

**Executive Committee Meeting
Minutes – May 15, 2018 10:30 am**

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Emma Wright, President
- Alysa Routtenberg, Vice-President
- Robert McLelland, Secretary
- Angeline Chirnside, Treasurer
- Michelle Spelay, Institutional Member-at-Large
- Dan Collins, Individual Member-at-Large

E. Wright called meeting to order at 10:33 am

E. Wright welcomed all members, especially new members. Introductions were conducted.

1. Approval of Agenda

Agenda approved by consensus.

2. Welcome and Introductions

Welcome and introductions were conducted by E. Wright earlier in the meeting.

3. New Society Act

The new legislation changes were discussed as well as AABC's transition requirements. The AABC discussed to possibility of updating the bylaws vs. transitioning to the new act. E. wright suggested forming the Constitution and Bylaws committee to review the possibility of updating the bylaws before the transition vs. just filing for the new act now and doing changes to the bylaws later. A special meeting would be held in september, with a few months to make all changes and file by end of November.

The committee decided on the following course of action to determine the next steps towards the bylaw issue:

1. Form Constitution and Bylaws Committee
2. Hold vote on membership structure changes
3. Decide whether to make other changes
4. File or hold special meeting on recommendations of committee

4. Documentary Heritage Communities Program Grant

AABC won the grant, E. Wright will sign and send back required paperwork. There are guidelines for announcing the news, will be sent to communications committee.

E. Wright will draft email calling for volunteers for various positions.

E. Wright asked about the database committee, the committee will touch base with last known chair, Scott Owens.

5. President's Report

E. Wright reported that a letter had been received by Emily Lonie, saying that the AABC would need to request patronage again

E. Wright moved to request patronage from the Lieutenant Governor, D. Collins seconded the motion. Motion PASSED unanimously.

E. Wright reported that her and D. Collins had attended the GLAM symposium. Thanked D. Collins for facilitating it.

D. Collins reported there would be a meeting at the Museum for the GLAM succession committee, which he will be attending. D. Collins recommended finding case studies of GLAM collaboration.

E. Wright brought up advocacy for AABC to get support from government. BCMA and BCLA both receive funding but AABC does not. To get the support of government, AABC needs to show what work it is doing, financial stability, and planning. A result, E. Wright wants to form a planning committee to draft a strategic plan for presentation at the next AGM. Members would include E. Wright, A. Routtenberg and interested past presidents. Received positive feedback from the rest of the Executive Committee.

E. Wright moved to approve the establishment of a strategic planning working group. D. Collins seconded. Motion PASSED with unanimous approval.

Treasurer and Finance Committee Report

A. Chirnside reported that she is looking for more members of the finance committee and that the financial review will be happening in June. Also reported that an item came up during budgeting about reviewing contracts for contractors. Money has been set aside in budget, and AABC is currently looking for a lawyer to do the review. If it turns out that our contractors should be classified as employees, it will change the AABC's tax obligations.

A. Chirnside believes that we should go forward with it. E. Wright concurred, suggested to consult multiple people.

ACTION: E. Wright and R. McLelland to find contact information for possible reviewers.

6. Committee and Program Reports

5.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

R. McLelland Reported that L. Edgar will be stepping down and there is a need to find a replacement.

E. Wright suggested having a more visible face for the Executive and more communications about what the Exec is doing, which was agreed to by the rest of the committee.

5.2 Grants & Nominations Committees

M. Spelay reported that she was getting up to speed.

5.3 Membership & Conference Committees

D. Collins reported that the membership committee is meeting next week. First order of business to look at membership database upgrade. Currently is an access database on S. Rathjen's computer. Would like to update it, possibly to a cloud based service. D. Collins would like to push for special meeting.

D. Collins gave congratulations to everyone on the Conference Committee and thanks to all who participated. A lot of feedback was to have the conference off Vancouver Island. Asked about other organizations having interest in joining our conference with us.

E. Wright brought up Exec's previous concerns with having the conference on Vancouver Island again, and the revenue problems with sharing a conference.

ACTION: D. Collins Will look at possibility of partnering with larger organization, possibly BCLA or NW Archivists group.

5.4 First Nations Committee

M. Spelay has not received handover information from Alexandra.

E. Wright felt that it doesn't reflect well on the AABC that little has happened with the committee.

Goal by end of the year: terms of reference completed.

6. Adjournment

Meeting closed 11:39