

# 1997 Annual General Meeting of the Archives Association of British Columbia – Minutes

Saturday, April 26, 1997, 9:30 AM  
Landmark Hotel, Vancouver, BC

## 1. Approval of Agenda

Add: 4.6 Internet Committee report

Add 4.7 Regional Representatives report

Add 5.0 Gary Mitchell resolution

Motion to approve agenda moved by Gary Mitchell, seconded by Joanne Rajotte. Carried

## 2. Approval of minutes of 1996 Annual General Meeting

Motion to approve minutes of 1996 Annual General Meeting moved by Mary McIntosh and seconded by Irene Bekes. Carried

## 3. Executive Reports

### 3.1 President's Report

- Joni Mitchell reported on a difficult year for the AABC. The programs and initiatives the Association has worked so hard to develop and implement, and that have been so valuable to our members, were threatened with extinction due to the provincial funding crisis. Despite the difficulties, the President is encouraged with what has been accomplished.
- The President reported that Provincial funding was made available for the special project to revise The Manual for Small Archives. The Executive has since approved the expenditure of Association funds to match funds provided by the province in order to hire a contractor to complete the revision project.
- In light of the increasing volume and complexity of AABC financial and administrative functions, the Executive, on behalf of the AABC, retained the services of Williamson Administrative Services in January of 1997. This agreement will be reviewed and renewed on an annual basis.
- Irene Bekes administered the delivery of 12 courses under the auspices of the Community Archives Education Program (CAEP).
- Rosaleen Hill, former co-ordinator for the B.C. Conservation Service, left to accept a teaching position at the University of Canberra in Australia. Megan Cornish was hired as an interim replacement to the end of the fiscal year. Ms. Cornish has recently been confirmed as the co-ordinator of the B.C. Conservation Service in a nationally conducted competition. Bill Purver Archives Advisor/Network Coordinator conducted several site visit tours to regions of the province, attended regional meetings, and participated as an advisor to the Internet Committee. As Network Co-ordinator, Mr. Purver continued to describe records and enter those descriptions on the British Columbia Archival Union List (BCAUL). In addition, Mr. Purver established the B.C. Archival Resources Web Site.
- The President expressed thanks to Tanya Karlebach, program planning chair, and Ann Carroll, local arrangements chair for their work on this conference. Thanks also to hard working committee members, and to the program coordinators, Irene Bekes, Bill Purver and Megan Cornish.

### 3.2 Treasurer's Report

Four detailed statements of account were presented to members.

General Account - \$54,236.60 total receipts; \$48,938.30 total disbursements; \$5,298.30 Excess of Revenues over Expenditures; Fund balance, \$34,600.83, Beginning of the year; \$39,899.13 Fund balance, End of the Year.

Archives Advisor/Network Coordinator - \$81,170.26 total receipts; \$76,863.02 total disbursements; \$4,307.24 closing balance as of 31 March, 1997.

Conservation Service - \$88,575.92 total receipts; \$86,815.25 total disbursements; \$1,760.57 closing balance as of 31 March, 1997.

Community Archives Education Program - \$27,824.69 total receipts; \$24,069.52 total disbursements; \$3,755.57 closing balance as of 31 March, 1997.

Discussion:

1. Treasurer explains that \$15,000 from investment accounts were removed to the General Account to cover expenses during funding crisis. Kathy Carney - Are we considering putting money back into these investment accounts. This concern shared by Jim Burrows. Executive agrees to look into this.

2. Jim Burrows - Is our financial statement being reviewed? Treasurer reports that due to the late arrival of our financial statement last year there was no time to review it. Treasurer explains that a Certified Accountant was retained to reconstruct and verify financial figures. Motion by Jim Burrows - That the financial statements for the Archives Association of British Columbia be reviewed on an annual basis. Seconded by Kathy Carney. Carried. Motion to approve Treasurer's report moved by Jay Gilbert, Treasurer, and seconded by Joanne Rajotte. Carried.

## **4. Committee Reports**

### **4.1 Education Committee**

- Report presented by Laura Cheadle, Chair. Held three scheduled workshops and nine sponsored workshops, with a total attendance of 124 participants. One scheduled workshop on the Management of Archives was cancelled due to low registration. The sponsored workshops were an innovation this year and proved to be very successful, exceeding the original goal of seven by two, and reaching groups in remote regions of the province which have not been served in the past. Four courses are scheduled for 1997/1998: Principles of Conservation Management and Emergency Planning; Introduction to Archival Practice; the Care and Handling of Photographs; and Management of Archives. In addition the AABC contracted with Jane Parkinson to develop the curriculum for "RAD for Small Archives" specialized workshop. This workshop has been very successful and the Education Committee is considering developing it as a regular CAEP course.
- Comments from the floor: Jim Burrows sees move from scheduled to sponsored workshops as a positive move forward.  
Report received with thanks.

### **4.2 Conservation Committee**

- Barry Byers, Temporary chair of the Committee, not in attendance, but submitted a report of the Committee. 1996-1997 marked the fifth year of operation for the AABC Conservation Service, and saw a continuation of successful member services. Report notes a drift from site assessments to other kinds of visits and forms of communication between member clients and the Conservation Coordinator. Site visits are still important but the growing proportion are in the form of collections surveys, as more archives have facilities assessments completed.

- During the year more than 15 AABC institutional members received site visits, while the Conservation Coordinator responded to 237 telephone and email requests for information, and presented two workshops.  
Report received with thanks.

#### **4.3 Archives Advisor Committee -- Jay Gilbert**

Jay Gilbert, Executive liaison to the Archives Advisor/Network Coordinator presented report. Executive liaison to the Committee expresses thanks to the contractors: Archives Advisor - Bill Purver, Conservation Coordinators - Rosaleen Hill/ Megan Cornish, and Education Coordinator - Irene Bekes. Special thanks to Bill for his consistently great work, and to Chris for his help with the growth and development of the BCAUL. Report on the BCAUL - The upcoming change to include sponsorial records will require the committee to meet more often. Change in reporting structure for the Archives Advisor. Under the previous system Bill used to report directly to the Executive. This was changed over the past year with the creation of the Archives Advisor/Network Coordinator Committee. This committee consisted of Jay Gilbert, Executive Liaison, and Chris Hives. This Committee met once during this past year.  
Report received with thanks.

#### **4.4 Grants Committee**

Report presented by Joni Mitchell, on behalf of Wendy Hunt. A total of \$144,499.55 of Canadian Council of Archives grants for archives programs were adjudicated and distributed. \$76,947.00 of this money went to fund the three ongoing AABC administered programs: Archives Advisor/Network Coordinator, Conservation Services and Community Archives Education Program.

Comments from the floor: Joanne Rajotte raises question about how the balance of CCA grant funds are used. Joni Mitchell, President, notes that over 50% of CCA funds are currently used for AABC programs. Suggestion is made that we may need to review how distribution of funds is balanced, including justifying the provision of programs and courses. Chris Hives observes that reductions of grant funding suggest that individual grant applications should be for smaller amounts. If grant funds continue to decline below a certain level, we may need to consider other means of adjudicating these funds.

#### **4.5 Membership Committee**

Report presented by Doreen Stephens, Chair. Membership Committee inactive during part of the year while the committee was without a chair. Chair joined the committee in fall, and since then the committee has met five times. The Committee prepared and distributed a Membership Directory in the fall of 1996, and will endeavor to have the 1997-1998 Directory out with the summer issue of the Newsletter. The current administrative support through Williamson Administrative Services has been very helpful, and the committee anticipates working with the service will allow for a more complete, accurate and more easily maintained member database. Thanks to Kelly Harms, Executive liaison, who has met with the Committee and been of help to the Chair. Special thanks to Joanne Rajotte who volunteered her time to serve as interim Admin. Support until Williamson was retained.

#### **4.6 Internet Committee**

Report presented by Craig Neelands, outgoing Chair. The Committee selected an Internet service provider and began planning the AABC Home page in spring 1996. The Web site was launched in July of 1996, with announcements going out to the community and various archival Internet listservs over the summer. In Fall of 1996 work began on splitting the Web

site into a set of pages relating to AABC matters and services exclusively, and another set of pages constituting the B.C. Archival Resources Web site, maintained by the AABC Archives Advisor/Network Coordinator.

#### **4.7 Regional Representatives Report**

Report presented by Joan Cowan. The Regional Representative have been responsible for providing information about the AABC and its programs to archival institutions and individuals. As well they have coordinated regional workshops, organized general meetings with the Archives Advisor and/or Conservation Coordinator, and encouraged cooperation and communication between local archives.

#### **5. Other Business**

The following resolution moved by Gary Mitchell.

That the AABC send card and flowers to Ruby Nobbs of Revelstoke, wishing her a speedy recovery.

Seconded by Linda Wills. Carried

Discussion:

Question from George Brandak - Are we going to hear from the Advocacy Committee. Jane Parkinson, Ad Hoc Advocacy Committee Chair responds that because of the busy year, their committee did more advocating than planning. One of the first tasks of the Committee for the coming year is to research advocacy methods, collect source materials and ideas for advocacy initiatives, as well as identify key areas where the AABC should concentrate advocacy efforts.

#### **6. Nominations Committee**

Chair Mary McIntosh reported that three positions are open: Vice-President, Treasurer, and Individual Member at Large. The Nominations Chair called three times for any other nominees from the floor. With no further nominations the Chair presents, by acclamation, the Executive for the 1997-1998 year: President - Trevor Livelton, Vice-President - Laura Millar, Treasurer - Regina Landwehr, Secretary - Kelly Harms, Institutional Member at Large - Wendy Hunt, and Individual Member at Large - Teedie Gentile.

#### **7. Adjournment**

Motion to adjourn AABC Annual General Meeting - Kathy Carney, seconded by Joanne Rajotte. Carried.

Meeting adjourned 11:00 am.