

# AABC Executive Committee minutes – July 2008 to April 2009

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## **AABC Executive Committee Meeting Minutes – July 16, 2008**

Executive of the Archives Association of British Columbia  
Location: teleconference

### **Present:**

Lara Wilson, President  
Jennifer Mohan, Treasurer  
Jane Morrison, Secretary  
Shaunna Moore, Institutional Member-at-Large

### **Regrets:**

Jordana Feist, Vice-President  
Val Billesberger, Individual Member-at-Large

### **1. Approval of Agenda:**

L. Wilson called meeting to order at 9:04 a.m. Agenda approved; moved by J. Mohan, seconded by S. Moore

### **2. Approval of Minutes of April 7, 2008**

Minutes of the April 7, 2008 Executive meeting as prepared by Lisa Glandt were approved electronically by the Executive and have been posted on the website.

### **3. Business Arising**

#### **3.1 Responsibility for issuing of conference receipts**

J. Mohan reported that this item arose from this year's conference. Because the online registration service Sporg was used, the majority of conference delegates and speakers registered through Sporg and received receipts through it. Those who used the paper registration system, however, did not automatically receive receipts. This needs to be specified as a conference committee duty in revised conference documentation.

Motion made by J. Morrison, seconded by L. Wilson that this revision be made.

#### **3.2 2006/2007 Strategic Plan – introduction to new Executive members**

L. Wilson provided a brief introduction and description of the most important outcomes to new executive members. This planning process took place over 2006-07; its central initiatives include the interim Programs Committee (not to be confused with a Conference Programs Sub-Committee), a revision of the organisation's mandate statement, a wide members survey, transfer responsibility for CANWAN to the Archives Society of Alberta, and strategic allocation of NADP funding. The major planning task for the current year is to plan for a rolling three year budget.

### **3.3 Association records storage locker – designate needed**

S. Moore is able to assume responsibility for the storage locker from L. Glandt.

**Action:** J. Morrison to email L. Glandt informing her of this and of S. Moore's contact information.

### **3.4 Summer/Fall Executive Meeting schedule**

Executive members prefer days earlier in the week, and 9 a.m. is ideal time. There will be no August meeting. There will be an October roundtable meeting and Finance committee meeting, to take place over 1 ½ days (Friday p.m. – Saturday).

**Action:** J. Morrison to schedule executive meetings and fall roundtable;

## **4. President's Report**

L. Wilson had a number of matters on which to report.

- UBC notice of award assignment – the recipient of the Mary Ann Pylypchuk Memorial Prize (\$150) has been selected

**Action:** L. Wilson to send letter of congratulations and ask if recipient would be willing to have an item in the next newsletter

- L. Wilson sent copy of NADP 2007/08 Annex G (letter of thanks) to the Librarian and Archivist of Canada, with copies to the Honourable Josée Verner, Minister of Canadian Heritage and Status of Women, the CCA Executive Director Christina Nichols, and all BC MPs. She received a supportive reply from MP Hon. Hedy Fry, who is a member of the Standing Committee on Canadian Heritage. Her Honour stated: "I am extremely pleased to support the enhancement of the archives programs in the province of British Columbia. It is important that the people of British Columbia, as well as all Canadians, have access to history . . . I am impressed with the progress that the Archives Association of British Columbia has made thus far. The innovative methods used today to preserve our heritage ensure that our inheritors will be able to better understand our culture, tradition, and shared values."

- It was reported to L. Wilson that His Honour Stephen Point, Lieutenant Governor of B.C., recently paid a surprise visit to the City of Richmond Archives, where the staff was pleased to provide His Honour with a tour of the facility and its holdings. His Honour hosted the opening reception for the joint AABC and ARMA VI 2008 Conference.

- L. Wilson met with representatives of the RBCM/BC Archives and the Architectural Institute of BC ([www.aibc.ca](http://www.aibc.ca)) to discuss concern over the potential loss of the records of foundational post-war BC architectural firms. The Architectural Institute of B.C. is new to the idea of preserving records but wants to initiate a discussion with the help of other suitable organisations. The AABC could assist them with sponsored workshops, with membership on a working group, with finding tools and resources from the two existing architectural archives in Canada.

- City of Vancouver Archives has asked about coordinating a copyright workshop in early 2009.

**Action:** Discuss with EAS archivist and Programs Committee

- There was some discussion regarding future conferences. L. Wilson to discuss next year's conference with Val and BCLA, who have been interested in holding a joint conference.

- L. Wilson attended the council of presidents meeting at the recent ACA conference in Fredericton. She advised them of ICA-AtoM/BCAUL pilot. It was evident that the new practice of advertising our workshops on Arcan-L is of benefit to those in nearby provinces and territories who may not have access to the same types of workshops at home. The CCA advised that this year's NADP application information will be up on their website at the end of September, a benefit for members. All provincial / territorial allocations will remain the same amount this year. The CCA General Assembly is the third week of October this year; S. Moore will attend in her capacity; L. Wilson may attend in her role as Special Advisor to the Board.
- L. Wilson was advised by the Irving K. Barber Learning Centre that the Centre will begin planning a provincial symposium on digitisation late in 2008. L. Wilson to attend a first meeting of this committee on July 30th. Update to follow.

## **5. Vice-President's Report**

J. Feist not in attendance.

## **6. Treasurer's report**

J. Mohan asked for a motion to approve the May financials. S. Moore moved approval, L. Wilson seconded. There were several items on which to report.

- J. Mohan will send letters to current website advertisers.
- The NADP holdback has not yet been received
- The Association's \$20,000 GIC that matured on 30 June has been rolled over for 30 days.
- The Archives Advisor has \$217 remaining in her travel budget for the fiscal year, so this will need to be topped up if she needs to travel beyond the lower mainland; this could be done through a cost-recovery basis.
- The Gaming application has been sent in, and the report on last year's successful application has been submitted (funds to be used to update BCAUL).

## **7. Committee Reports**

### **7.1 Program Committee**

L. Wilson reported that Margery Hadley will take over the non-BCAUL/BCAIN website updating. The Toolkit's suggested revisions (undertaken in 2007/08) the Programs and Finance Committee will discuss when to undertake the actual updates. A draft structure for an institutional member tracking database (to assist with following institutional development and related statistics) was developed in 2007/08.

Submission of an article to the B.C. Historical Federation magazine was briefly discussed. Revisions to the sponsored workshop page were discussed (offerings/fees). Executive members agreed that this fee structure should account for both cost recovery and a profit margin. Membership on the Programs Committee was discussed, the need for a member with some technical expertise was mentioned. The workshop R. Hill was to offer in Prince Rupert had to be cancelled because of a lack of participants – a case where for-profit workshops could have subsidised an association-sponsored offering. A replacement offering will be discussed by the Committee and R. Hill

**Action:** Program Committee to discuss adding additional member who has some technical expertise

### **7.2 Finance Committee**

J. Mohan had nothing to report.

### **7.3 Communications Committee**

J. Morrison reported that the PAAL committee is still operating on an as-needed basis and there was some discussion that this is how it should be, as issues arising often require different peoples' expertise. It is proposed that the association Newsletter be released three times a year rather than four. Regional Representatives: some recruiting needs to be done for the vacant positions, and the Strategic Plan action regarding the reps needs to be addressed starting at the fall roundtable.

**Action:** check in with G. Kozak that he has enough help with the Newsletter.

**Action:** revise R. Reps list on website and start search for new reps as necessary

#### **7.4 Grants and Nominations Committees**

S. Moore reported on recent Bylaw Committee membership activity, and a discussion was held on how to meet the membership obligations laid out in the constitution. There will be new members joining this committee. There will be reporting on the Nominations Committee at the next meeting.

#### **7.5 Membership and Conference Committees**

(V. Billesberger not in attendance) L. Wilson reported that a wrap-up meeting for the conference finances is taking place next week.

#### **8. Other Business**

- the BCAUL pilot project is to start August-September
- Jennifer Mohan is to represent the AABC on the Terry Reksten award committee this year
- there was a low number of applications to the Reksten award the last two years. This award could be publicized in the newsletter in some way.
- the Grants page on the website needs work and additional links to awards such as the Reksten.

#### **9. Adjournment**

Meeting adjourned at 10.29 a.m

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## **Executive Committee Meeting Minutes – September 9, 2008**

Executive of the Archives Association of British Columbia  
Location: teleconference

#### **Present:**

Lara Wilson, President  
Jordana Feist, Vice-President  
Jennifer Mohan, Treasurer  
Jane Morrison, Secretary  
Val Billesberger, Individual Member-at-Large

#### **Regrets:**

Shaunna Moore, Institutional Member-at-Large

#### **1. Approval of Agenda:**

L. Wilson called meeting to order at 2:08 p.m. Agenda approved; moved by J. Feist,

seconded by L. Wilson

## **2. Approval of Minutes of July 16, 2008**

Minutes of the July 16, 2008 Executive meeting as prepared by J. Morrison were approved electronically by the Executive and have been posted on the website.

## **3. Business Arising**

### **3.1 Information Privacy and Identity Theft Conference – supporting association**

The AABC has been asked by the organizers of this conference (November 24-25 2008 in Vancouver) to be a supporting association of the conference. This involves no financial outlay and will result in some promotion for the AABC. Executive members agreed that this should be done.

**Action:** L. Wilson will provide the contact person with a digital version of the AABC logo and the conference will be promoted on archives-bc.

### **3.2 Agenda planning for Fall Roundtable meeting**

The Roundtable will take place October 4th at the Archives of the Roman Catholic Archdiocese of Vancouver, 150 Robson St. A discussion was held regarding potential agenda items and who would be able to attend the meeting.

**Action:** J. Morrison to draft agenda.

## **4. President's Report**

L. Wilson reported on a several matters.

- A short discussion was held about the amount awarded in the two prizes given out to UBC MAS students.
- The ICA-AtoM BCAUL pilot will be proceeding shortly, as administrative matters are progressing.
- The CCA General Assembly will take place October 18-19, in Ottawa. S. Moore will attend as Institutional Member at Large and chair of the grants committee. L Wilson will also be attending in her capacity as advisor to the CCA board.
- December digitisation symposium at UBC: L. Wilson is a member of the steering committee for the 2-day symposium about developing a province-wide, cross-sector strategy. The symposium will include what other provinces are doing; what is happening in B.C.; small 'table discussions' and a users' panel. The archives sector has been initially allotted 25 places at the symposium.

**Action:** identify two panelists for the users' panel; send out listserv call for expressions of interest to participate.

## **5. Vice-President's Report**

J. Feist had nothing to report.

## **6. Treasurer's Report**

The executive briefly reviewed the July financial statements together, including discussion about the Network Services and Education and Advisory Services funds to date this year. J. Mohan moved to approve the statements, J. Morrison seconded.

## **7. Committee and Program Reports**

### **7.1 Programs Committee (Education/Internet/Preservation Services)**

M. Hadley's contract has been renewed to do non BCAUL web updates to AABC site. The CCI workshop on Sept. 25 & 26 is full.

**Actions:** J. Feist to ask what the current enrollment is for the Distance Education course and to help with recruitment for another Programs Committee member.

#### **7.2 Finance Committee**

The committee will be meeting prior to the Roundtable on Friday, October 3rd at 3 p.m. location to be determined.

#### **7.3 Communications Committee (Newsletter/Regional Representatives/PAAL)**

The next newsletter is being prepared and approximate dates have been set for upcoming issues. The website has been updated to reflect current vacancies in Regional Reps positions. Some discussion was held on recruiting for the vacancies. There was also discussion around the upcoming annual Archives Week.

#### **7.4 Grants and Nominations Committees**

S. Moore reported via email on activities. The Grants Committee membership requirements are now fulfilled. Updating of the Grants page on the website is a priority for the near future.

#### **7.5 Membership and Conference Committees**

AABC will be partnering with BCLA for the 2009 conference, to take place in Burnaby April 16-18th with the theme "Be Curious: Think, Share and Discover...Explore the Possibilities of Learning and Teaching." An AABC conference committee needs to be finalised with more members recruited. BCLA organizers want to meet in the near future to discuss conference organisation. There was a brief discussion of the theme and possible offerings. The membership committee is considering needed changes to the membership database. These could possibly be rolled into a new database of institutional information.

**Action:** V. Billesberger to put preliminary conference information together for the website, and various executive members to contact potential committee members.

#### **Other Business:**

- S. Moore has taken over the association's records storage locker from L. Glandt.
- J. Mohan reported that the Friends of BC Archives are hosting two separate events celebrating BC's 150th in Victoria and Vancouver.
- J. Mohan reported that the Terry Reksten award recipient has been determined and there was a discussion again about future promotion of this award.

#### **8. Adjournment**

Meeting adjourned at 3.28 p.m.

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## **Executive Committee Meeting Minutes – October 4, 2008**

Executive of the Archives Association of British Columbia

Location: Archives of the Roman Catholic Archdiocese of Vancouver, 150 Robson St.,

### **Present:**

Lara Wilson, President

Jordana Feist, Vice-President

Jennifer Mohan, Treasurer

Jane Morrison, Secretary

Val Billesberger, Individual Member-at-Large

Shaunna Moore, Institutional Member-at-Large

### **1. Approval of Agenda:**

Agenda amended to add Grants Committee business and *West Beyond the West* digitisation symposium business. Annual Roundtable meeting immediately preceded this executive meeting and therefore normal executive and committee report meeting structure not in place.

### **2. Approval of Minutes of July 16, 2008**

Minutes of the September 9, 2008 Executive meeting as prepared by J. Morrison were approved electronically by the Executive and have been posted on the website.

### **3. Strategic Plan: Review and tasks to complete**

A number of strategic plan initiatives were undertaken last year and the membership survey was highlighted as one of these initiatives. One outstanding is the need for an appropriate motion at the next AGM to make a bylaw change regarding the program committee. Action is needed on regional representatives – a number of positions are vacant. It was mentioned that the BCAUL/ICA-AtOM project will make regions more active in the near future. Other strategic plan tasks for the year are being acted upon (joint conference, workshop fee structure, BCAUL, contractor services). The Finance Committee will begin planning for a three-year budget and various future funding scenarios. LW will ensure that all new executive members and contractors have the strategic plan documents.

### **4. Grants Committee**

SM and LW will be attending the CCA General Assembly in October. There was a discussion around the NADP provincial priorities: last year's applicants tended to not address these directly, having addressed them elsewhere in their applications. It is up to the AABC whether to include these or not and does not affect the funding. It was decided that it would ease the paperwork burden on applicants to not add provincial priorities. Members will be informed of this via the listserv and grants page; CCA will be informed. There was a brief discussion on the report to CCA (given at general assembly), and on our NADP deadline relative to CCA's deadline.

### **5. Finance Business**

The Finance committee met on October 3rd. It discussed and brought forward to this meeting the dollar value of the two awards to SLAIS students provided by the AABC. There was a discussion about how to increase these amounts and the possibility of creating a professional development bursary for practicing professionals.

### **6. Succession Planning**

Three positions will be open on the 2009-2010 executive: Vice-President, Treasurer, and Individual Member-at-Large. The Nominations and Elections Committee will need to make a call. Further discussion will occur at the November meeting.

### **7. West Beyond the West**

The seating capacity allotted to the archival community is almost full. There was some discussion of submitted proposals and how to fill the few remaining spots.

### **8. Conference and AGM (including bylaw change)**

(Conference discussion occurred at 9.30 a.m. via teleconference with VB) VB provided a synopsis of the conference planning to date. It will be a joint conference held with BCLA; she reviewed its theme, which is essentially a focus on learning in various ways. It will be held April 16-18 in Burnaby and planning is well advanced. VB has been in touch with Chris Middlemass, program chair, and is attempting to arrange a meeting prior to Oct. 18 with Alane Wilson, new ED of BCLA and the other conference affiliates. VB has been in communication with BCLA regarding their desire for a pre-conference workshop on disaster planning. It was commented that our contribution to the overall conference could be in developing some workshops more than concentrating on sessions; there was then discussion on workshop format, registrants, fees, and registration. There are already some members of the AABC conference committee and the possible recruitment of others was discussed; this will be followed up on by VB. VB will also ensure that the AABC is mentioned on the BCLA conference site (not currently) and update conference responsibilities list per 2008 conference. VB left meeting. Bylaw change regarding addition of program committee: LW and JM need to follow up on the deadline associated with this.

### **9. Archives Week**

Action: Poster to celebrate Archives week will be made in the coming weeks (JM to coordinate). Action: send out call on listserv re poster and any Archives Week exhibits and activities (JM).

Meeting adjourned at 4:02.

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## **Executive Committee Meeting Minutes – November 4, 2008**

Executive of the Archives Association of British Columbia

Location: teleconference

### **Present:**

Lara Wilson, President

Jordana Feist, Vice-President

Jennifer Mohan, Treasurer

Jane Morrison, Secretary

Val Billesberger, Individual Member-at-Large

Shaunna Moore, Institutional Member-at-Large

### **1. Approval of Agenda:**

L. Wilson called meeting to order at 9:05 a.m. Agenda approved.

### **2. Approval of Minutes of October 4, 2008**

Minutes of the October 4th Executive meeting (following Roundtable meeting) as prepared

by J. Morrison are awaiting final approval and will be posted on the website.

### **3. Business Arising**

#### **3.1 Upcoming Executive meetings**

Members discussed the need to re-schedule the December meeting, and approved proposed dates for 2009 meetings.

#### **4. President's Report**

L. Wilson reported on several matters.

- At CCA General Assembly, Peter Van Garderen presented on ICA-AtoM. The national community is beginning to learn about the software, and it was clarified that it is designed to accept exports from other archival description management systems.
- *West Beyond the West* digitisation symposium: 24 members of the archival community are attending. LW will be presenting on digitisation in the BC archival sector and will touch on major initiatives at some institutions by way of example.

#### **5. Vice-President's Report**

J. Feist reported that the Programs committee is running smoothly and all contractors' workplans are going well. Registration will open in December for 2009 offerings: the BCEAS "Managing Archival Photographs" distance education course and the joint BCEAS/BCAPS "Managing Your Digitisation Project" to be held at North Vancouver Museum and Archives.

#### **6. Treasurer's Report**

J. Mohan has drafted a letter regarding increase to the amounts of student awards at UBC. Discussion followed regarding a challenge amount and optional donor recognition or anonymity. There was also preliminary discussion about a new award in Debra Barr's name.

**Action:** comments on draft letter to J. Mohan due as soon as possible.

### **7. Committee and Program Reports**

#### **7.1 Programs Committee (Education/Internet/Preservation Services)**

- K. Stewart is running the distance IAP course currently, and also preparing for delivery of the MAP course.
- R. Hill will not be delivering a CCI-sponsored workshop next year.
- There was discussion about a possible copyright workshop to take place in the new year.
- The network statistics show traffic is down slightly in unique visits and database sessions; the total number of hits is up 3,498,881.

#### **7.2 Finance Committee**

Executive members briefly reviewed the September financial statements, and discussed ICA-AtoM funding and the Gaming grant. There was discussion about the institutional adjudications allotment from NADP funding – it is expected that the same amount will be available as last year (approximately \$50,000).

### **7.3 Communications Committee (Newsletter/Regional Representatives/PAAL)**

J. Morrison reported that the next newsletter is being prepared. A new regional representative for the South Vancouver Island region has been found. J. Feist created a poster for Archives Week; this has been posted on the website and a message sent to archives-bc with a link to the poster and a request that institutions share their Archives Week activities with the community.

### **7.4 Grants and Nominations Committees**

S. Moore reported that the NADP application deadline date has been set for December 16. A discussion followed about the need for the individual member-at-large to be a member of the committee; this duty can be onerous, the committee has 'individual' members, and is focused on the needs of institutional members. It was suggested that the committee membership could comprise a minimum of four institutional members, the institutional member-at-large, and additional individual members. The executive agreed that this could go ahead as a bylaw amendment at the next AGM.

**Action:** S. Moore and V. Billesberger to draft amendment.

**Action:** L. Wilson and J. Morrison to undertake planning for this additional bylaw amendment.

### **7.5 Membership and Conference Committees**

**Membership:** V. Billesberger reported that there has been no recent communication on membership.

#### **Conference:**

- A letter was sent to the Executive Director of BCLA indicating no formal AABC participation in their 2009 conference as had been formerly planned, due to the advanced stage of BCLA planning by the time they agreed to AABC participation. BCLA responded that they would still like to have AABC involvement in a future conference and conveyed their interest in working with our sector in the future.
- Planning is now underway for the AABC mini-conference. There was discussion about the format of the conference (number of days, workshops) and funding. The committee will prepare recommendations for the executive.
- VB left meeting at 10.15 – will provide updates on the conference via email.
- There was a short discussion about a proposed joint conference in 2010 with ASA. They would like the AABC to provide some program committee members, and brainstorm/provide some BC speakers. **Action:** LW to contact M. Gourlie to ask how soon they need committee members.

#### **Other Business:**

- The records storage locker is rented at a cost of \$75/month; the number of boxes located there are between 10-20.

**Action:** JM to look in previous executive minutes to determine what the plan was for long-term storage and disposition of these records.

### **8. Adjournment**

Meeting adjourned at 10:27 a.m.

#### **Future meetings:**

Tuesday, January 6th, 9 a.m.

Tuesday, February 10th, 9 a.m.  
Tuesday, March 10th , 9 a.m.  
Tuesday, April 7th, 9 a.m.

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## **Executive Committee Meeting Minutes – 17 December 2008**

Executive of the Archives Association of British Columbia  
Location: teleconference

### **Present:**

Lara Wilson, President  
Jordana Feist, Vice-President  
Jennifer Mohan, Treasurer  
Jane Morrison, Secretary  
Val Billesberger, Individual Member-at-Large  
Shaunna Moore, Institutional Member-at-Large

### **1. Approval of Agenda:**

L. Wilson called meeting to order at 9.04 a.m. Two changes were made to the agenda – additions under Business Arising.

### **2. Approval of Minutes of November 4, 2008**

Minutes of the November 4, 2008 Executive meeting as prepared by J. Morrison to be approved via email.

### **3. Business Arising**

#### **3.1 Records Storage Locker**

J. Morrison reported that she looked into the history of the records storage locker and summarised for the other executive members what she had discovered. J. Mohan mentioned the B.C. government semi-active storage rates. Members discussed archival institutions on the mainland that might be approached to house the records.

**Action:** L. Wilson to discuss with BC Archives staff as a preliminary step.

#### **3.2 By-Law Amendments**

L. Wilson and J. Morrison reported that they had completed the initial planning for the necessary bylaw amendments. S. Moore reported that she has drafted the Grants Committee bylaw change and V. Billesberger will review it and circulate it for comments in January.

### **4. President's Report**

L. Wilson reported briefly on several matters:

- She presented at *West Beyond the West* as planned. The WBTW steering committee met via teleconference yesterday to discuss the steps of conveying the outcomes of the symposium to the communities; the proceedings will be up on the website shortly, as well. She read out a letter of thanks from a member who received travel assistance to attend the symposium.
- L. Wilson and J. Mohan met recently to review the association's budget.
- Both K. Stewart and R. Hill have provided proposals for the recent announcement of B.C. 150 Legacy funding; L. Wilson is preparing the application, due at the end of the week.

**Action:** J. Feist volunteered to prepare the application.

- L. Wilson has also completed the interim reports to the Barber Centre and to NADP.

### **5. Vice-President's Report**

J. Feist reported on several matters regarding workshops:

- has signed the certificates for students who completed the distance education "Introduction to Archival Practice" course;
- the copyright workshop with Jean Dryden is tentatively planned for March, to be held in Vancouver;
- she is working on the draft of the new workshop fee structure.

### **6. Treasurer's Report**

J. Mohan reported briefly on several matters:

- She would still appreciate for comments on the draft letter re: SLAIS scholarships.
- There was a review and discussion about the November financial statements, focusing on the funding of the three services.
- The financial statements for September, October, and November were approved: moved by L. Wilson, seconded by V. Billesberger, all in favour.

## **7. Committee and Program Reports**

### **7.1 Programs Committee (Education/Internet/Preservation Services)**

L. Wilson reported the following concerning the application to BC150 Heritage Legacy fund: R. Hill suggested the development of a distance education course for preservation. K. Stewart has suggested the development of two distance education courses – managing maps and plans, and managing an oral history project. L. Wilson reported that ICA AtoM beta testing is proceeding well. The Network Services Coordinator J. McMaster is working closely with Artefactual Systems.

### **7.2 Finance Committee**

Nothing to report; a meeting should be planned for the new year, potentially at the time of the one-day symposium at UBC (mid-February). A location is needed that is convenient for all attendees.

### **7.3 Communications (Newsletter/Regional Representatives/ PAAL)**

J. Morrison reported that there may be upcoming activity for PAAL. Some regional representative replacements are still needed.

### **7.4 Grants & Nominations Committees**

S. Moore reported that the NADP applications have started to arrive, approximately 10 so far. The applications will be discussed with the committee on the 16th. There was a brief discussion about upcoming nominations committee activity.

### **7.5 Membership & Conference Committees**

V. Billesberger reported that she is expecting an update on membership activities. A brief discussion followed on the membership application and receipt process. Regarding the conference, additional hours from excess distance education revenues could be used for extra hours for K. Stewart to assist with conference organisation, including budgeting, with the assistance of two people for programming and two for local arrangements. These people have already stepped forward. The tentative theme is "Public Programming on the WWW".

There was a discussion about using online registration, not just for the conference but also as a longer-term option for workshops and membership. A reliable system needs to be sourced and priced with consideration of how its fee will be built into fees.

## **8. Adjournment**

Meeting was adjourned at 10.32 a.m.

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## **Executive Committee Meeting Minutes – 6 January 2009**

Executive of the Archives Association of British Columbia

Location: teleconference

### **Present:**

Lara Wilson, President

Jordana Feist, Vice-President

Jennifer Mohan, Treasurer

Jane Morrison, Secretary

Val Billesberger, Individual Member-at-Large

Shaunna Moore, Institutional Member-at-Large

### **1. Approval of Agenda:**

Meeting was called to order at 9.05 a.m. There was one change to the agenda: addition of item 3.1.

### **2. Minutes of December 17, 2008 meeting**

The minutes of the November meeting were approved. The minutes of the December 17, 2008 meeting will be approved by email.

### **3. Business Arising**

#### **3.1 Honourary Membership for George Brandak**

V. Billesberger spoke about this proposal. She organised Terry Eastwood's honorary membership and would be able to do the same for George. She will approach one or two individuals who know George best to prepare a citation. L. Wilson called up the bylaw regarding honorary memberships to look at the necessary preparations; the executive makes a motion which is voted on at the AGM.

### **4. President's Report**

L. Wilson briefly reported on several matters:

- J. Feist drafted the B.C. 150 application and L. Wilson submitted it. It is not known yet whether the application was successful.
- She had a budget discussion the previous week with J. Mohan, who will report on it below.
- She responded to the Federal budget consultation online yesterday, stressing how archives are part of a knowledge economy and that, like many sectors of the economy, they will be facing a HR deficit in the near future.

### **5. Vice-President's Report**

J. Feist had nothing new to report.

### **6. Treasurer's Report**

J. Mohan reported on several matters:

- There was recent confirmation of the exact amount of funds left in the Gaming grant, which must be used by February.
- She requested that the donation form on the AABC website be updated.

**Action:** J. Morrison to update form.

- There was a discussion about the funds remaining in the EAS and ANS budgets (in relation to their NADP funding).

**Action:** L. Wilson follow up with CCA on the need for a project modification form

## **7. Committee and Program Reports**

### **7.1 Programmes Committee (Education/Internet/Preservation Services)**

A date in March has been requested for the copyright workshop. J. Feist offered to manage the registrations for the workshop. Both the MAP distance course and the Digitisation Program workshop are full. L. Wilson will call the B.C. 150 office today to enquire about the status of our application.

**Action:** committee to examine, in the coming week, EAS, ANS and BCAPS 2009/10 proposed work plans.

**Action:** L. Wilson to ask M. Hadley to provide new and revised content for the non-preservation parts of the Toolkit.

### **7.2 Finance Committee**

J. Mohan reported that the committee will meet on Saturday, February 14 in Vancouver (late morning). A. Seles has offered to host at the Diocesan Archives.

**Action:** L. Wilson will investigate whether a meeting can be set up with the new Barber Centre director on the 13th.

### **7.3 Communications Committee (Newsletter/Regional Representatives/PAAL)**

J. Morrison had nothing to report. V. Billesberger reported there will soon be news about the Fraser Valley regional rep.

### **7.4 Grants & Nominations Committees**

**Grants:** S. Moore reported that 16 NADP applications were received, however two were disqualified because the institutions are only associate and not full institutional members. The total amount requested is approximately \$62,000. The adjudications will take place next Friday. It was suggested that a reminder is sent out each August/September about institutional membership being required for NADP funding –this would allow institutions a couple of months to apply for full membership prior to NADP deadlines.

**Action:** S. Moore to distribute draft grant committee bylaw change.

**Nominations:** There was a discussion about approaching individuals about the executive positions that will be vacant (Vice-President, Treasurer, Individual Member-at-Large).

**Action:** executive members to contact these individuals.

## 7.5 Membership & Conference Committees

**Membership:** V. Billesberger reported that C. Casenas is arranging to meet with someone who has database expertise prior to making changes to the membership database. Updates to the webpage are also planned. The membership booklet is released each year with the conference package.

**Conference:** V. Billesberger briefly reviewed the local arrangements and conference planning terms of reference. It was discussed how the EAS coordinator will assist, guide and take part of the planning load from the two sub-committees. There was a discussion about whether, and when, to offer topical sessions or only workshops. There was a short discussion about the fee structure.

### **Other Business:**

J. Mohan reported that she has been in contact with UBC about scholarships. One member had feedback on the draft letter that L. Wilson will forward. More biographical information is needed on Mary Ann Polypchuk, for a revised description of the Mary Ann Polypchuk memorial award.

## 8. Adjournment

Meeting adjourned at 10.15 a.m.

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## Executive Committee Meeting Minutes – 18 February 2009

Executive of the Archives Association of British Columbia  
Location: teleconference

### **Present:**

Jordana Feist, Vice-President  
Jennifer Mohan, Treasurer  
Jane Morrison, Secretary  
Val Billesberger, Individual Member-at-Large  
Shaunna Moore, Institutional Member-at-Large

### **Regrets:**

Lara Wilson, President

### **1. Approval of Agenda:**

Meeting was called to order at 9.03 a.m. No items were added to the agenda. As L. Wilson was unable to attend meeting, J. Feist chaired.

### **2. Minutes of January 6, 2009 meeting**

The minutes of the January meeting will be approved via email shortly and posted.

### **3. Business Arising**

There was no business arising.

### **4. President's Report**

J. Morrison read out the President's report, as follows. (L. Wilson attended an ICAAtM Project meeting at SFU at the time of this meeting.)

- Lara met with the new director of the Irving K. Barber Learning Centre, Sandra Singh, on January 22nd in Vancouver. Lara gave Sandra an overview of the AABC's history and activities, in particular the services supported by their annual (2006/07-2010/11) contribution
- Lara also explained the ground breaking nature of the ICAAtOM Project, its significance to the BC and Canadian archival community and the importance of the project's initial contribution from the IKBLC as the "seed money." IKBLC is supportive of AABC carrying over unused contribution to 2009/10 in support of various AABC activities related to the IKBLC mission.

**Action:** Lara send IKBLC a letter outlining activities for 2009/10.

- Lara continues to be active with the West Beyond the West Steering Committee in wrapping up the documentation from the December symposium. Copies of speaker presentations, Ian Wilson's webcast remarks, survey responses and other resources are available on the website: <http://symposium.westbeyondthewest.ca/programme.php> "Next step" documentation will be available soon, including a final report and the priorities list formulated and voted on by symposium attendees. There may be opportunities to discuss the action items for the archival community at the AABC Conference +/- or AGM.
- Lara, Jennifer and Jordana planned, developed and submitted the AABC's National Archival Development Programme services applications for 2009/10. Thanks to everyone for their help.
- Lara submitted project modification forms (Annex Cs) for ANS and EAS budget adjustments. Canadian Council of Archives/NADP has approved the changes.

### **5. Vice-President's Report**

J. Feist reported that the BC 150 grant has been received and budgeted for developing new online distance education content. The copyright workshop was filled within one week of its announcement; there is a waitlist for it and it has been asked whether it could be delivered again in 2010/11.

### **6. Treasurer's Report**

J. Mohan reported on several matters:

- There was a good turnout at the Finance Committee meeting. The conference fee structure and budget have been drafted by K. Stewart; J. Mohan outlined and explained both of these for executive members, and also explained the finalised structure of the conference. There was a discussion about the fees and budget. There will be online registration available again this year, with hardcopy registration to those who receive their membership directories that way, or upon request.
- J. Mohan moved to approve the conference budget and fee structure, seconded by V. Billesberger. All in attendance in favour. L. Wilson had indicated her approval in writing in advance of the meeting.
- J. Mohan also reported on the proposed new workshop fee structure, as developed and reported on by J. Feist and K. Stewart. The current one- and two-day workshop fees do not cover the costs of development and delivery, which are approximately \$85 per student for a one-day workshop and \$170 per student for a two-day workshop. The proposed fees are:

#### **2009 Proposed Workshop Fees**

- 1 day \$100
- 1 day non-member \$200
- 2 day member \$200
- 2 day non-member \$300

distance - member \$300 (no change)

distance - non-member \$400

**2009 Conference Fees (includes up to 3 conference workshops or concurrent session)**

Early Bird: \$130 (without reception)

\$145 (with reception)

- The Finance Committee is comfortable with the proposed fees. J. Feist moved approval, seconded by V. Billesberger; all in favour.
- J. Mohan has started to draft an initial budget for next year, to aid the new executive. Members asked to have it submitted to the Finance Committee.

**Action:** J. Mohan to follow up on this.

## **7. Committee and Program Reports**

### **7.1 Programmes Committee (Education/Internet/Preservation Services)**

J. Feist had nothing further to report.

### **7.2 Finance Committee**

J. Mohan had nothing further to report (reporting included in Treasurer's report, above).

### **7.3 Communications Committee (Newsletter/Regional Representatives/PAAL)**

J. Morrison had nothing to report.

## **7.4 Grants & Nominations Committees**

### **Grants:**

- S. Moore asked whether a separate report has to be generated for the Grants Committee. The previous Institutional Member-at-Large will be able to assist on this point.

**Action:** S. Moore to contact her.

- Recommendations to CCA on the NADP process have been drafted; the Grants Committee will comment on these and then the comments will be forwarded to the executive for review. The draft bylaw amendment pertaining to Grants Committee membership (sections 5 and 5e) was circulated to the Executive for review.

**Nominations:** Members discussed the executive positions that will be open and brainstormed possible candidates for those positions not tentatively filled.

## **7.5 Membership & Conference Committees**

Due to time constraints, V. Billesberger reported very briefly on the committees and will follow up with further updates via email. The conference planning is going very well – sessions have been outlined under the theme "Making Archives Digital".

## **8. Adjournment**

Meeting adjourned at 9.50 a.m.

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## **Executive Committee Meeting Minutes – 19 March 2009**

Executive of the Archives Association of British Columbia  
Location: teleconference

### **Present:**

Lara Wilson, President  
Jennifer Mohan, Treasurer  
Jane Morrison, Secretary  
Shaunna Moore, Institutional Member-at-Large

### **Regrets:**

Val Billesberger, Individual Member-at-Large  
Jordana Feist, Vice-President

### **1. Approval of Agenda:**

Meeting called to order at 9.02 a.m. L. Wilson added to agenda item 3.1.

### **2. Approval of Minutes of February 10 , 2009**

Minutes will be approved via email.

### **3. Business Arising**

#### **3.1 Records Storage Locker**

BC Archives will remain as the repository for the association's records over 10 years old. After the AGM the storage locker account will be closed and the records brought to Victoria to sort prior to transfer to BC Archives.

### **4. President's Report**

- L. Wilson reported on the March ICA-AtoM meeting. It was determined that the go-live will be in June; no submissions to the current BCAUL will be taken after May 1st; there will be a session at the conference on ICA-AtoM on Friday 24th; a capacities survey of institutions will be conducted during May and June; the rollout of ICAAtom will be in two phases with no image upload capability in the first year. As a result of the meeting, L. Wilson has emailed CANWAN members to discuss the future of the regional network of networks and hosting of the Yukon and NWT descriptive records. AABC website hosting will move to Artefactual in June 2009 and the site will be redesigned for the move.
- Those in attendance at the meeting also discussed and were in favour of changing the name of the British Columbia Archival Union List to "Memory B.C. – B.C. Archival Information Network". There was a discussion about how many users today are not familiar with the concept of a "union list" and that there was agreement that a name change is timely. A motion was made to recommend the change by J. Mohan, seconded by J. Morrison. All in favour.
- It was also suggested at the ICA-AtoM meeting to change the AABC site domain from .bc.ca to .ca; executive members agreed that this would provide symmetry with memorybc.ca. Absent executive members agreed to name change via email.

### **5. Vice-President's Report**

J. Feist sent her regrets and had nothing to report.

## **6. Treasurer's Report**

- There was a motion to approve the January and February financials by L. Wilson, seconded by S. Moore; all in favour.
- J. Mohan reported that the end of fiscal year is approaching and the finances of the three services are being finalised. Regarding conference fees, higher sponsor revenue than expected means that it is not necessary to charge an additional fee for the reception – there will be a flat early bird rate of \$130 for member delegates.

## **7. Committee and Program Reports**

### **7.1 Programs Committee (Education/Internet/Preservation Services)**

L. Wilson reported for the committee on several matters:

- she and J. Mohan will work on the next year's service contracts next week; all contractors are returning for the next year.
- The copyright workshop was delivered to a total of 22 participants. There will be a small amount of revenue from the workshop.
- Corrections are needed to the AABC's NADP service applications
- In response to feedback on the digitisation program workshop, the committee is considering putting on a more advanced one next year, or in conjunction with the 2010 conference, perhaps delivered by an expert from outside B.C.

**Action:** bring forward to new executive and next year's programs committee.

### **7.2 Finance Committee**

J. Mohan reported that she has done preliminary work on budgets for next year, although she does not know carryover amounts, and will be able to pass this work on to the next treasurer and finance committee.

### **7.3 Communications (Newsletter/Regional Representatives/ PAAL)**

J. Morrison reported on portfolio activity that related to recruitment.

### **7.4 Grants & Nominations Committees**

**Nominations:** there were brief discussions about student membership on committees, and about the lack of a chair for the membership committee.

**Action:** J. Morrison to follow up with V. Billesberger.

**Grants:** L. Wilson thanked S. Moore for the NADP recommendations and will forward them to CCA with a cover letter.

### **7.5 Membership & Conference Committees**

- V. Billesberger was unable to attend the meeting but sent in a report.
- L. Wilson mentioned that the 2010 conference could possibly be held jointly with BCLA or with the newly proposed joint Northwest meeting in Seattle.
- The bylaw revisions notice needs to be sent to the membership by next week.

**Action:** J. Morrison to finalise and send out.

Meeting adjourned at 9.56 a.m.

## **Executive Committee Meeting Minutes – 7 April 2009**

Executive of the Archives Association of British Columbia  
Location: teleconference

### **Present:**

Lara Wilson, President  
Jordana Feist, Vice-President  
Jennifer Mohan, Treasurer  
Jane Morrison, Secretary  
Shaunna Moore, Institutional Member-at-Large

### **Regrets:**

Val Billesberger, Individual Member-at-Large

### **1. Approval of Agenda:**

Meeting called to order at 9.05 a.m. Two items added to agenda under Business Arising.

### **2. Approval of Minutes of March 19, 2009**

Minutes will be approved via email.

### **3. Business Arising**

#### **3.1 2009 Archives Week**

J. Morrison noted that Archives week is an AGM agenda item and therefore some planning in advance should be done. The theme is commonly aligned with the year's Heritage Week theme. J. Morrison should contact V. Billesberger to discuss. There was a short discussion of whether the theme should focus on ICA-AtoM and rejuvenated access.

#### **3.2 Records Storage Locker**

S. Moore will inform the records storage locker facility that we will vacate on 26th April (2 days notice). There are 23 boxes on site.

### **4. President's Report**

L. Wilson reported on a number of matters:

- She and J. Mohan have revised the contracts (for the next year) for all AABC contractors, and have been reviewing the final NADP budget.
- CCA required revision to the association's NADP applications, particularly EAS, and these have been completed. CCA will be giving Artefactual \$10,000 to partly fund development of a workflow model in ICA-AtoM.
- The URL aabc.ca has been registered for the next 8 years, and re-routing for the old address will be set up. There was a short discussion and agreement that the list-serv address could remain the same.
- R. Hill has changed her email address because of spam problems, although this is an interim measure until the website is hosted by Artefactual.
- The final report is available from the *West Beyond the West* symposium.
- Reports are due soon on the BC150 funding – J. Feist will draft ours and send to L. Wilson.
- The new fee structure for workshops will be posted shortly.

## **5. Vice-President's Report**

J. Feist noted that having the new workshop fee structure posted prior to the AGM will enable discussion. Other Programs committee business was discussed above.

## **6. Treasurer's Report**

J. Mohan reported on a number of matters:

- The Grants Committee budget was \$1,200 because it needed to cover travel costs; now that this is no longer the case, its budget can be reduced and the funds used to cover other administrative costs such as for the Finance committee and the moving of the association's inactive records from Vancouver to Victoria.
- Conference registration revenues are somewhat lower than expected, although the number of registrants is good – approximately one third have registered at the volunteer/student rate. However, the sponsorship revenues are much higher than expected.
- It was noted how important membership fees are to the budget of the association, and a short discussion regarding membership renewal notices followed.
- The BC150 grant funding has been used.

## **7. Committee and Program Reports**

### **7.1 Programs Committee (Education/Internet/Preservation Services)**

Programs Committee business has already been discussed in the previous reports. There will be no further workshops delivered until after the conference.

### **7.2 Finance Committee**

J. Mohan, K. Blimkie and the new Treasurer will meet after the AGM on Saturday April 25th.

### **7.3 Communications (Newsletter/Regional Representatives/ PAAL)**

J. Morrison had nothing to report.

### **7.4 Grants & Nominations Committees**

Nominations: the newsletter editor/editorial board was discussed; the executive positions for which there are candidates were discussed; the still vacant VP position and possible candidates was discussed. Remaining committee chair positions will be called later. There was a brief discussion about alternate ways of determining executive positions.

### **7.5 Membership & Conference Committees**

V. Billesberger was unexpectedly absent.

- It was noted that the online registration system, GiftTool, has worked well.

Meeting adjourned at 10.07 a.m.