



Executive Committee Meeting

Minutes - November 10, 2018 1:30 pm

Executive of the Archives Association of British Columbia

Location: 2425 MacDonald Street, Vancouver, BC V6K 3Y9 Canada

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 1:30 pm

1. Approval of Agenda

New items add: Webcasts through social media; Strategic plan survey

Agenda was approved by consensus with changes.

2. ACA@UBC International Seminar and Symposium Sponsorship

R McLelland moved to donate \$200 to the aca@ubc 2019, M. Speley seconded. Motion passed unimously.

3. Webcast through social media

Webcasts are no longer possible through UBC. Webcasts have historically been one of AABC's more successful programs. Other options are to be investigated to continue this service.

Action items:

Talk to Western Front about possible collaboration (E. Wright,

Talk to Vivo about possible collaboration (D. Collins),

Talk to VPL about use of services and equipment (R. McLelland)

Looking into streaming services such as Twitch and Facebook Live (R. McLelland and A. Tarnawsky)

4. Strategic plan survey

To be discussed at December 4, 2018 meeting

5. President's Report

Executive had discussed the idea of doing an intro to AABC for UBC students. March 11th has been selected. Dan Collins will be going.

E. Wright reported that BC History Summit was missed due to a scheduling error.

Minutes were provided by the BC History Summit.

E. Wright reported she has been invited to attend the CCA meeting next week. Will be providing update on activities.

6. Vice-President's report

Reported that the Programs Committee enthusiastic about BC Arts Council funding potential.

Executive Briefly investigated DHCP funding for webcasts, determined funding would match needs

7. Treasurer's report

September statements recieved.

A. Chirnside reported there is a new format for financial statements to make them easier to read

A. Chirnside presented the changes recommended by legal counsel Sean Tevlin to contractor contracts.

E. Wright moved to accept changes to contractor contracts as recommended by Sean

Tevlin. R. Mcllelland seconded the motion. Motion passed with unanimous approval.

Committee considered recommendation that AABC change its reimbursement structure to be an upfront payment that would include such reimbursement payments in the intital contractor fee. Committee decided to keep reimbursement strucutre presently in use because legal counsel advised risk was not significant and such a change would be more difficult for AABC's contractors.

R. mcllelland motioned to reject the recommendation that AABC change its reimbursement structure from ad-hoc reimbursement to an upfront payment for all expenditures at the beginning of each year. D. Collins seconded the motion. Motion passed with unanimous approval.

Executive Committee discussed budget projections for revenue and reached consensus that they should be set conservatively in future fiscal years so that reporting and projections are more in line.

Exeuctive Committee decided to hold a meeting on December 4, 2018 for fiscal strategic planning.

Action items:

Complete role outlines (all committee members)

Create list of three things the AABC should focus on in next fiscal (all committee members)

Consider possible bylaw change: creation of a past-president role (all committee

members)

8. Committees

8.1 Communications Committee

Nothing to report

8.2 Grants & Nominations Committee

Nothing to report

8.3 Membership & Conference Committees

R. mcLelland moved to delegate the membership committee determine definition for institutional member category. E. Wright seconded the motion. Motion passed with unanimous approval.

8.4 First Nations Committee

M. Spelay is seeking current status of terms of reference. Once status is determined will email members to gauge interest in continuing to begin the work of the committee.

Adjourned at 2:30pm