



Present: President (A. Routtenberg); VP (J. Seeman); Treasurer (S. Gilkinson); Member-at-large (M. Spelay); Secretary (V. McAuley); Past-President (E. Wright); and, Advisor (L. Glandt) | Regrets: Member-at-large (K. Sloan); and, Advisor (L. Snider)

1. Approval of Agenda	Approved by Alysa, seconded by Stacey
2. Approval of Meeting Minutes	Approved by Alysa, seconded by Michelle
3. Business Arising	<p>AtoM Foundation Letter</p> <ul style="list-style-type: none"> - Waiting for update from AtoM Foundation <p>Contract Letters</p> <ul style="list-style-type: none"> - Complete <p>Conference Cheque for ARMA</p> <ul style="list-style-type: none"> - Alysa has sent cheque. Stacey will sign and send out cheques <p>New Membership Implementation</p> <ul style="list-style-type: none"> - Postponed until next meeting <p>Signing Authority Letter</p> <ul style="list-style-type: none"> - Complete
4. President's Report	All updates addressed under: AtoM Foundation, ARMA Conference Expenses, and Royal BC Museum Response Letter
5. Vice-President and Programs Committee Report	First Programs Committee meeting was a success



<p>6. Treasurer & Finance Committee Report</p>	<p>All contractors have been paid</p> <p>Membership revenue strong</p> <p>Net income for AABC/ARMA Conference 2019: \$3,500</p> <p>April/May financial statements will be circulated and voted on for approval during August executive meeting</p> <p>DHCP Grant: LAC payment will be received within 3 days. Alysa, Karen, and Stacey will liaise re: documentation</p> <p>Alysa will write an email confirming that Stacey can sign her own cheque re: mailing financial review documents</p> <p>\$200 food budget for Lisa G.'s Northwest Clinic approved by executive vote</p> <p>Jenny will write thank-you letter to accompany member income tax receipts</p> <p>Karen will be on vacation in September. CRA reporting will be completed by end of August</p> <p>Stacey to circulate up-to-date account balance details, and ask Karen to provide clarification re: reserve fund requirements</p> <ul style="list-style-type: none"> - Questions arose regarding the amount required for a reserve fund
	<p>Communications Committee (Newsletter/Regional Reps/PAAL)</p> <ul style="list-style-type: none"> - Handover Meeting Discussion <ul style="list-style-type: none"> o Handover meeting has been rescheduled to coincide with annual roundtable meeting (November)



7. Committee and Program Reports

- Exec suggested that next year’s handover meeting happen at or around the AGM
- Alysa will prepare a new President’s Message to circulate on the website. This message will include an introduction to the new exec members
- Past-President Email Address Discussion
 - Victoria will liaise with Lisa S. and Lisa G. re: combining the BCANS and Webmaster email addresses to create space for a Past-President email address
- Update on AGM minutes and by-law changes
 - Victoria has received documentation for the AGM minutes and by-law changes. AGM 2019 minutes will be voted on at AGM 2020 and Victoria will begin filing out by-law change paperwork

Grants & Nominations Committees (Michele)

- Memorial grant will be adjudicated in the Fall

Membership & Conference Committees

- Questions arose re: next year’s AABC conference
- Partnership with ARMA Vancouver Island was proposed and will be considered by the Conference Committee
- Executive suggested an evening social before the conference, as well as possible pre-conference workshop topics of: digital preservation, or FOI



<p>Committee and Program Reports Continued</p>	<p>First Nations Engagement Committee</p> <ul style="list-style-type: none"> - Michelle responded to committee feedback email - First meeting was a success - Next steps: creating terms of reference/visioning document - Michelle will continue to investigate status of committee (standing vs. ad hoc), and procedure for establishing committee chair - Committee will schedule meeting with Lisa G. - No public acknowledgement necessary <p>Royal BC Museum Response Letter</p> <ul style="list-style-type: none"> - Formal response from AABC has been submitted and may be included in Royal BC Museum Fall project report. <p>AABC & GLAM</p> <ul style="list-style-type: none"> - Jenny will act take part in the GLAM symposium in-person meeting and will begin acting as liaison between AABC & GLAM. This involves serving on GLAM conference committee <p>CCI Workshop Proposal</p> <ul style="list-style-type: none"> - Executive voted in favour of Lisa G.'s proposal to create and circulate an application for the CCI Workshop Grant (2020-2021) - If granted funding, CCI Workshop will take place in Campbell River (liaising with Megan)
<p>8. Adjournment</p>	<p>Meeting Adjourned at 11:35am</p>
<p>9. Next Meeting</p>	<p>August 20, 2019 at 10:30am</p>