

AABC Newsletter

Honorary Patron:

The Honourable Iona Campagnolo, PC, CM, OBC, Lieutenant-Governor of British Columbia

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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.

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Table of Contents

Features

- [Symposium 2003 – Preservation of Electronic Records: New Knowledge and Decision Making: A Conference Review](#)
- [The Records of BC Packers Limited at the City of Richmond Archives](#)
- [Réseau canadien d'information archivistique \(RCIA\) : Les conseils et associations provinciaux et territoriaux](#)

News

- [Introduction to Archival Practice - Distance Education](#)
- [Response From the Minister of Community, Aboriginal and Women's Services](#)
- [The ACA and AABC Mentorship Pilot Programme](#)

Columns / Regular Items

- [President's Report](#)
- [Executive Minutes \(30 May 2003, 25 August 2003\)](#)
- [BC Archival Network News](#)
- [AABC Education and Advisory Service](#)

Last updated
October 11, 2003

- [AABC Contact Information](#)

Advertisers

- [Archivia Enterprises](#)
- [Eloquent Web Archivist](#)

Symposium 2003 – Preservation of Electronic Records: New Knowledge and Decision Making: A Conference Review

Symposium 2003 – Preservation of Electronic Records: New Knowledge and Decision Making was held September 15 – 18 at the Library and Archives of Canada in Ottawa. The symposium was jointly organized by the Canadian Conservation Institute (CCI), the Library and Archives of Canada (LAC), and the Canadian Heritage Information Network (CHIN).

The purpose of the symposium was to bring together participants from the heritage sector (archives, libraries, art galleries and museums) in order to increase awareness of the issues regarding the creation and preservation of electronic records. The symposium also hoped to offer papers that would assist in decision-making and to offer practical solutions that could be implemented immediately. They succeeded.

To kick off the symposium and to engage a wider audience in the topic of electronic record preservation the symposium organizers included a half-day event designed for the general public. The event "Preservation Quest: How to preserve you home movies, CDs, videos, and more" proved to be very popular attracting a large number of participants. For the "Preservation Quest" event five FAQ sheets were prepared on the following topics: Caring for CDs and Their Longevity; Caring for Computer Hard Disks and Diskettes; Caring for Electronically Created Media in General; Caring for Photographs, Digital Images and Films and Caring for Video and Audio Recordings. These FAQ sheets are available for download from the CCI web site: www.cci-icc.gc.ca/PID/faq-e.pdf

The symposium, itself, was organized into several broad topic areas. Appraisal and Authenticity of Electronic records was the first topic covered. I must, at this point, confess my bias for "case study" papers which are practical in nature and which attempt to offer a solution or at the very least to attempt to problem solve. Of particular note in this session was the paper by Nancy Marelli (Concordia University Archives) "Selecting for Survival: Developing a Model for Selecting Audiovisual Archival Documents for Preservation Reformatting". This paper was interesting in that not only did she outline the challenges of simply identifying all of the various magnetic and electronic media one may have in an archive but she described the creation and use of an appraisal grid or matrix in order to allow for less biased and responsible decision making in the appraisal of and establishing priorities for the preservation reformatting of AV archival records. This should be a very useful tool in the archival community.

The second topic covered was "Developing a Preservation Strategy for Electronic Records." This section included two particularly interesting and provocative papers. The first of these by Deborah Woodyard and Helen Shenton (The British Library) "Developing a Digital Preservation Strategy at the British Library: Application of the 'Preservation Management of Digital Materials' Handbook" was very welcome as it focused on the 'how to's' of dealing with electronic records. The British Library's 'Preservation Management of Digital Materials' which formed the basis for this paper is available for download from the British Library web site:

www.dpconline.org/graphics/handbook/index.html

Woodyard stressed, of course, that any handbook simply offers a framework from which to work and that all

institutions will have to adapt their digital preservation strategy to their own specific needs.

Vanessa Griffith (Art Gallery of Western Australia) gave the second paper of note in this session "Record, Play, Fast Forward – Developing Strategies for the Care of Electronic Media Art at the Art Gallery of Western Australia. This paper outlined the problems encountered at the AGWA with the description, condition reporting and preservation of modern media as 'installation art'. Griffith noted that while the AGWA has a conservation staff "electronic media and new technology artwork can tend to fall into a type of conservation 'no-mans land". This is only exacerbated in institutions that do not have conservation staff. The AGWA conservation staff has developed two forms to improve the acquisition and documentation processes. A questionnaire is given to artists when a 'technology based' artwork is acquired inquiring about the original format, equipment used to made and needed to display and copyright etc. The second form is a condition report template specifically designed for 'technology based' artworks.

The third topic covered was Preservation Strategies for Electronic Records.

Jane Dalley (Conservation Consultant) in "Preserving Audio-Visual Records of the University of Manitoba Archives and Special Collections" outlined the assessment procedure leading to a preservation strategy for the Archives and Special Collections analog media (film, videotapes, audiocassettes and reel-to-reel audiotape). Dalley outlined the pros and cons associated with vendor choice for media migration and also discussed the analog media assessment form she designed.

The final session entitled "Media Knowledge" included topics relating to "Preservation of Electronic Records – Status of ISO Standards by Peter Adelstein (Image Permanence Institute). To check on the status and publication dates of ISO standards consult the ISO website at: www.iso.ch

Hannah Frost (Stanford University Libraries) in her paper "Waiting to Happen: Lessons from Preserving Disaster-afflicted Electronic Media in an Archival Collection" stressed the vital importance of obtaining a full and accurate description of the electronic media at the time of appraisal and accessioning.

Without this accurate descriptive information about the record (including type of software, operating system etc) disaster recovery is virtually impossible.

Tours were offered on Wednesday afternoon to either the LAC Gatineau Preservation Centre (www.archives.ca), the Canada Science and Technology Museum (www.science-tech.nmstc.ca) or to Tunstall & Tunstall Data Recovery Services (www.datarecoveryservices.com).

My tour was made to the Gatineau Preservation Centre (www.archives.ca). The preservation centre opened in June 1997 and includes the storage vaults for the Archives and preservation labs. The lab tour included short stops in the "traditional media" labs, such as the works of art on paper, photography, and the book labs, and longer visits to the "modern media" labs, including the A-V labs and film. Also provided an overview of the hardware, software and technical expertise required to successfully reformat or migrate records.

One of the primary benefits of attending this Symposium was that participants came from all over the heritage sector – not just archives or conservation. This diverse gathering resulted in a wide range of papers and provided varying perspectives on the issues related to the preservation of electronic media. And to quote the first speaker, Tom Strang (CCI), when it comes to electronic media "Move it or lose it. Something is better than nothing."

The Symposium 2003 Postprints publication will be produced by CCI and will be available for \$50.00 and can be ordered from the CCI web site: www.cci-icc.gc.ca. To find out when this publication will be ready to order please contact the publication department at CCI: cci-icc_publications@pch.gc.ca.

Also of note on the preservation front – **The Permanence and Care of Color Photographs: Traditional and Digital Color Prints, Color Negatives, Slides, and Motion Pictures** by Henry Wilhelm with contributing author Carol Brower originally published in 1993 is now available as a PDF file from the Henry Wilhelm's web site at: www.wilhelm-research.com.

[Back to Table of Contents](#)

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AABC Newsletter

Volume 13 No. 4 Fall 2003

The Records of BC Packers Limited at the City of Richmond Archives

The records of BC Packers Limited (BCP Limited) were scattered to the four winds. Some have come to rest at the University of British Columbia Library Special Collections division, some at the City of Richmond Archives. Others are in a number of community archives in the Lower Mainland and the North. Many important records apparently remain in the custody of the holding company that succeeded BCP Limited after the shutdown of its operations. While this lack of consolidation cannot be said to wholly positive development (there are a number of practical and theoretical reasons that we won't go into here), it was probably inevitable, given the nature of the beast that was BC Packers – a geographically diverse entity that grew and evolved over many years, largely through the acquisition of companies and their assets that were going concerns, often with a existing presence and history in communities scattered throughout BC and elsewhere.

Often records were left behind when operations were closed down, to be found by local people interested in the historical significance of the BC Packers site to their own community. Community historians looking to preserve and develop heritage assets may have felt that the records should be considered the cultural property of the locality, and ensured that these were donated to local heritage institutions. These locals, and otherwise interested people, may have worked with BCP Limited people to acquire these records for preservation. They may have been the records' only willing saviours.

As well, over the years, there were also examples of managers taking the records of their company with them upon their departure, as if they were their own. Some such records have been found within their personal records donated years later to archival institutions, and later identified as a part of the recorded history of BC Packers.

The body of records that are being arranged and described in the current project – formally titled "City of Richmond Archives Accession BCP 2001-34" – reflects, at least to some degree, the way this growing, evolving, consolidating, and "downsizing" company administered the records produced by their business operations. However, the bulk of the material in BCP 2001-34 is "documentary" in nature; rather than being business records *per se*, it was apparently produced in an effort to visually document the company's operations, the nature and extent of its physical assets, and its corporate culture. While a good part of this material could also be attributed to a public relations function, it seems increasingly clear that BCP Limited was, at some level, a company vitally concerned about posterity and its place within it.

As the project continues, we hope to learn more about how the business of BCP Limited was documented. With information about the context of these records, the documents themselves will become an increasing rich source of knowledge about this company and its place in the history of BC and Canada.

Robert J. Edwards
Project Archivist, City of Richmond Archives

[Back to Table of Contents](#)

Réseau canadien d'information archivistique (RCIA) : Les conseils et associations provinciaux et territoriaux

Par : Anick Arsenault et Josée Thireau

English Summary: This is the second of a series of three articles to be published in French, with English summary, regarding the Canadian Archival Information Network (CAIN). This paper presents the CAIN project in general along with detailed information about each provincial or territorial network. The information presented in this paper is a summary of the information available in the AAQ's most recent publication, the *Guide de participation au Réseau canadien d'information archivistique (RCIA)*. A free copy of the *Guide* can be ordered from the AAQ or be consulted online on the AAQ's web site (www.archivistes.qc.ca). This project was made possible through the Canadian Culture Online Program of Canadian Heritage, the National Archives of Canada and the Canadian Council of Archives.

Au *RCIA*, chaque service d'archives produit des descriptions de ses documents et les envoie à son réseau qui est, pour sa part, administré par le conseil ou l'association de sa province ou de son territoire. En fournissant des points d'accès interrogeables à ces descriptions et des liens vers plus de 800 services d'archives participants, la base de données du *RCIA* permet d'accéder aux descriptions en provenance des réseaux provinciaux et territoriaux. Le développement du *RCIA* implique la participation des services d'archives de toutes catégories, des divers paliers gouvernementaux, etc. Cependant, il ne faut pas oublier la participation des conseils et des associations d'archives de partout au Canada qui travaillent sur le terrain auprès des archivistes afin de mettre en ligne les archives et, par le fait même, faire la promotion du *RCIA*. Leur appui et leurs conseils s'avèrent nécessaires pour mener à bien tous les projets de petite ou de grande envergure.

Rôle des conseils provinciaux et territoriaux dans la gestion du programme RCIA

Les conseils provinciaux et territoriaux doivent veiller à ce que les projets soient conformes aux directives établies par le *Conseil canadien des archives (CCA)*. Chaque conseil provincial ou territorial peut répartir l'aide financière du *CCA* entre les cinq volets de financement. Cependant, la priorité sera accordée aux projets qui contribuent à la réalisation de l'objectif visant à ce que tous les fonds d'archives soient décrits au niveau du fonds, conformément aux *RDDA*, et que les originaux soient numérisés. De plus, le *RCIA* contribuera à l'augmentation du contenu français sur le web.

Dans le cadre de ce programme, les conseils provinciaux et territoriaux peuvent :

- Approuver des projets s'étendant sur une période plus longue qu'un exercice financier, mais ils doivent savoir que le *CCA* ne peut garantir une aide que pour un seul exercice à la fois;
- Adopter des directives et des critères d'admissibilité supplémentaires;
- Se doter d'un mécanisme d'appel pour régler les litiges découlant de la procédure d'octroi des subventions;
- Transmettre leurs recommandations concernant les projets retenus et, après approbation finale par le Comité de

direction du CCA, en informer les demandeurs;

- Établir un ordre de priorité pour chacun des projets soumis et indiquer cet ordre sur le formulaire de demande.

À partir de ces directives, il est possible de constater que les conseils et associations provinciaux et territoriaux ont un rôle primordial dans la promotion et l'application du programme auprès de leurs membres qui désirent faire partie officiellement du RCIA.

Sites Internet des conseils et des associations d'archives provinciaux et territoriaux

En plus du programme RCIA, les conseils et associations provinciaux et territoriaux administrent divers programmes et activités. Ils offrent également des services sous différentes formes à leurs membres. Partout au Canada, ces conseils et associations travaillent à promouvoir les archives auprès de leurs membres et le grand public en leur offrant des services, des informations et des renseignements. Notre tour d'horizon tentera de vous faire connaître toute la richesse informationnelle qui regorge de leurs sites Internet.

Alberta

Archives Society of Alberta (ASA)

Adresse Internet: www.archivesalberta.org/

Le site de l'ASA contient une section qui offre un lien avec les différents réseaux d'archives de la province, c'est-à-dire avec le *Archives Network of Alberta (ANA)* et le réseau partagé *Canadian North West Territories Archival Network (CaNWAN)*. Il propose aussi une section qui offre des services et des informations aux membres, une autre portant sur les séminaires de formation, une troisième qui présente les expositions et une présentant les événements à venir, etc. Évidemment, on vous offre aussi une section où vous pouvez obtenir toute l'information pertinente concernant l'ASA, par exemples les personnes à joindre, les services offerts par les différents conseillers, etc. Ce site témoigne vraiment de tout le travail réalisé pour faciliter celui des membres, pour les informer et pour leur offrir un soutien.

Colombie-Britannique

Archives Association of British Columbia (AABC)

Adresse Internet: aabc.bc.ca/aabc/index.html

Les sections disponibles permettent de mieux connaître les services offerts par le AABC. Vous pouvez obtenir de l'information sur l'organisation de l'Association, sur les services offerts, sur les membres et les procédures à suivre pour le devenir, sur les nouveautés et les nouvelles provenant du milieu archivistique, sur les programmes de subvention, les événements, etc. On offre également un lien pour le *BC Archival Information Network (BCAIN)* et par le fait même pour le réseau partagé *Canadian North West Territories Archival Network CaNWAN*. Prenez le temps d'aller jeter un coup d'œil!

Île du Prince-Édouard

Archives Council of Prince Edward Island (ACPEI)

Adresse Internet: www.library.pe.ca/acpei

Les sections du site s'apparentent à celles des conseils et associations des autres provinces ou territoires du pays. Ainsi, vous y retrouverez une section qui vous donne toute l'information sur le *Conseil* (organisation, buts et comment devenir membre). Il y a également une section sur les services d'archives membres, une section sur les activités, les liens utiles, une section pour les expositions virtuelles, etc. De plus, vous pouvez avoir un accès au *Prince Edward Island Information Network (PEIAIN)* et au RCIA. Ce site contient de l'information et des renseignements très

pertinents.

Manitoba

Association for Manitoba Archives (AMA)

Adresse Internet: www.mbarchives.mb.ca

Le site du Manitoba reprend les mêmes sections. Il est important de dire qu'il y a une section destinée aux expositions. Vous avez accès aux sections suivantes : informations sur les contacts, l'admission des membres, les activités éducatives, les relations publiques, les bourses offertes, etc. Le site du Manitoba est très invitant et permet de découvrir différentes facettes de la culture et des archives manitobaines.

Nouveau-Brunswick

Conseil des archives du Nouveau-Brunswick (CANB)

Adresse Internet: moondog.usask.ca/cca/index.html

Le CANB affiche clairement son mandat dès la première page de son site et surtout les coordonnées des personnes qui offrent leur aide sous différentes formes. Il y a une section sur l'exécutif, l'admission des membres (liste des services d'archives qui sont membres), les conseillers et les événements à venir.

Nouvelle-Écosse

Council of Nova Scotia Archives (CNSA)

Adresse Internet: www.councilofnsarchives.ca

Le site du CNSA vous offre une panoplie de possibilités afin de mieux mesurer leur présence et leur impact dans le monde archivistique de la Nouvelle-Écosse. Vous pouvez accéder, à partir de ce site, au réseau ARCHWAY. De plus, vous pouvez obtenir de l'information concernant le Conseil (organisation, buts, etc.), également sur les différents services offerts, sur les modalités d'admission en tant que membre, sur les expositions, etc. On ne manque pas de vous donner toutes les coordonnées pertinentes afin de pouvoir rejoindre les conseillers qui sont disponibles pour offrir leurs services.

Ontario

Association des archives de l'Ontario (AAO)

Adresse Internet: aao.fis.utoronto.ca

Le site Internet de AAO est l'un des plus complets. Il contient un lien direct au réseau ARCHEION, mais surtout toute une section qui lui est entièrement consacrée où l'on peut retrouver tous les renseignements concernant la base de données de la province. Tous ceux qui désirent faire partie du réseau se doivent de consulter cette section. De plus, le site contient des sections, telles que sur l'admission des membres, sur des groupes d'intérêt, sur le développement professionnel, sur des liens utiles à connaître, sur les expositions virtuelles, sur l'organisation, sur les buts de l'Association, sur les nouveautés et les événements spéciaux, sur les programmes de subvention du CCA, etc. C'est donc dire que ce site aborde des sujets tous aussi diversifiés les uns que les autres. Il ne faut surtout pas passer à côté de ce site, car il déborde de renseignements.

Saskatchewan

Saskatchewan Council for Archives and Archivists (SCAA)

Adresse Internet: scaa.usask.ca

D'entrée de jeu, le SCAA vous présente ses principaux objectifs et réserve une section sur sa page principale aux plus récentes nouvelles. De plus, on vous donne un lien pour accéder au *Saskatchewan Archival Information Network (SAIN)* et par le fait même au *Manitoba Archival Information Network (MAIN)* qui sont deux réseaux (bases de données) partagés. Vous avez accès à d'autres sections, telles que : celle destinée à l'admission des membres, celle pour les bourses, celle pour les documents concernant la politique, celle permettant d'obtenir les coordonnées des archivistes (*Outreach*), etc. Donc, ce site vous tiendra bien occupé et vous en ressortirez évidemment mieux informés.

Terre-Neuve

Association of Newfoundland and Labrador Archives (ANLA)

Adresse Internet: www.anla.nf.ca

Afin de mieux connaître le milieu des archives de Terre-Neuve, ANLA met à votre disposition dans son site Internet un bagage impressionnant d'informations et de renseignements. On vous offre un lien afin d'accéder au prototype du futur réseau d'information archivistique de la province : *PLANET*. Vous avez accès également à de l'information concernant l'organisation, les buts, la politique de l'Association, concernant l'admission, concernant des liens vers d'autres sites Internet, des nouvelles et des événements à venir, etc. De plus, il y a une section consacrée à l'affichage des postes offerts. Ce site devient incontournable lorsque l'on désire en savoir plus sur la culture de cette province.

Territoires du Nord Ouest

Northwest Territories Archives Council (NWTAC)

Adresse Internet: www.pwnhc.learnnet.nt.ca/nwtac/nwtac.html

Vous désirez connaître ce qui se passe dans le monde des archives des Territoires du Nord-Ouest : il faut passer par le site du NWTAC. Tous les renseignements vous sont présentés sur une page unique. Ainsi, il vous est possible d'obtenir de l'information sur, entre autres, la formation et les objectifs du *Conseil*, l'aide offerte par le *Conseil canadien des archives (CCA)*, les événements et les nouvelles récentes, etc. De plus, ce site vous donne un lien avec le réseau d'information partagé : le *Canadian North West Territories Archival Network (CaNWAN)*.

Yukon

Yukon Council of Archives

Adresse Internet: www.whitehorse.microage.ca/yca

Le YCA offre un accès au *Yukon Archival Union List (YAUL)*. Il offre également un accès à de l'information et des renseignements pour l'admission des membres, la constitution du conseil, mais aussi sur le rôle du conseiller aux archives, les nouvelles et événements, les programmes d'éducation et d'entraînement, etc. Ce site offre en définitive une vue d'ensemble des activités et des divers développements dans le domaine. Il est important de savoir que le Yukon utilise également le *Canadian North West Territories Archival Network (CaNWAN)*.

Le succès du RCIA dépend de plusieurs facteurs, mais le plus important est celui qui met en scène les conseils et associations des provinces et des territoires canadiens. Ils servent de liens entre le grand réseau et tous les petits et grands services d'archives canadiens. Leur travail quotidien permet d'offrir à tous leurs membres des informations, des services et des conseils afin d'augmenter le nombre de participants au RCIA. Donc, n'hésitez pas à visiter leurs sites Internet et à les contacter.

Adresses Internet

Réseau canadien d'information archivistique (RCIA)

www.cain-rcia.ca

Chaque conseil et association provinciaux et territoriaux administre un réseau d'archives, à l'exception du Nunavut. Sur le site du RCIA, vous pouvez accéder à ces différents réseaux et, par le fait même, aux sites Internet des conseils et associations provinciaux et territoriaux.

Conseil canadien des archives

www.cdncouncilarchives.ca

Le CCA est responsable du programme RCIA et offre des services de plusieurs types à ceux et celles qui sont intéressés à y participer.

[Back to Table of Contents](#)

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Introduction to Archival Practice - Distance Education

For many years, the AABC has offered an Introduction to Archival Practice as a two or three day workshop. In recognition of the expense and inconvenience of travel to a "live" presentation of the course, the AABC would now like to deliver an introductory course through a correspondence distance education model. Because students will work through a text over a three-month period, the Association is able to offer a more thorough introduction than is possible in a weekend workshop, but the territory covered remains the same.

The ANLA Resource Binder for Small Archives (1998) will be used as the basic textbook for the course. Using the binder for reference, students will be introduced to archival theory and practice in five modules. The first introduces archival theory and terminology; students will understand what distinguishes archival materials from library and museum materials, and the principles by which archival materials are organized. They will also learn how to develop a Mandate and Acquisition policy document for their repository. The second module is concerned with the appraisal, acquisition, and selection of materials; students will learn the principles and practical considerations that guide appraisal and acquisition decisions. The third module offers a practical approach to administering and processing acquisitions, and introduces the principles of archival arrangement. The fourth module introduces the concepts necessary for description of archival holdings, and the Rules for Archival Description. The last module introduces students to preventive conservation and disaster planning.

A Self-Study Guide for each module accompanies the text. The guide provides directions for each module, supplementary readings where applicable, self-study questions, and a practical project. All work will be carried out under the supervision, and with the e-mail or regular mail feedback of Linda Wills, the AABC's Education and Advisory archivist. Students will receive a certificate of completion at the end of the course.

Registration is being accepted now for the distance education course starting January 1 and finishing March 31, 2004. AABC members' cost for the course is \$240, which includes a copy of the ANLA Resource Binder. Non-members can register for \$290, which includes a one-year individual AABC membership. Once the course has begun, registration fees are non-refundable. Registration forms may be downloaded from the AABC web site at www.aabc.bc.ca. The deadline for registration is Dec. 19, 2003.

[Back to Table of Contents](#)

AABC Newsletter

Volume 13 No. 4 Fall 2003

Response From the Minister of Community, Aboriginal and Women's Services

Dear fellow members of the Archives Association of British Columbia,

The following is the text of a letter recently received from the provincial Minister of Community, Aboriginal and Women's Services. It was written in response to two letters written this past summer and sent with my signature as association president, requesting the reinstatement of the Community Archives Assistance Program or the establishment of a new community archives funding program. The letters noted the loss of CAIN funding due in part to the lack of matching provincial funding, and comparing/contrasting this to the situation in Alberta where generous provincial funding has been used to leverage federal funds. The response from Minister Abbott is presented for your information and without further comment.

Erwin Wodarczak
President, AABC

Oct 2 2003

Erwin Wodarczak
President
Archives Association of British Columbia
P.O. Box 78530 University Post Office
Vancouver BC V6T 1Z4

Dear Erwin Wodarczak:

Thank you for your letters of July 16 and September 10, 2003 regarding the need for provincial level funding of community archives.

My colleague, The Honorable Sandy Santori, Minister of Management Services, stated in his letters to community archives in August 2001, "where a program is not essential to the priorities of government and the public, and where alternative community resources would more appropriately be a source of support for an activity, government is discontinuing discretionary grants to the program."

The 2001 decision of the government's core review process to discontinue funding to the Community Archives Assistance Program remains valid. There are no plans to re-instate the Community Archives Assistance Program nor a similar community archives program next year or in the foreseeable future.

Thank you again for your letter. I regret my response cannot be more favourable.

Sincerely,

George Abbott
Minister

pc: Honourable Gordon Campbell, Premier

Honourable Sandy Santori
Minister of Management Services

Pauline Rafferty, Chief Executive Officer
Royal British Columbia Museum

Gary Mitchell, Provincial Archivist and Director

Fred Farrell, Chair, Canadian Council of Archives

[Back to Table of Contents](#)

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AABC Newsletter

Volume 13 No. 4 Fall 2003

The ACA and AABC Mentorship Pilot Programme

The Association of Canadian Archivists (ACA) and the Archives Association of British Columbia (AABC) are pleased to announce the launch of a mentorship pilot project at the University of British Columbia - School of Library, Archival and Information Studies (UBC-SLAIS). The goal of the ACA mentoring program is to facilitate the integration of new archivists into the Canadian archival community by matching them with mentors who may advise and guide them on work and career management issues.

Any student currently enrolled at UBC-SLAIS is invited to sign up for a mentor from the Canadian archival community.

Archivists who are members of either ACA or AABC and who have been active in the profession for a minimum of five years are encouraged to apply to mentor a student. Mentors may be from any part of Canada, but those from the Vancouver area are particularly encouraged to apply.

There is no budget allocated to the mentoring program other than the volunteer time spent by the committee and by mentors. Yes, that means no free trips to Vancouver for those who sign up as mentors. :)

For complete pilot project guidelines and for mentored and mentor applications, go to the ACA Website at: archivists.ca/prodev/mentorship.aspx. Any questions about this pilot project, the mentorship guidelines, or applications, may be directed to

Jennifer Mohan (Jennifer.Mohan@gems6.gov.bc.ca) or Denise Jones (Denise.Jones@gnb.ca).

If you are not from UBC and you would like a mentor, please be patient. It is our hope that the mentorship program will be expanded in the spring of 2004 to include students at all Canadian archival programs, and other individuals who have recently entered the archival profession.

Jennifer Mohan, ACA Membership Committee
Denise Jones, Chair, ACA Membership Committee Chair
Erwin Wodarczak, AABC President

[Back to Table of Contents](#)

President's Report

Message from the President

In my last message in the Summer Newsletter I noted that the previous few months had been "interesting", for various reasons. Well, things have settled down somewhat, but that doesn't mean that the AABC has been idle. As the season changes from the hottest, driest summer in years to a typically wet BC fall, it's time to review the activities and events of the last few months.

BC Archives / RBCM Amalgamation

The AABC received a second letter from George Abbott, Minister of Community, Aboriginal and Women's Services, dated July 31, in response to AABC's continued inquiries regarding the amalgamation of the BC Archives and the Royal British Columbia Museum. In this letter the Minister confirmed that the name "British Columbia Archives" would be retained as part of its public identity; that the regular scheduling and transfer of public records to the archives will continue unchanged; and that there are at present no plans to establish user fees for accessing public records. He also argued that while the title "Provincial Archivist" is no longer in the *Document Disposal Act*, the new *Museum Act* actually gives the Provincial Archivist and the BC Archives greater statutory authority. While this letter was more substantive and more responsive to archivists' concerns than the Minister's first message, the AABC will continue to observe events at the new RBCM with interest.

CCA Funding

As noted this past summer, all four of British Columbia's applications for funding through CAIN were rejected. Since then, based on our communications with the Canadian Council of Archives, it has become clear that the lack of provincial government matching funding (after Victoria's decision in 2002 to abandon the Community Archives Assistance Programme) was a major factor in the outright rejection of our request for federal grants. In response to this, over the summer AABC sent two letters to Minister George Abbott, pointing out how the elimination of CAAP not only led to the rejection of BC's CAIN grant applications, but also threatens federal funding for archives in BC in the future. Accordingly, the AABC has requested either the reinstatement of CAAP or the establishment of a new provincial grant programme for archives. To date, no response from the minister to either letter has been received.

On a related note, CCA will be holding its annual general assembly in October, at which time we hope that some indication of CCA's future directions – in particular, the future of federal archival funding programmes – will be presented. Past-president Lara Wilson has kindly agreed to act as AABC's representative at the general assembly, and I am sure that she will ably represent the Association's concerns on this issue.

Private Sector Privacy

I continue to work with Lara Wilson and Richard Dancy of the Public Awareness, Advocacy, and Legislation Committee in co-ordinating AABC's response to Bill 38, the *Personal Information Privacy Act*. The Association

continues to be concerned about Section 35, which tells organisations they must destroy records containing personal information once the purpose for which the information was created has been served. However, elsewhere in the *Act* it states that some records with archival value can be retained for business purposes. We will be asking for a clearer definition of "business purposes", as well as asking for wording regarding the disposal of records to include transferring them to an archives.

Greater Vancouver Regional Representative

AABC Individual Member-at-Large Siôn Romaine recently sent a message to the archives-bc e-mail list regarding the Greater Vancouver Region and its lack of an Association representative. Not only is he asking for somebody to come forward to serve as the regional representative, he is calling for feedback on the possibility of splitting the region in some way, in order to better serve the many members in the area. The region could potentially be split geographically (e.g. east/west, or along the Fraser River); by type of archives (e.g. government/corporate/religious/etc.); or even by size. I urge members in Greater Vancouver to contact Siôn and help him revitalize the region and make it an active part of the AABC again.

Launch of AABC Distance Education Workshop

Earlier this month the AABC launched its distance education programme with the announcement of the latest "Introduction to Archival Practice" workshop. For many years the Association had offered this as a two or three day workshop. In recognition of the expense and inconvenience of travel to a "live" presentation of the course, the workshop will now be delivered through a correspondence distance education model. Because students will work through the course material over a three-month period, a more thorough introduction to archival theory and practice will be offered than is possible in a weekend workshop, but the territory covered will remain the same. More information is available elsewhere in the Newsletter, and on-line at aabc.bc.ca/aabc/workshops.html.

Congratulations to Education and Advisory Archivist Linda Wills and to the AABC Education Committee on the launch of this exciting initiative.

Archives Week

Archives Week 2003 is scheduled for November 16-22, and happens to coincide with the annual conference of the Association of Moving Image Archivists in Vancouver. In recognition of this, the theme for Archives Week is "Sound and Vision: Preserving Audio-Visual Archives". The PAAL Committee is working hard behind the scenes to organize a special Archives Week event in Vancouver – expect an announcement soon (if there hasn't been one by the time this report goes to press).

Future Directions

The AABC Executive and its programme committees (Education, Internet, and Preservation) are continuing to consider the Association's future, and also still welcome input from our membership. To that end, the institutional members' questionnaire that was distributed earlier this year will be sent to associate institutional members to solicit their feedback regarding the Association's current activities and programmes as well as possible future directions.

In conclusion, thanks (as always) to my colleagues on the Executive – especially for their moral support over the past few months as I've done my best to juggle work, new fatherhood, and presidential duties. Thanks also to our committees, committee chairs, regional reps, and contractors for their continuing efforts on behalf of the AABC and archives around the province.

[Back to Table of Contents](#)

Executive Minutes

AABC Executive Committee Meeting Minutes: 30 May 2003

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

Present:

Erwin Wodarczak, President
Christine Meutzner, Vice President
Lisa Beitel, Secretary
Jian Liu, Treasurer
Sion Romaine, Individual Member-at-large

Regrets:

Kathy Bossort, Institutional Member-At-Large

Guests:

Karen Blimkie

1. Approval of Agenda: Approved

Erwin Wodarczak called the meeting to order at 3:25 pm.

2. Approval of Minutes of 7 April 2003 Meeting: Approved, pending spelling corrections

3. Business Arising

3.1 Financial Report

Karen Blimkie presented 6 budget reports for the month of April 2003, including the AABC Audit Sheet; AABC General Fund; Statement of Revenue and Expenses; BCAPS; Education and Advisory Service; and Archival Network Service. For the benefit of new Executive members, Karen explained the various statements and funding sources. Karen will continue to prepare these statements every month and Jian Liu will report on them at the Executive meetings.

Action: Jian Liu will send out an email to all Committees regarding their yearly budget allocation and rules of use.

Erwin Wodarczak inquired about the status of applying for Gaming Commission money. Although the AABC missed this year's deadline (May 1, 2003), an application will be worked on in the spring for 2004 money. Application restrictions state that you cannot get funding for programs already sponsored by government money, so we may have to set-aside some money for 2004 programs in order to lower the amount of our 'unrestricted funds'.

Action: Executive and Karen Blimkie to work on 2004 application in the fall.

3.2 Conference Roundtable Report

On behalf of Kathy Bossort, Lisa Beitel presented the Roundtable Report based on notes taken by Erica Hernandez and Kathy Bossort on April 26, 2003 at the AABC Conference.

Action: All Executive members will read the minutes and discuss them at the next meeting.

3.3 CAIN Update

Erwin Wodarczak reported on recent events surrounding the rejection of the four CAIN applications sent in by British Columbia, two from the AABC. It appears that the Canadian Heritage branch adjudicated the applications, by-passing CAIN in the process. Heather Gordon and Ann Carroll solicited reaction from other members of the Internet Committee regarding the change of adjudication and put together a list of questions for Fred Farrell, CCA President. The email sent by Ann to Fred Farrell on May 27, 2003 included questions asking for the explanation of the adjudication process, who was involved, and the future funding of CAIN. No response from Fred has yet been received. Heather has spoken with Louise Charlebois about the rejected applications outside of B.C. which don't seem to follow any decision pattern. Louise stated that a list of rejected projects will be produced and that any attempts to change any adjudication decision would be futile. Heather will keep the Executive up to date on the situation and would like to know the formal response the AABC is going to take as this is the first year that the AABC had been completely rejected from receiving any CAIN monies. The Executive decided that Ann should wait until Tuesday, June 3rd for a response from Fred Farrell. If none is received by that date, she should follow up with an email asking for a request for response on the email sent May 27, 2003. If no response is heard from Fred Farrell by Friday, June 13, 2003, the AABC will send a formal letter to the CCA.

Action: Christine Meutzner will contact Ann Carroll and inform her of the response deadlines. Christine will also ask Ann and Bill Purver to contact their provincial counter-parts to see what their reactions to the CAIN adjudication process are. If no response is heard from Fred Farrell by June 13, 2003, the Executive will draft a formal letter to the CCA.

4.0 President's Report

4.1 Erwin Wodarczak reported on outstanding items in progress from the last Executive Committee meeting.

CCA and cuts to CAIN funding

Lara Wilson was trying to get in touch with Fred Farrell, CCA President, regarding the CCA's position on cuts to CAIN funding. Lara was also in the progress of contacting other provincial associations to gauge their reactions to funding cuts. In light of recent CAIN news, this item has been superseded.

BC Archives / RBCM Amalgamation

The AABC received a form letter from Minister Abbott on March 4, 2003 that did not respond to the one sent by the AABC addressing our concerns over the amalgamation of BC Archives and RBCM. In reply, the AABC will be sending another letter to Minister Abbott.

Action: Lara Wilson will finish the draft of this letter and send it to the new Executive for comments. The letter will then be sent to Minister Abbott.

AABC Records Storage

David Mattison, BC Archives, has sent Erwin Wodarczak a temporary receipt for the transfer of 12 boxes of AABC records sent from UBC Archives. The records have not been accessioned and will remain un-processed until an accession decision is made. David Mattison will provide access to the records if the Executive requires them.

U.K. Society of Archivists

Lara Wilson was contacted by the U.K. Society of Archivists who wanted to use the AABC membership list to send out information about their new journal publication. As AABC membership information is private, Lara did not allow it, but offered to include information about their journal in an upcoming AABC Newsletter. The U.K. Society of Archivists decided to use other means of promotion.

4.2 Erwin Wodarczak presented an update on the BC Archives/Royal BC Museum merge. There is now a statement on the BC Archives website that states that the Crown Trust was established April 1, 2003 so there is no way to get the BC Archives back. It is now referred to as "Archives Services" and the archival holdings are part of the Royal BC Museum collection. The records management component has been severed from the Archives and exists as a Corporate Records Management Branch. The service plan document detailing this and other information can be found at: www.royalbcmuseum.bc.ca/corporateservices/serviceplan03-04-04-05-2.pdf.

5.0 Treasurer's Report

5.1 Jian Liu thanked Karen Blimkie for her presentation on the current Finance Reports. Prior to the meeting, Jian met with both Karen Blimkie and Carrie Stevenson to go over past procedures for the Treasurer's position. Jian predicts that most of the committee work can be completed as per last year's trend (primarily by email and with one formal meeting). Jian also inquired about past resolutions that stated required members of the Finance Committee. Erwin Wodarczak stated that last year's committee was made up the current Treasurer; the President; the immediate past President; the past Treasurer; and any other interested AABC members. Jian would like to start looking for someone who would be interested in joining the committee who would then take over as Chair in two years.

Action: Jian Liu will contact Carrie Stevenson (past Treasurer) and Lara Wilson (past President) to see if they will join the 2003-2004 committee. Jian will look through past minutes to see if there are any other major Finance Committee related decisions.

5.2 Jian Liu proposed research into the Director's Insurance Policy held by the AABC. This was a project proposed by the past Treasurer, Carrie Stevenson, but was not acted upon last year. Erwin Wodarczak would like to get more background information on this project before any policy review is done. If required, Erwin suggested that Lynne Waller could be contacted to review the policy and contact other associations to ask what they have as insurance amounts. Based on Lynne's recommendations, the policy could be then be reviewed by the AABC Executive in an informed fashion.

Action: Jian Liu to obtain a copy of the Director's Insurance Policy and meet with Carrie Stevenson to discuss the rationale for this project.

5.3 Jian Liu was asked by Carrie Stevenson, past Treasurer, to look into the status of culling past financial records that are currently being stored at Karen Blimkie's house. As these records must be kept for 7 years, they will continue to remain there. For accountability, Jian has asked that it be recorded that Karen Blimkie will hold all of the original financial records, the official records of the AABC, while Jian will keep and work with copies of the records in her capacity as current Treasurer.

6.0 Committee and Program Reports

6.1 Education

Travel Subsidy Re-imbusement

Erwin Wodarczak reported on recent emails from Jane Turner which stated that the Travel Subsidy fund was oversubscribed from the recent AABC Conference. In order to accommodate the requests and ensure monies still left over in the fund for future 2003 workshops, Jane asked for the Executive's permission to reduce the total subsidy to 70% and reduce the maximum hotel subsidy from \$70 to \$50 per night. All Executive members were informed of this proposal and were in agreement of the proposed changes. Karen Blimkie also agreed that this was a sound financial decision.

Archives Advisor Summit Meeting, ACA Conference, Toronto

Erwin Wodarczak received an email stating that a Roundtable Meeting for Archives Advisors was going to be held at the upcoming ACA Conference in Toronto. Erwin forwarded this information to Jane Turner who was already scheduled to attend the conference and will attend the meeting. Linda Wills is also interested in attending this meeting but this will be dependent upon obtaining funding to attend the conference.

6.2 Grants

On behalf of Kathy Bossort, Lisa Beitel stated that there is nothing new to report.

6.3 Membership

Lisa Beitel reported that she has spoken with both Dovelie Buie (past Chair) and Jana Buhlmann (new Chair) who are working together to update the membership database before full duties are transferred to Jana on June 2, 2003. The current membership statistics are as follows: Individual: 39; Student/Volunteer: 24; Sustaining: 6; Institutional: 72; Associate Institutional: 33; Honorary Life: 8; Honorary Patron: 1; Newsletter: 1. Total membership to date is 184 members and there are 154 members who still have not renewed their membership for 2003-2004.

Dovelie asked Lisa to ask the Executive if there is a way to streamline or advance Committee Chairs funds to offset major costs (i.e. the photocopying and mailing incurred by Membership and Newsletter Cmts.) that have to be borne the Chairs until they are reimbursed. Providing it is feasible with Karen Blimkie, the Executive thinks that a reasonable solution would be to advance committees such as Membership and Newsletter some of the funds to offset large expenditures.

Action: Lisa Beitel will contact Committee Chairs and put together a monthly time line of major costs incurred by Committees. She will present this information to Karen Blimkie (cc. Jian Liu) to see if an advance (in the month where the cost is made) is possible.

6.4 Conference

Christine Meutzner proposed that we refund half of the conference registration fees paid by Ramona Rose, who as one of the AABC Regional Representatives, was unable to attend the conference due to illness. The Executive agreed to refund Ramona \$66.00 (half of her \$132.00 registration fee).

Action: Karen Blimkie will send a refund cheque in the amount of \$66.00 to Christine Meutzner who will then send it to Ramona Rose.

On behalf of the Program Committee and the Local Arrangements Committee, Lisa Beitel presented the final report and budget for the 2003 AABC Conference (see attached). Lisa will write up an article to appear in the summer Newsletter that will include photographs of the Lt. Governor at the Opening Reception. All 2003 conference records have now been compiled and Lisa will store them until they are passed on to the 2004 Conference Committees.

Erwin Wodarczak made a move of thanks to Lisa Beitel, Christine Meutzner, Sion Romaine and Glenn Dingwall for all their hard work and for arranging all of the sessions, food and entertainment that made for a very successful Conference.

Erwin Wodarczak reported that the North Vancouver Museum and Archives will be hosting the 2004 Conference and that conference committees should be in place by the end of the summer in order to start planning in September.

Action: Erwin Wodarczak will contact Francis Mansbridge and all Executive members will brainstorm suggestions for people to serve on the 2004 Conference Committees.

6.5 Internet

On behalf of Heather Gordon, Christine Meutzner presented a report on the Internet Committee. The Committee has been working with Ann Carroll on recent CAIN developments as reported earlier. In June Bill Purver will be doing some 'prototype' work using donated media server software as this was an expected project whether or not CAIN funding was received. Heather will schedule the next committee meeting in June or late July, depending on when the AABC hears back from the CCA and will be discussing the next steps of the Internet Committee in terms of funding issues and when, if, and how to replace our aging servers.

6.6 Preservation

Sion Romaine was unable to get ahold of Dorothy Lawson so there is nothing to report on at this time.

6.7 PAAL

Bill 38 - Personal Information Privacy Act

Erwin Wodarczak presented an update on the work by Lara Wilson and Richard Dancy during the draft stages of Bill 38. Erwin worked with Lara and Richard drafting a response to the bill that was sent to AABC members stating that the AABC supports Bill 38 in general because it expands the principal of archives, however, Section 35, Paragraph 2 allows for the destruction of records rather than having them severed or sent to an archives. It is hoped that a change to this paragraph will be made before the Bill is finalized or when the Bill is reviewed in the future.

Archives Week Collaboration

Peter Johnson (past Chair) will arrange a meeting with Geoff Wong at CBC to further develop partnership ideas for news stories or interviews that would run during Archives Week.

Action: Peter Johnson will inform the Executive when the meeting with Geoff Wong from the CBC has been arranged.

Laura Cheadle is planning the next meeting of the PAAL Committee for June.

6.8 Newsletter Editorial Board

Christine Meutzner reported that the Spring newsletter was recently sent out on Arcan-L. Erwin Wodarczak will forward Christine some recent newsletter-related emails from Bob Edwards, Newsletter Editor.

Action: Erwin Wodarczak will forward Christine Meutzner emails from Bob Edwards, Newsletter Editor.

7.0 Other Business

7.1 2004 Conference Workshop

Erwin Wodarczak presented an email from Evelyn McLellan from the City of Vancouver Archives who has proposed to do a workshop on administering access to archival records under FOIPPA. The Executive thinks that this would be a wonderful addition to the 2004 Conference Program.

Action: Erwin Wodarczak will forward Evelyn's email to Jane Turner, Education Chair, for workshop consideration at the 2004 Conference.

7.2 B.C. Arts Council Funding

Erwin Wodarczak reported that Bill Purver has looked into the use of this funding and found that it is not really appropriate for the AABC.

7.3 Fire at Nelson Museum and Archives

Erwin Wodarczak reported on recent emails on the Archives BC list-serve that have talked about the recent fire at the Nelson Museum and Archives. The Executive has decided that the AABC should send a letter of support to the museum.

Action: Erwin Wodarczak, on behalf of the AABC, will draft a letter of support to the Nelson Museum and Archives.

7.4 BC Heritage Society

Erwin Wodarczak reported that he received a copy of the Annual Report of the BC Heritage Society and noted a number of granting funds that could be available to the AABC. As a provincial association, the AABC is not well known to the Heritage Society and it is suggested that we take an "advertising" approach to introduce ourselves and inquire if the AABC is eligible to apply for any of the funds.

Action: Christine Meutzner will draft a letter to Rick Goodacre, Executive Director of the BC Heritage Society, stating that we are interested in working with them and inquire about the possibility of applying for funds. Erwin Wodarczak will ask Bill Purver to unofficially contact Graham Turnbull for more information.

7.5 Greater Vancouver Regional Representative

Sion Romaine inquired about the status of finding a new AABC representative for the Greater Vancouver Region as the position is currently empty. Erwin Wodarczak stated that there has been some discussion in the past to restructure and sub-divide the region because it has so many institutions and archivists representing different interests (i.e. corporate, religious). Erwin suggested that Lynne Waller could be approached for suggestions on the issue.

Action: Sion Romaine will contact Lynne Waller to see if she has any suggestions for restructuring the Greater Vancouver Region or finding a new representative.

8.0 Adjournment

Erwin Wodarczak moved to adjourn the meeting. Lisa Beitel seconded. Motion carried. Meeting adjourned at 6:00 pm.

* * *

AABC Executive Committee Meeting Minutes: 25 August 2003

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

Present:

Erwin Wodarczak, President

Christine Meutzner, Vice President

Lisa Beitel, Secretary

Jian Liu, Treasurer

Siôn Romaine, Individual Member-at-large
Kathy Bossort, Institutional Member-At-Large

1. Approval of Agenda: Approved

Erwin Wodarczak called the meeting to order at 3:30 pm.

2. Approval of Minutes of 30 May 2003 Meeting

Approved by Christine Meutzner, seconded by Erwin Wodarczak

3. Business Arising

3.1 Conference Roundtable Report

Kathy Bossort presented the minutes taken from the Roundtable held at the 2003 Conference. Kathy is concerned that there seems to be some confusion surrounding issues discussed at the Roundtable and suggested that the Executive provide some type of clarification for members. There also appears to be some confusion as to how education programs and workshop fees are allocated in the budget. Kathy would like to see this resolved at the upcoming AABC budget-planning meeting.

Action: Erwin Wodarczak will summarize issues discussed during the Roundtable and provide relevant background information where applicable. If possible, this will be included in the Fall Newsletter (September 15th) or it will be posted to the AABC list-serve.

At the Roundtable the Executive also promised to send out the Institutional Membership Questionnaire to Associate members. The results from these surveys will be compiled with those surveys returned in March and were analyzed by Kathy and Carrie Stevenson.

Action: Lisa Beitel and Kathy Bossort will send out the Institutional Membership Questionnaire (with cover letter) to Associate Institutional Members by September 15. Kathy will compile and summarize the results.

3.2 Conference Travel Subsidy Reimbursement

Carrie Stevenson has approached the Executive with concerns over the recent adjudication of CCA Travel Subsidy funds from the 2003 conference. Primarily, she is concerned with the reduction of the subsidy amount (from 100 % to 70%); the decision process taken by the Executive; and what will happen if there is money left over in the Travel Subsidy account at the end of the year. The Executive originally handled Carrie's concerns with email discussions (see attached) and consulted both Jane Turner and Karen Blimkie prior to reaching what they felt was a conscientious and fair decision. Erwin Wodarczak has also confirmed with Jane Turner that the subsidy monies paid out during the 2003 conference were in line with past conference travel reimbursements. If there is money left over in the fund at the end of the year, the Executive proposes that it will be distributed to those who applied for travel subsidies during the past year. Jane Turner will be consulted as monies may be distributed as a straight percentage, equal share, or based on the original subsidy amount requested.

Action: Erwin Wodarczak will contact Carrie Stevenson and inform her that the Executive stands by its original decision supporting the decreased subsidy amount and that at the end of the year any remaining monies will be distributed to subsidy applicants.

4. President's Report

4.1 BC Archives/Museum Merge - Letter from George Abbott

Erwin Wodarczak reported that a letter was received from George Abbot in response to the AABC letter sent on

June 16, 2003. Mr. Abbot's letter explained the background of the BC Archives/Museum merge and stated that a number of elements of the BC Archives will remain the same; i.e. website, URL, public access procedures, the scheduling and transfer of records, and preservation functions. Although "Provincial Archivist" has been removed from the Document Disposal Act, Gary Mitchell is still involved in the process and the Archives now has a statutory mandate.

4.2 Nelson District Museum fire

Erwin Wodarczak reported that on behalf of the AABC, he sent a letter of support to Shawn Lamb in regards to the fire that damaged the Nelson District Museum. Kathy Bossort recently visited the Kootenays and reported Shawn was very appreciative of the letter and that although cleanup was still underway, the museum was open again.

4.3 Heritage Society Legacy Fund

Erwin Wodarczak reported that he received a letter from Rick Goodacre in response to the AABC's inquiry into applying for Legacy Fund monies. Unfortunately, it is not possible, quoting Mr. Goodacre: "Supporting the archives program is not a priority of past funding and we are not able to do so with reduced funding this year".

4.4 Heritage Resource Centre Library Closure

Erwin Wodarczak reported that he received a letter in response to the AABC's concern over the closure of the Heritage Resource Centre Library. Although the library is now closed, the collection has been divided and access to the resource materials is still available: archeology permits and materials have been moved to the Ministry of Sustainable Resources Management; while all other information has been transferred to BC Archives.

4.5 2003 AABC Scholarship Prizes to UBC Development Association

Erwin Wodarczak reported that receipts have been received from the UBC Development Association for the 2003 scholarship prizes offered by the AABC.

4.6 AABC records stored at BC Archives

Erwin Wodarczak reported that Gary Mitchell has inquired about the status of the AABC records currently being stored at the Provincial Archives in Victoria because ownership has not been transferred yet, thus impeding their arrangement and description. The AABC Constitution states that the BC Archives is the official repository of the AABC records.

Action: Erwin Wodarczak will send an email to Gary Mitchell stating that the ownership of the AABC records has been officially transferred to BC Archives.

4.7 2003 CCA General Assembly

Erwin Wodarczak reported that the CCA has contacted him requesting the name of the AABC delegate who will be attending the CCA General Assembly in October. The Executive believes that in order to have a strong voice at this meeting, the delegate will need to have a knowledgeable background regarding AABC issues and concerns and feel comfortable bringing forward the AABC mandate. Kathy Bossort also suggested that the delegate should meet with committee chairs (specifically the Internet Committee and Ann Carroll) and the Executive before they attend the meeting. Lara Wilson was suggested as a possible representative.

Action: Erwin Wodarczak will approach Lara Wilson and see if she is interested in attending this meeting on behalf of the AABC.

Erwin has also completed a request by the CCA to update the AABC contact information.

4.8 J. Chicanot - Strategic Planning Meeting

Erwin Wodarczak was contacted by Lara Wilson who was informed by Mr. Chicanot that he had not received his payment as Facilitator of the 2003 AABC Strategic Planning Meeting. Karen Blimkie confirmed that a cheque was mailed, but never cashed, indicating that in all probability it had gotten lost in the mail. A stop payment was issued on the original cheque and new one has been issued and sent to Mr. Chicanot.

4.9 "Sustainable Archives: Self-Study Guide for Institutional Membership"

Erwin Wodarczak reported that Jane Turner and her committee have completed the guide titled "Sustainable Archives: Self-Study Guide for Institutional Membership" and it is now available on the AABC website.

4.10 AABC/ACA Mentoring Program

Erwin Wodarczak reported that Jennifer Mohan, on behalf of the ACA, has contacted him with a proposal for a joint AABC/ACA Mentoring Program. The proposal letter invites the AABC to participate for one year in a trial program and states that the ACA will handle all of the advertising and organization of the program. The Executive thinks that this is a good program idea but would like some more clarification as to what the AABC's involvement would be - i.e. "advertising" space in the Newsletter and/or posting information on the AABC list-serve.

Action: Erwin Wodarczak will contact Jennifer Mohan for further clarification.

4.11 AABC membership for new SLAIS students

Erwin Wodarczak has been approached by Jennifer Mohan inquiring if someone from the Membership Committee will be visiting new and returning SLAIS students offering them AABC membership. Membership is free for first year students.

Action: Lisa Beitel will ask Jana Buhlman to see if someone from the membership committee is available to talk to the SLAIS students.

4.12 Terry Reksten Award

On behalf of the AABC, Erwin Wodarczak will be helping adjudicate applicants for this award. He has just received the submission packages and will be reviewing them over the next couple of weeks.

4.13 CAIN Funding

Erwin Wodarczak reported that Heather Gordon drafted a letter to George Abbott requesting the reinstatement of provincial funding as it was one of the reasons why the AABC didn't receive any CAIN grant monies this year. The letter was sent in mid July and no response has been received yet. Heather will talk to Ann Carroll and discuss the possibility of sending another letter.

5 Treasurer's Report

5.1 Upcoming Finance Committee Meeting

Jian Liu reported that a Finance Committee meeting is going to be held on Thursday, August 28. Member of this year's committee include Lara Wilson, Erwin Wodarczak, Carrie Stevenson, Karen Blimkie, Heather Gordon, and Chris Hives. Issues on the agenda include:

1. review of the current financial status
2. review of the March 31, 2003 audited statements
3. review of the Director's Insurance Policy (what to review, policy amount, who will do review)
4. AABC financial records - who and what will be kept
5. Use of the Reserve Funds - Jian would like to find a new young member for the committee who will have a

role in making finance decisions for the 2005-2006 budget and will later take over as Treasurer

5.2 July 2003 Financial Statements

Kathy Bossort has proposed that the budget format be adjusted so that it shows a breakdown of workshop fees for the EAS and Preservation programs (instead of one combined figure currently shown in the budget).

Action: Jian will look into adjusting the budget format to show a breakdown of workshop fees for the EAS and Preservation Programs.

6. Committee and Program Reports

6.1 Education

Erwin Wodarczak reported that Jane Turner has compiled "Guidelines for Application to Travel Subsidy Fund". These guidelines will be included with the Travel Subsidy form application and will be posted on the web. A copy of the guidelines is attached to these minutes.

Evelyn McLellan's conference workshop proposal was forwarded to both Jane Turner and Francis Mansbridge (will be working on the 2004 Conference). As Jane coordinates the workshops presented at the conference, she is the appropriate person to be in contact with Evelyn about workshop ideas.

Action: Erwin Wodarczak will ask Jane Turner to contact Evelyn McLellan regarding her workshop proposal.

6.2 Grants

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

6.3 Membership

Lisa Beitel reported that she submitted a proposal to Karen Blimkie requesting an advance of monies for major costs incurred by the Secretary, Newsletter and Membership Chairs. This would cover expenditures such as mailing the newsletter, AGM copying, and the membership directory mailout. Karen has approved Lisa's proposal and requested that guidelines be put in place. The Executive agreed with this request and will try this procedure for one year on a trial basis. Guidelines for the process include that monies must be requested from Karen one month in advance (via email) and all final receipts must be sent to Karen within 2 weeks of the receipt date in order to reconcile monies owed. The monetary advance will be based on an approximation of 2002 expenses.

Action: Lisa Beitel will draft guidelines for the advance of monies and submit it to Karen Blimkie for approval. Lisa will also liaise with the Newsletter and Membership Chairs and discuss the new procedure with them.

Lisa also reported that the Membership Committee is currently evaluating the Institutional Membership application submitted by St. Margaret's School. This is the first application received by the committee using the new "Sustainable Archives: Self-Study Guide for Institutional Membership". They are not ready to make a recommendation yet and have asked Jane Turner and Linda Wills to help them with the evaluation. Lisa has also offered to review the submission if they would like input from a member of the Executive.

Maintenance of the Membership database has become a bit problematic since Marnie Burnham has gone on maternity leave. Jana Buhlmann, her co-chair does not have MS Access software on her computer and must rely on Marnie to update the database from home, making it difficult to have an up-to-date membership list. Jana and Dovelie Buie (past Membership Chair) have proposed that a more practical solution would be to contract-out one person to maintain the database (approx 4-8 hours per month). This would ensure continuity of the membership records and alleviate the problem of when a committee member doesn't have the appropriate software. Christine Meutzner suggested that perhaps Karen Blimkie could do this since she is already maintaining other AABC databases. Karen's contract would have to be reviewed and if she is interested, additional negotiations to adjust

her contract would have to take place.

Action: Jian Liu will email Lara Wilson to get a copy of Karen Blimkie's job description.

6.4 Conference

Christine Meutzner reported that all conference records have been given to Lisa Beitel who is storing them at the Gulf of Georgia Cannery. Lisa will contact Francis Mansbridge and have the records sent to North Vancouver Museum and Archives. Archivists working in North Vancouver should be contacted to serve as committee members.

Action: Christine Meutzner will contact Francis Mansbridge and confirm if he is willing to be the Chair of the Local Arrangements Committee. She will also discuss with him possible committee members.

6.5 Internet

Christine Meutzner reported that she has talked to Heather Gordon about the means to obtain funds to replace our aging media servers. Christine has asked Bill Purver to prepare a breakdown of costs for new servers that can be incorporated into future grant proposals.

Christine has printed out the application forms for the Direct Access Program Grant (Gaming Commission Grant) and is confident that the AABC meets the eligibility requirements. Our application can be used to request money for technical equipment. The Finance Committee will have to be involved in the application process because we will need to submit a 2-year proposed budget and restructure some of our accounts.

Action: Lisa Beitel will forward Jian Liu and Erwin Wodarczak the Direct Access Program Grant documents so they can be discussed at the upcoming Finance meeting. Christine Meutzner will complete a draft copy of the application and work with the Finance Committee to get all required supporting documents.

6.6 Preservation

Siôn Romaine reported that he attended the July 4th committee meeting. Minutes from the meeting are attached. Committee members also suggested that workshop fees could be raised as they would reflect the quality of education and teaching that the workshops currently offer. The Committee will work on submitting a formal proposal to the Executive.

6.7 PAAL

Erwin Wodarczak reported that he attended the July 25th committee meeting. Four main items were discussed at the meeting:

1. Archives Week - Lara Wilson will see if there will be a formal proclamation for Archives Week; Laura Cheadle is following up with Peter Johnson on joint efforts with AMIA and the CBC; the PAAL Committee is working on a "How to Kit" for community archives so that they can do their own events in conjunction with Archives Week
2. CAIN Funding Cuts - PAAL is asking the Executive to endorse an article that will be posted on the main page of BCAUL that will inform users about CAIN cuts and encourage them to contact their MP's and MLA's. Lara Wilson is drafting the article and will submit it to Erwin Wodarczak for Executive approval.
3. Bill 38 - Lara Wilson and Richard Dancy are following up on the AABC response to Bill - 38 asking for further clarification of "business purposes" as written thus far in the Bill. Lara will also be setting up a meeting with Chris Norman and Sharon Plater
4. Fundraising - Barb Towell is keen on using her fundraising skills and will be working with Lara Wilson and Carrie Stevenson on ideas

6.8 Newsletter Editorial Board

Christine Meutzner has contacted Bob Edwards as Committee Liaison. After the Fall Issue we will no longer have a Technical Editor and after the Spring Issue next year, Bob's term as Editor is finished. In the next couple of months, we need to find someone who is interested in serving as the Editor and/or Technical Editor.

Action: Christine Meutzner will contact Bob Edwards and see if he is interested in serving as both Editor and Technical Editor for the upcoming newsletter issues.

6.9 Regional Representatives

Siôn Romaine reported that he received reports from Joan Cowan (Okanogan); Sister Margaret Cantwell (South Vancouver Island); Val Hughes (Central and North Vancouver Island); and Kitimat (BC Northwest). These reports are attached.

Siôn also reported that the Greater Vancouver region still does not have a representative. He will contact the other regional representatives and Vancouver institutions and inquire as to the strategies/ideas that can be used to break up the district into smaller, more manageable sub-districts.

Action: Siôn Romaine will contact the other regional representatives and Vancouver institutions discuss strategies that were/can be used to break up the Greater Vancouver district into sub-districts.

7. Other Business

7.1 Executive Travel Subsidy Budget

Erwin Wodarczak reported that Karen Blimkie has proposed that a \$100 limit per trip be exercised for Executive members when traveling to meetings (specifically Christine from Nanaimo and Siôn from Seattle). The Executive has agreed to this limit and will maintain conservative use of these funds over the next year in order to keep the Executive Travel Subsidy Budget within check.

Action: Erwin Wodarczak will follow this up with Christine Meutzner who was absent at this point of the meeting.

8. Adjournment

Erwin Wodarczak moved to adjourn the meeting. Lisa Beitel seconded. Motion carried. Meeting adjourned at 7:05 pm.

[Back to Table of Contents](#)

British Columbia Archival Network News

Archivist's Toolkit an International "Hit"

The AABC's online "Archivist's Toolkit" continues to be recognized and cited as a recommended resource on a number of international web sites. These include not only those of bodies such as the Academy of Certified Archivists and the American Library Association but also of national and state groups such as the National Register of Archives and Manuscripts (New Zealand), the State Library of Queensland (Australia), and the Council of State Historical Records Coordinators (United States). In addition, a variety of graduate schools in the United States, Australia and the United Kingdom list the "Toolkit" as an important resource, as do a number of local, state and provincial archival and library associations.

Here is a sample of what people have been saying:

"Professionals who are charged with starting archives should visit The Archivist's Toolkit. The functions of archival work - appraisal, arrangement, reference, automation, and preservation - are broken down, with links to Internet-based guides on each step. Case studies under Establishing an Archives is useful. This is another Canadian site that discusses archival principles in a universal fashion." -- The Library Journal (United States)

"The Archives Association of British Columbia hosts a web site called the "Archivist's Toolkit", that is an excellent resource for those working in small and medium-sized archives." -- Minnesota State Archives

The Archivist's Toolkit, provided by the Archives Association of British Columbia, offers resources, procedures, guidelines and forms for small institutions. Very handy site." -- New England Association of City and Town Clerks

The Archivist's Toolkit is a community resource and suggestions for new and improved listings are always welcome. Please forward such suggestions to the AABC at aabc@aabc.bc.ca. The "Toolkit" is accessible on the AABC web site at aabc.bc.ca/aabc/toolkit.html.

New and Notable on the Web

1. United Church BC Conference Archives - Online Finding Aids

The United Church of Canada British Columbia Conference Archives has now completed a major project to mount on the web finding aids for all congregational records of the United Church and its predecessors in BC. At present these are available in pdf format by direct link from BCAUL descriptions. To view an example, go directly to aabc.bc.ca/access/aabc/archbc/display/UCCBC-356 and click on the highlighted online finding aid url.

Stay tuned for more news about the United Church Archives upcoming web revision project and for information about the further exploits and thoughts of Bob Stewart and his sometimes-faithful companion, Archie the Wonder Dog.

2. Alberta InSight -- the Alberta Provincial Photograph Database

"Alberta InSight", the Archives Society of Alberta's provincial photograph database, has reached a major milestone with 10,000 images from 14 participating repositories now available online. The database, as an integrated part of the Archives Network of Alberta (ANA), has been made possible by generous funding from the Alberta provincial government.

You can check out this growing image database by going to the ANA home page at www.archivesalberta.org/general/database.htm.

British Columbia Archival Union List -- New Descriptions on the Database

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

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

British Columbia Archives:

Connaught Seamen's Institute fonds
Liquor Control Board fonds
Executive Council of British Columbia fonds
Cadboro Bay School District fonds
Craigflower School District fonds
Mission School District fonds
North Gabriola School District fonds
Osyoos School District fonds
South Gabriola School District fonds
South Saanich School District fonds
Yale School District fonds
Academic Council of British Columbia fonds
Canadian Scottish Regiment (Princess Mary's) fonds
16th Battalion (Canadian Scottish) fonds
Board of Steamboat Inspection fonds
Department of Customs and Inland Revenue fonds
Department of Indian Affairs and Northern Development fonds
Department of Transport fonds
Indian Advisory Committee fonds
Joint Reserve Commission fonds
Sooke School District fonds
Civil Service Commission fonds
Coal and Petroleum Control Board fonds
Environment and Land Use Committee Secretariat fonds
British Columbia Marketing Board fonds
Energy Board fonds
British Columbia Energy Commission fonds
Hospital Insurance Inquiry Board fonds
British Columbia Heritage Trust fonds

Post Office Dept. of the Colony of British Columbia fonds
Division of Vital Statistics fonds
Cranbrook Board of Commissioners of Police fonds
Williams Lake Council fonds

City of Burnaby Archives:

Legal Department fonds
Planning Department fonds

City of Richmond Archives:

Grauer expropriation litigation case collection
Duncan McDonald fonds
"Immigration and Identity" Latin American women's oral history project collection
Boy Scouts of Richmond fonds
Eric Rathborne fonds
Graham Elliston photograph collection
Mitchell School collection
Noel McConnell fonds
Richmond '79 Centennial Society fonds
Richmond Gateway Theatre fonds
Richmond General Hospital Society fonds
Richmond Swim Club fonds
Steveston Baptist Sunday School fonds
Steveston Community Society fonds

Langley Centennial Museum:

Len and Isabella Rowlatt fonds

Simon Fraser University Archives:

Ceremonies and Events Office fonds
School for the Contemporary Arts fonds
TeleLearning Network Inc. fonds
Office of Analytical Studies fonds
Faculty Council fonds
Office of the Registrar fonds

St. Paul's Hospital Archives:

School of Nursing fonds
Ethel M. Gable fonds

United Church of Canada British Columbia Conference Archives:

Edgar Memorial United Church (Klemtu, B.C.) fonds
Shady Creek United Church (Saanich, B.C.) fonds
Methodist Indian Mission (Chilliwack, B.C.) fonds
Kemano United Church fonds
St. Peter's and St. Paul's United Church (Gold River, B.C.) fonds
Pender Island United Church fonds
Pierce Memorial United Church (Port Essington, B.C.) fonds
Grace United Church (Port Simpson, B.C.) fonds
Fraser Valley Japanese United Church (Mission, B.C.) fonds

St. Andrew's United Church (Prince George, B.C.) fonds
Bridgeview United Church (Surrey, B.C.) fonds
Knox United Church (Slocan City, B.C.) fonds
Steveston United Church (Richmond, B.C.) fonds
Pierce Memorial United Church (Kispiox, B.C.) fonds
Hazelton Pastoral Charge fonds
South Hill United Church (Vancouver, B.C.) fonds
Riverview United Church (Vancouver, B.C.) fonds
St. George United Church (Vancouver, B.C.) fonds

University of British Columbia Archives:

Association of Administrative and Professional Staff fonds
Department of Economics fonds
Fisheries Centre fonds
Cole Harris fonds
Department of Health, Safety and Environment fonds
Sustainable Development Research Institute fonds
Angus family fonds
Faculty of Arts fonds
Charles B. Bourne fonds
Michael Bullock fonds
School of Family and Nutritional Sciences fonds
William E. Fredeman fonds
Philip G. Haddock fonds
Information Services fonds
Geoffrey Riddehough fonds
Department of Slavonic Studies fonds
Dorothy Blakey Smith fonds
UBC Librarians and Archivists Association fonds

University of Victoria Libraries Special Collections:

Douglas Goldring fonds
George Barker collection
T.S. Eliot collection
John Betjeman fonds

White Rock Museum and Archives:

White Rock Concerts Society fonds

Guide to Archival Repositories in British Columbia -- Recent Updates

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

1) University of British Columbia Museum of Anthropology Archives

New email address: archives@moa.ubc.ca
New web address: www.moa.ubc.ca/collections/archives.php

2) National Archives of Canada. Vancouver Office

New contact name: Jana Buhlmann

New email address: jbuhlmann@archives.ca

3) Anglican Provincial Synod of British Columbia and Yukon Archives

New email address: anglican-archives@vst.edu

4) Anglican Diocese of New Westminster Archives

New email address: anglican-archives@vst.edu

5) St. Paul's Hospital Archives

New contact name: Melanie Hardbattle , Archivist

New address: 348 Comox Building, St. Paul's Hospital, 1081 Burrard Street, Vancouver, B.C. V6Z 1Y6

New phone number: (604) 682-2344, loc. 62128

New email address: mhardbattle@providencehealth.bc.ca

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

6) Crofton House School Archives

New contact name: Deidre Brocklehurst , Archivist

7) Bulkley Valley Museum

New contact name: Wendi Croft , Archivist

8) City of Burnaby Archives

New contact name: Arilea Sill , Archivist

New hours of operation: Monday and Tuesday: by appointment only. Wednesday, Thursday and Friday: 1:00 pm to 4:00 pm

New holdings information: Total volume - 170 m ; Inclusive dates - 1892-2002 ; Predominant dates: 1911-1933, 1970-1999

9) Cowichan Valley Museum and Archives

New contact name: Priscilla Lowe , Curator/Manager

British Columbia Archival Network Service - Contact Information

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

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

[Back to Table of Contents](#)

AABC Newsletter

Volume 13 No. 4 Fall 2003

AABC Education and Advisory Service

Expect the Unexpected

When I first took on the position of Education and Advisory archivist, I had no idea what kind of questions I would be asked via e-mail, phone, and snail mail. Patti O'Byrne, the EAS archivist at the beginning of the year, had been inundated with IT questions; this, I must admit, was not a line of questioning I was looking forward to. However, I have found that the variety of enquiries is always a surprise and never dull, ranging from pink mould on architectural plans (quickly passed on to Rosaleen Hill, AABC conservator) to digitization of photographs.

I've been amazed at the number of new small archives springing up, a high percentage of which have the impetus of an anniversary to get them going. Dedicated volunteers have been inundated with historic photos after advertising in their club newspaper or they have embarked on an ambitious program of recording oral histories in time for a 75th or 100th anniversary. Of course, these inquiries always include an extra question about available funding. How I regret that I can't steer them to the old, now dry well of provincial funding for their start-up costs. It's difficult to advise that photographs be stored in archival standard material when the organization has no funding. Back to the bake sales, the garage sales, the plant sales. We've all done it.

Another question that arises constantly is the old one of "what do I keep and how do I decide?" When the question comes from Northern BC and I know it's impossible to pay the particular archives a visit, I resort to long e-mails with lots of examples, including references to the AABC web site. How I wish I could transport myself to help with the sorting. It's not only archival material that small repositories have to contend with. If a small institution is connected to a school, a sports club, or a local history group, donors will often donate artifacts along with their photos and records. With no viable museum nearby, the archives ends up storing them on the top shelf and wondering how they fit in.

Small archives often have to contend with a board of directors that is either willing to let them operate with little or no direction, or one that is insistent about coming in to check every day. Where is it written that boards never tread the middle ground? We all wish for one that would provide guidance at arm's length, yet be a willing listener to suggestions and a backup in a dispute. I have run into many board members that must have just purchased a digital camera and are very keen to digitize everything in sight. It's wonderful if they are willing to take the time and have the expertise to accomplish this chore, but sometimes it's hard to explain about photo descriptions being necessary, preferably first. Enthusiasm must be tempered with good archival practice.

Talk about unexpected or serendipity perhaps. The AABC Preservation Service is hosting 'Emergency and Disaster Preparedness for Cultural Institutions' on October 20 -21. With the recent rash of forest fires in B.C., haven't we all been thinking of what we would grab first if fire threatened the archives? I'm sure Chase, Kelowna, Barriere, Lytton, and Penticton had a few moments where they wished they had taken such a course. If you haven't seriously thought about what you would save first, do so now and sign up for a course on emergency planning.

As most of you know, the Education and Advisory Service has launched a distance education course "Introduction to Archival Practice" using the ANLA (Association of Newfoundland and Labrador Archives) binder as a reference book. Imagine my surprise when the first registrant turns out to be from Newfoundland! Unexpected indeed.

May the remainder of the year provide more of the unexpected - it makes opening up those e-mails and letters such a pleasant task.

Linda Wills
AABC Education and Advisory Archivist

[Back to Table of Contents](#)

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AABC Newsletter

Volume 13 No. 4 Fall 2003

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[Back to Table of Contents](#)

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[Back to Table of Contents](#)