

AABC Executive Committee minutes –June 2001 to April 2002

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AABC Executive Committee Meeting Minutes: 18 June 2001

Executive of the Archives Association of British Columbia,
City Hall, City of Richmond

Present:

Heather Gordon, President
Michelle Barroca, Vice President
Carrie Stevenson, Treasurer
Dovelle Buie, Secretary
Laura Cheadle, Institutional Member-At-Large
Christine O'Donnell, Individual Member-At-Large

1. Approval of Agenda

Meeting was called to order at 12:30 pm.

Michelle Barroca moved and Carrie Stevenson seconded approval of the agenda. Motion was carried.

2. Approval of Minutes of February 2, 2001 and March 23, 2001 Meetings

Dovelle Buie moved and Heather Gordon seconded approval of the meeting minutes from February 2, 2001 and March 23, 2001. Motion was carried.

Action:Dovelle Buie will send the minutes to Bill for posting on the AABC's web-site.

3. Business Arising

4. Committee Membership Approval

Heather Gordon presented an outline to the Executive of the proposed membership on Standing and Ad Hoc Committees. Heather Gordon also clarified the roles of some of the Committees, including the role of the CAIN Coordinator as opposed to the CAIN Committee.

Standing Committees

AABC Constitution and By-laws Committee -- Wendy Hunt (whunt@bcma.bc.ca)

Members: TBA

Liaison: Dovellev Buie

Education Committee -- Linda Wills (lwills@vernon.museum.bc.ca)

Members: Wendy Hunt

Patti O'Byrne

Jane Turner

Val Billesberger (on call for special projects)

Jana Buhlmann (on call for special projects)

Contractor: Janet Turner

Liaison: Michelle Barroca

Grants Committee -- Laura Cheadle (l.cheadle@home.com)

Members: Ann Carroll

Frances Fournier

Chris Hives

Wendy Hunt

Christine O'Donnell

Liaison: Laura Cheadle

Membership Committee -- Dovellev Buie (dbuie@city.richmond.bc.ca)

Members: Marnie Burnham (on call for consultation & special projects)

Marta Maffei

Jennifer Roberts

Marie-Helene Robitaille

Liaison: Dovellev Buie

Nominations and Elections Committee – TBA

Ad Hoc Committees

BC Archival Preservation Service Committee -- Dorothy Lawson (dlawson@direct.ca)

Members: TBA

Contractor: Rosaleen Hill

Liaison : Christine O'Donnell

Finance Committee -- Carrie Eirene Stevenson (stevensoncarrie@hotmail.com)

Members: Chris Hives

Jane Turner

Lynne Waller

Contractor: Karen Blimkie

Liaison: Carrie Eirene Stevenson

Institutional Standards Committee -- Jane Turner (jturner@uvic.ca)

Members: Fran Gundry

Mickey King
Liaison: Heather Gordon

Internet Committee -- Heather Gordon (hgordon@city.coquitlam.bc.ca)

Members: Ann Carroll
Marnie Burnham
Joan Cowan
Christine Meutzner
Erwin Wodarczak
Leslie Field (ex-officio)
Chris Hives (ex-officio)
Contractor: Bill Purver
Liaison: Heather Gordon

Public Awareness, Advocacy & Legislation -- Peter Johnson (PNJohnson@city.surrey.bc.ca)

Members: Richard Dancy
Jane Turner (for Archives Week)
Others TBA
Liaison: Carrie Eirene Stevenson

Newsletter Editorial Board -- Chris Hives (chives@interchange.ubc.ca)

Members: TBA
Liaison: Michelle Barroca

BC CAIN Coordinator:

Ann Carroll

Regional Representatives Liaison:

Christine O'Donnell

Heather Gordon asked for the Executive liaison members to contact the Committee they are representing to inform them of the Executive meeting schedule (see Section 8.1 in these minutes).

Action: The members of the Executive will contact the Chair(s) of the Committees that they are liaison with to let them know they are their Executive contact person and to also outline for them the Executive's 2001/02 meeting schedule.

The President stressed the need to ensure that Committee reports are submitted in time for the Executive meeting - preferably prior to the meeting date to allow for review time.

Carrie Stevenson moved and Michelle Barroca seconded acceptance of the Committee membership for 2001/2002. All were in favour.

5. President's Report

Heather Gordon, President, thanked the new members of the Executive and those returning members for agreeing to sit on the AABC Executive. Heather Gordon gave a summary of issues from the 2000/01 membership year.

Heather Gordon reported on the ACA and the Council of President's meeting. She discussed what each of the provincial associations are doing in terms of programs as well as how they plan to spend their portion of the CAIN funding.

Heather Gordon reiterated that the Association of Canadian Archivists (ACA) will be holding their annual conference in Vancouver. The AABC may have an opportunity to be involved in the workshops. In terms of the Conference in 2003, Heather Gordon will get some clarification from Chief Ron Ignace in terms of Kamloop's offer to host a conference.

Action: Heather Gordon will contact Chief Ron Ignace to get further information regarding Kamloop's offer to host the 2003 conference.

Action: Heather Gordon will fax a call for papers to the Committee chairs for presentations/workshops at the ACA 2002 Conference.

Action: Carrie Stevenson will work with the Finance Committee to examine ways to help subsidize AABC members to enable them to also be able to go to the ACA 2002 Conference in Vancouver.

The President reviewed the three programs of the AABC. The BC Archival Preservation Service, the BC Archival Education and Advisory Service, and the BC Archival Network Service.

The President reviewed the funding structures for the AABC and stated that the AABC is in good financial shape - thanks in large part to the work of Lynne Waller, former Treasurer, and the Finance Committee. The Executive was also informed that a 5 per cent administrative fee is taken off each of the programs that has enabled the AABC to hire a Financial Manager. Heather Gordon explained that the programs and services of the AABC are funded jointly through the Canadian Council of Archives (CCA) and CAAT funding from the province of British Columbia. The President reported that the CCA has sent their grant money and that it should be received soon. In terms of the funding from CAAT, Heather Gordon explained that we are waiting for approval from the new Minister of Management Services. As of June 18th, the AABC does not have a cash flow problem. The Honourable Sandy Santori is the new Minister of Management Services.

The President stated that first quarterly reports from the three programs (Preservation Service, Education and Advisory Service, and Network Service) are due at the end of June. Heather Gordon will be contacting the Committee chairs. The committee reports will go to Heather Gordon, President, and then the reports are forwarded on to the BC Archives.

Heather Gordon asked the Executive to start to think about the direction of the AABC and CAIN funding for year 3 and what we want for the AABC in terms of funding.

Heather Gordon reported that Patti O'Byrne, part-time Education and Advisory Archivist, had developed an "Introduction to Database" course that was taught at the 2001 AABC Conference. Dovelie Buie moved and Carrie Stevenson seconded that the course be purchased from Patti O'Byrne. Motion was carried.

6. Treasurer's Report

Carrie Stevenson, Treasurer, reported on the Financial Statements of the AABC.

Carrie commented on the heavy workload of the Treasurer.

Action: Dovellev Buie will ask Wendy Hunt, Chair of AABC Constitution and By-laws Committee to see about the feasibility of changing the Executive terms to one year commitments.

Carrie reported that she had met with Lynne Waller, AABC Treasurer from 1999 to 2001. They met, along with Karen Blimkie, the AABC's Financial Manager, on May 17, 2001. Carrie reported that the AABC may need to pay Karen Blimkie, here and there, for some more work on the AABC's financial books.

Carrie Stevenson reported that the AABC has received a GST rebate (\$7,000.00) and that the AABC needs to determine an appropriate means in which to spend these funds. Gary Mitchell, BC's Provincial Archivist, has given confirmation via e-mail on March 3, 2001 that the AABC can spend the surplus in a way that is seen to be appropriate by the AABC.

Action: Carrie will arrange to have a simplified guidelines available for the Executive to discuss and review - in terms of spending the surplus.

The Treasurer reported that Karen Blimkie has met with the company, Evancic Perrault, who are doing a full audit of the AABC for this coming year.

The Treasurer discussed the process for members applying for travel subsidies. There have been some problems as there are not any clear guidelines on what can be claimed in terms of travel subsidies. The subsidy form could be made clearer.

Carrie Stevenson reported that the signing authority with HSBC has been arranged for Heather Gordon and Michelle Barroca.

Carrie Stevenson discussed the AABC's 2001/02 budget. Laura Cheadle moved and Michelle Barroca seconded approval of the 2001/02 AABC budget. Motion was carried.

7. Committee and Program Reports

7.1 Education Committee

No news -- other than was already reported on under the President's report.

7.2 Grants Committee

Laura Cheadle, Institutional Member-At-Large, reported on the Grants Committee and the CCA grants. A summary will be submitted to the newsletter and also addressed at the next Executive meeting

7.3 Membership Committee

Dovellev Buie, Secretary, reported that the Membership Committee will be meeting on Thursday June 21, 2001.

Dovelle Buie arranged to have information sent to the Financial Manager, Karen Blimkie, concerning membership for the 2001/02 financial audit/review.

The Secretary reported that she has been processing the membership renewals for the 2001-2002 membership year. To date, the membership numbers are as follows:

Institutional 88 (down 22 / was 110*)

Associate Institutional 26 (down 13 / was 39*)

Sustaining 6 (down 4 / was 10*)

Individual 60 (down 54 / was 114*)

Student/Volunteer 31 (up 8 / was 23*)

Honorary Life 7 (up 1 member*)

TOTAL 218 *Total Difference = 84

(*Difference since AGM Membership Report - March 2001)

Receipts for those members who have renewed will be sent out with the up-coming newsletter. For those who have not renewed their membership, renewal reminder notices will also be sent out with the newsletter. Approximately 100 renewal reminder notices will be sent. Dovelle Buie informed the Executive that some members have misinterpreted the "student/volunteer" category to be a category for Institutions who are operated by volunteers. Two Institutional members have made this error and have been contacted.

Dovelle Buie also reported that there have been six requests for information concerning Institutional membership with the AABC and one concerning individual membership. Dovelle Buie has responded to the requests; some will apply for Associate Institutional membership with the AABC and others are working on submitting a Institutional Membership application for their organization.

Jane Turner has been in contact with the Membership Committee asking for a member to sit on the Institutional Standards Committee. The Secretary reported that she is hoping to get a volunteer for this role at the Membership Committee's meeting on June 21, 2001.

Application Form for Institutional Membership is now available to be sent to those interested to apply in electronic format (Word 97 file). Interested parties are asked to continue to contact Dovelle Buie (Secretary and Chair of the Membership Committee).

7.4 Conference Program Committee

Heather Gordon reported on the 2001 Conference in Victoria. The Conference was a great success - with 122 attendees. Dovelle Buie will work with Jennifer Mohan, Chair of the 2001 AABC Conference, to finalize the necessary changes needed for the AABC Conference Database.

7.5 Internet Committee

Heather Gordon reported that Pat Gemmill has continued to work on the AABC's web-site design and review. The President reported that another photo contest will be underway to join together the AABC web-site with the BCAUL portion of the web-site.

Heather Gordon moved and Michelle Barocca seconded to approve to spend up to \$2,500.00 (including taxes) on the web-site review, pending approval of the CAAT grant money. Motion was carried.

The Executive discussed the text for the main web-site portal to the AABC and BCAIN:

For the AABC:

The voice of archivists and archival institutions across the province. The Association provides educational opportunities and advisory services, coordinates grant programs, and undertakes projects to promote and strengthen a provincial archival network.

For BCAIN:

A gateway to archives and archival resources in BC. The Network provides access to archival descriptions on the BC Archival Union List, information about archival institutions and links to web sites, virtual displays, and online historical photograph databases maintained by archives around the province.

Heather Gordon asked the Executive to review the text and give feedback at the next Executive meeting scheduled for September.

7.6 BC Archival Preservation Service Committee

Heather Gordon stressed that the BC Archival Preservation Service Committee is meeting today - June 18th.

7.7 Institutional Standards Committee

No decisions need to be made today concerning Institutional Standards in the Province. Jane Turner will have information to report to the Executive in September.

7.8 Public Awareness Advocacy & Legislation Committee

The President discussed Archives Week 2001. The Communications Grant has not been approved yet. Jane Turner has contacted Heather Gordon with details regarding the time-line for Archives Week, including the selection of an image for the poster. Jane Turner will be reporting in September on the progress with Archives Week 2001.

Laura Cheadle moved and Christine O'Donnell seconded the contract with Emyrs Miller be signed. Emyrs Miller will, by October 1, 2001, produce a 18 x 24 inch colour poster, 1,900 copies of printed posters, and submit a digital version for addition to the AABC's web-site. Motion was carried.

7.9 Newsletter Editorial Board

Heather Gordon reported that the Newsletter Editor is looking for membership for on the Editorial Review Board. Deadline for the AABC newsletter was last Friday June 15th. The newsletter will be mailed or e-mailed to the membership by the end of the month.

8. Other Business

8.1 2001-2002 Executive Committee Meeting Schedule

Monday, September 10, 2001 (10:00 am to 1:00 pm)
Monday, November 5, 2001 (12:30 pm to 4:00 pm)
Monday, December 10, 2001 (12:30 pm to 4:00 pm)
Saturday, February 2, 2002 (1:00 pm to 4:00 pm)
Monday, March 18, 2002 (12:30 pm to 4:00 pm)
Monday, May 6, 2002 (12:30 pm to 4:00 pm)

Action: Heather will e-mail the schedule to the chairs of the various Committees.

9. Adjournment

Meeting was adjourned at 4:30 pm.
Next meeting will be on September 10, 2001 at the City Hall / City of Coquitlam.

AABC Executive Committee Meeting Minutes: 10 September 2001

Executive of the Archives Association of British Columbia,
City Hall, City of Coquitlam

Present:

Heather Gordon, President
Carrie Stevenson, Treasurer
Dovelle Buie, Secretary
Laura Cheadle, Institutional Member-At-Large
Christine O'Donnell, Individual Member-At-Large

Regrets:

Michelle Barroca, Vice President

Guest:

Karen Blimkie, AABC Financial Manager

1. Approval of Agenda

Meeting was called to order at 1:10 pm.

Laura Cheadle moved and Carrie Stevenson seconded approval of the agenda. All were in favor; motion was carried.

2. Approval of Minutes of June 18, 2001

Carrie Stevenson moved and Christine O'Donnell seconded approval of the meeting minutes from June 18, 2001. All were in favour; motion was carried.

Dovelle Buie will send the minutes to Bill for posting on the web site.

3. Business Arising

Heather Gordon reported that she will be contacting Chief Ron Ignace to get further information concerning Kamloop's offer to host the 2003 AABC conference.

4. President's Report

Heather Gordon, President, was informed on Wednesday August 22nd, 2001 that the Provincial Government of British Columbia eliminated its BC Community Archives Grant Program. The elimination of this funding affects not only numerous small archival programs and institutions across the Province, but also the work of the AABC. In particular, the cut in funding will immediately affect the Community Archives Assistance Program (CAAP); this program makes funds directly available to archives and organizations wishing to establish community archives across the Province. The other program(s) that will be affected is the Community Archives Advisory and Training Program (CAAT). The AABC uses CAAT funds to attract matching funding from the federal government through the Canadian Council of Archives. In turn, the AABC is able to provide services that benefit and support archives across the Province.

Heather Gordon arranged a mail-out to the membership on Friday August 31st 2001 that informed the membership of the funding cuts as well as summarized how the funding will impact the programs and services currently offered by the AABC.

5. Treasurer's Report

Carrie Stevenson, Treasurer, reported to the Executive on a number of matters pertaining to the financial management of the AABC.

Carrie Stevenson reported that the Finance Committee had examined the idea of providing financial assistance for AABC members to attend ACA Conference in Vancouver in 2002. The Finance Committee supported the idea. However, in light of the funding cuts, this issue has been tabled.

The Treasurer also reported that the guidelines for spending surplus were also examined but again as a result of the cut in provincial funding, this is no longer a relevant issue.

An Invoice Approval Policy was presented to the Executive. The Policy stated:

Prior to payment, all invoices relating to grant programs must be approved by the Treasurer or President. Approval will be by way of e-mail, or by intalling of the original invoice.

Invoices relating to the General Fund, may be approved by the Financial Manager, up to a limit of \$200.00. The Treasurer will be advised of such invoices at month end, by way of the monthly

financial reports (i.e.: general ledger and income statements) and also by review of the monthly bank statements and reconciliations.

Carrie Stevenson motioned and Dovel Buie seconded the approval of the Invoice Policy as it is outlined above in these minutes. All were in favour; motion was carried.

The Executive discussed the Review Engagement Report / Financial Statements as of March 31, 2001, as prepared by Evancic Perrault. The Treasurer and the Financial Manager informed the Executive that the AABC's review was made in accordance with generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussions related to information supplied to us by the AABC. It was pointed out that a Review of Engagement Report does not constitute a formal audit.

Carrie Stevenson also discussed the challenges in acquiring past records of the AABC as she was working on providing information for Evancic Perrault. Carrie stressed that the AABC needs to look into consolidating the records of the AABC.

Two changes were made in the statements that Carrie Stevenson and Karen Blimkie stressed. The changes are:

1. Capitalize our assets to now show depreciation (amortization).
2. The statements now show revenue from GST.

By and large, there was no huge differences in the Financial Statements as reviewed by Evancic Perrault other than the two points noted above.

Carrie Stevenson moved and Christine O'Donnell seconded approval of the annual year end financial statements dated March 31, 2001. All were in favour; motion was carried.

Carrie Stevenson reported that the T3010 - report as a registered charity - (a Revenue Canada report) has been received. Karen Blimkie said that she will be sending the report via registered mail in the next few weeks.

There was considerable discussion about the concerning the budgets of the AABC (the general fund, the BC Education & Advisory Services Program, the BC Archival Preservation Services, and the BC Network Services Program). The Executive, with advise from Carrie Stevenson and Karen Blimkie, worked on revising the AABC's budgets in light of the cut in CAAT funding.

The executive discussed a number of budget items, including the Membership Committee brochures. There was an error in printing the brochures; the orientation of the inside sleeve of the brochure was incorrect.

Action: Dovel Buie will contact Brian Burnham, graphic artist, to let him know that the AABC Executive would like the brochures reprinted according to the sample brochure that was originally provided and approved by the Executive.

Carrie Stevenson moved and Christine O'Donnell seconded that the Executive agree in principle with the changes made to the four budgets and that final approval will be given through e-mail when received the revised budgets are received from Karen Blimkie and circulated by Heather Gordon.

The Executive discussed alternative funding sources. Karen Blimkie agreed to do some preliminary work - about 2 days worth - before the end of October on alternative funding sources for the AABC.

The Executive also discussed many of the items that were outlined and presented in the morning roundtable meetings.

Action: Heather Gordon will send out e-mail to the members who attended the morning roundtable to update them on the Executive discussions.

6. Committee and Program Reports

6.1 Education Committee

The Executive agreed that the Education Committee should continue to plan to make their final recommendations concerning offering a conference session at the ACA 2002 Conference. The session will have to operate as a sponsored workshop. Sponsored workshops are revenue generators for the AABC. Some members of the AABC, who are not interested to attend the ACA, will be able to attend only the workshop.

Action: Heather Gordon will contact the ACA Education Committee to inform them that the AABC is interested to hold a pre-conference workshop (potentially workshops) on the issue of scanning photographs. Registration and revenue sharing arrangements will also be discussed. All correspondence will be cc. to the chair of the Education Committee (Linda Wills) and the Education and Advisory Archivist (Jan Turner).

6.2 Grants Committee

Laura Cheadle, Institutional Member-At-Large, reported that she will be going to General Assembly in Ottawa from November 24th to 25th. She also said that Block 2 of CAIN funding for 2001/02 funding year has not been received yet and that there is no word when it will be received.

6.3 Membership Committee

Dovelle Buie, Secretary, updated the Executive on the membership statistics of the Association.

Membership Statistics

Membership Statistics Reported at the June 18th AABC Executive Meeting:

(Difference since AGM Membership Report - March 2001)

Institutional 88 (down 22 / was 110)

Associate Institutional 26 (down 13 / was 39)

Sustaining 6 (down 4 / was 10)

Individual 60 (down 54 / was 114)
Student/Volunteer 31 up 8 / was 23
Honorary Life 7 up 1 member
TOTAL 218 Total Difference = 84

Membership Statistics as of Sept 6, 2001:

(Difference since AGM Membership Report - March 2001)

Institutional 98 (down 12/ was 110)
Associate Institutional 35 (down 4/ was 39)
Sustaining 9 (down 1/ was 10)
Individual 80 (down 34/ was 114)
Student/Volunteer 37 up 14 was 23
Honorary Life 7 up 1 member
TOTAL 266 Total Difference = 36

(Note - 1 "unofficial" category of "newsletter" for the National Library of Canada - Serials Section - total = 267)

Dovelle Buie pointed out that some of the drop in the Individual membership category can be attributed to some members changing their category of membership from Individual to Student/Volunteer.

Dovelle reported that there are approximately 25 new members to the Association.

Dovelle Buie reported on two applications for Institutional membership that have been received.

An application for Institutional Membership has been received by the Membership Committee for the Elphinstone Pioneer Museum. Dovelle explained that there was not enough information included in the application to properly process the application form Elphinstone Pioneer Museum. Dovelle moved and Carrie Stevenson seconded that the Membership Committee and the AABC Executive defer a decision on the application until more information is provided. Motion was carried. Dovelle Buie pointed out that Jan Turner has been working with the aforementioned Institution to help them in understanding what information the AABC needs in order to properly process their application

Dovelle Buie reported that an application for Institutional Membership with the AABC has been received from Cortes Island Museum and Archives. Dovelle outlined how the application was very complete in terms of the acquisition policy and the financial statements. There was considerable discussion on the hours of operation as indicated in the covering letter from the Cortes Island Museum and Archives Society. The Executive felt that unless the Museum/Archives could demonstrate otherwise, the policy that institutions must be open 7 hours a week every week of the year must be observed.

Action: Dovelle Buie will write a letter to the Cortes Museum and Archives Society to inform them that while they had a very complete application, they must be able to demonstrate that they are able to be open 7 hours a week every week of the year in order to be considered for Institutional Membership.

Dovelle Buie informed the Executive that Membership Committee member Jennifer Roberts will be speaking to the 20 new first year Master of Archival Studies students at UBC.

6.4 Internet Committee

Heather Gordon reported that in next two to three weeks the re-design of the AABC's internet site will be complete. The Internet Committee is aiming to have it completed in time for Archives Week in November.

Action: Heather will send links to the Executive regarding the redesign of the web-site. It was agreed that content will may continue to be moved around after approval.

6.5 Institutional Standards Committee

Heather Gordon reported that the Institutional Standards Committee will continue their work on the self-study guide as originally planned. The guide will be circulated to the Executive in February 2002. It was also agreed that the various Program Chair will act as corresponding members on the Institutional Standards Committee.

6.6 Public Awareness Advocacy & Legislation (PAAL) Committee

The Executive agreed that we will proceed with Archives Week as was reported at the morning roundtable session. The AABC will pay for the remaining 50 letters that the PAAL Committee said they needed help with.

Action: Carrie Stevenson will let Peter Johnson know that the AABC will cover the remaining costs of the mail-out discussed in the morning meeting. Carrie will let Peter know that the letterhead should not include the Lieutenant-Governor of British Columbia.

The PAAL Committee will also continue to proceed with their focus on Archives legislation for British Columbia.

7. Other Business

Dovelle Buie informed the Executive that a card of thanks has been received from Master of Archival Studies student Erica Hernandez. Erica Hernandez was the recipient of the \$200.00 Willard Ireland Prize.

Heather Gordon reported that as of September 25th, the Honourable Garde B. Gardom will no longer be the Lieutenant-Governor of British Columbia. Dovelle Buie moved and Laura Cheadle seconded that the President should invite the new Lieutenant-Governor of British Columbia, Iona Campagnolo, to be an honorary patron of the AABC. All were in favour; motion was carried.

Action: Heather Gordon will arrange to remove the reference to Garde B. Gardom as the Lieutenant-Governor from the AABC's letterhead and web-site.

The Executive discussed the date for the AABC's AGM in 2002. Carrie Steveson moved and Christine O'Donnell seconded that the AABC propose to hold AGM on Thursday opposite to the ACA Input session on the same date.

Action: Heather will communicate to Ian Forsyth that the AABC would like to hold our AGM against the ACA input session.

8. Adjournment

Meeting was adjourned at 4:30 pm.

The Executive cancelled its scheduled meeting on November 5th and agreed that the next meeting will be on Saturday October 27th at 10:00 am in the boardroom at the Delta Museum and Archives in Ladner.

AABC Executive Committee Meeting Minutes: 27 October 2001

Executive of the Archives Association of British Columbia,
Delta Museum and Archives - Board Room

Present:

Heather Gordon, President
Carrie Stevenson, Treasurer
Dovelle Buie, Secretary
Laura Cheadle, Institutional Member-At-Large
Christine O'Donnell, Individual Member-At-Large

Regrets:

Michelle Barroca, Vice President

1. Approval of Agenda

Meeting was called to order at 10:02 am.

Carrie Stevenson moved and Christine O'Donnell seconded approval of the agenda. All were in favor; motion was carried.

2. Approval of Minutes of 10 September 2001 Meeting

Laura Cheadle moved and Dovelle Buie seconded approval of the meeting minutes from September 10, 2001. All were in favour; motion was carried.

Dovelle Buie will send the minutes to Bill Purver for posting on the AABC's web site.

3. President's Report

Heather Gordon, President, reported that Michelle Barroca, as a result of increased work responsibilities, has submitted her resignation as Vice President of the AABC. The Executive expressed thanks to Michelle for the support she has been able to give the AABC and regretfully accepted her resignation. The Executive discussed potential AABC members who may be interested to serve as the Vice President for the remaining 2001/02 year and as President for the 2002/03 membership year.

Action: Heather Gordon will contact potential AABC members who were identified as candidates for the remaining Vice President 2001-2002 term and President 2002-2003 term.

Heather Gordon discussed the Provincial Government's cuts in funding to the AABC and the archival community. Copies of letters were circulated to the Executive that have been submitted to the Minister of Management Services (and were copied to the AABC). Dovel Buie and Laura Cheadle reported that they just received responses to the letters they wrote on October 26, 2001.

George Brandak had reported to Heather Gordon that he had received a reply from his MLA for Richmond - Steveston (Geoff Plant). Heather read a copy of the letter and stated that the letter provided some explanation for the cuts in funding.

The Executive discussed at some length how to handle the cuts in funding.

Action: Heather Gordon will wait for the provincial government's reply to the cuts in funding. Once a reply is received, and assuming that it is negative, Heather Gordon will draft a reply to be reviewed by the Executive. In preparation for drafting a reply, Dovel Buie will go through the letters that have been received concerning the cuts in funding and provide Heather Gordon with some statistics in terms of who has written (type up the e-mail addresses) and what is stated in the letters. Dovel will send Heather an e-mail with all of the e-mail addresses available from the letters and from the current membership database. When Heather sends her finalized letter to the Minister, she will do so first via e-mail (with signed original to follow) and the people/organizations who wrote letters to the Minister and AABC members will receive a bcc (blind carbon copy). The bcc will serve to protect personal information (the e-mail addresses) from being broadcast in an e-mail letter, but will serve to get the word out to the membership and other interested parties in a cost efficient manner.

The President reported on alternative sources of funding. The last time the Executive met on September 10, 2001, the Financial Manager of the AABC (Karen Blimkie) was asked to investigate alternative sources of funding. Karen has conducted the research as requested and Heather Gordon handed out the package of information that was received from Karen Blimkie. In her report, there were about four different sources of funding that the AABC could investigate. Heather informed the Executive that a meeting is planned for November 9, 2001; in addition to the Executive attending this meeting, the three program contractors, the Financial Manager, and Jane Turner & Chris Hives as past Presidents will be in attendance. The purpose of the meeting will be to brainstorm ideas for funding sources and to also determine how the AABC can plan for the CCA grants.

In discussions about alternative sources of funding, the Executive discussed gaming revenues. If the AABC were to obtain funding from gaming proceeds, it is necessary for a bank account to be open specifically for such proceeds. As a result, Dovel Buie moved and Christine O'Donnell seconded

that Carrie Stevenson is given permission to open a bank account specifically for gaming proceeds. All were in favour; motion was carried.

Action: Carrie Stevenson will arrange to open a bank account specifically for gaming proceeds.

Heather Gordon reported that the Department of Canadian Heritage held a special meeting on October 18 and 19th. While Jane Turner had arranged to go to the meeting, she ended up not being able to attend due to illness.

Heather Gordon reported that the Alliance for Arts and Culture is working on scheduling a meeting of the Arts and Cultural sector in BC and that the AABC has been informed that they will be invited to this meeting. Heather Gordon should find out in the next few weeks as to when the meeting will be held.

Heather Gordon reported that references to the former Lieutenant-Governor of British Columbia, the Honourable Garde G. Gardom (as the AABC's Honourary Patron) has been removed from the AABC's web-site. The AABC will be looking at inviting the new Lieutenant-Governor (the Honourable Iona Campagnolo) to be an honorary patron of the AABC.

Heather Gordon reported that she has written a letter to Chief Ron Ignace with the Secwepemc Cultural Centre in Kamloops concerning the 2003 AABC annual conference.

4. Treasurer's Report

Carrie Stevenson, Treasurer, distributed the statements of revenue and expenses for the month ending September 30, 2001. Carrie Stevenson pointed out that:

1. The Financial Statements distributed show the original budgets because, as of the end of August, the new ones were not approved.
2. Expenses for the Education and Advisory Services were not submitted until September and thus they will appear on the September Financial Statements.
3. The General Fund-Miscellaneous Revenue now reflects the GST revenue.

5. Committee and Program Reports

5.1 Education Committee

The Education Committee will be meeting in a few weeks. Heather Gordon reported that she has just received Janet Turner's quarterly report and they are on track with their site visits and program.

5.2 Grants Committee

Laura Cheadle updated the Executive on the CCA 2002-2003 grants.

In terms of the AABC and its current CAIN grant, Heather Gordon reported that she has submitted a revised CAIN grant to the CCA. There has been feedback that all was in order.

Laura Cheadle reported that she contacted the CCA to see where we are with the grant application process. Forms are on the CCA's web-site, with some changes to the terms and conditions. While the 2002 to 2003 applications are on the web-site, applicants will notice that the guidelines are not posted yet. The Grants Committee will send hard-copy applications and Laura will then send them to the AABC's institutional members.

Action: Dovelie Buie will send Laura Cheadle labels of the current AABC Institutional members.

Action: Once Laura Cheadle receives the applications from the CCA, she will arrange to send them out to the AABC's institutional members.

It was noted that there is a difference with the preservation management grants; global assessments need to be done now. It was pointed out that we do not have a listing of the Institutions who have had a global assessment done. A global assessment is a listing of priorities for what will be preserved and assists an institution in setting priorities.

More details of the grants will be discussed on November 9, 2001, including a look at the AABC's own CCA grant application.

Laura Cheadle pointed out that the deadline will be December 21st for the CCA applications back from AABC Institutional members and then will be adjudicated by the AABC Grants Committee.

5.3 Membership Committee

Dovelie Buie, Secretary and Chair of the Membership Committee, reported that the Membership Committee had met on Thursday evening October 25, 2001.

Dovelie Buie updated the Executive on the membership statistics of the Association. The following information was outlined:

Membership Statistics - October 25, 2001

(Difference since AGM Membership Report - March 2001)

Institutional 100 (down 10 -- was reported as 110)
Associate Institutional 35 (down 4 -- was reported as 39)
Sustaining 9 (down 1 -- was reported as 10)
Individual 84 (down 30 -- was reported as 114)
Student/Volunteer 53 (up 30 -- was reported as 23)
Honorary Life 7 (up 1 -- was reported as 6)
TOTAL 288 (Was reported as 302 members)

(Note - 1 "unofficial" category of "newsletter" for the National Library of Canada - Serials Section - total = 289)

Dovelie Buie distributed statistics on outstanding renewals and new members of the AABC.

Dovelle Buie reported that the Membership Committee has some ideas for encouraging renewals and welcoming new members. The Membership Committee will be drafting e-mail letters that can be sent out to former or lapsed members as well as to new members. The Executive agreed that this was a good idea, including the idea to list the new members in the newsletter as a way to welcome the members to the Association.

Dovelle Buie reported that she had received a renewal from the BC Teachers' Federation, a lapsed institutional member of the AABC. The former member had included documentation that demonstrated that their program had not changed since their membership had lapsed and that they still meet the requirements for institutional membership with the AABC. The Executive agreed that Dovelle Buie should renew the lapsed institutional membership with the BC Teachers' Federation.

Action: Dovelle Buie will contact the BC Teachers' Federation informing them that the AABC's Executive has approved the renewal of their lapsed Institutional membership.

The Executive discussed how the Institutional Standards Committee could assist with standardizing the procedures for renewals of lapsed institutional members.

Action: Dovelle Buie will contact the chair of the Institutional Standards Committee (Jane Turner) to ask if the Committee could also look at a standard approach to follow for renewals of lapsed institutional members.

The Executive reviewed the AABC's Constitution and Bylaws with respect to renewals. It was confirmed that lapsed members who renew between the 4th and 9th month can have their membership renewed to the current membership year. After the end of the 9th month (December), renewals will be applied to the next membership year.

Dovelle Buie reported that the Membership Committee had received an application for institutional membership from the Society of Saanich Peninsula Museums. Dovelle informed the Executive that the Membership Committee is not able to either recommend approval or denial of the application since the Committee was only able to briefly review the material (the application was just received on Monday October 22nd). Dovelle outlined some of the questions that the Committee had raised with respect to the application and the Executive agreed with the Membership Committee's approach.

Action: Dovelle Buie will write to the Society of Saanich Peninsula Museums to inform them that the Membership Committee cannot either recommend approval or denial since the Committee has some questions that they still need to ask concerning their application.

The Executive discussed how the AABC does take applications for Institutional Membership with the AABC very seriously. The AABC adjudicates the CCA grants and we are responsible to ensure that our Institutional Members (who are the members who are eligible for the CCA grants) meet the specific requirements as stated by the CCA. The Executive agreed that the Membership Committee needs to have enough time to review the material from institutions in order to have enough time to properly understand the nature of the program and institutional structure and therefore can make a well thought-out recommendation to the Executive.

The Secretary was also pleased to report that the membership brochures had been received from Brian Burnham. The orientation was as the Executive had approved. The Executive was pleased to have the completed brochures and expressed appreciation to Brian Burnham, his partner, and the former Membership Committee, chaired by Marnie Burnham, who coordinated the new brochure for the AABC.

Action: Dovelie Buie will arrange to have some brochures given to Janet Turner who may be able to distribute them when she does site visits.

Dovelie also reported that the Membership Committee was asked by a current member of the Association to examine the possibility of introducing a new category for Volunteer/Institutional Members. The Membership Committee reviewed this suggestion and has a number of reasons why this would not be advisable. The Executive agreed with these reasons.

Action: Dovelie Buie will send the AABC member a letter outlining the reasons why the AABC will not be looking at introducing a new membership category for archives that are operated or run by volunteers and that the AABC has other appropriate membership categories currently applicable and more suitable.

5.4 AABC and ACA 2002 Conference Program

Heather Gordon reported that the AABC's Annual General Meeting will be held on Thursday May 23rd, 2002. The AGM will be opposite to the ACA's input session and will likely be held at around 4:00 in the afternoon.

The Executive discussed the idea of workshops at the ACA Conference. Details will follow.

5.5 Internet Committee

Heather Gordon was pleased to announce that the AABC has redesigned its web page and it will be officially launched during Archives Week (November 18-24th, 2001). The redesigned BC Archival Network side of the site was soft launched in time for the launch of CAIN on October 19th 2001. Heather Gordon and the Executive expressed their thanks to Erwin Wodarczak and Bill Purver for the latest work on the sites, and to all the other members who assisted over the past few months and are mentioned on the site credits page.

Carrie Stevenson moved and Christine O'Donnell seconded the redesign of the AABC web-page.

5.6 Preservation Committee

Heather Gordon reported that the Preservation Committee will be meeting in next few weeks and should have a report for the December 9th, 2001 Executive meeting. Dorothy Lawson has accepted and will be attending the Financial Planning session meeting on the 9th of November.

5.7 Institutional Standards Committee

Heather Gordon stated that there is nothing to report from the Institutional Standards Committee. The Executive expects to hear back from this Committee in the New Year.

Action: Heather Gordon, who is the liaison with this Committee, will touch base with the Committee to see how the work is progressing.

5.8 Public Awareness Advocacy & Legislation (PAAL) Committee

Heather Gordon reported that Peter Johnson, Chair of the PAAL Committee, has arranged to have mention of the former Lieutenant-Governor of British Columbia as the Honourary Patron of the AABC (the Honourable Garde G. Gardom) removed from the AABC's letterhead.

The Executive was very pleased with the work of the PAAL Committee with respect to Archives Week. Special thanks to David Mattison who has redesigned the AABC's Archives Week web pages. The page will be available shortly. Like last year, interested parties will find information about Archives Week (including the winning entry in the Archives Week photo contest) as well as a sample press release that archives may wish to use to promote their own event(s).

Carrie Stevenson moved and Laura Cheadle seconded approval of the redesigned Archives Week 2001 web-site.

Action: Heather Gordon will let Bill Purver know that it has been approved by the Executive to go ahead and mount the Archives Week 2001 web pages. Heather will also let David Mattison know & thank him for all his hard work.

Action: Carrie Stevenson will confirm with Peter Johnson as to whether there will be a formal proclamation of Archives Week from the Province.

5.9 Newsletter Committee

Heather Gordon reported that the latest edition of the newsletter has gone out, and as always, is well done. Unfortunately, though, there was an error in the newsletter in that Jan Turner's submission to the newsletter was omitted due to technical difficulties. Jan's submission (the AABC Educational Program's courses and schedules) has been posted on the electronic version of the newsletter on the AABC's web-site.

Action: Heather Gordon will ask the Editor of the newsletter, Chris Hives, to re-send the announcement that the electronic newsletter is posted – with the addition of the calendar of educational courses added.

6. Other Business

There was no other business to report at this stage in the meeting.

The next meetings scheduled are:

- November 9, 2001 Special Financial Planning Session at UBC
- December 10, 2001 AABC Executive meeting at City of Coquitlam - City Hall Room 473 – 10:00 am

7. Adjournment: Meeting was adjourned at 1:55 pm.

AABC Executive Committee

Meeting Minutes: 10 December 2001

Executive of the Archives Association of British Columbia
Location: City Hall, City of Coquitlam

Present:

Heather Gordon, President
Dovelle Buie, Secretary
Laura Cheadle, Institutional Member-At-Large
Christine O'Donnell, Individual Member-At-Large

Regrets:

Carrie Stevenson, Treasurer

Guest:

Karen Blimkie, Financial Manager

1. Approval of Agenda

Meeting was called to order at 10:20 am.

Dovelle Buie moved and Christine O'Donnell seconded approval of the agenda. All were in favor; motion was carried.

2. Approval of Minutes of 27 October 2001 Executive Meeting

Dovelle Buie moved and Heather Gordon seconded approval of the meeting minutes from October 27, 2001. All were in favour; motion was carried.

Dovelle Buie will send the minutes to Bill Purver for posting on the web site.

3. Business Arising

Dovelle Buie reported that she has sent labels to Laura Cheadle for the CCA grant application mail-outs. Dovelle Buie also reported that she has contacted the BC Teachers' Federation and will report in more detail under the Membership Committee's report.

Heather Gordon reported that she will discuss Business Arising matters in her President's Report.

4. President's Report

Heather Gordon reported that the AABC has received a letter from the Provincial Government informing the Association that we have been denied our funds (CAAT grant). Heather Gordon wrote 2001-2002 Executive Committee minutes – Archives Association of British Columbia

and sent an e-mail (later mailed as a letter with signature) on behalf of the Association. The correspondence was sent to the Minister of Management Services. Heather Gordon was contacted by Minister Sandy Santori and was informed that the Provincial Government will reinstate the AABC's funding for the 2001/02 year. To match our CCA grants, the AABC will be receiving \$84,198.00 from the Provincial Government. Heather Gordon has received written confirmation that the funds are on the way which, in turn, means that the AABC will return to the original budgets.

Karen Blimkie, AABC's Financial Manager, arrived to the meeting at 10:30 am.

Heather Gordon reported that she, Carrie Stevenson and Karen Blimkie met on December 3, 2001 to draft the AABC's 2002/03 CCA grant applications. More details will be addressed under the Treasurer's Report in this section of the meeting.

Heather Gordon reported that the AABC has received a letter, dated November 28, 2001, from the Office of the Secretary to the Lieutenant-Governor. Her Honour, Iona V. Campagnolo is delighted to accept the AABC's invitation to become an Honourary Patron of the AABC. The letter indicated that the Patronage is to be printed in the following manner in any of the AABC's publications:

Under the Distinguished Patronage of: or Honorary Patron:

Her Honour

The Honourable Iona V. Campagnolo, PC, CM, OBC

Lieutenant-Governor of British Columbia

Action: Heather Gordon will distribute a new letterhead template to the Executive with the above noted information.

Action: Heather Gordon will contact Bill Purver to ensure that the information is posted on the website.

Action: Dovelie Buie will ensure that Her Honour, The Honourable Iona V. Campagnolo, PC, CM, OBC is included in the membership committee's database.

Heather Gordon reported that Laura Cheadle will be able to attend two meetings on behalf of the AABC. The first meeting will be on Tuesday December 11th with "Culture Acts Now." This meeting will be held in White Rock and will be including many different museum and arts organizations. The second meeting that Laura will be attending is on January 9th, 2002; this meeting is with "Alliance for the Arts."

Heather Gordon reported that we have received a renewal notice for our membership with the British Columbia Historical Federation. Heather Gordon moved and Christine O'Donnell seconded that we renew the AABC's membership with the BC Historical Federation.

Action: Karen Blimkie will arrange to renew the AABC's membership with the BC Historical Federation.

Heather Gordon reported that the AABC's Annual General Meeting will be held on Thursday May 23, 2002 at 5:15 pm to 6:45 pm. The meeting will be held in Vancouver at the Hotel where the ACA is holding its conference.

Heather Gordon reported on the ACA pre-conference workshops. The AABC will be running three workshops (Scanning, Advanced Care of Photographs, and a workshop on RAD.)

The President reported that she and Bill Purver, the AABC's Network Administrator, attended the opening of the Nanaimo Community Archives. The Nanaimo Community Archives had an official opening for their new facility; both Bill and Heather were very impressed.

Heather Gordon reported that she sent a letter to George Abbott, the Provincial Minister responsible for Heritage Trust, expressing the AABC's disappointment with the dismissal of the Heritage Trust board.

5. Treasurer's Report

Heather Gordon reported that Carrie Stevenson was unable to attend the meeting. With the assistance from Karen Blimkie, Financial Manager of the AABC, Heather reported on the finances of the AABC.

Laura Cheadle asked and received some clarification from Karen Blimkie about the Grants Committee budget for coordinating the upcoming adjudication of CCA grants.

Heather Gordon reported that Karen Blimkie will be mailing out the financial statements for October and November for approval at the next meeting of the Executive.

Action: Karen Blimkie will mail out the October and November AABC financial statements to the Executive.

Karen Blimkie, reporting on cash flow, reported that the AABC is back to where we originally thought we were now that the Provincial Government has agreed to honour the funding for 2001/02. Heather Gordon moved and Dovel Buie seconded that the AABC revert back to our original program budgets as was stated on our original CCA 2001/02 grant applications and that for the rest of the year, we operate on the restricted budget (approved in September) for the general fund. All were in favour; motion was carried.

Action: Heather Gordon will e-mail the three contractors to inform them that the AABC is back to the original budgets and that they can re-schedule the site visits that they had originally planned.

Heather Gordon moved and Laura Cheadle seconded that we approve our CCA grant application: "BC Archival Network Services Program -- Operational Requirements". All were in favour; motion was carried.

Action: Heather Gordon will submit the grant application "BC Archival Network Services Program -- Operational Requirements" to the CCA in order to meet the December 15th 2001 deadline.

Heather Gordon reviewed our CCA grant applications for the 2002/03 membership year. The draft applications, addressing the three programs of the AABC, were sent out to the Executive the week of December 4, 2001. Karen Blimkie explained the report in more detail to the Executive, outlining the various scenarios and options that the Association would have for funding the AABC programs.

Following the discussion of the budget for 2002/03, Heather Gordon reviewed with the Executive each of the grant applications.

Heather Gordon moved and Dovel Buie seconded that we approve the *British Columbia Archival Network Services Program* grant application. All were in favour; motion was carried.

The Executive discussed the draft grant for the *British Columbia Archival Preservation Service* and altered a few items in the application. Heather Gordon moved and Christine O'Donnell seconded that we approve the British Columbia Archival Preservation Service grant application. All were in favour; motion was carried.

Heather Gordon moved and Laura Cheadle seconded that we approve the amended *British Columbia Community Archives Education and Advisory Program* grant application. All were in favour; motion was carried.

Action: Heather will sign the three grant applications and send them to Laura Cheadle, chair of the Grants Committee. Along with a note concerning the matching funds, Heather Gordon will notify the AABC's contractors informing them that the Executive has made some changes to the draft CCA applications.

Heather Gordon reported on the gaming applications.

Action: Heather Gordon will contact Carrie Stevenson to finalize the establishment of a bank account for revenue potentially from the Gaming Commission.

Dovel Buie moved and Christine O'Donnell seconded that the President and Treasurer submit an application to the BC Gaming Commission. All were in favour; motion was carried.

Karen Blimkie outlined the time frame for the Executive, which is that we write the application February 2002, submit the application in March 2002 and due to the fact that the Commission is five months behind in processing the applications, the AABC may hear back from the Commission concerning our application in September 2002.

The Executive discussed other sources of funding that could be options for the AABC, including the Vancouver Foundation and the Gaming Commission.

Action: Heather Gordon will contact Peter Johnson, chair of the Public Awareness and Advisory Committee, for sources of funding for the 2002 Archives Week event.

The Executive discussed the work plans of the three programs and membership services that the AABC will be able to offer in the future considering the changes in the AABC's programs and funding sources.

Action: Dovel Buie will provide a listing to Heather Gordon of the Associate and Institutional members of the AABC.

Action: Heather Gordon will forward the listing of Associate and Institutional members prepared by Dovel Buie to the AABC's contractors for information. The contractors will be asked to provide

information to the Executive on if they were asked to visit only (a) Institutional members (b) Institutional and Associate members and (c) Institutional, Associate and non-members. The Executive is particularly interested to know what impact (a) and (b) would have on the contractor's program service delivery.

The Executive discussed the work programs for the AABC's services.

Action: Heather Gordon will contact the Committee programs and chairs and request for them to submit work programs in time for the first meeting of the Executive in 2002 (Saturday February 16, 2001).

The Executive took a break at 12:20 pm, Karen Blimkie left the meeting at 12:35 pm, and the meeting resumed at 12:40 pm.

6. Committee and Program Reports

6.1 Grants Committee

Laura Cheadle reported that she attended the General Assembly of the CCA Ottawa on the 24th and 25th of November.

Laura Cheadle, Chair of the Grants Committee, updated the Executive on the mail-out that she just coordinated pertaining to the CCA 2002/03 grants. The Executive discussed the expense and inefficiencies and outlined the potential of having an option for the Institutional Members that they can receive the grant applications by electronic means. A notice will be sent out with the membership renewals notifying institutional members that in order to save the \$300.00 in mailing charges, we will attempt to automate the process.

Action: Dovelie Buie will prepare to send out the different renewal reminders to Institutional members for the 2002/03 membership year. On bright neon coloured paper, the institutional members will be asked to (a) confirm or give their e-mail address and/or (b) inform the AABC that they are unable to receive e-mails and open Word attachments and would prefer to receive a hard-copy of the CCA grant applications.

Dovelie Buie moved and Heather Gordon seconded that the AABC Grants Committee adjudicate \$44,166.00 CCA Control of Holdings funds for AABC Institutional members and \$179,239.00 in CAIN funds again for AABC Institutional members. All were in favour; motion was carried.

6.2 Membership Committee

Dovelie Buie, Chair of the Membership Committee, updated the Executive on the membership statistics of the Association.

Membership Statistics - October 25, 2001

(Difference since AGM Membership Report - March 2001)

Institutional 100 (down 10 -- was reported as 110)
Associate Institutional 41 (up 2 -- was reported as 39)
Sustaining 10 (same -- was reported as 10)
Individual 87 (down 27 -- was reported as 114)
Student/Volunteer 53 (up 30 -- was reported as 23)
Honorary Life 7 (up 1 -- was reported as 6)
Honorary Patron 1 (same -- was reported as 1)
TOTAL 299 (Was reported as 302 members)

(Note - 1 "unofficial" category of "newsletter" for the National Library of Canada - Serials Section - total = 300)

Dovelle Buie reported that an e-mail has been sent to the Saanich Peninsula Museums Society concerning their application for institutional membership with the AABC. The e-mail outlined some questions that the Membership Committee had and asked them to provide the Association with further information before their application can be either approved or denied.

Dovelle Buie also reported that since the last Executive meeting she has been in contact with the BC Teachers' Federation. The renewal application will be held and then processed for the Federation for the 2002/03 membership year.

Jennifer Roberts, member of the Membership Committee, assisted the Chair in writing a letter to a member of the Association. As was reported at the October 27th meeting, the member asked the AABC look into the feasibility of having a volunteer/institutional category. The letter outlined why this was not going to be put forth to the membership at the next AGM and outlined the reasons that both the Executive and the Membership Committee felt that this would not be useful.

Dovelle Buie reported that the Membership Committee has drafted e-mail reminders concerning renewals as well as welcome e-mail letters for the new members. If Dovelle Buie is able to determine this listing from the database in time, Dovelle will forward a listing of new members on to Chris Hives, Newsletter Editor, to list the members in the newsletter as another means of welcoming them to the Association.

6.3 Internet Committee

The web sites were redesigned and launched. Thanks were expressed to Erwin Wodarczak and Bill Purver for all their work.

Heather Gordon informed the Executive that correspondence has been received asking the AABC to look at the possibility of providing links on the AABC's web-site for a fee (for consultant services and products).

Action: Heather Gordon will request that the Internet Committee examine the possibility for web advertising on the AABC's web-site.

Heather Gordon moved and Christine O'Donnell seconded that the AABC pay \$500.00 to Leslie Field for his work on the on-line version of the 2001/02 newsletter. All were in favour; motion was carried.

Action: Heather Gordon will ask Karen Blimkie to issue a cheque for \$500.00 to pay Leslie Field for the work he has done for the on-line version of the AABC newsletter.

6.4 Preservation Committee

Christine O'Donnell reported that the Preservation Committee met the week of December 3rd. Christine was unable to attend the meeting and will report at the next Executive meeting.

6.5 Institutional Standards Committee

Heather Gordon reported that Jane Turner has been working on the Institutional Standards Guide.

Action: Heather Gordon will contact Jane Turner to request that she submit a written report to the Executive for the next meeting.

7. Other Business

Heather Gordon updated the Executive on the status of the recruitment for a new Vice President.

7. Adjournment

Meeting was adjourned at 2:20 pm.

Next meeting on Saturday February 16, 2001 -- City of Richmond Archives -- 10:00 am.

AABC Executive Committee Meeting Minutes: 16 February 2002

Executive of the Archives Association of British Columbia
Location: City of Richmond Archives - Reference Room

Present:

Heather Gordon, President
Lara Wilson, Vice President
Dovelle Buie, Secretary
Carrie Stenvenson, Treasurer
Laura Cheadle, Institutional Member-At-Large
Christine O'Donnell, Individual Member-At-Large

1. Approval of Agenda

Meeting was called to order at 10:10 am.

A few minor modifications and additions were made to the agenda. Carrie Stevenson moved and Dovelle Buie seconded approval of the agenda. All were in favor; motion was carried.

2. Approval of Minutes of 10 December 2001 Executive Meeting

Dovelle Buie moved and Laura Cheadle seconded approval of the meeting minutes from December 10th, 2001. All were in favour; motion was carried.

Dovelle Buie will send the minutes to Bill Purver for posting on the web site.

3. Business Arising

Dovelle Buie reported that Her Honour, The Honourable Iona V. Campagnolo, PC, CM, OBC has been included in the membership committee's database.

Dovelle Buie informed the Executive that a listing of the current Associate and Institutional members was produced, sent to Heather which, in turn, was given to Bill Purver, Rosaleen Hill and Janet Turner for review.

Dovelle Buie reported that the Membership Committee still plans to send an additional insert to Institutional members in the hopes that some of the correspondence with Institutional members could be by e-mail for next year's grants. The Institutional members current e-mail addresses will be requested.

Dovelle informed the Executive that there has been no further correspondence with the Saanich Peninsula Museums Society concerning their application for Institutional membership.

Dovelle Buie reported that new members of the AABC were welcomed in the last newsletter.

Heather Gordon reported that the Financial Manager, Karen Blimkie, has renewed the AABC's membership with British Columbia Historical Society.

Heather Gordon reported that she has heard from all of the Contractors concerning service directions; more details will be reported in this meeting under the committee reports.

4. President's Report

Heather Gordon reported that a letter was received, dated January 28, 2002, from Mr. George Abbott, Minister of Community, Aboriginal and Women's Services. The letter was in response to the AABC's letter dated December 1, 2001 concerning the changes to the British Columbia Heritage Trust. The letter informed the AABC that two Assistant Deputy Ministers have been appointed as interim Chair and Vice Chair of the Heritage Trust. The letter explained that the change to a two-person interim board was made as part of the Province's core review process. The letter additionally explained that the "new, smaller board provides government with time to complete the core review of the Trust's role and mandate."

Heather Gordon reported that we have received a letter from Terry Cook requesting permission to reprint the following material written by Hugh A. Taylor:

The Totemic Universe: Appraising the Documentary Future, in Christopher Hives, ed. *Archival Appraisal: Theory and Practice* Archives Association of British Columbia (Vancouver, 1990), pp. 15 – 29.

In his letter, Terry Cook explains that the "essay has been chosen to appear with sixteen of Hugh Taylors' best essays, with new introductions written by him, in a book to be published in 2002 by the Association of Canadian Archivists and the Society of American Archivists, through Scarecrow Press Inc." Heather Gordon informed the Executive that she has, on our behalf, given permission; copyright release was given. Heather explained that, with respect to the above mentioned article, we are joint copyright holders with Hugh A. Taylor.

The President reported that the ACA is going to hold a joint CAIN education roundtable in the beginning of March 2002. Janet Turner is going to be the AABC's official representative at the meeting. Taking place in Ottawa, Bill Purver will also be attending the sessions.

Heather Gordon reported that we have renewed our agreement with ACT Cinemage in order to extend maintenance and support of AABC servers and the BCAUL database for an extra year. This brings our agreement to be until March 31, 2005. The agreement will be kept with other agreements and contracts in the President's records.

Heather Gordon moved and Christine O'Donnell seconded the appointment of Lara Wilson as Vice President. All were in favour and motion was carried.

The Executive extended its great appreciation to Lara Wilson for willing to step in to the position of Vice President more than mid way through the term and for willing to take on the important roles of Vice Present/President of the AABC.

5. Treasurer's Report

Carrie Stevenson, Treasurer, distributed the Statement of Revenue and Expenses for the month ending January 31, 2002. Carrie Stevenson reported that we have received all outstanding cheques from the Province and the CCA.

Carrie Stevenson reported that the Chair of the Education Committee, Linda Wills, has been coordinating the workshops to be held at the ACA Conference in May 2002 (to be held in Vancouver.) The cost for the workshops will be \$100.00 each for the workshop.

Carrie Stevenson reviewed the budget work plans and feedback received in the past few weeks from Program Committee Chairs. Correspondence was read out and discussed. The Executive discussed potential sources of revenue for holding a spring roundtable session for next year.

Action: Carrie Stevenson and the Finance Committee will research a possible funding source with the Canadian Arts and Heritage Sustainability Program for funding the regional representatives meeting. Carrie will attempt to put together an application for review by the Executive at the April 2002 meeting, provided this fits within the deadlines of the Program.

Carrie Stevenson reported that Karen Blimkie has been working on our year end figures. Heather Gordon and Carrie Stevenson reported that Karen Blimkie has received a quote for the 2001 year

end audit, and according to approval at the 2001 AGM, Evancic Perrault will be conducting the audit.

Carrie Stevenson moved Lara Wilson and seconded that Karen Blimkie will arrange to have Evancic Perrault conduct the audit.

Action: Carrie will e-mail Karen Blimkie to inform her of the Executive's approval of Evancic Perrault for the 2001 Financial Review.

Carrie Stevenson and Heather Gordon reviewed line-by-line with the Executive the draft budget for the General Fund the 2002/03 budget year.

Action: Carrie will submit the figures to Karen Blimkie for comment and report back at the next Executive meeting.

6. Committee and Program Reports

6.1 PAAL (Public Awareness Advocacy & Legislation) Committee

Carrie Stevenson reported that the PAAL Committee has been working on Archives Week 2002. Carrie Stevenson reported she and other PAAL Committee member Barb Towell have been working on ideas for 2002 Archives Week. First, the Committee has been investigating having some students work on the 2002 Archives Week website and potentially giving the students an honourarium. Another option for the website could be to modify the Archives Week website that was developed for the 2001 year. Second, the Committee has also been looking at the concept of marketing having an "Archives in your Attic" event. The event, held in a specific spot (yet to be identified), would be for people to bring their records in for appraisal (not monetary appraisal) but instead for historical appraisal etc.. Carrie Stevenson explained that this event was extremely successful in Alberta and that she has been in contact with an Archivist who coordinated this event in the past. The Executive agreed in principle with the ideas being presented by the PAAL Committee. Archives Week will be Sunday November 17th, 2002 to Saturday November 23rd, 2002. Third, the Committee will be looking at options for posters or a brochure advertising Archives Week.

Action: Next meeting Carrie Stevenson will have more detail and budgetary options for Archives Week 2002.

6.2 Education Committee

Lara Wilson and Heather Gordon reported that Janet Turner's work plan has been reviewed and that everything is proceeding according to schedule with the Education and Advisory Archivist services.

Action: Lara Wilson will contact the Heritage Trust concerning applying for funding for the Education and Advisory Services. Lara Wilson will also liaise with the Committee concerning the application.

Heather Gordon reported that Jane Turner has agreed to chair the Education Committee for the 2002/2003 membership year.

6.3 Grants Committee

Laura Cheadle, Chair of the Grants Committee, reported that adjudication for CCA grants was held on January 7, 2002. Further details will be outlined in the Grants Committee report as a part of the Annual General meeting package. Applicants who applied for grants should hear from CCA in April 2002.

The Executive thanked the Grants Committee for adjudicating the grants once again.

6.4 Membership Committee

Dovelle Buie, Chair of the Membership Committee, updated the Executive on the membership statistics of the Association.

Membership Statistics - 2002

(Difference since AGM Membership Report - March 2001)

Institutional 101 (down 9 -- was reported as 110)
Associate Institutional 41 (up 2 -- was reported as 39)
Sustaining 11 (up 1 -- was reported as 10)
Individual 87 (down 27 -- was reported as 114)
Student/Volunteer 53 (up 30 -- was reported as 23)
Honorary Life 7 (up 1 -- was reported as 6)
Honorary Patron 1 (same -- was reported as 1)
TOTAL 301 (down 1 - was reported as 302 members)

(Note - 1 "unofficial" category of "newsletter" for the National Library of Canada - Serials Section - total = 302)

Dovelle Buie regretfully informed the Executive that she has received a letter from Joan Newman with the Anglican Diocese of the Cariboo. The letter, dated January 3, 2002, informed the AABC that the Anglican Diocese of the Cariboo has ceased to be. The records will be transported from its location in Kamloops to the Provincial Synod Archives in Vancouver. The move will take place in March 2002. Future inquires should be directed to Doreen Stephens, Archivist for the Provincial Synod Archives in Vancouver.

Action: Dovelle Buie will acknowledge receipt of the letter and thank them for informing the AABC and ensuring that their records will continue to be cared for at the Provincial Synod.

6.5 Conference Program

Chief Ignace has not replied to Heather Gordon's letter; the President plans to follow up with him concerning the 2003 AABC conference.

6.6 Internet Committee

Heather Gordon reported that the Internet Committee met recently and discussed service directions. The Committee decided that it is still business as usual. The Executive agreed that service directions for next year will maintain the status quo in that service will be provided to both members and non-members with priority continuing to be with members.

The Executive discussed the language that is used to refer to Institutional and Associate members; the Executive agreed that when referring to both members we use the term member institutions.

Heather Gordon reported back to the Executive concerning advertising on the AABC's website. The Internet Committee recommends that we create an advertising component on the website (similar in structure and look to the job board). Descriptions will be provided by the advertiser, will be in straight text, can provide a link, introductory fee will be \$150.00 (good for a year) and will be reviewed again next year.

Action: Heather Gordon moved and Laura Cheadle seconded approval of the page for advertising on the AABC website. Heather Gordon will ask Karen Blimkie to contact some companies and invite them to advertise on the site.

CCAD (Canadian Committee on Archival Description) has requested feedback regarding the creation of a national name authority system. The Executive felt that a national name authority system should not be considered at this point.

Action: Heather Gordon will convey to CCAD that it is the AABC's recommendation that a national name authority system not be considered a priority at this time due to the costs inherent in such a system's development and maintenance. Such a project, in the opinion of the AABC, should not be undertaken unless CCA is able to find a new source of funding, one outside the current CAIN allocation to provincial, territorial and national associations and councils, to support it.

Heather Gordon moved and Christine O'Donnell seconded that the AABC pay \$500.00 to Leslie Field for his work on the on-line version of the 2002/03 newsletter.

6.7 Preservation Committee

Christine O'Donnell reported that she is awaiting to hear when the next meeting of the Preservation Committee will be. Information will be brought to the next meeting of the Executive.

6.8 Institutional Standards Committee

The Executive discussed the Institutional Standards Self-Study Guide received from the Institutional Standards Committee. The Executive was particularly interested by what the CCA means when stating "continuous and regular hours". The Executive has been interpreting this to be, as the CCA had pointed out, 7 hours a week. Further clarification will be sought.

Action: Lara Wilson will give Jane Turner, chair of the Institutional Standards Committee, some of the typo corrections. Lara will also ask Jane to speak to the CCA to obtain clarification as to what continuous and regular hours mean.

Heather Gordon moved and Lara Wilson seconded approval of the Institutional Standards Self-Study Guide to be used as a part of the application process for new institutional members starting on April 1, 2002. The Guide will be included for information in the 2002 Annual General Meeting package.

Action: Dovelie Buie will ask the Membership Committee to make recommendations to the Executive and Institutional Standards Committee regarding the reapplication process for current Institutional members. The Executive asks that the Membership Committee think about the process and how demanding the work may be on the Membership Committee to coordinate the new application process (i.e., assigning/granting Associate membership before giving self-study guide or giving interested parties a choice and then process the memberships from there).

6.9 Newsletter Editorial Board Committee

Heather Gordon regretfully reported that Chris Hives has decided that he will not continue as the Editor of the newsletter next year.

The deadline for the next newsletter will be March 15, 2002.

7. Other Business

The Annual General Meeting will be held on Thursday May 23, 2002 from 5:15 pm to 6:45 pm. The meeting will be held at Simon Fraser University – Harbour Centre – in 1400-1430, Segal Centre at 515 West Hastings Street in downtown Vancouver. Dovelie will be putting together the AGM package. The spring mail-out will include:

- Invoice for membership renewal
- Notice of the AGM with room information
- Minutes from last year's AGM
- Executive and Committee Reports
- Financial Statements from 2000
- Institutional Standard's Committee "Guide" document
- Newsletter
- Special insert for Institutional members re: e-mail contact information etc...

Members are reminded that they do not need to pay an ACA conference fee to go to the AGM meeting, that they only need to be a member of the AABC.

Action: Dovelie Buie will coordinate the spring mail-out with assistance from the Membership Committee. The deadline for AGM reports will be March 11th, 2002.

On the topic of the ACA conference in May 2002, Heather Gordon reported that she will go to the Council of Presidents meeting.

Heather Gordon informed the Executive that Michael Carter has stepped down from being the Regional Representative for the South Vancouver Island Region. The Executive agreed to appoint Sister Margaret Cantwell, with the Sister of Saint Ann's Archives, as the new South Vancouver Island Regional Representative.

Heather Gordon moved Dovelie Buie seconded appointment of Blair Galston as Nominating Committee Chair.

Heather Gordon informed the Executive that she has been busy negotiating contracts.

8. Adjournment

Meeting was adjourned at 2:40 pm.

Next meeting on Saturday April 20, 2002 at Richmond Archives at 10:30 am.

AABC Executive Committee Meeting Minutes: 20 April 2002

Executive of the Archives Association of British Columbia
Location: City of Richmond Archives - Reference Room

Present:

Heather Gordon, President
Lara Wilson, Vice President
Carrie Stevenson, Treasurer
Dovelie Buie, Secretary
Christine O'Donnell, Individual Member-At-Large

Regrets:

Laura Cheadle, Institutional Member-At-Large

1. Approval of Agenda

Meeting was called to order at 10:40 am.

Christine O'Donnell moved and Lara Wilson seconded approval of the agenda. All were in favor; motion was carried.

2. Approval of Minutes of 16 February 2002 Executive Meeting

Carrie Stevenson moved and Christine O'Donnell seconded approval of the meeting minutes from February 16, 2002. All were in favour; motion was carried.

Dovelie Buie will send the minutes to Bill Purver for posting on the web site.

3. Business Arising

Dovelie Buie reported that the AGM package and newsletter mail-out was coordinated and completed. Members were sent an invoice or receipt for 2002-03 membership year, AGM package 2001-2002 Executive Committee minutes – Archives Association of British Columbia

of reports, newsletter and institutional members received a special letter concerning wanting to promote electronic communication.

4. President's Report

Heather Gordon, President, reported that 2002-2003 contracts have negotiated and signed. Final 2001-2002 program reports have been completed and will be submitted to the CCA and BC Government within the week.

The AABC's 2002-2003 CCA grant applications have all been approved by the CCA.

Heather Gordon reported receiving an email from Ann ten Cate representing the Friends of the BC Archives. In 2001 the friends and family of Terry Reksten established a Memorial Fund in honour of this BC historian's work. Terry Reksten was a well-known BC historian who passed away last summer shortly after the publications of her last book, An Illustrated History of British Columbia. The Friends of the BC Archives would like some input from the AABC in terms of how to administer this Memorial Fund. The email specifically asked for input from the AABC in terms how the AABC has developed criteria for eligibility to grants, the ability to publicize the availability of the grant through the AABC's website, newsletter and/or miscellaneous mailings.

Carrie Stevenson moved and Dovel Buie seconded that the AABC will assist the Friends of the BC Archives with publicizing the grant. All were in favour; motion was carried.

Action: Heather Gordon will let Ann ten Cate know that the Friends of the BC Archives can forward any publicity material to the general AABC mailing address at: aabc@aabc.bc.ca.

Dovel Buie moved and Carrie Stevenson seconded that the AABC President or their Designate will be the AABC's representative in the final selection process for the Terry Reksten grant. All were in favour; motion was carried.

Action: Dovel Buie will send Ann ten Cate the Institutional Standards Guideline document for her information.

Heather Gordon reported that the Vancouver Chapter of the Association of Records Managers and Administrators (VAN ARMA) has requested whether the AABC and VAN ARMA could hold joint workshops/educational programs.

Action: Lara Wilson will speak to the Education Committee concerning the potential for joint programming between VAN ARMA and the AABC. She will report back to the Executive after discussing the issue with the Education Committee.

Heather Gordon also reported that Janet Turner, AABC Education and Advisory Archivist, was wondering if BC Thesaurus could be promoted more. The Executive agreed; Lara Wilson will let Janet Turner know the Executive's support for any such initiatives.

5. Treasurer's Report

Carrie Stevenson, Treasurer, moved and Dovel Buie seconded that Heather Gordon remains as a signing authority for 2002-2003 membership year. All were in favour; motion was carried.

Carrie Stevenson reported that Canadian Heritage will not fund the AABC's Strategic Planning meeting. Carrie Stevenson also reported that there might still be other options for funding through other organizations. The Treasurer asked the Executive for authorization to approach some various organizations to see if there is any potential for them to fund our strategic planning meeting. All were in favour and Carrie was given instructions to proceed accordingly. She will report back to the Executive on her progress.

Carrie Stevenson reported that we have postponed our audit pending formal appointment of the auditors at the AGM. The material is prepared to be submitted once the membership approves the auditor at the AGM.

Carrie Stevenson reported on the progress of the event "Archives in your Attic" an event to be held during Archives Week at the BC Archives. Marland Groves indicated that the BC Archives supports the idea for this event and assigned Ann ten Cate as a BC Archives liaison person. Ann indicated that it was likely that support will also be given from the Friends of the BC Archives. Carrie clarified that the PAAL committee is not involved with this specific event. Carrie explained that the financing for this event have not been addressed. There will be three appraisers at the event. The Executive gave permission for Carrie Stevenson and Barb Towell to investigate funding sources to give some sort of honorarium to the appraisers who will be an integral part of the "Archives in the Attic" event.

Carrie Stevenson distributed and reviewed the financial statements and budget with the Executive. The Executive reviewed, line-by-line, the 2002-2003 budget (which compared figures with the 2001-2002 budget and projected the budget for the 2003-2004 year). Dovel Buie moved and Christine O'Donnell seconded approval of the 2002-2003 budget. All were in favour; motion was carried.

6. Committee and Program Reports

6.1 Education Committee

The Executive discussed the potential for gaming funding.

Action: Lara Wilson will work with the Education Committee to complete a Gaming Commission grant application for a portion of the 2002-2003 Education and Advisory Service Program.

Lara Wilson, the liaison to the Education Committee, reported that demand for AABC workshops have been lively. The Community Education and Advisory Archivist reported to Lara that she is scheduled to do the following:

- Introduction to Archives and Arrangement and Description – Powell River
- Introduction to Archives – Ucluelet
- Introduction to Archives for First Nations – UNBC
- Rules for Archival Description – Vancouver (ACA Conference)
- Attendance at an upcoming South Vancouver Island Regional meeting

6.2 Grants Committee

The CCA has been in touch about all of the institutional grants and Laura Cheadle is currently doing follow-up.

6.3 Membership Committee

Dovelle Buie, Chair of the Membership Committee, did not report on the membership numbers since the renewals have just been sent out for the 2002-2003 membership year. Statistics will be submitted to the next regular meeting of the Executive.

Dovelle Buie informed the Executive that she has heard from the Saanich Peninsula Museums Society concerning their application for Institutional membership. Dovelle has sent them the new guide for institutional membership (Self Study Guide) for them to begin to work on completing.

Dovelle Buie said that she has sent a letter to Joan Newman with the Anglican Diocese of the Cariboo. The letter thanked the Anglican Diocese of the Cariboo for their membership.

Dovelle Buie reported that at their meeting on April 8, 2002, the Membership Committee was not able to address in any great detail the new Self Study Guide for new applications for Institutional membership. The Committee was working on the AGM mail-out. At the next meeting of the Membership Committee issues will be addressed. Update reports will be periodically submitted to the Executive.

The Executive decided that any lapsed institutional members will now be required to complete the Self Study Guide; renewal of institutional membership will not be automatic.

The Executive received further information and clarification from the CCA concerning hours of operation. The CCA has changed the hours of operation to be that an archives must have a commitment to continuous and regular (but not necessarily daily) operation and office hours. In other words, the reference to seven hours a week is no longer applicable. In light of this information, the Executive felt that the most recent application that was denied on this basis, the Cortes Island Museum and Archives Society, should be accepted.

Action: Dovelle Buie will contact the Cortes Island Museum and Archives Society to invite them to join the AABC as Institutional members.

6.4 Conference Program

Heather Gordon reported that she was not aware of how the conference workshop registration was proceeding. Heather Gordon will inquire and determine how the AABC workshop registration at the ACA conference is progressing.

Lara Wilson reported that she is in the process of coordinating a transportation plan for Vancouver Island members to come over to the mainland for the AABC's AGM meeting and return the same evening.

Heather Gordon reported that she will be going to the Council of Presidents meeting on Wednesday May 22, 2002. Peter Johnson, chair of the PAAL Committee, is planning to attend the Public Awareness Forum meeting.

The Executive discussed this year's AGM meeting and various procedural issues regarding conducting the meeting. Heather Gordon discussed some special announcements that will be made at the AGM including: the CAIN digitization equipment program will be outlined for the membership and the 2003 conference location.

The Executive did not have any information from Kamloops to discuss concerning the potential for the 2003 conference to be hosted by Kamloops. In light of this fact, the Executive felt uncomfortable with leaving the 2003 conference outstanding for the incoming executive members and was compelled to explore other location options. Further details will be discussed at the AGM.

The Executive discussed the recruitment for a Program Committee Chair for the 2003 conference.

6.6 Internet Committee

Heather Gordon reported that the letters concerning advertising on the AABC's website have been sent to approximately thirty consultants or suppliers. Bill Purver has drafted a page for the advertisers.

Heather Gordon also reported that Ann Carroll will be in charge of a sub-committee in charge of the CAIN digitization equipment program.

6.7 Preservation Committee

Christine O'Donnell gave a brief update on the activities and membership of the Preservation Committee.

6.8 Institutional Standards Committee

Lara Wilson reported that she and Jane Turner attended the South Vancouver Island regional group meeting on March 20th at the University of Victoria. Jane Turner made a presentation to the group about the Self Study Guide.

Dovelle Buie reported that the Membership Committee will be reporting back regularly to the Executive concerning the distribution of the guide to interested institutional members; progress reports will also be communicated to the Institutional Standards Committee.

6.8 PAAL (Public Awareness Advocacy & Legislation) Committee

Carrie Stevenson reported that she is in regular contact with the Chair of the PAAL Committee, Peter Johnson.

6.9 Newsletter Editorial Board Committee

Heather Gordon reported that a new editor has not been identified. Heather Gordon will contact Blair Galston, Chair of the Nominations Committee, to get an update.

7. Other Business

8. Adjournment

Meeting was adjourned at 1:36 pm.

Next meeting is the Annual General Meeting on Thursday May 23, 2002. Location is at Simon Fraser University, Harbour Centre Campus in downtown Vancouver. 1400-1430, Segal Centre. Times of the meeting are 5:15 pm to 6:45 pm.