



**Executive Committee Meeting  
Minutes**

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**Wednesday, October 5th, 2011 3:00 pm  
By teleconference**

**Present:**

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

**Regrets:**

Peter Johnson, Institutional Member-at-Large

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1. **Approval of Agenda**  
The Roundtable meeting and the Loryl MacDonald legal workshop was added to business arising.
2. **Approval of Minutes of August 4, 2011**  
The Minutes for September 7, 2011 were approved.
3. **Business Arising**
  - 3.1 Roundtable Meeting  
Scheduled for Surrey Archives on November 5, 2011  
An attempt will be made to finalize the new institutional membership form.  
We will discuss Kelly Stewart and Rosaleen Hill's priorities for the coming year(s).
  - 3.2 Loryl MacDonald  
Christine Gergich was still looking for a date and space for the Archives and the Law workshop by Loryl MacDonald coinciding with Archives Week
4. **Vice-President's Report**  
Courtney Mumma reported that the AABC Website is currently frozen in anticipation of the launch of the new website in November. Everything that needs to be posted should be posted to the listserv. J. Morrison will make a general announcement to the listserv reporting this.  
Training was scheduled for October 18<sup>th</sup>. Any executive members wanting training were welcome to inform C. Mumma and could receive training as well.

There was some question about whether it would be possible to have a demo of the new website at the roundtable meeting.

The BC Digitization Coalition meeting is scheduled for October 13<sup>th</sup>.

On October 25<sup>th</sup> J. Morrison and C. Mumma will meet with Simon Neame at the Barber Centre regarding funding opportunities.

C. Mumma will be attending the CCA Conference on the 21<sup>st</sup> and 22<sup>nd</sup> and a meeting about NADP funding.

There was little new to report from the contractors. K. Stewart will be trained on ICA-Atom 1.2 after the roundtable and give a RAD refresher course in Regina.

## **5. Treasurer and Finance Committee Report**

C. Gergich reported that there would be schedule for the contractors' financial information.

Instructions at the bank have been changed for term deposits to automatically renew after 30 days. Because there have been consistent issues with this bank/branch, the Finance committee will look into the possibility of moving to another institution.

With regard to the new website, the Webhosting budget is currently not part of the contract since it is not funded by the NADP. It needs to be budgeted for next year.

## **6. Committee and Programs Reports**

6.1 Communications Committee (Newsletter/Regional Representatives/PAAL)

J. Pecho will also follow up on dates for the newsletter and post a reminder to the listserv regarding upcoming deadlines. She and PAAL will also be planning for Archives Week in the coming month.

6.2 Grants & Nominations Committees

P. Johnson sent his regrets. There was nothing new to report.

6.3 Conference Committees

D. Brocklehurst had little new to report. J. Morrison reminded everyone that planning for next year's conference should begin and recommended getting in touch with Conference Chair, Patrick Ansah.

## **7. President's Report**

J. Morrison reported that the website contract had been signed.

With regard to budgeting, J. Morrison report the desire to tailor EAS and APS services towards initiatives that could be funded by Barber instead of NADP.

She also reported that she had attended a Programs meeting to discuss financial planning for the services as well as for the website.

She hoped that in mid-November, a joint Programs and Finance committee meeting could be held in Victoria to further discuss funding and next year's budget.

J. Morrison also reported that the amendments to BC's Freedom of Information and Protection of Privacy Act had been posted. J. Morrison will draft an email to the listserv with the link to the commissioners' comments and a discussion of the AABC input last year.

With reference to Gaming Funding information that J. Morrison had circulated, J. Pecho will look into and report back.

## **9. Adjournment**

Meeting adjourned at 3:54 p.m.

**Next Meeting:**

November 5<sup>th</sup>, after the roundtable