

**Executive Committee Meeting
Minutes – July 18, 2017 10:30am**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

- Emma Wright, Vice-President
- Angeline Chirnside, Treasurer
- Robert McLelland, Secretary
- Alexandra Wieland, Institutional Member-at-Large
- Dan Collins, Individual Member-at-Large

Regrets:

- Max Otte, President
-

E. Wright called meeting to order at 10:30am

1. Approval of Agenda

The agenda was approved by consensus.

2. Minutes of June 20, 2017 meeting.

A. Wieland requested that the spelling of the award discussed in 12.2 is “Reksten.”
Change minutes approved by consensus

3. President’s Report

E. Wright advised that because M. Otte was unable to attend, the president's report would be emailed to the executive committee, but that she did have some updates to provide on his behalf. E. Wright reported that AABC is waiting for ATOM 2.4, expected in 2017, to implement digital objects to MemoryBC, which also allows Lisa Snider time to get the manual on adding digital objects to MemoryBC completed. Wright added that there had been some discussion about how to accept digital object upload requests and suggested possibly adding information on the membership form, and that collect fees at the time of membership fee. Wright also felt that it would be good to have a form for institutions on the website that people could send in later in the year. Thus far, potentially 11 institutions were interested in using digital objects hosting and 8 have asked about costs, which Wright reported to be done in 5 gig increments at \$140 per 5 gigs. Wright suggested that when piloting the project, AABC should look into what it's charging, to make sure we're covering costs for storage and Lisa Snider's time, but Wright also felt that AABC could possibly make a little money to help cover funding deficits elsewhere.

D. Collins asked about other similar projects being conducted by other organizations. A. Wieland said the CCA may be, but was uncertain.

E. Wright also suggested that Square might be a possible work around to previous barriers to implementing credit card payments for membership dues.

Action Item: A. Chirnside will look into the possibility of using Square

4. Vice-President and Programs Committee Report

E. Wright reported that there were not many updates – analytics for memory BC look similar to last month. The programs committee hasn't met yet.

11. Treasurer and Finance Committee Report

A. Chirnside reported that she had decided that she wasn't going to report on the minutes of financial review, but will keep them on hand for executive committee members.

A. Chirnside stated that approval was needed for the financial statements for the months of April, May, and June that was distributed by her on June 26.

A. Chirnside moved to approval all three financial statements. R. McLelland seconded the motion. Motion **passed** with unanimous approval.

12. Committee and Program Reports

12.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

No updates.

12.2 Grants & Nominations Committees

No updates for Nominations Committee

A. Wieland reported that the Grants Committee had received twice as many applications as last year for Terry Reksten Memorial award – committee decided to revamp adjudication criteria and call for nominations to be more transparent.

12.3 Membership & Conference Committees

Conference committee had no updates.

D. Collins reported that the Membership Committee is hoping to get students, and needs a staff point of contact at UBC.

13. Other Business

R. McLelland advised that he would be communicating with the Executive Committee soon regarding a date for an in-person roundtable meeting.

14. Adjournment

Meeting adjourned at 10:57 a.m.