

2000 Annual General Meeting of the Archives Association of British Columbia - Minutes

Saturday, April 29, 2000

Richmond Inn, Richmond, British Columbia

10:30 am - AABC President called the meeting to order

1. Approval of the Agenda

Motion to approve the agenda moved by Chris Hives, seconded by Wendy Hunt. Carried.

2. Approval of Minutes from the 1999 Annual General Meeting

Motion to approve the minutes of the 1999 Annual General Meeting moved by George Brandak, seconded by Susan Hart. Carried.

3. Executive Reports

3.1 President's Report

Chris Hives described the past year as challenging. 1999/2000 started slowly as there were vacancies in two key Executive positions. The goal of the Executive was to achieve stability and to build bridges. He feels that the past year has been successful.

The President noted that a significant accomplishment was the establishment of new procedures in the AABC's financial accounting and budgeting process. Procedures have been streamlined to reduce the burden of the Treasurer's position.

During 1999/2000, the Association re-instituted the Archival Preservation Service. Chris Hives complemented Roslyn Hill for her contribution to the continuing success of this program.

The President noted that the AABC has benefited from the on-going support of the Provincial Archivist, Gary Mitchell. It is important for this dialogue to continue in the future as we develop a shared vision for a provincial archival network.

The President reported that communication within the AABC was facilitated by meetings with AABC committee chairs, contractors and regional representatives hosted by the Executive in August 1999 and February 2000. The Association pursued new ways of disseminating information resulting in the development of a web-based newsletter, a provincial electronic mailing list and the inclusion of the *Archival Toolkit* and the *Manual for Small Archives* as features of the website.

Chris Hives noted that in 1999 there was a significant drop in the number of individual members. He reported that the Executive has addressed this decline by creating a membership category for volunteers and retired archivists at a reduced fee of \$20.

The President introduced and welcomed Deidre Simmons to the newly created position of Education and Advisory Archivist. In addition, he recognised her role as Chair of the Conference Programme Committee and thanked her and the other members of the Committee as well as the Local Arrangements Committee for their hard work on behalf of the Association.

Finally, the President thanked the AABC membership for their tribute to him at the conference banquet.

Motion to accept report moved by Chris Hives, seconded by Erwin Wodarczak. Carried.

3.2 Vice President's Report

Jane Turner reported that since the generation of the Vice President's report, the issue of the fee structure for institutional membership has been raised. The Vice President suggested that the Executive be asked to consider the issue and bring a report to the 2000/01 Annual General Meeting.

Motion to accept report moved by Bob Stewart, seconded by Chris Petter. Carried.

3.3 Treasurer's Report

The Treasurer stated that her report represented the AABC's finances up to the 31 March 2000. A final financial report will not be available until the end of May.

Lynne Waller reported that during the 1999-2000 fiscal year, efforts have been made to begin to integrate financial planning into the Association's program development procedures. She noted that all committees are building financial planning into their programs of activity. Such planning promotes stability.

At the 1999 Annual General Meeting, Jane Turner moved that the AABC examine the possibility of hiring a bookkeeper to assist with the management of the AABC's finances. The Treasurer reported that the AABC Finance Committee has examined the issue and developed a description for such a position.

Lynne Waller reported that for the 1999-2000 fiscal year, the bank account balanced. AABC GICs were increased and savings were made in the areas of insurance, newsletter production, and Executive Committee expenses. Lynne Waller anticipates a surplus of \$2000. She expressed her appreciation to the President, the members of the Finance Committee, and her husband for their support during the past year.

Ken Favrholt asked about the source of administration funds. Lynne Waller responded that \$8298 would be dedicated from grant funds for administration.

Motion to accept report moved by Evelyn Peters McLellan, seconded by Deidre Simmons. Carried.

Motion to forward financial records to Malish and Clarke for review moved by Bob Stewart, seconded by Ken Young. Carried.

4. Committee/Program Reports

4.1 Education

Susan Hart asked if the Education Committee was planning to develop more workshops. Linda Wills reported that the Committee is working towards that goal.

Motion to accept report submitted by the Education Committee moved by Chris Hives, seconded by Wendy Hunt. Carried.

4.2 Preservation

Motion to accept report submitted by the Preservation Committee moved by Ken Young, seconded by Dorothy Lawson. Carried.

4.3 Membership

Susan Hart congratulated the AABC Executive and Membership Committee for their efforts in reducing membership fees to accommodate volunteers and retired archivists.

AABC members discussed the membership fee structure as it relates to the size of institutions and individual membership. Jay Gilbert asked whether individuals and institutions should be separate within the AABC. Evelyn Peters-McLellan suggested developing a set price for institutions and an added fee per archivist working within that institution. The President noted some reluctance on the part of the Executive to develop a complex fee structure based on the size of the institution. Marie-Helene Robitaille expressed concern about the implications for archivists who get little institutional support. Heather MacNeil commented that membership in the AABC should be an issue of professional pride.

Susan Hart requested that the AABC explore the fee structure for member institutions. Marnie Burnham, Chair of the Membership Committee, agreed to examine the issue and report back to the Executive.

Motion to accept report submitted by the Membership Committee moved by Marnie Burnham, seconded by Michael Gourlie. Carried.

4.4 Grants

Motion to accept report submitted by the Grants Committee moved by Chris Hives, seconded by Wendy Hunt. Carried.

4.5 Internet

Erwin Wodarczak welcomed Joan Cowan and Christine Metsner as new corresponding members of the AABC Internet Committee.

Motion to accept report submitted by the Internet Committee moved by Erwin Wodarczak, seconded by Bill Purver. Carried.

4.6 Archives Advisor / Network Co-ordinator

Motion to accept report submitted by the AA/NC Committee moved by Wendy Hunt, seconded by Deidre Simmons. Carried.

4.7 Public Awareness, Advocacy, and Legislation

Carrie Stevenson spoke on behalf of the Public Awareness, Advocacy, and Legislation Committee. She reported that the Committee's activities have been focussed on the prospect of archives legislation for the Province. In addition, the Committee is developing an initiative for the declaration of an Archives Day in B.C.

Motion to accept report submitted by the Public Awareness, Advocacy, and Legislation Committee moved by Carrie Stevenson, seconded by Peter Johnson. Carried.

4.8 Newsletter

Chris Hives thanked Leslie Field for his efforts and technical expertise in the production of the AABC Newsletter.

Motion to accept report submitted by the Newsletter Editor moved by Chris Hives, seconded by George Brandak. Carried.

4.9 Regional Representatives

Dorothy Lawson discussed efforts to define the role of regional representatives within the AABC. In the coming year, the Executive will work to further develop communication within the regional network.

Motion to accept report submitted by the Individual Member at Large on behalf of the Regional Representatives moved by Dorothy Lawson, seconded by Bob Stewart. Carried.

5. Provincial Archivist Report

Gary Mitchell provided a brief update on activities at the British Columbia Archives. He announced that the records management function within the Provincial Government was returned to the jurisdiction of B.C. Archives in early April. In managing the records of the Provincial Government, the B.C. Archives will stress the need for preservation and advocate for the Archives Association of British Columbia – Annual General Meeting

protection of records of long term value. In addition, Gary Mitchell discussed efforts to improve B.C. Archives' accommodations.

The Provincial Archivist discussed the need to push for the development of provincial archival legislation. He hopes that the Archives Association of British Columbia will contribute to lobbying efforts.

Finally, Gary Mitchell urged the AABC's Executive to consider making outreach the theme of the 2001 AABC conference.

6. Honorary membership

The President moved that the AABC bestow an honorary membership on Dr. C.E. McDonnell in recognition of his years of active interest in the preservation of history, seconded by Wendy Hunt. Carried.

Gary Mitchell requested that the Executive review the AABC Constitution as it relates to honorary membership. He suggested that the process be improved to enable formal approval of honorary membership prior to the Annual General Meeting.

7. Nominations

As there were no further nominations from the floor, the President presented the members to serve as the Executive for 2000/2001:

Jane Turner – President
Heather Gordon – Vice President
Lynne Waller - Treasurer
Dovelle Buie – Secretary
Dorothy Lawson – Individual Member at Large
Laura Cheadle – Institutional Member at Large

7. Adjournment

George Brandak thanked the Executive on behalf of the membership.

11:45 am - Meeting adjourned