



**Executive Committee Meeting
Minutes**

**Thursday, August 4th, 2011 3:00 pm
By teleconference**

Present:

Jane Morrison, President
Courtney Mumma, Vice-President
Christine Gergich, Treasurer
Jennifer Pecho, Secretary
Peter Johnson, Institutional Member-at-Large
Deidre Brocklehurst, Individual Member-at-Large

1. **Approval of Agenda**
Agenda was approved.
2. **Approval of Minutes of July 14, 2011**
Minutes approved.
3. **Business Arising**
There was no business arising.
4. **Vice-President's Report**
C. Mumma had little new to report.
All the contractor reports had been received and Kelly Stewart and Rosaleen Hill have been informed about the changes to the budget due to HST recalculations.
5. **Treasurer and Finance Committee Report**
C. Gergich reported that Karen Blimkie has no done calculations up to October for the budget to account for the HST which changes the amount available for APS and EAS. A brief discussion ensued regarding spending allocations.
She also reported that the Conference budget breakdown between the workshop and conference had been confirmed by the Conference Committee.
C. Gergich reported that K. Blimkie has sent the 2010-2011 financial statement to EPR for the audit.
She also reported that AABC term deposits had been locked into a 1-year term without authorization. In consultation with the bank, it was established that a mistake had been made and that the AABC would not incur any penalties for rolling the deposits back into a 30 day GIC. It was decided that we should receive monthly statements from the bank.
Some discussion regarding eliciting donations occurred.

6. **Committee and Programs Reports**

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

J. Pecho had nothing new to report.

6.2 Grants & Nominations Committees

Grants:

P. Johnson reported that institutions were starting to hear back regarding their NADP grants.

He also reported that the Haney Heritage Museum was awarded the Terry Rekston fund this year.

Nominations:

There was nothing new to report.

6.3 Conference Committees

D. Brocklehurst had not yet heard from the Conference Committee regarding their latest meeting and had nothing new to report.

P. Johnson noted that he is still attempting to get in touch with someone from the Pacific Northwest Archivists Group regarding a joint conference in 2013.

Membership:

All comments regarding the new Institutional Membership Application should be sent to J. Pecho who will discuss those comments with Deidre and Sarah Romkey for further examination.

7. **President's Report**

J. Morrison reported that the BC Digitization Coalition was trying to raise \$35,000 for its work and it was decided that the AABC would contribute \$200.00 from the General Fund to that end.

She also reported that she had been in touch with ACA President Loryl MacDonald regarding a Law and Archives workshop in Metro Vancouver in the fall, possibly coinciding with Archives Week.

J. Morrison reported that we had received 7 proposals from the website RFP and that 4 of them were in consideration. The executive committee was asked to go through the proposals and send their evaluations to C. Mumma by Monday August 8th. The vendors will be contacted as soon as possible thereafter.

9. **Adjournment**

Meeting adjourned at 4:01 p.m.

Next Meeting:

September 7th, 3:00 pm