



Archives Association
of British Columbia

**Executive Committee Meeting
Minutes – January 16, 2019 10:30 am**

Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Emma Wright, President
- Alysa Routtenberg, Vice-President
- Robert McLelland, Secretary
- Dan Collins, Individual Member-at-Large
- Angeline Chirnside, Treasurer

Regrets:

- Michelle Spelay, Institutional Member-at-Large

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

1. Approval of Agenda

Change made to agenda to add item on contractor travel to business arising.
Agenda approved by consensus with change.

2. Fiscal Strategic Plan

AABC 2019/2020 Focuses

Reviewed discussions from December meeting

A. Chirnside supported database and fiscal reserve, D. Collins seconded
Board discussed setting a date for a transition meeting and a strategic planning meeting.

Action: Michelle to begin recruitment for new exec.

Exec will ask new members when and where a transition meeting will occur

Webcasts

D. Collins reported that Vivo was amenable to working with AABC and have rooms, equipment, and support available. Noted that AABC will probably be able to get a membership rate.

Action: D. Collins will compile full info sheet on use of Vivo for webcasts for exec to decide on.

E. Wright mentioned that Heritage BC does webcasts, and might be an option.

Bylaw Changes

Discussed R. McLelland's proposed wording. Executive was supportive of the use of the wording and it will be submitted to membership at AGM.

3. Database Service

D. Collins met with S. Rathjen about database services, who has come up with an excellent tool for evaluating them and will have recommendations submitted by end of January.

4. President's Report

E. Wright reported GLAM planning session is next Friday on January 25th.

E. Wright extended her thanks for all the hard work Alyssa and Lisa did on the DHCP application.

5. Vice-President and Programs Committee Report

A. Routtenberg reported that a DHCP application had been submitted for a two day workshop. Asked for \$10,000, a figured based on past experience with expenses incurred in conducting such workshops.

6. Treasurer and Finance Committee Report

December financials were received.

7. Committee and Program Reports

7.3 Membership & Conference Committees

D. Collins reported that he had a meeting with J. Bourden from ARMA Vancouver. The big questions are location/venue. D. Collins reported that we can only get May 2/3 at Deloitte. Venue is free and will accommodate 100-140 people.

Exec discussed whether May 2/3 would be feasible.

Workshop will be Records 101.

Exec agreed to hold conference on May 2/3, and will propose a theme of born-digital records to ARMA Vancouver

E. Wright asked A. Chirside about how the cost-sharing would affect the conference budget. Agreement indicates that expenses will be shared 50/50. A. Chirside will look into best way to budget.

8. Business Arising

Action: R. McLelland to finalize exec consent forms

A. Chirnside introduced a topic mentioned to her by Karen: should AABC adopt the policy that contractors must purchase only refundable fares. This would be so that the AABC can avoid potentially covering cancellation or transfer fees.

The Executive Committee discussed, and it was decided that a formal policy is not necessary, but that A. Routtenberg would mention to contractors that funding should cover a regular flights.

Meeting adjourned.