archives Advisor / Network Coordinator Advisory Committee. The meeting served to advise new members of the committee of the program's mandate, to update members on Bill Purver's schedule and work plan and to develop priorities for the remainder of the year.

Chris Hives discussed the need to address the possible changes to the AABC's programs for the next fiscal year. Proposals should be developed within the next six weeks to facilitate consultation.

The President discussed the status of the current issue of the Newsletter and the issues remaining for this fiscal year. In the absence of a co-editor, he has been assisting Leslie Field in the production of the

Newsletter. He feels that the production of the electronic version will result in a significant financial savings to the Association. In addition, Chris Hives has begun soliciting advertisers for upcoming issues.

Treasurer's report

Lynne Waller presented the second financial statement developed by Malish and Clark utilizing the new system of accounts. She reported that the system is working well, providing her with the flexibility to suggest codes and review statements prior to delivery to the accountant. In addition, Lynne Waller presented a draft of a file classification plan to better organize the Association's financial records.

The Treasurer reported the success of the new system developed to retrieve and circulate the Association's mail. Lynne Waller noted that the Education Coordinator is now forwarding workshop registration cheques directly to her for deposit.

Lynne Waller expressed caution at the current state of the AABC's finances. According to the general account schedule, revenue and expenses are about equal. She feels that after September 1999, the Association must begin to use surplus funds to cover expenses.

She recommended that the Executive determine the minimum surplus needed in the AABC's account to support operations in the event of a funding problem.

The Treasurer reported that Evelyn Peters McLellan has agreed to act as Conference Treasurer. She noted that Evelyn would like to meet with other members of the Committee as soon as possible to set conference budget priorities.

Strategic Planning Forum

The Executive discussed the need to solicit member input regarding proposed changes to the AABC's program structure. The Executive decided to host a strategic planning forum to solicit comments from Regional Representatives and Committee Chairs about the direction of the Association. It was concluded that a two day meeting should be scheduled for late October or early November to be held in Vancouver.

Action: Dorothy Lawson will contact the Regional Representative to discuss dates for a meeting and to determine the necessity of subsidizing travel and accommodation.

Action: Lynne Waller will investigate possible sites for the accommodation of members and venues for meetings.

Membership

Marnie Burnham reported on the status of membership renewals. The Executive expressed concern at the drop in the number of individual members. It was concluded that a portion of this decrease should be attributed to the increase in fees. The Executive acknowledged a need to increase individual membership. Chris Hives suggested including a discussion of professional community service within the president's message in the next newsletter.

The Executive addressed the issue of lapsed membership. It was decided that, after the first four months of the current fiscal year, members who have not yet paid their membership fees will no longer be provided with the benefits of membership including the newsletter and the member directory.

The Executive concurred with the Membership Committee's recommendation to approve the granting of an institutional membership to the City of Coquitlam.

Volunteers

The Executive examined a list of current AABC members with the intent of creating a list of candidates to fill the numerous vacancies on AABC committees. Lists were developed to fill vacancies on the Membership Committee, the Conference Program and Local Arrangements Committees, and the Editorial Board.

AABC Conference 1999/2000

The Executive discussed the upcoming AABC Conference to be held in the Lower Mainland in May 2000. Given the current state of the Associations finances, the Executive expressed a commitment to holding a revenue neutral event.

Committee reports

Francis Mansbridge reported on efforts to combine the two grants committees into a single body. He noted that these committees are currently in the process of re-evaluating the points system for rating grant applications. He feels it is important to develop a better system for tracking previous grant applications.

Next meeting : 4 October 1999 1 pm.

AABC Executive Committee Meeting Minutes: 4 October 1999

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President

Jane Turner, Vice-President

Marnie Burnham, Secretary

Francis Mansbridge, Institutional Member-At-Large

Dorothy Lawson, Individual Member-At-Large

Regrets:

Lynne Waller, Treasurer

1. Approval of minutes from previous meetings

The Executive approved the minutes of the meeting held September 13, 1999. Chris Hives asked Marnie Burnham to forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

2. President's report

Chris Hives reported that the current issue of the AABC Newsletter was near completion. The mailing of the Newsletter will be coordinated with the distribution of the Membership Directory.

The President discussed the grant request for administrative funds developed with the assistance of Lynne Waller. The Executive reviewed the details of the request submitted to the B.C. Archives. The President recommended that, in future, program administration costs be built into funding proposals.

Chris Hives reported that he has contacted Provincial Archivist Gary Mitchell regarding this year's second installment of grant funding to help ensure that funding will be forwarded in a timely manner.

Chris Hives noted that the production of a web version of the *Manual for Small Archives* is proceeding on schedule. It is hoped that this contract will be completed by the end of November.

The President responded to a query from Jane Turner regarding subscription to the newly developed Archives B.C. listserv. The President stated that a number of individuals had already subscribed. Erwin Wodarczak will be posting an announcement on ARCAN-L. An additional notice will be included in the next issue of the AABC Newsletter.

Chris Hives and Francis Mansbridge updated the Executive on the technical specifications established for the CAIN initiative. Bill Purver has drafted a response to the CCA Committee confirming that BCAUL is compliant with established standards.

3. Treasurer's report

Although Lynne Waller was unable to attend the Executive meeting, she submitted a thorough written report of the AABC's finances, including statements to August 31, 1999.

The Treasurer reported that the three program accounts at the Hong Kong Bank of Canada have been closed. All transactions will now take place within one main account.

Lynne Waller's report included a discussion of the Finance Committee's attempts to get reduced rates on postage. The Finance Committee is in the process of submitting the documentation to obtain a mail subsidy from the Department of Canadian Heritage. The Treasurer requested feedback from the Executive to determine whether the required paper work is a worthy investment of time.

The Treasurer reported that the Finance Committee is investigating issues relating to administrative costs and grant funding. The Committee is conducting a survey of other non-profits to determine how their budget process accommodates administrative costs.

4. Membership

In the absence of an active Membership Committee, Marnie Burnham presented an application for institutional membership submitted by the Resource Centre of the Satellite Video Exchange Society (Video In Studios). The Executive concurred with the recommendation to approve the granting of an institutional membership.

Chris Hives reported that he would be giving a presentation to students in the Master of Archival Studies program at UBC on October 13th to encourage them to become members of the Association.

5. Volunteers

The Executive reported on efforts to locate volunteers to fill numerous vacancies on AABC committees. The following members have agreed to participate:

Membership Committee: Carrie Stevenson and Dovel Buie

Editorial Board: Jennifer Mohan

Conference Programme Committee: David Wardle

Grants Committee: Stephen Fleming

The Executive agreed that a committee to plan the 1999-2000 AABC Conference must be formalized by mid November.

6. Proposed 'Archives Day'

The Executive discussed a proposal to establish a province-wide 'Archive Day'. The Executive agreed that Year 2000 celebrations provide an opportunity to increase awareness about heritage and heritage institutions. It is felt that such an initiative should be delegated to the AABC Advocacy Committee.

Action: Jane Turner will request that the Advocacy Committee develop a proposal for an 'Archives Day'.

7. Strategic Planning Session

The Executive discussed plans for a strategic planning meeting to be held at the end of October with AABC Committee Chairs and Regional Representatives. While tentative dates have been established and accommodations reserved, it is still unclear as to whether attendance will be adequate.

8. Committee reports

Grants Committee

Francis Mansbridge discussed strategies to distribute CCA grant applications to AABC institutional members. He mentioned that it may be possible to circulate much of this information electronically.

B.C. Archival Preservation Service Advisory Committee

Dorothy Lawson discussed the progress of the Preservation Committee. The Committee is examining possible revisions to the structure of workshops. The Preservation Service is progressing according to established work plans and within budget. She noted that there is a possibility that one position on the Committee may become vacant in the near future.

Next meeting : 8 November 1999 1 pm.

AABC Executive Committee Meeting Minutes: 8 November 1999

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President

Lynne Waller, Treasurer

Marnie Burnham, Secretary

Francis Mansbridge, Institutional Member-At-Large

Dorothy Lawson, Individual Member-At-Large

Aaron Vidaver, Chair, Public Awareness, Advocacy and Legislation Committee

Regrets:

Jane Turner, Vice-President

1. Approval of minutes from previous meetings

The Executive approved the minutes of the meeting held October 4, 1999. Chris Hives asked Marnie Burnham to forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

2. Proposed 'Archives Day'

Aaron Vidaver, Chair of the AABC Public Awareness, Advocacy and Legislation Committee reported to the Executive on early investigations into establishing a province wide 'Archives Day' during mid-2000. The Advocacy Committee concurs that such an event would be positive; increasing public awareness of archives and related heritage issues. Aaron Vidaver reported that the Advocacy Committee had conducted a survey of other provincial archives associations to determine how such public awareness events are structured. The Archives Society of Alberta is the only provincial association to organize such an event. For the past three years, the ASA has hosted an 'Archives week' during October commemorated with an on-line exhibit, a poster and locally sponsored events.

The Executive felt that 'Archives Day' should be formally recognized by the Provincial Government. Chris Hives recommended speaking with Provincial Archivist Gary Mitchell to determine how such events are placed on the agenda.

Action: The Public Awareness, Advocacy, and Legislation Committee will continue to investigate the logistics of establishing an 'Archives Day' during the 2000-2001 fiscal year.

3. Proposed Archives Legislation

Aaron Vidaver reported that the Advocacy Committee was preparing a report proposing provincial archives legislation. The Committee hopes to present the document at this year's annual general meeting in late April. The Executive supports their efforts but requested that the report be completed by early March and submitted to the Executive for feedback prior to presentation to the general membership.

4. President's report

Chris Hives reported that he had not heard back officially from the Provincial Archives regarding the grant application for funds to support the administration of AABC programs for the 1999-2000 year.

The President noted that he had contacted the Provincial Archives regarding the second installment of grant funds. It is expected that funding will arrive in late December or early January.

Chris Hives stated that grant applications and guidelines had been received from the CCA for distribution. As these forms are now available electronically via the CCA website, it is hoped that the AABC will have an opportunity to reduce postage and duplication costs. Chris Hives is in the process of contacting member institutions to determine if they are willing to access the information electronically. He confirmed the Executive's commitment to ensure that everyone receives access to this information. As a result, members he is unable to contact will receive, by default, paper copies of the forms via the mail.

The President noted that a Newsletter Editorial Board has been assembled. The members of this board will be Jennifer Mohan, Marta Mafti, and Barb Towel. The Executive expressed its appreciation for their willingness to participate.

Chris Hives distributed a sample from the on-line version of the *Manual for Small Archives*. It is hoped that this version of the *Manual* will be completed by the end of November.

5. Treasurer's report

Lynne Waller presented financial statements to 31 September 1999. She reported that the three extra bank accounts used in the past for the grant programs, have been closed. Account surpluses arising from bank interest and transfers from the administration account will be examined and redistributed during fiscal year end preparations.

The Treasurer reported that the AABC currently holds \$20,000 in GIC's. She recommends that, to ensure that the Association can function in an emergency, \$45,000 be available in surplus funds.

Lynne Waller asked for feedback regarding a proposed audit of the AABC's accounts. She presented a letter from accountant Steve Malish of Malish and Clark concluding that an audit was unnecessary given the current level of financial management. The Executive agreed that, at this point in time, an audit would not be a good investment given the expense of the procedure and the present state of the accounts.

The Treasurer provided an update on efforts to secure rebates on the AABC's GST expenditures. She will recommend how to proceed once further information has been received from the accountants and the Canada Customs and Revenue Agency.

The Executive agreed with Lynne Waller's recommendation to renew the Directors' Liability Insurance with Chambers Olsen.

6. Request from Northwest Archivists

Marnie Burnham reported that she had received an e-mail from the Northwest Archivists. The Chair of the Conference Program Committee requested a copy of the AABC membership list to enable their organization to distribute materials promoting their upcoming conference and workshops. Marnie Burnham inquired as to the AABC's policies on sharing such information. The Executive concluded that while they felt it was inappropriate to supply this organization with the membership list, arrangements could be made to provide advertising space in an upcoming newsletter.

Action: Marnie Burnham will contact the NWA to offer a reciprocal arrangement regarding conference advertising.

7. Spring Planning Forum

Consideration of this event will be deferred until Jane Turner is available to participate in the discussion.

8. AABC Conference 2000

Chris Hives discussed the progress of planning for the 2000-2001 conference to be held in Richmond. Deidre Simmons has agreed to chair the Programme Committee with assistance from David Wardle. The Executive discussed potential volunteers for the Local Arrangements Committee.

Action: Lynne Waller will investigate potential venues in Richmond for the Conference.

9. AABC Grants 2000-2001

Chris Hives outlined the proposed grant applications for the upcoming fiscal year. He recommended that the Executive and the Archives Advisor/ Network Coordinator Advisory Committee begin to think about potential projects that might be supported through the CAIN initiative.

10. Committee reports

B.C. Archival Preservation Service Advisory Committee

Dorothy Lawson reported that the Preservation Committee had met to discuss proposed revisions to courses and to review the budgets for the C.C.I. workshops. In addition, Rosaleen Hill had presented a

proposal relating to the development of preservation kits. Dorothy Lawson also welcomed Jennifer Roberts as a new committee member.

Grants Committee

Francis Mansbridge updated the Executive on efforts to distribute information relating to 2000-2001 grants.

Next meeting : 13 December 1999, 1 pm.

AABC Executive Committee Meeting Minutes: 13 December 1999

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President

Jane Turner, Vice-President

Lynne Waller, Treasurer

Marnie Burnham, Secretary

Francis Mansbridge, Institutional Member-At-Large

Dorothy Lawson, Individual Member-At-Large

Wendy Hunt, Chair, Archives Advisor/ Network Co-ordinator Program

Erwin Wodarczak, Chair, Internet Committee

Ken Young, Chair, B.C. Archival Preservation Network

Aaron Vidaver, Chair, Public Awareness, Advocacy and Legislation Committee

1. Approval of minute from previous meeting

The Executive approved the minutes for the meeting held November 8, 1999. Marnie Burnham will forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

2. President's report

Chris Hives gave a report of a meeting between himself, Lynne Waller and Gary Mitchell, Provincial Archivist. The purpose of the meeting was to provide Mr. Mitchell with an update regarding developments in the Association. The agenda included an initial discussion of the form and substance of grant applications for the 2000-2001 fiscal year. In addition, the group discussed the inclusion of funds in grant applications to facilitate administrative support for the operation of AABC programs. The President noted that the meeting was positive and productive and reinforced the importance of communication between the AABC and the BCA.

Chris Hives reported that Patricia O'Byrne has agreed to serve on the AABC Newsletter Editorial Board and that the Alberni District Historical Society will also designate an individual to serve on the Board. Such participation further expands the scope of representation from different regions of the Province. The Executive is grateful to all individuals who have agreed to serve on the Board and looks forward to hearing their perspectives on future issues.

3. Treasurer's report

Lynne Waller presented the AABC's financial statements from October 31, 1999. The Association is expecting the second installment of grant funds from the Province shortly.

The Treasurer reported that efforts to reduce expenditures in the administration account have been successful.

Lynne Waller noted that the Director's Liability Insurance papers had been prepared. On the authority of the Executive, the Treasurer selected Chambers Olsen as the agent and London Life will likely be the new underwriter. It is hoped that the purchase of insurance from this provider will result in a reduction of costs from the last fiscal year.

Lynne Waller expressed concern at the expenditure of time required to complete the tasks currently encompassed within the position of treasurer. Her position is that this investment of time is an inappropriate requirement for a volunteer position. She reminded the Executive that at last year's annual general meeting a motion was approved to contract out some of the bookkeeping duties. While additional services from Malish and Clarke have alleviated some of the burden, the Treasurer feels that additional support must be developed. She would like to see additional services in place for the start of the next fiscal year.

The Executive concurred with Lynne Waller. While appreciating all of her time and effort, the Executive recognizes that steps must be taken to alleviate the burden of this position. The Executive approved investigating expanded bookkeeping services.

Action: Lynne Waller will develop a proposal and budget for the expansion of bookkeeping services.

Finally, the Treasurer reported that the Finance Committee would not be meeting until January 2000.

5. Newsletter Editorial Board

Jane Turner reported that she had been in contact with a member of the Newsletter Editorial Board. This board member expressed an interest in convening a meeting of the Board to address issues relating to the guiding editorial view of the Newsletter and possible future directions for the Publication. She would like to see the Editorial Board take on a more active role within the Association.

As efforts have been made to compose the Board of individuals from various parts of the Province, a meeting of the Board becomes a financial issue. As a result, the Executive recommends that the Board communicate via e-mail and phone with the goal of convening for a planning meeting during the AABC conference in April.

6. AABC Grants 2000-2001

Chris Hives distributed copies of the AABC's grant applications. He reviewed the content of these documents with the Executive and the Committee Chairs present, highlighting notable changes from previous years.

7. AABC's relationship with contractors

Jane Turner distributed an article she had clipped for the November 22nd issue of *the Globe and Mail*. The article discussed a judicial decision relating to distinctions between contractors and employees. The Executive discussed the contents of the article in relation to the structure of current and future contracts for services.

8. Spring Planning forum

The Executive discussed the structure of a planning forum to be held mid-February 2000. This meeting of committee chairs and regional representatives will provide an opportunity for feedback and long-term planning. In addition, the Executive would like to use the meeting to discuss work plans and budgets for the 2000-2001 fiscal year.

Action: Dorothy Lawson will invite Regional Representatives to the Spring Planning Forum. Marnie Burnham will contact Committee Chairs about the meeting and make arrangements for accommodation.

9. AABC Conference 2000

The Executive reviewed a conference overview provided by the Conference Program Committee Chair, Deidre Simmons. The Executive was impressed by the preliminary list of sessions and speakers.

The Executive decided to review the budget for the event prior to setting registration fees. This will be addressed during the next meeting of the Executive.

10. Committee reports

Dorothy Lawson reported on a meeting of the B.C. Archival Preservation Service Advisory Committee. A survey of members revealed a desire to establish a participation certificate for attendance to workshops offered by the Association.

Aaron Vidaver discussed recent meetings of the Public Awareness, Advocacy, and Legislation Committee. He reported that he had been in contact with Gary Mitchell regarding the establishment of a provincial "Archives Day". He will work on drafting a letter to the Provincial Government requesting the establishment of this day. He suggested July 20th as a possible date for the event as this is the anniversary of B.C.'s entry into confederation.

Erwin Wodarczak reported on developments of the Internet Committee. He noted that the B.C. Archives listserv has over 60 subscribers. In addition he welcomed Heather Gordon as a new member of the Committee.

11. Manual for Small Archives

Leslie Field provided the Executive with a demonstration of the new on-line version of the Manual for Small Archives. This document will be made available shortly via the AABC's homepage. The Executive was impressed by the structure of the project.

Next meeting: January 17, 2000, 1 pm

AABC Executive Committee Meeting Minutes: 17 January 2000

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President

Jane Turner, Vice-President

Lynne Waller, Treasurer

Marnie Burnham, Secretary

Francis Mansbridge, Institutional Member-At-Large

Dorothy Lawson, Individual Member-At-Large

1. Approval of minute from previous meeting

The Executive approved the minutes for the meeting held December 13, 1999. Marnie Burnham will forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

2. President's report

Chris Hives discussed the most recent issue of the AABC Newsletter. He noted that distribution occurred within one week of the submission deadline. The switch to an electronic format has allowed for significant cost reductions and greater efficiency in production. In addition, he mentioned that he had received several positive comments relating to the President's message in the current issue of the Newsletter. As this message described planned changes to the delivery of the Education Program, he was encouraged by the supportive comments of members.

The President reported that Tahra Fung, a student in the MAS program, will be working with the AABC's records as part of a professional experience project. Tahra Fung will be contacting members of the Executive as part of a survey of the AABC's records keeping practices.

Chris Hives briefly clarified the relationship between contractors and AABC committees. He noted that contractors should not be considered members or ex-officio members of AABC advisory committees as there would be an obvious conflict in contractors participating on the administrative body overseeing their work. Contractors meet with committees at the discretion of the Committee Chair.

The President discussed the development of a position description for the Education and Advisory Archivist for the 2000/2001 fiscal year. The Executive hopes to post the position by mid-February.

Chris Hives will request input from the Education Committee regarding the wording and structure of the posting.

3. Treasurer's report

Lynne Waller presented the AABC's financial statements from November 30 1999. She provided the Executive with a quick lesson on reading and interpreting the various sections of the monthly statement.

The Treasurer noted that the AABC has received the final grant payment for the 1999/2000 fiscal year. She commended the granting agencies on the efficiency with which funding has been delivered this year.

Lynne Waller reported that she has been working with Evelyn Peters to develop a preliminary budget for this year's AABC conference. In addition, they are working on a budget template to be used for the planning of future conferences.

In February, the AABC will begin contracting out a portion of accounts management. For a two month trial period, Malish and Clark will pay bills and monitor expenditures from the Archives Advisor and Preservation Advisor Program accounts. By increasing accounting services, the AABC will be able to reduce the burden placed on the Treasurer.

5. AABC Grants 2000-2001

Francis Mansbridge discussed the recent meeting of the Grants Committee and their recommendations regarding grant applications. The Committee received sufficient successful applications to expend all of this year's grant allocation. However, he expressed concern at both the number and quality of grant applications received. He noted that there were several weak or incomplete applications. Jane Turner suggested working with institutions in a more structured way to improve the quality of future applications.

Francis Mansbridge reported on efforts to obtain final project reports from past grant recipients. These reports must be submitted to CCA. Institutions with reports left outstanding are unable to apply for grant funding.

6. Education Program

Chris Hives presented responses from the Education Committee and the Education Coordinator to the proposed changes to the Education Program. The President appreciated their thoughtful contributions to the discussion. He reviewed drafts of replies to their comments.

The Executive concluded that the establishment of the Education and Advisory Archivist position will require a shift in the role of the Education Committee and the Archives Advisor/ Network Co-ordinator Advisory Committee. The Executive will work together with committee members in redefining the roles and responsibilities of the Education Committee.

7. Nominations Committee

Joni Mitchell has completed her term as Chair of the Nominations Committee. The Executive addressed the need to appoint a new Chair for the 2000/2001 fiscal year. In addition, as Jane Turner was appointed Vice-President following last year's Annual General Meeting, she will need to be nominated as president for the 2000/2001 year.

8. Request for membership list - B.C. Archives

Marnie Burnham presented a request from Frances Gundry for a list of the names and addresses of AABC Institutional members. The B.C. Archives is in the process of developing a survey for distribution to archival institutions in the Province. The Executive discussed the request and decided to provide a list of names and addresses. The Executive expressed an interest in viewing the result of the Survey.

9. Spring Planning Workshop

The Executive discussed the agenda for the upcoming planning workshop with the Regional Representatives and the Chairs of AABC Committees. Jane Turner agreed to moderate the sessions with Marnie Burnham acting a recorder. The first day of this two day workshop will involve exploring issues facing the AABC. The second day will be oriented toward creative problem -solving.

Marnie Burnham agreed to develop a list of workshop attendees with contact information. Each member of the Executive agreed to provide Jane Turner with a written statement outlining their perspectives on the issues facing the Association.

10. AABC Conference 2000

The Executive reviewed the proposed outline for the 2000 AABC Conference as submitted by the Conference Program Committee. Lynne Waller discussed developments in the conference budgeting process. The Executive concluded that the conference registration fee should be set at \$70 (\$35 for students) for members and \$100 for non-members.

Next meeting: 13 March 2000 1 pm

AABC Executive Committee Meeting Minutes: 13 March 2000

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President
Jane Turner, Vice-President
Lynne Waller, Treasurer

Marnie Burnham, Secretary
Francis Mansbridge, Institutional Member-At-Large

Regrets:

Dorothy Lawson, Individual Member-At-Large

1. Approval of minutes from previous meeting

The Executive approved the minutes for the meeting held January 17, 2000. Marnie Burnham will forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

2. President's report

Chris Hives discussed the February meeting with the AABC Committee Chairs and Regional Representatives. He remarked that the meeting was successful as it facilitated greater communication between the Executive and the Membership. The President was pleased with the overall approval of the direction of the Association. Chris Hives, on behalf of the rest of the Executive, thanked Jane Turner for her efforts as a moderator during this forum.

The President reported that he had posted the job announcement for the Education and Advisor Archivist position. The deadline for submissions was March 3rd. Interviews will be conducted March 14th.

Chris Hives reported that the AABC had received notification from Andrew Petter of approval of a \$10,000 grant to support the administration of the AABC's programs and initiatives. In addition, the AABC's grant applications for next year's programs have received preliminary approval at the provincial level. The AABC very much appreciates the financial support offered by the Provincial Government through the B.C. Archives.

The President discussed efforts to develop year-end reports for AABC programs to fulfill granting agency requirements. He will also be working to develop service contracts for 2000/01 programs.

Chris Hives presented a request from Erwin Wodarczak, Chair of the Internet Committee, for the approval two new committee members: Joan Cowan and Christine Metsner. The Executive welcomes their participation on this important committee.

3. Treasurer's report

The Treasurer presented the AABC's financial statements to 31 January 2000 and reported on the overall financial position of the AABC including revenue generated through membership renewals and conference registration. She is pleased with current efforts to reduce expenditures.

Lynne Waller circulated a budget developed by Evelyn Peters McLellan for the 2000 AABC Conference.

The Treasurer reported on the success of strategies to contract out bookkeeping services to Malish and Clarke. Establishing these services will reduce the burden of the treasurer position. In addition, she asked the Executive about the possibility of establishing a part-time position to provide further administrative support to the Association. The Executive agreed to study the feasibility of establishing a support contract.

Action: Lynne Waller will develop a position description for presentation at the next Executive meeting.

The Treasurer distributed drafts of committee budgets developed for the 2000/01 fiscal year. She requested that the Executive examine the documents and provide suggestions for revisions.

4. AABC Newsletter

As an editor has not yet been secured, the President requested that Marnie Burnham contact members of the Newsletter Editorial Board to determine the status of the production of the next issue of the Newsletter. Distribution of the Newsletter will be coordinated with the mailing of conference information.

5. Regional Groups - Terms of Reference

The Executive discussed the need to assist the Regional Representatives in their efforts to develop terms of reference. Participation of the Executive in this process is important to ensure consistent understandings across the Province.

Action: Jane Turner will review existing documents relating to terms of reference and present them to the Executive for discussion.

6. Committee Reports

Grant Committee:

Frances Mansbridge reported that notification had been sent to all successful applicants of the initial approval of their applications for grant funding. It is expected that the CCA will notify the AABC of its decisions in late March or early April.

Membership Committee:

On behalf of the Membership Committee, Marnie Burnham, requested that the Executive consider granting one year free membership to 1st year students in the MAS program at UBC. The Committee feels that this gesture would encourage increased participation by students in the Association and establish relationships that would continue after graduation. The Executive agreed to provide this free membership on a trial basis.

7. AABC Conference 2000

Lynne Waller reported on an upcoming meeting with the Local Arrangements Committee to finalize accommodation for the AABC Conference. Banquet planning has been completed.

The Executive discussed procedures for the nomination of an honorary member at the AGM and the presentation of this honorary membership at the banquet.

Chris Hives suggested that the Membership Committee ensure that proxy votes be enclosed with the conference information package.

Next meeting: 17 April 2000 1 pm

AABC Executive Committee Meeting Minutes: 17 April 2000

Executive of the Archives Association of British Columbia

Present:

Chris Hives, President
Jane Turner, Vice-President
Lynne Waller, Treasurer
Marnie Burnham, Secretary
Dorothy Lawson, Individual Member-At-Large

Regrets:

Francis Mansbridge, Institutional Member-At-Large

1. Approval of minute from previous meeting

The Executive approved the minutes for the meeting held March 13, 2000. Marnie Burnham will forward the minutes to Bill Purver for posting on the AABC website and to Leslie Field for inclusion in the Newsletter.

2. President's report

Chris Hives reported that all contracts have been arranged for the 2000/01 year. He announced that Deidre Simmons had accepted the position of Education and Advisor Archivist. He is in the process of completing final year-end reports for AABC programs to fulfill obligations for funding.

The President discussed the recent CAIN meeting. He noted that BCAUL was cited as a model for the development of future networks.

3. Treasurer's report

Lynne Waller noted that the annual review of the AABC's finances would be received from Malish and Clarke at the end of May. She has been working with the accountants to produce interim statements for presentation at the Annual General Meeting.

The Treasurer briefly reviewed revenue from conference registrations in relation to estimated costs and committed expenses. She reported that the AABC Conference should be on budget. She thanked Evelyn Peters McLellan for establishing a budget process for use in future conference planning.

4. Institutional members and conference attendance

Marnie Burnham reported that there is some confusion amongst the membership regarding the entitlements of institutional membership.

The Executive clarified that for specialized workshops, conferences, and other relevant Association activities, repositories with institutional memberships may designate only one individual who will be able to attend that event at member rates. The only exceptions to this policy are the basic CAEP courses where institutions will be permitted to send an unlimited number of individuals under their institutional memberships.

5. AABC Conference 2000

The Executive discussed practical issues relating to the upcoming AABC Conference including arrangements for the banquet and the provision of staffing for the registration table and social events.

6. Committee reports and workplans

Jane Turner distributed draft of workplans developed by committee chairs for the 2000/01 fiscal year. The Executive briefly examined the drafts and decided to defer discussion of the workplan until the first meeting of next year's Executive in May.

7. CAIN

Jane Turner distributed a diagram outlining processes required for the successful utilization of CAIN funding within the British Columbia archival network. This schema outlined possible issues, including infrastructure requirements, to be addressed by the Archives Association of British Columbia.

Next meeting: 29 May 2000