



Archives Association
of British Columbia

**Executive Committee Meeting
Minutes – October 19, 2018 10:30 am**

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

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

Regrets:

--Alysa Routtenberg, Vice-President

E. Wright called meeting to order at 10:30 am

1. Approval of Agenda

Change made to agenda to add item on an update regarding the contract review process.

Agenda approved by consensus with change.

2. President's Report

E. Wright thanked M. Spelay for contacting the ACA@UBC contact, Dylan. Dylan is to speak to ACA@UBC about having an AABC executive member speak to UBC students.

E. Wright reported there was a GLAM planning session on September 28th and that it focused on action plan and strategic framework. Moving forward there are two takeaways for AABC: there is a GLAM summit tied to BCLA conference. May 9th and each partner on the MOU should contribute to the summit. AABC put \$1000 in the budget for this, but we need to be aware of this each fiscal year.

E. Wright reported that AABC was invited a BC Historical association planning session for initiatives for BC 150 in 2021. Planning session scheduled for October 26th.

3. Vice-President and Programs Committee Report

E. Wright reported AABC was scheduled to give workshop today, but L. Glandt was unable to give the workshop due to unavoidable circumstances. The workshop was postponed.

E. Wright reported that the deadline for Arts Council funding was missed, AABC did not submit for it. Should be incorporated into workplans so AABC is prepared.

4. Treasurer and Finance Committee Report

A. Chirnside reported that a formula error resulted in questions from last meeting. Asked for statements to be received. Statements were received by consensus.

5. Update on contract review

Contract review was conducted, lawyer sent a marked-up contract. Brief phone meeting with lawyer last week about contract, discussed "fresh consideration clause," which Executive Committee took note of.

Contractors are currently reimbursed for expenses monthly, lawyer recommended we include this in their fee instead. Executive resolved to consider for contract reviews next year.

Action item: Review all contract changes in advance of April renewal, in addition to consulting with contractors about changes.

Action item: Add to roundtable a discussion with contractors about contract review and seek their input.

Described relationship with contractors to see if they were employees or contractors. Lawyer believed that we treat them as contractors, not employees. Lawyer noted that professional development is an indicator of employee instead of contractor.

6. Secretary Report

R. McLelland reported that he put out invitation to all committee members, regional representatives, and contractors.

R. McLelland reported that all Society Act changes have been made in advance of deadline.

7. Committee and Program Reports

Communications Committee (Newsletter/Regional Representatives/PAAL)

R. McLelland reported that MemoryBC is not up to date on who is an Institutional Member.

Grants & Nominations Committees

Nothing to report

Membership & Conference Committees

D. Collins reported he had a meeting with S. Rathjen, who will be at roundtable. Sent a draft of bylaw changes for membership.

Action: add bylaw changes discussion to roundtable

D. Collins reported he is meeting with ARMA next week regarding conference collaboration.

D. Collins asked for archivists to sit on conference committee, need names ready for meeting.

First Nations Committee

Nothing to report

8. Adjournment

Meeting adjourned at 11:27.