

AABC Executive Committee minutes –June 2002 to April 2003

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AABC Executive Committee Meeting Minutes: 28 June 2002

Executive of the Archives Association of British Columbia
Location: Gulf of Georgia Cannery Society - Board Room

Present:

Lara Wilson, President
Erwin Wodarczak, Vice President
Kathy Bossort, Institutional Member-at-large
Carrie Eirene Stevenson, Treasurer
Erica Hernández, Secretary
Karen Blimkie, Financial Manager

Regrets:

Christine O'Donnell, Individual Member-At-Large

1. Approval of Agenda

Meeting was called to order at 1:15 pm.

Agenda amendments: Erwin Wodarczak moved to add the topic of Local Arrangements under the Conference Program Report (6.4). Lara Wilson moved to add a note of thank you to the Institutional Standards Ad Hoc Cmt for the conclusion of their work (6.7).

2. Approval of Minutes of 20 April 2002 Executive Meeting

The Minutes of the 20 April 2002 Executive Committee meeting were approved by the previous AABC Executive.

3. Business Arising

3.1 Secretary's Report

Award Distribution: Erica Hernández informed the Executive that the AABC has received three *Notice of Award Assignments* from the University of British Columbia. Two *Willard Ireland Prizes* (each in the amount of \$200) were awarded to Sharon Leigh Walz and Kathleen Theresa Burns and one *Archives Association of British Columbia Mary Ann Poylypchuk Memorial Prize* (in the amount of \$150) was awarded to Yau Min Chong. The Executive was concerned that two Willard Ireland Prizes had been awarded as only one is to be awarded per year.

Action: Lara Wilson will contact the UBC Awards Office regarding awarding procedure.

Santori Letter: Erica Hernández informed the Executive that a letter was received from Sandy Santori, Minister of Management Services, thanking past President Heather Gordon for her correspondence of April 22, 2002, regarding the final reports for the Community Archives Advisory Training programme. He also extended his appreciation to the AABC and its' members for their commitment to the provincial community archives network. Lara Wilson informed the Executive that she had written S. Santori a letter of thanks for attending the opening of the ACA conference in May and will continue to keep him up to date on the Association's activities.

SLAIS Thank-You Letter: Erica Hernández informed the Executive that a letter was received from Terry Eastwood, Associate Professor and Acting Director for the School of Library, Archival and Information Studies (SLAIS). This letter thanked the AABC for its recent donation to SLAIS programmes.

CCA Directory: Erica Hernández reported to the Executive that she has updated the AABC's current entry in the Canadian Council of Archives *Directory of Archives*. All information for this entry was taken from the AABC's website on June 27, 2002.

AABC Info: Erica Hernández reported to the Executive that the *Canadian Almanac & Directory* sent a copy of the AABC's listing information to be reviewed, updated and re-submitted. The Executive was asked for assistance in determining just how much information should be submitted.

Action: Erica Hernández is to update only the basic entry information and to leave the financial background information blank.

New Membership: Erica Hernández updated the Executive that Dovelie Buie, past Secretary, has informed the Cortes Island Museum and Archives Society that upon review, their institutional application was accepted. This Society is thrilled with their renewed membership status.

New Appointments: Lara Wilson informed the Executive of the following new Ad Hoc Standing Cmt appointments: Lisa Beitel to Conference Program Chair and Robert (Bob) Edwards to Newsletter Editor.

2003 Conference Location: Lara Wilson informed the Executive that the location for the 2003 AABC Conference (April 24th -26th) has been moved from Kamloops to Nanaimo, B.C.

4. Treasurer's Report

Financial Update from AABC Financial Manager, Karen Blimkie

Karen Blimkie provided the incoming Executive with a brief overview of the financial standing of the AABC for the years 2001-2003, including the action required to compensate for cutbacks made to the AABC's provincial funding:

Due to funding cutbacks, AABC monies were required to maintain programs throughout 2002-2003:

- *Network Services Program* - funding has not been affected, and this program continued to receive full support from the CCA (100% CAIN funded).

- *Preservation Program* - funding for this program was affected by provincial cutbacks and required \$5,700 of AABC funds to supplement its CCA funding.
- *Education Program* - funding for this program was greatly affected by provincial cutbacks and the AABC was required to contribute \$23,000 to the program to maintain its services and to secure matching funds.
- Total AABC monies required to maintain its programs throughout the 2002-2003 year was approximately \$28,700.

Karen points out that such financial support cannot be indefinitely continued and so the AABC Executive was asked to consider the following financial plan for the 2003/2004 year:

- To refrain from granting the Preservation programme any hard dollar contributions from the AABC general fund for 2003/04.
- To cap the hard dollar contribution to the Education programme in 2003/04 at approximately \$20,000, in order to maintain the General fund reserves for as long as possible.

AABC Financial Position: Carrie Stevenson reiterated Karen Blimkie's financial projection for AABC's programs. The finance committee has recommended a cap of \$20,000 be put on the contribution of AABC direct monies to fund current programs. Lara Wilson moved to approve this recommendation of the Finance Committee. Erwin Wodarczak seconded this motion. All were in favour; motion was carried.

Action: Lara Wilson to speak to Chairs of AABC Contractors to ask them to produce budgets for the 2003-2004 year based upon the above recommendations for budgetary cutbacks.

Gaming Commission Update: Carrie Stevenson provided incoming members of the Executive with a brief introduction to the purpose of the AABC's gaming application. Direct access to gaming money can be requested for training, transportation and travel purposes, which would help alleviate the current drain on AABC funds. Kathy Bossort suggested that a strategic planning/training session for regional representatives could be organized for 2003-2004 for which gaming funds could be applied. She also suggested the application for award money, which could be forwarded on to UBC-SLAIS. Erwin Wodarczak suggested an additional application be made for funds towards the publication and distribution of Archives Week (November) material.

Action: Lara Wilson to approach the Education Cmt regarding the creation of a gaming application for funds for a strategic planning/training session for regional representatives to be held over two days in February 2003.

Audit Update (Handout Provided): Carrie Stevenson also passed along a suggestion made by the auditors who recommended that the purpose and goals of the AABC and its programs be included in any application made to either a funding or audit agency. This would allow an informed user to better understand what the mandate and functions of the AABC. Such information could be taken from the AABC website (see handout). With Executive approval, Karen Blimkie will include present this information (see handout) in the auditor's report. Executive approval granted. Carrie informed the Executive that the audit is now in progress, after approval at the AABC General Meeting. We can expect the results by the next meeting.

5. President's Report

Recent Meetings: Lara Wilson met with Provincial Archivist, Gary Mitchell on June 20, 2002. She also attended a recent South Vancouver Island Regional Meeting in Oak Bay at which Jan Turner made a presentation. On June 14th, 2002 Lara attended a Finance Cmt meeting. All meetings were informative and very enjoyable.

6. Committee and Program Reports

6.1 Education

Lara Wilson presented Jane Turner's Cmt report. Jane is incoming Education Chair, taking over from Linda Wills. As mentioned, Jan Turner made a presentation at the South Vancouver Island Regional Meeting, and to a small group of archival enthusiasts in Uclulet.

Recent Developments: Jan Turner is currently working on developing distance education and database courses for archivists. As well, she is setting up an introductory course to archival practice for interested members of the Spallumcheen Band. It is believed that the provision of such introductory courses will allow the AABC to generate some much needed revenue. Jan is also in the process of developing a professional development course for the 2003 AABC Conference in Nanaimo, and is looking to increase the active membership for the Education Committee.

6.2 Grants

Kathy Bossort, incoming Chair of the Grants Cmt, reported that her predecessor, Laura Cheadle, had nothing to report.

CAIN Funding: Carrie Stevenson mentioned that CAIN funding for the Itinerant Archivists positions have been delayed, and the AABC will likely not receive any monies until August.

6.3 Membership

Membership Stats Update: Erica Hernández, the liaison to the Membership Committee, reported that as of June 27, 2002, 178 AABC members have renewed their membership: this figure is slightly over the estimated halfway point in total membership renewals.

Erica Hernández presented the most recent membership statistics (June 27, 2002) as taken from the Membership database.

7 Honourary Life (same from May 2002 AGM)

1 Honourary Patron (same from May 2002 AGM)

72 Institutional (down 29 from May 2002 AGM)

28 Associate Institutional (down 13 from May 2002 AGM)

5 Sustaining (down 6 from May 2002 AGM)

40 Individual (down 47 from May 2002 AGM)

24 Student/Volunteer (down 29 from May 2002 AGM)

177 *Members in total*

(plus one "unofficial category" for our Newsletter - makes 178 members in good standing in the dbase)

The membership numbers reported at the AGM in May were as follows:

7 Honorary Life
1 Honorary Patron
101 Institutional
41 Associate Institutional
11 Sustaining
87 Individual
53 Student/Volunteer
301 *TOTAL*

Membership Renewals and Mail-Out Update: During the first week in July, Dovelie Buie, Chair of the Membership Committee, and Chris Hives will be co-ordinating the mail out of membership Renewal Reminder Notices and Receipts and hard-copy newsletters. She will then separately send Renewal Reminder Notices and Receipts to those members who receive e-newsletters. Dovelie Buie expects to receive an additional 124 renewals after the reminder notices go out in the next few weeks, and is not worried about current renewals figures.

Survey Update: Erica Hernández presented the Executive with a hand-out listing the institutional members who have renewed so far and said "no" to the receipt of grant information via e-mail (a total of 26); as well as those renewed members who have said "yes" (a total of 46).

Bequests: Carrie Stevenson suggested that information on bequests be made available on the AABC website. It was felt more effort was needed to stress that this organization is a non-profit association and that tax receipts can be issued for all monetary donations over \$20. Lara Wilson moved and Carrie Stevenson seconded the inclusion of this information on the website.

Action: Erica Hernández to take this suggestion to the Membership Cmt and to suggest the inclusion of a donation form in the next newsletter.

6.4 Conference Program

Erwin Wodarczak had nothing to report from Lisa Beitel, incoming Conference Program Chair, who is currently establishing this Cmt.

Local Arrangements: Erwin Wodarczak informed the Executive that Christine Meutzner, Chair Local Arrangements, has booked a banquet room for the AABC's 2003 Nanaimo conference. Her next step is to contact the Program Cmt to determine how many rooms are needed.

6.5 Internet

Erwin Wodarczak presented Heather Gordon's Cmt report.

Archives Marketplace: The Archives Marketplace, the new AABC website advertising initiative, was launched earlier this month with our first advertiser Archivia Enterprises. The Marketplace is located at <http://aabc.bc.ca/aabc/marketplace.html>. A second advertiser has been lined up and will be included upon payment.

Network Co-ordinator Report: Erwin Wodarczak informed the Executive that Bill Purver's quarterly report will be available in a few weeks as he has been kept very busy putting up new RAD descriptions on BCAUL. To date there are approximately 10,000 descriptions available on this site. Bill is also working on including series level descriptions on BCAUL and putting the BC Thesaurus on-line. The test version of the thesaurus is available at <http://pender.aabc.bc.ca/aabc/bcthesaurus.pdf> .

CAIN Co-ordinator Report: Erwin Wodarczak informed the Executive that Ann Carroll has sent a letter regarding the digitization equipment purchase program submission guidelines and timelines to all institutional members. The deadline for submissions is July 31, 2002. Ann also reported that once CAIN funds are received (most likely in August), Bill Purver and Heather Gordon will contact the two candidates for the Itinerant Archivist positions and send their contracts to the Executive for approval.

6.6 Preservation

Christine O'Donnell had nothing to report from the BC Archival Preservation Service.

6.7 Institutional Standards

Congratulations: Lara Wilson reported that this Cmt has completed its mandated publication and has since been dissolved. Lara thanked this Cmt for their hard work and for a job well done.

6.8 PAAL

Poster Development: Lara Wilson presented Peter Johnson's report. The PAAL Cmt has received a modest quote for Archives Week poster production by the City of Surrey and requires Executive approval to proceed. Erwin Wodarczak moved and Kathy Bossort seconded the motion to proceed with poster production.

Archives Week: On a June visit to Victoria, Carrie Stevenson and Barbara Towell met with BC Archives representatives and the Friends of the BC Archives. From this meeting it was determined that the BC Archives "Archives in Your Attic" event (Saturday November 23, 2002) will run in conjunction with the AABC's Archives Week. Assistance will be provided by the Friends of the BC Archives, and the event will be noted as an AABC initiative.

6.9 Newsletter Editorial Board

Erwin Wodarczak informed the Executive that due to time constraints, Bob Edwards has not yet been able to assume his duties as Newsletter Editor, so Chris Hives is continuing as Editor for the Summer Issue. Bob will take over in time for the next issue. The Summer Newsletter is being compiled and will be published in early July.

Lara Wilson presented a question for the Newsletter Editorial Board: Would it be possible to create the newsletter in a PDF file? Lara Wilson suggested that such a file may encourage members to print off the entire file at one time as currently a member must print off every article separately. The AABC would still need to produce hard copies for those members who did not have internet access; however, it was suggested that the Association may save on postage fees if such a format could be applied.

Action: Erwin Wodarczak to approach Bob Edwards with a request for information comparing the time and costs of making the AABC newsletter a PDF file vs. the time and costs of maintaining large-scale hard copy production and mail-out fees.

7. Other Business

"Archives Camp": Erwin Wodarczak presented the Executive with a flyer received in the AABC mailbox from the Monson Free Library Museum and Archives Institute in Massachusetts. Billed as an "Archives Camp" hosted at a rural boarding school. Erwin suggested that the AABC could use a similar thematic approach to its own future conferences.

8. Adjournment

Lara Wilson moved to adjourn the meeting, Erica Hernández seconded. Motion carried. Meeting was adjourned at 4:20 pm.

AABC Executive Committee Meeting Minutes: 21 September 2002

Executive of the Archives Association of British Columbia
Location: Delta Museum and Archives - Delta, B.C.

Present:

Lara Wilson, President

Erwin Wodarczak, Vice President

Kathy Bossort, Institutional Member-at-large

Christine O'Donnell, Individual Member-At-Large

Erica Hernández, Secretary

Guest:

Karen Blimkie, Financial Manager

Regrets:

Carrie Eirene Stevenson, Treasurer

1. Approval of Agenda: Approved

Meeting was called to order at 1:47 pm.

2. Approval of Minutes of 28 June 2002 Executive Meeting:

Lara Wilson moved to approve the minutes. Kathy Bossort seconded the motion. Motion carried.

3. Business Arising

3.1 Secretary's Report

Award Distribution:

The Executive was concerned that two Willard Ireland Prizes had been awarded as only one is to be awarded per year. Lara Wilson contacted the UBC Awards Office regarding awarding procedure and this error has been corrected - only one prize was awarded.

Canadian Almanac & Directory:

Erica Hernández reported to the Executive that the AABC's basic entry information has been submitted.

Kudos from Fort Steele:

The following note of praise was included in the membership renewal form from Fort Steele:

"Dear Membership Committee...We do appreciate the advocacy and grant dispersal work that you do for us. These are very hard times so please keep up your efforts to advance the value of archives." - Derryll White, Curator/Archivist, Southern Interior Region

4. President's Report

Strategic Planning Session -- February 2003:

The Executive determined that a Strategic Planning Session is needed regardless of whether gaming funding is received. Future directions for AABC programmes and services will be a topic at this meeting. Lara Wilson requested volunteers to co-ordinate this meeting.

Action: Kathy Bossort volunteered to co-ordinate the billeting arrangements and meeting site co-ordination. Erica Hernández offered to co-ordinate the agenda of this meeting.

Terry Reksten Memorial Fund -- distribution request from Evert Moes:

Notification of this fund was made available to AABC members. Lara Wilson will participate in the adjudication process.

Action: Lara Wilson will send Minister Santori a copy of the Fall AABC newsletter in order to keep him up to date on AABC activities.

ARMA Collaboration:

Lara Wilson was approached by ARMA regarding the potential joint facilitation of activities. Such activities could include the inclusion of Nanaimo-based ARMA members into our 2003 conference.

Action: Lara Wilson will inform the Conference Chairs about this offer of joint-based activities.

5. Treasurer's Report

Financial Update from AABC Financial Manager, Karen Blimkie

The AABC financial outlook was on- track until the CAIN cuts came into effect. Karen Blimkie presented financial statements for the month of August.

Motion: Lara Wilson moved to approve the financial statement presented by Karen Blimkie. Erwin Wodarczak seconded. Motion carried.

Charitable Returns

Karen Blimkie reported that the AABC's T30-10 - charitable return has recently been sent off via registered mail.

Grant Applications and Timing of Executive Involvement:

Kathy Bossort is meeting with the CCA during the last week of October. In light of recent cuts to CAIN funding, there is no benefit to requesting the compilation of draft grant applications from the various committees. If money is not available, the Education Committee will be hit hardest due to lack of matching funds. Therefore instead of preliminary planning, Karen suggests a meeting of the Education Committee to make some difficult decisions on how to handle up to a 50% reduction in funding (worst case scenario planning). If funding is available grant-writing Sub-Committees should be prepared to meet mid -Nov. to the beginning of Dec.; the Executive should meet after planning has been complete.

Conference Database Work:

Karen Blimkie reported that for the 2001 Victoria conference she did cheque entry and registrations and then sent these figures on to the conference co-ordinator. As money for this service may not be available this year due to CAIN cutbacks, the Executive must determine how to manage database work. This decision needs to be made in New Year.

Gaming Commission Update:

Lara Wilson completed and sent off a gaming application. Funds requested: \$500 for Archives Week, \$2,000 for publication and expenses, \$3,500 for strategic planning of regional reps meeting in New Year (Feb. 2003). A total of \$6,000 was requested; it was decided that a modest amount had a better chance of being approved.

6. Committee and Program Reports

6.1 Education

Resignation & Congratulations:

Lara Wilson announced the resignation of Jan Turner, AABC's Education and Advisory Archivist. Her resignation, effective August 19, 2002 was submitted upon her appointment to a teaching position within the M.A.S. programme at U.B.C. The Executive would like to congratulate Jan on her recent appointment, and thank her for all her excellent work for the AABC and its members. Jane Turner, Chair of the Education Committee, is currently looking for a new contractor.

The Education Committee asks the Executive's approval of Francis Manbridge's appointment to the Committee.

Motion: Lara Wilson moved to approve this membership appointment. Christine O'Donnell seconded the motion. Motion carried.

Creation of Sub-Committee:

Jane Turner is hoping to establish a small sub-committee to act as a sounding board for new education curriculum.

Workshop Plans:

Jan Turner had planned a large workshop with a First Nations Band near Enderby. Now that she has left,

Patti O'Byrne has offered to facilitate this proposed 20 people/ 5 day workshop, only it will be condensed down to 3 days. If we do have Education & Advisory Archivist by this time, this workshop would be good starting point.

6.2 Grants

Membership:

Kathy Bossort reported that all members of the Grants Committee have been contacted and most will return from last year. One member is still outstanding and will confirm or deny their membership soon.

6.3 Membership

Membership Database:

Dovelle Buie has raised a number of concerns regarding the time demands required of the Membership Chair. The operation of this committee must be re-considered as the co-ordination of AABC membership is becoming overwhelming in terms of required time commitment. Dovelle Buie suggested asking Karen Blimkie to take on some of the financial responsibilities associated with Chair duties, such as cheque processing and issuing of receipts (tasks to be based upon a model utilized by the BCMA). Erica Hernández suggested the possibility of creating two Membership Chairs, or Co-Chairs, in order to divide up the work.

Action: Karen Blimkie to look into the possibility of co-ordinating these two activities into her work schedule.

Membership Stats Update:

7 Honourary Life

1 Honourary Patron

74 Individual

9 Sustaining

35 Student/Volunteer

38 Associate Institutional

94 Institutional

258 'Paid' members in total

[Unofficial category of Newsletter = 1]

With the inclusion of 20 students who will be granted free memberships sometime this month, AABC membership numbers will be up to 279.

Donation/Bequest Form:

Erica Hernández reported that the Finance Committee is still working on the format and content of a donation/bequest form. Once completed it will be forwarded on to the Membership Committee to be distributed with the next mailout.

Publication of Membership Directory:

The AABC Directory will be produced in October 2002 once student memberships have been received.

Institutional Membership:

Four Institutional Membership applications have been sent out although none have been returned.

Institutional Membership Survey Concerning E-Correspondence for Grants:

During the March 2002 spring mailing, pink query slips were sent out to members to ask them to consider agreeing to receive grant information electronically. Of the 89 members who received this letter, 54 said yes to receiving information electronically, while 35 said no or did not respond.

Membership to B.C. Historical Society:

Lara Wilson suggested that we renew our membership with the BC Historical Society. Karen Blimkie will renew this membership as soon as a renewal form is received.

6.4 Conference Program

Nanaimo Conference Planning:

Lisa Beitel met with Christine Meutzner on Vancouver Island last month to discuss conference plans. Lisa is currently brainstorming ideas for sessions and a conference theme around the idea of the plight of small institutions and how they can make their mark. With this theme in mind, sessions on funding and grants; user education; and digitization projects may be offered. She is still working on speakers and workshops - tasks which are also dependent on the hiring of a new Education and Advisory Archivist. Christine has booked reception, banquet and session rooms. The opening reception will be held in the Opera Room of the Dorchester Hotel on Thursday April 24, 2003 from 6pm to 8pm. The hotel's address is 70 Church St. Nanaimo.

Call for Conference Papers:

A call for conference papers will be issued in October.

Action: Lara Wilson is to extend invitations to The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia and Sandy Santori, Minister of Management Services to invite them to our upcoming conference.

6.5 Internet

CAIN Funding Cuts:

The AABC (along with every other provincial and territorial council) is being asked to cut 20% from the CCA grant funds approved for this fiscal year. The Internet Committee has already contacted the person responsible for each approved project to ascertain whether or not they have started their CAIN funded project and if so, how much money they have already spent and/or committed. The dollar figure the AABC is required to cut is \$45,000.

The CAIN Equipment purchase programme will not be cut. All 2nd grant applications have been rejected outright; including the AABC's Itinerant Archivist programme. The CCA will not be able to relinquish available grant monies until they are notified by this Committee as to how these cuts are to be implemented. A deadline of September 27, 2002 has been set for the submission of CCA grant applications.

Heather Gordon has requested the following Executive authority: In order to meet the CCA deadline of Sept. 27th, she would like the Internet Committee to be empowered to decide its course of action for the reduction of grant monies as soon as the survey information has been compiled. This Committee will forward its recommendations to Lara Wilson and Erwin Wodarczak for final approval prior to CCA submission.

Motion: Erwin Wodarczak moved to give authority to Heather Gordon and the Internet Committee as outlined above. Christine O'Donnell seconded. Motion carried.

Action: Lara Wilson to contact CCA, asking how AABC can best express its support for CAIN and CCA to Heritage Canada.

Recommendations for Consideration:

1) Erwin Wodarczak proposed that the AABC begin lobbying the CCA for a change to the guidelines of the Control of Holding Special Projects programme. Recommendations for change should allow for a provincial global match similar to the one permitted in the CAIN guidelines. This change would allow for more flexibility in how grant monies could be spent.

2) Erwin Wodarczak proposed that the AABC change its application procedures for the 2003/04 year and submit CAIN grant applications to meet 2 requirements. The first application to request funding for the BCA Network and BCA Network operation requirements; while the second application would allow the AABC to hold 2 CAIN adjudications. This latter change would permit institutions to submit only 1 application.

Action: The Executive tabled these issues for now.

Website Content-Updating:

Erwin Wodarczak suggested that education and preservation contractors provide input to the "Archivists Toolkit" in an effort to maintain its relevancy.

Action: Christine O'Donnell and Lara Wilson to contact the Preservation and Education Committees and pass along this request.

Website Content-Design:

Erwin Wodarczak requested that the committees who request the uploading of specifically formatted special event pages be responsible for determining this new content. The Internet Committee should not be responsible for determining this content, rather, it should only be responsible for uploading the final product.

Action: Lara Wilson to contact Committee Chairs and inform them of this responsibility.

6.6 Preservation

CCI Workshop:

Rosaleen Hill recently hosted a CCI workshop at the Vancouver Public Library and all went well.

6.7 PAAL

Archives Week:

Peter Johnson reported that his Committee members have been working independently on *Archives Week* preparations since the last report:

- Barb Towell has completed planning and arrangements for an "Archives in Your Attic" event to be held Saturday November 23rd at the B.C. Archives.

- Peter Johnson has been working with Surrey Heritage Services' Publicist, Dani Brown, to create an 'economy' 11" x 17" poster for mailing to all B.C. archives to publicize *Archives Week*.
- A total of 320 copies have just been printed by the City of Surrey printshop and will be available to AABC at a printing-only cost of 60 cents per poster.
- A new (and economic) "Archives Week" website is currently being prepared with Bill Purver's generous help.
- The *Archives Week* theme this year is "Celebrating 150 years of Public Education in B.C." *Archives Week* will run from November 17-23.

Private Sector Privacy Legislation:

On August 23, Lara Wilson and Richard Dancy (PAAL Committee) met with Chris Norman, Director, and Sharon Plater, Senior Advisor, of Corporate Privacy and Information Access Branch (CPIAB), Ministry of Management Services. This informal meeting was in response to an invitation to the AABC from Chris Norman, who is holding consultation meetings across the province regarding the proposed Private Sector Privacy Legislation. Among the issues discussed at the meeting were the scope of the legislation, retention, and disclosure as they pertained to private records held by archives. The meeting went well and Chris was receptive to our concerns. AABC will continue to update the membership on the legislation's progress, and welcome comments.

6.8 Newsletter Editorial Board

Newsletter .pdf file:

Bob Edwards asked the Executive to consider the possibility of changing the electronic format of the newsletter to a .pdf file in an effort to reduce the number of hardcopies that require printing and mailing. The Executive requires more information on this change in format.

AABC Minutes:

Bob Edwards has noted the inefficiency of inputting and tagging minutes twice - once for the website, and once for the newsletter. He is to contact Leslie Field for more information on this process.

7. Other Business

Call for New Members:

The Executive decided to submit a call for new members for the various AABC committees.

Action: Erwin Wodarczak to post this call to archival list-serves and on the AABC webpage. Erica Hernández to forward this call on to the BC-Muse list-serve.

Greater Vancouver Regional Representative:

Lynne Waller expressed an interest in becoming the AABC's Greater Vancouver Regional Representative.

Motion: Christine O'Donnell moved to accept Lynne Waller as a new regional representative. Erwin Wodarczak seconded the motion. Motion carried.

8. Adjournment

Lara Wilson moved to adjourn the meeting, Erwin Wodarczak seconded. Motion carried. Meeting was adjourned at 3:14 pm.

Next Executive Meeting:

Date: Saturday December 7, 2002

Time: 10:00 am

Location: UBC Main Library, Room 860 (across from UBC Archives office)

AABC Executive Committee Meeting Minutes: 7 December 2002

Executive of the Archives Association of British Columbia

Location: Room 630, UBC Main Library, Vancouver, B.C.

Present:

Lara Wilson, President

Erwin Wodarczak, Vice President

Carrie Eirene Stevenson, Treasurer

Christine O'Donnell, Individual Member-At-Large

Kathy Bossort, Institutional Member-at-large

Erica Hernández, Secretary

Guest:

Lisa Beitel, Conference Program Committee Chair

1. Approval of Agenda: approved

Lara Wilson called the meeting to order at 10:44 am.

2. Approval of Minutes of 21 September 2002 Executive Meeting: approved

3. Business Arising

3.1 Outstanding Issues

Gaming Application

Lara Wilson reported that we are still awaiting the adjudication. Lara and Carrie completed an "Amendment to Application Form", as requested by the Gaming Policy and Enforcement Branch. The form indicates that upon dissolution, the AABC will transfer all unused gaming funds and assets purchased with gaming funds to the minister of Finance or another eligible charitable organization in BC.

Minister Santori

Lara Wilson sent the Minister a copy of the latest AABC newsletter.

CAIN Funding:

Lara Wilson has sent CCA the AABC's statement of intent for the BCAIN province-wide virtual exhibit project. She has not yet received word from Fred Farrell regarding the funding advocacy letter. Once received, this letter will serve to inform AABC's penned response to the CAIN cuts.

Action: Lara Wilson to contact Fred Farrell about this letter.

BC Historical Federation Membership

Lara Wilson reported that AABC's membership with this organization is up-to-date.

AABC Conference 2003 Invitations

Lara Wilson sent formal Conference invitations to Minister Santori and The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia. Minister Santori would most likely be unable to attend and no answer has yet been received from the Lieutenant-Governor.

CCA Control of Holdings Project

Lara Wilson reported that AABC held off on lobbying action for changes to CCA's Control of Holdings guidelines at this year's General Assembly (2002). The Internet Committee recommended we wait to see what happens in the New Year regarding funding.

Archivist's Toolkit

Lara Wilson reported that she had spoken to the Education Committee about maintaining the relevancy of the online Archivist's Toolkit.

Newsletter Production

Lara Wilson reported that the decision to produce the newsletter in a PDF file is still being deliberated.

Terry Reksten Fund Award

Lara Wilson reported that the Aldergrove Heritage Society won this competition. Lara recommended that an AABC representative meet face to face with the Friends of the BC Archives' Executive for the adjudication process.

3.2 Secretary's Report

BCMA Conference Report

Erica Hernández reported that the BCMA Conference (October) was very informative and offered many sessions that were of great use to the small institution.

Strategic Planning Session - February 2003

Erica Hernández reported that she has received only a couple of responses to her call for input into this year's session topics. She will therefore repeat a call for interest and hopes to have a session draft prepared by the end of December.

4. President's Report

Proposed ACA-AABC Mentorship Programme

Lara Wilson reported that the ACA Membership Committee (Chair, Jennifer Mohan) has offered to take on the activity of organizing and facilitating a local archivists mentorship program at SLAIS.

Surrey Archivis, MINISIS and the BC Thesaurus

Lara Wilson brought the Executive up-to-date on this situation and informed them that a draft agreement has been drawn up which asserts AABC copyright over the content of the BC Thesaurus. Both Surrey Archives and MINISIS, which is adapting the Thesaurus for Surrey's new archives management system, have been informed of this necessary agreement.

BC Archives Integration into the RBCM

Lara Wilson discussed with the Executive AABC's response to this situation.

Motion: Lara Wilson moved that AABC write a letter outlining the Association's concerns regarding the integration, Erwin Wodarczak seconded the motion. Motion passed.

Action: Lara Wilson will draft letter.

5. Treasurer's Report

Financial Reports

Carrie Stevenson reported that AABC is up-to-date in compiling its financial statements for the 2002 year.

Archives Week Poster

Lara Wilson informed the Executive that she had authorized payment to Peter Johnson of the Surrey Archives and PAAL Committee Chair for the production of the 2002 Archives Week poster.

BC Heritage Trust

Carrie Stevenson reported that the AABC may be able to secure future funding from monies offered by BC Heritage Trust.

General Fund Allocation

Carrie Stevenson proposed the separation of particular funds from the General Fund in an effort to maintain funds designated for particular programs. Her motivation for this separation was to ensure that future Executives were aware of past funding designations. The Executive would not support this proposal but suggested that more of an effort be given to maintaining good documentation of past events and future plans in order to assist future Executives.

Budget Approval

Carrie Stevenson reported that as money was saved from not being able to offer the Education and Advisory Service this year, money will be available for both the ANS and EAS programs for next year. She notes however, that this budget is not sustainable. The budget proposals for the 2003/2004 fiscal year were presented to the Executive. The ANS requires \$17,900 in hard dollars. With this amount the ANS contractor will operate at almost 100% of 2002/2003 levels at 2.5 days per week - the minimum required by the Internet Committee. The EAS requests \$4,500 and its contractor will operate at approximately 45% of 2002/2003 levels. Two BCAPS budget scenarios were presented: the first with the contractor operating at 75% of the 2002/2003 budget level; the second at 65% of the 2002/2003 budget level.

Motion: Carrie Stevenson moved to approve the 2003/2004 ANS budget. Erwin Wodarczak seconded. Motion carried.

Motion: Carrie Stevenson moved to approve the 2003/2004 EAS budget. Kathy Bossort seconded. Motion carried.

Motion: Carrie moved to approve BCAPs budget scenario #2 on a tentative basis - provided 10% of BCAPS funds can be moved to Control of Holdings. Christine O'Donnell seconded. Motion passed.

6. Committee and Program Reports

6.1 Education

2003/2004 Education Program

Jane Turner's report, presented by Lara Wilson. In the face of current fiscal realities, the Education Committee is planning to limit their 2003/2004 program to an average of two days per week. The Education Advisor will focus primarily on the development of distance education sessions, and will promote arrangement and description, and the development of finding aid systems. The Education Advisor will also tailor portions of the core curriculum to institutions and regional group meetings, so as to focus on local needs for demonstration, discussion and learning.

Given the current fiscal realities, the Committee recommended that the Executive get broad input from AABC members before the 2003 AGM on how best to restructure the AABC's three programs (Network, Preservation and Education).

The Committee recommended the following changes to fees for core workshops:

Member Rates:

\$45 for a one day workshop

\$90 for a two day workshop

\$135 for a three day workshop

Non-member rates, including a one-year individual membership in the AABC:

\$95 for a one day workshop

\$140 for a two day workshop

\$185 for a three day workshop

Motion: Carrie Stevenson moved to approve this change in fees. Kathy Bossort seconded. Motion carried.

Institutional Members' Attendance at Specialized Workshops

The Education Committee proposed the following attendance policy for specialized workshops: "In order to ensure space for individual members at specialized workshops there will be a limit of one registrant per institution at institutional and associate member rates".

Motion: Lara Wilson moved to approve this change. Erwin Wodarczak seconded. Motion carried.

6.2 Grants

CCA General Assembly

Kathy Bossort represented the AABC at the CCA General Assembly on October 26-27, 2002. She

forwarded a report on the meeting's proceedings to the AABC Executive, Friday November 1, as well as attended the AABC Internet Committee meeting, November 6, to report specifically on CAIN.

Notification to Institutional Members

Kathy Bossort reported that all institutional members have been notified of the availability of, and changes to, the CCA guide and forms for the Control of Holdings program for 2003/2004. The deadline for receipt of applications is December 20, 2002.

Committee Members

The AABC Executive was asked to approve the Grants Committee membership list: Kathy Bossort, Chair; Ann Carroll; Laura Cheadle; Chris Hives; Francis Mansbridge; and Christine O'Donnell.

Motion: Lara Wilson moved to approve this membership. Carrie Stevenson seconded. Motion carried.

Adjudication of Control of Holdings Applications

The Grants Committee will adjudicate the CCA Control of Holdings program applications Monday, 6 January 2003 at the Delta Museum and Archives.

Past CCA Control of Holdings Monies

The AABC Executive asked the Grants Committee to report on the amount of money in Control of Holdings available for projects proposed by AABC institutional members over the past few years. Kathy Bossort provided the Executive with these past grant adjudication statistics for 2000/2001, 2001/2002, and 2002/2003.

6.3 Membership

Membership Statistics

Dovelle Buie's report presented by Erica Hernández. The latest membership statistics are as follows:

2002 AABC Membership Numbers

95 Institutional
40 Associate Institutional
7 Honourary Life
1 Honourary Patron
10 Sustaining
77 Individual
51 Student/Volunteer
281 TOTAL (282 Total = with the newsletter category)

2001 AABC Membership Numbers

100 Institutional
41 Associate Institutional
7 Honourary Life
1 Honourary Patron
10 Sustaining
87 Individual
53 Student/Volunteer
299 TOTAL (300 Total = with the newsletter category)

The current numbers include the new first year MAS students. Membership is down from 2001 by 9 members.

6.4 Conference Program

Conference Planning Update

Lisa Beitel presented the Conference Program report to the Executive. Conference plans are currently on schedule; letters of invitation have been sent off to potential plenary speakers; Jan. 15, 2003 is the next deadline for the submission of session papers. A conference write-up is to be included in the December 2002 Newsletter issue. Jane Turner has confirmed 2 of 3 workshops to be offered at the conference, including 2 proposed half-day workshops. Christine Meutzner has booked the sites for the opening reception and banquet, and has arranged for conference attendees to book rooms at the conference hotel for \$69 per night. Entertainment for the special events is still being worked on. Pre-conference workshops will be held at the CIBC Arts Centre.

Travel Subsidy

The Executive informed Lisa Beitel that travel subsidies will be offered to all delegates who meet the AABC's travel subsidy requirements.

Registration Procedure

Lisa Beitel proposed the following change in conference registration procedure: Christine Meutzner will set up an ACCESS database to input conference registrant information and delegates will be asked to send their forms straight to Nanaimo. This information will then be localized at the conference site making registration issues easier to manage, as well as saving the time and cost of having Karen Blimkie do this work -as has been the past custom. All conference cheques will be sent to Karen Blimkie once received by Christine. The Executive was in agreement that this was an efficient and necessary change in registration procedure.

Conference Budget

Lisa Beitel presented the Executive with a proposed budget for the 2003 AABC Conference.

Motion: Lara Wilson moved to accept this budget. Christine O'Donnell seconded. Motion carried.

6.5 Internet

Digital Memories Program

Erwin Wodarczak presented the Internet Committee's CAIN application for the Digital Memories program. This proposal will essentially support the development of a province-wide exhibition initiative aimed at presenting the themes of ethnicity and culture in BC, genealogy and the family in BC, immigration and settlement in BC and Protest in BC to an audience base of kindergarten - grade 12 students. Support for this initiative will allow for the creation of a digital image database on a province-wide basis, as well, it will also assist individual archives in their own digitization process.

Itinerant Archivist

The Internet Committee has determined to resubmit their CAIN application for an itinerant archivist.

West Vancouver Community Archives Project

The West Vancouver Community Archives has recently received \$1600 in funding for a re-description project. Once revised these new fonds descriptions will be included in BCAUL.

6.6 Preservation

Dorothy Lawson's report presented by Christine O'Donnell. The Preservation Committee is currently in-line with its planned budget and members are aware that additional budget cuts are looming.

Lara Wilson recommended the AABC publicize to its members the availability of CCA grants for preservation workshops.

Action: Christine O'Donnell to find out more on CCA grants and publicize this information to AABC members, if time allows.

6.7 PAAL

"Archives in Your Attic"

Carrie Stevenson reported that the November "Archives in Your Attic" event at the BC Archives was a success, with lots of public interest and media coverage. This Committee's intent is to hold it again next year.

Private Sector Privacy Legislation

Lara Wilson briefly reviewed the private sector privacy legislation brief drafted by Richard Dancy and amended by Ian Forsythe, which had been previously forwarded to all Executive members. The Executive was happy with this brief, and was informed that more AABC input may be required as this draft legislation is developed. This brief will be included in the next AABC newsletter.

6.8 Newsletter Editorial Board

Erwin Wodarczak presented the Board's report. Bob Edwards is currently looking to include student papers, an article by Gary Mitchell on the BC Archives / Royal BC Museum "merger", and private sector privacy legislation in the next newsletter. The Newsletter Editorial Board has plans to meet to discuss the possible revamping of the newsletter.

Action: Lara Wilson to send Bob Edwards samples of other institutional newsletters to contribute to this discussion on restructuring the AABC newsletter.

7. Other Business

Date for Strategic Planning Session

Kathy Bossort proposed holding the strategic planning session at the Delta Museum and Archives in March as opposed to February. This change in date would allow for easier road travel for participants from the Interior, as well, the ideas generated at this meeting would remain fresher in the minds of participants for the April AABC Conference. Kathy still has to determine an exact date for the March meeting.

8. Adjournment

Lara Wilson moved to adjourn the meeting. Erwin Wodarczak seconded. Motion carried. Meeting was adjourned at 2:00 pm.

Next Executive Meeting:

Date: Saturday January 11, 2003

Time: 10:30 am

Location: Room 630, UBC Main Library

AABC Executive Committee Meeting Minutes: 11 January 2003

Executive of the Archives Association of British Columbia

Location: Room #830 Main Library, UBC - Vancouver, B.C.

Present:

Lara Wilson, President

Kathy Bossort, Institutional Member-at-large

Erica Hernández, Secretary

Carrie Eirene Stevenson, Treasurer

Regrets:

Christine O'Donnell, Individual Member-At-Large

Erwin Wodarczak, Vice President

1. Approval of Agenda: Approved

Lara Wilson called the meeting to order at 10:46 am.

2. Approval of Minutes of 7 December 2002 Executive Meeting: Approved

3. Business Arising

3.1 Outstanding Issues

Gaming Application

CAIN funding

Lara Wilson corresponded with Fred Farrell from CCA, and reports that the long awaited CCA advocacy letter to the Federal Government regarding CAIN funding cuts has not yet been done. It was hoped that this letter would serve to inform the AABC in its own penned response. Such assistance has been provided by ACA President Bryan Corbett, who provided Lara with copy of the ACA letter concerning CAIN funding cuts.

Action: Lara Wilson to contact the archival associations of Manitoba, Alberta and Ontario regarding any letters they may have drafted on the importance of CAIN funding and their concern over funding cuts.

BC Archives - RBCM Amalgamation

On behalf of the AABC, Lara Wilson wrote a letter in response to this sudden merger, and sent it off on December 23, 2002. After much discussion, the Executive decided that in order to properly gage the impact of the situation, the AABC should contact the BCMA, the BCGS, the BCHF, and the Friends of the BC Archives.

3.2 Secretary's Report

Carrie Stevenson informed the Executive that the son of Chief Ron Ignace, Skeetchestn, and President of the Secwepemc Cultural Education Society of Kamloops passed away suddenly in December.

Action: Lara Wilson to send Chief Ignace condolences on behalf of the AABC.

4. President's Report

Website Donation Form

Lara Wilson suggested that the write-up on the donation form currently posted on the AABC website should be re-written to generalize the wording. This effort would ensure its availability to anyone, not just AABC members.

Action: Erica Hernández to ask the Membership Committee to look at rewording this section.

Submission to the ACA Bulletin

It was suggested that the AABC submit its letter regarding the Royal British Columbia Museum Trust to the ACA Bulletin.

Action: Lara Wilson will forward offer this letter for submission.

BC Heritage Week

The BC Heritage Society's annual Heritage Week will be held February 17-23, 2003.

Action: Lara Wilson to ask Erwin Wodarczak to request an electronic announcement of this event from the BCHS, in order to post it on the AABC website.

Letter re: Heritage Resource Centre

The Executive was in favor of sending a letter regarding the upcoming closure of the Heritage Resource Centre. The Heritage Resource Centre (in the Ministry of Community, Aboriginal and Women's Services, as part of the Heritage Branch) is a government library, which holds the permit reports and other research reports about archaeological, heritage and traditional use sites in BC. These reports are used by First Nations researchers, archaeologists and resource managers and are part of the government's legal records about heritage sites.

Action: Lara Wilson to ask Erwin Wodarczak to draft a letter regarding this closure to the CAWS Minister George Abbott, and The Honourable Stan Hagen Minister of Sustainable Resource Management. This letter will then be copied to the Union of B.C. Indian Chiefs.

5. Treasurer's Report

5.1 Financial Statements

Carrie Stevenson submitted financial statements for November 2002. December's statements will be forwarded to the Executive as soon as they are ready.

5.2 Travel Subsidy

Carrie Stevenson recommended that the Travel Subsidy form be revamped in order to encourage attendees to apply, and to submit economical applications. The Treasurer would like to ensure these guidelines are clearly stated and sent with any outgoing Conference package.

5.3 Conference Speaker Fees

Carrie Stevenson also stressed the need to ensure session speaker fees are confirmed in writing prior to conference. It was also suggested that all session technical requirements be established before the conference begins.

5.4 CCA Reimbursement

Lara Wilson has established the amount of money, which must be returned to the CCA. Karen Blimkie will cut a reimbursement cheque in this amount and submit it to the CCA.

5.5 2003/04 Budget

Carrie Stevenson informed the Executive that the 2003/2004 budget needed to be drafted in February. She then requested that any budgetary suggestions be sent to her by the end of January in preparation for February's Executive meeting.

5.6 Grant Budget Analysis

Lara Wilson presented the grant budget analysis compiled by Karen Blimkie. This analysis will be discussed in detail at the next Executive meeting along with time budget planning for the next fiscal year.

6. Committee and Program Reports

6.1 Education

New Appointment

Lara Wilson announced the appointment of Patti O'Byrne to the position of Education and Advisory Contractor Archivist. Ms. O'Byrne's contract runs Jan. 13 to March 31, 2003 and among her first tasks will be the finalization of the distance education program.

Workshop Subscription

Lara Wilson informed the Executive that the "Photographic Copyright" workshop is now fully subscribed.

6.2 Grants

Adjudication of CCA Control of Holdings Application

Kathy Bossort presented the adjudication results of 2003 CCA Control of Holdings applications. Deliberations were held at the Delta Museum and Archives on Jan. 6, 2003. Applications numbered 21 for a total funding request of \$135,196.28. From these numbers it was obvious that the Control of Holdings monies were oversubscribed this year and as most of the applications received were very good it was very difficult to make decisions. With only \$37,051.40 in CCA funds available, several institutions were asked to decrease the amount of funds being requested, and as a result 10 applications were accepted.

Mandate Extension

The Grants Committee is set to meet in early May to discuss membership drives. As well the Committee also needs to discuss the potential of enlarging its mandate to include general fund research.

6.3 Membership

AABC Membership Update

Dovelle Buie's report presented by Erica Hernández. Membership statistics are up slightly from Decembers report, however they are still lower than the previous year.

Chairship Succession

The Membership Committee is wondering if the Executive has discussed chairship succession. The Executive is to discuss new prospects for next year's chairship positions in Feb. Executive members were asked to create their own list of candidates.

Action: Lara Wilson to email a list of all available positions to the Executive for their consideration.

6.4 Conference Program

Conference Program

Lara Wilson presented Lisa Beitel's report on local arrangements and conference programming. Lisa Beitel has contacted Karen Blimkie regarding the new registration procedure for the Conference. As agreed at the last executive meeting, registrations will be mailed directly to Nanaimo Community Archives, allowing us to save on postal costs and cut-down on the number of people handling the registration forms and cheques, thereby also saving time. Christine Meutzner will set up a registration database and will take care of the corresponding registration paperwork. Once this is done, the cheques will then be forwarded to Karen for deposit in the appropriate AABC accounts.

The announcement for the 2003 conference, along with a call for papers and a preliminary program, has been issued. The deadline for submitting papers is January 15.

The Honourable Iona Campagnolo, Lieutenant-Governor of British Columbia

Lara Wilson informed the Executive that an RSVP has not yet been received from the Lieutenant-Governor's office.

Action: Lara Wilson to contact the Lieutenant-Governor's office to establish her attendance at this years conference.

6.5 Internet

CAIN Applications

CAIN applications are still being reviewed by CCA, which requested further information regarding some parts of the application. Heather Gordon consulted with the rest of the Committee, and drafted and forwarded a response to CCA.

Archives Marketplace

Heather Gordon and Bill Purver have re-drafted the web-advertising letter for the Archives Marketplace, and that will be sent next week. Heather is also ready to begin soliciting help to draft a BCANS business plan, beginning in late January or February.

6.6 Preservation

No report at this time.

6.7 PAAL

Planned Giving Proposal

Barb Towell asked the Executive to consider her suggestion for the development of a planned giving strategy. Ms. Towell noted that given the recent cuts to the AABC's operational budget, and the fact that the AABC has charity status, the Association can, and should, look for new funding sources in an organized and comprehensive manner. As part of her Advocacy Committee duties for the next year, Ms. Towell proposed that she could begin research and study into a Planned Giving Program, which would emphasize the AABC's educational and non-profit status. She also suggested using the AABC Newsletter and the Webpage as an integral part of the consistent promotion of this proposed program. The development of this strategy would take the form of two stages:

Stage One: Research and Study into Program feasibility. At the end of this stage, Ms. Towell would present the Executive with a report of her findings.

Stage Two: The Executive would consider the report, and recommend implementation or revision.

To begin this endeavor, Ms. Towell requires the purchase of at least one reference book on planned giving. The Executive was in favor of Ms. Towell's proposal for the development of a Planned Giving Program and is grateful to Barb Towell for the offer of her time towards this project.

Action: Lara Wilson moves to support the purchase of the requested book. Kathy Bossort seconded. Motion passed.

Archives Week - CBC Vancouver

Peter Johnson has received word from Geoff Wong of CBC Vancouver expressing his interest in Archives Week. This interest includes the potential of teaming up with CBC Vancouver in the production of a 50th anniversary CBC program, and promotion for Archives Week 2003. The Executive is very supportive of this potential.

Action: Lara Wilson to contact new chair to request that PAAL begin planning for this event.

Archives Week - AMIA

The Association of Moving Image Archivists is having its annual international conference in Vancouver the same time as Archives Week 2003. The Executive decided that the AABC should perhaps gear this year's Archives Week theme towards this conference.

Action: Lara Wilson to contact Peter Johnson and PAAL regarding this theme development.

6.8 Newsletter Editorial Board

Newsletter Editor Bob Edwards has sent all newsletter documents to Leslie Field for first mockup. Once complete, it will be submitted for the President's review.

7. Other Business

AABC Regional Representatives

The Executive was unclear as to what the Terms of Reference were for the Regional Representatives.

Action: Lara Wilson to ask Jane Turner to outline the existing Terms of Reference for the Regional Representatives.

Strategic Planning Session

Kathy Bossort informed the Executive that the date for the Strategic Planning Session has been confirmed as March 29, 2003 at the Delta Museum and Archives Board Room. Session attendees will consist of Regional Representatives and Committee Chairs.

Regional Representatives should be encouraged to hold meetings prior to this Strategic Planning Session in order bring their regional opinions to the forum. As well, they should be asked to encourage the AABC members within their regions to fill out the pending survey.

Session topics to include:

1. Future direction of the functions and services of the AABC
2. Future role of Regional Representatives and their participation in the dissemination of archival information to community members. (TOR changes, institutional standards)
3. Effective means of ensuring communication between members, within committees and between committees.

Membership Survey

The Executive determined the need to survey AABC institutional and associate institutional members regarding the future direction of programs and services. Survey to be mailed to Carrie Stevenson at her home where she will tally the results. The survey format will consist of yes and no questions, ratings from 1-5, some room for comments, and will be a length of no more than 3 pages.

Action: Erica Hernández to prepare a draft survey for Executive review.

8. Adjournment

Lara Wilson moved to adjourn the meeting. Erica Hernández seconded. Motion carried. Meeting was adjourned at 2:07pm

Next Executive Meeting:

Date: Saturday February 22, 2003

Time: 10:00 am

Location: Room #830, UBC Main Library

AABC Executive Committee Meeting Minutes: 22 February 2003

Executive of the Archives Association of British Columbia

Location: Room #830 Main Library, UBC - Vancouver, B.C.

Present:

Lara Wilson, President

Erwin Wodarczak, Vice President

Erica Hernández, Secretary

Carrie Eirene Stevenson, Treasurer

Kathy Bossort, Institutional Member-at-large

Christine O'Donnell, Individual Member-At-Large

1. Approval of Agenda: Approved

Lara Wilson called the meeting to order at 11:15 am.

2. Approval of Minutes of 11 January 2003 Executive Meeting: Approved

3. Business Arising

3.1 Outstanding Issues

CAIN funding

Lara Wilson contacted Loryl MacDonald (AAO), Ian Moir (NWTCA), Tim Hutcheson (SCAA), and Jo-Ann Munn Gafuik (ASA) regarding their individual provincial/territorial council responses, or plans to respond, to potential CAIN funding cuts and changes to guidelines. Most other p/t councils had not yet sent letters to Heritage Canada. Erwin Wodarczak mentioned that the recent federal budget had proposed a 5 year cycle of review for all federally-funded plans.

Action: Lara Wilson to contact Fred Farrell, ACA within the next few weeks to monitor the progression of their response.

Letter of Condolence

Lara Wilson informed the Executive that on behalf of the AABC she sent Chief Ron Ignace, Skeetchestn, and President of the Secwepemc Education Society of Kamloops, and his family a card of condolence for the loss of his son.

BC Heritage Week

Erwin Wodarczak informed the Executive that he had received an electronic announcement of this event from the B.C. Heritage Society and has posted it on the AABC website.

Letter re: Heritage Resource Centre

Lara Wilson spoke with Kim Lawson (Librarian, Union of B.C. Indian Chiefs) who suggested that AABC and BCLA send a joint letter of response regarding our concerns over information management in the federal government, and the closure of the Heritage Resource Centre. Lara Wilson is awaiting a response from the BCLA regarding this suggestion.

AABC Gaming Application

Lara Wilson reported that the AABC's Gaming Application has been turned down. Under section 3.8.1(b) of the *Terms and Conditions for Direct Access Grants* (http://www.pssg.gov.bc.ca/gaming/publications/terms-conditions/pdf/T_CsDA.pdf) we do not qualify for funding if we have more than 50% of our previous year's operating expenses on hand in the form of unrestricted cash on investments. As well, internally restricted/committee funds must be for expenditures to be realized within 3 years of its original designation. As the AABC's 2002 balance sheet shows cash and cash assets at 57% of the 2001 operating expense we do not qualify for gaming funding.

Further to the strict time deadlines associated with this application process, Lara Wilson suggested that the President's work address, and not the General AABC PO Box, be submitted on any future gaming applications. She also suggested that the results of this year's application be re-visited by the new Executive.

Letter re: BC Archives-RBCM Amalgamation

Lara Wilson reported that our letter to Minister Abbott was received on January 3, 2003. According to the Minister's Administrative Assistant, their office had hoped to have a response issued by January 27. As their office is currently behind in its correspondence, a response is hoped for sometime next week.

3.2 Secretary's Report

AGM Notice of General Meeting

Erica Hernández informed the Executive that she is in the process of receiving and compiling end of year reports from Chair, Regional Representative and Executive members into the AGM Notice of General Meeting. The deadline for receipt of reports is set for Monday February 25th. Notices will be sent to members on the 3rd of March along with the Conference programme.

City of Vancouver Archives

Erica Hernández would like to extend the AABC's thanks to the City of Vancouver Archives for their generous permission to include a photo of Nanaimo's Bastion (ca. 1894) on the front cover of the 2003/04 AGM Notice.

Clarification of Fee Allocation

Erica Hernández requested clarification for the allocation of fees associated with the costs of duplication and postage for the combined AGM Notice and Conference Programme mail-out package.

Action: Carrie Stevenson to look into this allocation.

4. President's Report

The Passing of Kent Haworth

The AABC Executive expressed its sincere condolences over the recent passing of Kent Haworth in

December of 2002. Kent will be remembered for his tremendous efforts towards the enrichment of the Canadian archival community. In fact one of his last acts was for his profession - a strong letter supporting British Columbia's integrated Archives and Records Management programme in light of the recent amalgamation with the RBCM Crown Trust.

BCLA/AABC/ACA Student Mentorship Programme - Update

Lara Wilson reported that our contribution to this programme is currently on hold until the ACA Executive approves this initiative.

BC Archives Update

Lara Wilson reported that fees are being reviewed government-wide. AABC is concerned about introduction or increase of fees at BC Archives, including fees for Freedom of Information requests.

Kathy Bossort raised the question: Does the collections mandate of the new BC Archives conflict with the collections mandate of community archives with regards to personal records?

The Executive was made aware that this amalgamation was a *fait accompli* - no input from the provincial archival community was sought, nor could it have prevented this predetermined political outcome. The Executive awaits our reply from Minister George Abbott.

CCA General Assembly

The CCA has requested that provincial and territorial councils send strong representatives to the 2003 General Assembly in Ottawa. This individual must be identified prior to next General Assembly meeting.

Action: Erica Hernández to contact Wendy Hunt to determine if the AABC constitution and by-laws require amendment in order to allow a member other than the Institutional Member-at-Large (Executive or otherwise) to attend the General Assembly.

5. Treasurer's Report

Insurance Coverage for Directors

Carrie Stevenson suggested to the Executive that this coverage should be re-assessed by the newly elected Treasurer to ensure competitive rates are maintained.

Facilitation of Membership Invoicing and Receipts via Karen Blimkie

The Executive discussed the possibility of making Karen Blimkie responsible for the task of issuing membership invoices and receipts. This re-structuring would therefore remove some responsibility from the shoulders of the Membership Chair.

Motion: Carrie Stevenson moved to support a trial run of this task re-allocation for a period of 6 months. After this term, a progress report will be requested and this situation will be re-evaluated. Kathy Bossort seconded. Motion carried.

2003-2004 Budget

Carrie Stevenson presented the Executive with the proposed budget for the coming year.

Motion: Carrie Stevenson moved to approve the budget on the condition that more information on "publication expense" was provided and the contract renewal; Erwin Wodarczak seconded. Motion carried.

6. Committee and Program Reports

6.1 Education

Education and Advisory Archivist Update

Lara Wilson reported that Patti O'Byrne has settled in well and is doing a wonderful job. Patti is planning to attend the following AABC Regional meetings in March: Greater Vancouver, East Kootenay-Columbia, and the Okanagan. She has handled 21 education queries to date and is currently working with Jan on curriculum development and distance education.

Travel Subsidy Form - Amendment

The Executive was informed of Jane Turner's proposal to facilitate the initial claim assessment for the conference and strategic planning session. If the proposal is accepted, Bill Purver and Lisa Beitel would have to be informed that the address line on the travel subsidy form would need to be changed to Jane's home address.

Motion: Lara Wilson moved to accept this proposal. Kathy Bossort seconded. Motion carried.

6.2 Grants

AABC CCA Grant Adjudication

Kathy Bossort reported that the AABC's adjudication package has been sent to Ottawa. She has also sent letters to all applicants informing them of the adjudication decisions.

6.3 Conference Program

The Honourable Iona Campagnolo, Lieutenant-Governor of British Columbia

Erwin Wodarczak informed the Executive that the Honourable Iona Campagnolo has submitted her RSVP and will be able to attend the Nanaimo conference. It is presumed that we will receive more information regarding required protocol for this event.

Conference Program & Registration Form

Lara Wilson informed the Executive that Lisa Beitel has almost completed the conference registration form, and that this form and the conference program will be mailed out March 3.

Roundtable Moderator

Lara Wilson informed the Executive that she will act as moderator at the conference roundtable session that will be held prior to the AGM.

2004 AABC Conference

The Executive discussed potential host cities for the 2004 AABC Conference.

Action: Erwin Wodarczak to speak with Francis Mansbridge regarding the possibility of having North Vancouver host next year's conference.

6.4 Membership

Membership Update

Dovelle Buie's report presented by Erica Hernández. Membership statistics for 2002 are now frozen as membership applications are now being processed for 2003.

6.5 Internet

Archives Marketplace

Heather Gordon reported that she has sent second round web advertising letters to 16 vendors in an effort to promote the Archives Marketplace site. Heather Gordon and Bill Purver have been brainstorming re: BCAIN business plan and website and she intends to these plans with the Internet Committee this spring.

Special Events Page

Erwin Wodarczak proposed the following change be made to the overall design of the AABC website: "Archives in News" to be replaced by a "Special Events" page. Through this changeover members would be encouraged to send institutional special events for posting to this page.

Motion: Erwin Wodarczak moved to accept this proposal. Lara Wilson seconded. Motion carried.

ACT-Cinimage Server Access

Erwin Wodarczak reported receiving a proposal from ACT-Cinimage which would provide AABC members access to ACT-Cinimage web server (\$5000 value) in exchange for a comparable tax receipt. This server access would allow archives around the province to virtually exhibit photographs via a searchable database format. The following Executive questions were raised: Who will provide maintenance for this database, as well as funds for a maintenance budget? How will member institutions be approached with such a proposal and what will their individual responsibilities be? What would future plans for this endeavor consist of if this agreement was no longer valid?

Motion: Erwin Wodarczak moved to approve the continuation of talks with ACT-Cinimage. Lara Wilson seconded. Motion carried.

6.6 Preservation

Committee Update

Dorothy Lawson's report presented by Christine O'Donnell. The Preservation Committee doing well and Dorothy is currently working on her end of year report. This Committee is interested in recruiting new members.

6.7 Newsletter Editorial Board

Newsletter Update

Erwin Wodarczak reported that the Winter 2003 edition of the AABC Newsletter was completed two weeks ago.

6.8 PAAL

Private Sector Privacy Legislation

Lara Wilson informed the Executive that draft legislation for provincial privacy legislation will be tabled this spring. AABC has not been asked for further consultation.

7. Other Business

Nominations, Elections and Appointments

The Executive discussed vacancies in the positions: Vice President, Individual Member-at-Large, Treasurer and Chair of Finance Committee, Membership Chair, Nominations and Elections Chair, PAAL Chair

Strategic Planning Session

Session Facilitator

Lara Wilson informed the Executive that 2 facilitators are currently being considered for the position of session facilitator. Discussion ensued regarding the merits of each and a decision was reached. Lara Wilson requested Executive approval to go ahead and contact and contract the chosen facilitator.

Motion: Kathy Bossort moved to approve this request. Carrie Stevenson seconded. Motion carried.

Action: Lara Wilson to arrange the contract with the chosen facilitator.

Session Agenda

The proposed agenda for this session was once again discussed and it was determined that Lara Wilson and Erica Hernandez will solidify this draft and the day's schedule.

1. Presentation of AABC's financial reality
2. Discussion of survey outcome and future direction of the functions and services of the AABC.
3. Future role of Regional Reps (TOR, new role)
4. Effective means of ensuring communication between members, within committees and between committees (continuity, shared workload).

Action: Lara Wilson and Erica Hernandez will solidify draft agenda.

Refreshments and Accommodation

Erica Hernández has secured morning and afternoon snacks for the delegates. Snacks donated by Snow Cap Enterprises, Ltd. of Richmond. Kathy Bossort has been giving delegates direction for accommodations, and has even offered to billet one Rep.

Kathy Bossort informed the Executive that Lux's Deli is willing to cater lunch for the one-day session for \$5.50 per person (24 person maximum). This price includes sandwiches and 2 kinds of soup. Cost approved by Executive. Kathy Bossort also requested to obtain a lunch quote that included beverages.

Initial Survey Feedback

Carrie Stevenson has only received an estimated 17 responses. As a result Erica Hernández to notify participants that an extension of one week will be granted in an effort to encourage additional responses.

Newsletter and Website Revenue

Heather Gordon proposed the following means for the collaborative generation of newsletter and website revenue. For those vendors currently advertising in either or both media, this proposal would implement one increased fee for both media. Carrie Stevenson suggested that the financial management of this new fee structure could be the responsibility of the Finance Committee (i.e. invoicing and accounting); whereas, the actual solicitation of accounts should be the responsibility of a new joint committee comprised of Internet, Newsletter and Finance Committee members. The Executive agreed to discuss this proposal at the March Strategic Planning session.

AABC Record Storage

Erwin Wodarczak reported that UBC Archives is currently housing 20-25 boxes of AABC records that have been set for destruction and 10 scheduled for retention. The Archives is also housing an outdated fax machine and laptop on behalf of the AABC. Erwin Wodarczak would like Executive approval to proceed with the scheduled destruction, and to take the outdated equipment to a consignment shop and get what we can for it. The Executive approved both proposals.

Action: Lara Wilson to contact BC Archives regarding the AABC records transfer.

Heritage Trust

Lara Wilson asked for a volunteer to determine if the Heritage Trust offered any grant programs we might be eligible for.

Action: Erica Hernández volunteered.

8. Adjournment

Lara Wilson moved to adjourn the meeting. Erwin Wodarczak seconded. Motion carried. Meeting adjourned at 3:30pm.

Next Executive Meeting:

Date: Monday, April 7, 2003

Time: 12:30 pm

Location: Board Room, Gulf of Georgia Cannery Society

AABC Executive Committee Meeting Minutes: 7 April 2003

Executive of the Archives Association of British Columbia
Location: Gulf of Georgia Cannery Society Boardroom.

Present:

Lara Wilson, President

Erwin Wodarczak, Vice President

Erica Hernández, Secretary

Carrie Eirene Stevenson, Treasurer

Kathy Bossort, Institutional Member-at-large

Regrets:

Christine O'Donnell, Individual Member-At-Large

1. Approval of Agenda: Approved

Lara Wilson called the meeting to order at 12:45 pm.

2. Approval of Minutes of 22 February 2003 Executive Meeting: Approved

3. Business Arising

3.1 Outstanding Issues

CAIN funding

Lara Wilson informed the Executive that to date, there has been no word from Fred Farrell, regarding CCA response to CAIN funding cuts. She also clarified that none of the provincial/territorial councils she contacted had sent written responses to these cuts. All seem to be waiting for direction from the CCA. The Executive decided to hold off on the creation of a letter.

Action: Lara Wilson to contact Fred Farrell to try to determine the CCA's position on this topic.

Heritage Resource Centre Closure

Lara Wilson informed the Executive that a joint letter of response was unable to be drafted with the BCLA regarding the closure of the Heritage Resource Centre. As a result she issued the AABC's response in a letter dated March 20, 2003. A following BCLA letter of response was clear in reiterating the AABC's concerns as well as their own.

Lara Wilson informed the Executive she had responded to an inquiry from Golder Associates, who had been retained by the Union of BC Indian Chiefs to prepare a report on the changing landscape of the BC heritage sector. This firm requested information on AABC's position regarding these changes. Lara Wilson submitted copies of our official letters re: the amalgamation of the RBCM and BC Archives, and the closing of the BC Heritage Resource Centre as well as AABC position on the proposed changes to the Document Disposal Act.

BC Archives/RBCM Amalgamation

Lara Wilson reported to the Executive that a disappointing reply letter was received from Minister Abbott on March 4, 2003. This response, issued in a form letter format, did not acknowledge any of concerns, either as a professional association, or regarding protection of the documentary heritage of the province.

Action: Lara Wilson will draft a reply to this form letter.

CCA General Assembly

Erica Hernandez contacted Wendy Hunt regarding the procedure by which the Executive could allow a member (Executive or otherwise) other than the Institutional Member-at-large to attend the General Assembly. Wendy determined that according to CCA Bylaws, articles 5 and 6, the AABC President would be required to write to the National Archivist advising that in the absence of the Institutional

Member-at-Large, the AABC requests that a designate attend on behalf of the AABC at a specific meeting. Upon receiving permission from the National Archivist, the chosen designate can be any member of the AABC, and they will possess the rights and obligations of a CCA director only for the duration of the meeting for which the request was made.

2004 AABC Conference

Erwin Wodarczak informed the Executive that Francis Mansbridge, North Vancouver Archives, has offered to host next year's conference.

AABC Record Storage

Lara Wilson contacted BC Archives regarding the transfer of 11-12 boxes of AABC records from UBC Archives to BC Archives. This transfer was completed on March 29, 2003. Receipt for this deposit has been received and is to be filed with President's papers. There was, however, some discrepancy over the current status of these transferred records.

Action:Lara Wilson to contact David Madison for clarification of this transfer: are these records considered a "deposit" or an "accession"?

3.2 Secretary's Report

Heritage Trust

Erica Hernandez reported that the Heritage Trust has been terminated by the Provincial Government. On March 24, 2003 the Heritage Society of B.C. signed a Memorandum of Understanding with the Ministry of Community, Aboriginal and Women's Services, and the Land Conservancy, to establish a new British Columbia Heritage Legacy Fund. The primary purpose of the fund will be to support heritage conservation at the community level throughout B.C. The provincial government is making an initial contribution of \$5 million which will be managed by the Vancouver Foundation. No word on funding applications to this new Fund is available at present. A print-out of information from the Heritage Society of B.C.'s web-page was provided for consideration by the Executive.

4. President's Report

Heritage Society of B.C.

Lara Wilson is in the process of contacting the Society in order to inform them of our existence and willingness to assist them in any way possible as they set up their granting programme. She will be strongly reminding them of our professional role in maintaining the documentary heritage of this province.

Strategic Planning Session

Lara Wilson thanked all participants of this session; the Delta Museum and Archives for the use of their facility; Snowcap Enterprises Ltd. for their donation of goodies, and all those helped set up and/or clean up the meeting room. This session was a valuable step in our overall consultation process. She noted that one of the most significant points that arose during the meeting was the important role played by the Regional Reps- both at present, and in any future coordination of province-wide restructuring initiatives. The Executive was in agreement that holding this type of meeting on a yearly basis would be very beneficial to entire association - assuming of course funding was available.

Contracts

Lara Wilson informed the Executive that all Contractors, including the newly hired EAS contractor, Linda Wills, have signed their contract agreements for 2003/2004. These contracts are to be filed in the President's records for this year.

5. Treasurer's Report

Cheque Signing Authority

Carrie Eirene Stevenson informed the Executive that it must determine a new cheque signing authority. It was decided that incoming Executive would determine this authority.

Storage of Semi-active Records

Carrie Eirene Stevenson informed the Executive that at present Karen Blimkie is storing all AABC financial records in her house. These semi-active records need to be retained for 7 years prior to disposition, however their sheer bulk is becoming increasingly difficult for Karen to manage. It was determined that the incoming Treasurer would go through Carrie's financial records and those held by Karen and cull any duplicates. Once completed, the new Executive would determine a more appropriate storage site (i.e. either at someone's home or in a records centre).

6. Committee and Program Reports

Erwin Wodarczak informed the Executive that he is in the process of receiving and compiling all program reports in preparation for their required submission to the CCA by the end of April.

6.1 Education

Education Archivist

Lara Wilson welcomed the new EAS contractor, Linda Wills as our "Education Archivist". Linda will be working 14 hours/week and can be contacted by phone or email from 9am-5pm, Monday to Friday. The Executive thanked Patti O'Byrne for her excellent work on behalf of the AABC, (Jan.-March 2003) and noted that she will continue to teach education courses for the AABC as needed. Good luck Patti!

Conference Workshops

The EAS is putting on the following 3 workshops for upcoming AABC conference: "Managing Archival Photos"; "Archivally Sound Finding Aid Systems"; and "Website Lite: Establishing Web Access to Photographs".

6.2 Grants

CCA Application Response

Kathy Bossort informed the Executive of the receipt of a letter from the CCA notifying us of their review of our recommended applications. Kathy will notify all applicants regarding their application status. The letter included no mention of CAIN funding.

6.3 Membership

Honorary Membership

The Executive discussed the procedure by which life achievement awards and honorary life memberships would be awarded at the upcoming conference.

Action: Erwin Wodarczak to determine appropriate gifts to distribute in recognition of life achievement award.

Action: Erica Hernández to contact Wendy Hunt for clarification on the procedures for the nomination of honorary membership.

Membership Report

Dovelle Buie's report presented by Erica Hernández. There is no statistical report from the Membership Cmt at this time as renewals have only recently begun.

6.4 Conference Program

Response from the Lieutenant-Governor

Lara Wilson reported that The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia will be unable to attend this year's conference reception.

Roundtable Content

The Executive discussed the purpose and specific topics to address during the scheduled Roundtable Session: "Where do we go from here? The future of the British Columbia archival community."

Action: Lara Wilson to outline a presentation of the AABC's financial situation.

Action: Carrie Eirene Stevenson to create a concise overhead graphic illustrating the Associations financial status.

Action: Kathy Bossort to create a concise overhead graphic illustrating the the disposition of BC funding from CCA Regular and CPCAR financial programs to AABC service programs and institutional members over the past four years, including this year.

6.5 Internet

Heather Gordon's report presented by Erwin Wodarczak.

Dedicated Image Server

Erwin Wodarczak informed the Executive that the AABC has issued a tax receipt to ACT Cinemage in exchange for access to the ACT-Cinemage web server. Heather Gordon is preparing a write-up on this donation for the next newsletter. A meeting between ACT-Cinemage and the Internet Cmt has been scheduled for Friday April 11 to discuss a business plan.

6.6 Preservation

Dorothy Lawson's report presented by Lara Wilson.

Committee Membership

The Preservation Cmt requires at least one more member and has determined that an incoming member familiar with electronic and digital records would be highly desirable as there is much need for advice in this area.

Workshop Organization

Dorothy Lawson requires a need for the clarification of responsibility for the organization of workshops (i.e. How many workshops are desired? Is their organization the responsibility of the Preservation contractor, or the Education Archivist?).

Site Visits

The Preservation Cmt is currently considering limiting site visits beyond the first, which allows the Advisor to make an assessment of an institution. The follow-up of some special project, or as part of some other event are also appropriate occasions.

Committee Update

The Preservation Program is on time and on budget.

6.7 PAAL

Peter Johnson's report presented by Lara Wilson.

Archives Week Collaboration

The Association of Moving Image Archivists (AMIA) conference is in Vancouver during 2003 Archives Week. Lara Wilson suggested coordinating the theme of their conference with Archives Week. Peter Johnson recommends the development of Geoff Wong's interest in a partnership between CBC Vancouver and the AABC for Archives Week. A formal partnership proposal should be made by the AABC about 6 month's before this year's Archives Week.

Action: Lara Wilson to inform the PAAL Committee that a partnership proposal needs to be drafted as soon as possible.

Privacy Legislation Update

Lara Wilson informed the Executive that she and Richard Dancy met with Sharon Plater from Ministry of Management Services - Corporate Privacy and Information Access Branch, to discuss the changes to the Document Disposal Act. As the changes are in draft form, the substance of these changes is confidential. The PAAL committee will keep the membership informed once the bill is introduced in the Legislature. The Corporate Privacy and Information Access Branch will continue to consult with the AABC on any upcoming archives-related legislation for which it is responsible.

6.8 Newsletter Editorial Board

Newsletter Update

Erwin Wodarczak informed the Executive that the next issue is currently in development.

7. Other Business

Associate Members Survey

Participants of the Strategic Planning Session determined that Associate Members should be tallied as well (due to a technical oversight these members had been forgotten in the initial survey distribution). Completed surveys are to be sent out to members after the Conference and AGM, responses to be sent to Kathy Bossort.

Conference Committees

The Executive agreed to allow the four members of the Conference Program and Local Arrangement Cmts attend the conference for free; however they will be required to pay their attendance to workshops and the banquet. This decision was based on their dedication over the past year to the organization of the conference; as well as, on their anticipated facilitation of the conference, which will inevitably limit their active attendance at sessions.

Motion: Lara Wilson moved to wave conference fees for the four members of the Conference Program and Local Arrangement Cmts. Erica Hernández seconded this motion. Motion carried.

Conference Attendance

Due to family commitments, Erwin Wodarczak will not be in attendance at this year's conference.

Nominations and Elections Chair

Lara Wilson reported that the nomination of Jennifer Mohan to the position of Nominations and Elections Chair was approved by the Executive via email.

Manual for Small Archives

Erwin Wodarczak reported that the AABC has only 1 copy of the Manual left; as a result the Executive must determine whether more print copies should be ordered, or if we are to provide only the on-line version to the public.

Motion: Lara Wilson moved to present the Manual in .pdf format and forego the suggestion of a reprint. Kathy Bossort seconded this motion. Motion carried.

Continuity of AABC Executive

Kathy Bossort proposed the Executive develop a Procedures Manual for incoming Executive members. This Manual would include detailed job descriptions for all positions in an effort to ensure communication and consultation between all members of the Association.

Kudos to Lara Wilson!

The Executive expressed its gratitude to Lara Wilson, outgoing President, for all her hard work and dedication over the past year. Her tremendous energy, diplomacy and forethought have served to lead the Executive and, indeed the Association, through some very rough waters. Thank you Lara!

8. Adjournment

Lara Wilson moved to adjourn the meeting. Erica Hernández seconded. Motion carried. Meeting adjourned at 3:35pm.