

Executive Committee Meeting
Minutes – November 21, 2017 10:30 am

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

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

M. Otte called meeting to order at 10:33 am

1. Approval of Agenda

Approved by consensus

2. President's Report

M. Otte reported he attended the LAC opening event at VPL. Reported he has received a few emails from ACA@UBC regarding support and he has confirmed AABC budgeted \$100 for such purposes. Unfortunately, a table at the symposium to increase membership as discussed at the round table would cost more than \$100 and will therefore will not be possible. An invoice for the support is incoming.

GLAM Symposium - D. Collins sent along pricing for support levels. Providing support via a coffee break is \$433.65. Noted that it would be understandable if AABC didn't go in for sponsoring coffee because it is expensive.

A. Chirnside noted there is no real precedent for such an amount and it would be the only sponsorship AABC would be able to afford for the year if budgeted for.

D. Collins stated he feels AABC should be able to contribute in another way.

A. Wieland ask if there a line in the AABC budget for such support.

A. Chirnside stated AABC could budget for it and reallocate funds, but there is not a lot of room to move money around.

Board determined to look at other ways of supporting GLAM Symposium because amount may prevent AABC from doing things for its own members.

E. Wright noted that AABC should go back to GLAM with offer of something, because support is important.

- A. Chirnside will look into what amount will be possible.
- A. Chirnside asked what other ways we could do.
- E. Wright suggested providing speakers, volunteering to help facilitating event.
- D. Collins suggested AABC could potentially put out GLAM toolkit for feedback.
- D. Collins to follow up with GLAM.

3. Vice-President and Programs Committee Report

Updates from the L. Snider and L. Glant

L. Glandt reported that distance education plans and drawings have been finished. Working on course completion certificates. Next course will be Introduction to Preservation - 10 students so far. So far the number of students covers her teaching hours and costs of course, deadline is in December and she will be sending out reminders.

Reported that copyright workshop was excellent. Collecting survey results and feedback. hybrid webinar in person was good but was tough at times particularly for group activities.

Noted that C. McLellan was a great help.

Everything came in on budget, but two areas. The AV wasn't in budget but not expensive, workshop photocopying was \$25 over budget. Invoices incoming, final numbers in December.

M. Otte asked if we met estimated profit with overages, numbers will be reported in December.

L. Snider reported that she has had a busier year than expected, and AABC should look at shifting her work plan or will have to up hours.

M. Otte recalls that the amount of work wasn't this high last year.

E. Wright says there have been more emails, more job postings, is documented in a spreadsheet.

M. Otte noted AABC needs to hold firm on hours for budgetary purposes until next year..

A. Chirnside stated it would be good to know how many hours she'll be over if she sticks to basic tasks because it looks like she'll be over anyway.

E. Wright said it would be about \$1000 over with basic tasks. AABC board will provide more guidance on how to prioritize.

4. Treasurer's Report

R. McLelland reported that the norm in not-for-profit board of directors is for financials to be "received" not "approved. Executive determined it will receive financials instead of approving them.

5. Communications Committee (Newsletter/Regional Representatives/PAAL)

R. McLelland reported that C. McLellan had reported success in her organized social event and that he had passed on a message to Leag from A. Chirnside about posting a message regarding Giving Tuesday donations to AABC.

6. Grants & Nominations Committees

Nothing to report

7. Membership & Conference Committees

Report received from E. Wright regarding dates for the conference.

Proposed dates are April 26-27 or April 12-13. April 26-27 coincides with a library conference.

M. Otte thinks earlier dates make more sense.

Executive agreed on April 12-13 for dates.

E. Wright will speak with contact and D. Collins can review space.

D. Collins is trying to find committee members, will put out another email to listserv with firm dates.

8. First Nations Committee

Nothing to report.

9. Action Plan Discussion

M. Otte thinks that membership restructuring should be front and centre for Action Plan.

D. Collins thought there were a lot of good ideas about what membership meant and creating a clear statement about the benefits of AABC membership.

M. Otte stated it was good to focus on the restructuring of AABC membership sooner than later in advance of the AGM to present it to membership.

R. McLelland asked about when a report from S. Rathjen could be expected.

M. Otte stated it would be received fairly soon, but will touch base.

M. Otte noted there were many good ideas at roundtable, but how to prioritize and what will be pushed in the short term need to be determined by the Executive. Things that jumped out to him at membership, and advocacy, has started to write something up and will hopefully send it out soon. The final thing that jumped out to him was the DHCP, which will be a lot of work and should be prioritized.

E. Wright asked if there was a need for her to reach out to BCMA and BCLA regarding their funding structure.

Exec saw value in investigating this. E. Wright will action.

M. Otte will draft a broad plan for the three issues identified with goals:

- Membership - create outline for new structure for aGM
- DHCP - determine how this will be achieved
- Advocacy - volunteers for advocacy were identified at the round table, M .Otte will reach out to them.

9. Adjournment

Meeting adjourned by M. Otte at 11:23 a.m.