

**Executive Committee Meeting
Minutes – 17 June 2009**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Jordana Feist, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large
Anthea Seles, Individual Member-at-Large

1. Approval of Agenda:

J. Feist called meeting to order at 9.06 a.m. The agenda was approved.

2. Approval of Minutes of 5 May, 2009

Minutes of the April 7th, 2009 Executive meeting were approved.

3. Business Arising

3.1 Meeting times and scheduling

It was determined that executive meetings for the remainder of the year would be scheduled for the second Wednesday of each month with as few exceptions as possible. **Action:** J. Morrison to schedule these dates.
Roundtable: one contractor is unable to attend the proposed roundtable date.
Action: J. Morrison to contact her re: alternatives.

4. Vice-President and Programs Committee Report

4.1 Network – BCAUL/ICA-AtoM reporting

J. Johnston has received the April and May reports and noted the following highlights: 157 new descriptions were submitted; the revised AABC domain name has been registered for 8 years; testing has started on the export of UVic descriptions to the UVic Libraries catalogue. In late June, the BCAUL transfer will take place.

The AABC's CANWAN partners have a very strong interest in ICA-AtoM.

Preservation reporting

There was nothing to report.

Education reporting

The upcoming Distance Education courses have now been scheduled and email announcements sent out this week.

K. Stewart has submitted a working group report to CCA, which was a summary of her October 2008 to April 2009 EAS work.

J. Johnston noted that she had recently spoken at SLAIS about the role of the AABC.

5. Treasurer and Finance Committee report

L. Nobrega noted that the website ‘Marketplace’ needs some status updating and will follow up on this.

There is no Finance Committee business at this time.

There was a discussion regarding the May financial statements.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

J. Morrison reported that the newsletter committee has submitted a draft to her which she will forward to the rest of the executive for comment. There was a short discussion about the newsletter submission deadline and it was agreed that the committee can set its own. It was suggested that regional representatives could be invited to submit their activities to the newsletter.

There was a discussion about PAAL, including committee membership and recruitment of a chair, the mandate, and work that should be done this year.

Action: A. Seles and J. Morrison to follow up on discussion for next meeting.

6.2 Grants & Nominations Committees

Grants: some updating is needed on the website, including the newsletter page and posting of the bylaw changes. Two members are needed for the Grants committee and a chair of the Nominations committee.

6.3 Membership & Conference Committees

Membership: The Membership committee recommended to the Executive approval of the City of Burnaby Archives’ institutional membership; the Executive was pleased to vote approval.

There was a discussion regarding lapses in institutional membership. **Action:** A. Seles to work with S. Romkey on renewals.

Conference: A. Seles proposed the theme “Re-conceptualising the Role of Archives and Archivists” for next year and expanded on some of the ideas behind this theme. She has one conference committee volunteer. All Executive members agreed that the theme is good. A discussion of a possible conference location followed. **Action:** A. Seles to work further on canvassing a location.

7. President’s Report

J. Feist reported that she will finish the gaming grant in the upcoming weeks.

8. Adjournment

Meeting adjourned at 10:01 a.m.