

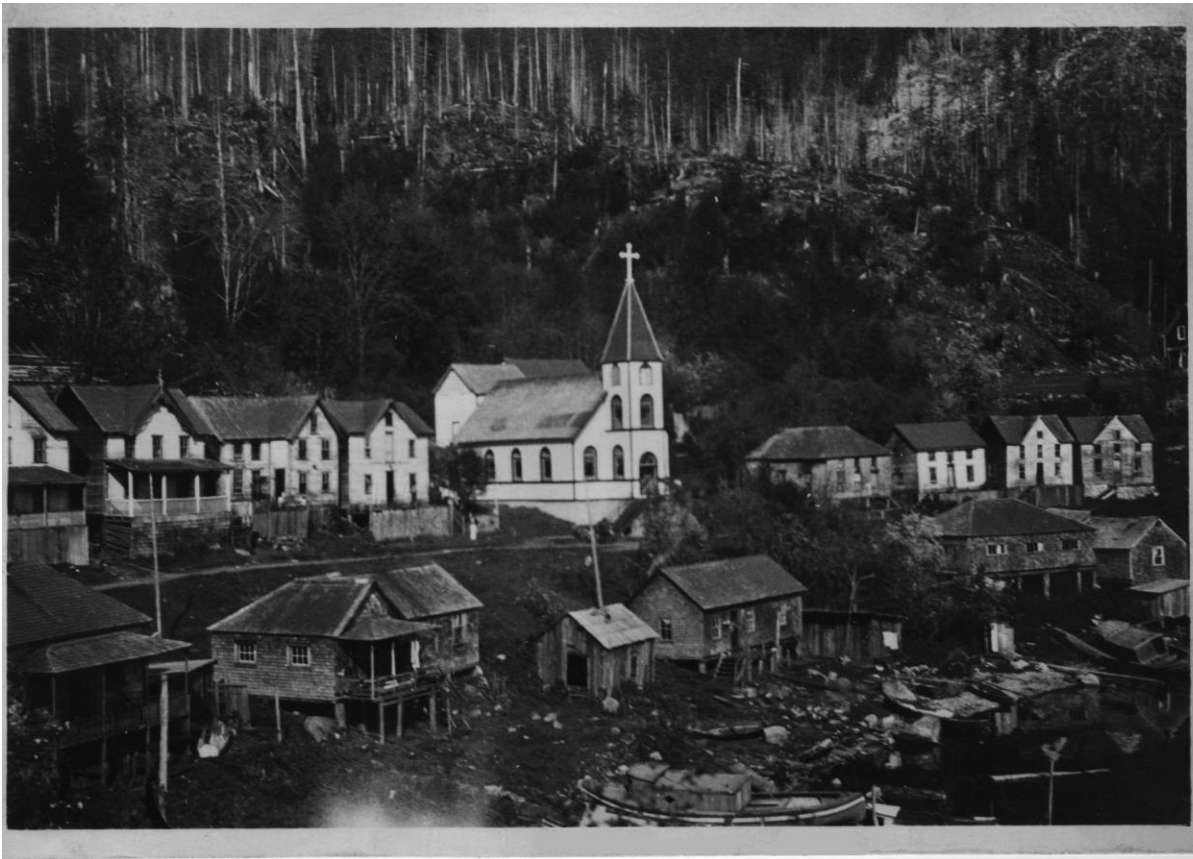


Archives Association of British Columbia

Honorary Patron: The Honourable Steven L. Point, OBC, Lieutenant Governor of British Columbia

**AABC Annual General Meeting
Friday April 29, 2011
3:15-4:45 p.m.**

**Irving K. Barber Learning Centre, University of British Columbia
Vancouver**



Church House, BC, by the Very Rev. William Mark Duke, Archbishop of Vancouver, 1933
One of more than 150 photographs taken by Archbishop Duke while traveling to mission communities throughout
British Columbia in the 1930s, 40s and 50s.
(Archives of the Archdiocese of Vancouver, Photograph Collection)

Please remember to bring this package with you to the AGM



AGENDA

Honorary Patron: The Honourable Steven L. Point, OBC, Lieutenant Governor of British Columbia

AABC Annual General Meeting

Friday April 29, 2011

3:15-4:45 p.m.

**Irving K. Barber Learning Centre, University of British Columbia
Vancouver**

- 1. Approval of Agenda**
- 2. Approval of Minutes of April 17, 2010 Annual General Meeting**
- 3. Executive Reports**
 - 3.1 President
 - 3.2 Vice-President
 - 3.3 Treasurer
- 4. Committee and Program Annual Reports**
 - 4.1 Programs Committee (Education/Internet/Preservation Services)
 - 4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)
 - 4.3 Membership Committee
 - 4.4 Grants Committee
- 5. Election of Executive Committee Members**
 - 5.1 Nominations Committee
- 6. Other Business**
 - 6.1 2011 Archives Week
 - 6.2 2012 AGM and Conference

7. Adjournment

Attachments

- Proxy Voting Form
- Unaudited AABC Financial Statements, March 31, 2010



Minutes

Archives Association of British Columbia
Annual General Meeting
Saturday April 17, 2010

Draft – Not Approved

Executive and Membership of the Archives Association of British Columbia
Location: Irving K. Barber Learning Centre, UBC
1961 East Mall, Vancouver, BC V6T 1Z1

Executive:

Jordana Feist, President
Janine Johnston, Vice-President
Jane Morrison, Secretary
Linda Nobrega, Treasurer
Shaunna Moore, Institutional Member-at-Large
Individual Member-at-Large: vacant

1. Approval of Agenda

Meeting was called to order at 2.50 p.m.

George Brandak moved to approve the agenda, seconded by Lara Wilson.

Call for vote to accept the agenda. Vote carried.

2. Approval of Minutes of 2009 AGM

Motion to approve the minutes of the 2008 Annual General Meeting was made by Lisa Glandt and seconded by George Brandak.

Call for vote to accept the 2009 AGM minutes. Vote carried.

3. Executive Reports

3.1 President's Report

Jordana Feist had no additional remarks to her report.

Jill Teasley moved to approve the President's Report, seconded by Janet Turner. Motion carried.

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

3.2 Vice-President's Report

Janine Johnston added to her report that she is looking forward to partnering with other sectors for a provincial digitization strategy over the next year. The AABC has taken a leadership role in the past and over the last year, with its workshops and other resources provided to the provincial community.

Sarah Romkey moved to approve the Vice-President's report, seconded by Lara Wilson.

Call for vote to accept the Vice-President's report. Vote carried.

3.3 Treasurer and Finance Committee Report

Linda Nobrega added to her report that the Finance Committee is wrapping up the 2009-10 finances and finalizing the budget for 2010-11. She noted a correction to her report that the reserve fund is at approximately \$80,000 rather than \$55,000. There was a question and resulting clarification regarding Irving K. Barber Centre funding, that a final installment will be distributed at the end of the present 5-year arrangement instead of during the 2009-10 fiscal year. There was a question from the floor of whether there is a formal budget plan prepared by the executive each year, and if yes then whether that budget could be presented to the membership each year at the AGM. The response was that this would be possible to do at future AGMs with the understanding that the budget would be still in a draft state. There was a further request that the current draft budget be published in a forthcoming edition of the newsletter; it was determined that the executive would discuss this matter and make a determination at its next regular meeting. There was a question from the floor prompted by the report regarding the impact on Preservation Services of its funding reduction. J. Johnston replied that the impact is a reduction in the number of site visits scheduled during the year, and that this choice was made to benefit the community by directing the funding to development of the ICA-AtoM import/export tool.

Linda Nobrega called for a motion to approve the financial statements of the AABC as prepared by EPR Canada Group for the year ended March 31, 2009.

Jordana Feist moved to approved the financial statements, seconded by Lara Wilson.

Call for vote to accept the AABC financial statements. Vote carried.

Lisa Glandt moved to re-engage the public accounting group, EPR Canada Group, to undertake the financial review for the year ending March 31, 2010. Seconded by Ian Forsyth.

Call for vote to engage EPR Canada Group to undertake the financial review for the year ending March 31, 2010. Vote carried.

Ian Forsyth moved to accept the Treasurer's report, seconded by Janet Turner.

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

4. Committee and Program Annual Reports

4.1 Programs Committee

Janine Johnston added to her report that the AABC Webmaster, Margery Hadley, did not renew her contract and that David Mattison will be taking over as ANS Co-ordinator and Webmaster. She requested that a thank-you to Rosaleen Hill and Kelly Stewart for their excellent and innovative distance education work be added to the minutes.

Sarah Romkey moved to approve the Interim Programs Committee Report, seconded by Jill Teasley.

Call for vote to accept the Programs Committee's report. Vote carried.

4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)

Jane Morrison added to the report that volunteers are still needed for Regional Representative and PAAL positions.

Janet Turner moved to approve the Communications Committee report, seconded by Paul Hebbard.

Call for vote to accept the Communications Committee's report. Vote carried.

4.3 Membership Committee

Sarah Romkey had nothing to add to her report.

There was a question from the floor whether an analysis of declining membership numbers has been performed. J. Morrison replied that an analysis has not happened for individual membership decline, and S. Romkey spoke to the institutional membership decline, which may have been partly due to delayed renewal notices. She also elaborated on the plans to review the institutional membership application and review process. There was a comment from the floor regarding council membership trends across the country. She noted that the Membership Committee is always accepting new members and is in need of members who have some years experience in the field.

Ian Forsyth moved to approve the Membership Committee report, seconded by Peter Johnson.

Call for vote to accept the Membership Committee's report. Vote carried.

4.4 Grants Committee

Shaunna Moore had nothing further to add to her report. It was noted that the report required a correction – that NADP funding remained at the same level for 2009-2010, rather than 2008-2009.

Lara Wilson moved to approve the Grants Committee report, seconded by Lisa Glandt.

Call for vote to accept the Grants Committee's report. Vote carried.

5. Election of Executive Committee Members

5.1 Nominations Committee Report

Jordana Feist presented the Nominations Committee report as Melanie Wallace was unable to attend. M. Wallace reported that she was the only Committee member this year and as such had some trouble following up with potential nominees; however, she is able to continue in the role. The PAAL chair position is still vacant; six individuals were approached for the Vice-President and all declined; two individuals were approached for Regional Representatives for the Fraser Valley and Kootenay, respectively, and all declined.

She thanks those individuals who have allowed their names to stand for positions, those who declined positions graciously, and the executive during her first year in the role.

The following members have let their names stand for the following positions on the AABC Executive Committee:

- Vice President (1 year term, with second year as President)... Jane Morrison
- Secretary (2 year term)... Jennifer Pecho
- Individual Member-at-Large (interim 1 year term)... Corinne Rogers
- Institutional Member-at-Large (2 year term)... Peter Johnson

J. Feist presented each candidate and thrice called for additional nominations from the floor. No additional names were forwarded and all candidates were acclimated to their respective positions.

J. Johnston spoke briefly regarding committee nominations and PAAL chair and noted that 2 Regional Representative positions are open. There was a question from the floor regarding situations where a PAAL member would be in a potential conflict of interest. It was answered that such situations were possible and that it would be suitable for that member to abstain.

Jennifer Borland volunteered to chair PAAL.

Jill Teasley moved to approve the Nominations Committee report, seconded by Linda Nobrega.

Call for vote to accept the 2009-10 Nominations Committee report. Vote carried.

6.0 Other Business

6.1 2010 Archives Week

Pending executive approval, the annual Historical Federation theme will be adopted as usual.

6.2 2011 AGM and Conference

Members of the current conference committee have discussed staying on and having a full conference in 2011. There was a discussion regarding previous potential conference partners such as the Archives Society of Alberta and the BC Libraries Association, as well as next year's conference location. J. Feist invited members to submit ideas for the 2011 conference and to participate on the conference committee.

There was a question from the floor regarding whether a report from BC Archives would be given. It was replied that there was no BC Archives report this year.

There was a comment and question from the floor that at the pre-conference workshop (Introduction to Managing a Digitization Program), collaboration between institutions had been discussed – could the AABC act as facilitator for such collaborations in terms of equipment and vendors. It was determined that this would be brought forward to the executive for discussion. J. Johnston noted that the AABC through its participation in the BC Digitization Coalition already does foster collaboration throughout the community and that there will be a position with the Barber Centre and that organisation to foster collaboration. It was also noted that the AABC contractors, Marketplace and Regional groups are a source for knowledge, expertise, and building capacity. Further resources and models include the Quebec system and Candiana.org.

7. Adjournment

Paul Hebbard moved to adjourn the meeting and Lara Wilson seconded the motion. Call for vote to accept the motion. Vote carried.

Meeting was adjourned at 3:46 p.m.

2010-2011 AABC Annual Reports

3.1 President's Report – Janine Johnston

Dear colleagues,

The theme for our 2011 Conference, *Networks and Archives/Networks in Archives*, has been a very timely one for the AABC. This year we reached the one year anniversary of the launch of *MemoryBC* and have seen ongoing progress in the use and management of our archival network. We have been involved in a Data Migration Project, which will have important ramifications for all councils and sectors using ICA-AtoM. We have shared our knowledge and experience in migrating our archival union list to ICA-AtoM and our experiences in using ICA-AtoM to make our collections available online. We have been planning for the coming year using a multi-sector approach, ensuring that our services are accessible to all institutions involved in preserving and providing access to archival material.

In 2010-11, our services and the ICA-AtoM Data Migration project were generously funded by the Irving K. Barber Learning Centre and the Library and Archives of Canada's National Archival Development Programme, administered by the Canadian Council of Archives. Our workshop revenues have also supported our key programs. We have been very pleased to see the demand rising for our workshops, as each offering has been full to capacity and well attended by participants not only from BC, but from other provinces and states.

The AABC's key project the AABC Data Migration Project has recently been completed. This collaborative project's key objective has been to develop an integrated toolkit to reduce the time and cost for institutions to migrate archival description data sets to ICA-AtoM. The findings will be useful for any institution embarking on a migration project, and the results will support archives in using ICA-AtoM to manage their collections. I want to thank Artefactual Systems, the Anglican Diocese of New Westminster Archives, Simon Fraser University Archives, the University of Victoria, and the University of Northern British Columbia Archives for their investment and work on this project.

The AABC has also been participating in the BC Digitization Coalition, which has been an important vehicle for us in networking across sectors. Lara Wilson represented the AABC on the Coalition's Technical Working Group to determine their use of Artefactual System's Digital Collection Builder (DCB), a close relative of ICA-AtoM. The DCB is built on the same platform as *MemoryBC*, but with an interface developed for library collections.

This year the Archives Association of Ontario, the Saskatchewan Archives Board, and the Association for Manitoba Archives have initiated projects to migrate their archival networks to ICA-AtoM. All of this is great news for the AABC, as the investments we have made in developing *MemoryBC* are being felt across sectors and provinces.

2011 is the final year of our five-year funding commitment with the Irving K. Barber Learning Centre. We have been in negotiations with the Barber Centre to continue this fruitful

relationship and are confident that the vision and strategies of both our organizations are enhanced through this collaboration.

I want to add a special thanks to our Executive, contractors, our standing committees and the rest of our volunteers for their hard work this year. I have felt very lucky to be part of such a hard-working team.

Respectfully submitted,

Janine Johnston
AABC President

3.2 Vice-President's Report – Jane Morrison

The AABC has again enjoyed a very successful year, and I wish to thank the executive, our contractors, all committee members and chairs, and Janine for her leadership. I also wish to thank those individuals who have allowed their names to stand for 2011-13 executive positions; I look forward to working with you. I write this report just days after we received news that the National Archival Development Program funding is confirmed for 2011-12. Our planning and budgeting for the year ahead was based on the assumption that the Program would be renewed – thank you to the Canadian Council of Archives and Library and Archives Canada for their hard work on the Program's renewal. Additionally, as Janine has noted, we are hoping to continue our relationship with the Irving K. Barber Learning Centre in order to fund a number of exciting Education Advisory and Preservation Services proposals that would benefit the BC archival community.

In October I represented the AABC at the CCA 25th Anniversary and the LAC Stakeholders' Consultation Forum. The Forum was an element of LAC's current outreach initiative to its constituent communities, and was attended by approximately 40 representatives from the archival, library, and historical communities across the country (both organisations and institutions). There was a review of the "Library and Archives Canada's Relationship with the Canadian Historical and Archival Communities: Observations, Recommendations and Directions Ahead" report followed by remarks from Dr. Daniel Caron and senior managers, and an initiation of input on LAC's Pan-Canadian Documentary Heritage Network strategy. I hope that the AABC will be able to continue to be involved in providing input to LAC on these matters.

As chair of the Programs Committee, I have overseen the BC Archival Network Service, BC Preservation Service, and Education and Advisory Services. Please see the Programs Committee report following for a summary of the Services' activities during 2010-11.

Respectfully submitted,

Jane Morrison
Vice-President

3.3 Treasurer and Finance Committee Report – Linda Nobrega

My two-year term as the AABC Treasurer is coming to a close. I would like to take this opportunity to give a heartfelt thank you to Janine Johnston, Jane Morrison and to Finance Committee members Lara Wilson and Jennifer Mohan. They provided me with prompt and honest feedback and their dedication to the success of the AABC was evident this past two years. Karen Blimkie continued to serve as AABC's financial manager. She carried out the day-to-day financial activities, maintained AABC's financial records, and provided advice and assistance to the AABC with respect to its budget development and other financial matters. Her financial knowledge and historical financial memory of the AABC provided me with invaluable assistance and perspective.

The accounting firm, Evancic Perrault Robertson has completed its review of the AABC's financial statements for the year ended March 31, 2010 and its results are available to AABC members. These financial statements are to be approved at the 2011 AGM.

In the 2010/2011 fiscal year the AABC continued to fund its three programs: The BC Archival Education and Advisory Service, BC Archival Preservation Service and the BC Archival Network Service. The funding remained at the same levels as the previous year. In 2010/2011, the AABC received CCA/NADP funding of \$117,112, \$76,961.83 went to supporting the AABC services and programs, and the remainder distributed as grants to institutions. The Irving K. Barber Foundation continued to provide the AABC with \$25,000/year. In addition to the core programs funding was directed towards the data migration project.

Other main sources of revenue were membership fees, the conference, and the well attended workshops conducted by Kelly Stewart and Rosaleen Hill. In total the AABC allocated \$9,445.25 of its general fund to the three programs. This was lower than the \$12,765.25 budgeted due to changes in work hours within our network services and the opportunity to redirect NADP and Barber funding. As of February 28, 2010, the AABC has an estimated saving/contingency fund of \$97,000. An updated figure that will encompass the fiscal year will be provided at the AGM. For the 2011/2012 fiscal year the AABC has requested the total NADP amount of \$71,021.05 to be allocated to four programs. This will encompass the traditional three programs and the fourth program, allocated \$22,760, relates to updating and refreshing the AABC website. At this time there is no confirmed funding from Irving K. Barber and the AABC has budgeted \$43,027.60 to ensure the programs are maintained.

Respectfully submitted,

Linda Nobrega
Treasurer
Chair, Finance Committee

4. Committee and Program Annual Reports

4.1 Programs Committee

This year's Program Committee members were Jennifer Mohan and Lara Wilson. Sharon Larade stepped down from the committee; we thank her for her work. Lara and Jennifer continue to be invaluable for their AABC knowledge and in their willingness to assist. Thank you to Library and Archives Canada and the Canadian Council of Archives for ongoing National Archival

Development Program support, and to the Irving K. Barber Learning Centre for funding the following valuable services. AABC workshops which continue to be developed by the co-ordinators (using our various funding sources, including internal revenues) benefit our own members and are increasingly being utilized across the country; the AABC receives some revenue from the delivery of sponsored workshops.

Archival Network Services/MemoryBC

David Mattison took over very smoothly as ANS co-ordinator, and in June Lisa Snider started as Webmaster. David provides a monthly analysis of aabc.ca and MemoryBC.ca usage through Google Analytics, which continue to show healthy use of our information and resources. As of March 31, 2011, MemoryBC includes a total of 10,747 published and draft descriptions from 181 repositories; contributors have increased this year from 37 to 46. Contributors are making gradual use of multilevel descriptions and taking advantage of the ease of changing content – there have been more revised than new descriptions contributed during the year. David undertook a review of repository information for currency and is starting a review of name authority records.

MemoryBC was upgraded twice to new versions of ICA-AtoM: the last beta version 1.0.9 in August, and version 1.1 in December.

Archival Preservation Services

Rosaleen Hill conducted site visits during 2010-11 to the Kelowna Museum Archives, Osoyoos Museum Society Archives, Whistler Museum Archives, District of Maple Ridge Archives, and the City of Richmond Archives. An institution that benefitted from her expertise this year wrote to the executive to commend her work and to highlight how important the Preservation Service is to archives that do not have in-house conservators. The Introduction to Managing a Digitization Program workshop was delivered (with Kelly Stewart) at the 2010 conference and is also proving to be successful as a sponsored workshop out-of-province. Rosaleen answered 386 email and telephone inquiries this year.

Education and Advisory Services

Kelly Stewart conducted site visits to Haida Gwaii, Prince Rupert, and Hedley during the fall. Distance Education courses, which this year were Introduction to Archival Practice and Managing Archival Photographs, were fully subscribed with waiting lists. In early 2011 Kelly updated the MemoryBC tutorial to reflect changes to ICA-AtoM since its introduction. Kelly and Rosaleen also developed the workshop Managing Photographic Media which will be delivered for the first time in conjunction with the 2011 conference.

Respectfully submitted,

Jane Morrison
Vice-President

4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)

Newsletter Committee:

Leah Pearse (editor) and Sonia Nicholson (editorial committee member) continued as Newsletter Committee members and welcomed Harrison Inefuku as technical editor as of the Spring 2011 edition. Harrison brings expertise in InDesign, which is commonly used layout software, and he introduced a new design to the newsletter. Lisa Snider, AABC website manager, stepped in to lay out the Winter 2011 edition as Harrison was unavailable.

The number of submissions from the AABC membership has dwindled. In fact, the Spring 2010 newsletter was cancelled due to lack of submissions. The Newsletter Committee has taken on the onus of writing more articles to bring the newsletter up to a reasonable length, but welcomes suggestions on how to secure more articles from the archival community. The committee continues to approach individuals when they know of new developments that would make interesting articles and archives-bc listserv subscribers were recently asked to suggest article ideas as an alternative to doing write-ups themselves, but only one response was received.

A newsletter submission policy is in draft stage. The committee and executive recognized a need for such a policy after rejecting an article with political overtones in 2010; the committee also receives submissions of an overly commercial nature on a regular basis. This policy will provide direction for dealing with such situations in the future.

Respectfully submitted,

Leah Pearse
Newsletter Committee, Chair

Public Awareness, Advocacy and Legislation (PAAL)

In October, Jane Morrison represented the AABC at the LAC Stakeholders' Consultation Forum. In January, the AABC executive was asked to consult on amendments to the *Freedom of Information and Protection of Privacy Act* (FIPPA) and a letter was submitted the Government of BC. Additionally, upon her election as leader of the BC Liberals, the AABC Executive submitted a letter to Premier Christie Clark, written by Jenny Borland, PAAL Committee Chair, Janine Johnston and Jane Morrison, regarding archival funding and legislation in British Columbia and the importance of archives to government accessibility and accountability.

In keeping with the theme chosen by the BC Historical Federation, Archives Week, November 14th to 20th 2010, was organized around the theme "Looking Ahead Together: Celebrating Collaboration in the Archival, Heritage and Information Communities."

Respectfully submitted,

Jennifer Pecho
Secretary (Portfolio Chair)

Regional Representatives:

Central Interior-BC Northeast

There was no regional activity to report in the 2010-2011 year.

Respectfully submitted,

Erica Hernández-Read, M.A.S.

Regional Representative, Central Interior – BC Northeast Region

BC Northwest

Planning workshops in the north has always been difficult as weather conditions make it difficult to travel in the winter months and everyone is very busy in the summer. With the AABC MemoryBC and RAD refresher course offered via teleconferencing in 2010, this enabled both the staff at the Kitimat Museum and the Prince Rupert Archives to take part.

In October 2010 the Prince Rupert City & Regional Archives was fortunate to have AABC Education Advisor, Kelly Stewart come to Prince Rupert to do a site visit on her way back from Haida Gwaii. We were to have a regional meeting at that time but with Kelly traveling by float plane we had to rely on the weather of that particular morning and were not able to plan ahead.

The staff at Smithers, Kitimat, Terrace, and Prince Rupert archives are all interested in furthering their education. We are hoping that a two day workshop can be held in 2011.

The Kitimat facility has undergone a name change and they are now the Kitimat Museum and Archives. They are proactive in obtaining the photograph collection from Kitimat's newspaper, the Northern Sentinel Press. The museum continues to work towards organization and documentation of their existing collection. They have rehoused the earliest images of the formation of Kitimat and are now adding them to their DBTextworks database, making them accessible to the general public.

The Prince Rupert Archives acquired the Prince Rupert Daily News collection of 300 bound newspaper volumes and their photograph collection when the newspaper shut down in July 2010 after 99 years of publication. Fond level descriptions have been added to their DBTextworks database. They continue to scan nitrate negatives to add to their online database and the Archives also published a hard cover history book in March 2010 titled, Prince Rupert: An Illustrated History.

Respectfully submitted,

Jean Eirs-Page

Regional Representative, BC Northwest region

Thompson-Okanagan

Unfortunately, we were unable to meet this year but our regional group will be meeting this spring with a lawyer to get his take on copyright law and remedies. Most of the group members have been very busy with individual projects in 2010-2011. A few highlights include:

- Sicamous' Eagle Valley Museum and Archives Society is moving into a new facility at the village hall. They've contracted Cuyler Page to assist them with the process.

- Salmon Arm Museum's archives doubled its space at Haney Heritage Village. Cultural Spaces Canada, Farm Credit Canada, local organizations (the Okanagan Historical Society – Salmon Arm Branch, Salmar Community Association, Shuswap Community Foundation) and the museum's endowment fund helped foot the bill. The new space is glorious. It was completed just in time. Eight months after opening, Black Press donated 40 years of photographs and negatives belonging to its newspaper the Salmon Arm Observer. The photos will take up one fifth of the new space. Luckily there is still room to grow!
- Long time archivist and former AABC representative Joani Cowan at Enderby will be retiring in two years. Cowan's volunteers are constructing a new fireproof room for the archives.
- Chase and District Museum and Archives won the Terry Reksten Memorial Fund and used the funds to purchase much needed archival supplies. Thanks to a generous community the Chase Museum has a new roof that protects both the archives and the museum building.
- The Vernon Museum was able to digitize and print the naturalization records (1892 - 1973) as recorded at the Vernon Courthouse, thanks to our longtime volunteer Pat Bayliss.

The position of Regional Representative for Thompson-Okanagan will be available in 2011-2012.

Respectfully submitted,

Debra Chapman
Regional Representative, Thompson-Okanagan

Fraser Valley

The Fraser Valley position was vacant during the 2010-2011 year.

South Vancouver Island

The spring 2010 meeting was held at the Girl Guides Archives in Victoria in honour of the Girl Guides centennial and was attended by representatives from twelve archives in the region. Following a talk on the history of the Girl Guides, attendees enjoyed a tour of the archives and refreshments.

The fall 2010 meeting was held at Esquimalt Archives, where Mayor Barb Desjardins extended a warm welcome to the group and spoke about Esquimalt's plans for its centennial in 2012. Archivists Greg Evans and Sherri Robinson spoke about the history of the archives, followed by a tour of the facility and refreshments. There was an excellent turnout for the meeting, with over twenty people in attendance.

Other activities have included field trips to local archives and reference resources in the Greater Victoria area. Fall 2010 visits focused on church archives and included tours of the Church of Our Lord Archives and the Anglican Diocese of BC Archives.

Beginning in April 2011, Greg Evans of Esquimalt Archives will be taking over from Caroline Duncan of Saanich Archives as the regional representative of the SVIRG.

Respectfully submitted,

Caroline Duncan
Regional Representative, South Vancouver Island

Central and North Vancouver Island

There was no regional activity to report in the 2010-2011 year.

Respectfully submitted,

Jane Hutton
Regional Representative, Central and North Vancouver Island

Greater Vancouver

The focus of the Greater Vancouver regional representative's activity for the 2010-2011 fiscal year has been serving on the AABC conference committee. The committee is managing the programme and local arrangements for the 2011 conference, taking place April 29-30 at the UBC Point Grey campus in Vancouver.

In addition, the Greater Vancouver regional representative has referred two callers to the AABC Education and Advisory Archivist, and has informally represented the AABC at various UBC SLAIS Alumni events. She also invites requests and recommendations for Vancouver area events and programs for the 2011-2012 fiscal year.

Respectfully submitted,

Jill Teasley
Regional Representative, Greater Vancouver

Kootney-Columbia

The Kootney-Columbia position was vacant during the 2010-2011 year.

4.3 Grants Committee

Grants Committee members for 2010-2011 were: Kathy Bossort (standing in for Krisztina Laszlo), Cheryl Linstead, Carolyn Petrie, Sylvia Stopforth, Janet Turner, and Jennifer Yuhasz. The Grants Committee is primarily responsible for adjudicating institutional applications to the National Archival Development Program (NADP) within the province, and forwarding its recommendations for funding to the Canadian Council of Archives (CCA) and Library and Archives Canada (LAC) for final approval; it also promotes other grants and contribution programs available to AABC Institutional Members. This year, the British Library's Endangered Archives Programme was added to the list of funding opportunities available via the AABC website.

The funding allotment made available to BC through the NADP for 2009-2010 remained at \$117,112.00, with the majority of funds utilized by the AABC for its Education, Preservation, and Network programs, and services to members.

Twelve institutional applications to the NADP were received with a total funding request of \$53,614.90. On January 29th the Grants Committee met to review the applications and recommended ten project proposals for funding to the CCA, at a total of \$46,088.00 (reduced after required budget amendments to \$45,994.65). Confirmation of these allocations by the CCA is still pending; decisions are expected at the end of April.

The Grants Committee also compiled a set of recommendations for the CCA Secretariat in an attempt to improve the updated application and adjudication processes and to clarify guidelines for the NADP. A review of these recommendations is pending.

Respectfully submitted,

Peter Johnson,
Chair, Grants Committee & Institutional Member-at-Large

4.4 Membership Committee

For the 2010/2011 year, the membership committee members were Alaric Posey, Suher Zaher-Mazawi, Rebecca Pasch and Jen Zerkee. The committee was chaired by Sarah Romkey and the executive liaison was Corinne Rogers.

The Committee is responsible for

- managing the membership database;
- processing memberships (processing new memberships, membership renewals, issuing reminder notices and receipts, etc.);
- producing an annual membership directory;
- responding to membership queries from members and non-members;
- reviewing new applications for institutional membership utilizing the Self-Study Guide for Institutional Membership and then making recommendations to the Executive Committee; and
- working with other reports to other AABC committees, the Executive, and AABC contractors, as required.

The membership committee also began the process of reviews for institutional members and discussed revisions for the membership application process and criteria.

Membership statistics:

	2010-11	2009-10	2008-09	2007-08	2006-07	2005-06	2004-05	2003-04	2002-03
Institutional	80	74	71	93	92	87	96	94	96
Associate Institutional	44	32	40	57	53	46	49	50	43
Sustaining	6	2	6	6	7	7	7	7	10
Individual	60	62	58	68	64	70	89	85	78
Student/Volunteer	31	23	32	34	52	70	67	47	53
Honorary Life	2	2	1	1	1	6	7	8	7
Honorary Patron	1	1	1	1	1	1			
Total Members	224	196	209	260	270	287	315	291	287

Projects and activities

The membership committee spent considerable time this year revising the application for Full Institutional Membership to make it easier to read and fill out and clarifying the requirements for documentation. It was submitted to the Executive for review at the end of February. We believe this form will improve the application experience for new members and can also be used to review current institutional members.

The membership committee also created a process for exit interviews for full institutions leaving AABC membership. Only one institutional member chose not to renew this year, but unfortunately declined an exit interview.

Finally, the membership committee in an effort to recognize the high standards to which full institutional members are held has suggested to the executive that a “web badge” be designed for full institutional members to display on their websites if they so choose.

Presentations

A presentation was made late in the membership year at a meeting of the ACA SLAIS student group. Every year at this presentation students are offered a free membership for their first year. A number of students chose to take advantage of this offer and will be issued memberships for the 2011/2012 membership year.

Membership database and directory

The membership database was maintained and updated throughout the membership year. The database has been redesigned this year to offer future membership chairs a more user-friendly format. The pre-2010 database will be kept on file. The database is used to issue receipts for membership dues, to produce the full institutional list for grant application purposes, and to issue the membership renewal forms.

The membership directory will be issued via post or email, according to member preferences, in April 2011.

New institutional members

The membership committee reviewed applications for 4 full institutional members. We are pleased to welcome the Vancouver Holocaust Education Centre and Royal Roads University Archives as full institutional members. Congratulations!

Additional information was needed for the membership committee to make recommendations to the executive regarding the other two applications. This information is still pending.

The membership committee also welcomed the following Associate Institutional Members:

- Coqualeetza Cultural Education Centre
- Port Hardy Museum and Archives
- V.G.H. School of Nursing Alumnae Association
- Lake County Museum
- John Richard Allison Library

Plans for the 2011/2012 Membership Year

The membership committee has so far been unable to address the issue of Full Institutional Membership review. The current Full Institutional membership guidelines include a provision for a 5-year review. Because most institutions were grand-fathered into the current institutional requirements, almost all institutions are due for review. We hope that the new Full Institutional Membership application form can be used to begin the institution reviews in 2011-2012.

As membership numbers have declined in recent years, the Membership Committee feels that in 2012 a new Members Needs Assessment should be undertaken. In 2012 it will be 5 years since the last Members Needs Assessment in 2007. We feel that the survey instrument should be designed to accurately reflect issues facing institutional and individual members separately. It is our recommendation that a temporary committee to be struck for this work that would include representation from the membership committee.

Thank you to the committee

I would like to take this opportunity to thank the members of the Membership Committee for their time and efforts this year. I would also like to thank the AABC Executive and the general membership for the opportunity to represent AABC members.

Respectfully submitted,

Sarah Romkey
AABC Membership Chair

5. Election of Executive Committee Members

5.1 Nominations Committee

Vacant Positions

The following positions on the AABC Executive are now open for nominations:

- Vice President (2 year term, with second year as President)
- Treasurer (2 year term)
- Individual Member-at-Large (2 year term)

A selection of candidates will now be presented and additional nominations will also be accepted from the floor.

2011 Nominations

- I would like to present the nomination for **Courtney Mumma** to serve as **Vice-President** for the Archives Association of British Columbia for the 2011-2013 term.
- I would like to present the nomination for **Christine Gergich** to serve as **Treasurer** for the Archives Association of British Columbia for the 2011-2013 term.
- I would like to present the nomination for **Deidre Brocklehurst** to serve as **Individual Member-at-Large** for the Archives Association of British Columbia for the 2011-2013 term.

I would like to thank all Executive nominees for allowing their names to stand and for their commitment to the Archives Association of British Columbia and its membership. Thank you all!

The following AABC members have kindly offered and been accepted to serve on Standing & Ad Hoc Committees:

- **Patrick Ansah** to serve as Chair of the Conference Committee
- **Rita Mogyorosi & Sarah Romkey** to serve as Co-Chairs of the Membership Committee
- **Myshkaa McKeen** to serve as Chair of the PAAL Committee, and on the Finance Committee

2011 Update on Regional Representatives

The following Regional Representative position is announced:

- **Greg Evans** has offered to serve as representative for South Vancouver Island
- **Sue Adrain** has offered to serve as representative for Kootenay-Columbia (Kootenay-Boundary)
- **Val Billesberger** has offered to serve as representative for Fraser Valley
-Thank you, Greg, Sue and Val (welcome back, Val!)

The following regions are currently seeking a representative

- Thompson-Okanagan

If you would be willing to serve as regional representative in any of these areas, please contact either Peter Johnson (pnjohnson@surrey.ca) or Melanie Wallace (anglican-archives@vst.edu).

Respectfully submitted,

Peter Johnson
Chair, Nominations Committee



A A B C
Archives Association of British Columbia

Honorary Patron: The Honourable Steven L. Point, OBC, Lieutenant Governor of British Columbia

PROXY VOTING FORM
ANNUAL GENERAL MEETING

(Please complete this form if you are unable to attend the AGM)

Friday April 29, 2011
3:15 – 4:45 pm

Irving K. Barber Learning Centre, University of British Columbia
Vancouver

The undersigned, being a member in good standing with the Archives Association of British Columbia, hereby nominates, constitutes and appoints:

_____ of _____
(Name of Proxy) (Address)

to attend, act, and vote on behalf of the undersigned at the Annual General Meeting of the Archives Association of British Columbia on Saturday April 17, 2010 Vancouver, BC.

Dated this _____ day of _____, 2010

Member Signature

Member Name (Print)

Each member present at a vote may cast no more than one proxy vote on behalf of an absent member.

Please present this proxy to the Secretary at the time of each vote.