

**Executive Committee Meeting  
Minutes – June 20, 2017 10:30am**

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Executive of the Archives Association of British Columbia  
Location: teleconference

**Present:**

- Max Otte, President
  - Emma Wright, Vice-President
  - Angeline Chirnside, Treasurer
  - Robert McLelland, Secretary
  - Alexandra Wieland, Institutional Member-at-Large
  - Dan Collins, Individual Member-at-Large
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M. Otte called meeting to order at 10:32am

1. Approval of Agenda

The agenda was approved by consensus.

2. Minutes of May 16, 2017 meeting.

M. Otte asked for a change to the minutes of the May 16, 2017 meeting under item 4, in which the draft read “O. Otte.” instead of “M. Otte.” Minutes passed by consensus with change.

3. President’s Report

M. Otte reported that he has been working on reviewing documentation left by S. Romkey on developing a plan for digital objects storage and a database. He has also been working on S. Romkey’s draft for an engagement plan, and is hoping to share it with the rest of the board in the near future.

M. Otte also reported that he had spoken to Paula Wilson about the CCA membership fees, and she indicated that she would be happy to work on a joint letter for funding when the new government has stabilized.

A. Wieland asked whether there was still a database committee, saying that she thought that S. Owens was chairing it.

M. Otte will reach out to S. Owens regarding continued participation in database committee.

4. Vice-President and Programs Committee Report

E. Wright reported that Lisa Snider sent stats for the AABC website and MemoryBC and noted that interestingly, most visitors are from the United States, not Canada. The AABC most popular page is its historical photographs and archival resources pages, followed by its job board. For MemoryBC, new visitors comprise 80% of all visitorship, 50% are United States based. Page views are fairly evenly split between different subjects.

E. Wright met with Lida Glandt regarding distance learning and signed distance learning certificates. Reported that there was a successful session held in Kootenay region. Most attendees were anticipated than actually attended. Next clinics are planned for September 21st and November 9th.

There is an AV rental fee at BCIT that will cost \$114 for two days, the amount was not allocated for in the budget, Glandt is trying to determine whether the rental is needed.

E. Wright next reported that she had reached out to the members of the Programs Committee but that the committee has not yet met.

#### 11. Treasurer and Finance Committee Report

March financial report approved by consensus.

A. Chirside reported that the annual financial review was completed on June 17th and that the process went well. The review was attended by Finance Committee reps and Barry Dykes, who is a former accountant and provided assistance. Minutes of the meeting were taken and are forthcoming.

#### 12. Committee and Program Reports

##### 12.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

R. McLelland reported the region rep from the Kootenay region wanted to express gratitude for the learning session held there. A. Wieland reported that no regional rep for Vancouver had been found yet.

##### 12.2 Grants & Nominations Committees

A. Wieland reported that the Grants Committee was working on selecting a winner for the Terry Reksten Award, winner will be announced in September.

##### 12.3 Membership & Conference Committees

D. Collins reported that feedback from the conference was positive, and that the collaborative environment was well received, thinks that collaborating with ARMA on a conference would be a good idea again.

D. Collins reported that feedback indicated that the location of the Conference was considered convenient, costs were reasonable, keynote speaker was well received.

D. Collins thinks that there may be problems running two simultaneous streams if the conference is hosted at the BC Museum.

D. Collins then reported on Membership Committee, a meeting had been fled regarding a joint symposium to be held October 3rd, themes were discussed and community engagement seemed to be the best liked as it was common across all fields. Joint membership fees or reduced membership fees for BCLA, BMA, and AABC were discussed to enable more interdisciplinary participation amongst professions.

A. Wieland reported that feedback had been received regarding two additional issues: accessibility and the institution of territorial acknowledgements during AABC events. The institution of territorial acknowledgements feedback will be passed on to L. Glandt and others to encourage its implementation. Accessibility needs will be inquired about on registration forms. All speakers and introducers will be gathered prior to the conference to discuss requirements and who to ask if assistance is needed. Feedback forms will be implemented after AABC events. M. Otte will forward all feedback to the executive committee.

### 13. Adjournment

Meeting adjourned at 10:58 a.m.