

**Executive Committee Meeting
Minutes – Tuesday, January 17th, 2017**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

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

Regrets:

Sarah Romkey, Treasurer

1. Approval of Agenda:

- Called meeting to order at 10:30am. Agenda was approved with the following additions: open house update (A. Wieland); conference and membership update (S. Owens); DHCP and advisor update (M. Otte); addition under Business Arising of response to SLAIS School of Journalism merger; sponsorship for ACA@UBC symposium (C. McLellan).

2. Approval of Minutes:

- C. McLellan moved to approve minutes of November 15th meeting, seconded by S. Owens.

3. President's Report

- C. McLellan reported updated AABC website.
- Discussed updating association information for Grey House publishing. Executive agreed not to.
- Confirmed Webex issues at BCIT resolved.
- Reported on continuing collaboration with BCMA and BCLA.

4. Vice-President and Programs Committee Report

- M. Otte submitted DHCP reporting with assistance of S. Romkey and K. Blimkie. End of year report due end of March 2017.
- Reported L. Glandt's DHCP clinics successful. 2 site visits: Emily Carr and Bowen Island Archives. 3 more clinics scheduled throughout the year. CCI workshop application circulated to executive has been submitted. February 23rd next Roundtable - talking with Aboriginal Archives- requested assistance from executive.
- Pre-conference workshop topic still to be determined.

5. Treasurer and Finance Committee report

- No report.
- C. McLellan discussed sponsoring ACA Symposium@UBC. Would like to approve \$100.00.

6. Committee and Program Reports

- Communications Committee
 - Discussed developing guidelines for new Facebook administrator, Lea Edgars; discussed student Facebook volunteer found by M. Parker.
- Grants & Nominations Committee
 - No report for grants portion.
 - Discussed upcoming nominations and empty offices, potential candidates, and circulating call for nominations.
- Membership & Conference Committees
 - S. Owens reported call for conference papers has gone out on relevant listservs.
 - Conference date set: April 27th (preconference workshop), 28th (conference); contract with D. Young not yet signed, waiting on location; executive discussed possibility of full day workshop.
 - Will have BCANS coordinator post membership benefits on website.
 - Will circulate lapsed membership draft for next meeting. Won't be able to attend next meeting.

7. Business Arising

- A. Wieland discussed SLAIS town hall re: SLAIS merger with UBC School of Journalism. M.Otte added his perspective; asked about AABC response. Agreed to draft letter for circulation to executive for comment by Tuesday, January 24th. M. Parker provided student perspective.

8. Adjournment

- Meeting adjourned at 11:15am.

Next meeting: **Tuesday, February 21st, 10:30am.**