

**Executive Committee Meeting
Minutes – Tuesday, November 15th, 2016**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Cindy McLellan, President
Sarah Romkey, Treasurer
Sarah Jensen, Secretary
Scott Owens, Member-at-Large
Alexandra Wieland, Member-at-Large
Maxwell Otte, Vice-President

1. **Approval of Agenda:**
 - Called meeting to order at 10:35am. Agenda was approved with the following changes: S. Romkey - remove October financial statements; addition of CCA AGM under Business Arising.

2. **Approval of Minutes:**
 - A. Wieland moved to approve minutes of October 23rd meeting, seconded by S. Owens.

3. **President's Report**
 - C. McLellan reported MOU with BCLA and BCMA moving along nicely: includes members rights to conferences; agreement will be signed soon; conference call end of November.

4. **Vice-President and Programs Committee Report**
 - M. Otte provided Programs Committee update: Reported on meeting two weeks ago, aim to hold quarterly meetings. Discussed DHCP and options for upcoming application cycle. Will bring proposals to executive for approval shortly.
 - Discussed DPM workplan circulated to executive via email. Agreed looked good. S. Romkey commented on the Lower Mainland centric nature of follow-up meetings. Proposed shifting to more inclusive online follow-up meetings (in addition to in person meetings). M. Otte will mention to L. Glandt.

5. **Treasurer and Finance Committee report**
 - No report.

6. **Committee and Program Reports**

- Communications Committee
 - Discussed role of UBC SLAIS representative: event promotion to students and solicit volunteers. S. Jensen agreed to follow-up with SLAIS representative re: Facebook administrator. Will invite M. Parker to next executive meeting.
- Grants & Nominations Committee
 - No report.
- Membership & Conference Committees
 - S. Owens reported on discussions with Membership Committee and list of current membership benefits. Membership Committee agreed to work on a formal policy. C. McLellan suggested including membership benefits on web site under Membership section.
 - Reported date for conference not set; draft agreement with ARMA VI nearly ready for circulation to executive and D. Young.

7. Business Arising

- S. Romkey reported attended CCA AGM. Discussed DHCP grant import/export AtoM function. Each province provided update. Several planning Canada 150 activities. AAO preparing milestone anniversary. Proposed AABC could look at a similar event. Mentioned reviewing how CCA membership fees are charged.

8. Adjournment

- Meeting adjourned at 11:00am.

Next meeting: **Tuesday, December 13th, 10:00am.**