

**Executive Committee Meeting
Minutes – Tuesday, March 15, 10:00am**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Emily Lonie, President
Cindy McLellan, Vice-President
Sarah Jensen, Secretary
Sarah Romkey, Treasurer
Ryan Gallagher, Member-at-Large

Regrets:

Heather Dean, Member-at-Large

1. **Approval of Agenda:**
 - Called meeting to order at 10:00am. Agenda was approved with the addition by Vice-President of approval of EAS coordinator's contract.
2. **Approval of Minutes:**
 - Minutes of February 23rd meeting approved.
3. **President's Report**
 - E. Lonie discussed proposed bylaw change re: creating a new standing committee. Decided to maintain Provincial Database committee as ad hoc committee for another year to determine if it warrants becoming a standing committee.
 - Discussed changing responsibilities of officers and committees. Bylaw amendment not required for this. More analysis needs to be done here.
4. **Vice-President and Programs Committee Report**
 - C. McLellan reported Provincial Database committee has commenced activities. A draft of the MemoryBC guidelines should be ready after the AABC conference.
 - Discussed process for continuing with the ad hoc committee after the AGM as it is technically dissolved then.
 - Reported clinics went well. Discussed commencing DHCP reporting. S. Romkey suggested consulting with K. Blimkie. Assumption is that excess funds will be returned with report.
 - Reported all EAS coordinator hours used. New contract will be signed end of March. Discussed process for this.

- Reported interviews set up for BCANS coordinator position.

5. Treasurer and Finance Committee report

- S. Romkey deferred February financial statements until next meeting.
- Discussed CCA fee. E. Lonie questioned amount. S. Romkey reported approved this for 2015-2016 year.
- Reported in kind web hosting by Andornot had ended so will need to pay for hosting and domain. This wasn't budgeted for.
- Discussed small bill from Artefactual.

6. Committee and Program Reports

- Communications Committee
 - S. Jensen discussed draft AGM package. E. Lonie made some suggestions which will be incorporated.
- Grants & Nominations Committee
 - No update.
- Membership & Conference Committees
 - No update.

7. Business Arising

- Discussed Code of Conduct document. First section revised. Approved by executive.
- Discussed Membership Benefits report tabled by Membership committee at Roundtable. E. Lonie will circulate for approval at AGM.

8. Adjournment

- Meeting adjourned at 10:36 am.