

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.

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

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**Celebrating Ten Years of Regional Access in the Vancouver Office
of the National Archives of Canada**

2002 marked the tenth anniversary of on-site services in the Vancouver Office of the Government Records Branch of the National Archives of Canada. This regional arm of the National Archives is a very different place than it was in July of 1992, when the first two regional archivists were hired. That summer, Jay Gilbert and Heather MacNeil took on the ominous task of charting unknown regional archival territory, with the establishment of the Vancouver Pilot Project. Their goal was to acquire, select, control, and provide access to government records transferred from the offices of federal departments in British Columbia and the Yukon. Rather than sending records to Ottawa at the time of their disposition, the National Archives had begun (in 1984) to retain archival material on-site within Federal Records Centres in Halifax, Winnipeg, Edmonton, and Vancouver.

What has come to be known as the Regional Records Program was an inevitable extension of the National Archives' commitment to provide equitable access to regional records, which has its origins in a 1987 Senior Management Committee statement:

Regional government archival records produced in the regions and relating to those regions will, in general, remain in the regions, under the control of the National Archives.

Vancouver was chosen as the site of the Pilot Project because of the pivotal role that regional records originating from the Department of Indian Affairs had begun to play in the land claims process in British Columbia.

Prior to the establishment of the Vancouver Pilot Project, the National Archives managed accumulating regional archival holdings through coordinated trips to Vancouver. Small troupes of archivists would descend upon the Federal Records Centre to spend a few hectic days - sleeves rolled up - processing accessions that had been transferred to the custody of the National Archives since the previous trip. The pace of the work afforded little opportunity to pause and peer above the boxes.

When Ottawa archivists weren't visiting, Federal Records Centre staff were largely responsible for the physical control of regional archival material in Vancouver. The establishment of the Pilot Project allowed the National Archives to go beyond the provision of basic records control and facilitate on-site access. In the early days, as the research community was just beginning to discover the regional holdings in Vancouver, reference activity was intermittent. Consequently, the regional archivists were able to tour federal offices throughout the province of British Columbia and solidify relationships with various regional programs. The records of Royal Roads Military College, Shaughnessy Veterans Hospital, and New Westminster Penitentiary are just a few examples of acquisitions that have benefited from the presence of regional archivists in Vancouver. In addition, regional offices that had previously been reluctant to transfer records to Ottawa were reassured by the knowledge that their archival record would remain in British Columbia and therefore be more readily accessible.

Reference demand for the records held by the now Vancouver Office has grown considerably since 1992. While Jay and Heather only saw a small handful of researchers each month, people are now filling the reference room on a daily basis. Marnie Burnham and Jana Buhlmann, the current regional archivists in Vancouver, advise researchers to book appointments two weeks in advance. The practice of booking appointments is unique to the Regional Records Program and reflects both the limited size of regional reference rooms and the sensitive nature of the research that is conducted.

Essentially, the Vancouver Office now functions as a miniature version of the National Archives. Regional archivists wear many hats, working with federal departments to appraise regional records, and with staff in the Federal Records Centre to facilitate the transfer of records to National Archives custody. They accession and do descriptive work to improve the accessibility of records in Vancouver. They facilitate all components of the research process, responding to reference questions, conducting informal file review as required by the *Access to Information* and *Privacy Acts*, physically retrieving requested records, and assisting on-site researchers. In many ways, the activities of the Vancouver Office of the National Archives are similar to small community archives across the Province.

The land claims process that initiated the Pilot Project continues to play an active role in research conducted at the Vancouver Office. Researchers representative of all parties in the treaty negotiation process consult the archival record of the Department of Indian Affairs. In addition, the Vancouver Office holdings have become a focus for research pertaining to the resolution of the Indian Residential Schools issue. Records of departments such as Fisheries and Oceans, Transport Canada, Canadian Forestry Service, the Vancouver Port Authority, and National Defence are also used regularly, reflecting the growing diversity of the research community with access to regional holdings in Vancouver.

As the regional record in Vancouver grows - and research demand along with it - the Vancouver Office of the National Archives continues to make efforts to increase the accessibility of its holdings. Recent renovations have resulted in an expanded reference space. Future changes to the National Archives' website will afford researchers new opportunities to gain access to information regarding regional holdings, prior to visiting the Vancouver Office. It's going to be an exciting second decade!

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Kent Haworth

On January 31 the Archival Community in Canada and around the world lost one of its leading lights when Kent Haworth passed away. It's impossible to improve on the tribute, to Kent's contribution to Archival Science and to the Association of Canadian Archivists (ACA) that Marion Beyea gave at the ACA 2002 Conference, When Kent was awarded the first ever ACA Membership Recognition Award. The text of Marion's excellent message was printed in the September 2002 ACA BULLETIN and is available on the ACA website.

For many Kent will always be associated with the development of the Canadian Rules for Archival Description (RAD) and for his work on international descriptive standards. However Kent's legacy does not end there. He was a involved with all aspects of our profession. All who shared a meal, a drink, or a simple conversation with Kent will remember him as a gracious host, a stimulating thinker and researcher, a passionate believer in the archival mission. But not only could he generate an interesting and entertaining conversation he was a fun person as well--a wonder on the dance floor at ACA closing events. Time spent with Kent was never wasted. Kent will be missed by Archivists around the world. The ACA extends its condolences to Kent's family, his friends, and to his many colleagues.

As a great professional archivist, archival manager, archival researcher, human being and supporter of the Association of Canadian Archivists (ACA) since its inception, it is only fitting that the ACA establish the Kent Haworth Memorial Fund in support of archival education, scholarship and research. Kent's friends, colleagues and acquaintances are invited to make a contribution to the Fund by sending their cheques or money order made payable to the

Canadian Council of Archives
395 Wellington Street
Ottawa, Ontario
Canada K1A 0N3

For Canadians, tax-deductible Receipts will be issued.

As many of you are aware, there will be a Memorial Service to be held at York University on 20 March 2003 which will be followed by a Symposium to be held in his name at the University of Toronto on 21 March 2003. The ACA will be publishing the results of the Symposium. Proceeds from the sale of the publication will go to the Kent Haworth Memorial Fund.

[Bryan Corbett, President, Association of Canadian Archivists]

* * *

Today, the flag at the British Columbia Archives is draped in the black mourning silk as we remember and celebrate the life of an extraordinary archivist, Kent Haworth. For nearly thirty years, Kent has been in the forefront of developments in Canadian archives. First in British Columbia, then Ontario and Nova Scotia, he led the introduction and development of national archival standards. In our own public service, he was one of the pioneers in developing

special media archives and was the first director for records management within the BC government.

His hyper-activity, constant drive and boundless energy in his pursuit of archival challenges are legend within our profession. For all of us, his passing is a loss; for those within his archival generation, his passing is the fading of the brightest star in a magnificent constellation.

For us, we have lost a native son. A native son who left our province in 1986 to pursue career opportunities in the east, he never forgot his archival roots here at the BC Archives.

He will be missed.

[Gary A. Mitchell, Director, British Columbia Archives]

* * *

We are very sad to have to report that Kent Haworth died peacefully at home in Toronto (Canada) on Friday, January 31st 2003.

Kent's passing is a very great loss to our profession. In particular his contributions to Canadian and international descriptive standards efforts were immense. He was one of the chief architects of the Canadian Rules for Archival Description (RAD) and, as a member of the ICA Committee on Descriptive Standards a key player in the development of the International Standard for Archival Description - ISAD(G) and the International Standard Archival Authority Record (ISAAR-CPF).

Since the Seville Congress in 2000 and until last year he was Secretary of the ICA Committee on Descriptive Standards, a position that he reluctantly relinquished as a result of his illness.

He was also York University Archivist in Toronto for many years. A native of British Columbia, he was one of the pioneers in developing special media archives and was the first director for records management within the BC government.

We shall greatly miss his energy, sharp mind and humour.

[Annick Carteret, International Council of Archives]

* * *

Dear Canadian colleagues The sad and untimely death of Kent Haworth is a very great loss to our profession. In particular his contributions to Canadian and international descriptive standards efforts were immense. He was one of the chief architects of the Canadian Rules for Archival Description (RAD) and, as a member of the ICA Committee on Descriptive Standards a key player in the development of the International Standard for Archival Description - ISAD(G) and the International Standard Archival Authority Record (ISAAR-CPF).

From the Seville Congress in 2000 until last year he was Secretary of the the ICA Committee on Descriptive Standards, a position that he reluctantly relinquished as a result of his illness. He was also York University Archivist in Toronto for many years. A native of British Columbia, he was one of the pioneers in developing special media archives and was the first director for records management within the BC government.

The past and present members of the ICA Committee on Descriptive Standards would like to communicate to the Canadian archival community how much we value Kent's contributions to our work over many years and how much we will miss him as a colleague and as a friend. He was a wonderful ambassador for your country and our profession. It is our intention to dedicate the second edition of ISAAR-CPF, which is currently being revised, to Kent when it is published by the ICA next year. As Kent was a great lover of fine wine, the CDS members will set aside a particularly fine Australian vintage to toast Kent when we meet in Canberra in October. We shall greatly miss his sharp mind, enormous energy, love of life and subversive humour.

[Adrian Cunningham, Secretary, ICA Committee on Descriptive Standards]

* * *

Dear Colleagues:

To honour Kent's memory, York University is establishing a fellowship that will be awarded annually to a doctoral student from any discipline and from anywhere in the world whose intent is to use the archival holdings of York University in their research. Contributions from the archival community are welcome. Our goal is to raise a minimum of \$25,000. Further details will be available at the memorial service on March 20th or you may contact Jim Allen at the York University Foundation for immediate information on how to make a donation. Jim can be reached at jimallen@yorkfoundation.yorku.ca or 416-650-8013.

[Suzanne Dubeau, Archivist, York University]

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The City of Surrey Archives and Surrey Museum - Disaster Response Workshop Proposal

The City of Surrey Archives and Surrey Museum propose to offer a two-day Disaster Response workshop on either July 11-12 or July 18-19, 2003, if sufficient interest is shown to justify commitment. Fraser/Spafford Ricci Art & Archival Conservation Inc., who recently gave a very successful workshop for the AABC's Fraser Valley Regional Group, will lead the Workshop. Participation will be limited to 30. Cost per participant, including lunch, will be \$150 + GST.

The two-day format provides for an overview of disaster preparedness on the first day, including a disaster case study (The Royal Saskatchewan Museum fire), the prevention & recovery planning process, how to respond to a disaster, procedures for salvage and recovery from water and fire damage, and how to work as a disaster recovery team.

Day two will take the form of a mock disaster, allowing participants to experience the discovery of a problem, group response, the formulation of an action plan, assignment of roles, work space set-up, and the application of salvage, recovery & stabilization techniques.

The workshop is aimed primarily at those responsible for collections, and it is hoped that participants will become disaster recovery resources both for their own and neighbouring institutions.

Please notify interest to pnjohnson@city.surrey.bc.ca, with preference for dates, by April 30. If sufficient interest is shown, responding institutions will be asked to make a firm commitment in May. Lack of interest will be notified to the list as a whole.

Peter Johnson
City of Surrey Archives
6022 176th Street
Surrey, B.C.
V3S 4E8

Tel: 604-502-6459
Fax: 604-502-6457
pnjohnson@city.surrey.bc.ca

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The Terry Reksten Memorial Fund

The Terry Reksten Memorial Fund

Founded in honour of the late Terry Reksten, well known British Columbia historian, the Fund annually offers an award of \$500 to a Community Archives in British Columbia to assist in acquiring, preserving, indexing, or disseminating information on the archival documentary heritage of British Columbia in the broadest sense of the word. The award is administered by The Friends of the British Columbia Archives.

Eligibility Criteria are:

1. The Archives must be open to the public 8 hours a week or more;
2. The Archives shall have three or fewer paid employees;
3. No Archive is eligible to receive moneys from the fund in two consecutive years.

The winner for 2002 was the Aldergrove Heritage Society. Their project was to "sort, identify, and scan original photographs from the Aldergrove Star fonds, so as provide public accessibility."

Applications for the 2003 grant will be received until June 30th. Please outline your project/need in not more than half a page, and provide details of eligibility. Applications are to be submitted to

The Friends of the British Columbia Archives – Grant Committee
c/o P.O. Box 9419 Stn. Prov. Government
Victoria, B.C.
V8W 9V1

or by e-mail to: ragreene@telus.net

The winner will be chosen and announced in September.

The successful applicant will be required to provide notification on completion of the project, and if possible, a short report for the Friends of the BC Archives Newsletter.

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Report on the meeting of the AABC members of the Greater Vancouver Region

Submitted by Lynne Waller, Archivist, City of Richmond Archives

March 4, 2003, a small band of Greater Vancouver area archivists met at the City of Richmond Archives to discuss a new life for the regional group, which has been dormant for some years. The small number attending was disappointing. However, there was a determination to try again, with a social event in late summer or early fall at another facility in Greater Vancouver. Details will be posted on the AABC website when they are available.

The Terms of Reference for AABC Regional Representatives assume a community of interest within regions. That may be difficult to achieve in this area, which includes institutions and individuals in Powell River, Whistler, Sechelt, Surrey, White Rock, Coquitlam, Port Moody, West and North Vancouver, and the rest of the GVRD. Thematically, we range from convents and religious archives, to universities, municipalities, and archives associated with museums.

There are also very many members in the region: 46 individual members, 32 institutional members, 29 student volunteers, and 22 in the sustaining, life, and associate categories. This is a large chunk of the entire AABC membership. Because of the numbers, more than 120, it is not practical for a Regional Representative to survey members for their thoughts on issues of interest to the Association.

We discussed ideas that included further geographical or thematic splits in the region. Part of the discussion was about the executive of the AABC acting as a regional entity for archives in this area. The majority of the executive is usually drawn from Greater Vancouver archives, as it has been this term.

Because there were few of us at the meeting, no conclusions were reached, just a number of topics introduced for possible further examination. Of course, there was the pleasure of being in the room with other archivists in a non-work situation, and having a bit of time to talk about our projects and the issues of the day. I still think that some efforts at communication are better than none. It is just a challenge for AABC members in the Greater Vancouver region to find a way to connect.

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Regional Group Announcements

South Vancouver Island Region

RED ALERT

The date for the June meeting of the South Vancouver Island Region group is:

Wednesday, June 11.

The minutes sent out after the March meeting had part of the date missing. Please check your calendars so that you have the right date. The meeting will be at

Guide House
938 Mason St., Victoria

Rosalie Frampton has graciously looked into parking for the members. There is place at Guide House. Additional space is available in nearby St. John's Church parking lot.

Theme for the June SVIGR Meeting: As "Be Prepared" comes to mind when Scouts or Guides are mentioned, the theme for the June meeting will be Disaster Planning. The agenda is not yet firmed up, but there will be a presentation, discussion, and a sharing of ways and means YOU have contrived in order--on a limited budget--to safeguard your archives. City of Victoria Archives will be involved.

ABC Annual Meeting and AGM: As neither Mickey King nor I can be at the AABC Conference in Nanaimo, we will be "hungry" to know about any facts, ideas, discussions, decisions, challenges, opinions, information, etc. that enriched YOU while you were there. Help us "taste" it at the June meeting. We will all gain added weight!

Margaret Cantwell, S.S.A.
Chair, South Vancouver Island Region

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News Notes

ACT-Cinimage Group Donates Media Server Licence

By Heather Gordon, Chair, AABC Internet Committee

The ACT-Cinimage Group, the Vancouver-based supplier of the software used by the AABC for the BC Archival Union List and the Canadian North West Archival

Network, has generously donated to the Association a network licence for use of the Cinimage media server application.

The new media software will be established on the AABC's servers and integrated with the present BCAUL and BC Repository files. It is entirely web-based, and will allow institutions to load image files and add/update descriptions online through secure owner-editor accounts.

The AABC Internet Committee will soon be meeting to plan a prototype, thematic-based use of the new image software package. The Committee expects that the software will also be used in conjunction with the proposed 2003-2004 province-wide CAIN project, should federal government funding for that project be approved.

AABC Event Calendar On the Web

By Heather Gordon, Chair, AABC Internet Committee

The AABC has recently added an Event Calendar to its web site, providing archival and other institutions with an online forum for listing upcoming events of interest to archivists in the province.

Those wishing to submit event listings can do so by sending an e-mail message to the AABC at aabc@aabc.bc.ca.

The AABC Event Calendar is accessible by link from the AABC home page at aabc.bc.ca/aabc/ or directly at aabc.bc.ca/aabc/eventcalendar.html.

Announcement of New Education Archivist

Submitted by Jane Turner, Chair, AABC Education Committee

Dear Colleagues,

I am pleased to announce that the AABC has appointed Linda Wills as the new Education Archivist from 1 April 2003 to 31 March 2004. During her appointment, Linda will be working for the AABC for 14 hours per week.

Linda brings to the position dedication and enthusiasm for the work, a sound knowledge of archival practice and the needs of B.C. communities, and years of experience on the AABC Executive, Education Committee, and as Regional Representative for the Okanagan Region. The Education Committee is honoured to welcome Linda to this position, to

which she is so well suited.

Patti O'Byrne has served the Association well as Education Archivist from January to March of this year, but has decided that she would prefer to work directly with the records in community archives. The AABC will continue to benefit from her expertise, as she has agreed to teach courses for us as needed.

As of April 1st, Linda can be contacted by phone at the Greater Vernon Museum and Archives, Monday to Friday, 9:00 a.m. to 5:00 p.m., by her AABC email address, or by post at her home address. She will respond to phone calls during office hours, and will reply to email during evenings and weekends.

Contact information:

Email: Linda Wills lwills@aacbc.ca

Phone: 250.542.3142 (Greater Vernon Museum and Archives)

Fax: 250.542.5358 (Greater Vernon Museum and Archives)

Address: Linda Wills, AABC Education Archivist

P.O. Box 1357 Vernon, B.C. V1T 6N7

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President's Report

It has been yet another busy year for the AABC. While facing many challenges, the 2002/03 Executive can claim some successes, including Archives Week; provincial government consultation on Private Sector Privacy Legislation; implementation of the Study Guide for Institutional Membership; continuing provision of AABC services; and advanced workshop offerings.

After-effects of the provincial funding cut

The provincial government's elimination of the Community Archives Assistance Program (CAAP) and the Community Archives Advisory and Training Program (CAAT) in 2001 significantly reduced the amount of funds available to support our services, and to support community archives projects. Without provincial funding, AABC is more reliant on our own reserves, and on the federal funding available from the Department of Canadian Heritage through the Canadian Council of Archives.

As well as doing as much as we can with our federal monies, the AABC will be looking for emerging opportunities for renewed grant programmes or strategic partnerships with heritage and private sector organizations.

BC Archives and the new Royal British Columbia Museum Crown Trust

As you all know, at the Open Cabinet meeting on November 22, 2002, the Provincial Government announced that the Royal British Columbia Museum would become a crown corporation, and that BC Archives, along with the Museum, Netherlands Carillon, and Helmcken House (the "cultural precinct") would become part of the new RBCM Crown Trust. This announcement – with its implication that the government's integrated archives and records management programme would be dismantled -- took the archives community by surprise.

On February 17, 2003, the government announced the introduction of legislation creating the Crown Trust. The AABC hopes that the Ministry of Management Services will continue to fully support the provincial records management programme, and that the Museum will provide the BC Archives with the necessary resources it needs to carry out its mandate and functions.

Public Awareness, Advocacy and Archives Legislation

AABC has continued to be involved in the consultation process on the drafting of BC private sector privacy legislation. On April 4, 2003, Richard Dancy (of PAAL) and I met with Sharon Plater of the Corporate Privacy and Information Access Branch (CPIAB). We discussed the draft Private Sector Privacy Legislation, and changes to the Document Disposal Act. We thank CPIAB for involving the AABC in this consultation, and the PAAL Committee will continue to bring your concerns to these discussions, and inform membership and the Executive regarding progress on this front.

Planning for the future

This year, the effects of the AABC's reduced financial situation were

made evident at grant-writing and adjudication time, renewing the Executive's need to consider the services offered to members. We decided to begin a consultation, and this included a Strategic Planning Workshop attended by the Executive, Committee Chairs, and Regional Reps. The workshop was held March 29 at the Delta Museum and Archives, and it was a very productive day. Our facilitator was Jamie Chicanot of ADR Education (www.adrededucation.ca/index.html)



Participants shared their interests concerning the organization as a whole. These interests included:

- Desire for transparent and proactive decision making
- Need for enhanced communication among regional reps (and organization as a whole)
- Fear of current financial conditions and future uncertainty (desire to retain safety net)
- Desire to retain "health" of the organization (concern about volunteer "burnout")
- Hope to access and identify other funding sources (need for creative efforts in this regard)
- Concern about membership relations (conflict) if tough decisions have to be made by future Executive(s)
- Concern about loss of program "sophistication"
- Desire to promote the organization and increase exposure and awareness of its programs
- Hope to maintain organizational continuity

We worked hard to discuss and agree upon guiding principles (inclusiveness, accountability, self-sustainability) and evaluation criteria that would assist the Executive Committee in their role as decision-makers. The principles identified included:

- A desire to build an archival community that promotes enhanced cooperation, collaboration and communication
- A hope to maximize the use of volunteers and thereby minimize paid expenditures for external expertise
- A desire to promote professional development and encourage a "self-sustaining" model of service delivery
- A need to maximize regional efficiency in service delivery
- A desire to promote a "service balance" (individual and institutional)
- A need to get the *biggest bang for the buck*, which can be measured in various ways. These include:
 - Numbers served
 - Balanced service delivery
 - Regional balance (geographic representation)
 - Degree of sustainability
 - Facilitation of access
- Grant application approval success

At this meeting we also had on-hand the results of an institutional member survey. The results were very informative - thank you to those members who completed the survey. The new Executive will be distributing it to associate institutional members shortly, and results will be published in the Newsletter. If you have any questions about the survey, please contact Kathy Bossort, AABC Institutional Member-at-Large (kbossort@dccnet.com). Also, please do not hesitate to contact the Executive or your regional rep if you have thoughts or concerns regarding our Association.

Again, many thanks to the participants, our facilitator, and our hosts - the Delta Museum and Archives.

My appreciation

As many of you know, I began my involvement with the AABC Executive Committee rather suddenly when I accepted the position of Acting Vice-President in February 2002.

In the process of dealing with budgets (and budget cuts), programmes, grants, legislation, public awareness, and strategic planning, I have learned a tremendous amount about our Association. To our volunteers and members, you are the AABC's lifeblood; your hard work and input are necessary to keep the AABC vital in our work to preserve the province's documentary heritage. I encourage you to stay involved and let your voices be heard.

Many thanks to our contractors Rosaleen Hill, Patti O’Byrne, Bill Purver, and Karen Blimkie; to our all our programme committee chairs Heather Gordon (ANS), Jane Turner (EAS), and Dorothy Lawson (BCAPS); to outgoing Executive members Christine O’Donnell and Carrie Stevenson; and to the other committees, including outgoing chairs Dovelie Buie (Membership) and Peter Johnson (PAAL) for their outstanding service to the membership and Executive. To the rest of the Executive – Erwin Wodarzcak, Erica Hernandez, and Kathy Bossort – thank you for your support over the last year. A special word of appreciation also to conference chairs Christine Meutzner and Lisa Beitel, and to their committee members; organizing a conference is no mean feat! (Like herding cats?) Thank you for taking it on. And last but not least, thanks to Leslie Field and Robert Edwards for their work on the newsletter.

Best wishes to all (including the new Executive)!

Lara

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Executive Minutes

AABC Executive Committee Meeting Minutes: 11 January 2003

Executive of the Archives Association of British Columbia
Location: Room #830 Main Library, UBC - Vancouver, B.C.

Present:

Lara Wilson, President
Kathy Bossort, Institutional Member-at-large
Erica Hernández, Secretary
Carrie Eirene Stevenson, Treasurer

Regrets:

Christine O'Donnell, Individual Member-At-Large
Erwin Wodarczak, Vice President

1. Approval of Agenda: Approved

Lara Wilson called the meeting to order at 10:46 am.

2. Approval of Minutes of 7 December 2002 Executive Meeting: Approved

3. Business Arising

3.1 Outstanding Issues

Gaming Application

CAIN funding

Lara Wilson corresponded with Fred Farrell from CCA, and reports that the long awaited CCA advocacy letter to the Federal Government regarding CAIN funding cuts has not yet been done. It was hoped that this letter would serve to inform the AABC in its own penned response. Such assistance has been provided by ACA President Bryan Corbett, who provided Lara with copy of the ACA letter concerning CAIN funding cuts.

Action: Lara Wilson to contact the archival associations of Manitoba, Alberta and Ontario regarding any letters they may have drafted on the importance of CAIN funding and their concern over funding cuts.

BC Archives - RBCM Amalgamation

On behalf of the AABC, Lara Wilson wrote a letter in response to this sudden merger, and sent it off on

December 23, 2002. After much discussion, the Executive decided that in order to properly gage the impact of the situation, the AABC should contact the BCMA, the BCGS, the BCHF, and the Friends of the BC Archives.

3.2 Secretary's Report

Carrie Stevenson informed the Executive that the son of Chief Ron Ignace, Skeetchestn, and President of the Secwepemc Cultural Education Society of Kamloops passed away suddenly in December.

Action: Lara Wilson to send Chief Ignace condolences on behalf of the AABC.

4. President's Report

Website Donation Form

Lara Wilson suggested that the write-up on the donation form currently posted on the AABC website should be re-written to generalize the wording. This effort would ensure its availability to anyone, not just AABC members.

Action: Erica Hernández to ask the Membership Committee to look at rewording this section.

Submission to the ACA Bulletin

It was suggested that the AABC submit its letter regarding the Royal British Columbia Museum Trust to the ACA Bulletin.

Action: Lara Wilson will forward offer this letter for submission.

BC Heritage Week

The BC Heritage Society's annual Heritage Week will be held February 17-23, 2003.

Action: Lara Wilson to ask Erwin Wodarczak to request an electronic announcement of this event from the BCHS, in order to post it on the AABC website.

Letter re: Heritage Resource Centre

The Executive was in favor of sending a letter regarding the upcoming closure of the Heritage Resource Centre. The Heritage Resource Centre (in the Ministry of Community, Aboriginal and Women's Services, as part of the Heritage Branch) is a government library, which holds the permit reports and other research reports about archaeological, heritage and traditional use sites in BC. These reports are used by First Nations researchers, archaeologists and resource managers and are part of the government's legal records about heritage sites.

Action: Lara Wilson to ask Erwin Wodarczak to draft a letter regarding this closure to the CAWS Minister George Abbott, and The Honourable Stan Hagen Minister of Sustainable Resource Management. This letter will then be copied to the Union of B.C. Indian Chiefs.

5. Treasurer's Report

5.1 Financial Statements

Carrie Stevenson submitted financial statements for November 2002. December's statements will be forwarded to the Executive as soon as they are ready.

5.2 Travel Subsidy

Carrie Stevenson recommended that the Travel Subsidy form be revamped in order to encourage attendees to apply, and to submit economical applications. The Treasurer would like to ensure these guidelines are clearly stated and sent with any outgoing Conference package.

5.3 Conference Speaker Fees

Carrie Stevenson also stressed the need to ensure session speaker fees are confirmed in writing prior to conference. It was also suggested that all session technical requirements be established before the conference

begins.

5.4 CCA Reimbursement

Lara Wilson has established the amount of money, which must be returned to the CCA. Karen Blimkie will cut a reimbursement cheque in this amount and submit it to the CCA.

5.5 2003/04 Budget

Carrie Stevenson informed the Executive that the 2003/2004 budget needed to be drafted in February. She then requested that any budgetary suggestions be sent to her by the end of January in preparation for February's Executive meeting.

5.6 Grant Budget Analysis

Lara Wilson presented the grant budget analysis compiled by Karen Blimkie. This analysis will be discussed in detail at the next Executive meeting along with time budget planning for the next fiscal year.

6. Committee and Program Reports

6.1 Education

New Appointment

Lara Wilson announced the appointment of Patti O'Byrne to the position of Education and Advisory Contractor Archivist. Ms. O'Byrne's contract runs Jan. 13 to March 31, 2003 and among her first tasks will be the finalization of the distance education program.

Workshop Subscription

Lara Wilson informed the Executive that the "Photographic Copyright" workshop is now fully subscribed.

6.2 Grants

Adjudication of CCA Control of Holdings Application

Kathy Bossort presented the adjudication results of 2003 CCA Control of Holdings applications. Deliberations were held at the Delta Museum and Archives on Jan. 6, 2003. Applications numbered 21 for a total funding request of \$135,196.28. From these numbers it was obvious that the Control of Holdings monies were oversubscribed this year and as most of the applications received were very good it was very difficult to make decisions. With only \$37,051.40 in CCA funds available, several institutions were asked to decrease the amount of funds being requested, and as a result 10 applications were accepted.

Mandate Extension

The Grants Committee is set to meet in early May to discuss membership drives. As well the Committee also needs to discuss the potential of enlarging its mandate to include general fund research.

6.3 Membership

AABC Membership Update

Dovelle Buie's report presented by Erica Hernández. Membership statistics are up slightly from Decembers report, however they are still lower than the previous year.

Chairship Succession

The Membership Committee is wondering if the Executive has discussed chairship succession. The Executive is to discuss new prospects for next year's chairship positions in Feb. Executive members were asked to create their own list of candidates.

Action: Lara Wilson to email a list of all available positions to the Executive for their consideration.

6.4 Conference Program

Conference Program

Lara Wilson presented Lisa Beitel's report on local arrangements and conference programming. Lisa Beitel has contacted Karen Blimkie regarding the new registration procedure for the Conference. As agreed at the last executive meeting, registrations will be mailed directly to Nanaimo Community Archives, allowing us to save on postal costs and cut-down on the number of people handling the registration forms and cheques, thereby also saving time. Christine Meutzner will set up a registration database and will take care of the corresponding registration paperwork. Once this is done, the cheques will then be forwarded to Karen for deposit in the appropriate AABC accounts.

The announcement for the 2003 conference, along with a call for papers and a preliminary program, has been issued. The deadline for submitting papers is January 15.

The Honourable Iona Campagnolo, Lieutenant-Governor of British Columbia

Lara Wilson informed the Executive that an RSVP has not yet been received from the Lieutenant-Governor's office.

Action: Lara Wilson to contact the Lieutenant-Governor's office to establish her attendance at this years conference.

6.5 Internet

CAIN Applications

CAIN applications are still being reviewed by CCA, which requested further information regarding some parts of the application. Heather Gordon consulted with the rest of the Committee, and drafted and forwarded a response to CCA.

Archives Marketplace

Heather Gordon and Bill Purver have re-drafted the web-advertising letter for the Archives Marketplace, and that will be sent next week. Heather is also ready to begin soliciting help to draft a BCANS business plan, beginning in late January or February.

6.6 Preservation

No report at this time.

6.7 PAAL

Planned Giving Proposal

Barb Towell asked the Executive to consider her suggestion for the development of a planned giving strategy. Ms. Towell noted that given the recent cuts to the AABC's operational budget, and the fact that the AABC has charity status, the Association can, and should, look for new funding sources in an organized and comprehensive manner. As part of her Advocacy Committee duties for the next year, Ms. Towell proposed that she could begin research and study into a Planned Giving Program, which would emphasize the AABC's educational and non-profit status. She also suggested using the AABC Newsletter and the Webpage as an integral part of the consistent promotion of this proposed program. The development of this strategy would take the form of two stages:

Stage One: Research and Study into Program feasibility. At the end of this stage, Ms. Towell would present the Executive with a report of her findings.

Stage Two: The Executive would consider the report, and recommend implementation or revision.

To begin this endeavor, Ms. Towell requires the purchase of at least one reference book on planned giving. The Executive was in favor of Ms. Towell's proposal for the development of a Planned Giving Program and is grateful to Barb Towell for the offer of her time towards this project.

Action: Lara Wilson moves to support the purchase of the requested book. Kathy Bossort seconded. Motion passed.

Archives Week - CBC Vancouver

Peter Johnson has received word from Geoff Wong of CBC Vancouver expressing his interest in Archives Week. This interest includes the potential of teaming up with CBC Vancouver in the production of a 50th anniversary CBC program, and promotion for Archives Week 2003. The Executive is very supportive of this potential.

Action: Lara Wilson to contact new chair to request that PAAL begin planning for this event.

Archives Week - AMIA

The Association of Moving Image Archivists is having its annual international conference in Vancouver the same time as Archives Week 2003. The Executive decided that the AABC should perhaps gear this year's Archives Week theme towards this conference.

Action: Lara Wilson to contact Peter Johnson and PAAL regarding this theme development.

6.8 Newsletter Editorial Board

Newsletter Editor Bob Edwards has sent all newsletter documents to Leslie Field for first mockup. Once complete, it will be submitted for the President's review.

7. Other Business

AABC Regional Representatives

The Executive was unclear as to what the Terms of Reference were for the Regional Representatives.

Action: Lara Wilson to ask Jane Turner to outline the existing Terms of Reference for the Regional Representatives.

Strategic Planning Session

Kathy Bossort informed the Executive that the date for the Strategic Planning Session has been confirmed as March 29, 2003 at the Delta Museum and Archives Board Room. Session attendees will consist of Regional Representatives and Committee Chairs.

Regional Representatives should be encouraged to hold meetings prior to this Strategic Planning Session in order bring their regional opinions to the forum. As well, they should be asked to encourage the AABC members within their regions to fill out the pending survey.

Session topics to include:

1. Future direction of the functions and services of the AABC
2. Future role of Regional Representatives and their participation in the dissemination of archival information to community members. (TOR changes, institutional standards)
3. Effective means of ensuring communication between members, within committees and between committees.

Membership Survey

The Executive determined the need to survey AABC institutional and associate institutional members regarding the future direction of programs and services. Survey to be mailed to Carrie Stevenson at her home where she will tally the results. The survey format will consist of yes and no questions, ratings from 1-5, some room for comments, and will be a length of no more than 3 pages.

Action: Erica Hernández to prepare a draft survey for Executive review.

8. Adjournment

Lara Wilson moved to adjourn the meeting. Erica Hernández seconded. Motion carried. Meeting was adjourned at 2:07pm

Next Executive Meeting:

Date: Saturday February 22, 2003

Time: 10:00 am

Location: Room #830, UBC Main Library

AABC Executive Committee

Meeting Minutes: 22 February 2003

Executive of the Archives Association of British Columbia

Location: Room #830 Main Library, UBC - Vancouver, B.C.

Present:

Lara Wilson, President

Erwin Wodarczak, Vice President

Erica Hernández, Secretary

Carrie Eirene Stevenson, Treasurer

Kathy Bossort, Institutional Member-at-large

Christine O'Donnell, Individual Member-At-Large

1. Approval of Agenda: Approved

Lara Wilson called the meeting to order at 11:15 am.

2. Approval of Minutes of 11 January 2003 Executive Meeting: Approved

3. Business Arising

3.1 Outstanding Issues

CAIN funding

Lara Wilson contacted Loryl MacDonald (AAO), Ian Moir (NWTCA), Tim Hutcheson (SCAA), and Jo-Ann Munn Gafuik (ASA) regarding their individual provincial/territorial council responses, or plans to respond, to potential CAIN funding cuts and changes to guidelines. Most other p/t councils had not yet sent letters to Heritage Canada. Erwin Wodarczak mentioned that the recent federal budget had proposed a 5 year cycle of review for all federally-funded plans.

Action: Lara Wilson to contact Fred Farrell, ACA within the next few weeks to monitor the progression of their response.

Letter of Condolence

Lara Wilson informed the Executive that on behalf of the AABC she sent Chief Ron Ignace, Skeetchestn, and President of the Secwepemc Education Society of Kamloops, and his family a card of condolence for the loss of his son.

BC Heritage Week

Erwin Wodarczak informed the Executive that he had received an electronic announcement of this event from the B.C. Heritage Society and has posted it on the AABC website.

Letter re: Heritage Resource Centre

Lara Wilson spoke with Kim Lawson (Librarian, Union of B.C. Indian Chiefs) who suggested that AABC and BCLA send a joint letter of response regarding our concerns over information management in the federal government, and the closure of the Heritage Resource Centre. Lara Wilson is awaiting a response from the BCLA regarding this suggestion.

AABC Gaming Application

Lara Wilson reported that the AABC's Gaming Application has been turned down. Under section 3.8.1(b) of the *Terms and Conditions for Direct Access Grants* (http://www.pssg.gov.bc.ca/gaming/publications/terms-conditions/pdf/T_CsDA.pdf) we do not qualify for funding if we have more than 50% of our previous year's operating expenses on hand in the form of unrestricted cash on investments. As well, internally restricted/committee funds must be for expenditures to be realized within 3 years of its original designation. As the AABC's 2002 balance sheet shows cash and cash assets at 57% of the 2001 operating expense we do not qualify for gaming funding.

Further to the strict time deadlines associated with this application process, Lara Wilson suggested that the President's work address, and not the General AABC PO Box, be submitted on any future gaming applications. She also suggested that the results of this year's application be re-visited by the new Executive.

Letter re: BC Archives-RBCM Amalgamation

Lara Wilson reported that our letter to Minister Abbott was received on January 3, 2003. According to the Minister's Administrative Assistant, their office had hoped to have a response issued by January 27. As their office is currently behind in its correspondence, a response is hoped for sometime next week.

3.2 Secretary's Report

AGM Notice of General Meeting

Erica Hernández informed the Executive that she is in the process of receiving and compiling end of year reports from Chair, Regional Representative and Executive members into the AGM Notice of General Meeting. The deadline for receipt of reports is set for Monday February 25th. Notices will be sent to members on the 3rd of March along with the Conference programme.

City of Vancouver Archives

Erica Hernández would like to extend the AABC's thanks to the City of Vancouver Archives for their generous permission to include a photo of Nanaimo's Bastion (ca. 1894) on the front cover of the 2003/04 AGM Notice.

Clarification of Fee Allocation

Erica Hernández requested clarification for the allocation of fees associated with the costs of duplication and postage for the combined AGM Notice and Conference Programme mail-out package.

Action: Carrie Stevenson to look into this allocation.

4. President's Report

The Passing of Kent Haworth

The AABC Executive expressed its sincere condolences over the recent passing of Kent Haworth in December of 2002. Kent will be remembered for his tremendous efforts towards the enrichment of the Canadian archival community. In fact one of his last acts was for his profession - a strong letter supporting British Columbia's integrated Archives and Records Management programme in light of the recent amalgamation with the RBCM Crown Trust.

BCLA/AABC/ACA Student Mentorship Programme - Update

Lara Wilson reported that our contribution to this programme is currently on hold until the ACA Executive approves this initiative.

BC Archives Update

Lara Wilson reported that fees are being reviewed government-wide. AABC is concerned about introduction or increase of fees at BC Archives, including fees for Freedom of Information requests.

Kathy Bossort raised the question: Does the collections mandate of the new BC Archives conflict with the collections mandate of community archives with regards to personal records?

The Executive was made aware that this amalgamation was a fait accompli - no input from the provincial archival community was sought, nor could it have prevented this predetermined political outcome. The Executive awaits our reply from Minister George Abbott.

CCA General Assembly

The CCA has requested that provincial and territorial councils send strong representatives to the 2003 General Assembly in Ottawa. This individual must be identified prior to next General Assembly meeting.

Action: Erica Hernández to contact Wendy Hunt to determine if the AABC constitution and by-laws require amendment in order to allow a member other than the Institutional Member-at-Large (Executive or otherwise) to attend the General Assembly.

5. Treasurer's Report

Insurance Coverage for Directors

Carrie Stevenson suggested to the Executive that this coverage should be re-assessed by the newly elected Treasurer to ensure competitive rates are maintained.

Facilitation of Membership Invoicing and Receipts via Karen Blimkie

The Executive discussed the possibility of making Karen Blimkie responsible for the task of issuing membership invoices and receipts. This re-structuring would therefore remove some responsibility from the shoulders of the Membership Chair.

Motion: Carrie Stevenson moved to support a trial run of this task re-allocation for a period of 6 months. After this term, a progress report will be requested and this situation will be re-evaluated. Kathy Bossort seconded. Motion carried.

2003-2004 Budget

Carrie Stevenson presented the Executive with the proposed budget for the coming year.

Motion: Carrie Stevenson moved to approve the budget on the condition that more information on "publication expense" was provided and the contract renewal; Erwin Wodarczak seconded. Motion carried.

6. Committee and Program Reports

6.1 Education

Education and Advisory Archivist Update

Lara Wilson reported that Patti O'Byrne has settled in well and is doing a wonderful job. Patti is planning to attend the following AABC Regional meetings in March: Greater Vancouver, East Kootenay-Columbia, and the Okanagan. She has handled 21 education queries to date and is currently working with Jan on curriculum development and distance education.

Travel Subsidy Form - Amendment

The Executive was informed of Jane Turner's proposal to facilitate the initial claim assessment for the conference and strategic planning session. If the proposal is accepted, Bill Purver and Lisa Beitel would have to be informed that the address line on the travel subsidy form would need to be changed to Jane's home address.

Motion: Lara Wilson moved to accept this proposal. Kathy Bossort seconded. Motion carried.

6.2 Grants

AABC CCA Grant Adjudication

Kathy Bossort reported that the AABC's adjudication package has been sent to Ottawa. She has also sent letters to all applicants informing them of the adjudication decisions.

6.3 Conference Program

The Honourable Iona Campagnolo, Lieutenant-Governor of British Columbia

Erwin Wodarczak informed the Executive that the Honourable Iona Campagnolo has submitted her RSVP and will be able to attend the Nanaimo conference. It is presumed that we will receive more information regarding required protocol for this event.

Conference Program & Registration Form

Lara Wilson informed the Executive that Lisa Beitel has almost completed the conference registration form, and that this form and the conference program will be mailed out March 3.

Roundtable Moderator

Lara Wilson informed the Executive that she will act as moderator at the conference roundtable session that will be held prior to the AGM.

2004 AABC Conference

The Executive discussed potential host cities for the 2004 AABC Conference.

Action: Erwin Wodarczak to speak with Francis Mansbridge regarding the possibility of having North Vancouver host next year's conference.

6.4 Membership

Membership Update

Dovelle Buie's report presented by Erica Hernández. Membership statistics for 2002 are now frozen as membership applications are now being processed for 2003.

6.5 Internet

Archives Marketplace

Heather Gordon reported that she has sent second round web advertising letters to 16 vendors in an effort to promote the Archives Marketplace site. Heather Gordon and Bill Purver have been brainstorming re: BCAIN business plan and website and she intends to these plans with the Internet Committee this spring.

Special Events Page

Erwin Wodarczak proposed the following change be made to the overall design of the AABC website: "Archives in News" to be replaced by a "Special Events" page. Through this changeover members would be encouraged to send institutional special events for posting to this page.

Motion: Erwin Wodarczak moved to accept this proposal. Lara Wilson seconded. Motion carried.

ACT-Cinimage Server Access

Erwin Wodarczak reported receiving a proposal from ACT-Cinimage which would provide AABC members access to ACT-Cinimage web server (\$5000 value) in exchange for a comparable tax receipt. This server access would allow archives around the province to virtually exhibit photographs via a searchable database format. The following Executive questions were raised: Who will provide maintenance for this database, as well as funds for a maintenance budget? How will member institutions be approached with such a proposal and what will their

individual responsibilities be? What would future plans for this endeavor consist of if this agreement was no longer valid?

Motion: Erwin Wodarczak moved to approve the continuation of talks with ACT-Cinemage. Lara Wilson seconded. Motion carried.

6.6 Preservation

Committee Update

Dorothy Lawson's report presented by Christine O'Donnell. The Preservation Committee doing well and Dorothy is currently working on her end of year report. This Committee is interested in recruiting new members.

6.7 Newsletter Editorial Board

Newsletter Update

Erwin Wodarczak reported that the Winter 2003 edition of the AABC Newsletter was completed two weeks ago.

6.8 PAAL

Private Sector Privacy Legislation

Lara Wilson informed the Executive that draft legislation for provincial privacy legislation will be tabled this spring. AABC has not been asked for further consultation.

7. Other Business

Nominations, Elections and Appointments

The Executive discussed vacancies in the positions: Vice President, Individual Member-at-Large, Treasurer and Chair of Finance Committee, Membership Chair, Nominations and Elections Chair, PAAL Chair

Strategic Planning Session

Session Facilitator

Lara Wilson informed the Executive that 2 facilitators are currently being considered for the position of session facilitator. Discussion ensued regarding the merits of each and a decision was reached. Lara Wilson requested Executive approval to go ahead and contact and contract the chosen facilitator.

Motion: Kathy Bossort moved to approve this request. Carrie Stevenson seconded. Motion carried.

Action: Lara Wilson to arrange the contract with the chosen facilitator.

Session Agenda

The proposed agenda for this session was once again discussed and it was determined that Lara Wilson and Erica Hernandez will solidify this draft and the day's schedule.

1. Presentation of AABC's financial reality
2. Discussion of survey outcome and future direction of the functions and services of the AABC.
3. Future role of Regional Reps (TOR, new role)
4. Effective means of ensuring communication between members, within committees and between committees (continuity, shared workload).

Action: Lara Wilson and Erica Hernandez will solidify draft agenda.

Refreshments and Accommodation

Erica Hernández has secured morning and afternoon snacks for the delegates. Snacks donated by Snow Cap Enterprises, Ltd. of Richmond. Kathy Bossort has been giving delegates direction for accommodations, and has even offered to billet one Rep.

Kathy Bossort informed the Executive that Lux's Deli is willing to cater lunch for the one-day session for \$5.50 per person (24 person maximum). This price includes sandwiches and 2 kinds of soup. Cost approved by Executive. Kathy Bossort also requested to obtain a lunch quote that included beverages.

Initial Survey Feedback

Carrie Stevenson has only received an estimated 17 responses. As a result Erica Hernández to notify participants that an extension of one week will be granted in an effort to encourage additional responses.

Newsletter and Website Revenue

Heather Gordon proposed the following means for the collaborative generation of newsletter and website revenue. For those vendors currently advertising in either or both media, this proposal would implement one increased fee for both media. Carrie Stevenson suggested that the financial management of this new fee structure could be the responsibility of the Finance Committee (i.e. invoicing and accounting); whereas, the actual solicitation of accounts should be the responsibility of a new joint committee comprised of Internet, Newsletter and Finance Committee members. The Executive agreed to discuss this proposal at the March Strategic Planning session.

AABC Record Storage

Erwin Wodarczak reported that UBC Archives is currently housing 20-25 boxes of AABC records that have been set for destruction and 10 scheduled for retention. The Archives is also housing an outdated fax machine and laptop on behalf of the AABC. Erwin Wodarczak would like Executive approval to proceed with the scheduled destruction, and to take the outdated equipment to a consignment shop and get what we can for it. The Executive approved both proposals.

Action: Lara Wilson to contact BC Archives regarding the AABC records transfer.

Heritage Trust

Lara Wilson asked for a volunteer to determine if the Heritage Trust offered any grant programs we might be eligible for.

Action: Erica Hernández volunteered.

8. Adjournment

Lara Wilson moved to adjourn the meeting. Erwin Wodarczak seconded. Motion carried. Meeting adjourned at 3:30pm.

Next Executive Meeting:

Date: Monday, April 7, 2003

Time: 12:30 pm

Location: Board Room, Gulf of Georgia Cannery Society

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British Columbia Archival Network News

New and Notable on the Web

1. Trinity Western University Archives -- Redesigned Web Site and On-line Database

Trinity Western University Archives has recently launched its newly-redesigned web site (archives.twu.ca), which incorporates an online database providing comprehensive access to descriptions of its archival holdings.

One of the features of the database is its ability to provide structured, contextualized access to multi-level descriptions. This multi-level mechanism is the basis for direct links from descriptions on the BCAUL, CaNWAN and CAIN network systems. For an example of this network usage, view the BCAUL record for the "Office of the President fonds" (aabc.bc.ca/access/aabc/archbc/display/TWU-3469) and click on the "online finding aid" line in that description.

2. British Columbia Medical Association Archives -- Finding Aids Online

The BCMA Archives has now begun the process of reformatting its finding aids as .pdf files, to provide efficient access to archival descriptions over the BCMA's internal corporate network as well as over the web through links from BCAUL descriptions.

For an example of these reformatted finding aids, view the BCAUL record for the "Dr. A.C. Waldie fonds" (aabc.bc.ca/access/aabc/archbc/display/BCM-1336) and click on the "online finding aid" line in that description.

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@aabc.bc.ca).

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

British Columbia Archives:

O'Reilly family fonds
Trutch family fonds
Inquiry into Six Mile Ranch, Kamloops on the Lake Resort fonds
Weir family fonds
Dept. of Lands, Forests and Water Resources fonds
Gordon McGregor Sloan fonds
Ministry of Highways and Public Works fonds
Dept. of Labour fonds
Jordan River Parent-Teacher Association fonds
Jordan River Athletic Association fonds
Colonial Office fonds
Victoria, British Columbia, Board of Trade fonds
Cache Creek Boarding School fonds
James Mavor fonds
France ministere des affaires etrangeres fonds
Royal Columbian Hospital fonds
Ministry of Human Resources fonds
Ministry of Municipal Affairs fonds
Ministry of Attorney General fonds
Dept. of the Interior fonds
Ministry of Agriculture fonds
Ministry of Education fonds
Ministry of Energy, Mines and Petroleum Resources fonds
Ministry of Environment fonds
Ministry of Health fonds
Ministry of Forests fonds
Ministry of Finance fonds
Ministry of Provincial Secretary and Government Services fonds
Dept. of Trade and Industry fonds
Railway Dept. fonds
Dept. of Transport and Communications fonds
Provincial Dept. of Fisheries fonds
Ministry of Recreation and Culture fonds
Labour Relations Board fonds
Dept. of Highways fonds
Ministry of Tourism fonds
Dept. of Lands and Works fonds
Dept. of Public Works fonds
Edgar Dewdney fonds
Colonial Secretary of the Colony of British Columbia fonds
Colonial Secretary of the Colony of Vancouver Island fonds
William Curtis Ward fonds
Land and Works Dept. of the Colony of British Columbia fonds
Governor of the Colony of British Columbia fonds
Legislative Council of the Colony of British Columbia fonds
Governor of the Colony of Vancouver Island fonds
Council of the Colony of Vancouver Island fonds
Surveyor General of the Colony of Vancouver Island fonds
Executive Council of the Colony of Vancouver Island fonds
Legislative Assembly of the Colony of Vancouver Island fonds
Lieutenant-Governor fonds
Sheriff of the Colony of Vancouver Island fonds
Police and Prisons Dept. of the Colony of Vancouver Island fonds
Expo 86 Corporation fonds
Provincial Police Force fonds
British Columbia Centennial Committee fonds
British Columbia Centennial '71 Committee fonds
Public Utilities Commission fonds

Canadian Confederation Centennial Committee of British Columbia fonds
Legislative Council of the Colony of Vancouver Island fonds
Attorney-General of the Colony of British Columbia fonds
Phillip Borsos fonds
Returned Soldiers Aid Commission fonds
Council of Public Instruction fonds
Universities Council of British Columbia fonds

British Columbia Medical Association Archives:

Dr. John Dick fonds
Dr. R.A. Palmer fonds
Dr. J.H. MacDermot fonds
Dr. P.A. McLennan fonds
Dr. R. Robertson fonds
Dr. William F. Drysdale fonds
C. Howard Shillington fonds
Dr. A.C. Waldie fonds

City of Vancouver Archives:

Civic Theatres Department fonds
City Councillors' Office fonds
City of Vancouver Archives fonds
City Council and Office of the City Clerk fonds
Vancouver Fire and Rescue Services fonds
Vancouver Health Department fonds
City Human Resource Services fonds
Mayor's Office fonds
Vancouver Board of Parks and Recreation fonds
City Permits and Licenses Department fonds
City Planning Department fonds
Vancouver Police Department fonds
City Social Planning Department fonds
Vancouver Public Library Board fonds
Vancouver Town Planning Commission fonds
City Social Service Department fonds
City Corporate Services fonds

Nanaimo Community Archives:

Thomas Bryant fonds
Mary and Violet Lane fonds
Kneen's Builder's Supplies fonds
Nanaimo Board of Health fonds
Nanaimo Cemetery Trustees fonds
Nanaimo Board of Police Commissioners fonds
Nanaimo Sector Civil Defence Control Committee fonds
John Thompson fonds
Nanaimo Board of School Trustees fonds
Cedar Community Association fonds
Nanaimo Chamber of Commerce fonds
Vancouver Island Exhibition Association fonds
Magistrate's Office fonds
Leo F. LePas fonds
Barbara Cowling fonds
Arthur P. Leynard fonds
Kin Lee Jung fonds

Nanaimo Recycling Exchange fonds
Norman Barrass fonds
Canadian Pony Club (Nanaimo Branch) fonds
Laurence Manson fonds
John C. McGuffie fonds
Soroptimist Club of Nanaimo fonds
June and Dick Leahy fonds
Chase River Elementary School fonds
Dan Radford fonds
Agnes Flett fonds
Bond's Fish & Chips Restaurant fonds
Albert A. Davis fonds
Aitken family fonds
Al Addison fonds
Nanaimo Typographical Union, Local 337 fonds
Royal Antediluvian Order of Buffaloes (Nanaimo) fonds
Independent Order of Oddfellows, Black Diamond Lodge No. 5 fonds
Bowen Auto Camp fonds
Nanaimo Advisory Planning Commission fonds
Nanaimo Advisory Restructure Committee fonds
Nanaimo Centennial (1966, 1967) Committee fonds
Nanaimo Centennial (1958) Committee fonds
Nanaimo Market Committee fonds
Nanaimo Commercial and Industrial Development Advisory Committee fonds
Nanaimo Food Conservation Committee fonds
Nanaimo Zoning Board of Appeal fonds
Larsen, Norris family fonds
David Taylor fonds
Nanaimo Daily News fonds
Vancouver Coal Mining and Land Company fonds
Wellington-Extension Medical Accident and Burial Fund fonds

Trinity Western University Archives:

Human Resources fonds
Library fonds

University of British Columbia Archives:

Caroline Astell fonds
Michael Smith fonds
B.C. Civil Liberties Association - APEC Inquiry fonds
George Van Wilby fonds
Women's Research Centre fonds
Edward Goodall fonds
Michael Ames fonds
Charles E. Borden fonds
John Conway fonds
Blythe Eagles fonds
Sydney M. Friedman fonds
Library fonds
William Herbert New fonds
McGill University College of British Columbia fonds
Physical Plant fonds
Stuart J. Schofield fonds

Vancouver Art Gallery:

Doris Shadbolt fonds

White Rock Museum and Archives:

Irene Maccaud fonds
Ann Hanley fonds
White Rock Harmonizers fonds
White Rock Elementary School fonds
White Rock Photography Club fonds
Kiwanis Club of White Rock fonds
White Rock Water Works Company Limited 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) Comox Archives and Museum

New contact names: Janice Leffler, President/Chair ; Shirley McLoughlin, Treasurer
New phone numbers: (250) 334-3124 ; (250) 339-3461

2) Archives of the Roman Catholic Archdiocese of Vancouver

New contact name: Rev. Monsignor Gregory Smith
New email address: gsmith@rcav.bc.ca

3) Trinity Western University Archives

New web site: archives.twu.ca
New total volume: 100 metres of textual records
New holdings summary: It is the mandate of the Archives at the Library at T.W.U. to serve as the repository of the recorded history of Trinity Western University. Through the acquisition and preservation of these records, and the provision of access to them, the Archives supports and furthers the mission of the University. In order to fulfill its mandate, the Archives acquires archival materials which document the mission, characteristics, decisions and activities of the Trinity Western University community. In addition to the official and unofficial records of the University, the TWU Archives has also acquired the private papers of the following three individuals: Mel Smith, Robert Thompson, and Lyle Wicks. For more information, please see the Archives website.

4) Mennonite Historical Society of BC Archives

New web address: www.mhsbc.com
New email address: archives@mhsbc.com
Hours of operation: 9:00-4:00, Monday to Friday

5) Morris and Helen Belkin Art Gallery Archives

New web address: www.belkin-gallery.ubc.ca/webpage/archives/main.html

6) Penticton Museum and Archives

New web address: www.penticton.ca/cityhall/parks_rec/archives.asp

7) Kelowna Museum

New web address: www.kelownamuseum.ca/km/index.htm

8) Icelandic Archives of British Columbia

New email address: rja@pennan.ca

New web address: www.inlofna.org/IABC/Welcome.html

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@aabbc.bc.ca).

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

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AABC Newsletter

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An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries and Records -- A Review

An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries and Records, by Johanna Wellheiser and Jude Scott with the assistance of John Barton, was published in 2002 by the Canadian Archives Foundation.

This is a revised and expanded version of the original "Ounce" published in 1985.

This book is a welcome addition to the disaster/emergency planning literature, particularly as it has a Canadian focus. The authors state that the aim of this book is to provide "a pragmatic, broad-based approach to what we call 'integrated disaster planning'. This preservation management approach to planning emphasizes the importance of an ongoing integrated process, rather than the singular goal of compiling information for a disaster plan". The lay-out of the book also follows this "integrated' approach.

Chapter 1 - Disaster Planning - offers an overview of the purpose of disaster plans and briefly outlines current practice in Canada.

In Chapter 2 – The Disaster Plan - we get into the meat of the book. Outlined in this chapter are steps to follow before you even start a plan, such as reviewing why you are writing a plan and who should be involved. The authors also discuss the structure of planning committees, and the general characteristics of disaster plans.

Risk management is covered in Chapter 3 – Disaster Prevention Planning. In this chapter all manner of hazards are outlined such as floods, fire, earthquakes and pest infestations. Of particular use in getting started in assessing risk for your archives is section 3.3.1 "Hazards Survey Checklist". Also, included in this chapter are summaries of the environmental recommendations (relative humidity, temperature and light levels) for most archival media.

Chapter 4 – Disaster Protection Planning – primarily focuses on fire prevention and has a very useful section on alarm systems and fire suppression systems. Of particular note is the inclusion of the "Water Mist System". This new method for fire suppression may be a replacement for halon systems.

Disaster Preparedness Planning and Disaster Response Planning are covered in chapters 5 and 6. Each chapter outlines the key measures such as ensuring off-site back up of electronic records, and undertaking a collection survey to determine what it is you have (types of media, intrinsic value etc.). Chapter 6 focuses on steps to take to initiate the plan once an emergency situation has occurred. This chapter goes on to outline strategies to salvage/recover records. There is a very good, concise section outlining priorities for recovery and a more detailed section outlining various drying methods.

Detailed salvage methods are outlined in Chapter 7 – Disaster Recovery Planning for Collections and Records. This is an excellent chapter and will, no doubt, form a large part of many institution's salvage procedures.

Disaster rehabilitation planning for collections, records facilities and systems are covered in chapters 8 and 9. In these

chapters the assessment phase begins with an emphasis on preventing further damage and assessing cost and options. Finally, Post-Disaster Planning is covered in chapter 10.

The role and responsibilities of Emergency Preparedness Canada are covered in Appendix 2. This is a very welcome addition, as it focuses solely on the Canadian situation and contains current contact information. Appendix 3: Resources provides a comprehensive list of contacts that covers all aspects of disaster planning. This appendix also contains many more general contacts, such as conservation and standards associations, and pest management websites.

The only drawback with this publication is that it is designed for a medium-sized archives or library, with staff and support services to draw on in both the preparation of the plan and salvage of records in the event of a disaster. That aside, this book is still a valuable resource for the smaller archives and libraries, as it contains current salvage procedures, and a planning process that can be adapted for smaller organizations.

An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries and Records can be ordered from Scarecrow Press for \$30.00 US.

www.scarecrowpress.com/Catalog/

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