

AABC Newsletter

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"Hopefully, it won't happen until after I retire": The Private Sector Privacy Legislation Conference

- By Bob Stewart

About ten years ago I was chatting with someone about the Freedom of Information and Privacy legislation that was being enacted at the time. Not having much in my archives that came under this legislation, I was breathing a happy sigh of relief that I would not be put through what seemed a confusing and time consuming process of compliance with the new legislation. I was horrified when my colleague said "and what will you do when they bring in the private sector legislation?" It seemed unimaginable at the time, so I said something like "hopefully, it won't happen until after I retire." Alas, I am not yet retired, and the new Private Sector privacy legislation has been enacted, and is quickly coming down the track, arriving at our station as of January 1, 2004, in both federal and provincial guises. And in particular, the B.C. legislation includes all organizations, from the large corporations to the smallest non-profit bodies.

In order to learn enough about complying with the legislation to be able to sleep at night, and avoid huge fines, I attended the "New Wave of Privacy Protection in Canada – Understanding and Implementing the New Legislation", held at the Hotel Vancouver in late November, 2003. The federal Act covers "commercial" activities of businesses, but the B.C. Act covers all businesses and non-profit organizations in B.C., commercial or otherwise, and will enforce broader and higher standards and practices for the protection of personal information in the private sector than does the federal Act. I attended the event as a complete greenhorn. My institution has not really been affected by earlier legislation, and I had not studied the matter. I am also generally incapable of understanding legalese.

A breach of the privacy rights of employees (and volunteer staff), clients, or customers can lead to fines of up to \$100,000. Thus any organization (1) must now follow specific rules; (2) must ensure that adequate policies and procedures are in place to protect such information as the law requires; and (3) must create a process for managing inquiries, complaints and requests from people for access to their own information. The conference aimed to provide the basics on the new federal and provincial legislation, (they are both similar and different!) and practical tools for implementing these principles on a daily basis.

The conference was structured around both plenary presentations and three "breakaway" sessions for managers, for the health care sector, and for the marketers and e-commerce sector. The first Keynote Speaker was David Loukidelis, the B.C. Information and Privacy Commissioner, who spoke on "Making Privacy Law Work in the Real World." This was followed by an excellent expert panel, consisting of lawyer Murray Rankin; Heather Black, Asst. Privacy Commissioner of Canada; the B.C. Management Services Executive Director (Chris Norman); and the Alberta government Executive Director of the Information Management, Access and Privacy, Tom Thackeray. They identified which of the Federal and Provincial laws apply, and where and how they apply. There seems to be a fair bit of a grey area regarding "cross border" information issues – when an organization is sharing personal information within two different provincial jurisdictions, or between a Canadian jurisdiction and other countries.

It must be emphasized that the B.C. law affects all organizations, whether big or small, commercially based or

voluntary. Donor records and employment records of non-profit bodies come under the B.C. Act. Alberta and B.C. have worked closely in developing their privacy legislation, though the Alberta legislation has not yet passed third reading.

What is "Personal Information?" It is any information about an "identifiable individual," but does not include the information found on a business card – name, job title, business address, or work phone number. It includes home phone number and address, S.I.N. number, and birth date. It includes the contents of a personnel file, employment history, any medical information, age and education, financial information, credit card information, and salary. It includes photographs; this may affect what we put up on (or perhaps take down from!) our web sites.

Fortunately -- and sensibly -- most privacy complaints up to now have been settled by mediation, rather than by formal orders or fines. I have never attended a conference where I heard the words "sensible" and "reasonable" as frequently as I did at this event. And when I hear the overuse of words like "sensible" and "reasonable," I start thinking I am being snowed. I may be thickheaded, but there are aspects about the legislation that I find simply baffling. I mean this in a practical sense, of how my life will change as an archivist, dealing with historians and researchers, who come through my archival door looking for historical records that may have imbedded in them information that is now declared personal. How long do we deny access? Or how much time will it take me to eliminate personal information, or third party personal information? What did not happen at the conference was any specific archivally-based conversation.

That aside, it was a great conference. The staff of the Privacy Commission genuinely wishes to support organizations as they implement their privacy programs. The provincial government Management Services branch and the Office of the B.C. Privacy Commissioner have been developing various tools on their websites at: www.msar.gov.bc.ca and www.oipcbc.org/private. They are extraordinarily eager to be "sensible and reasonable." But what if the program simply isn't sensible and reasonable enough for historians and archivists to be able to conduct their business?

A session on "The New Privacy Laws and the Workplace," looked at issues relating to employment records and the physical management of such material and the workplace, and the presenters were lawyers Murray Rankin and Roger McConchie. This was an excellent panel, and without going into details, it is clear that Human Resources offices will have to be sensitive to the new law in their management of employee records, if they are not already.

The final event on the first day was a plenary panel on "How to reap the benefits, reduce the risks and avoid the legal liabilities of privacy laws." The discussion was generally focused on the business risks to inadequate privacy systems, though there was some broader discussion of conducting a "privacy audit" of all records of your organization. Highly sensitive records should be kept in one location, in order to maintain a high degree of control and security. As well, I was reminded of the importance of care regarding donor records for non-profit organizations, and the risks involved in swapping donor lists.

On the second day, the Keynote speaker from was the Privacy Commissioner from Alberta, Frank Work, who spoke on "Creating a Culture of Privacy." While I admit to being no great friend of the phrase "a Culture of Privacy", he gave an excellent presentation, emphasizing the simple human right to privacy, and the challenges that information technology today present to personal privacy. In my view, there is a tension between the "right to know" and the "right to privacy" that is not going to go away. And as our times lead us to think about acts of terrorism, we find ourselves within a "culture of fear." Thus we face increasing demands for surveillance, and we give up our rights as free citizens to create the appearance of security. Even as crime rates decline, we grow increasingly insecure. The Canadian Bankers Association presses for higher standards for identity cards, while the banks send us mail loads of "pre-authorized" credit cards. There seems to me to be something crazy in all of this.

Following this Keynote address, I attended the "breakaway" sessions for managers, on "What every manager needs to know about the new privacy legislation." These three sessions were wonderfully well led by lawyer Janina Kon, a privacy law specialist, and by Charmaine Lowe, a corporate Privacy and Information advisor from the B.C. Ministry of Management Services. Their three sessions were the highlight of a conference loaded with highlights. The central principle in all of this is that people should have control over their personal information. A second principle, implied by the first, is that personal information must not be collected, used, or disclosed without prior knowledge and consent.

In this province, for transactions conducted wholly within provincial boundaries, the B.C. the *Protection of Personal Information Act (PIPA)* will apply. But where personal information from BC is sent across provincial or international boundaries, or where information originating in other provinces is received in BC, the federal act (the *Personal Information Protection and Electronic Documents Act (PIPED Act)*) will apply. I may be confused about this, as I am also of the impression that those who send personal information across borders must assure that the receivers of such information will meet the B.C. legal standards. Perhaps this is why they describe inter jurisdictional legislation as a "grey area", requiring further interpretation.

The presenter identified ten key principles for implementing a privacy system:

- **Accountability:** have a Privacy Officer; develop and implement privacy policies; protect all personal information.
- Identify the purposes collecting personal information.
- Obtain consent for collecting, use and disclosure of personal information.
- Limit the collection of personal information.
- Limit the use, disclosure, and retention of personal information.
- Ensure the accuracy of personal information.
- Use appropriate safeguards.
- Communicate your privacy policies and practices.
- Give individuals access to their personal information.
- Have a process in place to deal with complaints or challenges.

To create a privacy policy, the first step is to conduct an internal "privacy audit." While not required by law, it is a useful self-assessment tool for getting to compliance. It is an inventory of where all of the personal information is located, and what the current practices are for managing it. It then asks about the personal information needs of the various functions within your organization. Some functions in the office may not require the personal information they have. The information gathered from your internal privacy audit should help you determine the scope of your privacy program, and help determine your privacy needs and best practices.

Accountability: With the audit completed, and the ten key principles in mind, you are ready to prepare your Privacy Policy. In easy to understand language, prepare it in sections based on the ten key principles. You must ensure that it has contact information on your Privacy Officer. It is best to start with the purpose of the statement first, and then move through the sections. Often it is best to have two different Privacy Policy statements, an external one for customers, clients, and donors, and an internal one for employees or volunteers. It is best to have the statement reviewed by a lawyer who has experience in business or with development of non-profit organizations. Finally, it is the implementation of the Privacy Policy, and not its mere creation, that will bring your organization into compliance. A critical part of implementation is staff training. The staff must know what the policy is, and act as if they actually believed it!

When (or if) your organization transfers personal information to a third party, it is necessary that you include a privacy protection clause in the contract. While this whole area of "outsourcing" personal information is an important issue to some organizations, many will not be touched by it. The important thing is that if you do send personal information, you must continue to take steps to protect that information.

Obtaining consent: The issue of managing consent requirements is a big one. You must identify to the individual the purpose for which the personal information is collected, and limit the amount of information as much as possible. You must also limit the use or disclosure of the personal information to the identified purpose. If you wish to use the personal information for other purposes, you need to get new consent.

Consent may be explicit or implicit. The explicit consent can be either written or verbal, but if verbal you should document it. Implicit or implied consent exists where, in the circumstances, the purpose for which the information is collected is obvious, and the information is given voluntarily. There is also opt-out and opt-in consent. Opt-out consent cannot be used for sensitive information, but can be for things like mailing lists. Opt-in consent is better, as it asks the individual to agree to give permission actively rather than passively. Consent is not required for either medical

emergencies, or for the investigation of a breach of agreement, of fraud, or other criminal matters. Consent cannot be made a condition of supplying a product or service. An individual may withdraw consent.

An important distinction needs to be made between personal information generally, and the personal information of an employee. Where employee personal information is to be gathered by an employer for the purpose of establishing, maintaining, or administering the employment relationship, consent is not required – provided that the employee is notified.

The B.C. Act also has a limited grandfather clause. If you have collected personal information prior to the new law, you don't have to seek new consent, so long as you are continuing to use the information for the original purposes. However, if the prior collection was done for purposes that are not reasonable (that is, they not pass the "reasonable person" test), the information cannot be used.

Complaint Handling Processes: The session then moved on to deal with how to develop an internal complaint handling process. If the Privacy Officer receives a complaint, his office must respond within 30 working days. All complaints must be investigated. Thus it is critical that you have an appropriate record keeping system for personal information. There are several tips that make this system work:

- Start a new file for every complaint.
- Record the date and nature of the complaint.
- Contact the complainant (if necessary) to clarify the complaint.
- Assign a person who has the skills to investigate the complaint fairly and impartially.
- Ensure that the investigator has access to all records, and employees who handled the personal information, or whose actions are related to the complaint.
- Notify the complainant of the outcome of the investigation clearly and promptly.
- Modify policies and procedures based on the outcome of the investigation.

While it is always best to have a complaint made in writing, there are times when an individual is reluctant to do so, and might challenge the right of the organization to require written complaints. Some people with handicaps may have limited ability to write their complaint. The main point in having a complaint in writing is that one needs to control the risk of the nature of the complaint changing as the investigation goes forward. So even if the initial complaint is verbal, it is appropriate for the Privacy Officer to have the complaint written up and signed by the complainant as to its accuracy.

Individuals have the right of access to their own personal information. It follows then that careful filing is important so as to avoid misfiling another employee's information. It is also best to give a photocopy of the record rather than the original, and that you make a record of what was provided. As well, there may be personal information on several individuals, so you may need to blank out such information on the other individuals on the photocopy you are providing.

Personal Information Records Retention: Under B.C. PIPA law there are records retention requirements. Thus it is important to have personal information properly managed. It must be kept for a minimum of a year, so that individuals affected by any private information decisions can examine the material before it is destroyed. As well, personal information must not be kept after it is no longer necessary for the purposes for which it was collected, or for legal or business purposes.

Never have pejorative records; write them in an objective and neutral language. It is important to know where all personal information is kept, to collect only what you need, and to periodically cull files that contain records no longer needed. Set records retention schedules, and follow them.

Finally, no fees can be charged to an employee seeking to have access to their files.

B.C. PIPA law requires that the personal records be kept secure. Your organization is responsible for the records even when they are not kept in the office. Many recommendations are simply reasonable. Sensitive information requires higher security than does less sensitive information. It is best that there should be stratified access to records. For

example, the accounting office needs access to financial records, not personnel records. Sensitive records should not be left lying around on the desk for anyone to casually examine. It is important to have rigorous methods of disposal of records. (The horrible example of the Bella Bella Hospital records being burned on the beach was used!) Internal security threats are also very critical. (The case of the Delta Police officer seeking personal information from license plate information on cars parked near the abortion clinic was raised here.)

The conference was very worthwhile. At the same time, I as an archivist I remain unsure of where the legislation takes us. The conference was not targeted at archivists. As an archivist who works within a church organization in B.C., yet one that is a national body as well, I wonder about our internal personal information records. Do I generate a privacy policy for my archives? Or does the B.C. Conference organization generate one for all of its offices, including the archives? Or do we have two policies, one specific to the archives and the needs of donors and users? Or does the national body of the United Church create a master Privacy Policy that would have regional and archival subsections? While my archives may generate an archival privacy policy and seek to be compliant, it is not clear how such a policy would work within both the regional levels of the church, under the BC *PIPA*, and within the federal legislation, given that the United Church also operates as a national organization. And what of the privacy policy needs of local congregations? In non-profit and voluntary organizations, unpaid volunteers generate many records, and holding them to privacy standards could be a challenge. Further, many of our offices have no formalized records management program, and I am of the view that at the moment, records management is a prerequisite to an adequate personal privacy system. Thus we are operating with real limitations as to how access and privacy can be efficiently managed under the new law. And if we have difficulty managing our paper records, the management of electronic records remains a distant dream. I may, as archivist, say that I am only responsible for the privacy issues that I encounter in my archives. Perhaps, given the complexities of our life as a voluntary non-profit association, that is enough. If we all look after our own journey toward compliance, we may actually get there.

On top of these systemic or structural problems are the problems of what we do as archivists, dealing with historical researchers. Are archival records going to be lost? I fear that many of the records that we (and our users) have come to expect archives to preserve may well be destroyed. When institutions collect personal records (even photographs!) from individuals, they generally collect them for administrative, operational, and public relations reasons, rather than for historical research in some far off future. I fear that the framers of the Act have not adequately attended to our archival interests. Perhaps some of these matters can be discussed by the upcoming AABC Education Committee workshop on the privacy legislation, as this relates specifically to archives.

The Private Sector legislation is coming down the track. Right now, it does not feel quite like a Glory Train on the track to Privacy Heaven. What happens to the lost souls who are not compliant on January 1st? The legislation has many grey areas that will require interpretation. To listen to the B.C. and Alberta Privacy Commissioners, there seems to be a certain spirit of grace and a recognition that we are not all going to be on board on January 1st. Many small, one-person archives are going to need a fair bit of TLC to get to compliance. There are tools available, and more are being created. Sooner or later, and likely sooner, we are all going to have to attend to the privacy issues. Yet I remain confused about the archival consequences of the Acts. While I am perhaps more ready to migrate toward a privacy system at my local archives, I am not sure what the entire "United Church" is going to do, and I trust that those better placed than I will soon be dealing with the "larger picture." Perhaps that is their problem, not mine! Our United Church archival network will likely work to develop some simple tools to help local churches and some other offices work within the new culture of privacy. Yet I doubt that we will be creating "one size fits all" templates!

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An Interview with Frances Woodward, UBC Map Librarian

On December 10th, 2003, VHS member Frances Woodward retired as Map Librarian in the Rare Books and Special Collections Division of the UBC library. Frances' knowledge of and passion for the value of Fire Insurance Maps (FIMs), as well as other historical maps, has guided many local historical research projects.

Donna Jean MacKinnon, who is past president of the Vancouver Historical Society and is also passionate about Fire Insurance Maps, interviewed Frances Woodward in November 2003.

DJM: Can you recap your career as a map librarian?

FW: I worked for 5 years in the Provincial Archives of British Columbia looking after the map collection, and providing reference service, especially in the field of geography.

I then moved to Special Collections at UBC Library as a reference librarian, in charge of the historical map collection. The map collection had begun to really develop under the guidance of Dr. Coolie Verner and Dr. Bert Farley.

In 1964 Basil Stuart-Stubbs and Dr. John Howes of the Asian Studies Department had acquired a large collection of Japanese maps of the Tokugawa Era (1600-1868). This collection remained in the University Librarian's office until Basil became director of the School of Library and Information Studies.

I have been at UBC for a long time now, over 37 years. I have seen a lot of changes, including the growth of the University Archives, and the separation of the division into two separate units: Rare Books and Special Collections, and the University Archives. We still share space and staff to some extent.

DJM: How and why did you become interested in FIMs?

FW: I first encountered fire insurance plans when I was working in the Provincial Archives. One of the real estate or insurance agents deposited a couple of large heavy volumes. At the time, agents generally kept these large atlases in very heavy covers, like super oversize ledgers, with post fasteners so that individual sheets could be replaced when needed. Maps have always fascinated me, and the detail on these plans was remarkable. However, I had a lot to do, the binders were very heavy, and I didn't know much about them.

When I moved to UBC, we periodically received old fire insurance plans, mostly removed from the binders. That is when I began to see the value and learned more about them. Since then, I have been hooked.

I just wish more people would use them in their research. They are heavily used for environmental assessment, but they have so much more potential. If we had had the plan of Barkerville when the government was planning its restoration, for example, how much easier it would have been! There is so much history, geography, urban planning, architecture, etc., to be found in these plans.

As far as I can make out, cannery (fire insurance) plans for the BC coast are unique. There is nothing similar for American canneries. Some may be included in the plans for an adjacent urban area, such as the mills and canneries in

other parts of BC. I believe there is a series of plans for cotton or tobacco warehouses in the southeastern states, but I haven't seen any of them.

DJM: Can you speak about other kinds of historical maps and your work with them?

FW: As I said, I have always been fascinated with maps. I can spend ages just pouring over a map, looking at the place names and other features.

Shortly after I came to UBC, the map librarian received an invitation to attend a meeting at the National Archives in Ottawa. This was 1967. She asked if I would be interested in going too. Since I had already arranged to go to Montreal for Expo I took a few days more days and went to the meeting in Ottawa. That was the beginning of the Association of Canadian Map Libraries and Archives. I have been active in ACMLA ever since.

Some years later Dr. Richard Ruggles hosted a meeting at Queen's University on the state of the history of cartography in Canada. That prompted me to hold a meeting here of people in the Lower Mainland and Victoria who had some interest in maps and historical geography and cartography. That was the beginning of the Map Society of British Columbia. I have attended several meetings of the International Conference for the History of Cartography and was one of the founding members of the International Society for Curators of EarlyMaps.

Yes, I love old maps, and I have done some research and writing about them when I have had time. I have given some papers at the ACMLA and WAML conferences, a few of which were published.

DJM: What is the future of these and other historical maps?

FW: Map collections tend to be the unwanted stepchild in a library or archives. Many people are cartographically illiterate. Maps are often large, awkward to handle, take a lot of room, we don't understand them and we don't know what to do with them. Pass them on to someone else to take care of, or put them away someplace, and hope no one wants to see them.

Few archives do much with maps if they can avoid them, other than store them. If there are staff cutbacks, the map librarian or archivist is generally moved to some other area.

These days, with the growth of GIS, the map librarian is often part of a data library.

DJM: What are your plans for post-retirement?

FW: I would like to do some traveling, and there are a few projects I'd like to pursue in the field of history/geography/maps. I also plan to remain active in the Map Society of B.C.

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UNBC Archives opens expanded facility



The University of Northern British Columbia is pleased to announce the official opening of an expanded archival facility at the Geoffrey R. Weller Library. **The Northern British Columbia Archives & Special Collections** is now housed on the 4th floor of the Weller Library. Renovations expanded the Archives from 158 to 400 sq metres, including increased collections permanent storage rooms and an enlarged Research Room for public research. The new facility includes an environmentally controlled HVAC system designed to preserve historical collections and high-density mechanical storage units for efficient space storage.



The expanded facility was officially opened on November 20 as part of *Archives Week in BC* festivities. Dr. Charles Jago, President of UNBC led the ceremonies, and Ramona Rose, Head of Archives and Special Collections, provided the 100 guests with an overview of the extensive collections now housed in the new Archives. Murray Sadler, Q.C., founding President of the Interior University Society, performed the ribbon cutting. The festivities included a tour of the archives permanent storage where the collections are now housed.

The Northern BC Archives holdings comprise more than 950 metres of textual records and 15,000 photographs related to the development of Northern B.C. Included are records of Cassiar Asbestos Mining Corporation, Northwood Pulp & Timber Ltd., Carrier-Sekani Tribal Council Flying Mission, Grand Trunk Pacific Railway and Pacific Great Eastern Railway, and over 5000 volumes related to Northern BC and Northern Canada.

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President's Message

By the time you read this, the annual Christmas/Hanukkah/Yule/Kwanzaa season will have come and gone, and the new year will be well underway. I hope your holidays were both enjoyable and restful, and that 2004 proves to be a good year for you and yours. It is again time for me as AABC President to present a report on your Association's activities over the past three months. As always, there's some good news, and some not-so-good news, and some news that perhaps defies categorization.

2004/05 Programme Budgets

The major focus of the Association Executive through the fall was to determine how our share of the Canadian Council of Archives' funding would be divided between our institutional members and our three centrally-controlled programmes (the Education and Advisory Service, the Archival Network Service, and the Archival Preservation Service programmes).

At the CCA's General Assembly in October, AABC's representative Lara Wilson, together with the other provincial/territorial council representatives, was informed that funding for the Control of Holdings Programme was being reduced by 20%. The reason given was that when Heritage Canada cut CAIN funding for 2002/03 by 26%, CCA reduced the blow to provincial/territorial budgets by cutting its own budget by 20% -- but apparently they should not have done this. During its recent audit by the National Archives, CCA was informed that, as those were funds diverted from the Secretariat, that was considered an inappropriate use of funds, and so was ordered to institute that reduction this year.

We are now feeling the full force of that original 2002/03 CAIN cut. While our CPCAR (Conservation Plan for Canadian Archival Records) funding, which pays for the Archival Preservation Service, remains the same, the 20% cut to Control of Holdings directly affected the determination of institutional funding as well as funding for EAS and ANS.

As Institutional Member-at-Large Kathy Bonsort explained in her letter to institutional members in November, CPCAR Preservation Management funds will again be directed towards the Archival Preservation Service. Although institutions will again not have direct access to CPCAR funds in 2004/05, by keeping the service operating at about the same levels as 2003/04 we believe that our members will continue to be adequately served. However, to make as much funding available as possible to institutions and our other programmes, the Executive opted to transfer 10% of CPCAR funds to those budgets. Of the resulting total, the Executive directed approximately half to institutional projects funded by Control of Holdings -- it will work out to approximately the same amount that institutions applied for last year.

Remaining CCA funds were divided between the Archival Network Service and Educational and Advisory Service budgets. The Executive solicited budget proposals from the two programme committees, and also did some number-crunching of its own. It was determined that in order to maintain these services at a viable level the Association again will have to use some of its cash reserves to top up CCA funding -- more so, in fact, than for 2003/04. Even so, the budgets of both ANS and EAS were cut compared to the previous year -- ANS only slightly, EAS more so. However,

the Executive is confident that both programmes will continue to provide the same high calibre of service to AABC members.

On behalf of the AABC Executive I would like to thank the three programme committees -- Education, BC Archival Preservation Service, and Internet -- and in particular their chairs -- Jane Turner, Dorothy Lawson, and Heather Gordon, respectively -- for both their advice and their patience during the budget process.

Archives Week

As I reported in the Fall 2003 issue, Archives Week 2003 was scheduled for November 16-22, and coincided with the annual conference of the Association of Moving Image Archivists in Vancouver. In recognition of this, the theme for Archives Week was "Sound and Vision: Preserving Audio-Visual Archives". The Public Awareness, Advocacy, and Legislation Committee worked hard behind the scenes to organize a special Archives Week event in Vancouver. Planning documents from last year's special event held in Victoria, "Archives In Your Attic", were included on the AABC Web site as templates for local archives wishing to hold similar events for this year's Archives Week.

Unfortunately, as they say, "The best-laid plans...", etc. The showcase event was to be a "Home Movie Day", held at the CBC Studios in downtown Vancouver, where the public would be invited to bring their home movies and videos for screening and learn how to preserve them. Unfortunately, by mid-October there had been no commitment from the CBC to provide the venue -- with less than six weeks to go, it was felt that there was insufficient time to organize the event. Plans to publish a commemorative poster (similar to last year's) also fell through.

There was an official proclamation for Archives Week issued by the provincial government and signed by our honorary patron Lieutenant-Governor Iona Campagnolo. Unfortunately, neither the PAAL Committee nor the Executive were informed that it was pending, and the proclamation document itself was not received until Archives Week was almost over. However, we have scanned the proclamation and made it [digitally available for you to view](#).

We hope that at least some local archives made use of the on-line planning documents to hold their own Archives Week events. If you did, please submit a report of your activity or event for publication in the next Newsletter.

CCA News

As I mentioned earlier, Lara Wilson served as the AABC representative at the annual CCA General Assembly in Ottawa, October 17-19. I've already discussed the funding issues that came up during those meetings. Her complete report will be posted to the <archives-bc> e-mail list (hopefully by the time you read this), and should be in the next issue of the *Newsletter*, so I will not go into detail about all the other news she brought back. However, I do wish to publicly congratulate Lara on being elected to the CCA Board of Directors.

The main issue I want to highlight at this time is the continuing need for advocacy on behalf of the Canadian archival system. This year the Federal Treasury Board will be reviewing CCA and its funding programmes. There will be a survey for all institutions and provincial/territorial councils (including AABC) -- by the time you read this it should already be available on-line. It will be vital to complete this survey and give CCA hard facts to back up our position that archives are worth Ottawa's support. Also, write to your MPs and MLAs in support of CCA's programmes, and encourage your regular patrons and supporters to do so as well (AABC's on-line "Call for Public Support for CAIN" is part of this initiative (aabc.bc.ca/aabc/cainsupport.html)).

Finally, not only is Lara Wilson now on the CCA Board of Directors, two other prominent BC archivists are also involved in the federal review of CCA. Heather Gordon (City of Coquitlam) is on the grants review committee, and Ian Forsyth (Simon Fraser University) is on the CAIN advisory committee. Although Heather and Ian sit on those committees in their own capacity and are not representing AABC, their willingness to do so deserves our recognition and appreciation.

In the wake of the General Assembly came a call for a joint meeting of representatives of the four western archival councils, to discuss how best to contribute to the lobbying effort required to re-establish sustaining funding for the archival community through the CCA, as well as continued funding for CAIN. The Executive initially felt that the

AABC's financial situation did not allow us to send a representative to the meeting, to be held in Edmonton in December. However, at the last minute the Archives Society of Alberta kindly offered to pay travel costs for one representative from BC. AABC Secretary Lisa Beitel attended the one-day meeting; the general consensus, she reported, was that there was a need to re-focus our energy and look for supporters for archives, the existing archival system, and the vital importance of the upcoming CCA institutional survey.

On behalf of the AABC, I would like to thank the ASA for their kind support, and Lisa for making the trip and representing the Association.

Provincial News

As noted in the last issue, over the summer AABC sent two letters to George Abbott, Minister of Community, Aboriginal and Women's Services and minister responsible for archives. The letters pointed out how the elimination of the Community Archives Assistance Program led not only to the rejection of BC's CAIN grant applications, but also served to threaten federal funding for archives in BC in the future. We requested the reinstatement of CAAP, or alternatively, the establishment of a new provincial grant programme for archives. Just before the Fall Newsletter was published, a response was received from the Minister, and was included in that issue. (Response From the Minister of Community, Aboriginal and Women's Services)

Private Sector Privacy

AABC's submission to the provincial government regarding Bill 38, the Personal Information Privacy Act, was forwarded to the government in September. Later that month, members of PAAL met with representatives from the Corporate Privacy and Information Access Branch. At that meeting, they were told that the Bill would be passed soon and that further submissions regarding changes would not be accepted. However, AABC was encouraged to make a further submission regarding certain explanations for possible incorporation in the upcoming manual/interpretive guide for the government's Private Sector Privacy web site. Lara Wilson, Richard Dancy, and Debra Barr collaborated on this document, which was formally submitted in October.

In November a conference was held in Vancouver, entitled "The New Wave of Privacy Protection in Canada". Presented by the BC Freedom of Information and Privacy Association, it was aimed at administrators in general rather than archivists in particular, and was intended to introduce them to the basics of the new privacy laws (both federal and provincial), and provide them with practical know-how and tools for implementing these principles on a daily basis.

AABC was given the opportunity to act as a Supporting Organization for this conference, and as such had the option of sending a representative at an extra-special rate. After some deliberation, the Executive decided to make this opportunity available to any AABC individual member who was interested in learning about the potential impact of new federal and provincial private-sector privacy legislation. Apart from being given the opportunity to attend this conference at such a drastically-reduced rate, the AABC did not offer any other financial support. In return for this opportunity, that person was asked to present a report on the conference to the Executive, and have that report (or an article based on it) published in the Newsletter.

Bob Stewart, of the United Church of Canada B.C. Conference Archives, agreed to attend the conference as the AABC representative. [His report](#) is included elsewhere in this issue of the Newsletter. On behalf of the AABC I would like to thank Bob for attending the conference and submitting such a comprehensive report, and Darrell Evans of the BC Freedom of Information and Privacy Association for providing the AABC with this unique opportunity.

AABC Conference 2004

The Programme Committee for the AABC 2004 Conference recently announced on <archives-bc> that the conference is scheduled for April 23 and 24 in North Vancouver. The focus of the conference will be on acquisition strategies. More information will be available elsewhere in this issue.

Greater Vancouver Regional Representative

AABC Individual Member-at-Large Siôn Romaine spent part of the fall soliciting volunteers to serve as the AABC regional representative for Greater Vancouver. At our December Executive meeting he announced that Anthea Seles, Records Manager / Archivist for the Roman Catholic Archdiocese of Vancouver, has agreed to be the Greater Vancouver Regional Representative. I look forward to hearing about her plans to revitalize the region.

That's it for now....

In conclusion, thanks (as always) to my colleagues on the Executive for their hard work, patience, and good humour -- the latter two qualities are especially welcome now that I am carrying out my presidential duties from home while on parental leave. Thanks also to the committees, committee chairs, regional reps, and contractors for their continuing efforts on behalf of the AABC and archives around the province -- without you, there would not be an archives association in BC worth writing or talking about.

Happy 2004,
Erwin Wodarczak

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Executive Minutes

AABC Executive Committee
Meeting Minutes: 28 September 2003

Executive of the Archives Association of British Columbia
Location: Gulf of Georgia Cannery Society Board Room.

Present:

Erwin Wodarczak, President
Christine Meutzner, Vice President
Lisa Beitel, Secretary
Jian Liu, Treasurer
Siôn Romaine, Individual Member-at-large
Kathy Bossort, Institutional Member-At-Large

1. Approval of Agenda: Approved

Erwin Wodarczak called the meeting to order at 2:40 pm.

2. Approval of Minutes of 25 August 2003 Meeting

Approved by Erwin Wodarczak, seconded by Siôn Romaine

3. Business Arising

3.1 Conference Roundtable Report

Erwin Wodarczak reported that he is still working on summarizing issues discussed during the Conference Roundtable. He will try to have it completed for submission in the Fall newsletter, if not, it will be posted on the AABC list-serve.

Action: Erwin Wodarczak to complete a summarization of issues discussed in the Roundtable report.

3.2 Conference Travel Subsidy Reimbursement

Erwin Wodarczak reported that he emailed Carrie Stevenson in regards to her concerns about the adjudication of the travel subsidy reimbursement from the 2003 Conference. Erwin has not heard anything back from her at this time.

3.3 AABC Records at BC Archives

Erwin Wodarczak reported that he contacted Gary Mitchell and confirmed that the ownership of the AABC records has been officially transferred to the BC Archives. The Executive is now awaiting the formal paperwork from the BC Archives.

3.4 2003 CCA General Assembly

Erwin Wodarczak reported that Lara Wilson has agreed to represent the AABC at the upcoming CCA General Assembly meeting in Ottawa.

3.5 AABC/ACA Joint Mentoring Program

Erwin Wodarczak reported that he has confirmed with Jennifer Mohan via email the role of the AABC in the Mentoring Program. The ACA has recently approved the guidelines of the program and the AABC is awaiting our copy.

3.6 E. McLellan Conference Workshop Proposal

Erwin Wodarczak reported that Jane Turner has contacted Evelyn McLellan in regards to her proposal to teach a workshop at the upcoming AABC conference. At this time Jane has declined Evelyn's proposal as the Education Committee is planning a similar workshop to be given by Ian Forsyth from SFU (to be confirmed).

3.7 Executive Travel Subsidy Budget

Erwin Wodarczak reported that he has confirmed with Christine Meutzner that a \$100 limit per trip be exercised for Executive members when travelling to Committee meetings.

4. President's Report

4.1 Executive Liaison Duties -- PAAL and Education Committees

Erwin Wodarczak reported that in light of his impending parental leave from work, Christine Meutzner will be taking over the liaison responsibilities for PAAL and Education Committees from October 2003 - April 2004.

Action: Erwin Wodarczak will inform Laura Cheadle and Jane Turner that Christine Meutzner will be taking over Executive liaison duties and will forward the Executive his home contact information.

4.2 2003 CCA General Assembly Prep Meeting

Erwin Wodarczak reported that a CCA General Assembly prep meeting was held earlier today (September 28, 2003) from 1:00 - 2:30pm. The meeting included the Executive, Lara Wilson, Heather Gordon (Internet Cmt.), and Dorothy Lawson (Preservation Cmt.). Jane Turner was unable to attend the meeting, but did send along concerns of the Education Committee. Main issues discussed at the meeting included:

- a) concerns re the future of the "network or network" system - will this be supported or eliminated in favour of a direct-funding application process
- b) the AABC would like a response from the CCA regarding the CAIN adjudication process and criteria. Was the availability of provincial matching funds a deciding factor? If yes, will this be continued in the future for other funding projects?
- c) what will be included in the AABC report that will be presented at the CCA General Assembly

4.3 Letter to George Abbott re: Lack of Provincial Funding for Archives (CAIN funding)

Erwin Wodarczak reported that a second letter was drafted by Heather Gordon and Ann Carroll and sent to George Abbott regarding the lack of provincial matching funds for archives and asking for reinstatement of funds.

To date, no response has been received for either letter. The letters were also cc'd to Gary Mitchell, Fred Farrel, Gordon Campbell, Pauline Rafferty and Sandy Santori.

4.4 Email from Gary Mitchell re: funding for archives in light of Kettle Valley Railway destruction

Erwin Wodarczak reported that he had received an email from Gary Mitchell who noted that provincial money was going to be made available for the restoration of the Kettle Valley Railway Tresses and asked if we could use this to ask why similar money is not available for archives. Erwin forwarded this email on to Laura Cheadle for further discussion. In keeping with this discussion, the Executive feels that this is not the correct forum to approach the government for archives funding.

4.5 2003 Letter of Thanks from Glenn Dingwall re: Mary Ann Pylypchuk Memorial Award

Erwin Wodarczak reported that the AABC received a letter of thanks from Glenn Dingwall who was the recipient of the 2003 Mary Ann Pylypchuk Memorial Award during the second year of his studies at SLAIS.

4.6 Terry Reksten Award Adjudication

Erwin Wodarczak reported that the adjudication of the Terry Reksten Award has been completed and will be awarded shortly.

5 Treasurer's Report

Jian Liu presented the August 2003 Financial Statements and the AABC Audited Financial Statements for the year ending March 31, 2003.

Jian also reported on the August 28, 2003 Finance Committee Meeting (a copy of the minutes is attached). A number of items from the Finance Committee were brought forward for the Executive's approval including:

1. Motion to set aside \$35,000 from general reserve into a restricted savings fund. This money would ensure that the AABC has enough money to keep programs going for 2-3 months in the advent that the AABC has to suspend operations and would also provide a cushion for cash flow purposes if we encountered a delay in receiving CCA moneys. Restructuring our banking accounts in this fashion will also allow us to apply for gaming funds.

Action: The Executive agrees with this motion, but would like some clarification as to what type of fund (Contingency or Development) the money should be put into.

2. The Director's Insurance Policy currently held by the AABC will expire on January 12, 2004. Jian presented reasons for re-insuring this policy and keeping the policy amount at equal to or no more than the current insured amount (1 million dollars).

Action: The Executive agrees with the recommendation by the Finance Committee to re-insure the policy at its' current amount. Karen Blimkie will take care of this when the current policy expires in January 2004.

3. Jian has confirmed that Karen Blimkie, AABC Financial Manager, will keep all of the finance records.
4. Jian presented a motion from Karen Blimkie who has proposed a return to an annual review of the AABC financial records rather than the annual audit. The accounting process for AABC monies is becoming more straightforward and there is less money coming into the association. Switching to a review would cost approx. \$3,000 as compared to an audit that costs approx \$5,000 annually.

Action: The Executive agrees that we should switch to an annual review instead of an annual audit. AABC

members will be informed of this at the 2004 AGM.

6. Committee and Program Reports

6.1 Education

Erwin Wodarczak reported that the AABC distance education workshop has been launched on the AABC website as of September 9, 2003. The program uses a resources binder for small archives and the lessons are set up as modules so they can be completed at the participants' own pace. Fees for the workshop are paid upfront and include 1-year membership to the AABC. Linda Wills provides both regular mail and email correspondence and when completed, the participants receive a certificate for the program.

Action: The Executive would like to thank the Education Committee and the Education Advisor for all of their dedicated work over the past couple of years to get his new program set up and off the ground.

6.2 Grants

Kathy Bossort stated that there is nothing to report at this time from the Grants Committee.

6.3 Membership

Lisa Beitel reported that she and Kathy Bossort sent out the membership survey to the 44 Associate Institutional Members on September 22, 2003. The submission date for completed surveys is October 15, 2003 and Kathy will be tabulating the survey results.

Lisa reported that on behalf of the Membership Committee, Yau Min Chong will be speaking to SLAIS students in the next week about joining the AABC.

Lisa reported that she has drafted a document titled "Guidelines for the Advance of Funds - Membership, Secretarial & Newsletter Costs" which has been approved by Karen Blimkie. These guidelines with an explanatory email have been sent to both Jana Buhlman (Membership) and Bob Edwards (Newsletter). There has been some correspondence regarding the guidelines (primarily for further clarification) and the process will be performed on a trial basis over the next year.

On behalf of the Membership Committee, Lisa presented the recommendation to approve the application by St. Margaret's School Archives for Institutional Membership (see attached email from Jana Buhlmann). The Executive agrees with the Committees' decision and would like to ensure that it is made clear to St. Margaret's the concerns identified by the Membership Committee regarding future funding and the completion of RAD-compliant descriptions.

Action: Lisa Beitel will inform the Membership Committee that the Executive has approved the application of St. Margaret's School Archives for Institutional Membership pending the identification of concerns regarding future funding and the completion of RAD-compliant descriptions.

Lisa reported on the on-going issues regarding the maintenance of the Membership database. Lisa has emailed Jana Buhlmann with specific questions about the database and will use this as a basis to email Karen Blimkie and inquire if she is 1.) able and 2.) willing to take on updating the membership database.

Action: Lisa Beitel will email Karen Blimkie and ask if she will maintain (update) the Membership database.

Lisa also reported that in light of access problems to the Membership database (approximately 50 renewals need to be updated) the AABC Membership Directory, usually sent out in the beginning of October, will be late this year. The Executive has decided that it is better to have it complete and sent out later than to send it out with

incorrect information.

Action: Lisa Beitel will contact the Membership Committee and ask them to post a message to the list-serve explaining the delay in the mailing of the Membership Directory.

6.4 Conference

Christine Meutzner reported that she has confirmed with Francis Mansbridge that he will be the Chair of the Local Arrangements Committee. His other committee members are the new West Vancouver Archivist Lois Enns and the new Assistant Archivist at the North Vancouver Museum and Archives. They are looking into booking conference space at Capilano College.

Christine reported that to date there is no Program Committee. The Executive brainstormed names of people who could serve on this committee.

Action: Christine Meutzner will contact Francis Mansbridge and discuss with him possible Program Committee members. Erwin Wodarczak will ask Alan Doyle who is working at the UBC Archives and Lisa Beitel will get in touch with Yau Min Chong who will be speaking with SLAIS students this week.

6.5 Internet

Christine Meutzner reported that Bill Purver has prepared a breakdown of costs for new media servers required by the AABC (including Cinemage quote for \$7,500). Christine will use this information to fill out the Direct Access Program Grant (Gaming Commission Grant) that is due May 2004. The Internet Committee has identified new servers as a priority and in light of this, Bill did not complete a prototype report on uploading photographs to BCAUL.

Action: Christine Meutzner will complete a draft copy of the application and work with the Finance Committee to get all required supporting documents. Christine will also look into alternate funding sources such as the Vancouver Foundation.

6.6 Preservation

Siôn Romaine reported that there is nothing new to report at this time. The next Preservation Committee meeting will be held in October (date and place to be announced).

6.7 PAAL

Erwin Wodarczak reported that Archives Week, aptly titled "Sound and Vision: Preserving Audio-Visual Archives" will be held November 16-22, 2003 to coincide with the AMIA Conference in Vancouver. The showcase event "Home Movie Day" will be held November 16 at the CBC Studios downtown where the public will be invited to bring their home videos for screening and learn how to preserve them. Archives Week announcements and information is being worked and when ready will be posted on-line.

Erwin reported that Lara Wilson has completed an article about CAIN cuts and how it is affecting archives. The article, intended to target and broaden the awareness of non-archivists using BCAUL asks people to write to their local MLA's and Sheila Copps. Erwin has forwarded this letter to the Executive and Heather Gordon for input and all have agreed that its content is appropriate. The Executive feels that this should be posted on-line before Lara goes to the CCA General Assembly.

Action: Erwin Wodarczak will forward Lara's letter to Bill Purver who will post it on the cover page of BCAUL. Christine Meutzner will ask Bill Purver if he has any contacts to have a possible article published in the Vancouver Sun.

Erwin reported that Lara Wilson, Richard Dancy and Debra Barr met with Chris Norman and Sharon Plater

regarding Bill 38. The wording of the legislation is now set as it will be presented to legislature next month. However, we still might have a role in influencing the Interpretive Guide that accompanies the legislation.

6.8 Newsletter Editorial Board

Christine Meutzner reported that she contacted Bob Edwards regarding reasons why the newsletter was late. As Bob has two more issues left as Editor, a new Editor needs to be appointed. If possible, the new Editor could work with Bob on the Winter Issue, therefore overlapping responsibilities to get a sense of what needs to be done. The Technical Editor has also announced his resignation after the Fall newsletter.

Action: Christine Meutzner will contact Bob Edwards and see what his plans are for the Winter Issue. Erwin Wodarczak will also confirm with Leslie Field his plans.

6.9 Regional Representatives

Siôn Romaine reported that he posted a memo on the AABC list-serve calling for suggestions about a Greater Vancouver representative. He has had very little response back to date and the Executive discussed the likelihood of operating without a regional representative for Vancouver. Erwin Wodarczak reported that he put a call for a Greater Vancouver Regional Rep. in his President's Report that will be included in the upcoming AABC newsletter.

7. Other Business

7.1 Lisa Beitel reported on the email sent to the AABC email address by Elsie Wollaston titled "Canadian Deacidification Facility: Vancouver Discussion Opportunity". The contents of the email are inviting input from BC archivists regarding interest in a US Pacific Northwest deacidification facility (rather than one based in Ottawa) and what type of demand they would place on it. The Executive decided that this email should be forwarded to Rosaleen Hill and Dorothy Lawson for comment.

Action: Lisa Beitel will forward the original email to Rosaleen Hill and Dorothy Lawson for comment.

8. Adjournment

Erwin Wodarczak moved to adjourn the meeting. Kathy Bossort seconded. Motion carried. Meeting adjourned at 4:50 pm.

* * *

AABC Executive Committee
Meeting Minutes: 2 November 2003

Executive of the Archives Association of British Columbia
Location: Gulf of Georgia Cannery Society Board Room.

Present:

Erwin Wodarczak, President

Christine Meutzner, Vice President

Lisa Beitel, Secretary

Jian Liu, Treasurer

Siôn Romaine, Individual Member-at-large

Kathy Bossort, Institutional Member-At-Large

1. Approval of Agenda: Approved

Erwin Wodarczak called the meeting to order at 2:10 pm.

2. Approval of Minutes of 28 September 2003 Meeting

Pending changing of wording in 4.2.c. from "report that will be presented at the roundtable" to "report that will be presented at the CCA General Assembly". Approved by Kathy Bossort, seconded by Erwin Wodarczak.

3. Business Arising

3.1 CCA General Assembly Report - Lara Wilson

Erwin Wodarczak reported that due to illness, Lara Wilson was unable to attend today's Executive meeting as previously scheduled. Lara will be submitting a report to the Executive based on her trip to Ottawa to attend the CCA General Assembly. Per Lara's email, highlights from the meeting included:

1. Control of Holdings money has been cut by 20%
2. CPCAR funding is the same as last year
3. Lara Wilson was appointed to the CCA Board
4. CCA has sent out a draft copy of a survey for comments to provincial associations. Lara, Erwin and Christine will edit and send comments to CCA
5. No update or news on CAIN (now renamed Archives Canada) and Heritage Canada has not revealed the 20 point grading system they used to adjudicate funds this year

3.2 Canadian Deacidification Facility

Lisa Beitel reported that she forwarded the email from Elsie Wollaston to Rosaleen Hill and Dorothy Lawson on September 29, 2003. Rosaleen has already been in contact with Sue Bigelow and Sue will be in contact with the Preservation Technology representatives to set up a meeting. Rosaleen will keep the Executive posted with any forthcoming details.

3.3 Restructuring Bank Accounts

Jian Liu has contacted Karen Blimkie and confirmed that \$35,000 from the general reserve will be put aside into a restricted saving fund named "Development Fund". This will be kept as a minimal reserve.

3.4 Summary of Conference Roundtable Report

Erwin Wodarczak reported that he is still working on summarizing issues discussed during the Conference Roundtable. Once completed, it will be posted on the AABC list-serve.

Action: Erwin Wodarczak to complete a summarization of issues discussed in the Roundtable report.

3.5 Archives Workshop on Privacy Legislation

Jian Liu reported that the Privacy Commissioner has been contacted in order to set up a Privacy Legislation workshop focussing on Archives application. Jane Turner is working with the Commissioner's office to formalize a date and location in either January or February 2004.

4. President's Report

4.1 Privacy Legislation Conference

Erwin Wodarczak reported that no one from the Education Committee or PAAL Committee is available to attend the upcoming Privacy Legislation Conference. Erwin will post a notice to the list-serve advertising 'first-come-first-served' discounted conference registration, however, in exchange for discounted registration, they will have to provide a report to the Executive and submit an article for the Winter 2004 newsletter.

Action: Erwin Wodarczak will post a notice on the AABC list-serve advertising 'first-come-first-served' registration to the Privacy Legislation Conference.

4.2 MAP Program Grant Funding

Erwin Wodarczak reported that Heather Gordon contacted him about an opportunity to apply for funding from the MAP program. She suggested that we could use our rejected CCA application and try to see if we could get funding for our web server and virtual project. Although applying for this money might be a long shot, it is at least an attempt to secure funds from a previously unsubscribed program.

Action: Erwin Wodarczak will work with Heather Gordon to submit the application for MAP Program funds.

4.3 Letter from George Abbott

Erwin Wodarczak reported that the AABC received a letter from George Abbott in effect stating that provincial funding for archives programs will not be reinstated anytime in the near future. Erwin submitted the content of the letter to be included in the upcoming newsletter for the information of the entire membership.

4.4 Revenue Canada "Charitable Status" Report

Erwin Wodarczak reported that he has received an email from Karen Blimkie stating that she has received confirmation from Revenu Canada/Canada Customs and Revenue Agency that the AABC's annual charitable return filed last month was accepted as filed and that things are in order for another year.

4.5 ACA/AABC Mentorship Program

Erwin Wodarczak reported that the ACA has finished setting up the pilot mentoring program and in support, the AABC has posted an announcement on our website.

5 Treasurer's Report

Jian Liu presented the September 30, 2003 Financial Statements. Kathy Bossort has asked for further clarification of what "workshops other" included on the Statement of Revenue and Expenses by Fund unaudited means. Christine Meutzner also inquired as to how the accounts are set up (savings or chequing) and suggested that if they are chequing, that they could be switched to savings accounts to gather more interest.

Action: Jian Liu will clarify the details of what "workshops other" includes and will confirm what type of account (chequing or savings) are set up.

Jian Liu also reported that she will soon set up a meeting with Karen Blimkie, Erwin Wodarczak and Christine Meutzner to prepare budgets for programs/grant applications and to review year to date results versus current budgets. At the December 1, 2003 Executive meeting, she will present the meeting results for Executive review.

6. Committee and Program Reports

6.1 Education

Christine Meutzner presented Linda Will's Quarterly Report (see attached). She also reported that she has had a request from Jane Turner regarding budget figures for next year.

6.2 Grants

Kathy Bossort reported that Lara Wilson informed her that the AABC has a delinquent grant report for 2003-2004 due to the CCA. Kathy has written a letter to the Director of the White Rock Museum and Archives requesting that their final report be sent.

Action: Kathy Bossort will follow up correspondence with the White Rock Museum and Archives and ensure that their 2003-2004 grant report is sent to the CCA as soon as possible.

Kathy reported that there are changes to the Control of Holding Grant guidelines. Lara Wilson has sent a request to the CCA for further clarification and Kathy will communicate these changes to the membership in the next couple of weeks.

Action: Kathy Bossort will inform the membership of changes to the Control of Holding Grant guidelines as soon as information is available from the CCA.

Kathy has completed a compilation of the results from the Associate Institutional Members Survey (see attached). She received 10 responses back from the 44 surveys that were sent out in September by Lisa Beitel.

Kathy presented a report she created based on past grant allocations from the last 3 years (see attached). This report was welcomed by the Executive and will be used during the budget allocation discussion at the end of the meeting.

6.3 Membership

Lisa Beitel reported that St. Margaret's has been notified that the Executive has approved their acceptance as a full institutional member of the AABC.

Jana Buhlman, Co-chair of the Membership Committee has sent out a message on the list-serve notifying members that the 2003/2004 Membership Directory will be delayed this year. Marnie Burnham is currently working on completing all of the updates and the Membership Committee will be working with Dovelie Buie to have the directory completed and mailed out by the end of November.

The Membership Committee has had a few inquiries from Associate Institutional Members who are in the process of completing the self-study guide for full Institutional Membership.

Lisa reported that over the past month she has been actively engaged in a conversation with the Membership Committee and Karen Blimkie in order to find a viable solution to maintain the Membership database. Marnie Burnham has suggested that a position titled "Membership Coordinator" be created with the responsibility of maintaining the database for a 2-year term. The Executive also discussed contracting Karen Blimkie to complete this work, but in light of budget restrictions, moved to support the creation of a Membership Coordinator.

Action: Lisa Beitel will contact the Membership Committee and inform them of the Executive's decision and will formally ask Marnie Burnham if she would be willing to assume the role of Membership Coordinator for the remainder of 2003 and 2004. On behalf of the Executive, Lisa will continue to provide any assistance to the Membership Committee regarding database work and the production of the Membership Directory.

6.4 Conference

Christine Meutzner reported that Francis Mansbridge is contacting Capilano College as a potential conference site. However, to date, she does not have any confirmed members for the Program Committee. Lisa Beitel stated that in light of program planning and budget deadlines, that if no Program Committee members can be found by December 1, 2003, the conference might have to be cancelled and scheduled merely as a one-day workshop/AGM. The Executive agreed that a 'call for committee members' should be sent out on the list-serve to underscore the dire situation of looking for a conference program committee.

Action: Christine Meutzner will post a 'call for program committee members' to the AABC list-serve.

6.5 Internet

Christine Meutzner reported that AABC website user numbers have increased. She has talked to Heather Gordon

who has expressed concerns over the financial requirements of the Internet Committee. Software maintenance for the AABC is paid up with Cinemage until December 31, 2005 and SFU (who hosts the server) is paid up until 2004. In order to maintain the current status of service, these fees must be taken into account when planning future budgets.

6.6 Preservation

Siôn Romaine reported that the Preservation Committee is awaiting budget numbers in order to plan for next year.

6.7 PAAL

Erwin Wodarczak reported that events tentatively scheduled during Archives Week including 'Home Movie Day' and the production of an Archives Week poster have been cancelled due to limited planning time (see attached email from Laura Cheadle).

Lara Wilson, Debra Barr and Richard Dancy have put together an entry that will be included in the Interpretive Guide that will accompany Bill 38 legislation. Erwin Wodarczak moved a vote of thanks to Lara, Debra and Richard for all of their hard work and dedication representing the AABC and putting together an entry for the Interpretive Guide. Seconded by Christine Meutzner.

Erwin reported that Lara Wilson will be leaving the PAAL Committee because she has been appointed the board of the CCA.

6.8 Newsletter Editorial Board

Christine Meutzner reported that Bob Edwards will be stepping down as Editor of the Newsletter after the Winter 2004 issue as his two-year term is over. Christine will contact Leslie Field to see if he is interested in being both editor and technical advisor of the newsletter.

Action: Christine Meutzner will contact Leslie Field regarding his future involvement with the newsletter.

6.9 Regional Representatives

Siôn Romaine reported that he has nothing to report from the Regional Representatives at this time.

7. Other Business

7.1 Western Councils Joint Meeting

Erwin Wodarczak reported that he received an email from Jo-Ann Munn Gafuik about setting up a meeting between the western provincial associations to discuss provincial lobbying. The Executive is unsure if anything productive will come out of such a meeting at this time and we do not have any extra budget funds to send someone. However, the Executive feels that there might be merit in such a meeting at a future date (perhaps combined with an ACA conference) with the involvement of the Provincial Archivist.

Action: Erwin Wodarczak will inform Jo-ann Munn Gafuik of the Executive's decision and will forward her email to Gary Mitchell for comment.

7.2 Reassessing the AABC - Independent Consultant

Kathy Bossort proposed that the AABC look at hiring a consultant to evaluate the future of the AABC. This person would assess the present situation of the association (structure, function, services) and propose future funding directions and fundraising options. Money for this contract could be allocated from the reserves as part of the 2004-2005 budget. The Executive feels that Kathy's idea has merit and Erwin has asked Kathy to write up a formal proposal to be sent to the Executive, Committee Chairs and to Regional Reps. for consideration.

Action: Kathy Bossort will write up a proposal for hiring a contractor to evaluate the AABC and present it to the Executive, Committee Chairs and Regional Reps.

7.3 2004-2005 Budget Planning

Erwin Wodarczak presented figures allocated by the CCA to BC for 2004/2005:

-Control of Holdings, Special Projects, Training: \$67,712.00

-CPCAR: \$ 49,400.00

Grand total for BC: \$117,112.00

The Executive has agreed to move 10% of CPCAR funds to regular programs as done last year. (moved by Kathy Bossort, seconded by Erwin Wodarczak). The Preservation Committee will be advised that their budget for 2004-2005 will remain at status quo. The Executive discussed a number of options as to the allocation of the remaining funds (lower by 20% this year) and has decided to set aside approximately half of the regular program money to fund member institutions through Control of Holdings grants.

Christine Meutzner will contact Education and ANS Program Chairs who will be asked to prepare budget scenarios based on allocations of the remaining funds. Jian Liu, Karen Blimkie, Erwin Wodarczak and Christine Meutzner will then review submitted budgets prior to the 2004-2005 budget being finalized.

Action: Christine Meutzner will contact Education, ANS, and Preservation Program Chairs and request that they submit tentative budgets by November 17, 2003.

8. Adjournment

The next Executive meeting is tentatively scheduled for Monday, December 1, 2003 at the Delta Museum and Archives in Ladner, BC. Erwin Wodarczak moved to adjourn the meeting. Kathy Bossort seconded. Motion carried. Meeting adjourned at 5:45 pm.

* * *

AABC Executive Committee Meeting Minutes: 1 December 2003

Executive of the Archives Association of British Columbia
Location: Delta Museum and Archives -- Board Room -- Ladner, B.C.

Present:

Erwin Wodarczak, President

Christine Meutzner, Vice President

Lisa Beitel, Secretary

Jian Liu, Treasurer

Siôn Romaine, Individual Member-at-large

Kathy Bossort, Institutional Member-At-Large

1. Approval of Agenda: Approved

Erwin Wodarczak called the meeting to order at 11:10 am.

2. Approval of Minutes of 2 November 2003 Meeting

Pending edits identified by Kathy Bossort, approved by Christine Meutzner, seconded by Erwin Wodarczak.

3. Business Arising

3.1 CCA General Assembly Report - Lara Wilson

Erwin Wodarczak presented Lara Wilson's report from the CCA General Assembly, noting that Heather Gordon is also on the CCA Evaluation Advisory Committee. Kathy Bossort suggested that Erwin and Lara work together to put together a 'timeline of CCA activities' outlining the issues/activities to be addressed, when actions should be taken and noting dates when the AABC should be involved.

Action: Erwin Wodarczak moved to accept Lara Wilson's CCA report with sincere thanks and will ask Lara if she can prepare a version of the report for inclusion in the upcoming newsletter/aabc list-serve. Seconded by Siôn Romaine.

3.2 Privacy Legislation Conference

Erwin Wodarczak reported that Bob Stewart from the United Church Archives attended the Privacy Legislation Conference. As stipulated in return for receiving discounted registration, Bob has submitted a conference report to the Executive (see attached). Jian Liu noted that there is one clarification re: non-profit organizations that needs to be adjusted, and pending this correction, the Executive accepts the report.

Action: Erwin Wodarczak will contact Bob Stewart and pending correction, ask Bob to submit his Privacy Legislation Conference report for inclusion in the upcoming newsletter.

3.3 Western Councils Joint Meeting

Erwin Wodarczak reported that Jo-Ann Munn Gafuik has asked the AABC to reconsider its original decision declining attendance at the December 8 Western Councils Joint Meeting in Edmonton. The ASA has offered to pay the airfare costs so that an AABC representative can be at the meeting. Based on schedules, Lisa Beitel is the only Executive member who could possibly attend the meeting.

Action: Lisa Beitel will confirm with her Manager if she can attend the upcoming meeting in Edmonton. If able, she will confirm meeting and travel details with Jo-Ann Munn Gafuik and prepare a report outlining the current status/concerns of the AABC.

3.4 Clarification of "Workshops Other"

Jian Liu reported that she has contacted Karen Blimkie in order to clarify what falls under "Workshop Other" included on the Statement of Revenue and Expenses by Fund Unaudited. As noted by Karen, this category is used for Workshop Expenses which do not fall under the regular Educ & Advisory program or BCAPS. Sponsored workshops and the CCI workshop are the main items which fall into this category.

3.5 Contractor/Task Force to Assess the AABC

Kathy Bossort proposed to set up a Task Force rather than hire a contractor to assess the AABC as a Task Force would be cheaper and provide for continuity and better sharing of knowledge between the membership (an ideal Task Force would be comprised of people with memory of the Association). A budget could be allocated to the Task Force to cover any travel costs and provide for secretarial support to complete their report. Alternately, the Task Force could be formed to create guidelines/mandate for the assessment and be involved in the consultant selection process.

The Executive agrees that this is an important project to follow-up on and has set deadlines so that an informed decision can be made at the February 2004 Executive meeting. Christine Meutzner is confident that we could apply for sustainability grants to fund this project.

Action: Kathy Bossort will draft "Terms of Reference" for the proposed AABC assessment and Christine Meutzner will get quotes from consultants by the end of December. Erwin Wodarczak will summarize the pro/cons of striking a Task Force or hiring a Consultant and with information from Kathy and Christine, will

circulate a document to the Executive, Regional Reps, and Committee Chairs for comment in early January.

3.6 2004/2005 AABC Budget Allocation

Erwin Wodarczak presented Karen Blimkie's 2004/2005 Grant Analysis report based on grant options submitted by the ANS and Education Committees. Using this report and other information provided by the committees, the Executive proposed the allocation of 2004/2005 grant funds as follows:

Institutions: \$36,334.50 (funds from CCA)

Education: \$21,150.00 (\$18,000.00 from CCA, \$3,150.00 from AABC reserves)*

ANS: \$43,766.10 (\$18,317.50 from CCA, \$25,448.60 from AABC reserves)*

Total amount of 2004/2005 funding from AABC reserves: \$28,598.60

*Note: These budget amounts reflect grant options submitted by both the Education and ANS Committees.

Christine Meutzner motioned to accept the proposed 2004/2005 budget/grant allocation. Seconded by Erwin Wodarczak. All in favour.

Action: Christine Meutzner will contact the Education and ANS committee regarding budget allocations and offer some recommendations discussed by the Executive that could potentially maximize committee budgets.

The Executive discussed a proposal to increase 2004/2005 membership rates in an incremental fashion. Siôn Romaine also proposed that the AABC website could be re-structured so that non-members have restricted access to sections, while members have full access (via password) to all areas of the website.

Action: Erwin Wodarczak will research current membership rates for different associations and come up with a proposal for presentation at the AGM.

4. President's Report

4.1 2004-2005 CCI Workshop Catalogue

Erwin Wodarczak reported that the AABC received a copy of the 2004-2005 CCI Workshop catalogue with the invitation for the AABC to host subsidized workshops. Siôn Romaine stated that Rosaleen Hill has also received a copy of this catalogue and didn't think that there were any appropriate preservation workshops at this time.

Action: Erwin Wodarczak will forward the 2004-2005 CCI Workshop Catalogue to Jane Turner for information and the opportunity to follow-up on any relevant education workshops.

4.2 BC Historical Federation Membership Renewal

Erwin Wodarczak reported that the AABC received its 2004 membership renewal form from the BC Historical Federation.

Action: Erwin Wodarczak will forward the membership renewal form to Jian Liu and Karen Blimkie for payment.

4.3 Land Conservancy -- Membership Package

Erwin Wodarczak reported that the AABC received a membership information package from the Land Conservancy.

Action: Christine Meutzner will review the membership information package and determine if it is relevant for the AABC to become a member.

4.4 2004 Heritage Society of BC Posters

Erwin Wodarczak reported that the AABC received 5 posters from the Heritage Society of BC for their 2004 Heritage Week titled "Defending Canada: Heritage of Canada's Military Places".

4.5 2003 Archives Week Proclamation

Erwin Wodarczak reported that the AABC received a Proclamation for Archives Week (2003) accompanied by a cover letter from George Abbott.

Action: On behalf of the AABC, Erwin Wodarczak will write a thank you letter to George Abbott. He will also look into ways of scanning the document and posting it on the AABC website.

4.6 BC Historical News Archives Column

Erwin Wodarczak reported that he has been approached by Sylvia Stopforth, Editor of the BC Historical News Archives Column, to submit an article on the current status of the BC Archival community to be included in the February 2004 issue.

Action: Erwin Wodarczak will write an article (based on his Presidential Report for the Winter newsletter) for submission in the upcoming February 2004 issue of the BC Historical Federation newsletter.

4.7 Recruiting plans for upcoming vacancies in Vice-President/President Executive positions

Erwin Wodarczak presented four recruitment options for upcoming President/Vice-President vacancies including:

- a) recruit positions as normal and get someone (with prior Executive experience) to serve as President for 1 year
- b) recruit positional as normal, Christine Meutzner moves into President and then resigns, the new executive has to find someone
- c) Erwin Wodarczak resigns from current Executive and Christine Meutzner moves into President, find someone to serve as new Vice President who would then move immediately into President
- d) recruit Vice President as normal, Erwin remains as President for a second year (however this is unconstitutional and Erwin can't serve as President for second year)

Erwin has talked to Heather Gordon, Chris Hives and Lynn Waller about these options and the Executive agrees with their opinion that the best choice is option A.

Action: Erwin Wodarczak will make some inquiries to potential Chairs and see if they are interested, or could recommend someone to serve as President for one year (2004/2005).

4.8 CCA Evaluation Advisory Committee Report

Erwin Wodarczak presented Heather Gordon's CCA Evaluation Advisory Committee report (see attached).

5 Treasurer's Report

Jian Liu presented the October 30, 2003 Financial Statements. She reported that there has been a revision to the Executive Committee expense account as Karen Blimkie mis-posted a \$200.00 charge. This has since been adjusted and is reflected in the October statement.

The Executive also inquired about different types of term deposits and rates that could be used in order to get the maximum interest for \$20,000.00.

Action: Jian Liu will ask Karen Blimkie what options are available for the best term deposit rate.

6. Committee and Program Reports

6.1 Education

Christine Meutzner reported that Jane Turner, on behalf of the Education Committee, has submitted budget reports (including different scenarios) to be considered during 2004 budget planning by the Executive.

6.2 Grants

Kathy Bossort reported that she has sent Institutional Members a letter regarding the availability of CCA Control of Holdings grant funds. This information has also been posted on the AABC website.

Kathy presented and asked for approval of the names on the Grant Adjudication Committee. The 2004 Committee will consist of Kathy Bossort, Siôn Romaine, Val Billesburger, Sylvia Stopforth, Chris Hives and Barb Towell.

Action: The Executive approved the names put forth by Kathy Bossort to serve on the 2004 Grant Adjudication Committee.

6.3 Membership

Lisa Beitel reported that the Membership Committee has completed the 2003/2004 Membership Directory and will be mailing it out in the next couple of days. Also included in the mailout were any last renewal receipts, and the newsletter for those members who receive it in hard copy.

Marnie Burnham has migrated the database to ACCESS 2000 (the issue was that Dovel Buie has been assisting Marnie and Jana and couldn't view the database if they needed her to, as she only has ACCESS 97).

The Membership Committee has received an application from the Union of BC Indian Chiefs Resource Centre for full institutional membership. Jana is in the process of circulating the application with the hope that the committee can meet in December to discuss and forward a recommendation to the January Executive meeting.

Yau Min did the AABC presentation to the MASers in October, alongside Jennifer Mohan for the ACA.

6.4 Conference

Christine Meutzner reported that as a result of the "Conference SOS" she put out on the list-serve, the Program Committee now has 6 members: Lisa Codd, Anthea Seles, Susan Hart, Lois Enns, and Deirdre Brocklehurst. They will be meeting with Francis Mansbridge to confirm details and get going on program planning. Capilano College has been booked as the conference venue.

6.5 Internet

Christine Meutzner reported that Heather Gordon, on behalf of the ANS Committee, has submitted budget reports (including different scenarios) to be considered during 2004 budget planning by the Executive. Bill Purver has also submitted his quarterly report.

6.6 Preservation

Siôn Romaine presented the Preservation Committee Report dated November 23, 2003 (see attached). Siôn reported that the Preservation Committee would like clarification regarding services that non-members can access (i.e. preservation services and all parts of the AABC website).

6.7 PAAL

Christine Meutzner stated that there is nothing new to report at this time from the PAAL Committee.

6.8 Newsletter Editorial Board

Christine Meutzner reported that the Fall 2003 newsletter is now available on the AABC website. Christine has

contacted Leslie Field and he is not interested in serving as Newsletter Editor or Technical Advisor. Christine will ask members of the Newsletter Editorial Board if they are interested in serving as Editor. Siôn Romaine has indicated that he might be interested in becoming the Newsletter Editor.

Action: Christine Meutzner will contact members of the Newsletter Editorial Board and see if they are interested in serving as either Newsletter Editor or Technical Advisor.

6.9 Regional Representatives

Siôn Romaine reported that Anthea Seles has agreed to be the Greater Vancouver Regional Rep.

6.10 Constitution and Bylaws

Lisa Beitel reported that Wendy Hunt will no longer be serving as Committee Chair for the Constitution and Bylaws Committee. Lisa has contacted Jennifer Mohan, Chair of Nominations and Election, and let her know that we will need to find a new chair for the 2004/2005 Constitutions & Bylaws Committee.

7. Other Business

7.1 Electronic approval of Executive Minutes

Siôn Romaine inquired if minutes from the Executive meeting could be approved electronically rather than delayed-approval at the next meeting. This change will expedite the time between the Executive meeting and posting the minutes to the web and provide our membership with timely information/decisions made by the Executive. It will also help to streamline the Executive meetings.

Action: Lisa Beitel will contact Bill Purver to see if there are any past precedents regarding this.

8. Adjournment

The next Executive meeting is tentatively scheduled for January 18 or 19, 2004. Final date and location will be confirmed in early January 2004. Erwin Wodarczak moved to adjourn the meeting. Christine Meutzner seconded. Motion carried. Meeting adjourned at 3:10 pm.

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British Columbia Archival Network News

AABC/BCAIN Web Site Usage Continues to Grow

In the first half of the current 2003-2004 program year, a significant increase in the use of the Archives Association of British Columbia (AABC) / BC Archival Information Network (BCAIN) web site was measured as compared to the same time period in the previous year. For Quarters 1 and 2 of this program year, the number of unique visits to the AABC/BCAIN site increased by 61% over the same period in 2002-2003. On average, current figures show well over 1,000 unique visits are made to the AABC/BCAIN site every day.

On a statistical basis, the most popular resource is the British Columbia Archival Union List (BCAUL), followed by the online Guide to Archival Repositories in BC and the AABC's "Archivist's Toolkit". From April through September of 2003, the number of database (BCAUL) sessions established (a session can consist of any number of searches and results) increased by 58% over the same period in the previous year. For the first six months of the 2003-2004 program year, 134,565 individual database sessions were established.

New and Notable on the Web

1. UBC Library Digital Resources

The University of British Columbia has recently launched a new, online database consisting of images and bibliographic descriptions of historical photographs from the University Archives and the University Library Rare Books and Special Collections. At present, images from the UBC historical photograph collection and photographs from the Fisherman Publishing Society, Macmillan Bloedel Ltd., Capilano Timber Company, and the Peter B. Anderson collection are available for viewing. The new database can be accessed by link from the UBC Archives home page or directly at angel.library.ubc.ca.

2. University of Victoria Archives Historical Photographs Online

This new online database provides access to images from the University of Victoria Archives historical photograph collection, most depicting persons, events and facilities at the University of Victoria and its predecessor body, Victoria College. The database can be accessed by link from the UVic Archives home page or directly at gateway.uvic.ca/cgi-bin/WebObjects/hpc.

Archives in the province are reminded that new and revised BCAUL descriptions should be submitted to the BC Archival Network Service Program. For more information on the various ways submissions can be made, people are asked to contact Bill Purver, BCANS Coordinator, by phone (604-876-9150), by fax (604-876-9850) or by email (bpurver@aabbc.bc.ca).

The following are new or revised descriptions recently submitted and added to the *British Columbia Archival Union List* at aabbc.bc.ca/aabc/bcaul.html:

British Columbia Archives:

Department of Highways fonds
Phillip Borsos fonds
Cache Creek School District fonds
Department of Transport fonds
A.D. Kean fonds
Allan Hatch de Wolf fonds
A.C. Lincoln fonds
British Columbia Electric Railway Company fonds
Jack Bowdery fonds
Oscar and Dorothy Burritt fonds
Central Junior Secondary School oral history collection
Chambers family fonds
CHEK-TV fonds
Dave Dixon collection
Dennis J. Duffy collection
Association of Professional Engineers of the Province of British Columbia fonds
Fairbridge Alumni Association fonds
Francis Barrow fonds
Frederick Davison Mulholland fonds
Genesis Project collection
British Columbia Council of the Girl Guides of Canada fonds
George F. Lowe fonds
George Nicholson fonds
Harriet Gerry fonds
John Emerson fonds
Joseph J. Jackson fonds
Ken Hughes collection
B.C. Legal History Project collection
Lew M. Parry fonds
Reynoldston Research and Studies oral history collection
Roderick Forbes MacKenzie fonds
Robert Martin Strachan fonds
Salvation Army fonds
Gerald Smedley Andrews fonds
Societe Francophone de Victoria fonds
Telefilm Services Limited fonds
Western Forest Industries fonds
Women's Labour History Project collection

City of Vancouver Archives:

Vancouver Unit of the Nursing Sisters' Association of Canada fonds
John Gansner fonds
Charles Marega fonds
Herbert Arthur (Bert) Lowes fonds
Lady Vancouver Club fonds
Harry D. Bohart collection

Peggy Perfitt fonds
Vancouver Lions Ladies' Club fonds
Mercer and Mercer Architects fonds

Langley Centennial Museum:

Fort Langley Women's Institute fonds
Langley-Surrey University Women's Club fonds
Mary Quirolo fonds
Langley Days Society fonds
Langley Centennial Committee (1967) fonds
Langley Centennial Committee (1958) fonds
Donald E. Waite fonds

Providence Health Care Archives:

School of Nursing fonds
Ethel M. Gable fonds
Department of Pediatrics fonds
Medical Staff Organization fonds
Admitting Department fonds
Department of Anaesthesia fonds
Clinical Investigation Unit fonds
Dr. Harold V. Rice fonds
Dr. Henry B. Lockhart fonds
Department of Radiology fonds

Quesnel and District Museum and Archives:

Allcock family fonds
Cariboo Division, Girl Guides of Canada fonds
Carson family photograph collection
Delores Swaile fonds
Alex and Gertrude Fraser fonds

Simon Fraser University Archives:

Indo-Canadian oral history collection
British Columbia Honey Producers Association fonds
Art Gallery fonds
Percilla Groves fonds

University of Victoria Archives:

Frank and Cecelia Sylvester family fonds
Krich and Miller theatre program collection
University of Victoria theatre poster collection
Department of Theatre fonds
W. Gordon Fields fonds

University of Victoria Libraries Special Collections:

Ted Hughes and Sylvia Plath collection
Fireweed Press fonds

Guide to Archival Repositories in British Columbia -- Recent Updates

The following is information recently updated on the AABC's online directory, *A Guide to Archival Repositories in British Columbia* (aabc.bc.ca/aabc/bcguide.html):

1) Vancouver Maritime Museum

New listing:

Address: 1905 Ogden Avenue, Vancouver, B.C. V6J 1A3

Web Site: www.vancouvermaritimemuseum.com

ACCESS

Contact Person: Susan Buss , Librarian

Phone Number: (604) 257-3099

Fax Number: (604) 737-2621

e-mail address: archives@vancouvermaritimemuseum.com

Days and Hours of Operation:

Monday-Wednesday, 10:00 - 6:00 (by appointment)

HOLDINGS

Total Volume: 75 metres

Inclusive Dates: 1792 to 2000

Predominant Dates: 1900s

ACQUISITION POLICY/HOLDINGS SUMMARY

The Library and Archives maintains and collects items documenting Canadian marine heritage, principally of the Pacific Northwest and the Canadian Arctic. More general themes surrounding our interaction with the sea are also included and become more global in coverage.

Holdings consist of ephemeral materials, press clippings, vessel documents, and related correspondence, on sail, steam and motor vessels.

Photo albums, scrap books, log books, ship plans, charts, and manuscripts.

2) Providence Health Care Archives

New repository name: (formerly St. Paul's Hospital Archives)

Corrected address: 350 Comox Building, St. Paul's Hospital, 1081 Burrard Street, Vancouver, B.C. V6Z 1Y6

New hours of operation: Monday and Tuesday, 9:00-5:00

3) Anglican Diocese of British Columbia Archives

New email address: synod@bc.anglican.ca

4) Bowen Island Archives and Museum

Additional fax number: (604) 947-2615

New web site: www3.telus.net/bowenlandhistorians/

5) Esquimalt Municipal Archives

New email address: parkerd@esquimalt.ca

New web site address: www.esquimalt.ca/Main/archives.htm

6) West Vancouver Museum and Archives

New contact person: Lois Enns , District Archivist

New email address: lenns@westvancouver.net

7) White Rock Museum and Archives

New contact person: Archivist
New email address: mail@whiterock.museum.bc.ca

8) Cowichan Valley Museum and Archives

New email address: cvmuseum.archives@shaw.ca

9) Fort Steele Heritage Town Archives

New contact person: Curator
New phone number: (250) 417-6000
New email address: info@fortsteele.bc.ca

10) City of Richmond Archives

New inclusive dates: 1879-2000
New predominant dates: 1920-1990

11) Quesnel and District Museum and Archives

New web site address: www.city.quesnel.bc.ca/museum/

12) Sisters of Saint Ann Archives

New phone number: (250) 592-0685

British Columbia Archival Network Service - Contact Information

Archives or archivists wishing to submit new information for any of the AABC's web resources, including new or revised descriptions for the *BC Archival Union List* and the online *Guide to Archival Repositories in BC*, should contact Bill Purver at the BC Archival Network Service program (Phone: 604-876-9150 ; Fax: 604-876-9850 ; Email: bpurver@aabc.bc.ca).

For more information about the program, people are asked to consult the BC Archival Network Service homepage at aabc.bc.ca/aabc/bcans.html.

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AABC Newsletter

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AABC Education and Advisory Service

Distance Education Update

A real feather in the cap of the Education and Advisory Service has been the introduction of the Distance Education program, with its first offering of "Introduction to Archival Practice" in October 2003. At the time, seven students enrolled, from Aldergrove, Comox, Kamloops, Langley, Vancouver, and Newfoundland. The second round of students start in January, and hail from Kaslo, Bulkley Valley, Salt Spring Island, Victoria, Kelowna, Bella Coola, Prince George, Fort Steele, and Nelson in BC, and Washington and Virginia in the US.

The course -- based on a manual published by the Association of Newfoundland and Labrador Archives ("ANLA"), and delivered by correspondence -- runs for three months. Assignments and projects are due via e-mail every Friday for duration of the course. In the first chapter, archival theory and terminology is introduced, and as a practical project, students are required to draft a mandate and acquisition policy for their own institution. After learning about accessioning and appraisal, participants arrange several sample fonds, and then select unprocessed fonds from their own archives to arrange, and then to describe at the fonds and series level in accordance with RAD.

The background of the students is more varied than one would expect. Students range from employees/volunteers at provincial archives, to individuals without connection to an archival institution. Several students are employed or volunteer at small community archives, which is the group the course is aimed at. At least three students are connected to church archives, while one is employed at a private school. Many work in museums as well as archives, which leads to the ongoing problem of appraisal. Not everything flat and made of paper has archival value and sometimes it's a struggle to sort archival material from museum artifacts. With that problem in mind, I will be presenting a three-hour session on archival appraisal in a museum setting at the next AABC conference. I'll have lots of examples drawn from my years at the Vernon Museum for attendees to ponder, and I have great expectations of the dawning of the archival light.

Anyone interested in the distance education course "Introduction to Archival Practice" can reach me via e-mail at lwills@abc.bc.ca. More information is available on the AABC website at abc.bc.ca.

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[Archivia Enterprises](http://www.archiviaent.com) offers archival and records management services to private and government clients in both Canada and the United States. The principal consultant, Trevor May holds a Master of Archival Studies and has been in business as a consultant since 1995.

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