



**Executive Committee Meeting
Minutes – December 4, 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
- Michelle Spelay, Institutional Member-at-Large

Regrets:

- Dan Collins, Individual Member-at-Large
- Angeline Chirnside, Treasurer

E. Wright called meeting to order at 10:31 am

1. Approval of Agenda

Agenda approved by consensus.

2. Fiscal Strategic Plan

The executive discussed ideas for focuses of the strategic plan. The following ideas were put forward:

- Membership database – membership categories need clarification, a solution must be reached
- Making fiscal reserve work better for AABC
- More workshops done more regularly
- Webcast program
- BC Arts Council Funding
- Phase 1 strategic plan
- First nations committee running
- Terry Reksten Memorial Award criteria changes
- More social events for AABC members
- Membership improvements, database

- Strategic planning exercise
- BC Arts Council
- Improvements to the website (education, memberservices, content)

These categories broke down broadly to:

- Membership improvements
- Educational services
- Financial resources maximization
- Strategic planning

Executive decided it will look into holding a strategic planning workshop in new fiscal year

Action: Exec to do research on strategic planning and discuss in new calendar year

a. Webcasts

The executive discussed possibilities for restarting the webcast program.

D. Collins reported by email that VIVO is favorable to a partnership.

E. Wright reported that Western Front also responded positively to partnering on the program.

R. McLelland reported that AABC could rent rooms at SFU for holding the webcasts with SFU Archives help, but that SFU as an institution would not be involved in hosting or archiving the webcasts.

Board resolved to discuss in more detail at January meeting.

b. Bylaw Changes

The executive was generally in favour of a past- exec role and discussed the possibility of creating a past exec committee.

Action: R. McLelland to draft bylaw language for past executive role

3. Database Service

A. Routtenberg reported that she couldn't find a grant that AABC would be eligible for to support the development of a new database.

Many organizations are using Wild Apricot. CCA has offered members assistance in setting it up. If AABC uses that system, CCA's aid would be beneficial.

Further discussion deferred to January meeting.

4. President's Report

E. Wright shared a policies and procedures manual from 1998 that she proposed updating.

Action: all members update role descriptions by the end of fiscal.

GLAM Partners planning meeting minutes were recently distributed. A GLAM symposium planning meeting will be held in January.

E. Wright reported that CCA had an AGM. AABC provided an update on past year activities. CCA has recently drafted a strategic plan and members are invited to submit comments by January 9th.

National Heritage week is in February. AABC should encourage members to keep an eye out.

CCA used Adobe Connect and Survey Monkey to host AGM and offered the use of these services to its members.

5. Vice-President and Programs Committee Report

A. Routtenberg reported that she had investigated technology infrastructure grants and that none are currently available. There are private foundations that may offer opportunities AABC could explore.

Reported that AABC is ineligible for Community Gaming grants because we can't prove we needed the money, this is because we have a fiscal reserve. Posed the question over whether we want to free up the money for use for grant eligibility.

Executive agreed to explore this possibility.

Action: A. Routtenberg to prepare report for Exec.

L. Glandt has submitted a proposal to apply for DHCP grant in January. Proposal is for a one year project to deliver a 2 day workshop. Programs committee is putting an application together. Proposal includes requesting for money to send L. Glandt to a workshop as well.

6. Treasurer and Finance Committee Report

November statements were received.

7. Committee and Program Reports

7.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

R. McLelland reported that BC Societies Act changes were submitted

7.2 Grants & Nominations Committees

7.3 Membership & Conference Committees

7.4 First Nations Committee

8. Adjournment

Adjourned at 11:46