



**Executive Committee Meeting
Minutes – September 18, 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

1. Approval of Agenda

Agenda approved by consensus.

1. Roundtable Date

Committee confirmed date of November 10th.

2. Archives Week

Executive Committee discussed fact that AABC hasn't done anything for archives week since 2012, this year it is November. AABC could do something if we wanted to.

Committee discussed possibility of rebooting this event for 2018. Noted that there were only two months until the week, but that the amount of work wouldn't be substantial.

A. Routtenbrg announced she had some interested volunteers.

R. McLelland moved to form a committee from interested volunteers. A. Routtenberg seconded the motion, passed unanimously.

3. President's Report

E. Wright reported that BC Historical foundation emailed AABC and they are holding a heritage summit in Maple Ridge to plan a province-wide program for BC 150 in 2021. A. Routtenberg to attend as she will be on the Committee longer than E. Wright.

4. Vice-President and Programs Committee Report

A. Routtenberg reported that L. Glandt applied to BCMA bursary for a workshop in Kelowna. L. Glandt did not get the bursary. E. Wright is going and will share notes with her. L. Glandt is going to Ottawa for a presentation about last year's DHCP program. There is space for a Committee message, if the Committee wants to submit one to L. Glandt.

E. Wright suggested that L. Glandt submit her presentation to the Committee for comments and review. E. Wright suggested that the presentations are to demonstrate the value of the DHCP program to LAC. AABC is one of the large grant presenters. L. Glandt will submit slides to Committee before the next meeting.

L. Glandt has been looking at other options for replacing webcasts. Has been talking to people at U Vic, who hosts webcasts for faculty. BCMA is another option, but their webcasts are structured differently, more like webinars, not what AABC has traditionally done. U Vic is the most promising.

5. Treasurer and Finance Committee Report

E. Wright asked about Revenues on the July financial reports, noticed a discrepancy in the variant between expenditures and revenues. A. Chirnside will investigate and report back.

A. Chirnside reported on the contract reviews with contractors. Preliminary review has been done. The next step will be for A. Chirnside to call the lawyer and discuss his recommendations. A. Chirnside reported that the contract language is not the only factor that determines whether someone is an employee or a contractor; it's the nature of the relationship.

E. Wright or A. Routtenberg will attend the meeting with the lawyer as the individuals who primarily interact with the contractors.

6. Committee and Program Reports

5.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

Nothing to report.

5.2 Grants & Nominations Committees

Nothing to report.

5.3 Membership & Conference Committees

D. Collins reported that a Membership Committee meeting was set up with Sarah Rathjen to discuss online renewal. Have received positive feedback. Also adding an option for an ongoing donation.

D. Collins reported he hasn't heard anything from Conference Committee yet.

ARMA interested in working on conference. R. McLelland will set up a meeting.

5.4 First Nations Committee

Nothing to report.

8. Adjournment

Adjourned at 11:07