

AABC Newsletter

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The AABC Newsletter is a quarterly publication of the Archives Association of British Columbia. Opinions expressed are not necessarily those of the AABC.

Submissions, suggestions or comments are welcomed and should be sent directly to :

Leslie Field
University of British Columbia
Archives
1956 Main Mall
Vancouver, B.C.
V6T 1Z1

(604) 822-5877 (PH)
(604) 822-9587 (FX)

e-mail: leslie@lesliefield.com

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Please supply all submissions in electronic format, as either .txt, WP7, WORD 97 or via e-mail

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My Impressions of the AABC / ASA Annual Conference

by Judy Kovacs

My first thought about attending the conference was: "I have to get up how early to get to the bus?" Actually, that wasn't my first thought. My *real* first thought was more along the lines of "ooh, some interesting sessions AND the opportunity to see and talk to people I haven't seen in a while." Ultimately, both thoughts came together: I did have to get up at an inhumane hour to get to the bus, and I did attend an interesting session and see people I hadn't seen in a while. Good things, that.

Back to my story. For those of you fortunate enough to be living in the Revelstoke area, you missed the Happy Archives Bus ride! Movies, conversation, gossip (not that any of us gossip, of course), donut shops, time to stare out the window, nap time, and a great sense of relief at NOT having to drive 10 hours – were the general feelings wafting about on the bus ride from Edmonton. Personally, I napped. And watched movies. And stared out the window. Unfortunately, I'm not a very active bus passenger.

Revelstoke. I'm not sure how they did it, but the Local Arrangements Committee managed to arrange for some of the best April weather possible. Four days of sunshine, great weather and the chance to see the lovely mountains around Revelstoke – what more could one want?.

Receptions And Other Activities: In addition to the lovely weather, the receptions arranged by the hardworking Ruby Nobbs and Cathy English of the Revelstoke Historical Society and Revelstoke Railway Museum were of the most enjoyable and interesting receptions any of our annual conferences have ever had. The Conference banquet was one of the most memorable in recent years – especially with the appearance and performance of "Dolly Levi" and her sidekick, Gary Mitchell of the BC Provincial Archives. I do believe was the first time *anyone* has sported a feather boa at an AABC or ASA Annual Conference. I also believe several people have pictures of the appearance of said feather boa.

The Actual Conference: The conference had a large variety of sessions and workshop, including CAIN, Copyright, EAD, Introduction to Archives for Museums, Board Members at Risk, Strategic Planning and Grant Writing. Unfortunately, the workshops on Aboriginal Archives and Project Management did not happen *quite* as planned, but there were many other sessions to attend and people to discuss things archival with in their stead. I attended the Copyright workshop, and found it both extremely informative and thought provoking. From what I gathered from speaking to other conference goers, they too were quite satisfied with the sessions and workshops they attended.

Overall Impressions: I really had a good time. I had a wonderful opportunity to see and talk with many people I had not seen in a while, and also to meet new people in our profession. My workshop experience was also a very worthwhile one. Finally, but no less important, my appreciation and congratulations to the Conference organizers, Kelly Stewart and Wayne Murdoch for arranging things so well, and to the Local Arrangements Committee for doing such an exemplary job with the weather, receptions and the Feather Boa Buffet.

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Debunking Information Architecture

by Blair Galston

Think of building a house. This is your house and you want to do the job right. After the fantasizing, information gathering, financial planning, and so on, what do you need before you start building? You guessed it. You need an architectural plan.

Now, think of building a web site. No, think bigger! You are going to help the organization you work for build a web-based tool for internal communication — an Intranet. This tool is going to be so cleverly constructed that staff will be able to find the information they need quickly and easily! Revolutionary thinking, indeed, but you want to pull it off because you're committed to your calling as an information professional to make information a resource that can be used and shared efficiently, effectively, and economically. And what do you need before you proceed to build? Three guesses . . .

What Is an Information Architecture?

An information architecture is a logical plan for organizing information. It includes rules which ensure consistency and predictability for users of the information. Its underlying logic enables intuitive use and easy access to information. Just as, in home or restaurant, you'd look for a toilet in the bathroom or a refrigerator in the kitchen, so also should you and your co-workers be able to approach the organization's Intranet and find what you need in an obvious place. And the route you take should require minimal navigation.

An information architecture is not the actual informational content of the Intranet, nor is it the design or layout of the information. It's the two-by-fours, not the furniture or wallpaper.

A good architecture serves as a foundation and framework for future growth. However, it is not simply an idea or concept meant to inspire new ideas. It is a plan that is followed religiously, with a formal process for making adjustments when required.

How Do You Create an Information Architecture?

ICBC has just been through all this, so take note. Like records classification, you will want to conduct a thorough inventory of records and information that are already being shared electronically. You will also need to solicit from stakeholders some ideas or proposals for Intranet sites; group brainstorming sessions are in order. There are also a number of organizations that have already been through several versions of their own Intranets, and a survey of those organizations has proven helpful to ICBC.

Once you've created a mock-up of your architecture, you may choose to facilitate a focus group or two, testing the logic and intuitive quality of your work on fresh and critical minds. Remember, no matter how well the architecture works for you, the Intranet will be a failure if its architecture is a puzzle to everyone else. A word of caution: user validation is important for the success of your undertaking, but it should never compromise the underlying logic of your architecture.

The Case for a Common Architecture

The experience of ICBC in creating an architecture for its Intranet has yielded another important learning. If there are

other technologies that serve primarily to support the sharing of information with a broad audience (i.e. general or group space), it may be wise to create a common architecture which can be applied to all these tools.

In ICBC's case, Outlook Public Folders are being used in tandem with the Corporate Intranet. A common architecture will help control duplication of information between the technologies. Although a given document will reside in one place only, it will be accessible on both, thanks to hyperlinks. A common architecture also reinforces a symbiotic relationship between the systems, whereby each supports the other, and a user's movement between systems is facilitated. In other words, if a user is accustomed to working in Outlook, it won't be such a leap to visit the Intranet because information is organized the same way on both systems.

Intranet Governance

So you have your Intranet. You have an architecture that helps staff find what they want easily and efficiently. You think you're finished. Not so! You've got to keep this baby going. What you need is some governance.

Governance is a system of policies and procedures, rules and conventions, standards and guidelines for the management of content. It establishes a framework for defining who is responsible for what and how decisions are made. It is also a key strategy for managing future change and growth.

Why is it important? Like Maxwell Smart and Secret Agent 99, governance combats CHAOS. Records and information managers know all too well what happens when information accumulates unchecked over time—when rules are applied inconsistently—when changes and additions go unmanaged. In the end, chaos impedes access and retrieval of information, wasting a lot of precious time.

Elements of Governance

First you must establish a governance framework. Who will have the power to make decisions? Who will help enforce those decisions? Many organizations have a governance board comprising major stakeholders, FOI, internal communications, and legal representatives, as well as a coordinator or web master who oversees implementation on a daily basis.

Content and design standards are also an essential piece of governance. Good content management can be effectively established only if responsibilities are clearly defined from the outset. Roles such as content owner, author, editor, and contact should be assigned and accountability of those who fill the roles should be formally acknowledged.

From a records management point of view, context management is a crucial part of Intranet governance. Each document posted to the web must include a surrogate description of the creation, status, use, and destiny of the document. A profile of a web page might include such data as who the author is, when the document was last updated, whether or not it is considered the original, what classification and schedule applies, what security precautions are involved, etc. These data, which may or may not be contained in the document itself, serve not only to help manage the document, but also to lend reliability and authenticity—qualities which in turn allow staff to trust and therefore actually use the information.

The Bottom Line

There is a pervasive assumption that information technology (IT) specialists have the required set of skills to set up and manage electronic systems and applications. It's true that IT is an integral and indispensable part of, say, a web development project. However, another integral component of web development—the information architecture—is best suited to records and information professionals. This is classification, folks! You too can be an architect. So, if there's an Intranet barn raising in your neck of the woods, and you're not invited, then for the sake of the greater good, do something about it.

* * *

The content of this article was gleaned in the context of project work for ICBC's Records, Archives & Document Management Department and in

collaboration with Jayne Bellyk (Corporate Records Officer and Acting Manager).

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**Standards and More:
Meetings and Sessions at the 1999 ACA Conference**
by Bill Purver

The Annual Conference of the Association of Canadian Archivists (ACA) was held in London, Ontario in the first week of June. The theme, "Measuring Up: Standards in Archival Practice," provided a forum for presentations relating to the infrastructure requirements and developments of the Canadian Archival Information Network (CAIN), the standards making process nationally and internationally, standards relating to arrangement, description and appraisal, and the nature of standardized approaches and strategies relating to the acquisition of records.

The ACA Conference also provided a meeting place to discuss other business, including the sharing of information about the activities of national and provincial associations and councils and of the various programs these organizations administer. The following is a brief outline of the highlights of two meetings, the Council of Presidents meeting and the meeting of Provincial and Territorial Archives Advisors, along with a very brief overview of the Conference sessions themselves.

The annual Council of Presidents meeting (chaired by the President of the ACA) and the Provincial and Territorial Archives Advisors meeting (chaired by Johanna Smith of Nova Scotia), were attended by representatives and delegates from provincial and territorial archives councils and associations from across the country. The meetings focussed on comparing and contrasting the programmatic activities that each organization supports and the nature of the administrative infrastructure each body utilizes to carry them out. In addition, issues relating to CAIN, to public awareness activities, and to education and training efforts were discussed.

It was apparent through the presentations of each provincial representative or delegate that despite shared common objectives, the various provincial associations have utilized a variety of different means to carry out their activities. It was also clear that radical restructuring of the infrastructure and activities of several provincial associations over the last year had resulted in what was viewed as an improved organizational structure and a better focus on the efficient delivery of programs with clearly-articulated objectives and goals.

The most radical changes made by a provincial organization in Canada were carried out in Ontario by the Archives Association of Ontario (AAO), with the strong support of the provincial archives. The AAO ratified a new governance plan (based on a commissioned study carried out by a national consulting firm), hired a full-time Executive Director, maintained an Executive Assistant, added a part-time Conservation Advisor, and continued the full-time positions of union list (ARCHEION) project archivist and of the Archives Advisor. The work of the former Education Coordinator was folded into the duties of the Executive Director and Executive Assistant. The AAO also formally approved the implementation of strict standards for institutional membership in the Association and carried out work to establish recommended knowledge requirements for archivists in the province.

The nature of changes within other provincial organizations mirrored in a smaller way the major restructuring and focus in Ontario. The Council of Nova Scotia Archives is now considering the hiring of a full-time Executive Director, and paid administrative assistants have become the norm for most provincial organizations, either in combination with an advisory program or as stand alone positions. Union list project archivists have been hired on a full-time or part-time basis in several provinces. Implementation of strict institutional standards for archives continued in Nova Scotia and Manitoba and developments in this regard have taken place in Alberta.

Major restructuring of provincial education programs have also taken place. The new Education Program Plan for

Alberta involves the delivery of courses at an annual Archives Institute, an approach similar to the educational program now provided in Newfoundland. In Newfoundland, a core manual for small archives has been developed in conjunction with its revamped education curriculum, the manual having been designed to act as a text book resource for each of the various courses offered together at a once-a-year Education Institute.

Another common thread behind the changing nature of the activities of the various provincial associations is improved and increased cooperation with other heritage organizations. For example, the Council of Nova Scotia Archives, through its advisory program, developed the educational module for archives that is delivered within the framework of the educational program for the provincial Museums Association. In addition the Council was asked to provide input into the standards-making process concerning archival operations for museum accreditation in the province. In New Brunswick, the first ever joint meeting of the Archives and Museums Associations will be held in the fall. The New Brunswick Council is also active in the Provincial Heritage Week Committee.

In addition, steps have been taken by individual associations and councils to satisfy specific needs relating to archives in their area. As an example, the Yukon Council of Archives has been working closely with first nations groups in the territory and, through its advisory program, has drafted a pamphlet entitled "Setting Up a First Nations' Archives". The Northwest Territories Council of Archives, always cognizant of the vast geography separating the communities it serves, emphasized the development of web resources by institutions to allow for increased communications and awareness of archives.

Representatives for each province and territory indicated an ongoing commitment to developing their components for inclusion in the developing Canadian Archival Information Network. In this regard, discussions took place on a prototype, Z39.50-based Northern and Western Canadian Archival Union List, envisioned potentially to be operational within one year.

Provincial representatives or delegates also recognized that the development of such a national network and the implementation of the many standards underlying it have forced them to refocus their activities and work towards rationalizing the nature and delivery of association programs. Representatives from a number of provinces stressed the need to establish more formal institutional standards for archives wishing inclusion in the developing provincial and national networks.

The formal sessions at the ACA Conference were of the highest quality and kudos must be given to Ian Forsyth of Simon Fraser University Archives for his role as Co-Chair of the program committee. The keynote address given by Robert Garon of the National Archives of Quebec emphasized the various innovative programs undertaken by the provincial archives in Quebec to decentralize operations and build a cooperative, regional framework for archives in the province. The standards process, from the Canadian Council of Archives (CCA) perspective and from a perspective of international record-keeping standards, was discussed in two plenary sessions. The impressive work of the InterPARES (International Research on Permanent Authentic Electronic Records in Electronic Systems) group, a major international research study led by the faculty at UBC's School of Library, Archival and Information Studies, and the standards framework accompanying the decentralization of national archival services in New Zealand were introduced to the Canadian archival community.

Invigorating discussions followed from a number of sessions, including a debate on the Australian series system approach to arrangement, and presentations relating to appraisal methodologies, to the application of descriptive standards to electronic records, to the development of acquisition strategies and approaches, and to the establishment of institutional standards for archives.

The Canadian Archival Information Network (CAIN) initiative was the subject of several sessions, and was discussed extensively in the context of other Conference activities. CAIN sessions included a discussion of the national planning framework, case studies in implementation of union lists and automated systems, and the application and implementation of data value and content standards in a national network. From a British Columbia perspective, it was of interest to hear the BC Archival Union List (BCAUL) cited in various contexts as a model for a number of aspects of the developing Canadian archival network.



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Introducing the New AABC Executive

President - Chris Hives

Chris Hives has been University Archivist for the University of British Columbia for eleven years. He completed Masters degrees in Canadian history (University of Western Ontario) and archival studies (University of British Columbia). Before his appointment as University Archivist, Chris served as project archivist on the UBC Archival Automation Project which eventually provided the foundation for the development of the British Columbia Archival Union List. Since entering the profession Chris has been very active in various capacities with archival organizations at both the provincial and national levels.

Treasurer - Lynne Waller

Lynne Waller is new to the board of the AABC and to Archives generally. She graduated from the MAS program in 1998, part of a mid-life educational program to change employment after nearly 20 years working in the west coast fishing industry. Her first archival contract was to establish archival policy and procedures at the Gulf of Georgia Cannery National Historic Site in Steveston where she is still employed. "It is rather ironic to wind up working in a Cannery after trying to put the fishing industry behind me," she said. Lynne has also been a participant in a family wholesaling business for many years. She and her husband, Fred, are enthusiastic supporters of the Steveston heritage community.

Secretary - Marnie Burnham

Marnie Burnham joins the Executive as secretary after three years as a member of the AABC Membership Committee. After graduating from the MAS programme in 1996, Marnie spent two years as a contract archivist at UBC Archives. She currently works in the Vancouver Office of the National Archives.

Institutional Member-at-Large - Francis Mansbridge

Francis Mansbridge attended the Archival Studies program at UBC from 1991 to 1993. He worked on contracts at the North Vancouver Museum and Archives and Simon Fraser University before becoming archivist at North Vancouver Museum and Archives in 1994. He has also been Chair of the Conservation Committee and is now in his second year as Institutional Member at Large.

Individual Member at Large - Dorothy Lawson

Dorothy Lawson is currently archivist for the Bowen Island Historians with whom she has been associated since 1979. Since coming to Vancouver in 1976 from the Maine State Museum she has, until recently, been active in the field of conservation both as an instructor and as a conservator. In a former incarnation she taught - everything from tiny tots to college students. She holds degrees in Art and Art History, Masters Degrees in English Literature and Printmaking. Her Masters degree in Conservation of Historic and Artistic Works, with Advanced Certificate done at the State

University of New York (Cooperstown) was followed by a two year internship at the Fogg Museum, Harvard. Concerns for proper handling, beyond conservation, of the holdings of the Historians' Archives brought her into happy contact with the Archives Association in the early 1980's.

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Communities Connect Project

The goal of the AABC's Communities Connect project was to provide archives throughout the province the opportunity to develop and launch a basic Web site, using HTML templates and skills gained by attending one of a series of workshops held around the province. The workshops were presented by June Campbell, the consultant hired by the AABC to develop the templates and generally coordinate the project.

The project was completed on March 31st, 1999, and consisted of four phases. Phase One was the development of the HTML templates, with a set of instructions, geared specifically to archives and archivists, along with a project Web site <<http://aabc.bc.ca/aabc/project.html>>, and was completed on September 22, 1998. Phase Two was the creation of a prototype Web site using the templates and instructions. The Chilliwack Archives agreed to be the model, and the Web site (which may be viewed on-line at <<http://aabc.bc.ca/aabc/chilliwack/>>) was completed October 6, 1998.

Phase Three consisted of a series of workshops on Web site design and development, presented by June Campbell and held in each of the eight AABC regions. For the convenience of the participants, most of the workshops were scheduled to coincide with regular regional meetings. Summaries were made available through the project Web site. In addition to these sessions, June made herself available for consultation with individual archivists. Phase Four consisted of the completion of the final project report.

The original B.C. Government grant was \$20,000. Under the terms of the project, the consultant was paid \$17,083.83 in fees and expenses; an additional \$338.35 was spent on equipment rentals and other items for the workshops. At the end of the project, \$2,577.82 was left over and was due to be returned to the provincial government. This surplus was due mainly to the frugality of June Campbell and the regional representatives in managing to keep expenses down. For example, June scheduled two workshops for one trip into the interior, saving the cost of a second plane trip. Also, institutional facilities and equipment were used whenever possible to avoid paying a rental fee. Time constraints did not allow us to make use of the surplus before the project was due to be completed. However, since that time the provincial Library Services Branch has approved the expenditure of those funds on the on-line publication of the AABC's *Manual for Small Archives*.

The response by participants to the workshops, and to the resources and assistance offered, was positive. Although some participants already had Web sites for their institutions, others indicated their intent to use the template when time permitted. By the end of the project, four workshop participants had contacted the consultant regarding Web site development. Two new sites, which had already been in development and so did not incorporate the templates' design features, were also announced. However, other than the prototype developed for the Chilliwack Archives, no new Web sites have been developed using the template. This may be due to the time and resource constraints faced by many community archivists - feedback received to-date tends to bear this out. In addition, many community archives are staffed by volunteers, especially senior citizens, who despite their interest and enthusiasm may not be sufficiently computer-literate to take advantage of what they were taught. *The Internet Committee invites participants to contact them and provide their perspectives on the project, especially regarding what they gained from the workshops and how they intend to proceed with developing their sites.*

Although the project itself has ended, there will be long-term benefits for the archival community. AABC will continue to maintain the project page on their Web site, and will continue to list and announce new template-based sites as they are completed. Additionally, space will continue to be made available on the AABC server for those institutions without their own Web server to mount their sites. Also, the template and accompanying instructions will continue to be made available to interested members.

Overall, I believe that AABC's Communities Connect project has enabled and encouraged archives and archivists around the province to develop and maintain a presence on the Internet. It was timely, and I believe will have a long-term impact outweighing the initial results. The project also made archivists more aware of the opportunities for community outreach and the dissemination of historical information available to them through this new medium of communication.

Erwin Wodarczak,
Chair, AABC Communities Connect Project Sub-Committee

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Membership Feedback Sought for Education Committee Report

The AABC Education Committee invites comments on its 1998/99 report. Please address comments to Janna Buhlmann (chefarch@ican.net, [P] 666-9644, [F] 666-4963).

The AABC Education Committee was operating under a special mandate for the 1998-1999 year, *to focus on creating an educational plan or framework for the AABC's Education Program and activities rather than delivering workshops* (June 15, 1998 Executive Committee minutes). Based on this special mandate, the committee conducted an informal review of committee records to facilitate an understanding of committee history and activity. This review was used to formulate questions for soliciting perspectives from the community. The Committee then proceeded to contact various people within the AABC community regarding their perspectives on how the Education Program has served them in the past and what they would regard as potential improvements. Input was also solicited from other archival associations and individuals outside of the AABC. Finally, the records review was combined with the results of phone contacts to formulate suggestions for the educational portion of the Needs Assessment Survey.

Based on the above, the AABC Education Committee puts forward the following recommendations, which should eventually incorporate the results of the Needs Assessment Survey.

The AABC Education Committee recommends:

- (1) that the marketing of the program be expanded beyond the archival community to generally include organizations that generate and maintain their own records. This expansion will reemphasize the core clientele as being those individuals or organizations who have little or no training in archival theory, methodology, or practice.
- (2) that the function of the Committee be expanded to include a survey of educational opportunities existing outside of the scope and context of archival training offered by the AABC, such as volunteer recruitment, project management, and fundraising. The Committee would then provide information regarding these non-AABC options to members.
- (3) that, taking into account current draft policies and procedures, the policies and procedures of both the Committee and Coordinator be examined in order to determine whether or not they meet the needs of the Education Program.
- (4) that the issue of obtaining copyright of all workshop curricula be addressed, making it more amenable for the Association to look at curricula revision.
- (5) that core curricula be examined with an eye to revision and update where necessary. Curricula review should also occur at regular intervals and should encompass all workshops. A time frame for this type of review should be established, as well as the process through which this revision will occur.
- (6) that curricula review be conducted with an overall emphasis on the inclusion of more practical approaches to day-to-day archival issues.

- (7) that the Association expand upon the current educational delivery format to include options such as distance education, lectures, and roundtable discussions.
- (8) that presentation of a certificate upon completion of core courses be implemented.
- (9) that the cost of workshops be assessed, taking into account the possibility of a fee increase. This fee increase would most likely result in extra revenue which could be utilized for the future improvement and/or expansion of the Program.
- (10) that a list of potential workshop instructors be maintained and evaluated yearly to ensure that there is a current body of instructors that can serve the needs of the Program and its clients. A regularly maintained list of instructors would also assist in the scheduling of courses for the year.
- (11) that the Workshop Participant Evaluation Form be examined in order to determine its ability to capture information regarding the quality of workshop instruction, content, and environment.
- (12) that a statistical analysis of workshop attendance be undertaken and instituted as a regular practice, so as to provide the hard data necessary to determine the past effectiveness of workshops.
- (13) that the results of the Needs Assessment Survey which pertain to the Education Program, Committee, and Coordinator be expanded upon in a more detailed survey which would provide the Association with in-depth data regarding future needs. As with the analysis of statistical data, a detailed survey should be implemented on a regular basis.

Jana Buhlmann and David Wardle
1998-1999 AABC Education Committee

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Archivia Enterprises

Trevor May, B.A., M.A.S.
Archival Consultant

8319 Alec Rd. Saanichton, BC V8M 1S4
Tel: (250) 652-6548 Fax: (250) 652-6543
E-mail: archivia@islandnet.com

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New on-line access to the City of Vancouver Archives

The City of Vancouver Archives, as of June 1st, is making its database of records descriptions and photographic images available on the Web.

Nature of changes and benefits to users

With the mounting of the database on the Internet, new levels of description of our public and private records holdings are now available online to our users. For the first time online, users are able to determine not only that we have records by or about a particular person, corporate body or City department, but also which specific documents we have in our holdings. Previously, to view this level of detail, users had to consult hard copy indexes and finding aids at the Archives.

For the first time, City publications and reports and pamphlet descriptions will now be accessible online. Previously, researchers had to consult card catalogues and printouts to determine our holdings of these materials.

Most likely of greatest interest to our users, photographic images of over 4,000 photographs are now viewable on the Web. Images of early Vancouver from the Stuart Thomson fonds as well as those by well-known B.C. photographers, such as Philip Timms, in the Vancouver Museum fonds have been described in the database and linked to scanned images. Linked to these descriptions is a new interactive online photo order form.

All descriptions will be up to date as a copy of the database using a non-mainframe, PC-based software, DBTextworks for Windows and Webpublisher, will be uploaded automatically to the Web.

What's in the database

The database presently contains over 92,000 entries with records added daily. To date, all public records (civic government records) are described in the database at the fonds, series and file level. All private records are described at the fonds level, with approximately 45% to date entered at the series and file level. All holdings of City publications and reports (Pds) are entered. Ten percent of the Pamphlet Collection; those dating between 1841 and 1926 and any pamphlets added to our holdings since 1997 are also included. Approximately, 4,000 photographic images are also entered.

How to find the database

This new research tool is found on the City of Vancouver Archives' homepage <www.city.vancouver.bc.ca/ctyclerk/archives>. Hit the Search button on the front page and a welcoming page provides a list of choices for searching the holdings. This replaces the link to the view of our holdings provided by the AABC's BCAUL. For those who don't have access to the internet, the Archives has installed a computer in the Reading Room of the Archives for public use.

Ann Carroll
(604) 836-8561

City of Vancouver Archives
1150 Chestnut Street

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British Columbia Museums Association Selected as VOLNET Delivery Agency

The British Columbia Museums Association, in partnership with Industry Canada, is pleased to offer VolNet to the BC Voluntary community. The BCMA has been chosen as a VolNet Delivery Agency, and has already commenced the Assessment phase of the project, which will see 200 voluntary organizations in BC selected to receive the VolNet Service Package.

VolNet is a federal government initiative administered by Industry Canada to improve the voluntary sector's access to information technology and to the related skills and tools available to help it play a stronger role in Canadian society. VolNet's goal is to offer Internet connectivity, including computer equipment and Internet skills development and support, to 10,000 voluntary organizations by March 31, 2001.

What is the VolNet Service Package?

The VolNet Service Package includes providing Internet connectivity, computer equipment, Internet support and skills development to organizations which do not yet have these tools. Support and skills development will be available to anyone in the voluntary sector.

Who is Eligible?

Not-for-profit community organizations with voluntary board of directors who have not been connected to the Internet for the past six months will be the target groups for VolNet. Eligibility will be assessed by the BCMA against criteria established by the VolNet National Advisory Committee.

Applications will be considered until midnight July 16, 1999.

Applications received after July 16, 1999 will be placed on a waiting list.

The first 200 eligible applications received by the BCMA will be accepted.

For further information, contact:

Tracy London, Installations Coördinator	VolNet@MuseumsAssn.bc.ca
203 - 1005 Langley Street	Phone (250) 387-3971
Victoria, BC V8W 1V7	Fax: (250) 387-1251

Find more information, and download applications at:

<<http://www.MuseumsAssn.bc.ca/~bcma/VolNet/>>

Visit the official VolNet web site at: <<http://www.VolNet.org/>>

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Canadian Council of Archives Grants 1999/2000
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Regular Programs

University of British Columbia	"UBC President's Office Records Project"	\$4,911
Oliver and District Heritage Society	"Redescription of Holdings"	\$3,472
City of Vancouver Archives	"Jack Lindsay Photograph Description Project"	\$5,985
Simon Fraser University	"Redescription of Non-Sponsorial Records"	\$2,580
West Vancouver Museum & Archives	"Arrangement, Description & Production of Finding Aid for Six Fonds"	\$3,336
Surrey Archives	"Surrey Volunteer Fire Dept. Records"	\$1,400
Trinity Western University Archives	"Records of the Registrar's Office"	\$1,071
Fort Steele Heritage Town Archives	"Fort Steele Mining Collection"	\$4,705
Campbell River Museum &	"Courier-Islander Fonds"	\$5,550

Archives		
Trail City Archives	"Photograph Description Backlog"	\$4,258
Fraser Fort George Regional Museum	"Wally West Photographic Series"	\$2,000
Langley Centennial Museum & National Exhibition Centre	"Archives Arrangement and Description Project"	\$3,478
	Total to Institutions	<u>\$42,745</u>
AABC	"Archives Education and Training Program"	\$16,100
AABC	"Archives Advisor/Network Coordinator Program"	\$35,218
	Grand Total	<u>\$94,063</u>
CPCAR Grants		
B.C.Archives	"B.C. Forest Service Nitrate Negative Preservation Project"	\$3,108
Mission Community Archives	"Archival Storage System Project: Phase II"	\$3,000
UBC Library, Special Collections	"Lowry Collection Microfilming Project"	\$3,470
City of Vancouver Archives	"Don Coltman/Steffens-Colmer Fonds & Jack Lindsay Fonds Cold Storage Project"	\$3,172
Vancouver School of Theology	"Rehousing of VST Archival Records"	\$1,741

Jewish Historical Society	"Leonard Frank Forestry Rehousing Project"	\$3,480
Delta Museum & Archives	"Aural History Reformatting Project"	\$1,060
Surrey Archives	"Surrey Archives Audio Storage Project"	\$770
Kelowna Centennial Museum	"Upgrade to Conservation Standards of Storage"	\$784
Fraser Fort George Regional Museum	"W.D. West Photos Reformatting Project"	\$1,400
	Total to Institutions	<u>\$21,986</u>
AABC	"B.C. Archival Conservation Service"	\$30,450
	Grand Total	<u>\$52,436</u>

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**Canadian Council of Archives - Young Canada Works
in Heritage Institutions**

Approved British Columbia Projects (1999)

City of Vancouver Archives	\$9,244.00	(2 positions)	Archives Library Assistants
Nelson Museum/Kootenay Museum Association and Historical Society	\$4,081.08	(1 position)	Archival Assistant
Royal Roads University Learning Resource Centre	\$7,275.37	(1 position)	Assistant Archivist Librarian
Revelstoke Museum & Archives	\$3,863.50	(1 position)	Archives Planning Assistant
Bulkley Valley Historical and Museum Society	\$2,066.92	(1 position)	Archival Assistant
Vancouver Art Gallery	\$3,368.72	(1 position)	Research Assistant
Valemount Historic Society	\$1,729.78	(1 position)	Archives and Museum Assistant
City of Surrey Archives	\$2,357.00	(1 position)	Archives Assistant
Campbell River Museum	\$4,089.43	(1 position)	Archival Program Coördinator

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Community Archives Assistance Program Grants

(November 30, 1998, deadline)

<u>Applicant And Project</u>	<u>Grant Amount</u>	<u>Cumulative Total</u>
<p><i>Hazelton Pioneer Museum and Archives</i> 01 To rehouse 10.2 metres of textual records and approximately 890 photographs in archival quality containers.</p>	\$1,641.00	\$1,641.00
<p><i>Village of Lytton Museum and Archives</i> 02 To purchase a computer capable of running Windows '95 and InMagic effectively. To re-house 300 photographs and describe the photographs and 1 m of textual records (8 fonds) on InMagic.</p>	\$2,000.00	\$3,641.00
<p><i>Gulf of Georgia Cannery Society</i> 03 To accession, arrange and describe and house records of the Canadian Fishing Company fonds (3 m of textual records and 150 photographs) held by the Society, and to determine their relationship to Canadian Fishing Co. records held in other archives.</p>	\$3,300.00	\$6,941.00
<p><i>Greater Vernon Museum and Archives</i> 04 To arrange and describe 3.5 m of records of the Interior Vegetable Marketing Agency Cooperative, 1935-1980.</p>	\$728.00	\$7,669.00
<p><i>Delta Museum and Archives</i> 05 A redescription project to produce RAD compliant item level descriptions of 1,000 photographs from the records of the Delta Museum and Archives in InMagic database.</p>	\$1,936.00	\$9,605.00
<p><i>City of Vancouver Archives</i> 06 To redescribe according to RAD 3,450 images and make the images and descriptions available by scanning and linking to DBTextworks database.</p>	\$6,059.00	\$15,664.00
<p><i>Simon Fraser University Archives</i> 07 To arrange and describe the records of the Women's Bookstore Collection which consists of 11 m of records ca. 1968-1979.</p>	\$2,000.00	\$17,664.00

	<i>Vancouver General Hospital School of Nursing Alumnae</i>		
08	To appraise, arrange and describe records of the Nursing School, ca. 1899-1998.	\$3,000.00	\$14,570.00
	<i>Trail City Archives</i>		
09	To accession, arrange and describe and rehouse the records of the Trail and District Arts Council and affiliated groups, 3.5 m of textual records and 400 photographs.	\$2,821.00	\$23,485.00
	<i>View Royal Community Archives</i>		
10	To purchase a computer and archival software for use by volunteers in the accessioning and description of 300 photographs and 1.2 m of textual records.	\$1,800.00	\$25,285.00
	<i>Valemount Historic Society</i>		
11	To purchase software to be used to describe and scan 2,150 photographs, slides, and negatives and promote the use of the database in the community.	\$2,517.00	\$27,802.00
	<i>Surrey Archives</i>		
12	To arrange and describe the records of the Environmental Institute of BC fonds, 1.5 m of textual records.	\$1,432.00	\$29,234.00
	<i>Fraser-Fort George Regional Museum</i>		
13	To appraise, arrange and describe, rehouse and scan photographs from the Wally D. West Photographic Collection, 1950's Series, ca. 4,300 photographs.	\$3,000.00	\$32,234.00
	<i>Friends of the Government House Gardens Society</i>		
14	To establish policies and procedures, accession and re-house records, textual records and photographs, undetermined extent.	\$3,750.00	\$35,984.00
	<i>Cortes Island Museum and Archives Society</i>		
15	To establish an acquisition policy and rehouse records, 1,000 photographs and 4 m of textual records.	\$1,728.00	\$37,712.00
	<i>Matsqui Sumas Abbotsford Museum Society</i>		
16	To sort, accession, and house 15m of textual records and 1,000 photographs from the M.S.A. Museum Society fonds, Mid Valley Roller Skating Alliance fonds, Straiton Community Club fonds and Clayburn Women's Institute fonds and to describe the photographs.	\$5,400.00	\$43,112.00
	<i>Sisters of Saint Ann Archives</i>		
17	To produce copy negatives and reference laser prints of ca. 1,000 photographs from 8 albums.	\$1,912.00	\$45,024.00
	<i>Enderby and District Museum Society</i>		
18	To purchase a reconditioned microfilm reader.	\$427.00	\$45,451.00

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AABC Newsletter

Volume 9 No. 2/3 Spring/Summer 1999

Notes

Membership Renewals

It's almost too late, but members still have time to renew their AABC membership.

The deadline for membership renewals is June 30, after which "any member whose fees are in arrears shall forfeit her or his good standing" (AABC Constitution, Section 1,1 part 5), and only those members who have renewed before the deadline will appear in the Membership Directory.

But, all is not lost if you fail to renew in time, as "payment of fees in arrears any time between the fourth (July) and ninth (December) month of the membership year will restore the member to good standing for the current year "

Members who renew late will receive a new Directory, but will not be in it. Unfortunately, if you really forget and don't renew by the end of March 2000, your name will be removed from the membership roll.

So the moral of the story is: ***Don't Forget to Renew Your AABC Membership!***

British Columbia Museums Association Conference

The BCMA's annual conference will be held in Revelstoke from October 15-16, 1999. The theme of the conference is "Buiding Bridges". For additional information contact the BCMA (Phone: 604-669-5342 or e-mail: BCMA@MuseumsAssn.bc.ca)

New Publication Available

Researching the Indian Land Question in British Columbia:
An Introduction to Research Strategies & Archival Research for Band Researchers

For ordering information contact:

Chiefs Mask Bookstore
5th Floor - 342 Water Street
Vancouver, BC
V6B 1B6

Phone: (604) 684-0231
Fax: (604) 684-5726

E-Mail: cmbooks@ubcic.bc.ca

AABC Newsletter

Volume 9 No. 2/3 Spring/Summer 1999

President's Message - Laura Millar (April 1999)

I write my last president's message on the first day of April, a beautiful spring day with the promise of warmth and sunshine in the air. As I write this, we await the "Cain Enabled" workshops and the 1999 Annual General Meeting, which will take place from 14-17 April in lovely Revelstoke, where I understand the snow has made a hasty retreat in anticipation of crowds of enthusiastic and uninhibited archivists from BC, Alberta, the Yukon, the Northwest Territories, and even from Saskatchewan, Manitoba, and Ontario. Registration for the workshops presently stands at over 75, and we anticipate a great success all around!

By the time you get this newsletter, the workshops and AGM will be over, a new Executive will have taken the lead, and the association will have moved into a new financial and administrative year. The important workshop on strategic planning for the AABC will have taken place at Revelstoke, and recommendations for future actions will have been brought to the incoming Executive. Also, you will by now have received a copy of the survey results from the 1999 needs assessment survey, ably prepared by our Needs Assessment Coordinator Caitlin Webster on behalf of the AABC.

I have had a chance to read through the survey results, which I strongly urge the membership and incoming Executive to examine carefully in order to determine short and long-term goals and objectives for the AABC. In my reading of the needs assessment and consideration of the state of the AABC at present, let me offer a few personal suggestions for action.

Communications: This year's Executive has endeavoured to increase its communications with committees, regional representatives, and the AABC membership, to keep everyone up to date as much as possible - without overwhelming them with information! To increase communications further, I suggest that the new president write a quarterly communiqué to the committee chairs, contractors, and regional representatives, separate from the president's message in the Newsletter, updating Executive activities and advising of forthcoming events and plans. I think it would also be wise to recommence publishing excerpts from the Executive minutes in the AABC Newsletter, so that the membership is kept up to date on Executive deliberations and decisions.

Finances: At this point no one knows if the AABC will be appointing a program officer or otherwise enhancing its administrative systems. Regardless, I strongly urge the Executive to strengthen the financial management structures within the association. In particular, I recommend that monthly cash flow statements and financial reports be prepared for all project and committee accounts. Continual and detailed monitoring is particularly important with grant-funded accounts, where monies must be disbursed according to grant guidelines and within a specified time.

Regional Representatives: The AABC's regional representatives are key players in the success of AABC's programmes. This year, they helped tremendously in organizing workshops, hosting meetings, advising on regional needs, and otherwise helping to strengthen the association. We must remember that all regional representatives serve as volunteers and that their time and resources are limited. This year's Executive established a small budget for each regional representative, to offset meeting and communications costs. I would urge the incoming Executive at least to maintain, if not increase, that budget, and maintain close links with the regional representatives to ensure their needs are being met. I wonder also if the regional representatives would consider contributing more articles and news items

to the AABC Newsletter? Perhaps a short report from each region four times a year, to keep everyone else up to date on your work?

Conferences: There was a clear message in the needs assessment survey that many members do not want the AABC conferences to focus on theoretical archival issues. Many respondents urged more concrete, practical, and hands-on sessions. I would urge the new Executive to consider this issue seriously as you plan for an annual conference for 2000. Let us not duplicate events available elsewhere but focus instead on the needs of our membership within British Columbia, particularly those with few other opportunities for expansion of their professional or personal interests in archival work.

Educational activities: The Education Committee this year conducted a review of the AABC's education programme. Our Executive has recommended expanding that review in 1999-2000 to consider such issues as curriculum revision and alternate methods of delivery. Many people indicated in the needs assessment survey that they would like to see distance education courses offered by the AABC in archives management. As someone who has worked in distance education for many years, I welcome the suggestion but caution that administering a distance education programme takes considerable time and resources. Further, institutions such as universities and colleges exist to provide such educational opportunities. Perhaps the time has come for the AABC to work collaboratively with institutions such as universities or colleges to offer records and archives courses, leaving us more time for our core responsibilities.

Publications: *A Manual for Small Archives* has done extremely well for the association over the last ten or more years, but we find now that there are not funds in our general accounts set aside for reprinting or reproduction. Should we always rely on grant funds for such projects? Should we be publishing at all? Or would it be better to work in collaboration with an established publishing company? Our revenues would no doubt be lower but I wonder if publishing is in fact one of the core responsibilities of this association.

Ultimately, I pose a question that I hope will be addressed by our strategic planning workshop, by analysis of the needs assessment survey, and by consideration of the future of the association. What is the role of the AABC? Is the AABC a professional association, an archival association, a granting agency, a publisher, an educator? To me, the great strengths of the AABC are, and ought to be, our advisory services, our member services (including newsletters and website information), and our role as advocates for the preservation of archival materials in British Columbia. We are not publishers, but we can work collaboratively with publishers to continue to provide valuable information tools. We are not educators, but we can work with educational institutions to deliver important workshops and seminars. We ought not to take on projects or activities without the administrative structure to support them, but that does not necessarily mean we have to increase our administrative systems. Cooperation and collaboration can also help us achieve excellent results.

Sadly, I believe that the association's key role - as advocates for the preservation of our province's documentary heritage - has diminished in strength over the years, as we spend more and more time on other tasks. I would love to see more articles in our Newsletter about the work of archives around the province. I would also love to see more effort by the AABC at publicity and promotion, such as during Heritage Week, which is unfortunately all but ignored by the association. There are those who argue that we live in a historical times and such advocacy efforts serve no good purpose. I disagree. If the AABC does not take a lead role in advocacy, promotion, and publicity, we abdicate our responsibility to help archival institutions around the province and to encourage the safe care of archival materials regardless of the size, scope, or location of the archival repository. It is the job of the AABC to help ensure the preservation of a well-balanced documentary heritage for all of British Columbia, from the Gulf Islands to the Queen Charlottes, from the Kootenays to the Fraser Valley.

I hope the AABC makes full use of the valuable tools at its disposal: from needs assessment surveys to strategic planning sessions, from the energy and enthusiasm of our regional representatives to the ongoing commitment of our contractors and committee members. May we use these tools well to clarify the core responsibilities of the AABC and fulfil our mission for the provincial archival community.

AABC Newsletter

Volume 9 No. 2/3 Spring/Summer 1999

President's Message - Chris Hives (June 1999)

One of the advantages (or disadvantages depending on your perspective) of having a double issue of the *Newsletter* is that you benefit from (or perhaps have to endure) two president's messages.

Before discussing the organization's current state of affairs and suggesting some possible future directions, I would like to reflect briefly on some personal insights coming out of the recent AABC conference.

I remember debating briefly whether to make the long trek to attend this year's AABC conference in Revelstoke with our Alberta neighbours. In the end I am extremely glad I went. I was taken not so much with the sessions and workshops I attended, as interesting as they were, but rather with the people with whom I spoke. Coming from the smallest to the largest institutions, these people collectively conveyed dynamism, enthusiasm and an unbounded commitment to the preservation of the province's documentary heritage. The archival community is composed of delightfully eclectic and diverse individuals who bring to their positions very different skill sets that are applied in a wide variety of institutional settings. I came away from the conference with a renewed sense of enthusiasm.

The most poignant parts of the conference for me were the occasions spent paying tribute to Ruby Nobbs who, for more years than most of us have been alive, has been an outspoken advocate for, and tireless worker in, the preservation of local heritage in Revelstoke. As recognition of this outstanding commitment the AABC bestowed on Ruby an honorary life membership. While not downplaying her considerable accomplishments and legacy, it is important to remember that there are "Ruby Nobbs" toiling to preserve documentary heritage in communities throughout the province.

The most important thing we can do as an association is to provide the infrastructure and support to harness and direct that enthusiasm and commitment. From the biggest to the smallest of archival repositories we are all engaged in the collective enterprise of preserving the province's documentary heritage. In charting a course for the future we must continue to build upon our most important resource -- our members.

Just as a final postscript to the conference. The Association is tremendously grateful to the Revelstoke local arrangements committee for their efforts in staging the conference. Notwithstanding a brief power outage, over which I am told they had no control, everything came off without a hitch and the hospitality was outstanding.

Before discussing current initiatives and some future plans I would like to acknowledge the work of the previous executive and those individuals serving on various AABC committees. The past executive was called upon to make some very critical decisions. Having at heart the best interests of the Association, the executive made some decisions which very much occupied the agenda of the AABC last year. While we should learn from this experience, the time has come to move forward. There are simply too many issues that must be addressed for us to dwell on the past. In this spirit I would like to touch briefly on some of the initiatives currently underway, planned for the upcoming year or simply topics under discussion by the executive.

It is with great pleasure I note that as of June 1st, the AABC's Preservation Service is back in operation. The Association is indeed fortunate to have secured the services of Rosaleen Hill who was our original Conservation Coordinator and was responsible for developing a very successful program. A brief overview of the Preservation Service is provided elsewhere in the *Newsletter*.

Needs Assessment Survey Working Group

This Working Group has been established with George Brandak as co-ordinator. Its mandate is to review and analyze the data from the recent needs assessment survey. This information will then be compared with the data generated by the 1988 needs assessment survey to help develop some quantifiable measurement of development within the provincial archival community. As the group may engage in some follow-up information gathering from institutions, I would strongly urge members to participate in this important process.

Association Finances

Much of the executive's attention has focused on financial matters. Although we have a very small revenue base that consists primarily of approximately \$13,000 generated through memberships, the AABC is responsible for tracking and accounting for almost \$150,000 received from government granting agencies to operate our various programs. Generally speaking, financial planning for the Association has tended to be somewhat reactive and ad hoc. This is certainly not to imply any criticism of past Association treasurers. Indeed the AABC is extremely fortunate to have secured the services of dedicated, diligent and careful individuals to serve in this important position. The problem is that our treasurers have carried a burden far and above what should have been realistically expected of volunteer positions. With each change of executive, the new treasurer, even with the support and guidance of their predecessor, has faced a very steep learning curve.

In addition to the sheer magnitude of tracking all of the AABC funds there are some pressing financial concerns. Primary amongst these is that fact that last fiscal year the Association spent approximately \$17,000 more than it took in. Obviously this is not a sustainable proposition. We must work toward decreasing the expenses of the organization or find additional sources of revenue.

As you may be aware, the Association began the year without a treasurer or vice president. While we are still in the hunt for the latter, I am very pleased that Lynne Waller agreed to serve as treasurer. She brings to the position, amongst other things, an eye for detail, common sense and good nature. She has consistently pointed out that she has no intention of becoming a book keeper nor an accountant and, indeed, this should not be an expectation of taking on such a volunteer position.

To help Lynne, and those that follow her, we have begun the complex task of rationalizing the organization's finances. In this process we are attempting to determine what are reasonable expectations for a volunteer treasurer. This involves examining the full range of duties of the position and then determining, within some financial constraints, what bookkeeping and accounting functions can be contracted. In addition, the Association has also established a Finance Committee. This will allow for some sharing of the significant, and perhaps, unrealistic demands previously placed on the treasurer. Moreover, it is our hope that by developing this committee we will be able to create something of a farm system from which to draw future AABC treasurers. There will be a small core of individuals who understand the Association's complicated finances and who do not feel intimidated by the position. This will introduce some continuity into the Association's financial management. Finally, the committee will also explore some possibilities for securing new sources of revenue to support the activities of the organization.

Web-Based Resources and the Newsletter

While recognizing that not all of our AABC members have the training or equipment necessary to take full advantage of the Internet, the Executive feels that we should not forego the opportunities presented by information technology. The past year has witnessed profound changes in the AABC homepage and the breadth of information that has been made available on-line. The Association sponsored a Communities Connect project to provide education and advice for web site creation and maintenance to representatives of over 50 institutions across the province. The Association is also

exploring the possibility of making the *Manual for Small Archives* available on the Internet. The organization has also recently moved to a Web-based newsletter in order to achieve some significant production and distribution costs savings while at the same time improving the timeliness in the delivery of information. The executive appreciates that this change was instituted with less consultation than we would have liked but circumstances left us with no alternative. To this point, the change has been quite favourably received.

Soon we hope to announce the establishment of a provincial archival list serve that will provide a forum for discussing technical, professional and political matters touching on archives. Members will have the opportunity to contribute to or at least learn from the discussions. The list serve will be used in conjunction with regular mailings to communicate timely information and help reduce AABC operating costs.

Organizational Structure, Governance and Regionalism

This year we hope to continue the process begun under the previous executive of developing and communicating policies and procedures to help formalize AABC operations. This is necessary so that everyone participating in the affairs of the organization understands their particular roles and responsibilities.

We will also review our archives advisory and preservation services programs to determine if the model currently employed is the most effective and efficient way in which to provide these services. It would also be useful to include the education program as part of this general review process. Dealing with these areas in a more integrated, holistic fashion is useful because they collectively all include education, albeit with some differences in approach and delivery. Perhaps it is time to reconsider the lines that have been drawn between the programs and determine whether they are necessary. Even if these programs are not structurally merged, they would still surely benefit from greater integration. As we look at changes in the archival community we have to ensure that the services delivered are those most relevant to the members of the community and that they are provided in an effective and cost-efficient manner.

Most of the AABC's initiatives have been developed and delivered centrally rather than emerging from the 'grass roots'. As a consequence, the growth of the provincial archival system might be characterized as a centralized or 'top down' approach. Perhaps this would be an opportune time to reconsider the delivery of our services to include elements of both centralized and regional models where ever possible. We should also consider the possibility of developing more formal roles for the regions in the Association through their regional representatives. The input of these individuals would be invaluable in helping the organization develop by identifying and communicating particular issues and concerns from their respective areas. They also have an important role to play in disseminating information within their regions. Perhaps over time the regional representatives could form a council of sorts, comparable to the Canadian Council of Archives' general assembly and occupy a similar role in the governance of the AABC.

By doing what it can to promote and support regional development, the AABC will contribute to the flexibility of the emerging archival network. This development will allow greater opportunities for various forms of cooperation at the provincial, regional and institutional levels. This cooperation may take the form of partnerships or joint projects with other archives, other heritage organizations, or perhaps with groups not traditionally associated with archives. It is important that we position the various components of the provincial archival network to take advantage of new opportunities and potential partnerships in the future.

Institutional Standards

Since the establishment of the B.C. Archives Council over a decade ago, there have been a number of initiatives or programs established to help foster institutional development in the province. In particular, the advisory services (both archival and preservation) have been funded to support this development. In light of these opportunities perhaps the Association should review its institutional guidelines or standards. The need to identify and target funding toward viable archival programs with proper evidence of sponsor support is important particularly for resource allocators who view grants as a system of investment. They see themselves as partners participating in the preservation of the province's documentary heritage. If after a review, changes in the guidelines are considered necessary, these changes should be implemented carefully and we must ensure that resources are provided to institutions to upgrade their operations. Perhaps the Needs Assessment Working Group will have more to say on this matter and certainly we will need to engage in widespread consultation with the archival community.

Archival Legislation

With the approach of the new millennium it may be timely to revisit the issue of archival legislation for British Columbia. This would certainly constitute an important element in the development of a provincial archival network. In the past the AABC has taken a very active role in lobbying for such legislation. Perhaps this would be an opportune time to review the Association's position and also begin to look for support for this development among other interested organizations in the province. The AABC's Public Awareness, Advocacy and Legislation Committee has been asked to add this item to its agenda.

Conclusion

Although this has been a fairly long-winded introduction to current initiatives and potential directions for the organization, I think it is important to at least begin to lay out the elements of the agenda for the upcoming year. In general, this will undoubtedly be a very challenging year for the organization. The growing burden on both financial and human resources is forcing us to reconsider the scope of the Association's activities. We have to be prepared to determine if all of the things the Association is currently doing are essential. If so, are there different ways in which the Association may deliver them. Or perhaps we should ask if there are any other groups that might be better positioned to deliver or sponsor these activities. We hope that some of these answers will come out of the recommendations of the Needs Assessment Working Group.

Finally, whatever accomplishments the AABC may realize in the future will continue to depend upon the contributions made by archivists around the province. At the AGM Jim Burrows spoke very eloquently and passionately about the importance of member participation and volunteerism in AABC activities. I agree fully with Jim's sentiments and if we are to continue to enjoy success in developing a vibrant provincial archival community then it will require the participation of a large number of volunteers. I would strongly encourage you to take an active interest and participate in the activities of the AABC.

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Minutes of Meeting
Executive of the Archives Association of British Columbia
26 April 1999

Present:

Chris Hives, President

Marnie Burnham, Secretary

Dorothy Lawson, Individual Member-At-Large

Francis Mansbridge, Institutional Member-At-Large

1. Executive vacancies

Executive addressed the current vacant positions of Vice-president and Treasurer. Potential candidates were discussed. Due to on-going financial obligations, a priority was placed on securing an individual to fill the position of treasurer.

Action: Members of the Executive agreed to solicit volunteers for the vacant positions and report progress.

2 Transfer of Signing Authority

Chris Hives reported that he would arrange to have the signing authority relating to the AABC's financial accounts transferred from the previous Executive into his name. Signing authority will also be given to the Vice President and Treasurer when those positions are occupied.

3. Conservation Service

Chris Hives reported that candidates for the vacant position of conservator had been interviewed by a selection committee comprised of members of the previous Executive and Jacqueline O'Donnell. This Committee had forwarded a recommendation for the approval of the incoming Executive. After a brief discussion of the Selection Committee recommendations, the Executive agreed to move forward with the its recommendation.

Action: Chris Hives will inform the successful candidate and begin contract negotiations with the goal of June 1st 1999 as a starting date. Frances Mansbridge will contact the other candidates to inform them an offer has been made to another applicant.

The Executive addressed the need to re-establish the **Conservation Advisory Committee**. Potential committee members were discussed.

Action: Dorothy Lawson will contact potential committee members to request their participation.

It was agreed that the AABC should move to change the name of the program to the British Columbia Archival Preservation Service in order to better reflect the preventive focus of the Service and also to bring it into line with developments in other archival organizations.

5. Contracts

The Executive discussed the development of contracts relating to services provided to the AABC. The previous Executive had begun investigating the exact nature of relationship between the Association and those providing contracted services to the AABC. Owing to potential changes in the administrative structure of the organization the previous Executive deferred the decision about the future course of action to the incoming Executive. Following a discussion of the issue and, in particular, the significant administrative and accounting requirements that would be result from potential changes, the Executive decided to continue with the status quo for 1999/2000.

Of particular concern were the serious time constraints confronting the Executive in having to make this decision. The contract of the Archives Advisor/Network Coordinator was to expire at the end of April 1999 and this required that a new contract be prepared in very short order. Chris Hives discussed several issues relating to the contract with the Archives Advisor/Network Coordinator which included financial terms and length of contract. The other members of the Executive agreed to his recommendations in this matter. The contract will run to the end of March 2000 and bring it into line with the regular fiscal year.

Action: Chris Hives will prepare a contract that includes the agreed upon elements and present it to Bill Purver for his signature.

The Executive will, over the next year, solicit advice and hold discussions with AABC contractors, the Advisory Committees and other interested parties to determine any changes that should be implemented to the working relationship between the Association and its contractors.

6. Archives Advisory Network

Chris Hives reported that the Archives Advisor/Network Coordinator identified a small surplus in the operating account and requested that the funds be reallocated to facilitate his attendance at the ACA Conference in June in London, Ontario. Given the conference's focus on CAIN-related issues and initiatives, the Executive approved this expenditure of funds.

The Executive discussed the salary of the Archives Advisor position. The Executive approved an increase in the 1999-2000 contract to reflect increases in the "in lieu of benefits" package and a timely raise.

7. Education Programme

The Executive discussed the direction of the Education Programme. It was agreed to continue with the programme as established by the for the coming year. The Executive decided to use this next year to plan a shift in the Education Programme to reflect the changing dynamics of the B.C. archival community.

Action: Ask the Chair of the Education Committee to develop recommendations, in the form of a report, regarding the direction of the Education Programme. The report should be submitted to the Executive by 31 October 1999.

8. Newsletter

The Executive discussed several issues relating to the Newsletter. In order to achieve cost-savings in production and distribution, decrease the range of duties now associated with the editorship of the publication and to enhance the timeliness in the distribution of its information it was agreed that the AABC should investigate the possibility of developing a web-based newsletter. The Executive also agreed that the paper-based version of the publication will be the default and that individuals willing to forego receiving a paper copy will have to notify the Association.

Action: Direct the Internet Committee to evaluate the viability of an on-line newsletter

8. Needs Assessment Survey

The Executive determined that a working group should be established to interpret the results of the 1999 Needs Assessment Survey. This interpretation should incorporate into its analysis a comparison with the survey conducted by the AABC in 1988 with a view to marking developments in the B.C. archival community.

Action: Chris Hives will approach George Brandak to act as chair of the Needs Assessment Working Group which will be asked to provide at least a preliminary report by June 30th, 1999.

9. Manual for Small Archives

Due to resource constraints and the general discussion at the AABC AGM, the Executive decided not to continue efforts at revising the Manual for the time being. The provision of photocopies of the current manual and other alternatives for providing this basic archival information will be explored.

11. Committee Liaisons

The Executive, in the absence of a Vice-President and Treasurer, agreed to delegate responsibilities for communicating with committees as follows:

Dorothy Lawson	Preservation Advisory Committee
Marnie Burnham	Membership Committee
	Newsletter
Chris Hives	Internet Committee
	Archives Advisory Network Committee
Francis Mansbridge	Education Committee
	Advocacy Committee

Next meeting: [10 May 1999, 2 pm.](#)

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Minutes of Meeting
Executive of the Archives Association of British Columbia
10 May 1999

Present: **Chris Hives**, President
Lynne Waller, Treasurer
Marnie Burnham, Secretary
Francis Mansbridge, Institutional Member-At-Large
Dorothy Lawson, Individual Member-At-large

1. Minutes of the previous meeting

Executive approved the minutes of the [previous meeting](#).

2. Introduction of Lynne Waller

Chris Hives welcomed Lynne Waller to the AABC Executive and expressed his gratitude at her willingness to accept the position of Treasurer.

3. General discussion of financial matters

Lynne Waller discussed her initial impressions of the AABC's finances from her brief survey of the AABC financial records. She outlined a number of issues she felt should be addressed by the Executive over the next year including the structure of AABC accounts, the burden of book keeping tasks required as part of the position of Treasurer, and the coverage of directors' liability insurance as it relates to financial matters.

The Executive agreed that the functions of the Treasurer should be re-evaluated. Chris Hives recommended that the Executive investigate the viability of expanding support services to include routine accounting tasks. He felt that the organization's budget should more realistically reflect the real costs of administering the AABC. Lynne Waller agreed to continue to complete these tasks in the interim.

Action: The Executive will examine the costs of expanding support services.

Action: Chris Hives will investigate sources of operating grants to finance expanded administrative services.

The Treasurer will be requiring budgets from each of the Committees.

4. Meeting with Donna Denham, SSU Support Services

The Executive asked Donna Denham to describe the work completed by SSU on behalf of the AABC. In addition, the

Executive discussed SSU's proposal regarding expanded support services including:

- expanded accounting services
- paper work to facilitate GST rebates
- expanded membership maintenance activities
- records storage

Action: Lynne Waller will visit SSU offices to meet with staff to discuss AABC book keeping

Although the AABC's contract with SSU expired at the end of the last fiscal year, Donna Denham agreed to continue under the terms established until the Executive has had an opportunity to discuss the merits of expanded service.

Action: Lynne Waller will investigate the costs of accounting services at other support agencies to compare market value.

5. Contracts

Chris Hives announced that Bill Purver has signed a contract to continue as the Archives Advisor/Network Co-ordinator for the 1999-2000 year. He also updated the Executive on the progress of negotiations with the successful candidate of the search for the Conservation Service contractor.

6. Manual for Small Archives

The Executive discussed the future of the Manual for Small Archives. In the interim, the Executive agreed that a notice should be placed on the AABC web site indicating that the publication is out of print. It is hoped that this will eliminate the need to provide photocopies or monitor the backlog of orders. The Executive agreed to examine the possibility of making the Manual available as an electronic document via the AABC web site. Chris Hives mentioned a surplus of \$2500 remaining from the grant for the Communities Connect program. He suggested that this money could be used to support such a digitisation project .

Action: Chris Hives will seek formal permission to reallocate remaining Communities Connect funding to make the Manual accessible electronically.

7. AABC Newsletter

Chris Hives distributed to the Executive a sample of a prototype web version of the AABC Newsletter produced with the assistance and expertise of Leslie Field. The document which had been reviewed and recommended by the Internet Committee was well received by the Executive and it is hoped that a web-based approach will produce a more dynamic publication capable of reaching a larger audience. In addition, this change will greatly reduce printing and mailing costs which have traditionally been in the \$7,000-\$8,000 range for four issues. It was noted that the Editor and the Executive should re-evaluate the role of advertising in the Newsletter.

Chris Hives suggested that with the change in newsletter production that it would helpful to implement the idea of co-editors. Leslie Field had expressed an interest in a co-editor position. This offer was approved the executive.

Action: Marnie Burnham will contact Jennifer Vallee to determine her continued involvement with the newsletter.

The Executive discussed ways of integrating the new web format into the year's program. The Executive expressed a commitment to ensuring that all members of the organisation have equal access to the publication regardless of the availability of Internet service. The first on-line issue will be printed off the AABC's web site and mailed to all members. AABC members will be given the option of opting out of receiving a paper copy in the future. Over time it is hoped that a sizeable portion of the membership will opt to access the newsletter on-line and forego receiving a paper copy in the mail.

The Executive discussed the content of the next newsletter with the goal of producing the first web-based issue by early June 1999.

8. B.C. Heritage Council

Chris Hives discussed the role of the AABC as co-ordinator of the B.C. Heritage Council for 1999-2000. Unfortunately a communications breakdown resulted in the cancellation of the first meeting scheduled for 3 May 1999 at the Vancouver Museum.

Action: Chris Hives will contact the other Heritage Council representatives to arrange another meeting.

9. Other business

The Executive addressed the need to find a regional representative for the Lower Mainland.

Action: The Executive will generate a list of possible volunteers to fill this vacancy.

Francis Mansbridge reported on the re-establishment of the Advocacy Committee and submitted a list of committee members which was approved by the Executive. The Advocacy Committee will be chaired by Aaron Vidaver.

Next meeting: 31 May 1999, 2 pm

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AABC Newsletter

Volume 9 No. 2/3 Spring/Summer 1999

Archives Advisor/Network Coordinator Program, 1999-2000

A number of new initiatives mark this year's edition of the AABC's Archives Advisor/Network Coordinator Program. In addition, the AA/NC program will continue to provide the services to the archival community it has performed in the past, including site visits throughout the province and ongoing consultation by phone, fax, email and regular mail. Liaison and consultative work will continue with various AABC committees and regional groups along with support activities relating to the maintenance of the AABC web site, the general AABC email address <aabc@aabc.bc.ca>, and the soon-to-be-announced BC Archival listserv.

A new component of this year's program will be the development of an "archives toolkit", to be mounted on the AABC web site and to be delivered directly, where necessary, in conjunction with site visits to archives in the province. Members are encouraged to contact the AABC, either directly or through their Regional Representative, with suggestions as to the nature of resources they would like to see incorporated in the new advisory package.

Ongoing consultative services relating to archives establishment, policy and procedures development, implementation of standards (including RAD), available resources (e.g., publications, educational opportunities, etc.), grants, and other management issues are available through the program to all archives in the province. Site visits are being planned for the Kootenay, Okanagan, Mid-North Vancouver Island, BC Northwest, South Vancouver Island, Fraser Valley, and Greater Vancouver areas. In addition, as a continuation of the services provided by last year's AABC Community Connects project, the Advisor/Coordinator program will provide advisory services to institutions wishing to establish their own sites on the World Wide Web.

The Network Coordination services component of the program will continue to focus on the development of the BC Archival Resources section of the AABC's BC Archival Network web site, including the ongoing maintenance and development of the BC Archival Union List (BCAUL). Work will also be carried out to gather and verify data to ensure the comprehensiveness and currency of the online Guide to Archival Repositories in British Columbia.

BCAUL work will include the development of a user-determined sort mechanism for union list result sets along with further enhancements to the new repository authority module to enable a seamless and more effective means to search for archival material and information on archival repositories. Hyperlinks for access points in BCAUL descriptions will be established, to provide for easier navigation between BCAUL records. Work will also continue for those institutions wishing to incorporate the "filter" view search capability of the union list on their own web sites.

Developmental work will also continue in conjunction with other provincial and territorial archives associations in Western and Northern Canada to integrate web access, either directly or by a Z39.50 gateway, to descriptions of records on each association's union list. It is hoped that a mechanism will be in place and fully operational in the year 2000 to enable access to descriptions of records held in archives in the four western provinces and the Yukon and Northwest Territories.

Several new additions have already been made this year to the BC Archival Network web site <<http://aabc.bc.ca>>. The "BC Historical Photographs Online" section <<http://aabc.bc.ca/aabc/archphot.html>> now provides links to online

historical photograph databases and galleries mounted on archival web sites in British Columbia. A revised BCAUL Background Report <<http://aabc.bc.ca/aabc/bcaulbac.html>> has been posted, along with the Archives Advisor/Network Coordinator Program 1998-1999 Final Report <<http://aabc.bc.ca/aabc/aanc9898.html>>. The New Descriptions on the BCAUL page <<http://aabc.bc.ca/aabc/newbcaul.html>> provides a browseable listing (with hyperlinks to actual descriptions) of recently added or revised descriptions on the union list.

In addition, the new Anglican Church Archives Network in BC web site <<http://aabc.bc.ca/aabc/anglican.html>> on the AABC server demonstrates an effective use of the "filter" view search capability of the BCAUL system combined with the seamless linking to union list descriptions from customized listings of holdings.

Institutions are encouraged to consult the AABC's ever-developing web resources and to ensure that all data relating to their repositories is current. As always, archives are encouraged at any time to submit new and revised descriptions for the BC Archival Union List. Institutions are reminded that bookmarks and/or links off their web sites to the BCAUL on the new AABC server should be to: <<http://aabc.bc.ca/aabc/bcaul.html>>.

For more information on the AABC's Archives Advisor/Network Coordinator Program, people are asked to contact:

Bill Purver
Archives Advisor/Network Coordinator Program
Archives Association of British Columbia
4838 Inverness Street
Vancouver, B.C. V5V 4X6
Tel: (604) 876-9150 ; Fax: (604) 876-9850
Email: bpurver@aabc.bc.ca
WWW: <<http://aabc.bc.ca/aabc/advisor.html> >

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AABC Newsletter

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British Columbia Archival Preservation Service

The Archives Association of BC is pleased to announce the reinstatement of the BC Conservation Service. The BCCS has been renamed the BC Archival Preservation Service (BCAPS) to more accurately reflect the program services.

Rosaleen Hill rejoins the AABC as the BCAPS Preservation Coordinator after spending the last two years in Australia where she was teaching paper conservation at the University of Canberra.

The BCAPS focus for this year, in addition to our regular services listed below, will be on disaster planning and undertaking a program review in order to better serve the needs of our members. It is YOUR preservation service. If you would like to make suggestions or offer comments on the Service please do so.

The BCAPS offers AABC member institutions access to a wide range of conservation services. These include:

- facility assessment surveys
- environmental monitoring and environmental equipment loan kits
- collection surveys
- conservation hotline
- disaster planning and assistance
- conservation workshops
- informal on-site training
- library and resource information
- AABC Newsletter conservation articles

Site visits/surveys will be written up in formal reports that can be used to:

- develop short/long term conservation plans
- identify conservation priorities
- improve environmental conditions
- increase conservation awareness through informal training during on-site visits
- develop conservation strategies
- develop disaster plans

Rosaleen can be reached at the following address:

BCAPS
406 2050 Scotia Street
Vancouver, BC
V5T 4T1
Tel/Fax: 604.709.9263
Email: rhill@aabc.ba.ca

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A Guide to Archival Repositories in B.C. — Bill Purver

GUIDE UPDATES

The following recent changes should be noted in the hardcopy version of *A Guide to Archival Repositories in British Columbia, 2nd Edition* published by the AABC in April, 1996. These changes have been updated on the Internet version of the *Guide* at: <<http://aabc.bc.ca/aabc/bcguide.html>>.

Corrections to information in last AABC Newsletter (Winter 1999):

The gremlins appeared in the last *AABC Newsletter* (Winter 1999) as a number of typographical errors occurred. We apologize for any inconvenience this may have caused. The following are corrections to the "Guide Updates" article in that issue:

Alberni District Historical Society Archives

- correct repository name: Alberni District Historical Society Archives

Cowichan Valley Museum and Archives

- correct web site address: <<http://www3.islandnet.com/~bcma/museums/cvm/>>

Delta Museum and Archives

- correct email address: dmachin@island.net

Historic Yale Museum

- Web site no longer active

Penticton Museum and Archives

- correct contact name: Mr. R.S. Manuel, Director

Sidney Museum

- correct email address: smchin@island.net

New Changes to Guide Listings:

New Westminster Museum and Archives

- new email address: amiller@city.new-westminster.bc.ca

Union of British Columbia Indian Chiefs Resource Centre/Institute of Indigenous Government

- new email address: wancell@portal.ca

3. Gabriola Museum and Art Gallery

- new telephone number: (250) 247-9987
- new email address: gm_chin@island.net
- new web site address: <http://www.island.net/~gm_chin/>

4. Haida Gwaii Museum at Qay'lnagaay

- new email address: muse@qcislands.net

5. Maritime Museum of British Columbia

- new email address: info@mmbc.bc.ca

6. Matsqui-Sumas-Abbotsford Museum

- new email address: msachin@island.net
- new web site address: <<http://www.abbotsford.net/msamuseum/>>

7. Langley Centennial Museum and National Exhibition Centre

- new email address: new email address: bryan_klassen@township.langley.bc.ca
- new web site address: <<http://www.township.langley.bc.ca/museum.html>>

8. City of Victoria Archives and Records Division

- new email address: careyp@ch.city.victoria.bc.ca

9. Trail City Archives

- new email address: jjforbes@wkpowerlink.com

10. Kootenay Lake Archives

- new phone number: (250) 353-9633
- new email address: archives@pop.kin.bc.ca
- new web site address: <<http://www.kin.bc.ca/Archives/klhs/Archives.html>>

11. Nanaimo Community Archives

- new web site address: <<http://www.nanaimo.net/community/nca.htm>>

12. Powell River Historical Museum and Archives

- new email address: museum@aisl.bc.ca

13. Cranbrook Archives, Museum and Landmark Foundation

- new web site address: <<http://www.crownsnest.bc.ca/camal/index.html>>

14. Canadian Airlines International Corporate Archives

- new fax number: (604) 279-7935

15. Secwepemc Archives (Secwepemc Cultural Education Society)

- new web site address: <<http://www.secwepemc.org/museum4.html>>

16. Sunshine Coast Maritime Museum

- new web site address: <<http://www.sunshine.net/www/1000/sn1095/>>

17. British Columbia Archives

- new access information -- Reference Room: Phone number - (250) 387-1952;
- Fax number – (250) 387-2072 ; Full Service Hours – Monday – Friday, 9:30-4:40, with exception of 3rd Wednesday each month which is partial service
- new holdings description: 6900 m of textual records; 5 million photographs; art works; cartographic, architectural; sound and moving holdings

18. Nelson Museum

- new web site address: <<http://kics.bc.ca/~museum/>>

19. Whistler Museum and Archives

- new email address: mail@whistler.museum.bc.ca
- new web site address: <<http://www.whistlerweb.net/library/Museum.htm>>

20. Elphinstone Pioneer Museum

- new email address: elphinstone_pioneer_museum@sunshine.net

21. Boundary Museum

- new email address: jomiller@wkpowerlink.com

22. Kelowna Museum

- new email address: kmuseum@silk.net

23. Sandon Museum

- new email address: sm_chin@wkpowerlink.com

24. Valemount and Area Museum

- new email address: museum@vis.bc.ca

25. Port Hardy Museum and Archives

- new email address: mail@porthardy.museum.bc.ca

26. West Vancouver Museum and Archives

- new email address: mail@westvancouver.museum.bc.ca

27. CFB Esquimalt Naval and Military Museum

- new email address: nadenmuseum@pacificcoast.net

28. Westbank Museum

- new email address: wmuseum@okanagan.net

29. Sointula Museum

- new email address: dblair@north.island.net

30. Sooke Region Museum

- new email address: mail@sooke.museum.bc.ca

31. Art Gallery of Greater Victoria

- new fax number: (250) 361-3995
- new web site address: <<http://aggv.bc.ca>>

32. New Westminster Public Library

- new web site address: <<http://www.nwpl.new-westminster.bc.ca/>>

33. Port Moody Heritage Society

- new fax number: (604) 939-1647

34. Selkirk College Archives

- new contact name: Ron Welwood
- new email address: welwood@selkirk.bc.ca

35. Ktunaxa-Kinbasket Tribal Council Archives

- new contact name: Margaret Teneese
- new fax number: (250) 489-2438

36. National Archives of Canada. Vancouver Office

- new email address: mburnham@archives.ca

37. British Columbia Medical Association Archives

- new phone number: (604) 638-2848

38. Delta Museum and Archives

- new acquisition policy/holdings summary:

The archives acquires both public and private records. Holdings consist of personal records of individuals and families as well as the records of businesses and organizations that reflect the social, political and economic life of the municipality of Delta. Holdings include textual records, photographs, films, videotapes, maps, plans and sound recordings. The archives also holds inactive records of permanent administrative, legal, evidential, informational and historic value of the Municipality of Delta

39. City of Vancouver Archives

- new web site address: <<http://www.city.vancouver.bc.ca/ctyclerk/archives>>

40. Alberni District Historical Society Archives

- temporary email address: avmuseum@city.port-alberni.bc.ca

41. City of White Rock Museum and Archives

- new contact name: Peter Johnson , Archivist
-

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AABC Newsletter

Volume 9 No. 2/3 Spring/Summer 1999

AABC Contact Information

Executive

Vice President - Vacant

President

Chris Hives
chives@interchange.ubc.ca
Phone: (604) 822-5877
Fax: (604) 822-9587

Treasurer

Lynne Waller
lynne_waller@bc.sympatico.ca
Phone: (604) 275-5805
Fax: (604) 275-8935

Secretary

Marnie Burnham
mburnham@archives.ca
Phone: (604) 666-9699
Fax: (604) 666-4963

Individual Member at Large

Dorothy Lawson
dlawson@direct.ca
Phone: (604) 947-9526
Fax: (604) 947-9529

Institutional Member at Large

Francis Mansbridge
nvmchin@island.net
Phone: (604) 987-5618
Fax: (604) 987-5609

Committees - Standing

Education Committee Chair

Jana Buhlmann
chefarch@ican.net
Phone: (604) 666-9644
Fax: (604) 666-4963

Grants Committee Chair

Francis Mansbridge
nvmchin@island.net
Phone: (604) 987-5618
Fax: (604) 987-5609

Membership Committee Chair

Caitlin Webster
cwebster@ican.net

Nominations and Elections Committee Chair

Joni Mitchell
joni.mitchell@gems3.gov.bc.ca
Phone: (250) 356-6848
Fax: (250) 356-7878

Committees - Ad Hoc

Public Awareness, Advocacy and Legislations Committee Chair

Aaron Vidaver
vid@runcible.org

B.C. Archival Preservation Service Advisory Committee Chair

Ken Young
kyoung@city.richmond.bc.ca
Phone: (604) 231-6430
Fax: (604) 231-6464

Internet Committee

Erwin Wodarczak
ewodar@interchange.ubc.ca
Phone: (604) 822-5877
Fax: (604) 822-9587

AANC Advisory Committee Chair

Wendy Hunt
whunt@bcma.bc.ca
Phone: (604) 638-2848
Fax: (604) 736-4566

Newsletter Editors

Co-Editors:

Alan Smithee

Leslie Field

leslie@lesliefield.com

Phone: (604) 822-5877

Fax: (604) 822-9587

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