



**Executive Committee Meeting
Minutes – July 17, 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 10:30 am

1. Approval of Agenda

Agenda approved by consensus.

2. BC Arts Council Funding

E. Wright reported that her previous understanding was that AABC was not eligible for BC Arts Council Funding, because BC Arts Council does not fund archives only institutions. However, E. Wright messaged the BC Arts Council to verify this, and received a response that said that AABC was eligible because we aren't an Archives, we are an Arts organization. BC Arts Council was fairly supportive of AABC applying. In order to apply for operating assistance award, AABC will need two successful Project Assistance Awards. Eligibility for those awards is quite broad. When first applied for, AABC wouldn't want to apply for more than 10k grant. They fund 50% of project, and the other 50% you have to pay for. If AABC did do something, AABC's 50% could come from fee revenues. E. Wright reported she believes it would be positive for AABC, and that long term if AABC gets the money and can ultimately get operating assistance, it could transform how the AABC operates. Deadline for Project Assistance Awards is October.

Action: A. Routtenberg to look into applying for Project Assistance awards

3. Special General Meeting/Privacy and FOI Workshop

The Executive Committee discussed whether a special meeting would be worthwhile, including changes to bylaws (membership changes, percentage to change bylaws, notice period for AGM). Based on this discussion the Executive Committee determined that a special meeting wouldn't be necessary. Resolved to hold Privacy and FOI workshop and hole roundtable around the same time and to do bylaw changes at AGM.

Executive Committee reviewed L. Glandt's proposal for pricing and was in approval of pricing.

E. wright moved to hold a Privacy and FOI Workshop in October or November in combination with annual round table meeting. R. McLelland seconded the motion. Motion passed unanimously.

4. President's Report

E. Wright reported that she got a contact at CBC for head of archives. E. Wright's communication was forwarded but she has heard nothing back.

E. Wright announced that the AABC has a new patron, the Honourable Janet Austin

Regarding her previous proposal for Strategic Planning because the driver was advocacy, E. Wright believes it is better the Executive Committee prioritizes the Arts Council Application. AABC has a number of years to get a good strategic plan in place for the application to Arts Council for funding.

The Executive gave feedback on the Work Plan circulated via email by E. Wright.

Action: R. McLelland to look into a more comprehensive transition package for AGMs

5. Vice-President and Programs Committee Report

A. Routtenberg reported that the Privacy and FOI Workshop and DHCP workshops are major projects for L. Glandt. There is a workshop that L. Glandt wants to take that may help her to plan these workshops, which has brought up questions about what AABC

responsibilities are if she is a contractor vs. employee. Professional development is considered something that employees receive, and it will have bearing on whether L. Glandt is more of a contractor or employee. E. Wright recommended the Executive look at L. Glandt's contract and see what it says, and acknowledged we are inhibited by L. Glandt's status as a contractor.

6. Treasurer and Finance Committee Report

A. Chirside will be circulating the financial review soon, and will circulate the April statements after meeting, but has circulated May/June statements.

Executive committee received the May/June financial statements.

A. Chirside is going to conduct a review of insurance because it has not been done in a while.

A. Chirside recommended moving an amount from the checking account to a term deposit account.

7. Committee and Program Reports

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

Reported A. Tarnawsky is the new Social Media Volunteer.

Reported need for new procedures and privacy notice/Consent to act forms

Action: R. McLelland to draft procedures and notices.

5.2 Grants & Nominations Committees

M. Spelay reported she is going to meet with the committee for the adjudication for the Terry Reksten Memorial Fund Grant later that month and that she had reviewed all the applications in anticipation for that meeting

5.3 Membership & Conference Committees

D. Collins reported online renewal survey has been completed and will report on findings later. Membership committee will be reporting on how to improve database.

D. Collins recommended using the same renewal process we used last year, and report new database recommendations at the AGM.

A. Chirnside is happy to help look at fee payment processing. Also recommended there is some money available for this.

R. McLelland reported that A. Wieland will be bringing possibility of collaboration to ARMA Vancouver on Sunday and reporting back.

5.4 First Nations Committee

Nothing to report.

6. Other Business

GLAM planning meeting in August.

7. Adjournment

Meeting adjourned at 11:41 am