

AABC Executive Committee minutes –May 2003 to April 2004

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AABC Executive Committee Meeting Minutes: 30 May 2003

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

Present:

Erwin Wodarczak, President
Christine Meutzner, Vice President
Lisa Beitel, Secretary
Jian Liu, Treasurer
Sion Romaine, Individual Member-at-large

Regrets:

Kathy Bossort, Institutional Member-At-Large

Guests:

Karen Blimkie

1. Approval of Agenda: Approved

Erwin Wodarczak called the meeting to order at 3:25 pm.

2. Approval of Minutes of 7 April 2003 Meeting: Approved, pending spelling corrections

3. Business Arising

3.1 Financial Report

Karen Blimkie presented 6 budget reports for the month of April 2003, including the AABC Audit Sheet; AABC General Fund; Statement of Revenue and Expenses; BCAPS; Education and Advisory Service; and Archival Network Service. For the benefit of new Executive members, Karen explained the various statements and funding sources. Karen will continue to prepare these statements every month and Jian Liu will report on them at the Executive meetings.

Action: Jian Liu will send out an email to all Committees regarding their yearly budget allocation and rules of use.

Erwin Wodarczak inquired about the status of applying for Gaming Commission money. Although the AABC missed this year's deadline (May 1, 2003), an application will be worked on in the spring for 2003-2004

2004 money. Application restrictions state that you cannot get funding for programs already sponsored by government money, so we may have to set-aside some money for 2004 programs in order to lower the amount of our 'unrestricted funds'.

Action: Executive and Karen Blimkie to work on 2004 application in the fall.

3.2 Conference Roundtable Report

On behalf of Kathy Bossort, Lisa Beitel presented the Roundtable Report based on notes taken by Erica Hernandez and Kathy Bossort on April 26, 2003 at the AABC Conference.

Action: All Executive members will read the minutes and discuss them at the next meeting.

3.3 CAIN Update

Erwin Wodarczak reported on recent events surrounding the rejection of the four CAIN applications sent in by British Columbia, two from the AABC. It appears that the Canadian Heritage branch adjudicated the applications, by-passing CAIN in the process. Heather Gordon and Ann Carroll solicited reaction from other members of the Internet Committee regarding the change of adjudication and put together a list of questions for Fred Farrell, CCA President. The email sent by Ann to Fred Farrell on May 27, 2003 included questions asking for the explanation of the adjudication process, who was involved, and the future funding of CAIN. No response from Fred has yet been received. Heather has spoken with Louise Charlebois about the rejected applications outside of B.C. which don't seem to follow any decision pattern. Louise stated that a list of rejected projects will be produced and that any attempts to change any adjudication decision would be futile. Heather will keep the Executive up to date on the situation and would like to know the formal response the AABC is going to take as this is the first year that the AABC had been completely rejected from receiving any CAIN monies. The Executive decided that Ann should wait until Tuesday, June 3rd for a response from Fred Farrell. If none is received by that date, she should follow up with an email asking for a request for response on the email sent May 27, 2003. If no response is heard from Fred Farrell by Friday, June 13, 2003, the AABC will send a formal letter to the CCA.

Action: Christine Meutzner will contact Ann Carroll and inform her of the response deadlines. Christine will also ask Ann and Bill Purver to contact their provincial counter-parts to see what their reactions to the CAIN adjudication process are. If no response is heard from Fred Farrell by June 13, 2003, the Executive will draft a formal letter to the CCA.

4.0 President's Report

4.1 Erwin Wodarczak reported on outstanding items in progress from the last Executive Committee meeting.

CCA and cuts to CAIN funding

Lara Wilson was trying to get in touch with Fred Farrell, CCA President, regarding the CCA's position on cuts to CAIN funding. Lara was also in the progress of contacting other provincial associations to gauge their reactions to funding cuts. In light of recent CAIN news, this item has been superseded.

BC Archives / RBCM Amalgamation

The AABC received a form letter from Minister Abbott on March 4, 2003 that did not respond to the one sent by the AABC addressing our concerns over the amalgamation of BC Archives and RBCM. In reply, the AABC will be sending another letter to Minister Abbott.

Action: Lara Wilson will finish the draft of this letter and send it to the new Executive for comments. The letter will then be sent to Minister Abbott.

AABC Records Storage

David Mattison, BC Archives, has sent Erwin Wodarczak a temporary receipt for the transfer of 12 boxes of AABC records sent from UBC Archives. The records have not been accessioned and will remain un-processed until an accession decision is made. David Mattison will provide access to the records if the Executive requires them.

U.K. Society of Archivists

Lara Wilson was contacted by the U.K. Society of Archivists who wanted to use the AABC membership list to send out information about their new journal publication. As AABC membership information is private, Lara did not allow it, but offered to include information about their journal in an upcoming AABC Newsletter. The U.K. Society of Archivists decided to use other means of promotion.

4.2 Erwin Wodarczak presented an update on the BC Archives/Royal BC Museum merge. There is now a statement on the BC Archives website that states that the Crown Trust was established April 1, 2003 so there is no way to get the BC Archives back. It is now referred to as "Archives Services" and the archival holdings are part of the Royal BC Museum collection. The records management component has been severed from the Archives and exists as a Corporate Records Management Branch. The service plan document detailing this and other information can be found at:
www.royalbcmuseum.bc.ca/corporateservices/serviceplan03-04-04-05-2.pdf.

5.0 Treasurer's Report

5.1 Jian Liu thanked Karen Blimkie for her presentation on the current Finance Reports. Prior to the meeting, Jian met with both Karen Blimkie and Carrie Stevenson to go over past procedures for the Treasurer's position. Jian predicts that most of the committee work can be completed as per last year's trend (primarily by email and with one formal meeting). Jian also inquired about past resolutions that stated required members of the Finance Committee. Erwin Wodarczak stated that last year's committee was made up the current Treasurer; the President; the immediate past President; the past Treasurer; and any other interested AABC members. Jian would like to start looking for someone who would be interested in joining the committee who would then take over as Chair in two years.

Action: Jian Liu will contact Carrie Stevenson (past Treasurer) and Lara Wilson (past President) to see if they will join the 2003-2004 committee. Jian will look through past minutes to see if there are any other major Finance Committee related decisions.

5.2 Jian Liu proposed research into the Director's Insurance Policy held by the AABC. This was a project proposed by the past Treasurer, Carrie Stevenson, but was not acted upon last year. Erwin Wodarczak would like to get more background information on this project before any policy review is done. If required, Erwin suggested that Lynne Waller could be contacted to review the policy and

contact other associations to ask what they have as insurance amounts. Based on Lynne's recommendations, the policy could be then be reviewed by the AABC Executive in an informed fashion.

Action: Jian Liu to obtain a copy of the Director's Insurance Policy and meet with Carrie Stevenson to discuss the rationale for this project.

5.3 5.3 Jian Liu was asked by Carrie Stevenson, past Treasurer, to look into the status of culling past financial records that are currently being stored at Karen Blimkie's house. As these records must be kept for 7 years, they will continue to remain there. For accountability, Jian has asked that it be recorded that Karen Blimkie will hold all of the original financial records, the official records of the AABC, while Jian will keep and work with copies of the records in her capacity as current Treasurer.

6.0 Committee and Program Reports

6.1 Education

Travel Subsidy Re-imbusement

Erwin Wodarczak reported on recent emails from Jane Turner which stated that the Travel Subsidy fund was oversubscribed from the recent AABC Conference. In order to accommodate the requests and ensure monies still left over in the fund for future 2003 workshops, Jane asked for the Executive's permission to reduce the total subsidy to 70% and reduce the maximum hotel subsidy from \$70 to \$50 per night. All Executive members were informed of this proposal and were in agreement of the proposed changes. Karen Blimkie also agreed that this was a sound financial decision.

Archives Advisor Summit Meeting, ACA Conference, Toronto

Erwin Wodarczak received an email stating that a Roundtable Meeting for Archives Advisors was going to be held at the upcoming ACA Conference in Toronto. Erwin forwarded this information to Jane Turner who was already scheduled to attend the conference and will attend the meeting. Linda Wills is also interested in attending this meeting but this will be dependent upon obtaining funding to attend the conference.

6.2 Grants

On behalf of Kathy Bossort, Lisa Beitel stated that there is nothing new to report.

6.3 Membership

Lisa Beitel reported that she has spoken with both Dovelie Buie (past Chair) and Jana Buhlmann (new Chair) who are working together to update the membership database before full duties are transferred to Jana on June 2, 2003. The current membership statistics are as follows: Individual: 39; Student/Volunteer: 24; Sustaining: 6; Institutional: 72; Associate Institutional: 33; Honorary Life: 8; Honorary Patron: 1; Newsletter: 1. Total membership to date is 184 members and there are 154 members who still have not renewed their membership for 2003-2004.

Dovelie asked Lisa to ask the Executive if there is a way to streamline or advance Committee Chairs funds to offset major costs (i.e. the photocopying and mailing incurred by Membership and Newsletter Cmts.) that have to be borne the Chairs until they are reimbursed. Providing it is feasible with Karen

Blimkie, the Executive thinks that a reasonable solution would be to advance committees such as Membership and Newsletter some of the funds to offset large expenditures.

Action: Lisa Beitel will contact Committee Chairs and put together a monthly time line of major costs incurred by Committees. She will present this information to Karen Blimkie (cc. Jian Liu) to see if an advance (in the month where the cost is made) is possible.

6.4 Conference

Christine Meutzner proposed that we refund half of the conference registration fees paid by Ramona Rose, who as one of the AABC Regional Representatives, was unable to attend the conference due to illness. The Executive agreed to refund Ramona \$66.00 (half of her \$132.00 registration fee).

Action: Karen Blimkie will send a refund cheque in the amount of \$66.00 to Christine Meutzner who will then send it to Ramona Rose.

On behalf of the Program Committee and the Local Arrangements Committee, Lisa Beitel presented the final report and budget for the 2003 AABC Conference (see attached). Lisa will write up an article to appear in the summer Newsletter that will include photographs of the Lt. Governor at the Opening Reception. All 2003 conference records have now been compiled and Lisa will store them until they are passed on to the 2004 Conference Committees.

Erwin Wodarczak made a move of thanks to Lisa Beitel, Christine Meutzner, Sion Romaine and Glenn Dingwall for all their hard work and for arranging all of the sessions, food and entertainment that made for a very successful Conference.

Erwin Wodarczak reported that the North Vancouver Museum and Archives will be hosting the 2004 Conference and that conference committees should be in place by the end of the summer in order to start planning in September.

Action: Erwin Wodarczak will contact Francis Mansbridge and all Executive members will brainstorm suggestions for people to serve on the 2004 Conference Committees.

6.5 Internet

On behalf of Heather Gordon, Christine Meutzner presented a report on the Internet Committee. The Committee has been working with Ann Carroll on recent CAIN developments as reported earlier. In June Bill Purver will be doing some 'prototype' work using donated media server software as this was an expected project whether or not CAIN funding was received. Heather will schedule the next committee meeting in June or late July, depending on when the AABC hears back from the CCA and will be discussing the next steps of the Internet Committee in terms of funding issues and when, if, and how to replace our aging servers.

6.6 Preservation

Sion Romaine was unable to get ahold of Dorothy Lawson so there is nothing to report on at this time.

6.7 PAAL

Bill 38 - Personal Information Privacy Act

Erwin Wodarczak presented an update on the work by Lara Wilson and Richard Dancy during the draft stages of Bill 38. Erwin worked with Lara and Richard drafting a response to the bill that was sent to AABC members stating that the AABC supports Bill 38 in general because it expands the principal of archives, however, Section 35, Paragraph 2 allows for the destruction of records rather than having them severed or sent to an archives. It is hoped that a change to this paragraph will be made before the Bill is finalized or when the Bill is reviewed in the future.

Archives Week Collaboration

Peter Johnson (past Chair) will arrange a meeting with Geoff Wong at CBC to further develop partnership ideas for news stories or interviews that would run during Archives Week.

Action: Peter Johnson will inform the Executive when the meeting with Geoff Wong from the CBC has been arranged.

Laura Cheadle is planning the next meeting of the PAAL Committee for June.

6.8 Newsletter Editorial Board

Christine Meutzner reported that the Spring newsletter was recently sent out on Arcan-L. Erwin Wodarczak will forward Christine some recent newsletter-related emails from Bob Edwards, Newsletter Editor.

Action: Erwin Wodarczak will forward Christine Meutzner emails from Bob Edwards, Newsletter Editor.

7.0 Other Business

7.1 2004 Conference Workshop

Erwin Wodarczak presented an email from Evelyn McLellan from the City of Vancouver Archives who has proposed to do a workshop on administering access to archival records under FOIPPA. The Executive thinks that this would be a wonderful addition to the 2004 Conference Program.

Action: Erwin Wodarczak will forward Evelyn's email to Jane Turner, Education Chair, for workshop consideration at the 2004 Conference.

7.2 B.C. Arts Council Funding

Erwin Wodarczak reported that Bill Purver has looked into the use of this funding and found that it is not really appropriate for the AABC.

7.3 Fire at Nelson Museum and Archives

Erwin Wodarczak reported on recent emails on the Archives BC list-serve that have talked about the recent fire at the Nelson Museum and Archives. The Executive has decided that the AABC should send a letter of support to the museum.

Action: Erwin Wodarczak, on behalf of the AABC, will draft a letter of support to the Nelson Museum and Archives.

7.4 BC Heritage Society

Erwin Wodarczak reported that he received a copy of the Annual Report of the BC Heritage Society and noted a number of granting funds that could be available to the AABC. As a provincial association, the AABC is not well known to the Heritage Society and it is suggested that we take an "advertising" approach to introduce ourselves and inquire if the AABC is eligible to apply for any of the funds.

Action: Christine Meutzner will draft a letter to Rick Goodacre, Executive Director of the BC Heritage Society, stating that we are interested in working with them and inquire about the possibility of applying for funds. Erwin Wodarczak will ask Bill Purver to unofficially contact Graham Turnbull for more information.

7.5 Greater Vancouver Regional Representative

Sion Romaine inquired about the status of finding a new AABC representative for the Greater Vancouver Region as the position is currently empty. Erwin Wodarczak stated that there has been some discussion in the past to restructure and sub-divide the region because it has so many institutions and archivists representing different interests (i.e. corporate, religious). Erwin suggested that Lynne Waller could be approached for suggestions on the issue.

Action: Sion Romaine will contact Lynne Waller to see if she has any suggestions for restructuring the Greater Vancouver Region or finding a new representative.

8.0 Adjournment

Erwin Wodarczak moved to adjourn the meeting. Lisa Beitel seconded. Motion carried. Meeting adjourned at 6:00 pm.

AABC Executive Committee Meeting Minutes: 25 August 2003

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

Present:

Erwin Wodarczak, President

Christine Meutzner, Vice President

Lisa Beitel, Secretary

Jian Liu, Treasurer

Siôn Romaine, Individual Member-at-large
Kathy Bossort, Institutional Member-At-Large

1. Approval of Agenda: Approved

Erwin Wodarczak called the meeting to order at 3:30 pm.

2. Approval of Minutes of 30 May 2003 Meeting

Approved by Christine Meutzner, seconded by Erwin Wodarczak

3. Business Arising

3.1 Conference Roundtable Report

Kathy Bossort presented the minutes taken from the Roundtable held at the 2003 Conference. Kathy is concerned that there seems to be some confusion surrounding issues discussed at the Roundtable and suggested that the Executive provide some type of clarification for members. There also appears to be some confusion as to how education programs and workshop fees are allocated in the budget. Kathy would like to see this resolved at the upcoming AABC budget-planning meeting.

Action: Erwin Wodarczak will summarize issues discussed during the Roundtable and provide relevant background information where applicable. If possible, this will be included in the Fall Newsletter (September 15th) or it will be posted to the AABC list-serve.

At the Roundtable the Executive also promised to send out the Institutional Membership Questionnaire to Associate members. The results from these surveys will be compiled with those surveys returned in March and were analysed by Kathy and Carrie Stevenson.

Action: Lisa Beitel and Kathy Bossort will send out the Institutional Membership Questionnaire (with cover letter) to Associate Institutional Members by September 15. Kathy will compile and summarize the results.

3.2 Conference Travel Subsidy Reimbursement

Carrie Stevenson has approached the Executive with concerns over the recent adjudication of CCA Travel Subsidy funds from the 2003 conference. Primarily, she is concerned with the reduction of the subsidy amount (from 100 % to 70%); the decision process taken by the Executive; and what will happen if there is money left over in the Travel Subsidy account at the end of the year. The Executive originally handled Carrie's concerns with email discussions (see attached) and consulted both Jane Turner and Karen Blimkie prior to reaching what they felt was a conscientious and fair decision. Erwin Wodarczak has also confirmed with Jane Turner that the subsidy monies paid out during the 2003 conference were in line with past conference travel reimbursements. If there is money left over in the fund at the end of the year, the Executive proposes that it will be distributed to those who applied for travel subsidies during the past year. Jane Turner will be consulted as monies may be distributed as a straight percentage, equal share, or based on the original subsidy amount requested.

Action: Erwin Wodarczak will contact Carrie Stevenson and inform her that the Executive stands by its original decision supporting the decreased subsidy amount and that at the end of the year any remaining monies will be distributed to subsidy applicants.

4. President's Report

4.1 BC Archives/Museum Merge - Letter from George Abbott

Erwin Wodarczak reported that a letter was received from George Abbot in response to the AABC letter sent on June 16, 2003. Mr. Abbot's letter explained the background of the BC Archives/Museum merge and stated that a number of elements of the BC Archives will remain the same; i.e. website, URL, public access procedures, the scheduling and transfer of records, and preservation functions. Although "Provincial Archivist" has been removed from the Document Disposal Act, Gary Mitchell is still involved in the process and the Archives now has a statutory mandate.

4.2 Nelson District Museum fire

Erwin Wodarczak reported that on behalf of the AABC, he sent a letter of support to Shawn Lamb in regards to the fire that damaged the Nelson District Museum. Kathy Bossort recently visited the Kootenays and reported Shawn was very appreciative of the letter and that although cleanup was still underway, the museum was open again.

4.3 Heritage Society Legacy Fund

Erwin Wodarczak reported that he received a letter from Rick Goodacre in response to the AABC's inquiry into applying for Legacy Fund monies. Unfortunately, it is not possible, quoting Mr. Goodacre: "Supporting the archives program is not a priority of past funding and we are not able to do so with reduced funding this year".

4.4 Heritage Resource Centre Library Closure

Erwin Wodarczak reported that he received a letter in response to the AABC's concern over the closure of the Heritage Resource Centre Library. Although the library is now closed, the collection has been divided and access to the resource materials is still available: archeology permits and materials have been moved to the Ministry of Sustainable Resources Management; while all other information has been transferred to BC Archives.

4.5 2003 AABC Scholarship Prizes to UBC Development Association

Erwin Wodarczak reported that receipts have been received from the UBC Development Association for the 2003 scholarship prizes offered by the AABC.

4.6 AABC records stored at BC Archives

Erwin Wodarczak reported that Gary Mitchell has inquired about the status of the AABC records currently being stored at the Provincial Archives in Victoria because ownership has not been transferred yet, thus impeding their arrangement and description. The AABC Constitution states that the BC Archives is the official repository of the AABC records.

Action: Erwin Wodarczak will send an email to Gary Mitchell stating that the ownership of the AABC records has been officially transferred to BC Archives.

4.7 2003 CCA General Assembly

Erwin Wodarczak reported that the CCA has contacted him requesting the name of the AABC delegate who will be attending the CCA General Assembly in October. The Executive believes that in order to have a strong voice at this meeting, the delegate will need to have a knowledgeable background regarding AABC issues and concerns and feel comfortable bringing forward the AABC mandate. Kathy Bossort also suggested that the delegate should meet with committee chairs (specifically the Internet Committee and Ann Carroll) and the Executive before they attend the meeting. Lara Wilson was suggested as a possible representative.

Action: Erwin Wodarczak will approach Lara Wilson and see if she is interested in attending this meeting on behalf of the AABC.

Erwin has also completed a request by the CCA to update the AABC contact information.

4.8 J. Chicanot - Strategic Planning Meeting

Erwin Wodarczak was contacted by Lara Wilson who was informed by Mr. Chicanot that he had not received his payment as Facilitator of the 2003 AABC Strategic Planning Meeting. Karen Blimkie confirmed that a cheque was mailed, but never cashed, indicating that in all probability it had gotten lost in the mail. A stop payment was issued on the original cheque and new one has been issued and sent to Mr. Chicanot.

4.9 "Sustainable Archives: Self-Study Guide for Institutional Membership"

Erwin Wodarczak reported that Jane Turner and her committee have completed the guide titled "Sustainable Archives: Self-Study Guide for Institutional Membership" and it is now available on the AABC website.

4.10 AABC/ACA Mentoring Program

Erwin Wodarczak reported that Jennifer Mohan, on behalf of the ACA, has contacted him with a proposal for a joint AABC/ACA Mentoring Program. The proposal letter invites the AABC to participate for one year in a trial program and states that the ACA will handle all of the advertising and organization of the program. The Executive thinks that this is a good program idea but would like some more clarification as to what the AABC's involvement would be - i.e. "advertising" space in the Newsletter and/or posting information on the AABC list-serve.

Action: Erwin Wodarczak will contact Jennifer Mohan for further clarification.

4.11 AABC membership for new SLAIS students

Erwin Wodarczak has been approached by Jennifer Mohan inquiring if someone from the Membership Committee will be visiting new and returning SLAIS students offering them AABC membership. Membership is free for first year students.

Action: Lisa Beitel will ask Jana Buhlman to see if someone from the membership committee is available to talk to the SLAIS students.

4.12 Terry Reksten Award

On behalf of the AABC, Erwin Wodarczak will be helping adjudicate applicants for this award. He has just received the submission packages and will be reviewing them over the next couple of weeks.

4.13 CAIN Funding

Erwin Wodarczak reported that Heather Gordon drafted a letter to George Abbott requesting the reinstatement of provincial funding as it was one of the reasons why the AABC didn't receive any CAIN grant monies this year. The letter was sent in mid July and no response has been received yet. Heather will talk to Ann Carroll and discuss the possibility of sending another letter.

5 Treasurer's Report

5.1 Upcoming Finance Committee Meeting

Jian Liu reported that a Finance Committee meeting is going to be held on Thursday, August 28. Member of this year's committee include Lara Wilson, Erwin Wodarczak, Carrie Stevenson, Karen Blimkie, Heather Gordon, and Chris Hives. Issues on the agenda include:

1. review of the current financial status
2. review of the March 31, 2003 audited statements
3. review of the Director's Insurance Policy (what to review, policy amount, who will do review)
4. AABC financial records - who and what will be kept
5. Use of the Reserve Funds - Jian would like to find a new young member for the committee who will have a role in making finance decisions for the 2005-2006 budget and will later take over as Treasurer

5.2 July 2003 Financial Statements

Kathy Bossort has proposed that the budget format be adjusted so that it shows a breakdown of workshop fees for the EAS and Preservation programs (instead of one combined figure currently shown in the budget).

Action: Jian will look into adjusting the budget format to show a breakdown of workshop fees for the EAS and Preservation Programs.

6. Committee and Program Reports

6.1 Education

Erwin Wodarczak reported that Jane Turner has compiled "Guidelines for Application to Travel Subsidy Fund". These guidelines will be included with the Travel Subsidy form application and will be posted on the web. A copy of the guidelines is attached to these minutes.

Evelyn McLellan's conference workshop proposal was forwarded to both Jane Turner and Francis Mansbridge (will be working on the 2004 Conference). As Jane coordinates the workshops presented at the conference, she is the appropriate person to be in contact with Evelyn about workshop ideas.

Action: Erwin Wodarczak will ask Jane Turner to contact Evelyn McLellan regarding her workshop proposal.

6.2 Grants

Kathy Bossort stated that there is nothing to report at this time from the Grants Committee.

6.3 Membership

Lisa Beitel reported that she submitted a proposal to Karen Blimkie requesting an advance of monies for major costs incurred by the Secretary, Newsletter and Membership Chairs. This would cover expenditures such as mailing the newsletter, AGM copying, and the membership directory mailout. Karen has approved Lisa's proposal and requested that guidelines be put in place. The Executive agreed with this request and will try this procedure for one year on a trial basis. Guidelines for the process include that monies must be requested from Karen one month in advance (via email) and all final receipts must be sent to Karen within 2 weeks of the receipt date in order to reconcile monies owed. The monetary advance will be based on an approximation of 2002 expenses.

Action: Lisa Beitel will draft guidelines for the advance of monies and submit it to Karen Blimkie for approval. Lisa will also liaise with the Newsletter and Membership Chairs and discuss the new procedure with them.

Lisa also reported that the Membership Committee is currently evaluating the Institutional Membership application submitted by St. Margaret's School. This is the first application received by the committee using the new "Sustainable Archives: Self-Study Guide for Institutional Membership". They are not ready to make a recommendation yet and have asked Jane Turner and Linda Wills to help them with the evaluation. Lisa has also offered to review the submission if they would like input from a member of the Executive.

Maintenance of the Membership database has become a bit problematic since Marnie Burnham has gone on maternity leave. Jana Buhlmann, her co-chair does not have MS Access software on her computer and must rely on Marnie to update the database from home, making it difficult to have an up-to-date membership list. Jana and Dovelie Buie (past Membership Chair) have proposed that a more practical solution would be to contract-out one person to maintain the database (aprox 4-8 hours per month). This would ensure continuity of the membership records and alleviate the problem of when a committee member doesn't have the appropriate software. Christine Meutzner suggested that perhaps Karen Blimkie could do this since she is already maintaining other AABC databases. Karen's contract would have to be reviewed and if she is interested, additional negotiations to adjust her contract would have to take place.

Action: Jian Liu will email Lara Wilson to get a copy of Karen Blimkie's job description.

6.4 Conference

Christine Meutzner reported that all conference records have been given to Lisa Beitel who is storing them at the Gulf of Georgia Cannery. Lisa will contact Francis Mansbridge and have the records sent to North Vancouver Museum and Archives. Archivists working in North Vancouver should be contacted to serve as committee members.

Action: Christine Meutzner will contact Francis Mansbridge and confirm if he is willing to be the Chair of the Local Arrangements Committee. She will also discuss with him possible committee members.

6.5 Internet

Christine Meutzner reported that she has talked to Heather Gordon about the means to obtain funds to replace our aging media servers. Christine has asked Bill Purver to prepare a breakdown of costs for new servers that can be incorporated into future grant proposals.

Christine has printed out the application forms for the Direct Access Program Grant (Gaming Commission Grant) and is confident that the AABC meets the eligibility requirements. Our application can be used to request money for technical equipment. The Finance Committee will have to be involved in the application process because we will need to submit a 2-year proposed budget and restructure some of our accounts.

Action: Lisa Beitel will forward Jian Liu and Erwin Wodarczak the Direct Access Program Grant documents so they can be discussed at the upcoming Finance meeting. Christine Meutzner will complete a draft copy of the application and work with the Finance Committee to get all required supporting documents.

6.6 Preservation

Siôn Romaine reported that he attended the July 4th committee meeting. Minutes from the meeting are attached. Committee members also suggested that workshop fees could be raised as they would reflect the quality of education and teaching that the workshops currently offer. The Committee will work on submitting a formal proposal to the Executive.

6.7 PAAL

Erwin Wodarczak reported that he attended the July 25th committee meeting. Four main items were discussed at the meeting:

1. Archives Week - Lara Wilson will see if there will be a formal proclamation for Archives Week; Laura Cheadle is following up with Peter Johnson on joint efforts with AMIA and the CBC; the PAAL Committee is working on a "How to Kit" for community archives so that they can do their own events in conjunction with Archives Week
2. CAIN Funding Cuts - PAAL is asking the Executive to endorse an article that will be posted on the main page of BCAUL that will inform users about CAIN cuts and encourage them to contact their MP's and MLA's. Lara Wilson is drafting the article and will submit it to Erwin Wodarczak for Executive approval.

3. Bill 38 - Lara Wilson and Richard Dancy are following up on the AABC response to Bill - 38 asking for further clarification of "business purposes" as written thus far in the Bill. Lara will also be setting up a meeting with Chris Norman and Sharon Plater
4. Fundraising - Barb Towell is keen on using her fundraising skills and will be working with Lara Wilson and Carrie Stevenson on ideas

6.8 Newsletter Editorial Board

Christine Meutzner has contacted Bob Edwards as Committee Liaison. After the Fall Issue we will no longer have a Technical Editor and after the Spring Issue next year, Bob's term as Editor is finished. In the next couple of months, we need to find someone who is interested in serving as the Editor and/or Technical Editor.

Action: Christine Meutzner will contact Bob Edwards and see if he is interested in serving as both Editor and Technical Editor for the upcoming newsletter issues.

6.9 Regional Representatives

Siôn Romaine reported that he received reports from Joan Cowan (Okanogan); Sister Margaret Cantwell (South Vancouver Island); Val Hughes (Central and North Vancouver Island); and Kitimat (BC Northwest). These reports are attached.

Siôn also reported that the Greater Vancouver region still does not have a representative. He will contact the other regional representatives and Vancouver institutions and inquire as to the strategies/ideas that can be used to break up the district into smaller, more manageable sub-districts.

Action: Siôn Romaine will contact the other regional representatives and Vancouver institutions discuss strategies that were/can be used to break up the Greater Vancouver district into sub-districts.

7. Other Business

7.1 Executive Travel Subsidy Budget

Erwin Wodarczak reported that Karen Blimkie has proposed that a \$100 limit per trip be exercised for Executive members when traveling to meetings (specifically Christine from Nanaimo and Siôn from Seattle). The Executive has agreed to this limit and will maintain conservative use of these funds over the next year in order to keep the Executive Travel Subsidy Budget within check.

Action: Erwin Wodarczak will follow this up with Christine Meutzner who was absent at this point of the meeting.

8. Adjournment

Erwin Wodarczak moved to adjourn the meeting. Lisa Beitel seconded. Motion carried. Meeting adjourned at 7:05 pm.

AABC Executive Committee Meeting Minutes: 28 September 2003

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

Present:

Erwin Wodarczak, President

Christine Meutzner, Vice President

Lisa Beitel, Secretary

Jian Liu, Treasurer

Siôn Romaine, Individual Member-at-large

Kathy Bossort, Institutional Member-At-Large

1. Approval of Agenda: Approved

Erwin Wodarczak called the meeting to order at 2:40 pm.

2. Approval of Minutes of 25 August 2003 Meeting

Approved by Erwin Wodarczak, seconded by Siôn Romaine

3. Business Arising

3.1 Conference Roundtable Report

Erwin Wodarczak reported that he is still working on summarizing issues discussed during the Conference Roundtable. He will try to have it completed for submission in the Fall newsletter, if not, it will be posted on the AABC list-serve.

Action: Erwin Wodarczak to complete a summarization of issues discussed in the Roundtable report.

3.2 Conference Travel Subsidy Reimbursement

Erwin Wodarczak reported that he emailed Carrie Stevenson in regards to her concerns about the adjudication of the travel subsidy reimbursement from the 2003 Conference. Erwin has not heard anything back from her at this time.

3.3 AABC Records at BC Archives

Erwin Wodarczak reported that he contacted Gary Mitchell and confirmed that the ownership of the AABC records has been officially transferred to the BC Archives. The Executive is now awaiting the formal paperwork from the BC Archives.

3.4 2003 CCA General Assembly

Erwin Wodarczak reported that Lara Wilson has agreed to represent the AABC at the upcoming CCA General Assembly meeting in Ottawa.

3.5 AABC/ACA Joint Mentoring Program

Erwin Wodarczak reported that he has confirmed with Jennifer Mohan via email the role of the AABC in the Mentoring Program. The ACA has recently approved the guidelines of the program and the AABC is awaiting our copy.

3.6 E. McLellan Conference Workshop Proposal

Erwin Wodarczak reported that Jane Turner has contacted Evelyn McLellan in regards to her proposal to teach a workshop at the upcoming AABC conference. At this time Jane has declined Evelyn's proposal as the Education Committee is planning a similar workshop to be given by Ian Forsyth from SFU (to be confirmed).

3.7 Executive Travel Subsidy Budget

Erwin Wodarczak reported that he has confirmed with Christine Meutzner that a \$100 limit per trip be exercised for Executive members when travelling to Committee meetings.

4. President's Report

4.1 Executive Liaison Duties -- PAAL and Education Committees

Erwin Wodarczak reported that in light of his impending parental leave from work, Christine Meutzner will be taking over the liaison responsibilities for PAAL and Education Committees from October 2003 - April 2004.

Action: Erwin Wodarczak will inform Laura Cheadle and Jane Turner that Christine Meutzner will be taking over Executive liaison duties and will forward the Executive his home contact information.

4.2 2003 CCA General Assembly Prep Meeting

Erwin Wodarczak reported that a CCA General Assembly prep meeting was held earlier today (September 28, 2003) from 1:00 - 2:30pm. The meeting included the Executive, Lara Wilson, Heather Gordon (Internet Cmt.), and Dorothy Lawson (Preservation Cmt.). Jane Turner was unable to attend the meeting, but did send along concerns of the Education Committee. Main issues discussed at the meeting included:

- a) concerns re the future of the "network or network" system - will this be supported or eliminated in favour of a direct-funding application process
- b) the AABC would like a response from the CCA regarding the CAIN adjudication process and criteria. Was the availability of provincial matching funds a deciding factor? If yes, will this be continued in the future for other funding projects?
- c) what will be included in the AABC report that will be presented at the CCA General Assembly

4.3 Letter to George Abbott re: Lack of Provincial Funding for Archives (CAIN funding)

Erwin Wodarczak reported that a second letter was drafted by Heather Gordon and Ann Carroll and sent to George Abbott regarding the lack of provincial matching funds for archives and asking for reinstatement of funds. To date, no response has been received for either letter. The letters were also cc'd to Gary Mitchell, Fred Farrel, Gordon Campbell, Pauline Rafferty and Sandy Santori.

4.4 Email from Gary Mitchell re: funding for archives in light of Kettle Valley Railway destruction

Erwin Wodarczak reported that he had received an email from Gary Mitchell who noted that provincial money was going to be made available for the restoration of the Kettle Valley Railway Tresses and asked if we could use this to ask why similar money is not available for archives. Erwin forwarded this email on to Laura Cheadle for further discussion. In keeping with this discussion, the Executive feels that this is not the correct forum to approach the government for archives funding.

4.5 2003 Letter of Thanks from Glenn Dingwall re: Mary Ann Pylypchuk Memorial Award

Erwin Wodarczak reported that the AABC received a letter of thanks from Glenn Dingwall who was the recipient of the 2003 Mary Ann Pylypchuk Memorial Award during the second year of his studies at SLAIS.

4.6 Terry Reksten Award Adjudication

Erwin Wodarczak reported that the adjudication of the Terry Reksten Award has been completed and will be awarded shortly.

5 Treasurer's Report

Jian Liu presented the August 2003 Financial Statements and the AABC Audited Financial Statements for the year ending March 31, 2003.

Jian also reported on the August 28, 2003 Finance Committee Meeting (a copy of the minutes is attached). A number of items from the Finance Committee were brought forward for the Executive's approval including:

1. Motion to set aside \$35,000 from general reserve into a restricted savings fund. This money would ensure that the AABC has enough money to keep programs going for 2-3 months in the advent that the AABC has to suspend operations and would also provide a cushion for cash flow purposes if we encountered a delay in receiving CCA moneys. Restructuring our banking accounts in this fashion will also allow us to apply for gaming funds.

Action: The Executive agrees with this motion, but would like some clarification as to what type of fund (Contingency or Development) the money should be put into.

2. The Director's Insurance Policy currently held by the AABC will expire on January 12, 2004. Jian presented reasons for re-insuring this policy and keeping the policy amount at equal to or no more than the current insured amount (1 million dollars).

Action: The Executive agrees with the recommendation by the Finance Committee to re-insure the policy at its' current amount. Karen Blimkie will take care of this when the current policy expires in January 2004.

3. Jian has confirmed that Karen Blimkie, AABC Financial Manager, will keep all of the finance records.
4. Jian presented a motion from Karen Blimkie who has proposed a return to an annual review of the AABC financial records rather than the annual audit. The accounting process for AABC monies is becoming more straightforward and there is less money coming into the association. Switching to a review would cost aprox. \$3,000 as compared to an audit that costs aprox \$5,000 annually.

Action: The Executive agrees that we should switch to an annual review instead of an annual audit. AABC members will be informed of this at the 2004 AGM.

6. Committee and Program Reports

6.1 Education

Erwin Wodarczak reported that the AABC distance education workshop has been launched on the AABC website as of September 9, 2003. The program uses a resources binder for small archives and the lessons are set up as modules so they can be completed at the participants' own pace. Fees for the workshop are paid upfront and include 1-year membership to the AABC. Linda Wills provides both regular mail and email correspondence and when completed, the participants receive a certificate for the program.

Action: The Executive would like to thank the Education Committee and the Education Advisor for all of their dedicated work over the past couple of years to get his new program set up and off the ground.

6.2 Grants

Kathy Bossort stated that there is nothing to report at this time from the Grants Committee.

6.3 Membership

Lisa Beitel reported that she and Kathy Bossort sent out the membership survey to the 44 Associate Institutional Members on September 22, 2003. The submission date for completed surveys is October 15, 2003 and Kathy will be tabulating the survey results.

Lisa reported that on behalf of the Membership Committee, Yau Min Chong will be speaking to SLAIS students in the next week about joining the AABC.

Lisa reported that she has drafted a document titled "Guidelines for the Advance of Funds - Membership, Secretarial & Newsletter Costs" which has been approved by Karen Blimkie. These guidelines with an explanatory email have been sent to both Jana Buhlman (Membership) and Bob

Edwards (Newsletter). There has been some correspondence regarding the guidelines (primarily for further clarification) and the process will be performed on a trial basis over the next year.

On behalf of the Membership Committee, Lisa presented the recommendation to approve the application by St. Margaret's School Archives for Institutional Membership (see attached email from Jana Buhlmann). The Executive agrees with the Committees' decision and would like to ensure that it is made clear to St. Margaret's the concerns identified by the Membership Committee regarding future funding and the completion of RAD-compliant descriptions.

Action: Lisa Beitel will inform the Membership Committee that the Executive has approved the application of St. Margaret's School Archives for Institutional Membership pending the identification of concerns regarding future funding and the completion of RAD-compliant descriptions.

Lisa reported on the on-going issues regarding the maintenance of the Membership database. Lisa has emailed Jana Buhlmann with specific questions about the database and will use this as a basis to email Karen Blimkie and inquire if she is 1.) able and 2.) willing to take on updating the membership database.

Action: Lisa Beitel will email Karen Blimkie and ask if she will maintain (update) the Membership database.

Lisa also reported that in light of access problems to the Membership database (approximately 50 renewals need to be updated) the AABC Membership Directory, usually sent out in the beginning of October, will be late this year. The Executive has decided that it is better to have it complete and sent out later than to send it out with incorrect information.

Action: Lisa Beitel will contact the Membership Committee and ask them to post a message to the list-serve explaining the delay in the mailing of the Membership Directory.

6.4 Conference

Christine Meutzner reported that she has confirmed with Francis Mansbridge that he will be the Chair of the Local Arrangements Committee. His other committee members are the new West Vancouver Archivist Lois Enns and the new Assistant Archivist at the North Vancouver Museum and Archives. They are looking into booking conference space at Capilano College.

Christine reported that to date there is no Program Committee. The Executive brainstormed names of people who could serve on this committee.

Action: Christine Meutzner will contact Francis Mansbridge and discuss with him possible Program Committee members. Erwin Wodarczak will ask Alan Doyle who is working at the UBC Archives and Lisa Beitel will get in touch with Yau Min Chong who will be speaking with SLAIS students this week.

6.5 Internet

Christine Meutzner reported that Bill Purver has prepared a breakdown of costs for new media servers required by the AABC (including Cinemage quote for \$7,500). Christine will use this information to fill out the Direct Access Program Grant (Gaming Commission Grant) that is due May 2004. The Internet

Committee has identified new servers as a priority and in light of this, Bill did not complete a prototype report on uploading photographs to BCAUL.

Action: Christine Meutzner will complete a draft copy of the application and work with the Finance Committee to get all required supporting documents. Christine will also look into alternate funding sources such as the Vancouver Foundation.

6.6 Preservation

Siôn Romaine reported that there is nothing new to report at this time. The next Preservation Committee meeting will be held in October (date and place to be announced).

6.7 PAAL

Erwin Wodarczak reported that Archives Week, aptly titled "Sound and Vision: Preserving Audio-Visual Archives" will be held November 16-22, 2003 to coincide with the AMIA Conference in Vancouver. The showcase event "Home Movie Day" will be held November 16 at the CBC Studios downtown where the public will be invited to bring their home videos for screening and learn how to preserve them. Archives Week announcements and information is being worked and when ready will be posted on-line.

Erwin reported that Lara Wilson has completed an article about CAIN cuts and how it is affecting archives. The article, intended to target and broaden the awareness of non-archivists using BCAUL asks people to write to their local MLA's and Sheila Copps. Erwin has forwarded this letter to the Executive and Heather Gordon for input and all have agreed that its content is appropriate. The Executive feels that this should be posted on-line before Lara goes to the CCA General Assembly.

Action: Erwin Wodarczak will forward Lara's letter to Bill Purver who will post it on the cover page of BCAUL. Christine Meutzner will ask Bill Purver if he has any contacts to have a possible article published in the Vancouver Sun.

Erwin reported that Lara Wilson, Richard Dancy and Debra Barr met with Chris Norman and Sharon Plater regarding Bill 38. The wording of the legislation is now set as it will be presented to legislature next month. However, we still might have a role in influencing the Interpretive Guide that accompanies the legislation.

6.8 Newsletter Editorial Board

Christine Meutzner reported that she contacted Bob Edwards regarding reasons why the newsletter was late. As Bob has two more issues left as Editor, a new Editor needs to be appointed. If possible, the new Editor could work with Bob on the Winter Issue, therefore overlapping responsibilities to get a sense of what needs to be done. The Technical Editor has also announced his resignation after the Fall newsletter.

Action: Christine Meutzner will contact Bob Edwards and see what his plans are for the Winter Issue. Erwin Wodarczak will also confirm with Leslie Field his plans.

6.9 Regional Representatives

Siôn Romaine reported that he posted a memo on the AABC list-serve calling for suggestions about a Greater Vancouver representative. He has had very little response back to date and the Executive discussed the likelihood of operating without a regional representative for Vancouver. Erwin Wodarczak reported that he put a call for a Greater Vancouver Regional Rep. in his President's Report that will be included in the upcoming AABC newsletter.

7. Other Business

7.1 Lisa Beitel reported on the email sent to the AABC email address by Elsie Wollaston titled "Canadian Deacidification Facility: Vancouver Discussion Opportunity". The contents of the email are inviting input from BC archivists regarding interest in a US Pacific Northwest deacidification facility (rather than one based in Ottawa) and what type of demand they would place on it. The Executive decided that this email should be forwarded to Rosaleen Hill and Dorothy Lawson for comment.

Action: Lisa Beitel will forward the original email to Rosaleen Hill and Dorothy Lawson for comment.

8. Adjournment

Erwin Wodarczak moved to adjourn the meeting. Kathy Bossort seconded. Motion carried. Meeting adjourned at 4:50 pm.

AABC Executive Committee Meeting Minutes: 2 November 2003

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

Present:

Erwin Wodarczak, President

Christine Meutzner, Vice President

Lisa Beitel, Secretary

Jian Liu, Treasurer

Siôn Romaine, Individual Member-at-large

Kathy Bossort, Institutional Member-At-Large

1. Approval of Agenda: Approved

Erwin Wodarczak called the meeting to order at 2:10 pm.

2. Approval of Minutes of 28 September 2003 Meeting

Pending changing of wording in 4.2.c. from "report that will be presented at the roundtable" to "report that will be presented at the CCA General Assembly". Approved by Kathy Bossort, seconded by Erwin Wodarczak.

3. Business Arising

3.1 CCA General Assembly Report - Lara Wilson

Erwin Wodarczak reported that due to illness, Lara Wilson was unable to attend today's Executive meeting as previously scheduled. Lara will be submitting a report to the Executive based on her trip to Ottawa to attend the CCA General Assembly. Per Lara's email, highlights from the meeting included:

1. Control of Holdings money has been cut by 20%
2. CPCAR funding is the same as last year
3. Lara Wilson was appointed to the CCA Board
4. CCA has sent out a draft copy of a survey for comments to provincial associations. Lara, Erwin and Christine will edit and send comments to CCA
5. No update or news on CAIN (now renamed Archives Canada) and Heritage Canada has not revealed the 20 point grading system they used to adjudicate funds this year

3.2 3.2 Canadian Deacidification Facility

Lisa Beitel reported that she forwarded the email from Elsie Wollaston to Rosaleen Hill and Dorothy Lawson on September 29, 2003. Rosaleen has already been in contact with Sue Bigelow and Sue will be in contact with the Preservation Technology representatives to set up a meeting. Rosaleen will keep the Executive posted with any forthcoming details.

3.3 Restructuring Bank Accounts

Jian Liu has contacted Karen Blimkie and confirmed that \$35,000 from the general reserve will be put aside into a restricted saving fund named "Development Fund". This will be kept as a minimal reserve.

3.4 Summary of Conference Roundtable Report

Erwin Wodarczak reported that he is still working on summarizing issues discussed during the Conference Roundtable. Once completed, it will be posted on the AABC list-serve.

Action: Erwin Wodarczak to complete a summarization of issues discussed in the Roundtable report.

3.5 Archives Workshop on Privacy Legislation

Jian Liu reported that the Privacy Commissioner has been contacted in order to set up a Privacy Legislation workshop focussing on Archives application. Jane Turner is working with the Commissioner's office to formalize a date and location in either January or February 2004.

4. President's Report

4.1 Privacy Legislation Conference

Erwin Wodarczak reported that no one from the Education Committee or PAAL Committee is available to attend the upcoming Privacy Legislation Conference. Erwin will post a notice to the list-serve advertising 'first-come-first-served' discounted conference registration, however, in exchange for

discounted registration, they will have to provide a report to the Executive and submit an article for the Winter 2004 newsletter.

Action: Erwin Wodarczak will post a notice on the AABC list-serve advertising 'first-come-first-served' registration to the Privacy Legislation Conference.

4.2 MAP Program Grant Funding

Erwin Wodarczak reported that Heather Gordon contacted him about an opportunity to apply for funding from the MAP program. She suggested that we could use our rejected CCA application and try to see if we could get funding for our web server and virtual project. Although applying for this money might be a long shot, it is at least an attempt to secure funds from a previously unsubscribed program.

Action: Erwin Wodarczak will work with Heather Gordon to submit the application for MAP Program funds.

4.3 Letter from George Abbott

Erwin Wodarczak reported that the AABC received a letter from George Abbott in effect stating that provincial funding for archives programs will not be reinstated anytime in the near future. Erwin submitted the content of the letter to be included in the upcoming newsletter for the information of the entire membership.

4.4 Revenue Canada "Charitable Status" Report

Erwin Wodarczak reported that he has received an email from Karen Blimkie stating that she has received confirmation from Revenu Canada/Canada Customs and Revenue Agency that the AABC's annual charitable return filed last month was accepted as filed and that things are in order for another year.

4.5 ACA/AABC Mentorship Program

Erwin Wodarczak reported that the ACA has finished setting up the pilot mentoring program and in support, the AABC has posted an announcement on our website.

5 Treasurer's Report

Jian Liu presented the September 30, 2003 Financial Statements. Kathy Bossort has asked for further clarification of what "workshops other" included on the Statement of Revenue and Expenses by Fund unaudited means. Christine Meutzner also inquired as to how the accounts are set up (savings or chequing) and suggested that if they are chequing, that they could be switched to savings accounts to gather more interest.

Action: Jian Liu will clarify the details of what "workshops other" includes and will confirm what type of account (chequing or savings) are set up.

Jian Liu also reported that she will soon set up a meeting with Karen Blimkie, Erwin Wodarczak and Christine Meutzner to prepare budgets for programs/grant applications and to review year to date results

versus current budgets. At the December 1, 2003 Executive meeting, she will present the meeting results for Executive review.

6. Committee and Program Reports

6.1 Education

Christine Meutzner presented Linda Will's Quarterly Report (see attached). She also reported that she has had a request from Jane Turner regarding budget figures for next year.

6.2 Grants

Kathy Bossort reported that Lara Wilson informed her that the AABC has a delinquent grant report for 2003-2004 due to the CCA. Kathy has written a letter to the Director of the White Rock Museum and Archives requesting that their final report be sent.

Action: Kathy Bossort will follow up correspondence with the White Rock Museum and Archives and ensure that their 2003-2004 grant report is sent to the CCA as soon as possible.

Kathy reported that there are changes to the Control of Holding Grant guidelines. Lara Wilson has sent a request to the CCA for further clarification and Kathy will communicate these changes to the membership in the next couple of weeks.

Action: Kathy Bossort will inform the membership of changes to the Control of Holding Grant guidelines as soon as information is available from the CCA.

Kathy has completed a compilation of the results from the Associate Institutional Members Survey (see attached). She received 10 responses back from the 44 surveys that were sent out in September by Lisa Beitel.

Kathy presented a report she created based on past grant allocations from the last 3 years (see attached). This report was welcomed by the Executive and will be used during the budget allocation discussion at the end of the meeting.

6.3 Membership

Lisa Beitel reported that St. Margaret's has been notified that the Executive has approved their acceptance as a full institutional member of the AABC.

Jana Buhlman, Co-chair of the Membership Committee has sent out a message on the list-serve notifying members that the 2003/2004 Membership Directory will be delayed this year. Marnie Burnham is currently working on completing all of the updates and the Membership Committee will be working with Dovelie Buie to have the directory completed and mailed out by the end of November.

The Membership Committee has had a few inquiries from Associate Institutional Members who are in the process of completing the self-study guide for full Institutional Membership.

Lisa reported that over the past month she has been actively engaged in a conversation with the Membership Committee and Karen Blimkie in order to find a viable solution to maintain the Membership database. Marnie Burnham has suggested that a position titled "Membership Coordinator" be created with the responsibility of maintaining the database for a 2-year term. The Executive also discussed contracting Karen Blimkie to complete this work, but in light of budget restrictions, moved to support the creation of a Membership Coordinator.

Action: Lisa Beitel will contact the Membership Committee and inform them of the Executive's decision and will formally ask Marnie Burnham if she would be willing to assume the role of Membership Coordinator for the remainder of 2003 and 2004. On behalf of the Executive, Lisa will continue to provide any assistance to the Membership Committee regarding database work and the production of the Membership Directory.

6.4 Conference

Christine Meutzner reported that Francis Mansbridge is contacting Capilano College as a potential conference site. However, to date, she does not have any confirmed members for the Program Committee. Lisa Beitel stated that in light of program planning and budget deadlines, that if no Program Committee members can be found by December 1, 2003, the conference might have to be cancelled and scheduled merely as a one-day workshop/AGM. The Executive agreed that a 'call for committee members' should be sent out on the list-serve to underscore the dire situation of looking for a conference program committee.

Action: Christine Meutzner will post a 'call for program committee members' to the AABC list-serve.

6.5 Internet

Christine Meutzner reported that AABC website user numbers have increased. She has talked to Heather Gordon who has expressed concerns over the financial requirements of the Internet Committee. Software maintenance for the AABC is paid up with Cinemage until December 31, 2005 and SFU (who hosts the server) is paid up until 2004. In order to maintain the current status of service, these fees must be taken into account when planning future budgets.

6.6 Preservation

Siôn Romaine reported that the Preservation Committee is awaiting budget numbers in order to plan for next year.

6.7 PAAL

Erwin Wodarczak reported that events tentatively scheduled during Archives Week including 'Home Movie Day' and the production of an Archives Week poster have been cancelled due to limited planning time (see attached email from Laura Cheadle).

Lara Wilson, Debra Barr and Richard Dancy have put together an entry that will be included in the Interpretive Guide that will accompany Bill 38 legislation. Erwin Wodarczak moved a vote of thanks to Lara, Debra and Richard for all of their hard work and dedication representing the AABC and putting together an entry for the Interpretive Guide. Seconded by Christine Meutzner.

Erwin reported that Lara Wilson will be leaving the PAAL Committee because she has been appointed the board of the CCA.

6.8 Newsletter Editorial Board

Christine Meutzner reported that Bob Edwards will be stepping down as Editor of the Newsletter after the Winter 2004 issue as his two-year term is over. Christine will contact Leslie Field to see if he is interested in being both editor and technical advisor of the newsletter.

Action: Christine Meutzner will contact Leslie Field regarding his future involvement with the newsletter.

6.9 Regional Representatives

Siôn Romaine reported that he has nothing to report from the Regional Representatives at this time.

7. Other Business

7.1 Western Councils Joint Meeting

Erwin Wodarczak reported that he received an email from Jo-Ann Munn Gafuik about setting up a meeting between the western provincial associations to discuss provincial lobbying. The Executive is unsure if anything productive will come out of such a meeting at this time and we do not have any extra budget funds to send someone. However, the Executive feels that there might be merit in such a meeting at a future date (perhaps combined with an ACA conference) with the involvement of the Provincial Archivist.

Action: Erwin Wodarczak will inform Jo-ann Munn Gafuik of the Executive's decision and will forward her email to Gary Mitchell for comment.

7.2 Reassessing the AABC - Independent Consultant

Kathy Bossort proposed that the AABC look at hiring a consultant to evaluate the future of the AABC. This person would assess the present situation of the association (structure, function, services) and propose future funding directions and fundraising options. Money for this contract could be allocated from the reserves as part of the 2004-2005 budget. The Executive feels that Kathy's idea has merit and Erwin has asked Kathy to write up a formal proposal to be send to the Executive, Committee Chairs and to Regional Reps. for consideration.

Action: Kathy Bossort will write up a proposal for hiring a contractor to evaluate the AABC and present it to the Executive, Committee Chairs and Regional Reps.

7.3 2004-2005 Budget Planning

Erwin Wodarczak presented figures allocated by the CCA to BC for 2004/2005:

-Control of Holdings, Special Projects, Training: \$67,712.00

-CPCAR: \$ 49,400.00

Grand total for BC: \$117,112.00

The Executive has agreed to move 10% of CPCAR funds to regular programs as done last year. (moved by Kathy Bossort, seconded by Erwin Wodarczak). The Preservation Committee will be advised that their budget for 2004-2005 will remain at status quo. The Executive discussed a number of options as to the allocation of the remaining funds (lower by 20% this year) and has decided to set aside approximately half of the regular program money to fund member institutions through Control of Holdings grants.

Christine Meutzner will contact Education and ANS Program Chairs who will be asked to prepare budget scenarios based on allocations of the remaining funds. Jian Liu, Karen Blimkie, Erwin Wodarczak and Christine Meutzner will then review submitted budgets prior to the 2004-2005 budget being finalized.

Action: Christine Meutzner will contact Education, ANS, and Preservation Program Chairs and request that they submit tentative budgets by November 17, 2003.

8. Adjournment

The next Executive meeting is tentatively scheduled for Monday, December 1, 2003 at the Delta Museum and Archives in Ladner, BC. Erwin Wodarczak moved to adjourn the meeting. Kathy Bossort seconded. Motion carried. Meeting adjourned at 5:45 pm.

AABC Executive Committee Meeting Minutes: 1 December 2003

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

Present:

Erwin Wodarczak, President
Christine Meutzner, Vice President
Lisa Beitel, Secretary
Jian Liu, Treasurer
Siôn Romaine, Individual Member-at-large
Kathy Bossort, Institutional Member-At-Large

1. Approval of Agenda: Approved

Erwin Wodarczak called the meeting to order at 11:10 am.

2. Approval of Minutes of 2 November 2003 Meeting

Pending edits identified by Kathy Bossort, approved by Christine Meutzner, seconded by Erwin Wodarczak.

3. Business Arising

3.1 CCA General Assembly Report - Lara Wilson

Erwin Wodarczak presented Lara Wilson's report from the CCA General Assembly, noting that Heather Gordon is also on the CCA Evaluation Advisory Committee. Kathy Bossort suggested that Erwin and Lara work together to put together a 'timeline of CCA activities' outlining the issues/activities to be addressed, when actions should be taken and noting dates when the AABC should be involved.

Action: Erwin Wodarczak moved to accept Lara Wilson's CCA report with sincere thanks and will ask Lara if she can prepare a version of the report for inclusion in the upcoming newsletter/aabc list-serve. Seconded by Siôn Romaine.

3.2 Privacy Legislation Conference

Erwin Wodarczak reported that Bob Stewart from the United Church Archives attended the Privacy Legislation Conference. As stipulated in return for receiving discounted registration, Bob has submitted a conference report to the Executive (see attached). Jian Liu noted that there is one clarification re: non-profit organizations that needs to be adjusted, and pending this correction, the Executive accepts the report.

Action: Erwin Wodarczak will contact Bob Stewart and pending correction, ask Bob to submit his Privacy Legislation Conference report for inclusion in the upcoming newsletter.

3.3 Western Councils Joint Meeting

Erwin Wodarczak reported that Jo-Ann Munn Gafuik has asked the AABC to reconsider its original decision declining attendance at the December 8 Western Councils Joint Meeting in Edmonton. The ASA has offered to pay the airfare costs so that an AABC representative can be at the meeting. Based on schedules, Lisa Beitel is the only Executive member who could possibly attend the meeting.

Action: Lisa Beitel will confirm with her Manager if she can attend the upcoming meeting in Edmonton. If able, she will confirm meeting and travel details with Jo-Ann Munn Gafuik and prepare a report outlining the current status/concerns of the AABC.

3.4 Clarification of "Workshops Other"

Jian Liu reported that she has contacted Karen Blimkie in order to clarify what falls under "Workshop Other" included on the Statement of Revenue and Expenses by Fund Unaudited. As noted by Karen, this category is used for Workshop Expenses which do not fall under the regular Educ & Advisory program or BCAPS. Sponsored workshops and the CCI workshop are the main items which fall into this category.

3.5 Contractor/Task Force to Assess the AABC

Kathy Bossort proposed to set up a Task Force rather than hire a contractor to assess the AABC as a Task Force would be cheaper and provide for continuity and better sharing of knowledge between the membership (an ideal Task Force would be comprised of people with memory of the Association). A budget could be allocated to the Task Force to cover any travel costs and provide for secretarial support

to complete their report. Alternately, the Task Force could be formed to create guidelines/mandate for the assessment and be involved in the consultant selection process.

The Executive agrees that this is an important project to follow-up on and has set deadlines so that an informed decision can be made at the February 2004 Executive meeting. Christine Meutzner is confident that we could apply for sustainability grants to fund this project.

Action: Kathy Bossort will draft "Terms of Reference" for the proposed AABC assessment and Christine Meutzner will get quotes from consultants by the end of December. Erwin Wodarczak will summarize the pro/cons of striking a Task Force or hiring a Consultant and with information from Kathy and Christine, will circulate a document to the Executive, Regional Reps, and Committee Chairs for comment in early January.

3.6 2004/2005 AABC Budget Allocation

Erwin Wodarczak presented Karen Blimkie's 2004/2005 Grant Analysis report based on grant options submitted by the ANS and Education Committees. Using this report and other information provided by the committees, the Executive proposed the allocation of 2004/2005 grant funds as follows:

Institutions: \$36,334.50 (funds from CCA)

Education: \$21,150.00 (\$18,000.00 from CCA, \$3,150.00 from AABC reserves)*

ANS: \$43,766.10 (\$18,317.50 from CCA, \$25,448.60 from AABC reserves)*

Total amount of 2004/2005 funding from AABC reserves: \$28,598.60

*Note: These budget amounts reflect grant options submitted by both the Education and ANS Committees.

Christine Meutzner motioned to accept the proposed 2004/2005 budget/grant allocation. Seconded by Erwin Wodarczak. All in favour.

Action: Christine Meutzner will contact the Education and ANS committee regarding budget allocations and offer some recommendations discussed by the Executive that could potentially maximize committee budgets.

The Executive discussed a proposal to increase 2004/2005 membership rates in an incremental fashion. Siôn Romaine also proposed that the AABC website could be re-structured so that non-members have restricted access to sections, while members have full access (via password) to all areas of the website.

Action: Erwin Wodarczak will research current membership rates for different associations and come up with a proposal for presentation at the AGM.

4. President's Report

4.1 2004-2005 CCI Workshop Catalogue

Erwin Wodarczak reported that the AABC received a copy of the 2004-2005 CCI Workshop catalogue with the invitation for the AABC to host subsidized workshops. Siôn Romaine stated that Rosaleen Hill has also received a copy of this catalogue and didn't think that there were any appropriate preservation workshops at this time.

Action: Erwin Wodarczak will forward the 2004-2005 CCI Workshop Catalogue to Jane Turner for information and the opportunity to follow-up on any relevant education workshops.

4.2 BC Historical Federation Membership Renewal

Erwin Wodarczak reported that the AABC received its 2004 membership renewal form from the BC Historical Federation.

Action: Erwin Wodarczak will forward the membership renewal form to Jian Liu and Karen Blimkie for payment.

4.3 Land Conservancy -- Membership Package

Erwin Wodarczak reported that the AABC received a membership information package from the Land Conservancy.

Action: Christine Meutzner will review the membership information package and determine if it is relevant for the AABC to become a member.

4.4 2004 Heritage Society of BC Posters

Erwin Wodarczak reported that the AABC received 5 posters from the Heritage Society of BC for their 2004 Heritage Week titled "Defending Canada: Heritage of Canada's Military Places".

4.5 2003 Archives Week Proclamation

Erwin Wodarczak reported that the AABC received a Proclamation for Archives Week (2003) accompanied by a cover letter from George Abbott.

Action: On behalf of the AABC, Erwin Wodarczak will write a thank you letter to George Abbott. He will also look into ways of scanning the document and posting it on the AABC website.

4.6 BC Historical News Archives Column

Erwin Wodarczak reported that he has been approached by Sylvia Stopforth, Editor of the BC Historical News Archives Column, to submit an article on the current status of the BC Archival community to be included in the February 2004 issue.

Action: Erwin Wodarczak will write an article (based on his Presidential Report for the Winter newsletter) for submission in the upcoming February 2004 issue of the BC Historical Federation newsletter.

4.7 Recruiting plans for upcoming vacancies in Vice-President/President Executive positions

Erwin Wodarczak presented four recruitment options for upcoming President/Vice-President vacancies including:

- a) recruit positions as normal and get someone (with prior Executive experience) to serve as President for 1 year
- b) recruit positional as normal, Christine Meutzner moves into President and then resigns, the new executive has to find someone
- c) Erwin Wodarczak resigns from current Executive and Christine Meutzner moves into President, find someone to serve as new Vice President who would then move immediately into President
- d) recruit Vice President as normal, Erwin remains as President for a second year (however this is unconstitutional and Erwin can't serve as President for second year)

Erwin has talked to Heather Gordon, Chris Hives and Lynn Waller about these options and the Executive agrees with their opinion that the best choice is option A.

Action: Erwin Wodarczak will make some inquiries to potential Chairs and see if they are interested, or could recommend someone to serve as President for one year (2004/2005).

4.8 CCA Evaluation Advisory Committee Report

Erwin Wodarczak presented Heather Gordon's CCA Evaluation Advisory Committee report (see attached).

5 Treasurer's Report

Jian Liu presented the October 30, 2003 Financial Statements. She reported that there has been a revision to the Executive Committee expense account as Karen Blimkie mis-posted a \$200.00 charge. This has since been adjusted and is reflected in the October statement.

The Executive also inquired about different types of term deposits and rates that could be used in order to get the maximum interest for \$20,000.00.

Action: Jian Liu will ask Karen Blimkie what options are available for the best term deposit rate.

6. Committee and Program Reports

6.1 Education

Christine Meutzner reported that Jane Turner, on behalf of the Education Committee, has submitted budget reports (including different scenarios) to be considered during 2004 budget planning by the Executive.

6.2 Grants

Kathy Bossort reported that she has sent Institutional Members a letter regarding the availability of CCA Control of Holdings grant funds. This information has also been posted on the AABC website.

Kathy presented and asked for approval of the names on the Grant Adjudication Committee. The 2004 Committee will consist of Kathy Bossort, Siôn Romaine, Val Billesburger, Sylvia Stopforth, Chris Hives and Barb Towell.

Action: The Executive approved the names put forth by Kathy Bossort to serve on the 2004 Grant Adjudication Committee.

6.3 Membership

Lisa Beitel reported that the Membership Committee has completed the 2003/2004 Membership Directory and will be mailing it out in the next couple of days. Also included in the mailout were any last renewal receipts, and the newsletter for those members who receive it in hard copy.

Marnie Burnham has migrated the database to ACCESS 2000 (the issue was that Dovel Buie has been assisting Marnie and Jana and couldn't view the database if they needed her to, as she only has ACCESS 97).

The Membership Committee has received an application from the Union of BC Indian Chiefs Resource Centre for full institutional membership. Jana is in the process of circulating the application with the hope that the committee can meet in December to discuss and forward a recommendation to the January Executive meeting.

Yau Min did the AABC presentation to the MASers in October, alongside Jennifer Mohan for the ACA.

6.4 Conference

Christine Meutzner reported that as a result of the "Conference SOS" she put out on the list-serve, the Program Committee now has 6 members: Lisa Codd, Anthea Seles, Susan Hart, Lois Enns, and Deirdre Brocklehurst. They will be meeting with Francis Mansbridge to confirm details and get going on program planning. Capilano College has been booked as the conference venue.

6.5 Internet

Christine Meutzner reported that Heather Gordon, on behalf of the ANS Committee, has submitted budget reports (including different scenarios) to be considered during 2004 budget planning by the Executive. Bill Purver has also submitted his quarterly report.

6.6 Preservation

Siôn Romaine presented the Preservation Committee Report dated November 23, 2003 (see attached). Siôn reported that the Preservation Committee would like clarification regarding services that non-members can access (i.e. preservation services and all parts of the AABC website).

6.7 PAAL

Christine Meutzner stated that there is nothing new to report at this time from the PAAL Committee.

6.8 Newsletter Editorial Board

Christine Meutzner reported that the Fall 2003 newsletter is now available on the AABC website. Christine has contacted Leslie Field and he is not interested in serving as Newsletter Editor or Technical

Advisor. Christine will ask members of the Newsletter Editorial Board if they are interested in serving as Editor. Siôn Romaine has indicated that he might be interested in becoming the Newsletter Editor.

Action: Christine Meutzner will contact members of the Newsletter Editorial Board and see if they are interested in serving as either Newsletter Editor or Technical Advisor.

6.9 Regional Representatives

Siôn Romaine reported that Anthea Seles has agreed to be the Greater Vancouver Regional Rep.

6.10 Constitution and Bylaws

Lisa Beitel reported that Wendy Hunt will no longer be serving as Committee Chair for the Constitution and Bylaws Committee. Lisa has contacted Jennifer Mohan, Chair of Nominations and Election, and let her know that we will need to find a new chair for the 2004/2005 Constitutions & Bylaws Committee.

7. Other Business

7.1 Electronic approval of Executive Minutes

Siôn Romaine inquired if minutes from the Executive meeting could be approved electronically rather than delayed-approval at the next meeting. This change will expedite the time between the Executive meeting and posting the minutes to the web and provide our membership with timely information/decisions made by the Executive. It will also help to streamline the Executive meetings.

Action: Lisa Beitel will contact Bill Purver to see if there are any past precedents regarding this.

8. Adjournment

The next Executive meeting is tentatively scheduled for January 18 or 19, 2004. Final date and location will be confirmed in early January 2004. Erwin Wodarczak moved to adjourn the meeting. Christine Meutzner seconded. Motion carried. Meeting adjourned at 3:10 pm.

AABC Executive Committee Meeting Minutes: 18 January 2004

Executive of the Archives Association of British Columbia
Location: Gulf of Georgia Cannery -- Board Room -- Steveston, B.C.

Present:

Erwin Wodarczak, President

Christine Meutzner, Vice President

Lisa Beitel, Secretary

Jian Liu, Treasurer

Siôn Romaine, Individual Member-at-large

Kathy Bossort, Institutional Member-At-Large

1. Approval of Agenda: Approved

Erwin Wodarczak called the meeting to order at 3:15 pm.

2. Approval of Minutes of 1 December 2003 Meeting

Pending edits identified by Christine Meutzner, approved by Kathy Bossort, seconded by Christine Meutzner.

3. Business Arising

3.1 CCA Christmas Card

Lisa Beitel reported that the CCA sent a Christmas card to the AABC, care of Lara Wilson. Lara has forwarded the card to Lisa to be included with the Executive minutes.

3.2 Western Councils Joint Meeting

Lisa Beitel presented her report from the Western Councils Joint meeting that was held on December 8, 2003 in Edmonton (see attached). At this meeting she gave a presentation on the status of the AABC and participated in the development of a funding proposal that was sent to the CCA Board requesting federal government support for archives programs, training and grant opportunities. The outcome of this report is pending and Lisa will keep the Executive apprised of any developments.

As a positive way to build political support, the AABC has decided to follow other provincial associations that require grant recipients to write a letter of appreciation to their local MP and MLA when they first receive their grant funding and then a second follow-up letter at the completion of the grant.

Action: Kathy Bossort (Grants Committee Chair) will draft a letter on behalf of the Executive to local MLA and MP recognising 2004 AABC grant recipients. As part of the grant recipient information packages, Kathy will add that institutions are also required to write a letter to their local MP and MLA regarding their grant project.

3.3 Contractor/Task Force to Assess the AABC

Kathy Bossort presented a proposal outlining the purpose, activities and end results of a Task Force to assess the AABC. With some minor revisions, the Executive agreed that this document should be forwarded to the Regional Reps. and Committee Chairs for their comments. If there is support from this level, then the proposal will be posted to the AABC website with an advertisement for task force members and then further discussed in a round-table forum at the upcoming conference.

Action: Kathy Bossort will prepare a final version of the proposal and send it to the Executive. Erwin Wodarczak will then forward it to the Committee Chairs and Siôn Romaine will forward to the Regional Representatives for comment.

3.4 AABC Membership Fees

Erwin Wodarczak presented a list of proposed membership fee increases. Compared to other local professional associations, the AABC membership fees are less and a slight raise in fees will help meet rising costs that the AABC is incurring. With each new and renewed membership, members should be made aware as to the benefits of their AABC fees. The Executive agrees that this should be discussed in further detail with the entire membership and will be added to the AGM agenda.

Action: Erwin Wodarczak will prepare a report on the membership figures to be presented at the AGM. Lisa Beitel will contact the Membership Committee and see if they will prepare a document on membership benefits that can be included with the 2004 membership renewal forms.

3.5 Electronic Approval of Executive Minutes

Lisa Beitel reported that the practice of electronically approving Executive minutes in order to expedite their posting to the website is working okay. If there are any topics that an Executive member wishes to discuss in further detail (or in person), the approval of the minutes will be delayed until discussion at the next Executive meeting.

3.6 Land Conservancy -- Membership Package

Christine Meutzner reported that she has reviewed the membership package for the Land Conservancy and does not think that membership with this type of organization fits our mandate.

3.7 2003 Archives Week Proclamation

Erwin Wodarczak reported that the Archives Week Proclamation has been scanned and forwarded to Bob Edwards for inclusion in the on-line newsletter. On behalf of the AABC, Erwin also wrote a letter of thanks for Minister George Abbott.

3.8 BC Historical News Archives Column

Erwin Wodarczak reported that he is currently working on writing an article for the BC Historical News "Archives column" and will submit it by the January 31, 2004 deadline.

3.9 Executive Position Nominations For 2004/2005

Erwin Wodarczak reported that he is still working with Jennifer Mohan in order to find someone who would be willing to serve as AABC President for 2004-2005.

3.10 CCA Survey

Erwin Wodarczak reported that he completed and sent off a copy of the CCA survey on behalf of the AABC, noting that a final version of the survey would be forthcoming to the CCA after completion of three questions with Executive input. In order to answer the outstanding financial questions in part 1, it was decided to use this year's budget figures as a guideline.

Action: Erwin Wodarczak will complete the remaining financial questions and Kathy Bossort will look through the grant files to see if they are any other helpful financial figures. Once completed, Erwin will send off a revised version of the survey to the CCA.

3.11 AABC Fund Raising Report

Erwin Wodarczak presented a report prepared by Carrie Eirene Stevenson and Barb Towell entitled "Developing a Fundraising Program for the AABC". If the Task Force proposed earlier in the meeting (item 3.3) is eventually struck, this report will be forwarded to them for consideration.

Christine Meutzner moved for a vote of thanks for both their hard work and the report prepared by Carrie and Barb. Seconded by the Executive.

3.12 Committee Annual Report Deadline

Lisa Beitel reported that in preparation for the upcoming AGM, she will be contacting the Regional Reps and Committee Chairs requesting year-end reports by February 20, 2004. Lisa will be contacting the Conference Committee and as in years past, will try to co-ordinate the mailing of the AGM package with the conference registration package in early March.

4. President's Report

4.1 Darryl Evans, BC Freedom of Information and Privacy Association

Erwin Wodarczak reported that he sent a thank you letter to Darryl Evans of the BC Freedom of Information and Privacy Association for arranging the recent workshop and for providing a reduced registration rate for the AABC that Bob Stewart was able to take advantage of.

4.2 FOI Public Hearings

Erwin Wodarczak reported that he forwarded an invitation from the Victoria FOI Committee to the AABC list-serve about upcoming public hearings in Vancouver from January 20-22, 2004 regarding recent changes to the FOI Act.

Action: Erwin Wodarczak will contact Lara Wilson and Richard Dancy regarding the status of the Act and inquire if it is appropriate for the AABC to submit something during the public hearings.

4.3 CCA Program Review

Erwin Wodarczak reported that a Review Committee from the CCA will be contacting current and past members of the AABC Executive and a select number of AABC member institutions to discuss the CCA grant process. The results of these interviews will be included in the overall CCA review that is currently underway.

4.4 Canadian Historic Places Initiative Booklet

Erwin Wodarczak reported that the AABC mailbox received a booklet on Canada's Historic Places Initiative.

5 Treasurer's Report

Jian Liu presented the November 30, 2003 and December 31, 2003 Financial Statements and reported that all budgets from these statements are on schedule for the year.

5.1 Term Deposit Rates

Jian reported that \$20,000.00 has been put into a 1 year term deposit (cashable Dec. 2004) at an interest rate of 2.25%. The remaining AABC funds have been put into a 30-day cashable term deposit with 1% interest rate.

5.2 General Fund Draft Budget For 2004/2005

Jian presented a draft budget for the General Fund as prepared by Karen Blimkie. Jian explained that the draft budget is based on last year's budget with some minor changes. These changes include a reduced amount in revenue from "Workshop Fees" due to the decreased service level by AABC's Education Advisory Services program, a reduction in budget for each regional representative, and an addition of a budget item for Archives Week. Christine and Lisa also inquired into the Newsletter Production costs and how this amount (\$4,000) could be reduced if the newsletter went entirely electronic.

Action: Lisa Beitel will add discussion of newsletter costs/change to an electronic version of the newsletter to the upcoming AGM agenda.

5.3 Director's Insurance Policy 2004/2005 Renewal

Jian presented a report on the status of the Director's Insurance policy that is currently up for review (the expired 2003 policy has been extended to January 23, 2004 to cover this renewal period). Jian informed the committee that the current insurance carrier has twice indicated that AABC can not be offered the same policy as it had in the past two years because of changes to our financial standing due to provincial funding cuts and the spending of our revenue for the fiscal year 2003-2004. Instead, AABC has been offered a package that is more expensive but has limited insurance as compared to past years. Karen Blimkie and Jian are negotiating with our current Insurance Company in an attempt to have AABC covered under the same policy for the upcoming year. Jian explained that if the insurance carrier could change its decision to maintain the 2003 coverage for AABC for the upcoming year, that would be great. If not, Jian asked if the Executive wishes to shop around and get quotes from other insurance agencies.

Action: Jian Liu and Karen Blimkie will keep negotiating with our current Insurance Company to see if they will maintain the 2003 coverage for a minimal rate increase. Jian and Karen have been given Executive approval to contact other insurance companies to get rate quotes.

5.4 Travel Subsidy Funds

Jian reported that Karen Blimkie was inquiring about the division of the remaining Travel Subsidy funds to 2003 conference applicants who only received 75% reimbursement.

Action: Lisa Beitel will contact Jane Turner and Karen Blimkie and confirm that after all applications are processed from the Privacy workshop in January 2004 any remaining Travel Subsidy funds will be redistributed to conference applicants.

6. Committee and Program Reports

6.1 Education

Christine Meutzner presented two reports from Linda Wills: Education and Advisory Service December 2003 Report and Education and Advisory Service Quarterly Report: October - December 2003. See attached reports.

Christine also presented Jane Turner's recommendations for 2004/2005 Travel Subsidy Guidelines. Specifically, in order to fairly disburse the \$2,000 in funds (expected to be cut 40% from this year's amount of \$5,000) Jane proposed: 1. subsidies would only apply to full day workshops (not half day workshops); 2. members could only apply for a maximum of \$100 per workshop (used to reimburse for both accommodation or travel).

These guidelines would provide approximately 20 members with assistance. If approved, Jane would like to circulate these guidelines to members with the conference registration package so that members understand the changes before they make plans to attend the conference and/or workshops. The Executive agrees that these are fair guidelines for the division of Travel Subsidy funds.

Action: Christine Meutzner will inform Jane Turner that the Executive has approved of the proposed changes to the Travel Subsidy guidelines.

6.2 Grants

Kathy Bossort presented a report on the adjudication of the 2004-2005 Control of Holdings Financial Programme applications. Twelve institutions were recommended for funding and will be sent to the CCA for final adjudication. These institutions will be notified by letter shortly. See attached report.

Post adjudication (grants and all programs) there is \$418.72 left from the total amount of CCA funding. Kathy Bossort submitted a recommendation to allocate this money back to ANS Special Projects. Motion approved by Christine Meutzner and seconded by Kathy Bossort.

6.3 Membership

Lisa Beitel reported that Jana Buhlman and Marnie Burnham are concerned about the costs spent on the producing and mailing a hard-copy version of the 2004/2005 Membership Directory as they have since received emails regarding contact information changes and applications from new members who are now not included in the directory. They propose that the option of an electronic version of the directory be discussed at the upcoming AGM.

Action: Lisa Beitel will add this topic to the AGM agenda and talk to Bill Purver regarding the requirements for setting up an electronic membership directory on the AABC website.

6.4 Conference

Christine Meutzner reported the Conference Committee has placed a call for papers on the AABC website and are actively working on session and local arrangements planning. Erwin Wodarczak

reported that on behalf of the AABC, he has written a letter to Iona Campagnolo inviting her to attend the conference.

6.5 Internet

Christine Meutzner presented Bill Purver's report on AABC website statistics comparing April-December 2002 to 2003 that show website that website hits are up by 63,250. See attached report.

6.6 Preservation

Siôn Romaine reported that Rosaleen Hill has put forth a request to host a CCA workshop on Magnetic Media, with final confirmation and details to follow.

6.7 PAAL

Christine Meutzner stated that there is nothing to report at this time.

6.8 Newsletter Editorial Board

Christine Meutzner reported that she will be talking to members of the Newsletter Editorial Committee to see if anyone is interested in serving as Editor.

6.9 Regional Representatives

Siôn Romaine stated that there is nothing to report at this time.

6.10 Constitution and Bylaws

Lisa Beitel stated that there is nothing to report at this time.

7. Other Business

None at this time.

8. Adjournment

The next Executive meeting is scheduled for Sunday, February 15, 2:00 pm - 5:00 pm at the Gulf of Georgia Cannery Boardroom, Steveston.

Kathy Bossort moved to adjourn the meeting. Siôn Romaine seconded. Motion carried.

Meeting adjourned at 6:00 pm.

AABC Executive Committee Meeting Minutes: 15 February 2004

Executive of the Archives Association of British Columbia
Location: Gulf of Georgia Cannery -- Board Room -- Steveston, B.C.

Present:

Erwin Wodarczak, President
Christine Meutzner, Vice President
Lisa Beitel, Secretary
Jian Liu, Treasurer
Siôn Romaine, Individual Member-at-large

Absent:

Kathy Bossort, Institutional Member-At-Large

1. Approval of Agenda: Approved

Erwin Wodarczak called the meeting to order at 2:45 pm.

2. Approval of Minutes of 18 January 2004 Meeting

Pending comments from Kathy Bossort, approved by Erwin Wodarczak, seconded by Siôn Romaine.

3. Business Arising

3.1 Contractor/Task Force to Assess the AABC

Erwin Wodarczak reported that there was mixed feedback from the Committee Chairs and Regional Reps regarding the formation of a Task Force. A number commented on the feasibility of finding members to sit on the Task Force or felt that many of the proposed issues to be studied by the Task Force had already been identified through past joint meetings and last year's conference roundtable. Based on this feedback, the Executive has decided that the Task Force will not be formed. However, the Executive feels that some of the proposed Task Force goals could be transferred to the new Executive for action.

Lisa Beitel moved a vote of thanks to Kathy Bossort for preparing an outline and proposal for the Task Force. Seconded by Erwin Wodarczak.

3.2 Travel Subsidy Funds

Erwin Wodarczak reported that he has confirmed with Jane Turner that there is \$440.00 left in the 2003/2004 Travel Subsidy fund. This money will be split proportionately between the 2003 conference subsidy applicants who received a reduced refund.

3.3 AGM Package Mailout

Lisa Beitel reported that she has contacted all of the Committee Chairs and Regional Reps and requested that year-end reports be submitted to her by Friday, February 20. She is currently working on the AGM package and will be participating in a joint mailout with the Membership and Conference Committees on March 6, 2004 that will include the AGM package, conference registration package, and membership renewal forms.

Action: Lisa Beitel will circulate the AGM Agenda to the Executive for final approval once items are finalized.

3.4 Newsletter Format and Budget

Christine Meutzner proposed that the newsletter format be switched to electronic format as the mailing and printing of the hardcopy newsletter is a budget item that costs \$4000.00 per year. The Executive agrees that an electronic newsletter is the most cost efficient and proposes that it should be run for a trial period of 1 year (4 issues) and that the upcoming March 15, 2004 edition should include an insert letting the membership know about the trial period that will start with the next newsletter. Comments regarding the format change can be directed to the Newsletter Editor or the Executive, and at the end of the trial period, the format will be decided. Christine also proposed that the newsletter budget for 2004/2005 be reduced from \$4000.00 to \$500.00 to cover any administrative expenses of the Newsletter Committee.

Action: Christine Meutzner will contact Bob Edwards and will ask him to include an insert regarding the electronic format trial period in the March 2004 newsletter.

3.5 Contractor's Agreements

Erwin Wodarczak reported that he, together with programme committee chairs, has been working on the renewal of the AABC's contractors' agreements. Karen Blimkie has been sent a new contract for her signature, while new contracts with Linda Wills, Bill Purver and Rosaleen Hill are still to be finalized.

3.6 Executive position nominations for 2004/2005

Erwin Wodarczak reported that he is still working with Jennifer Mohan in order to find replacements for the outgoing Executive members.

3.7 CCA Update from Lara Wilson

Lisa Beitel presented a CCA update from Lara Wilson. At this time the CCA is still working on tabulating the Archives survey and the CCA Board has received and is reviewing the "What the West Wants" report. Lara will be travelling to Ottawa in March to participate in the adjudication of the CCA grants. In light of the recent Auditor General's report concerning the status of Canadian archives, museums and heritage sites, Lara recommends that the AABC write a letter supporting the ACA and CCA responses to the Minister of Heritage and Prime Minister.

Action: Erwin Wodarczak will draft a letter from the AABC supporting ACA and CCA responses and after Executive approval, will send it to the Minister of Heritage and the Prime Minister.

4. President's Report

4.1 Canadian Heritage Grant Adjudication Guidelines

Erwin Wodarczak reported that he received a copy of the 20 points used by Canadian Heritage to adjudicate the 2004 grants. The criteria is based an expansion of the CAIN guidelines with more emphasis on marketing and sustainability.

4.2 CCA Survey - Executive Interview

Erwin Wodarczak reported that the CCA contacted past president Heather Gordon to discuss AABC funding and program history. Heather deferred the interviewer to Erwin Wodarczak as the current president to answer financial questions but Erwin was never contacted by the CCA.

4.3 Heritage Week Posters

Erwin Wodarczak reported that the Heritage Week posters sent to the AABC were successfully distributed to AABC members through a first-come-first serve basis via the list-serve.

4.4 Conference Invite to Lt. Governor

Erwin Wodarczak reported that he received a letter from the Lt. Governor's office declining attendance at the upcoming AABC conference in April due to scheduling. Christine Meutzner has informed the Conference Committee of her response.

4.5 BC Historical Federation Conference

Erwin Wodarczak reported that the AABC has received a conference registration package and workshop information for the upcoming BC Historical Federation conference that will be held in Nanaimo in May. The Conference Committee has asked Erwin to forward this information to the AABC membership.

Action: Erwin Wodarczak will post a message regarding the conference to the AABC list-serve and include appropriate links to the BC Historical Federation conference website.

5 Treasurer's Report

Jian Liu reported that Karen Blimkie is currently working on the January 2004 financial statements and they will be sent out to the Executive electronically on February 20.

Jian and Karen have negotiated renewal of the Director's Insurance Policy so that the AABC has comprehensive coverage for one year at a cost of \$1800.00. This policy will expire on January 12, 2005 and at that time the Executive will have to decide to stay with the same company or to shop around and find a new insurance company.

Jian has contacted all of the Regional Reps and has confirmed that none of them have any reimbursements to send in for the 2003/2004 committee year (the budget allows for \$100 per Representative).

Action: Jian Liu will prepare a final budget for Executive approval and present it at the next Executive meeting.

6. Committee and Program Reports

6.1 Education

Christine Meutzner stated that there is nothing to report at this time.

6.2 Grants

Lisa Beitel reported that the Grants Committee sent out letters to the CCA grant applicants informing them of their adjudication results. Kathy Bossort has sent off the successful applications to the CCA in Ottawa for final adjudication in March.

6.3 Membership

Lisa Beitel reported that the Membership Committee is preparing membership renewal forms for the upcoming joint mailout on March 6.

Lisa contacted Bill Purver regarding the possibility of setting up an electronic Membership Directory that would be available on the AABC website. Bill has identified a number of issues and costs that would have to be considered including new server software; new hardware; security/firewall concerns; and finding/hiring someone to maintain the directory electronically and handle password maintenance. With these concerns identified, the Executive feels that it is not a sound decision to go ahead with setting up an electronic membership directory on the website at this time.

6.4 Conference

Christine Meutzner reported that conference planning is coming along smoothly and has assisted Francis Mansbridge with some questions regarding the banquet. The Executive has confirmed that there are no planned special presentations at the banquet dinner this year.

Christine has confirmed that Barb Towell will present the fundraising report prepared by herself and Carrie Stevenson at the Roundtable scheduled for April 24.

Christine presented the 2004 Conference Budget as prepared by the Conference Committee. They have requested a slight increase in conference registration fees - \$5 for all categories (based on last year's price) and a \$25 increase in the 2 day non-member fee. Christine Meutzner moved to accept the proposed budget as presented, seconded by Lisa Beitel.

Action: Christine Meutzner will let the Conference Committee know that their budget and fee increase has been approved and that Barb Towell will be making a presentation on the Fund Raising report during the Roundtable session at the conference.

6.5 Internet

Christine Meutzner stated that there is nothing to report at this time.

6.6 Preservation

Siôn Romaine reported that Dorothy Lawson and Rosaleen Hill are working on the Preservation Committee year-end report. Rosaleen will be attending the CCA Preservation meeting in Ottawa at the end of February and asked the Executive to forward her any ideas for preservation research as this will be discussed at the meeting.

6.7 PAAL

Christine Meutzner stated that there is nothing to report at this time.

6.8 Newsletter Editorial Board

Christine Meutzner reported that she has talked to members of the Newsletter Editorial Committee and there is no one interested in serving as Newsletter Editor. Siôn Romaine has agreed to take on the role of Newsletter Editor for one year and will be talking to Bob Edwards, Chris Hives and Bill Purver regarding past and present newsletter procedure and the possibility of moving towards a pdf version.

Erwin Wodarczak moved a vote of thanks to Siôn Romaine for taking on the role of Newsletter Editor. Seconded by Jian Liu.

6.9 Regional Representatives

Siôn Romaine stated that there is nothing to report at this time.

6.10 Constitution and Bylaws

Lisa Beitel stated that there is nothing to report at this time.

7. Other Business

None at this time.

8. Adjournment

The next Executive meeting is scheduled for Sunday, April 18, 1:00pm - 4:00pm at the Gulf of Georgia Cannery Boardroom, Steveston.

Siôn Romaine moved to adjourn the meeting. Erwin Wodarczak seconded. Motion carried.

Meeting adjourned at 4:45 pm.

AABC Executive Committee Meeting Minutes: 18 April 2004

Executive of the Archives Association of British Columbia
Location: Gulf of Georgia Cannery -- Board Room -- Steveston, B.C.

Present:

Erwin Wodarczak, President
Christine Meutzner, Vice President
Lisa Beitel, Secretary
Kathy Bossort, Institutional Member-At-Large

Absent:

Jian Liu, Treasurer
Siôn Romaine, Individual Member-at-large

1. Approval of Agenda: Approved

Erwin Wodarczak called the meeting to order at 1:10 pm.

2. Approval of Minutes of 15 February 2004 Meeting

Approved by Erwin Wodarczak, seconded by Christine Meutzner.

3. Business Arising

3.1 AGM Schedule

Lisa Beitel presented the schedule for the upcoming AGM and the Executive reviewed their responsibilities for the meeting. Christine Meutzner will make sure that the meeting stays on schedule between 1:30pm - 3:30pm.

3.2 Bury Media - Request for Membership Information

Lisa Beitel reported that after consultation with the Executive, Jana Buhlmann (Membership Chair) responded to Bury Media that it is not a policy of the AABC to provide the contact information of its members for the purpose of solicitation, and that our membership has not provided consent for the use of their contact information for purposes outside those of the Association. The Executive agreed that if there are further requests for member information, the party will be forwarded to institutional contact information that is available via BCAUL.

3.3 Fundraising Report

Erwin Wodarczak reported that he will be presenting the Fundraising Report prepared by Carrie Eirene Stevenson and Barb Towell at the AGM. Erwin will provide a sign-up list so that interested people can receive an electronic copy of the full report.

The Executive also agreed that unsolicited reports sent to the Executive should be sent to the relevant AABC Committee/Committee Chair for comment and committee approval before formal submission to the Executive.

4. President's Report

4.1 AABC Contractor's Agreements

Erwin Wodarczak reported that contracts have been renewed for 2004-2005 with Karen Blimkie, Linda Wills, Bill Purver and Rosaleen Hill.

4.2 CCA Review

Erwin Wodarczak reported that the AABC was chosen as a case-study for the on-going CCA review. Erwin completed a detailed electronic questionnaire sent by Arthur Rabinovitch, but found that it was difficult to answer some of the questions because the survey had been designed for archival institutions not a provincial association. In his response, Erwin expressed appreciation for CAIN funding, the impact of funding to the AABC, and how the change in CAIN funding criteria effected BC applications.

4.3 AABC Support for Auditor General's Report

Erwin Wodarczak reported that on behalf of the AABC he drafted a letter supporting the CCA's response to the recent report by the Auditor General. After review by the Executive, the letter was sent to the to the Minister of Heritage and cc'd to Paul Martin and Fred Farrell at the CCA.

4.4 CCA Grant Status

Erwin Wodarczak reported that he received an email from Ottawa regarding the successful adjudication of the 2004/2005 BC submissions for CCA grant funding. Erwin has since informed the applicants and noted that the CCA will be contacting some institutions for further clarification regarding their applications.

4.5 Invitation to attend ACA Roundtable

Erwin Wodarczak reported that the AABC Executive has received an invitation to attend a roundtable on archival advocacy that is going to be held at the upcoming ACA conference in Montreal. At this time no one from the Executive will be attending the ACA conference.

4.6 Canadian Customs and Revenue Agency "Roadshow"

Erwin Wodarczak reported that the AABC mailbox received an information package for the upcoming Canadian Customs and Revenue Agency "Roadshow" that will be having sessions on Registered Charities.

Action: Erwin Wodarczak will forward information about the "Roadshow" to Karen Blimkie.

4.7 AABC Program Year End Reports

Erwin Wodarczak reported that he has received a copy of the 2003/2004 Network Services Final Report as prepared by Heather Gordon and Bill Purver for submission to the CCA. Erwin has contacted Jane Turner and Dorothy Lawson for their program year-end reports that will be submitted to the CCA by the end of April.

4.8 Direct Access & Gaming Funds

Erwin Wodarczak reported that he and Jian Liu received an email from Karen Blimkie regarding a 2004 application for gaming funds. Karen has reviewed the application guidelines and feels that an application this year would be unsuccessful because our reserves are too high.

4.9 Membership Fee Increase Proposal Report

Erwin Wodarczak presented a proposal for increasing 2005/2006 membership fees (see attached). His report outlined two proposals 1) an across the board fee increase for all membership categories and 2) a proportional increase of fees based on member income. The Executive supports the first proposal and Erwin will prepare a final proposal document that will be included in the conference packages.

Action: Erwin will present the proposal for consideration at the upcoming AGM.

5 Treasurer's Report

On behalf of Jian Liu, Lisa Beitel presented the January 31, 2004 and February 29, 2004 financial statements (see attached).

Lisa Beitel presented the final version of the 2004-2005 General Budget for approval by the Executive (see attached). Christine Meutzner moved to accept the budget (with revisions noted as of March 24, 2004). Seconded by Erwin Wodarczak.

6. Committee and Program Reports

6.1 Education

Christine Meutzner presented the Education and Advisory Service Year End Report April 2003-March 2004 prepared by Linda Wills (see attached).

Christine reported that she has informed Jane Turner that her recommendation to increase the fee of the on-line distance education course was approved by the Executive.

Christine reported that Linda Wills will be leading a workshop on Archives at the upcoming BC Historical Federation conference. The BCHF conference committee is concerned that they might lose conference attendees because Val Hughes has scheduled Linda to lead an AABC workshop the following day. The BCHF has asked if handouts from the AABC workshop will be made available to BCHF conference attendees. The Executive agrees that this is appropriate for this one-time request and will make sure that an AABC copyright notice is added to the bottom of the handouts.

Action: Christine Meutzner will write a letter to Val and Linda reminding them that the AABC tries to work with other organizations in regards to scheduling workshops and other events. Christine will ask Linda Wills to forward copies of the AABC workshop handout so that they can be made available at the BCHF conference.

6.2 Grants

Kathy Bossort reported that the status of the CCA grants has been now been adjudicated (see comments in President's Report).

6.3 Membership

Lisa Beitel presented the Membership Committee report prepared by Jana Buhlmann (see attached). The Executive discussed the recommendations put forth by the Membership Committee regarding the applications for Institutional Membership. The Union of BC Indian Chiefs Resource Centre (UBCIC) has been approved for Institutional Membership and the Membership Cmt. has suggested that they work with the Education Archivist to develop an appraisal and processing plan. The submission by the Anglican Synod of the Diocese of BC Archives was not complete and thus not approved for membership at this time. Linda Wills will be working with them to revise their application for future re-submission.

6.4 Conference

Christine Meutzner reported that the Local Arrangements Committee and the Program Committee are busy completing final details for next week's conference.

6.5 Internet

Christine Meutzner presented the Fourth Quarter Report (January 2004-March 2004) for the Archival Network Service Program as prepared by Bill Purver (see attached).

6.6 Preservation

Siôn Romaine, executive liaison for the Preservation Committee, not being present, Erwin Wodarczak noted that there was nothing to report at this time.

6.7 PAAL

Christine Meutzner stated that there is nothing to report at this time.

6.8 Newsletter Editorial Board

Erwin Wodarczak reported that Leslie Field has agreed to continue as Technical Editor. The Newsletter will be published in electronic form only for a one-year trial period. Leslie will do the HTML coding while Siôn Romaine will convert the newsletter to PDF for the website.

6.9 Regional Representatives

Erwin Wodarczak reported that he has received a letter from Sister Margaret Cantwell resigning as Regional Representative for the South Vancouver Island Region. Erwin will inform Siôn Romaine of the open vacancy.

6.10 Constitution and Bylaws

Lisa Beitel stated that there is nothing to report at this time.

6.11 Nominations

Erwin Wodarczak reported that he has been working with Jennifer Mohan to secure nominations for the following outstanding positions: President, Vice-President, Secretary and PAAL Chair. Interested candidates have been found for Institutional Member At Large and Chair of the Constitutions & Bylaws Committee.

7. Other Business

None at this time.

8. Adjournment

The in-coming Executive will schedule the next Executive meeting after the AGM.

Erwin Wodarczak moved to adjourn the meeting. Christine Meutzner seconded. Motion carried.

Meeting adjourned at 3:40 pm.