

2004 Annual General Meeting of the Archives Association of British Columbia - Minutes

24 April 2004

**Location: Holiday Inn Hotel in the "Seymour Room"
North Vancouver, British Columbia**

AABC Executive Members Present:

Erwin Wodarczak, President

Christine Meutzner, Vice-President

Jian Liu, Treasurer

Lisa Beitel, Secretary

Kathy Bossort, Institutional Member-At-Large

Siôn Romaine, Individual Member-At-Large

1. Approval of Agenda

Meeting was called to order at 1:32pm.

Gary Mitchell added "5.5 BC Anniversary" to Other Business. Motion to approve the Agenda of the 2004 Annual General Meeting of the Archives Association of British Columbia was made by Erwin Wodarczak and seconded by Susan Hart. Motion was carried.

Call for vote to accept the 2004 agenda. Vote carried.

2. Approval of Minutes of 2003 AGM

Lisa Beitel noted one error in the 2003 Minutes that required correction. Under the condition that this correction is made, a motion to approve the Minutes of the 2003 Annual General Meeting, held in Nanaimo, British Columbia on Saturday April 26, 2003 was made by Dorothy Lawson and seconded by Marnie Burnham. Motion was carried.

Call for vote to accept the 2003 Minutes. Vote carried.

3. Executive Reports

3.1 President's Report – Erwin Wodarczak

Erwin Wodarczak presented the following points in addition to his President's Report:

Erwin Wodarczak received notification from the CCA that all AABC Program Grants (Education, Preservation and Network Services) were approved in full and Institutional

Grants were approved pending clarification. Institutions have since been notified regarding their grant status.

Erwin Wodarczak completed an in-depth case study questionnaire on the AABC for the CCA survey.

Heather Gordon moved to approve the President's Report and Jennifer Mohan seconded the motion. Motion carried.

Call for vote to accept the President's Report. Vote carried.

3.2 Vice President's Report -- Christine Meutzner

Christine Meutzner moved a vote of thanks to the members of the Conference and Local Arrangements Committees and the North Vancouver Museum and Archives volunteers and staff for organizing the 2004 AABC Conference in North Vancouver. Seconded by Erwin Wodarczak.

Lara Wilson moved to approve the Vice-President's Report and Anthea Seles seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 Vice President's Report. Vote carried.

3.3 Treasurer & Financial Committee's Report -- Jian Liu

Jian Liu stated that the 2004/2005 General Fund Budget will be included in the next newsletter and thanked members of the Finance Committee for their support throughout the year.

The Treasurer asked the membership to approve the 2003 audited financial report included in the 2004 AGM package. Jian Liu moved to approve the 2003 audited financial report and Wendy Hunt seconded the motion. Motion carried.

Call for vote to accept the 2003 audited report. Vote carried.

The Treasurer asked the membership to approve Evancic Perrault as the firm to conduct the review of the AABC's books for our year ending March 31, 2004. George Brandak moved to approve the motion and Erwin Wodarczak seconded. Motion carried.

Wendy Hunt moved to approve the Treasurer's Report and Jennifer Mohan seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 Treasurer's Report. Vote carried.

4. Committee and Program Reports

4.1 Education Committee's Report -- Jane Turner

On behalf of Jane Turner, Francis Mansbridge reported that there have now been 28 site visits by the Education Archivist.

Francis Mansbridge moved to approve the Education Committee's Report and Val Hughes seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 Education Committee's Report. Vote carried.

4.2 Grant Committee's Report -- Kathy Bossort

Dorothy Lawson moved to approve the Grant Committee's Report and Val Billesberger seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 Grant Committee's Report. Vote carried.

4.3 Membership Committee's Report -- Jana Bühlmann

Jana Bühlmann thanked Marnie Burnham for maintaining the Membership Database. There was some discussion about changes in membership statistics with particular attention to the low number of student members. George Brandak reminded everyone to check his or her entries in the Membership Directory and make sure that it is correct.

George Brandak moved to approve the Membership Committee's Report and Jennifer Mohan seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 Membership Committee's Report. Vote carried.

Ad Hoc Committees

4.4 BC Archival Preservation Service Advisory Committee (Dorothy Lawson)

Dorothy Lawson thanked her committee members for their support throughout the year.

Anthea Seles moved to approve the B.C. Archival Preservation Service Advisory Committee's Report and Melanie Hardbattle seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 B.C. Archival Preservation Service Advisory Committee's Report. Vote carried.

4.5 Internet Committee (Heather Gordon)

Marnie Burnham moved to approve the Internet Committee's Report and Jana Bühlmann seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 Internet Committee's Report. Vote carried.

4.6 BC Archives Canada (Canadian Archival Information Network) Committee (Ann Carroll)

Lara Wilson presented an update on the status of CAIN funding and the CCA review. Lara reported that CCA did not receive from the Department of Canadian Heritage grant monies dedicated for provincial network support. The digitization monies available are being administered and distributed by the LAC (Library and Archives Canada). Projects proposals must be for virtual exhibitions, image repositories or large-scale digitization.

Lara explained that the Treasury Board review of the CCA's regular grants and contribution programs, and of CAIN is now underway. Ian Forsyth and Heather Gordon participated on the CAIN and Grants and Contribution Advisory Committees, respectively. CCA will keep the community posted on the outcome of these program audits, and the possible need for a campaign to support the renewal of CCA's funding authority and our network of networks.

Lara Wilson moved to approve the B.C. CAIN Co-ordinator's Report and Anthea Seles seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 B.C. CAIN Committee's Report. Vote carried.

4.7 PAAL (Public Awareness, Advocacy and Legislation Committee) (Laura Cheadle)

Dorothy Lawson moved to approve the Public Awareness, Advocacy and Legislation Committee's Report and Paul Hebbard seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 PAAL Committee's Report. Vote carried.

4.8 Regional Representatives

Lara Wilson moved to approve the Regional Representative Regional Reports and Jennifer Mohan seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 Regional Representative Regional Reports. Vote carried.

4.9 Newsletter Editorial Board (Bob Edwards)

Erwin Wodarczak reported that Bob Edwards has completed his term as Newsletter Editor and Siôn Romaine will take over as Editor for a one-year term. The newsletter will be presented as both a PDF and HTML version for a trial period of one year.

Jana Bühlmann moved to approve the Newsletter Editorial Board report and Lisa Codd seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 Newsletter Editorial Board. Vote carried.

5. Other Business

5.1 2005 AGM and Conference

Erwin Wodarczak reported that no site has been chosen yet for the 2005 AABC AGM and Conference. The membership discussed the value of having a joint conference with either Alberta or Washington's archival associations. The incoming Executive will contact these associations to see if they are interested.

5.2 Report from the British Columbia Archives - Gary Mitchell

Gary Mitchell gave the membership an update on the status of the BC Archives since its merger with the Royal BC Museum.

5.3 Membership Fee increase

On behalf of the Executive, Erwin Wodarczak presented a proposal to increase the 2005/2006 membership fees.

Jennifer Mohan moved to support the recommendation for the report proposing a 2005/2006 membership fee increase as presented by the Executive. All in favor of supporting the fee increase as outlined: 32; those opposed: 1. Motion carried.

Jennifer Mohan presented a motion that the Executive direct the Membership Committee to investigate the impact of a membership fee increase based on a sliding scale for Institutional Members. Val Billesberger seconded the motion. Motion carried.

Diane Webb moved to amend the motion by having the Membership Committee also investigate a sliding scale fee structure for Individual Members. Gary Mitchell presented a further amendment to the motion requiring the Membership Committee to report back to the membership at the 2005 AGM. Val Billesberger also presented an amendment to the motion asking the Membership Committee to work with Regional Representatives.

Erwin Wodarczak moved to vote on the additional amendments to the motion as presented. Seconded by Mary McIntosh. Motion carried.

5.4 Fundraising Report

Erwin Wodarczak presented the Fundraising Report prepared by Barb Towell and Carrie Stevenson. Erwin reported that the report has been posted to the AABC website under

“Announcements” and comments or those interested in following-up can contact Barb Towell directly.

5.5 BC Anniversary

Gary Mitchell reported that in 2008 British Columbia will celebrate its 150th anniversary.

Gary Mitchell moved that the Executive hold meetings with other provincial heritage associations to celebrate this event. Seconded by Erwin Wodarczak. All in favour. Motion carried.

6. Election of Executive Committee Members

6.1 Nominations Committee's Report

Jennifer Mohan reported that the following members have let their names stand for the following positions on the AABC Executive Committee:

- Vice President - Anthea Seles
- Institutional Member-at-Large - Krisztina Laszlo
- Secretary - Linda Nobrega

Jennifer Mohan thrice called for additional nominations from the floor. No additional names were forwarded.

Erwin Wodarczak moved to approved the Nominations Committee's recommendations and Dorothy Lawson seconded the motion. Motion was carried.

Call for vote to accept the 2003-2004 Nomination Committee's Report. Vote carried.

7. Adjournment

On behalf of the CCA Board, Lara Wilson thanked everyone who participated in the 2003/4 CCA survey of councils and institutions. Results have been tallied and will be distributed by CCA shortly.

Thanks to the Executive

On behalf of the AABC membership, Gary Mitchell thanked all outgoing members of the Executive.

Mary McIntosh moved to approve the motion to adjourn the meeting and Paul Hebbard seconded the motion. Motion was carried.

Call for vote to adjourn the AGM. Vote carried.

Meeting was adjourned at 3:10 pm.