



Archives Association
of British Columbia

**Executive Committee Meeting
Minutes – February 19, 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
- Michelle Spelay, Institutional Member-at-Large

Regrets:

- Angeline Chirnside, Treasurer

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

1. Approval of Agenda

Change made to agenda to add item on membership structure.
Agenda approved by consensus with change.

2. Fiscal Strategic Plan

No updates given.

3. Database Service

D. Collins moved to accept Membership Committee's recommendation for the use of Wild Apricot and to initiate a project to update membership system database to Wild Apricot. E. Wright seconded the motion. Motion passed unanimously.

Action item: A. Chirnside to ensure at budget meeting that money is allocated to proceed with wild apricot implementation

Action item: Membership Committee will proceed with implementing the software and come up with a recommendation for replacing the online renewal.

D. Collins submitted a report on membership structure and proposed bylaw language. Executive received the report and will review the bylaw change language for approval to take to the membership at the next Annual General Meeting.

4. 2019-2020 Budget

D. Collins reported that he submitted a draft conference budget to A. Chirnside.

E. Wright asked for the Budget Committee to consider what hours and money would be needed for the webcast initiative.

5. President's Report

E. Wright reported that Lara Wilson emailed AABC to inform the Executive Committee that the National Archival Board has started offering training on archival appraisal certification. Wilson asked AABC if we would consider offering support to send a member to take the master class. Executive discussed the issue, determined that the executive is not in a position to pursue such an initiative at this time.

E. Wright reported that AABC was emailed by the Aldergrove Heritage Society asking whether the AABC writes letters for support for the preservation of buildings, in particular if they would include an archives space. Executive viewed drafting a letter of support for the establishment of spaces for community archives favourably.

Action: E. Wright will share information and draft a letter.

E. Wright reported that the GLAM Symposium will be Wednesday May 8th. Official communications will be forthcoming.

6. Vice-President and Programs Committee Report

A. Routtenberg reported that the committee is reviewing contractor's wishlist.

7. Treasurer and Finance Committee Report

No financials received

8. Committee and Program Reports

8.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

Nothing to report

8.2 Grants & Nominations Committees

Recruitment has received some tentative responses.

8.3 Membership & Conference Committees

ARMA Vancouver intends to hold a workshop on writing records management policies

8.4 First Nations Committee

Emails primarily have gone unanswered.

8. Business Arising

Action: R. McLelland to finalize executive consent forms

Meeting adjourned at 11:41