

1994 Annual General Meeting of the Archives Association of British Columbia - Minutes

April 23, 1994

Richmond City Archives, Richmond, BC

1. Approval of Agenda

Motion to approve agenda by Kathleen Carney and seconded by Gary Mitchell.

2. Approval of minutes of 1993 Annual General Meeting

Motion to approve minutes of Annual General Meeting 1993 in Vernon by Sue Baptie and seconded by Chris Petter.

3. President's Report

- Two revised chapters of Manual for Small Archives are now on sale, the manual continues to sell very well.
- All three of our programs are very successful; Conservation, Education and the Union List Project. Rosaleen Hill, Irene Bekes and Bill Purver were commended for the excellent work they have been doing.
- The Education Committee was congratulated for the work they have been doing.
- FOI; we are continuing to monitor the legislation and are still lobbying for archival legislation.
- President thanked the executive, committee chairs and members for their participation in the AABC over the past year. A special thank you to Chris Hives for all his hard work on behalf of the association.
- Ted White was also thanked for his work as administrative assistant.

4. Treasurer's Report

- We have financial statements for all four accounts of AABC. Ted White has statement for general account for our members.
- \$47,000 total revenue
- \$37,000 disbursements
- \$30,000 to carry over
- Treasurer reported a very healthy financial picture at present.
- Treasurer made a motion to appoint Weinkauf Malish Clark, certified general accountants, to complete a general review of the Association books and financial statements. Motion by Grant Mitchell and seconded by Susan Hart. Motion passed.
- Members were reminded of claiming for travel subsidies

5. Committee Reports

Committee chairs were introduced.

Education Committee

- Susan Hart was introduced as chair of committee.

Membership Committee

- Carol Haber reported that we now have 356 members. Terry Eastwood recommended that we publish in the newsletter our membership statistics and how many members attended this year's conference.

Grants Committee

- Chris Hives hopes that we are able to give some help to regions for grant writing. Concern expressed regarding the response to conservation grants.

FOI Committee

- Trevor Liverton introduced as chair of committee.

Archival Legislation Committee

- Committee will provide members with a copy of brief sent to government. Terry Eastwood suggested members become more aware of issues surrounding archival legislation. He believes members must get behind act and become involved by responding when legislation is passed.

Thesaurus Committee

- Janet Turner introduced as chair of committee. Reports that committee has produced a survey to determine how and if thesaurus is being used. The survey will be conducted in May-June and data will be analyzed by the fall. Copies of the addendum are now gone and we need to produce further copies.

6. Association Publications

AABC Newsletter

- Val Billesberger unable to attend meeting. Kelly Stewart will take over the position as newsletter editor. Terry Eastwood made motion to send thanks for all her work. Seconded by Gary Mitchell.

Manual for Small Archives

- Two new chapters (revised); arrangement and description and automation. They are now available to members through Enid Britt at SFU for a cost of \$15.00.

7. BC Archival Union List Project

- Project is now in phase three. Grant Mitchell suggested setting up an advisory committee to make recommendations on how to maintain work already done. Would enable us to make future plans about what happens to project when phase three is completed.

8. Other Business

- Grant Mitchell raised issue of low interest rate and questioned the possibility of T Bills or other investments. Treasurer reported that will take \$20,000 and \$10,000 and rotate investments so we always have access to cash. Will try to maximize our investment potential. Motion to accept Treasurer's report by George Brandak and seconded by Bob Stewart. Motion passed
- Long Term Plan outlines the future of the Association and direction of the Executive. The plan will change every year but will provide direction. Members are encouraged to comment.
- Gary Mitchell suggested that members review plan at every conference. He suggested that one hour be set aside to discuss and as we institute new programs we link them to the plan. Executive in agreement with this.
- Susan Hart asked for clarification in the reduction of Education Program. Jim Burrows reported that at some stage basic programs will have been taken by everyone who wants them.
- Terry Eastwood asked about maintenance of the Union List and do we know who will be responsible for maintaining it. We will pay UBC maintenance fee in future; at present this is free. Terry Eastwood expressed concern about the cost of maintenance if it develops

into a network. Chris Petter pointed out that libraries receive funding for networks so we shouldn't have a problem.

- Motion by John Bovey to send message on May 11, 1994 to W.K. Lamb on the occasion of his 90th birthday. Seconded by Terry Eastwood.

9. Nominations Committee Report

Three positions are open: Vice-President, Secretary, and Institutional Member-at-large. The new executive presented to the membership: President - Frances Fournier, Vice-President - Joanne Rajotte, Secretary - John Stewart, Institutional Member-at-large - Christine O'Donnell, Individual Member-at-large - Jane Parkinson.

Meeting adjourned at 10:20