



**Executive Committee Meeting
Minutes – June 19, 2018 11:00 am**

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

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

Regrets:

- Alysa Routtenberg, Vice-President

E. Wright called meeting to order at 11:00 am

1. Approval of Agenda

Agenda approved by consensus.

2. CBC Archives Advocacy

Board discussed issue and resolved to find additional information before making a decision on advocacy.

Action: Michelle will contact SLAIS prof for contact information for person at CBC Archives.

3. President's Report

E. Wright reported she had submitted an application for patronage Her Honour, the Honourable Janet Austin.

Reported Karen Blimkie has started sending a letter to donors, which E. Wright drafted.

Reported that she has sent out an email asking for volunteers.

Reported there was an issue of changing bylaws and special meeting. Reported her and L. Glandt have had discussions about a privacy workshop, which would be in September, and that there is a possibility to tack on a special meeting to this for changing the bylaws. The workshop would be a presentation from a subject matter expert, and an open forum after.

D. Collins pointed out that the bylaws say membership can only be changed at an AGM, which precludes the idea of having a special meeting to change them.

Action:

Determine what is required for a special meeting and what each committee member would be like to change in the bylaws.

Strategic Planning Committee – followed up with L. Wilson and E. Lonie, heard back from E. Lonie who can't commit a lot of time. The current plan is to have E. Wright and A. Routtenberg draft things and have past presidents review.

Contacted lawyers for employees contractors review, will follow up prior to next meeting.

4. Vice-President and Programs Committee Report

A. Routtenberg will send update via email.

5. Treasurer and Finance Committee Report

A. Chirnside reported that some committee members were unable to rejoin this year. She has heard from an interested person for a new member and is hoping to hear from a few more.

Reported she has conducted financial review with Barry Dykes. Will be typing up a report and will be circulating it.

Committee discussed possibility of increasing fundraising from donations, possibly by increasing communications asking for donations.

6. Committee and Program Reports

- 5.1 Communications Committee (Newsletter/Regional Representatives/PAAL)
-Social Media Volunteer

R. McLelland reported he has had a hard time finding someone. Asked For additional help from rest of committee. M. Spelay will reach out to ACA@UBC for student volunteers but it may not pan out until September.

- 5.2 Grants & Nominations Committees

Nothing to report.

- 5.3 Membership & Conference Committees

D. Collins has sent out a few emails to BCLA and NW Archives regarding possible conference collaboration.

R. McLelland and A. Chirnside will talk to contacts at ARMA Vancouver.

D. Collins brought up changing the bylaws for AGM notification to two weeks before AGM.

Chloe Powell has been taking over database duties from Sarah Rathjen.

Sent out e-registration survey. Waiting for results and will report back.

- 5.4 First Nations Committee

Nothing to report.

6. Adjournment