

AABC Executive Committee minutes –May 2004 to April 2005

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AABC Executive Committee Meeting Minutes: 15 May 2004

Executive of the Archives Association of British Columbia

Location: University of Victoria Archives -- McPherson Library -- Victoria, B.C.

Present:

Anthea Seles, Vice President

Linda Nobrega, Secretary

Krisztina Laszlo, Institutional Member-At-Large

Siôn Romaine, Individual Member-at-large

Regrets:

Christine Meutzner, President

Jian Liu, Treasurer

Guest:

Lara Wilson

1. Approval of Agenda: Approved

Anthea Seles called the meeting to order at 1:05 pm.

2. Approval of Minutes of 18 April 2004 Meeting

Approved by Anthea Seles, seconded by Krisztina Laszlo.

3. Business Arising

3.1 Current State of the CCA -- Lara Wilson

Lara Wilson, CCA Board member, provided the new Executive with a short report on matters relating to Canadian Council of Archives activities.

Lara reported that Library and Archives Canada's (LAC) evaluation reports on the CCA's grant funding for regular programs and Archives Canada (CAIN) will likely be released soon on the LAC website. These evaluation reports were prepared by LAC in response to the government-wide review of grants and contribution authorities, the renewal of which must take place before March 31, 2005 in accordance with the Treasury Board Policy on Transfer Payments. The CCA is hopeful that, with the support of the Canadian archival community and LAC, these granting authorities will be renewed. The CCA will keep

the AABC up to date on any developments, and may call on the AABC and our allies in the research communities to support our case for renewal.

Lara reported that the results from the CCA's 2003/04 survey of councils and institutions will be available shortly on the CCA website.

Lara also briefly reviewed AABC's services (Network, Education, Preservation) and the role of the CCA funding streams.

The CCA will be holding its summer Board meeting, 28-30 June in Charlottetown, PEI. If members of the archival community have questions or issues they would like the Board to address, please contact the Secretariat or any Board member with your concerns.

3.2 Fundraising White Paper

There was some discussion regarding the White Paper, "Developing a Fundraising Program for the AABC", and the potential feasibility of implementing these recommendations. Anthea Seles, Vice-President, noted that the committee structure did not include a member of the executive. Overall the report was commended for highlighting the fact that the AABC cannot rely on CCA funding as a means of supporting mission critical activities.

The Vice-President recommended that the executive examine the White Paper at length in order to determine the best course of action for the AABC and present potential avenues to its membership.

4. President's Report

Nothing to report at this time.

5 Treasurer's Report

On behalf of Jian Liu, Linda Nobrega presented the reports for the month ending March 31, 2004 (see attached).

The reports presented:

1. Statement of Revenue and Expenses (Unaudited) for the month ending March 31, 2004.
2. Statement of Revenue and Expenses by Fund (Unaudited): General Fund - for the period ending March 31, 2004.
3. Statement of Revenue and Expenses by Fund (Unaudited): Archival Network Service - for the period ending March 2004.
4. Statement of Revenue and Expenses by Fund (Unaudited): B.C. Archival Preservation Services - for the period ending March 31, 2004.
5. Statement of Revenue and Expenses by Fund (Unaudited): Education & Advisory Service - for the period ending March 31, 2004.
6. Archives Association of British Columbia. Balance Sheet - as at March 31, 2004 (Unaudited)

Linda Nobrega moved to accept the budget. Seconded by Siôn Romaine. Moved.

6. Committee and Program Reports

6.1 Education

6.2 Grants

Krisztina Laszlo stated that there is nothing to report at this time.

6.3 Membership

6.4 Conference

6.5 Internet

6.6 Preservation

Siôn Romaine reported that clarification should be made on the AABC website stating that only members of the AABC may access services provided by the preservation contractor, Rosaleen Hill.

6.7 PAAL

6.8 Newsletter Editorial Board

6.9 Regional Representatives

6.10 Constitution and Bylaws

6.11 Nominations

Due to the late call of the Executive Meeting many of the committees were not contacted. Executive sends an apology.

7. Other Business

7.1 The Executive encouraged Jennifer Mohan to continue campaigning for a President.

7.2 On behalf of Jennifer Mohan, Anthea Seles submitted for consideration a draft letter to be sent to the Minister and Premier in regards to the amendment of the Vital Statistics Act. Executive moved that the letter be sent out on the AABC listserv to encourage members to lobby the minister concerning the amendments to the Vital Statistics Act. Moved by Krisztina Laszlo, seconded by Siôn Romaine.

Action: Anthea Seles will complete the first paragraph pertaining to the AABC and forward the letter to the listserv.

8. Adjournment

Next meeting is tentatively scheduled for 25 July 2004.

Siôn Romaine moved to adjourn the meeting. Krisztina Laszlo seconded. Motion carried.

Meeting adjourned at 2:05 pm.

AABC Executive Committee Meeting Minutes: 7 July 2004

Executive of the Archives Association of British Columbia

Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

Present:

Anthea Seles, Vice President

Linda Nobrega, Secretary

Jian Liu, Treasurer

Regrets:

Christine Meutzner, President

Krisztina Laszlo, Institutional Member-At-Large

Siôn Romaine, Individual Member-at-large

Guest:

Karen Blimkie

1. Approval of Agenda: Approved

Anthea Seles called the meeting to order at 6:35 pm.

2. Approval of Minutes of 15 May 2004 Meeting

Minutes were approved over e-mail exchanges, June 15, 2004.

3. Business Arising

3.1 Karen Blimkie report on Finances

Karen Blimkie presented a financial report to the Executive. A Financial Overview Report was provided and attached to the minutes.

Karen presented the Statements of Revenue and Expenses for the period ending May 31, 2004 (see attached).

3.2 Ad Hoc Committees

Ad Hoc Committees are established on a yearly basis and are reconstituted after the AGM. Be it resolved the continuation of the Ad Hoc Committees and the reappointment of the Chairs except for the

AABC CAIN Coordinator who is no longer available and the current vacancy of PAAL (Public Awareness and Archival Legislation).

Anthea Seles moved to approve. Jian Liu seconded. Passed.

Jennifer Mohan is to be notified that there are two vacant chair positions: the Public Awareness and Archival Legislation Committee and the AABC CAIN Coordinator position.

3.3 Roundtable

There was a proposed Roundtable for July/August concerning CAIN, CCA funding, federal government reports and the AABC fundraising white paper. Given the financial report provided by Karen Blimkie and the fact that a roundtable took place last year at the AGM (April 26, 2003) - The Executive agreed to strike the issue of the roundtable.

Action: Linda Nobrega will notify the Executive, Chairs and Regional Representatives about the cancellation of the roundtable.

3.4 AABC's Opinion on the LAC Review

Manitoba's archival association had issued a statement in support of the CCA and the CCA's response to LAC's Evaluation of the Grants and Contributions Program. In line with Manitoba's statement, Be it resolved that the AABC extend their support to the CCA and its endeavours. Linda Nobrega moved to approve, Jian Liu seconded. Passed.

Action: Anthea Seles will post the statement, on behalf of the AABC, onto ARCAN-L.

4. President's Report

Nothing to report at this time.

5 Treasurer's Report

Signing authority for the AABC. Currently that authority is with Erwin Wodarczak and Jian Liu. Anthea Seles needs to speak to Erwin to relinquish and pass signing authority to her.

As Karen had presented the Statements of Revenue and Expenses there is nothing further to report at this time.

6. Committee and Program Reports

6.1 Education

6.2 Grants

6.3 Membership

6.4 Conference

6.5 Internet

6.6 Preservation

6.7 PAAL

6.8 Newsletter Editorial Board

6.9 Regional Representatives

6.10 Constitution and Bylaws

6.11 Nominations

7. Other Business

7.1 Archives Week

It had been suggested by Valerie Billesberger, Fraser Valley Regional Rep., that the PAAL Committee solicit the membership for ideas on a theme for Archives Week. This should be done via the website and/or the regions and the committee announce the theme at the AGM in order to extend the planning time frame. This will give members more opportunity to seek resources for staging events to celebrate Archives Week and potentially increase the number of institutions who participate on a province-wide basis. In addition, the Archives Week poster should be created as a pdf file and available via the AABC website. The Executive agreed to the suggestions.

The PAAL Committee does not currently have a Chair. If a Chair is not appointed in the next month the Executive will address the organization of this year's Archives Week (November).

7.2 Executive Advisory Committee

Due to the absence of a president a committee shall be established to assist the current Vice President/Acting President and the new Executive for the current year. Be it resolved that the AABC Executive establish the Executive Advisory Committee and appoint Chris Hives, Jennifer Mohan and Lara Wilson as members of the committee. Linda Nobrega moved, Jian Liu seconded. Passed.

7.3 Network Services/Internet Committee

Heather Gordon shall be invited to the next Executive Meeting in order to discuss the program/fund of the network services and the funding concerns.

Action: Anthea Seles shall e-mail Heather Gordon.

8. Adjournment

Next meeting date to be determined at a later time.

Anthea Seles moved to adjourn the meeting. Jian Liu seconded. Motion carried.

Meeting adjourned at 8:05 pm.

AABC Executive Committee Meeting Minutes: 3 October 2004

Executive of the Archives Association of British Columbia

Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

Present:

Anthea Seles, Vice President

Linda Nobrega, Secretary

Krisztina Laszlo, Institutional Member-At-Large

Regrets:

Christine Meutzner, President

Jian Liu, Treasurer

Siôn Romaine, Individual Member-at-large

1. Approval of Agenda: Approved

Anthea Seles called the meeting to order at 10:30 am.

2. Approval of Minutes of 7 July 2004 Meeting

Minutes were approved in e-mail exchanges, Sept. 9, 2004. Shortly after were made available on the AABC website.

3. Business Arising

3.1 Expenditures for servers.

AABC capital expenditures - Replacement of AABC Servers. Heather Gordon made a request for funding to purchase, install and configure two new servers for the housing and delivery of the AABC's web-based resources. (see attached the request from the AABC Internet Committee and the quote from Cine Image). Executive members sought consultation from the Executive Advisory Committee on Oct. 1, 2004. All were in agreement that the expenditure was necessary to maintain proper functioning of the BCAIN network.

Be it resolved that the AABC Executive approve the expenditure of \$7,550 to replace the necessary equipment and insure the proper function of the BCAIN network.

Anthea Seles moved to approve. Krisztina Laszlo seconded. Passed.

3.2 LAC Consultation.

The three Executive members present had attended the LAC Consultation. A summary of the proceedings will be made available on the AABC website. The consultation took place at the Archdiocese of Vancouver on October 1, 2004 from 10am to 3:30pm. The consultation was informative and many concerns were voiced and presented to Marianne McLean (LAC representative).

3.3 AABC Conference 2005

Lisa Codd and members of the Fraser Valley Region had expressed an interest in organizing the AABC 2005 Conference. A request for additional offers was made on the AABC website and on the AABC listserv. No other expressions of interest were received.

Be it resolved that the AABC Executive accept Lisa Codd's proposal to hold the 2005 Conference in Langley.

Linda Nobrega moved to approve. Krisztina Laszlo seconded. Passed.

3.4 Archives Week

In an email exchange, early September 2004, Linda Nobrega proposed the motion that an Ad Hoc Committee be established to organize Archives Week. This motion was passed by the Executive soon after. We accepted Val Billesberger's offer of assistance in the committee. Further the theme of Archives Week, as proposed by Val and the Fraser Valley Region, was declared as "Women's Community Groups". In late September Val Billesberger was appointed as chair of the Ad Hoc Committee.

4. President's Report

Current President Christine Meutzner has notified the Executive that she will be submitting her resignation to the Membership Committee.

5. Vice-President's Report

Anthea Seles reported that she consulted with the Executive Advisory Committee regarding the funding for Network Services/Internet Committee and the server expenditures request. The Advisory Committee noted that BCAUL is the cradle of networks across Canada and CAIN (Archives Canada). The reserve set aside by the 2003-2004 Executive, where necessary, will be used to sustain the operations of the AABC.

6 Treasurer's Report

July and August financial statements are available.

Jian Liu submitted, for informational purposes, a statement that provides the amount of the reserve on March 31, 2004, the projected reserve as of March 31, 2005 and the reserve that will be available for use in 2005/2006.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Linda Nobrega reported that Melanie Hardbattle had nothing to report.

7.2 Education

7.3 Grants

Krisztina Laszlo reported there will be no grant adjudication this year until LAC submits their report to the Treasury Board and a decision is made about whether there will be funding and what form it will take.

7.4 Membership

Jana Buhmann submitted a report to Linda Nobrega (see attached report).

Jana reported that the committee held two meetings in September.

Independent meeting on September 8th.

Joint meeting with the Education Committee on September 27th.

1. Met to develop a work plan for the rest of year. Identified primary goal as the completion of the membership fee study as tasked at the last AGM. A three pronged approach to the study was decided: a survey of the fee structures of other provincial/territorial associations, a report from the membership database, and liaising with regional representative to gather information. Requested that the Executive consider the survey generally and to provide any further guidance or feedback. The committee asked about the role of fees as institutional revenue - how significant is this role and how are they used?

The Executive commended the work of the Membership Committee and had no feedback. The question pertaining to the role of fees is best addressed by Jian Liu, the treasurer, who was not present.

Following the meeting Jian Liu informed the executive that Institutional memberships account for about 50% of all membership revenue. The fees are used, along with all other General Fund revenues, to finance our General Fund expenditures. This includes committee expenses, newsletter, membership directory, student awards etc etc.

The Committee reported that they aim to have the membership directory available by the end of October. On October 12th an AABC membership presentation will be made by Marie-Helene Robitaille to first year UBC MAS students. Several suggestions were made in the attached report.

Be it resolved that the AABC Executive approve the Membership Committee's proposal to provide free membership to second year MAS students. This is due to the low number of registrations received from the second year students.

Anthea Seles moved. Linda Nobrega seconded. Passed.

The suggestion of requiring a student member in each committee has been discussed and the Executive feels that they should be encouraged but not required.

2. At the join committee meeting the current use of the Self-Study Guide for Institutional Membership was discussed. Several improvements were suggested in the report.

Be it resolved that the AABC reconvene the Institutional Standards Committee as proposed from the Membership Committee and the Education Committee. The Committee shall reconvene next year in order to create assessment criteria for the Self-Study Guide for Institutional Membership.

Krisztina Laszlo moved. Anthea Seles seconded. Passed.

The AABC Executive recommended that the Institutional Member-at-Large, Krisztina Laszlo, be a member of the aforementioned committee.

7.5 Nominations and Elections

7.6 BC Archival Preservation Service

7.7 Conference

7.8 Internet

7.9 Newsletter Editorial Board

7.10 Regional Representatives

8. Other Business

There is no other business at this time.

9. Adjournment

Next meeting date has been tentatively set for Saturday November 6, 2004. Anthea Seles moved to adjourn the meeting. Krisztina Laszlo seconded. Motion carried.

Meeting adjourned at 12:15 pm.

AABC Executive Committee Meeting Minutes: 20 November 2004

Executive of the Archives Association of British Columbia

Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

Present:

Anthea Seles, Vice President (Acting President)

Linda Nobrega, Secretary

Krisztina Laszlo, Institutional Member-At-Large

Regrets:

Jian Liu, Treasurer

Siôn Romaine, Individual Member-at-large

1. Approval of Agenda: Approved

Anthea Seles called the meeting to order at 10:30 am.

2. Approval of Minutes of 3 October 2004 Meeting

Approved by Anthea Seles, seconded by Krisztina Laszlo. Passed.

3. Business Arising

3.1 Archives Week

Archives Week is currently taking place and the material is available on the website. The Executive commends the work of Val Billesberger, the Fraser Valley Regional Group and Bill Purver.

3.2 Resignation from Individual Member-at-Large

Siôn Romaine submitted his resignation as the executive Individual Member-at-Large and as editor of the AABC Newsletter. (see attached) Jennifer Mohan reported that Marnie Burnham has offered to take up the position as editor of the AABC newsletter for the next issue. Jennifer reported that she is seeking an Individual Member-at-Large.

The Executive would like to thank Siôn for all his hard work.

4. President's Report

The executive position of President is currently vacant. Anthea Seles, Vice-President, is acting president for the remainder of the term.

5. Vice-President's Report

Anthea Seles reported that Jennifer Mohan and another individual are preparing to approach the BC Land Commission to obtain possible funding.

Anthea reported that she is in contact with Lara Wilson about the new Land Registry (formerly the Titles Office). There is a concern about access and preservation/conservation. The suggestion of hiring an archivist has been made to the Ministry without success.

6 Treasurer's Report

Linda Nobrega presented Jian Liu's report (see attached).

- *Jian reported that financial statements were sent out and if there are any questions feel free to email her.*
- *Need a decision regarding continuing with the two annual awards to UBC MAS students.*

The Executive felt that there are few grants available to the students. As a representative of the archival community the contribution should be maintained by the AABC. Questions were raised about the criteria in selecting the recipient. Anthea Seles will inquire about the adjudication of the awards.

Be it resolved that the AABC Executive continue to support the two awards: the Archives Association of BC Prize (\$150) and the Willard Ireland Prize (\$200).

Linda Nobrega moved to approve, seconded by Krisztina Laszlo. Passed.

- *Need a decision on renewal of the contractor agreements. It was recommended that we do not renew contractor agreements until funding is officially confirmed in writing. If delayed, President must inform contractors.*

This issued is tabled until further information is supplied from Jian Liu.

7. Committee and Program Reports

7.1 Constitution and Bylaws

Linda Nobrega reported that Melanie Hardbattle had nothing to report.

7.2 Education

Jane Turner reported to Anthea Seles that there are no more workshops planned for this year.

7.3 Grants

Krisztina Laszlo had nothing to report.

7.4 Membership

Linda Nobrega presented Jan Buhlmann's report.

- *Jana reported that the 2004-2005 Membership Directory had been mailed out and gives a huge thanks to Marnie Burnham for all her work.*
- *A larger number of new members from first year MAS students this year*
- *The committee continues on their investigation of membership fees. Yau Min will shortly present her exploration of library, museum and archives associations in Canada to the membership committee.*
- *In regards to reconvening the institutional standards committee - the suggestion is made to reconvene in the 2005-2006 term due the number of projects (the fee study, review of applications) currently at hand.*
- *Jana inquired of the executive on any thoughts regarding increasing/not increasing membership fees as per the AGM discussion.*

The Executive suggested the membership committee explore the option of increasing membership fees based on the favorable discussion that was held at the AGM with the majority of the membership. Many people, at the AGM, felt that they would be willing to pay more for the services they received as

members. However based on the financial neediness of many archival institutions in BC it is recommended by the Executive that the membership fees be scaled to accommodate those archives.

The Executive is in favour of increasing the fees in order to maintain the current level of services.

7.5 Nominations and Elections

Jennifer Mohan had nothing further to report than what is stated under 3.2.

7.6 BC Archival Preservation Service

7.7 Conference

7.8 Internet

- *Jian Liu reported that the two new servers have been purchased. Installation will occur soon. Need to decide on whether the internet committee will find a new host for its new servers in light of the on-going annual rack-conversion costs.*

Heather Gordon reported that the new servers were purchased for \$600 less than was quoted. SFU requested that servers be rack-mounted as opposed to the towers that were purchased. The expense of converting the new towers to rack servers is \$130 US per server. The Executive suggested continuing to use the services of SFU to maintain our servers.

Be it resolved that the Internet Committee receive the needed funding for rack-conversion.

Anthea Seles moved to approve, seconded by Linda Nobrega. Passed.

7.9 Newsletter Editorial Board

As stated under 3.2, Sion Romaine had resigned as Chair of this committee. Marnie Burnham will work as editor on the next issue. Jennifer Mohan reported that after the next issue Marnie Burnham would review her time commitments and decide whether she can continue as editor.

7.10 Regional Representatives

8. Other Business

8.1 BC Historical Federation write up

The AABC is a member of the BC Historical Federation. An executive member was needed to write a short description of the AABC for distribution by the Federation.

The Executive accepted Anthea Seles' offer to write up the description.

8.2 LAC Consultation

Linda Nobrega reported that the minutes of the Library and Archives Canada consultation with the BC archival community, held Oct. 1, 2004, are now available on the AABC website. Linda thanked Reuben Ware and Lara Wilson for their invaluable assistance. <http://aabc.bc.ca/aabc/LACconsultminutes.pdf>

9. Adjournment

Next meeting date has been tentatively set for Friday January 21, 2005. Anthea Seles moved to adjourn the meeting, seconded by Krisztina Laszlo. Motion carried.

Meeting adjourned at 12:00 pm.

AABC Executive Committee Meeting Minutes: 22 January 2005

Executive of the Archives Association of British Columbia

Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

Present:

Anthea Seles, Vice President (Acting President)

Jian Liu, Treasurer

Linda Nobrega, Secretary

Krisztina Laszlo, Institutional Member-At-Large

Lisa Beitel, Individual Member-at-large

Guest:

Karen Blimkie

1. Approval of Agenda: Approved

Anthea Seles called the meeting to order at 10:05 am.

2. Approval of Minutes of 20 November 2004 Meeting

Approved over email exchange and made available on the AABC website January 2005.

3. Business Arising

3.1 Karen Blimkie - Budget report

Karen Blimkie submitted a report titled "Reserve Funds/2005_2006 Programs, January, 2005" (see attached report). The report identified that as of March 31, 2005 the reserve fund will be at \$48,526.00 (excluding the "Development/Safe" fund of \$35,000). If programs continue at current cost level the reserve fund would fall to under \$20,000. Options for short and long term funding of AABC programs and contractors were discussed in light of the uncertainty of CCA funding.

In the event that CCA funding is received for 2005/2006, it is likely that it will remain the same as the current fiscal year. It is anticipated that when the funding is confirmed there won't be much time to

prepare and submit applications. It is felt that in order to be prepared the Executive should encourage Committees to complete grant applications based on last years criteria.

There have been no donations to the AABC this year. It was suggested that donations should be encouraged and remind people that the donations are tax deductible. Perhaps in the fall designate someone to work on soliciting donations.

A final budget is to be approved at the next Executive Meeting in February.

3.2 Funding decisions

The executive is waiting for official confirmation of continued funding. If the executive does not hear about the CCA funding Jian Liu suggested that each program provide the executive with options. It was decided by the executive that we table this until we have received a report from the programs.

3.3 Archives Week

Linda Nobrega reminded the Executive the suggestion made in the fall by the Archives Week Ad hoc Committee to post an idea generator for an Archives Week theme. The request would be for submissions of 100 words or less on why the chosen theme.

Be it resolved that the AABC post an Archives Week 2005 idea generator on the AABC website. Linda Nobrega will contact Bill Purver. Krisztina moved to approve. Lisa Beitel seconded. Passed.

[January 24th – Linda Nobrega went to the website and found that the idea generator had already been posted by request of the Archives Week Ad Hoc Committee.]

4. President's Report

Anthea Seles reported that Direct Gaming Access is being looked at as a possible funding source. Jennifer Mohan is looking into this source on behalf of the Executive.

Lara Wilson kept Anthea and the Executive posted on the concerns and issues surrounding the Title and Lands Office. There had been lobbying for the proper care of the records.

5. Treasurer's Report

The financial statements for the period ending November 30 and December 31, 2004 were submitted. (see attached statements)

Jian Liu reported that she will be sending an email to Committee chairs to request their invoices to be sent in before the end of the current fiscal year. Invoices will also have to be collected from the regional representatives.

Jian Liu reminded Anthea Seles to get her signing authority established.

6. Committee and Program Reports

6.1 Constitution and Bylaws

Linda Nobrega reported that Melanie Hardbattle had nothing to report.

6.2 Education

Krisztina Laszlo reported that the Education Committee is looking at their options and discussing their contingency plans because of possible lapsed funding.

6.3 Grants

Krisztina Laszlo had nothing to report.

6.4 Membership

Linda Nobrega presented Jana Buhlmann's report. (see attached)

The committee asked what percentage of the association's funds are derived from membership fees. Jian Liu provided the answer: membership fees are a little over \$15,000 which is 43% of the general fund revenues for the fiscal year 2004-2005.

The fee review involves a survey of AABC members. The committee proposed reaching out to the members through the regional reps and through the AABC listserve.

The AABC Executive approved of the suggestions made by the membership committee as to the content of the survey. In addition it was agreed that the membership committee should approach the regional reps and inform of the survey through the AABC listserve.

6.5 Nominations and Elections

Linda Nobrega reported that Jennifer Mohan had nothing to report.

6.6 BC Archival Preservation Service

Lisa Beitel reported that the planned January workshop on Videotape/Magnetic Media Preservation had to be changed and will now be on Motion Picture Film Preservation. Rosaleen Hill will forward the revised paperwork to the CCA.

6.7 Conference

Anthea Seles reported from Lisa Codd.

The conference organizers, AABC Fraser Valley Region, submitted the minutes to a brainstorming session held November 2004, the agenda to a recent conference planning meeting and the draft budget. (see attached)

The working title of the conference is “Building Archives and Communities”. The brainstorming session breaks down the possible sessions, speakers and fundraising or sponsorship initiatives. The draft budget required Executive approval.

The Executive noted that there could be a problem in attaining vendors as the BC Library Association is holding its conference on the same weekend. There was a question on how the participant numbers were derived/estimated.

Be it resolved that the AABC Executive approve the conference budget with revisions of some numbers. Linda Nobrega moved to approve. Krisztina Laszlo seconded. Passed.

Lisa Codd requested Executive approval of attaining sponsorship and inquired on what guidelines and procedures need to be followed. The Executive commended the work of the Fraser Valley and felt that going after sponsorship is a great idea. The Executive suggested going after organizations that reflect the principles, values and goals of the AABC.

6.8 Internet

The third quarter report (October to December 2004) for the BC Archival Network Service Program was submitted. (see attached report) Report stated that quarter 3 was focused on the maintenance and development of the AABC/BCAIN web servers, including the administration of the acquisition and set up of two new machines. The report outlines the activities in which the BCANS Coordinator was involved and responsible for in that time period including advisory services. Report includes detailed quarterly and monthly comparisons of website usage from April to December 2004 and that from April to December 2003, a quarterly financial report, expense statements and expenditure reports.

6.9 Newsletter Editorial Board

6.10 Regional Representatives

Lisa Beitel reported from Brenda Waksel (South Vancouver Island Regional Group) and Erica Hernandez (Greater Vancouver Regional Group). (see attached report).

The SVIRG is holding their next meeting on March 23, 2005. Mickey King is the new recording secretary for the group and they hope to attain new hosts and speakers for future meetings.

The GVRG held a workshop on Digital Media Preservation in November 2004. The workshop was well attended and received. Two upcoming workshops: Disaster Planning & Records Salvage for January 24-25th and a workshop on copyright in photographs for March 10th.

7. Other Business No other business presented.

8. Adjournment

Next meeting date had been tentatively set for February 26, 2005.

Linda Nobrega moved to adjourn the meeting, seconded by Anthea Seles. Motion carried.

Meeting adjourned at 12:30 pm.

AABC Executive Committee Meeting Minutes: 26 February 2005

Executive of the Archives Association of British Columbia

Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

Present:

Anthea Seles, Vice President (Acting President)

Jian Liu, Treasurer

Linda Nobrega, Secretary

Krisztina Laszlo, Institutional Member-At-Large

Lisa Beitel, Individual Member-at-large

Guest:

Jana Buhlmann

1. Approval of Agenda: Approved

Anthea Seles called the meeting to order at 10:20 am.

2. Approval of Minutes of 22 January 2005 Meeting

Pending edits - approved by Anthea Seles, seconded by Lisa Beitel.

3. Business Arising

3.1 Budget

Jian Liu submitted the 2005/2006 draft budget (see attached). The Executive considered item per item – comparing the actuals in the last budget to the draft projections.

Be it resolved that the Executive approve the budget with the two noted changes. Linda Nobrega moved to approve, Jian Liu seconded. Passed.

3.2 Donations

Anthea proposed striking a fundraising committee. The role of the committee would entail fundraising and implementing aspects of the Towell-Stevenson White Paper. Suggestions of committee members were discussed and those individuals will be approached. Executive agrees.

3.3 Two institutional membership applications for approval

On behalf of the Membership Committee Jana Bühlmann submitted the recommendation of two institutions for full institutional membership (see attached).

Be it resolved that the Executive accept the recommendations made by the Membership Committee and approve the two applications for full institutional membership. Lisa Beitel moved to approve, Anthea Seles seconded. Passed.

It was reported that the Membership Committee is working towards creating a guide and an application that are separate. There were concerns about the process of applications and submissions and that clarification is needed. In addition, the website requires updating.

3.4 Fee study

The membership committee conducted an informal study on a sliding fee structure/scale. Jana Bühlmann reported that the responses collected by the regional representatives will be received by March 16. The results of the survey will be presented at the AGM.

Executive would like to forward a huge thank you to the membership committee and their hard work.

3.5 Recognition to Dorothy Dodge

Dorothy Dodge of the Lytton Museum and Archives was awarded the prestigious BC Community Achievement Award.

Action: Anthea Seles will write a letter of congratulations to Dorothy Dodge and contact the newsletter editorial board to make a note in the next edition.

3.6 Heritage rally

A Rally for Heritage is to take place on March 3rd at the Legislative Buildings in Victoria. The goal of the rally is to bring awareness to concerns regarding the new Land Titles Office. Lara Wilson will be submitting a letter, on behalf of the AABC, that will outline the concerns of the archival community.

4. President's Report

Anthea Seles has nothing to report.

5. Treasurer's Report

Jian Liu submitted financial statements for the period ending Jan. 31, 2005 (see attached).

6. Committee and Program Reports

6.1 Constitution and Bylaws

Linda Nobrega reported that Melanie Hardbattle had nothing to report.

6.2 Education

Krisztina Laszlo reported that there is nothing to report from the Education Committee.

6.3 Grants

Krisztina Laszlo reported that on February 8th the CCA announced there will be a grant run for the 2005/2006 fiscal year. Funding allotments and grant criteria will remain the same as last year. The

Grants Committee will meet on March 7th to adjudicate the Control of Holdings Grants, the only CCA funding available to institutions.

6.4 Membership

Jana Buhlmann has nothing further to the business arising (item 3.3) to report.

6.5 Nominations and Elections

Linda Nobrega reported that Jennifer Mohan has heard from several interested parties for membership coordinator, membership committee chair and individual member at large.

6.6 BC Archival Preservation Service

Lisa Beitel had nothing to report.

6.7 Conference

Anthea Seles submitted the minutes of the Conference Planning Meeting held on February 7th. (see attached)

6.8 Internet

Anthea Seles had nothing to report.

6.9 Newsletter Editorial Board

Anthea Seles reported that the Winter 2005 AABC Newsletter has been made available on line.

6.10 Regional Representatives

Lisa Beitel inquired if the Executive had any documents that identified the duties and roles of the regional representatives. Linda Nobrega did not think that such material is available but will look into it.

7. Other Business

No other business presented.

8. Adjournment

Next meeting had been set for April 9th, 2005.

Anthea Seles moved to adjourn the meeting, seconded by Krisztina Laszlo. Motion carried.

Meeting adjourned at 12:20 pm.

AABC Executive Committee Meeting Minutes: 9 April 2005

Executive of the Archives Association of British Columbia

Location: Roman Catholic Archdiocese of Vancouver -- 150 Robson Street, Vancouver, B.C.

Present:

Anthea Seles, Vice President (Acting President)

Linda Nobrega, Secretary

Krisztina Laszlo, Institutional Member-At-Large

Regrets:

Jian Liu, Treasurer

Lisa Beitel, Individual Member-at-large

1. Approval of Agenda: Approved

Anthea Seles called the meeting to order at 10:00 am.

2. Approval of Minutes of 26 February 2005 Meeting

Approved by Anthea Seles, seconded by Krisztina Laszlo.

3. Business Arising

3.1 Heritage Rally

A rally is to be held on March 3rd in front of the Legislative Buildings in Victoria, BC. One of the main concerns of the "Give Your Past a Future Coalition Rally" is the condition and accessibility of records in the new Land Titles Office. The rally organizers have requested heritage groups to submit letters to be read at the rally. Lara Wilson wrote a letter on behalf of the AABC (see attached). The letter requests that the Land Title records be properly arranged, described, preserved and made accessible to all researchers and that the provincial grant funding programs for archives, eliminated in 2001, be reinstated.

3.2 Emergency services from AABC contractors

What can an individual member expect from contractors in the case of an emergency? To be taken into consideration is whether the Executive should establish guidelines directing what is appropriate. Will the amount of time provided by the preservation contractor be standardized and any further assistance covered by the assisted institution? How will this relate to the contract with the association? This matter will be directed to the preservation committee for discussion at their next meeting.

3.3 CCA Roundtable in June

The CCA is holding a roundtable in Saskatoon just prior to the ACA conference. Jennifer Mohan will be attending the roundtable as a delegate from the AABC.

4. President's Report

Anthea Seles reported that the signing authority on the AABC's bank account has now been transferred to herself, Anthea Seles.

It was reported that additional CCA funding was made available in late March. A Special Projects application for the BC Archival Network Service was submitted and approved for 2005-2006. (see attached)

5. Treasurer's Report

Jian Liu submitted financial statements for the period ending Feb. 28th (see attached). Approval of financial statements: approved by Anthea Seles, seconded by Linda Nobrega.

6. Committee and Program Reports

6.1 Constitution and Bylaws

Linda Nobrega reported that Melanie Hardbattle had nothing to report.

6.2 Education

Krisztina Laszlo reported that the committee has submitted their end of project, BC Education and Advisory Service, final report to the CCA.

6.3 Grants

Krisztina Laszlo reported that the committee met on March 7th to adjudicate the Control of Holdings grant programme for 2005-2006. There were 12 applications received at a total request of \$57,821.40. The committee approved 8 projects for a total of \$29, 513.90.

6.4 Membership

Linda Nobrega reported that the committee had completed the membership fee study. Copies of the study will be made available at the AGM as well as on the AABC website. The listserve (aabc-archives) will be informed of the availability of the study and provided a link. If anyone has comments regarding the report/study and cannot attend the AGM they may provide e-mail input to the committee's chair, Jana Buhlmann.

The Executive highly commends the work done by the Membership Committee and their final report. It was felt that the report fully addressed the questions and concerns raised by the study.

6.5 Nominations and Elections

Linda Nobrega reported that Jennifer Mohan had nothing to report.

6.6 BC Archival Preservation Service

Linda Nobrega reported that Lisa Beitel had nothing to report from the committee chair.

6.7 Conference

Anthea Seles reported that she will be giving the opening and closing address at the conference. The arrangements of the conference are going well.

6.8 Internet

Anthea Seles reported that Heather Gordon is working on the final reports for both the 2204-2005 BCANS grant and the 2004-2005 Network Operational Requirements grant. These reports will be submitted to the CCA (Canadian Council of Archives).

Bill Purver had prepared a detailed program/fiscal year-end (2004-2005) statistical report for the AABC/BCAIN web sites. The statistics show a continual increase in web site usage (see attached statistical report).

6.9 Newsletter Editorial Board

Anthea Seles had nothing to report.

6.10 Regional Representatives

Linda Nobrega reported that Lisa Beitel had nothing to report.

7. Other Business

No other business presented.

8. Adjournment

The Executive shall meet next at the AGM set for April 23rd, 2005.

Anthea Seles moved to adjourn the meeting, seconded by Krisztina Laszlo. Motion carried. Meeting adjourned at 11:30 am.