

2001 Annual General Meeting of the Archives Association of British Columbia - Minutes

27 April 2001

Victoria, British Columbia

AABC Executive Members Present:

Heather Gordon, Vice President

Lynne Waller, Treasurer

Dovelle Buie, Secretary

Laura Cheadle, Institutional Member-At-Large

Dorothy Lawson, Individual Member-At-Large

AABC Executive Members Regrets:

Jane Turner, President

1. Approval of Agenda

Meeting was called to order at 11:32 a.m.

Motion to call the 2001 Annual General Meeting of the Archives Association of British Columbia to order was made by Marnie Burnham and seconded Wendy Hunt. Motion was carried.

2. Approval of the Minutes of the 2000 AGM

Motion to approve the minutes of the 2000 Annual General Meeting, held in Richmond, British Columbia on Saturday April 29, 2000 was made by George Brandak and seconded by Erwin Wodarczak. Motion was carried.

3. Executive Reports

3.1 President's Report

Heather Gordon, Vice President, informed the membership in attendance that due to unforeseen circumstances the President, Jane Turner, has been unable to attend the 2001 AABC Conference and Annual General Meeting. Heather Gordon, reporting on behalf of Jane Turner and the rest of the Executive, extended thanks to the Provincial Archivist, Gary Mitchell and Fran Gundry, also with the BC Archives. Both have been very supportive of the Archives Association of British Columbia over the past years. Heather Gordon asked the membership if there were any questions about the President's report and there was no questions posed.

Patrick Dunae moved to approve the President's report and Jana Bulhmann seconded the motion. Motion was carried.

3.2 Vice President's Report (Heather Gordon)

Val Billisberger moved to accept the Vice President's report and Jim Burrows seconded the motion. Motion was carried.

3.3 Treasurer & Financial Committee's Report (Lynne Waller)

Lynne Waller, Treasurer of the AABC, reported that the AABC had another good year financially. Lynne Waller explained that the Association had a second surplus year in a row. The Treasurer stressed that the financial management of the Association has focussed on planning, budgets, and financial controls. Lynne Waller reported on the number of round tables that had taken place over the year. Lynne Waller also stressed that the surplus was due to GST rebates and increased workshops registrations; granting agencies sharing the costs of administration also contributed to the surplus and the ability of the AABC to spend more on the Association and its programs. Lynne Waller also outlined the financial position of the Association and explained how the Association will be able to put \$5,000.00 back into the Association's Education initiatives in the 2001/02 budget.

Jim Burrows asked the Treasurer about the audit statement for 2000 and if there were to be any efforts to make the report available to the membership after the AGM in April. The Treasurer explained that the review is expected to be done sometime in May or June and that there is the intention to include the statement, or a summary of the statement, in an upcoming issue of the newsletter.

Lynne Waller asked for a motion to change the auditing firm for the 2000/01 audit to Evancic Perrault. Jim Burrows made the motion and it was seconded by Susan Hart. Motion was carried.

Lynne Waller stressed that the AABC would not be in such a good financial position without the contribution of time by the volunteers and contractors and she thanked all who have made efforts to keep the books of the Association balanced and in order.

Ken Young moved to approve the report of the Treasurer and Financial Committee and Erwin Wodarczak seconded the motion. Motion was carried.

4. Committee Reports

Standing Committees

4.1 Education Committee (Linda Wills)

Linda Wills, chair of the Education Committee thanked Deidre Simmons and Patricia O'Byrne for their many contributions to the Education initiatives of the AABC over the past year.

Michael Gourlie moved to approve the Education Committee's report and Laura Cheadle seconded the motion. Motion was carried.

4.2 Grants Committee (Laura Cheadle)

Wendy Hunt moved to approve the Grants Committee's report and Jim Burrows seconded the motion. Motion was carried.

4.3 Membership Committee (Marnie Burnham)

Heather Gordon complimented the Membership Committee for their work on designing a new membership brochure.

George Brandak asked about the membership numbers for the Association. Marnie Burnham, Chair of the Membership Committee, informed that the numbers of members increased last year by approximately 15 members.

Jana Buhlmann moved to approve the Membership Committee's report and Linda Wills seconded the motion. Motion was carried.

Ad Hoc Committees

4.4 BC Archival Preservation Service Advisory Committee (Dorothy Lawson)

Ken Young moved to approve the BC Archival Preservation Service Advisory Committee's report and Marnie Burnham seconded the motion. Motion was carried.

4.5 BC CAIN (Canadian Archival Information Network) Committee (Ann Carroll)

Heather Gordon explained that the Chair of the BC CAIN Committee, Ann Carroll, was not able to attend the conference but that there are other members of the committee present should anyone want to ask some questions about CAIN.

George Brandak asked about the 2000 CAIN funds of \$62,000.00 and whether the remaining \$225,000.00 for BC and \$700,000.00 total for Canada has been approved. Heather Gordon explained that the AABC has have until May 15th to get applications into Ottawa and that at this point the AABC is unable to say whether all the funds will be made available. Heather Gordon also informed the membership that there will be only one CCA grant adjudication and that the BC CAIN and Grants Committees are in a difficult position in terms of having to plan for projects that still need the funding. The Committees have responded to this by encouraging institutions to set up the projects in phases and hope that by doing so the AABC will be better able to work with the reality of lack of guaranteed funding.

George Brandak moved to approve the BC CAIN Committee report and Jana Buhlmann seconded the motion. Motion was carried.

4.6 Institutional Standards Committee (Jane Turner)

On behalf of Jane Turner, Heather Gordon outlined the Institutional Standards Committee's report. Heather explained that guidelines will come forward to the incoming AABC Executive as well as any recommendations. In terms of working through the process, there are hopes that the regional representatives will help with coordinating feedback about establishment of institutional standards.

Susan Hart asked if individual members can also have input to the process. Heather Gordon responded that while the focus of the institutional standards are on the institutions themselves as well as the CCA guidelines, the AABC will be open to feedback from individual members as well.

Dorothy Lawson moved to approve the Institutional Standards Committee's report and George Brandak seconded the motion. Motion was carried.

4.7 Report of the Internet Committee (Erwin Wodarczak)

Erwin Wodarczak, Chair of the Internet Committee, outlined the highlights of his report. Erwin thanked the AABC contractors and the temporary contractors for all their work.

Wendy Hunt moved to approve the Internet Committee's report and Jana seconded the motion. Motion was carried.

Heather Gordon thanked both Erwin Wodarczak and Marnie Burnham for their service as chairs on their respective committees and informed the membership that they have submitted their resignations.

4.8 PAAL (Public Awareness, Advocacy and Legislation Committee) (Jane Turner)

Heather Gordon presented the report, on behalf of Jane Turner President/Chair of the PAAL Committee.

Susan Hart asked about the role of the PAAL Committee and questioned whether the Committee could help with advertising events and/or initiatives of the AABC. Susan explained that it was difficult to get some advertising on CBC radio for the Conference.

Dorothy Lawson suggested that AABC members could write down what their experiences are in terms of promotion and marketing. They could then submit them to the AABC Executive for action.

Valerie Billesberger complimented the AABC on the Archives Week web-site, its design and how helpful it was to use and refer to.

Marnie moved to accept the Public Awareness, Advocacy and Legislation Committee's report and Ken Young seconded the motion. Motion was carried.

4.9 Regional Representatives (Dorothy Lawson)

Dorothy Lawson discussed the Regional Representatives report and encouraged the membership to take their turn in volunteering. For those who have been involved it has been both an enlightening and rewarding experience.

Jim Burrows moved to accept the Regional Representatives Committee's report prepared by the Individual Member-At-Large and Ken Young seconded the motion. Motion was carried.

4.10 Newsletter Editorial Board (Chris Hives)

Erwin Wodarczak moved to accept the Newsletter Editorial Board's report and Jana Buhlmann seconded the motion. Motion was carried.

5. Other Business

5.1 Provincial Archivist Report

The Provincial Archivist, Gary Mitchell, discussed the up-coming provincial election and stated that when BC has a new parliament in place, the BC Archives will be looking forward to working on archival legislation for British Columbia. Gary Mitchell also reported that the BC Archives have funds to have a consultant review the current facility of the BC Archives and look at lobbying for a new facility/building. The Provincial Archivist commended all those who were involved with Archives Week 2000 and on making it a great success.

George Brandak asked the Provincial Archivist about the records of the government and that if there is a change in government how the records will be secured. The Provincial Archivist assured George Brandak that the appropriate measures have been taken.

5.2 Recommendation for Honourary Life Membership

Dovelle Buie, Secretary, reported to the membership that last night the AABC presented a life achievement award to Hugh Taylor for his many contributions to the Canadian and international archival communities.

Dovelle Buie asked the membership to support the Executive's recommendation to grant Hugh Taylor an honorary life membership with the AABC as a means to further recognize his distinguished service to the archival profession.

Susan Hart moved to accept the Executive's recommendation to grant Hugh Taylor an honorary life membership with the AABC and George Brandak seconded the motion. Motion was carried.

5.3 Constitutional Amendment

Dovelle Buie, Secretary, reported that at last year's AGM there was some question made as to the timing and the process of granting honorary life membership in the AABC. The

Membership Committee examined the issue and recommended, by special resolution, to change the AABC's Constitution and Bylaws. The Executive supported the Membership Committee's recommendation to, by special resolution and vote at the AGM, change the constitution/bylaws from honorary life membership being accorded by a majority vote of the membership at the Annual General Meeting to honorary life membership being accorded by the Executive. As was explained in a letter to the Secretary from the Chair of the Membership Committee, the reasoning behind the recommended constitution/bylaw amendment was that the change would enable honorary life membership to be accorded at the Friday night banquet before the AGM, scheduled in past years on the following Saturday morning.

Jim Burrows expressed his appreciation for the special resolution and how the process of according honorary membership presents various procedural problems. Jim Burrows expressed that he thought that a change in the AABC Constitution and Bylaws was not necessarily the best means in which to address the issue. Having the Executive appoint honorary members does not carry with it the same weight in terms of the AABC membership as a community voting honorary members.

Susan Hart, supporting the motion, said that the change in the constitution would be no different than when we have other small groups make decisions on behalf of the larger Association. Susan Hart specifically referred to the role that the Grants Committee has in adjudicating grant applications.

Marnie Burnham commented that all honorary members that she is aware of have been made on recommendation of a member.

Jim Burrows expressed that the according of honorary membership should take place by the membership and not the Executive. He stated that by according the honorary membership by a vote at the AGM makes it more special and distinguishes it from being an award.

Dovelle clarified when asked that the recommendation has been made because it was referred from last year's conference.

Heather Gordon reviewed the ACA's process of according honorary membership. The AABC could formalize the process by having nominations forms, a nominations/elections committee review the submissions and then have the final review by the Executive. In this scenario, it would not be just the Executive who would decide who the honorary members would be that it would also involve committee input.

Ken Young asked if the AABC's AGM could be switched to happen before the Friday night banquet and thereby address the concerns of timing.

Jennifer Mohan, Conference Committee Chair of the 2001, Conference commented that the AGM is strategically scheduled to so that everyone will attend the AGM.

Jim Burrows stressed that the change in the Constitution/Bylaws due to procedural difficulties is not desirable and takes away the honour in the membership deciding who its honorary life members will be.

Motion to accept the recommendation of the Executive and Membership Committee was made by Marnie Burnham and seconded by Jana Buhlmann. Heather Gordon, Vice President, conducted a vote. Of the members who voted, only 17 voted in favour. Motion was defeated. It is necessary to have 75% approval of the for a constitutional/bylaw amendment.

5.4 Archives Week 2001

Heather Gordon reported that 2001 is the International Year of the Volunteer. Archives Week 2001, as a result, is building on this theme and will be "Celebrating Volunteer Service in Local Communities." Heather Gordon invited the membership to submit photographs from their collections that reflect the theme and will be used for the 2001 Archives Week poster. Details will follow.

5.5 150th Anniversary of Public Schooling – Patrick Dunae

Patrick Dunae reported that 2001 is the 150th anniversary of the public school system in BC. Patrick Dunae outlined how he is working with a steering committee and asked the membership for their input to the project.

Gary Mitchell encouraged members to think about submitting CAAP (Canadian Archival Assistance Program) grants that focus on Public Education.

5.6 Tribute to Ruby Nobbs

Heather Gordon informed the membership that the AABC and BC archival community has lost a long-standing member on April 4, 2001.

Cathy English spoke about Ruby Nobbs. Ruby had once told Cathy that she had heard of a relative who lived to 93 and that she wanted to surpass the record. Cathy was pleased to recount the story as Ruby passed away two weeks after her 94th birthday.

5.7 Conferences

2002 – Conference with ACA

Heather Gordon reported that the Association of Canadian Archivists will be holding their annual meeting in Vancouver in 2002. The AABC Executive has been discussing the conference and think that it may work for the AABC to coordinate its conference with that of the ACA's in June 2002. The AGM could be held on the Sunday after the ACA conference. Heather Gordon reported that AABC members are invited to submit ideas for sessions at the ACA. Heather Gordon encouraged the AABC members to be involved; the last time the ACA was in British Columbia was in 1983 and 1990. The ACA Conference in 2002 is a chance for AABC members

to be involved with a conference that they would not usually attend. The AABC will most likely have travel subsidies and members should watch out for announcements about them in the coming months.

2003 – AABC Conference in Kamloops

Heather Gordon reported that the AABC will likely be holding its 2003 conference in Kamloops; this will be confirmed with Jane Turner.

6. Nominations

Heather Gordon reported that the Chair of the Nominations Committee, Chris Hives, was unable to attend the conference. Heather Gordon reported the slate of Executive as follows:

President - Heather Gordon
Vice President - Michelle Barroca
Treasurer - Carrie Stevenson
Secretary - Dovelie Buie
Individual Member-At-Large - Christine O'Donnell
Institutional Member-At-Large - Laura Cheadle

Heather Gordon explained that the positions of Vice President, Treasurer and Individual Member-At-Large need to be approved and voted in by the membership; the other positions were approved at last year's AGM.

Cathy English moved to approve the Nominations Committee's recommendations and Ken Young seconded the motion. Motion was carried.

Heather Gordon called for nominations from the floor. There being no further nominations, the slate stood.

On behalf of the Executive, Heather Gordon thanked the Program Committee and Local Arrangements Committee for all their hard work. Heather stressed that the Southern Vancouver Regional Island regional group and the sisters of St. Ann did a phenomenal job in organizing the 2001 conference.

Hugh Taylor commented on how impressed he was with the Annual General Meeting. He expressed how he felt the meeting was very straightforward until the discussion on the according of honorary life membership and then it turned into a very democratic discussion. He asked if he was awarded with an honorary life membership.

Assurance was given that he was awarded with a honorary life membership in the AABC.

Hugh Taylor thanked everyone for a very enjoyable Annual General Meeting.

George Brandak complimented the Executive on their hard work and moved to give approval for the work that has been done by the Executive. Wendy Hunt seconded the motion. Motion was carried.

7. Adjournment

Mickey King moved to approve the motion to adjourn the meeting and Jana Buhlmann seconded the motion. Motion was carried.

Meeting was adjourned at 12:57 pm