

**Executive Committee Meeting  
Minutes – 6 April 2010**

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Executive of the Archives Association of British Columbia  
Location: teleconference

**Present:**

Jordana Kerry, President  
Janine Johnston, Vice-President  
Linda Nobrega, Treasurer  
Jane Morrison, Secretary

**Regrets:**

Shaunna Moore, Institutional Member-at-Large

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**1. Approval of Agenda:**

J. Kerry called meeting to order at 2.18 p.m. The agenda was approved.

**2. Approval of Minutes of 12 March 2010**

Minutes of the March Executive meeting were approved.

**3. Business Arising**

There was no business arising.

**4. Vice-President and Programs Committee Report**

J. Johnston reported that the Managing a Digitisation Program Workshop on April 15-16 is full, with 30 participants. She read a letter of feedback regarding the Oral History distance education course delivered last spring, from an out-of-province attendee, commenting on what an excellent and well-crafted course it was.

Further Programs reporting focussed on the renewal of contracts. The Financial Manager's contract has increased \$600 this year because of HST-related costs. She is paid by sum not hours.

**4.1 Network reporting**

David Mattison has been hired as the new Archival Network Services co-ordinator. His contract involves no HST or GST because of a lower number of hours; there are some savings anticipated from the new contract that may be directed to the Preservation contract instead.

The web administrator has proposed an increase in contract hours; there was a discussion regarding this resulting in a decision that an increase in hours would not be possible and to offer the current contract again.

J. Johnston proposed that the 2010 Roundtable meeting be moved to earlier in the year, as it would be beneficial to the Services budgets to have any planning

determined earlier in the year. There was agreement that the meeting should be held in May or June if possible.

**5. Treasurer and Finance Committee report**

There was a discussion about the annual allocation of Barber funding. L. Nobrega reported that the 2008-09 Financial statements are finished and submitted for the AGM. She is working on the final version of the 2010-11 budget and on revising the tracking forms for the contractors. J. Johnston noted that due to the HST implementation in July, the number of hours in the contracts is approximate rather than specific as before.

**6. Committee and Program Reports**

**6.1 Communications (Newsletter/Regional Representatives/ PAAL)**

J. Morrison noted that a volunteer or volunteers were needed for each part of the portfolio.

**6.2 Grants & Nominations Committees**

Grants: S. Moore was unable to attend the meeting.

Nominations: there was a discussion about the lack of a volunteer for the Vice-President position. J. Morrison will follow up with S. Moore.

**6.3 Membership & Conference Committees**

Membership: J. Morrison had nothing new to report.

Conference: J. Johnston reported that the registration for the conference is at 38. Artefactual Systems has made a donation to the conference. There was a short discussion about speakers' gifts.

**7. President's Report**

J. Kerry had nothing further to report.

**8. Adjournment**

Meeting adjourned at 3.20 p.m.