

**Executive Committee Meeting
Minutes – 8 July 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 9.09 a.m. The agenda was approved.

2. Approval of Minutes of June 17, 2009

Minutes of the June Executive meeting were approved with one change to the Programs Committee report.

3. Business Arising

Upcoming executive meeting scheduling was briefly discussed.

4. Vice-President and Programs Committee Report

4.1 Network – BCAUL/ICA-AtoM reporting

- A meeting will be held with Artefactual at the end of June to discuss migration issues. BCAUL will go offline and MemoryBC come online at the end of August, with official launch in November. Some migration issues that have arisen will be fixed by the end of July; still needing resolution are the memory cap on the Artefactual server for searching indices, and scaling of data templates which makes linking levels of description slow. EAD imports will be postponed until October. **Action:** It was agreed that the Programs Committee, with EAS and NS will update members about migration issues as it progresses through both emails on the list and a report in the next Newsletter.

- BC Digitisation Committee: a successor committee is being formed, including the same membership. It will focus on co-ordinating and capacity-building and will meet in September. Further workshops will be organised by Electronic Library Services.

Preservation reporting

There was nothing to report.

Education reporting

The EAS archivist has been giving distance advice regarding NADP grants and reporting and has made 5 site visits.

5. Treasurer and Finance Committee report

L. Nobrega reported that she followed up on the website Marketplace status and set a reply-by date for advertisers.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

Executive members agreed that the latest Newsletter is outstanding and wishes to thank the editorial board for their hard work.

There was a discussion about recruitment for the PAAL committee and current issues that the committee could work on. There will be a call for volunteers on the committee.

6.2 Grants & Nominations Committees

Grants: 6 applications were received for the Terry Reksten award. S. Moore has volunteered to briefly review any NADP applications that she receives early. There was a discussion about the need for contractors who are able to undertake grant-funded work and how the services of any such contractors are advertised.

Nominations: a number of positions need to be filled. **Action:** S. Moore will draft a list including brief descriptions and send to the executive for input prior to posting on the list.

6.3 Membership & Conference Committees

Membership: a meeting of the committee will be scheduled to review the institutional approval process. One institution is currently applying for membership.

Conference: there was a brief discussion about recruitment for the committee; this will be included in the call for volunteers.

7. President's Report

J. Feist reported that the Gaming grant application was not submitted on time. A discussion followed about whether any anticipated gaming funding had been worked into the budget. She will contact the Financial Manager today and follow up with the contractors.

Other possible funding sources were discussed.

8. Adjournment

Meeting adjourned at 10.00 a.m.