

1999 Annual General Meeting of the Archives Association of British Columbia – Minutes

Saturday, April 17, 1999

Revelstoke Community Centre, Revelstoke, BC

9:00 AABC President called the meeting to order and introduced Mike Mangan as moderator/chair of the meeting

1. Approval of Agenda

Add: 2 items under 4.13 Regional Representatives

Move: item 6.1 to follow approval of the agenda

Re-number the remaining items

Jim Burrows raised a point of order clarifying Mr. Mangan's role in the meeting. President explained that Mr. Mangan's role is to facilitate discussion of issues, since the President does not want to be in a position of curtailing discussion and questions in order to end the meeting on time. Mr. Mangan explained that the by-laws of the association require the President to act as Chair, and a motion to approve Mr. Mangan as Chair would have to be passed. Jim Burrows asked that we agree that the President acts as Chair and Mr. Mangan facilitate discussion.

Motion to approve the agenda moved by Laura Millar, seconded by Chris Hives. Carried.

2. Approval of Minutes

Motion to approve the minutes of the 1998 Annual General Meeting moved by Laura Millar, seconded by Joni Mitchell. Carried.

3. Other Business

3.1 Honorary Membership

A motion to confer the status of honorary lifetime membership to Ruby Nobbs of the Revelstoke Museum and Archives was moved by Gary Mitchell, seconded by Jim Burrows. Carried.

4. Executive Reports

4.1 President's Report

President expressed her thanks to everyone in Revelstoke for their hospitality and hard work hosting the conference and AGM.

Sue Bigelow asked if the President saw a future role for herself in the Association.

President responded that she had not been asked and it would be a personal decision should it arise.

Motion to approve report moved by Laura Millar, seconded by Ann Watson. Carried

4.2 Vice-President's Report

- Vice President asked if there were any questions about the report. Sue Bigelow asked about the purchase of director's insurance and what actions are covered. Treasurer explained that it covered such things as errors and omissions made in the administration of funds and personal injury, and that director's liability is a standard item for volunteer associations. Sue Bigelow asked if defamation was also covered. Treasurer responded that it was not.

- Sue Bigelow inquired about the coordinators' jobs and whether they were employees or contractors. Vice President explained that the current contracts are independent contracts and that the Association received legal advice to move to employee contracts. This move is not final and will be an item for review by the incoming executive. Sue Bigelow asked if office space, etc. would be provided to the coordinators. President replied that these will be points of negotiation with each contractor and it will be up to the new executive to formulate policies and negotiate the terms of individual contracts. Sue Bigelow asked if contractors would be treated consistently. President explained that how contractors are treated depends on the nature of the contract in terms of how much time is spent doing contracted work. Sue Bigelow asked why this change has only come about now. President explained that the process of reviewing contracts has been going on for some time, but the legal opinion was received only recently.
- Jim Burrows inquired as to the difference between an employee contract and an independent contract, and of what benefit it was to the Association to move to employee contracts. Vice President replied that the move is to protect the Association and that under employee contracts it would remit to Revenue Canada, Worker's Compensation Board, etc. President further explained that under an independent contract, it is assumed that the contractor has another source of income. An employee contract assumes that the contractor is required to work full time and is in a dependent relationship, therefore, if that person does not remit taxes or gets injured, the Association is liable. Under an employee contract, these potential areas of liability can be insured against.
- Sue Bigelow asked if the Association has in the past been in violation of the Employment Standards Act. President could not comment, but explained that the Association is making the change because it felt it needed to be done.
- Motion to approve the report moved by Laura Millar, seconded by Jennifer Mohan. Carried.

4.3 Treasurer's Report

Treasurer reported that as of March 31, 1999, the books are balanced and the accountant review that is in progress should be completed by the end of May. Furthermore, the books from 1996, '97 and '98 have also been reviewed and are in order.

Summary of the 3 program accounts and general account:

- Community Archives Education Program statement of account -- The grant amount was the same as last year. \$500.00 of grant money is unspent and will be remitted to funding agencies
- Archives Advisor/Network Coordinator statement of account -- there was a slight increase in the grant in the past year and expenditures went according to schedule. \$1200.00 is unspent and needs to be returned to the funding agencies.
- Conservation Service statement of account -- monies from the suspended program were spent on other activities as appropriate, for example, the CCI disaster preparedness workshop. \$1800.00 is unspent and will be returned to the CCA.
- Sue Bigelow inquired about the conservation grant in light of the suspension of the BC Conservation Service, how much was spent, how much was returned to the CCA and how much the potential grant may have been in comparison to how much the Association actually received. Treasurer replied that she didn't have the exact figures for the grant funds. The Association did not receive the entire grant, and the portion it did receive was spent on other projects that were deemed appropriate, and the remainder returned to the CCA. The difference between what was received and what may have been received was in the neighbourhood of \$20,000.00.

- General Account -- The 1999 grants appear to exceed grants from previous years, but this is because the bookkeeping has been done differently; the Communities Connect and BCAUL migration were accounted for in the general account.
- Treasurer noted a decreasing trend in revenues from membership fees collected, workshop registration, publication sales, newsletter advertising and miscellaneous revenue sources, as well as increased expenditures for operating costs.
- Jim Burrows asked if the decline of membership fees is due to a decline in membership. Treasurer predicted that the revenue should increase next year due to higher fees.
- Linda Wills noted that she just received her needs assessment survey and asked why it was not distributed with the AGM package or at the conference. President responded that it would be too complicated to distribute the surveys because it would require figuring out who was coming and who was not.
- Sue Bigelow pointed out that the legal fees in the Treasurer report were \$1000.00 and not "thousands" as reported in the President's report. President explained that costs referred to in the President's report include not only the lawyer's invoice (\$1000.00) but also other related costs for the executive committee.
- Treasurer reported that the proposal for extended services such as payroll set up, GST refunds, and the like to be provided by Support Services Unlimited (formerly Williamson's) is before the new executive for consideration. She also raised the issue of moving the annual general meeting to May or September to facilitate accounting and enable the treasurer to provide audited statements.
- Motion to approve the report moved by Regina Landwehr, seconded by Chris Hives. Carried.

5. Committee and Program Reports

5.1 AABC Newsletter

President spoke to the report in the absence of the editor.

Motion to approve report moved by Laura Millar, seconded by Dorothy Lawson. Carried.

5.2 Archives Advisor/Network Coordinator Report

Chris Hives speaking for the Committee thanked Bill Purver for his support and hard work, particularly moving BCAUL from UBC to an independent platform.

Motion to approve the report moved by Laura Millar, seconded by George Brandak. Carried.

5.3 Conservation Program, including Task Force Report

- Sue Bigelow asked when the Conservation Service would recommence, given that the task force recommended that the Conservator position be filled April 1, but the grant is for a start date of June 1, and where would the extra money come from if the position were filled before June 1. President replied that the executive was concerned that it may not be able to fill the position, but interviews have taken place and a recommendation is before the new executive. If a contract can be negotiated, the Conservator will start ASAP and there is \$5000.00 in grant money available to cover the cost. Sue further asked why it was not left to the new executive to do the interviews. President replied that the executive wanted to have it done before the end of its term, but the advice from the lawyer regarding contracts delayed the process.
- Jim Burrows asked if approving the report of the Conservation Program would mean approving the task force report. President replied that the task force report would be dealt with under item 6 of the agenda (Administrative Structure of the AABC).

- Sue Bigelow asked about conditions that were attached to the grant for the CCI emergency preparedness workshop the AABC did not abide. In particular, there was a condition that the workshop be advertised. President responded that the Association spoke to CCI and granting agencies about appropriate use of conservation grant funds, and CCI agreed that the workshop was appropriate. Jim Burrows added that if CCI is unhappy, they should write to the Association. Sue asked if there were complaints from members who did not get to attend the workshop. President replied that there were no complaints.
- Sue Bigelow expressed concerns about inaccuracies in the report. A discussion of the task force and its findings followed. The task force reviewed the broader context of the Association, not just the BC Conservation Service. It found no real problem with the service, and has made recommendations that are up for consideration. Mike Mangan pointed out that there is a difference between receiving and adopting the report. To receive the report is to recognize that the committee has done its job. To adopt it means that the Association accepts the report.
- Motion to receive the report moved by Jim Burrows, seconded by Joni Mitchell. Carried.
- Motion to accept report submitted by the Membership Committee moved by Marnie Burnham, seconded by Michael Gourlie. Carried.

• **5.4 Education, including Community Archives Education Program**

Jana Buhlmann presented the report stating that the intention was to make broad recommendations for discussion. President thanked Jana and David Wardle for their work. Motion to receive the report moved by Jim Burrows, seconded by Doreen Stephens. Carried.

President thanked Irene Bekes for her work on CAEP.

Motion to receive the report moved by Laura Millar, seconded by Linda Wills. Carried.

5.5 Grants Committee Report

Francis Mansbridge reported that the cheques should be issued at the end of May. Sue Bigelow asked if there was any money left over at the end of the process, that is, if all of the grant money available was distributed. Francis replied that there was no money left at the end; all available funding was applied for and disbursed.

Motion to accept report moved by Francis Mansbridge, seconded by Erwin Wodarczak. Carried.

5.6 Heritage Council of BC Report

Sue Bigelow asked why, given the workload of the executive, it would take on the extra work of chairing the Heritage Council. President explained that the Heritage Council has a rotating chair and it is the Association's turn to take over. The Association took over in December instead of January because the previous Chairperson was ill.

Motion to accept report moved by Laura Millar, seconded by Joni Mitchell. Carried.

5.7 Internet Committee Report

Motion to accept report moved by Erwin Wodarczak, seconded by Dorothy Lawson. Carried.

5.8 Communities Connect Report

Erwin Wodarczak elaborated on the preliminary report, and added that he will submit his comments to the Newsletter. The project is now complete. June Campbell developed templates for community archives web pages and coordinated workshops. Response to the

workshops was positive and follow-up with the participants will be done. The Chilliwack Museum and Archives provided the model website. \$2,500.00 will be returned to the granting agencies.

Discussion about the workshops and their appropriateness for achieving their goals followed. Members expresses support for the workshops and it was noted that the committee might need to follow up with support.

Motion to accept the report and comments moved by Erwin Wodarczak, seconded by Jennifer Mohan. Carried.

5.9 Manual Revision Report

Kelly Stewart left the room for this report.

George Brandak asked if the recommendation to approach other people to write sections of the manual was binding on the new executive. President responded that it was not.

Jim Burrows raised the issue that unlike the first edition, the manual has no financial backing and that it may not be appropriate for the AABC to continue working on it.

Discussion about needs, priorities and ways of disseminating the manual followed.

Sue Bigelow asked if the grant funding binds the Association to produce something.

President answered that the Association is bound to do the work, whatever the results may be.

Ann Watson inquired as to how many requests the Association receives for the manual.

President responded that there are currently 50 or 60 orders.

Motion to receive the report moved by Jim Burrows, seconded by Jana Buhlmann. Carried.

5.10 Membership Committee Report

Doreen Stephens thanked committee members. President noted that Doreen is stepping down, so the Chair of the membership committee is vacant. She also thanked retiring Ann Watson for her work. Bill Purver noted that the addition in the report is incorrect -- the correct number for 1999 is 343 members.

Motion to accept the report moved by Laura Millar, seconded by Dorothy Lawson. Carried.

5.11 Needs Assessment Survey

Laura Millar spoke to the report. The report was completed on March 31. The document has been made available to members, but no analysis of the findings has been done. Jim Burrows expressed concern that there will be no correlation between this report and the 1988 survey. George Brandak echoed the concerns. President noted the concern and that could be an issue for the incoming executive.

Motion to accept report moved by Laura Millar, seconded by Cathy English. Carried.

5.12 Public Awareness, Advocacy, and Legislation

Motion to accept the report moved by Laura Millar, seconded by Joni Mitchell. Carried.

5.13 Regional Representatives

Teedie Gentile spoke to the report and thanked the regional representatives for their work. Val Billesberger, Fraser Valley Regional Representative stressed the importance of the regional structure and spoke on behalf of the regional representatives.

MOTION that the notes of the Strategic Planning workshop be circulated to the Regional Representatives to initiate regional input into the future direction of the AABC and report back to the Executive. Moved by Val Billesberger and seconded by George Brandak.

Carried.

MOTION to thank Teedie Gentile for her untiring efforts to keep communication lines open and information flowing to and from the regions for the past two years. Moved by Shawn Lamb and seconded by Val Billesberger. Carried.

6. Administrative Structure of AABC

- President identified three documents in the AGM package. Jim Burrows expressed concerns that there are no costs attached to the documents. Treasurer did not have costs for extended bookkeeping service but pointed out that they are needed since there is no treasurer on the incoming executive. Her estimation is that they would cost approximately \$15,000.00 per year. Discussion about time spent on Treasurer duties followed. Treasurer responded that the average time spent is 20 hours per week, increasing to 40 hours per week during peak times. Of the 20 hours, about 15 is financial and 5 is other executive committee work, although a professional bookkeeper could probably streamline procedures and spend less time. She felt that Treasurer time could be better spent on higher level activities rather than bookkeeping details. The current support services the Association uses could provide the service and it could be financed for the rainy day fund up to a certain amount.
- Jim Burrows expressed reservations about the proposed Program Coordinator position. He did not see the immediacy of it, and particularly had concerns turning it over to the executive without member input. Sue Bigelow asked where the money would come from and expressed concern that the employee would not be free to speak to the executive.
- MOTION that the membership directs the executive to immediately engage the services of a bookkeeper moved by Jane Turner, seconded by George Brandak. Carried.
- MOTION to receive the report and further investigate the costs and report back to the membership with costs and recommendations moved by Jane Turner, seconded by Chris Hives. Carried.
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7. Nominations and Elections

Joni Mitchell, Chair of the Nominations and Elections Committee presented her report. Geoffrey Castle has declined nomination for the position of Secretary, as presented in the report, but Marnie Burnham has accepted. Jane Turner asked for clarification of the vacancies on the executive committee. Mike Mangan clarified that the by-laws require five positions to be elected. Because the Vice President is stepping down, the Association needs to nominate a Vice President to fill in as president, a Vice President to succeed next year, a Treasurer and an Individual Member at Large. Since the Secretary left, the Association can either appoint or elect someone for the remainder of the term. There were no nominations from the floor. The new executive is as follows:

Chris Hives - Vice President
Dorothy Lawson - Individual Member at Large
Marnie Burnham - Secretary
Francis Mansbridge - Institutional Member at Large
Treasurer - vacant
Vice President – vacant

Val Billesberger asked if someone would be appointed Treasurer. Joni answered that this is a possibility. Jim Burrows expressed concern that the Association is unable to fill the

slate and stated that members need to make a contribution to their organization. Other members echoed these sentiments.

Motion to thank the outgoing executive for their efforts moved by George Brandak, seconded by Joni Mitchell. Carried.

Motion to thank committees for their work and commitment moved by George Brandak, seconded by Kelly Stewart. Carried.

Motion to thank Revelstoke for hosting the conference moved by Shawn Lamb. Seconded by Laura Millar. Carried.

7.1 Statement from Vice President

8. Adjournment

Motion to adjourn moved by Laura Millar, seconded by Mary McIntosh.

Meeting adjourned 12:00