

2000 Annual General Meeting of the Archives Association of British Columbia - Minutes

Saturday, April 29, 2000

Richmond Inn, Richmond, British Columbia

10:30 am - AABC President called the meeting to order

1. Approval of the Agenda

Motion to approve the agenda moved by Chris Hives, seconded by Wendy Hunt. Carried.

2. Approval of Minutes from the 1999 Annual General Meeting

Motion to approve the minutes of the 1999 Annual General Meeting moved by George Brandak, seconded by Susan Hart. Carried.

3. Executive Reports

3.1 President's Report

Chris Hives described the past year as challenging. 1999/2000 started slowly as there were vacancies in two key Executive positions. The goal of the Executive was to achieve stability and to build bridges. He feels that the past year has been successful.

The President noted that a significant accomplishment was the establishment of new procedures in the AABC's financial accounting and budgeting process. Procedures have been streamlined to reduce the burden of the Treasurer's position.

During 1999/2000, the Association re-instituted the Archival Preservation Service. Chris Hives complemented Roslyn Hill for her contribution to the continuing success of this program.

The President noted that the AABC has benefited from the on-going support of the Provincial Archivist, Gary Mitchell. It is important for this dialogue to continue in the future as we develop a shared vision for a provincial archival network.

The President reported that communication within the AABC was facilitated by meetings with AABC committee chairs, contractors and regional representatives hosted by the Executive in August 1999 and February 2000. The Association pursued new ways of disseminating information resulting in the development of a web-based newsletter, a provincial electronic mailing list and the inclusion of the *Archival Toolkit* and the *Manual for Small Archives* as features of the website.

Chris Hives noted that in 1999 there was a significant drop in the number of individual members. He reported that the Executive has addressed this decline by creating a membership category for volunteers and retired archivists at a reduced fee of \$20.

The President introduced and welcomed Deidre Simmons to the newly created position of Education and Advisory Archivist. In addition, he recognised her role as Chair of the Conference Programme Committee and thanked her and the other members of the Committee as well as the Local Arrangements Committee for their hard work on behalf of the Association.

Finally, the President thanked the AABC membership for their tribute to him at the conference banquet.

Motion to accept report moved by Chris Hives, seconded by Erwin Wodarczak. Carried.

3.2 Vice President's Report

Jane Turner reported that since the generation of the Vice President's report, the issue of the fee structure for institutional membership has been raised. The Vice President suggested that the Executive be asked to consider the issue and bring a report to the 2000/01 Annual General Meeting.

Motion to accept report moved by Bob Stewart, seconded by Chris Petter. Carried.

3.3 Treasurer's Report

The Treasurer stated that her report represented the AABC's finances up to the 31 March 2000. A final financial report will not be available until the end of May.

Lynne Waller reported that during the 1999-2000 fiscal year, efforts have been made to begin to integrate financial planning into the Association's program development procedures. She noted that all committees are building financial planning into their programs of activity. Such planning promotes stability.

At the 1999 Annual General Meeting, Jane Turner moved that the AABC examine the possibility of hiring a bookkeeper to assist with the management of the AABC's finances. The Treasurer reported that the AABC Finance Committee has examined the issue and developed a description for such a position.

Lynne Waller reported that for the 1999-2000 fiscal year, the bank account balanced. AABC GICs were increased and savings were made in the areas of insurance, newsletter production, and Executive Committee expenses. Lynne Waller anticipates a surplus of \$2000. She expressed her appreciation to the President, the members of the Finance Committee, and her husband for their support during the past year.

Ken Favrholt asked about the source of administration funds. Lynne Waller responded that \$8298 would be dedicated from grant funds for administration.

Motion to accept report moved by Evelyn Peters McLellan, seconded by Deidre Simmons. Carried.

Motion to forward financial records to Malish and Clarke for review moved by Bob Stewart, seconded by Ken Young. Carried.

4. Committee/Program Reports

4.1 Education

Susan Hart asked if the Education Committee was planning to develop more workshops. Linda Wills reported that the Committee is working towards that goal.

Motion to accept report submitted by the Education Committee moved by Chris Hives, seconded by Wendy Hunt. Carried.

4.2 Preservation

Motion to accept report submitted by the Preservation Committee moved by Ken Young, seconded by Dorothy Lawson. Carried.

4.3 Membership

Susan Hart congratulated the AABC Executive and Membership Committee for their efforts in reducing membership fees to accommodate volunteers and retired archivists.

AABC members discussed the membership fee structure as it relates to the size of institutions and individual membership. Jay Gilbert asked whether individuals and institutions should be separate within the AABC. Evelyn Peters-McLellan suggested developing a set price for institutions and an added fee per archivist working within that institution. The President noted some reluctance on the part of the Executive to develop a complex fee structure based on the size of the institution. Marie-Helene Robitaille expressed concern about the implications for archivists who get little institutional support. Heather MacNeil commented that membership in the AABC should be an issue of professional pride.

Susan Hart requested that the AABC explore the fee structure for member institutions. Marnie Burnham, Chair of the Membership Committee, agreed to examine the issue and report back to the Executive.

Motion to accept report submitted by the Membership Committee moved by Marnie Burnham, seconded by Michael Gourlie. Carried.

4.4 Grants

Motion to accept report submitted by the Grants Committee moved by Chris Hives, seconded by Wendy Hunt. Carried.

4.5 Internet

Erwin Wodarczak welcomed Joan Cowan and Christine Metsner as new corresponding members of the AABC Internet Committee.

Motion to accept report submitted by the Internet Committee moved by Erwin Wodarczak, seconded by Bill Purver. Carried.

4.6 Archives Advisor / Network Co-ordinator

Motion to accept report submitted by the AA/NC Committee moved by Wendy Hunt, seconded by Deidre Simmons. Carried.

4.7 Public Awareness, Advocacy, and Legislation

Carrie Stevenson spoke on behalf of the Public Awareness, Advocacy, and Legislation Committee. She reported that the Committee's activities have been focussed on the prospect of archives legislation for the Province. In addition, the Committee is developing an initiative for the declaration of an Archives Day in B.C.

Motion to accept report submitted by the Public Awareness, Advocacy, and Legislation Committee moved by Carrie Stevenson, seconded by Peter Johnson. Carried.

4.8 Newsletter

Chris Hives thanked Leslie Field for his efforts and technical expertise in the production of the AABC Newsletter.

Motion to accept report submitted by the Newsletter Editor moved by Chris Hives, seconded by George Brandak. Carried.

4.9 Regional Representatives

Dorothy Lawson discussed efforts to define the role of regional representatives within the AABC. In the coming year, the Executive will work to further develop communication within the regional network.

Motion to accept report submitted by the Individual Member at Large on behalf of the Regional Representatives moved by Dorothy Lawson, seconded by Bob Stewart. Carried.

5. Provincial Archivist Report

Gary Mitchell provided a brief update on activities at the British Columbia Archives. He announced that the records management function within the Provincial Government was returned to the jurisdiction of B.C. Archives in early April. In managing the records of the Provincial Government, the B.C. Archives will stress the need for preservation and advocate for the Archives Association of British Columbia – Annual General Meeting

protection of records of long term value. In addition, Gary Mitchell discussed efforts to improve B.C. Archives' accommodations.

The Provincial Archivist discussed the need to push for the development of provincial archival legislation. He hopes that the Archives Association of British Columbia will contribute to lobbying efforts.

Finally, Gary Mitchell urged the AABC's Executive to consider making outreach the theme of the 2001 AABC conference.

6. Honorary membership

The President moved that the AABC bestow an honorary membership on Dr. C.E. McDonnell in recognition of his years of active interest in the preservation of history, seconded by Wendy Hunt. Carried.

Gary Mitchell requested that the Executive review the AABC Constitution as it relates to honorary membership. He suggested that the process be improved to enable formal approval of honorary membership prior to the Annual General Meeting.

7. Nominations

As there were no further nominations from the floor, the President presented the members to serve as the Executive for 2000/2001:

Jane Turner – President
Heather Gordon – Vice President
Lynne Waller - Treasurer
Dovelle Buie – Secretary
Dorothy Lawson – Individual Member at Large
Laura Cheadle – Institutional Member at Large

7. Adjournment

George Brandak thanked the Executive on behalf of the membership.

11:45 am - Meeting adjourned

2001 Annual General Meeting of the Archives Association of British Columbia - Minutes

27 April 2001

Victoria, British Columbia

AABC Executive Members Present:

Heather Gordon, Vice President

Lynne Waller, Treasurer

Dovelle Buie, Secretary

Laura Cheadle, Institutional Member-At-Large

Dorothy Lawson, Individual Member-At-Large

AABC Executive Members Regrets:

Jane Turner, President

1. Approval of Agenda

Meeting was called to order at 11:32 a.m.

Motion to call the 2001 Annual General Meeting of the Archives Association of British Columbia to order was made by Marnie Burnham and seconded Wendy Hunt. Motion was carried.

2. Approval of the Minutes of the 2000 AGM

Motion to approve the minutes of the 2000 Annual General Meeting, held in Richmond, British Columbia on Saturday April 29, 2000 was made by George Brandak and seconded by Erwin Wodarczak. Motion was carried.

3. Executive Reports

3.1 President's Report

Heather Gordon, Vice President, informed the membership in attendance that due to unforeseen circumstances the President, Jane Turner, has been unable to attend the 2001 AABC Conference and Annual General Meeting. Heather Gordon, reporting on behalf of Jane Turner and the rest of the Executive, extended thanks to the Provincial Archivist, Gary Mitchell and Fran Gundry, also with the BC Archives. Both have been very supportive of the Archives Association of British Columbia over the past years. Heather Gordon asked the membership if there were any questions about the President's report and there was no questions posed.

Patrick Dunae moved to approve the President's report and Jana Bulhmann seconded the motion. Motion was carried.

3.2 Vice President's Report (Heather Gordon)

Val Billisberger moved to accept the Vice President's report and Jim Burrows seconded the motion. Motion was carried.

3.3 Treasurer & Financial Committee's Report (Lynne Waller)

Lynne Waller, Treasurer of the AABC, reported that the AABC had another good year financially. Lynne Waller explained that the Association had a second surplus year in a row. The Treasurer stressed that the financial management of the Association has focussed on planning, budgets, and financial controls. Lynne Waller reported on the number of round tables that had taken place over the year. Lynne Waller also stressed that the surplus was due to GST rebates and increased workshops registrations; granting agencies sharing the costs of administration also contributed to the surplus and the ability of the AABC to spend more on the Association and its programs. Lynne Waller also outlined the financial position of the Association and explained how the Association will be able to put \$5,000.00 back into the Association's Education initiatives in the 2001/02 budget.

Jim Burrows asked the Treasurer about the audit statement for 2000 and if there were to be any efforts to make the report available to the membership after the AGM in April. The Treasurer explained that the review is expected to be done sometime in May or June and that there is the intention to include the statement, or a summary of the statement, in an upcoming issue of the newsletter.

Lynne Waller asked for a motion to change the auditing firm for the 2000/01 audit to Evancic Perrault. Jim Burrows made the motion and it was seconded by Susan Hart. Motion was carried.

Lynne Waller stressed that the AABC would not be in such a good financial position without the contribution of time by the volunteers and contractors and she thanked all who have made efforts to keep the books of the Association balanced and in order.

Ken Young moved to approve the report of the Treasurer and Financial Committee and Erwin Wodarczak seconded the motion. Motion was carried.

4. Committee Reports

Standing Committees

4.1 Education Committee (Linda Wills)

Linda Wills, chair of the Education Committee thanked Deidre Simmons and Patricia O'Byrne for their many contributions to the Education initiatives of the AABC over the past year.

Michael Gourlie moved to approve the Education Committee's report and Laura Cheadle seconded the motion. Motion was carried.

4.2 Grants Committee (Laura Cheadle)

Wendy Hunt moved to approve the Grants Committee's report and Jim Burrows seconded the motion. Motion was carried.

4.3 Membership Committee (Marnie Burnham)

Heather Gordon complimented the Membership Committee for their work on designing a new membership brochure.

George Brandak asked about the membership numbers for the Association. Marnie Burnham, Chair of the Membership Committee, informed that the numbers of members increased last year by approximately 15 members.

Jana Buhlmann moved to approve the Membership Committee's report and Linda Wills seconded the motion. Motion was carried.

Ad Hoc Committees

4.4 BC Archival Preservation Service Advisory Committee (Dorothy Lawson)

Ken Young moved to approve the BC Archival Preservation Service Advisory Committee's report and Marnie Burnham seconded the motion. Motion was carried.

4.5 BC CAIN (Canadian Archival Information Network) Committee (Ann Carroll)

Heather Gordon explained that the Chair of the BC CAIN Committee, Ann Carroll, was not able to attend the conference but that there are other members of the committee present should anyone want to ask some questions about CAIN.

George Brandak asked about the 2000 CAIN funds of \$62,000.00 and whether the remaining \$225,000.00 for BC and \$700,000.00 total for Canada has been approved. Heather Gordon explained that the AABC has have until May 15th to get applications into Ottawa and that at this point the AABC is unable to say whether all the funds will be made available. Heather Gordon also informed the membership that there will be only one CCA grant adjudication and that the BC CAIN and Grants Committees are in a difficult position in terms of having to plan for projects that still need the funding. The Committees have responded to this by encouraging institutions to set up the projects in phases and hope that by doing so the AABC will be better able to work with the reality of lack of guaranteed funding.

George Brandak moved to approve the BC CAIN Committee report and Jana Buhlmann seconded the motion. Motion was carried.

4.6 Institutional Standards Committee (Jane Turner)

On behalf of Jane Turner, Heather Gordon outlined the Institutional Standards Committee's report. Heather explained that guidelines will come forward to the incoming AABC Executive as well as any recommendations. In terms of working through the process, there are hopes that the regional representatives will help with coordinating feedback about establishment of institutional standards.

Susan Hart asked if individual members can also have input to the process. Heather Gordon responded that while the focus of the institutional standards are on the institutions themselves as well as the CCA guidelines, the AABC will be open to feedback from individual members as well.

Dorothy Lawson moved to approve the Institutional Standards Committee's report and George Brandak seconded the motion. Motion was carried.

4.7 Report of the Internet Committee (Erwin Wodarczak)

Erwin Wodarczak, Chair of the Internet Committee, outlined the highlights of his report. Erwin thanked the AABC contractors and the temporary contractors for all their work.

Wendy Hunt moved to approve the Internet Committee's report and Jana seconded the motion. Motion was carried.

Heather Gordon thanked both Erwin Wodarczak and Marnie Burnham for their service as chairs on their respective committees and informed the membership that they have submitted their resignations.

4.8 PAAL (Public Awareness, Advocacy and Legislation Committee) (Jane Turner)

Heather Gordon presented the report, on behalf of Jane Turner President/Chair of the PAAL Committee.

Susan Hart asked about the role of the PAAL Committee and questioned whether the Committee could help with advertising events and/or initiatives of the AABC. Susan explained that it was difficult to get some advertising on CBC radio for the Conference.

Dorothy Lawson suggested that AABC members could write down what their experiences are in terms of promotion and marketing. They could then submit them to the AABC Executive for action.

Valerie Billesberger complimented the AABC on the Archives Week web-site, its design and how helpful it was to use and refer to.

Marnie moved to accept the Public Awareness, Advocacy and Legislation Committee's report and Ken Young seconded the motion. Motion was carried.

4.9 Regional Representatives (Dorothy Lawson)

Dorothy Lawson discussed the Regional Representatives report and encouraged the membership to take their turn in volunteering. For those who have been involved it has been both an enlightening and rewarding experience.

Jim Burrows moved to accept the Regional Representatives Committee's report prepared by the Individual Member-At-Large and Ken Young seconded the motion. Motion was carried.

4.10 Newsletter Editorial Board (Chris Hives)

Erwin Wodarczak moved to accept the Newsletter Editorial Board's report and Jana Buhlmann seconded the motion. Motion was carried.

5. Other Business

5.1 Provincial Archivist Report

The Provincial Archivist, Gary Mitchell, discussed the up-coming provincial election and stated that when BC has a new parliament in place, the BC Archives will be looking forward to working on archival legislation for British Columbia. Gary Mitchell also reported that the BC Archives have funds to have a consultant review the current facility of the BC Archives and look at lobbying for a new facility/building. The Provincial Archivist commended all those who were involved with Archives Week 2000 and on making it a great success.

George Brandak asked the Provincial Archivist about the records of the government and that if there is a change in government how the records will be secured. The Provincial Archivist assured George Brandak that the appropriate measures have been taken.

5.2 Recommendation for Honourary Life Membership

Dovelle Buie, Secretary, reported to the membership that last night the AABC presented a life achievement award to Hugh Taylor for his many contributions to the Canadian and international archival communities.

Dovelle Buie asked the membership to support the Executive's recommendation to grant Hugh Taylor an honorary life membership with the AABC as a means to further recognize his distinguished service to the archival profession.

Susan Hart moved to accept the Executive's recommendation to grant Hugh Taylor an honorary life membership with the AABC and George Brandak seconded the motion. Motion was carried.

5.3 Constitutional Amendment

Dovelle Buie, Secretary, reported that at last year's AGM there was some question made as to the timing and the process of granting honorary life membership in the AABC. The

Membership Committee examined the issue and recommended, by special resolution, to change the AABC's Constitution and Bylaws. The Executive supported the Membership Committee's recommendation to, by special resolution and vote at the AGM, change the constitution/bylaws from honorary life membership being accorded by a majority vote of the membership at the Annual General Meeting to honorary life membership being accorded by the Executive. As was explained in a letter to the Secretary from the Chair of the Membership Committee, the reasoning behind the recommended constitution/bylaw amendment was that the change would enable honorary life membership to be accorded at the Friday night banquet before the AGM, scheduled in past years on the following Saturday morning.

Jim Burrows expressed his appreciation for the special resolution and how the process of according honorary membership presents various procedural problems. Jim Burrows expressed that he thought that a change in the AABC Constitution and Bylaws was not necessarily the best means in which to address the issue. Having the Executive appoint honorary members does not carry with it the same weight in terms of the AABC membership as a community voting honorary members.

Susan Hart, supporting the motion, said that the change in the constitution would be no different than when we have other small groups make decisions on behalf of the larger Association. Susan Hart specifically referred to the role that the Grants Committee has in adjudicating grant applications.

Marnie Burnham commented that all honorary members that she is aware of have been made on recommendation of a member.

Jim Burrows expressed that the according of honorary membership should take place by the membership and not the Executive. He stated that by according the honorary membership by a vote at the AGM makes it more special and distinguishes it from being an award.

Dovelle clarified when asked that the recommendation has been made because it was referred from last year's conference.

Heather Gordon reviewed the ACA's process of according honorary membership. The AABC could formalize the process by having nominations forms, a nominations/elections committee review the submissions and then have the final review by the Executive. In this scenario, it would not be just the Executive who would decide who the honorary members would be that it would also involve committee input.

Ken Young asked if the AABC's AGM could be switched to happen before the Friday night banquet and thereby address the concerns of timing.

Jennifer Mohan, Conference Committee Chair of the 2001, Conference commented that the AGM is strategically scheduled to so that everyone will attend the AGM.

Jim Burrows stressed that the change in the Constitution/Bylaws due to procedural difficulties is not desirable and takes away the honour in the membership deciding who its honorary life members will be.

Motion to accept the recommendation of the Executive and Membership Committee was made by Marnie Burnham and seconded by Jana Buhlmann. Heather Gordon, Vice President, conducted a vote. Of the members who voted, only 17 voted in favour. Motion was defeated. It is necessary to have 75% approval of the for a constitutional/bylaw amendment.

5.4 Archives Week 2001

Heather Gordon reported that 2001 is the International Year of the Volunteer. Archives Week 2001, as a result, is building on this theme and will be "Celebrating Volunteer Service in Local Communities." Heather Gordon invited the membership to submit photographs from their collections that reflect the theme and will be used for the 2001 Archives Week poster. Details will follow.

5.5 150th Anniversary of Public Schooling – Patrick Dunae

Patrick Dunae reported that 2001 is the 150th anniversary of the public school system in BC. Patrick Dunae outlined how he is working with a steering committee and asked the membership for their input to the project.

Gary Mitchell encouraged members to think about submitting CAAP (Canadian Archival Assistance Program) grants that focus on Public Education.

5.6 Tribute to Ruby Nobbs

Heather Gordon informed the membership that the AABC and BC archival community has lost a long-standing member on April 4, 2001.

Cathy English spoke about Ruby Nobbs. Ruby had once told Cathy that she had heard of a relative who lived to 93 and that she wanted to surpass the record. Cathy was pleased to recount the story as Ruby passed away two weeks after her 94th birthday.

5.7 Conferences

2002 – Conference with ACA

Heather Gordon reported that the Association of Canadian Archivists will be holding their annual meeting in Vancouver in 2002. The AABC Executive has been discussing the conference and think that it may work for the AABC to coordinate its conference with that of the ACA's in June 2002. The AGM could be held on the Sunday after the ACA conference. Heather Gordon reported that AABC members are invited to submit ideas for sessions at the ACA. Heather Gordon encouraged the AABC members to be involved; the last time the ACA was in British Columbia was in 1983 and 1990. The ACA Conference in 2002 is a chance for AABC members

to be involved with a conference that they would not usually attend. The AABC will most likely have travel subsidies and members should watch out for announcements about them in the coming months.

2003 – AABC Conference in Kamloops

Heather Gordon reported that the AABC will likely be holding its 2003 conference in Kamloops; this will be confirmed with Jane Turner.

6. Nominations

Heather Gordon reported that the Chair of the Nominations Committee, Chris Hives, was unable to attend the conference. Heather Gordon reported the slate of Executive as follows:

President - Heather Gordon
Vice President - Michelle Barroca
Treasurer - Carrie Stevenson
Secretary - Dovelie Buie
Individual Member-At-Large - Christine O'Donnell
Institutional Member-At-Large - Laura Cheadle

Heather Gordon explained that the positions of Vice President, Treasurer and Individual Member-At-Large need to be approved and voted in by the membership; the other positions were approved at last year's AGM.

Cathy English moved to approve the Nominations Committee's recommendations and Ken Young seconded the motion. Motion was carried.

Heather Gordon called for nominations from the floor. There being no further nominations, the slate stood.

On behalf of the Executive, Heather Gordon thanked the Program Committee and Local Arrangements Committee for all their hard work. Heather stressed that the Southern Vancouver Regional Island regional group and the sisters of St. Ann did a phenomenal job in organizing the 2001 conference.

Hugh Taylor commented on how impressed he was with the Annual General Meeting. He expressed how he felt the meeting was very straightforward until the discussion on the according of honorary life membership and then it turned into a very democratic discussion. He asked if he was awarded with an honorary life membership.

Assurance was given that he was awarded with a honorary life membership in the AABC.

Hugh Taylor thanked everyone for a very enjoyable Annual General Meeting.

George Brandak complimented the Executive on their hard work and moved to give approval for the work that has been done by the Executive. Wendy Hunt seconded the motion. Motion was carried.

7. Adjournment

Mickey King moved to approve the motion to adjourn the meeting and Jana Buhlmann seconded the motion. Motion was carried.

Meeting was adjourned at 12:57 pm

2002 Annual General Meeting of the Archives Association of British Columbia - Minutes

23 May 2002

Vancouver, British Columbia

AABC Executive Members Present:

Heather Gordon, President

Lara Wilson, Vice President (Elect)

Carrie Stevenson, Treasurer

Dovelle Buie, Secretary

Laura Cheadle, Institutional Member-At-Large

Christine O'Donnell, Individual Member-At-Large

1. Approval of the Agenda

Meeting was called to order at 5:20 p.m.

Motion to approve the Agenda of the 2002 Annual General Meeting of the Archives Association of British Columbia was made by Chris Hives and seconded by Bill Purver. Motion was carried.

2. Approval of the Minutes of the 2001 AGM

Motion to approve the minutes of the 2001 Annual General Meeting, held in Victoria, British Columbia on Saturday April 28, 2001 was made by Ken Young and seconded by Mickey King. Motion was carried.

3. Executive Reports

3.1 President's Report (Heather Gordon)

Heather Gordon, President, reported that further to what she had written as a part of her report included in the Annual General Meeting package mail out, the financial situation of the AABC is such that we will be entering into a time of uncertainty in 2002/03. While the Provincial Government did fund, as was promised, the CAAT grant for the 2001/02 year (in the amount of \$84,000), Heather stressed that the AABC will not have access to CAAT funding for the 2002/03 year and beyond. The President thanked AABC members and other concerned parties who wrote letters to the Minister in response to the CAAT and CAAP funding cuts.

Heather Gordon thanked former Executive members who had worked very hard to have a clear plan for the management of the Association's finances. The President thanked in particular Lynne Waller, Chris Hives and Jane Turner.

Heather Gordon thanked her fellow Executive members for their support throughout the past year and also the hard work that has been done by the AABC contractors (Karen Blimkie, Rosaleen Hill, Bill Purver, and Jan Turner).

Evelyn Peters McLellan moved to approve the President's report and Erwin Wodarczak seconded the motion. Motion was carried.

3.2 Vice President's Report (Lara Wilson)

Lara Wilson reported that further work has been done on investigating further sources of revenue for the AABC (Gaming Commission grants). The Education Committee will be working on applying for gaming funds.

George Brandak moved to approve the Vice President's report and Jan Turner seconded the motion. Motion was carried.

3.3 Treasurer & Financial Committee's Report (Carrie Stevenson)

The Treasurer handed out the most recent Statement of Revenue and Expenses for the AABC. Susan Hart moved to approve the unaudited Statement of Revenue and Expenses and George Brandak seconded the motion. Motion was carried.

The Treasurer asked the membership to approve Evancic Perrault as the firm to conduct audit of the AABC's books. Tara Fung moved to approve Evancic Perrault as the AABC auditors and Ken Young seconded the motion.

Carrie Stevenson thanked Lynne Waller, former Treasurer of the AABC for all her hard work. Carrie Stevenson emphasized that the Association is facing some tough realities in terms of how we will continue to run our programs in the next few years.

Lynne Waller moved to approve the report of the Treasurer and Financial Committee and Chris Hives seconded the motion. Motion was carried.

4. Committee Reports

Standing Committees

4.1 Education Committee (Linda Wills)

Heather Gordon informed the membership that the pre-conference workshops run by the AABC in partnership with the ACA were very successful with 56 people attending the sessions. The ACA has discussed using the model of the Provincial Association running the workshops at the national conference as a model that may be followed in the future.

Heather Gordon thanked the Chair of the Education Committee for all her hard work and informed the membership that Linda Wills will no longer be serving as Chair; the new chair will be Jane Turner.

Joni Mitchell moved to approve the Education Committee's report and Michael Gourlie seconded the motion. Motion was carried.

4.2 Grants Committee (Laura Cheadle)

Laura Cheadle reminded the institutional members to complete the questionnaire that was sent out to them in their AGM package. The questionnaire asked members if they would be able to receive electronic reminders/information pertaining to grants. In addition to such a procedure saving the AABC a significant amount of money in postage and photocopying expenses, the turn-around time for grants is often very tight and e-mail would speed up the process for communicating grant-related information.

Chris Hives moved to approve the Grant Committee's report and Linda Wills seconded the motion. Motion was carried.

4.3 Membership Committee (Dovelle Buie)

Lynne Waller moved to approve the Membership Committee's report and Evelyn Peters McLellan seconded the motion. Motion was carried.

Ad Hoc Committees

4.4 BC Archival Preservation Service Advisory Committee (Dorothy Lawson)

Erwin Wodarczak moved to approve the BC Archival Preservation Service Advisory Committee's report and Ken Young seconded the motion. Motion was carried.

4.5 Report of the Internet Committee (Heather Gordon)

Heather Gordon reported that Marnie Burnham is a new member of the Internet Committee and thanked her for her work on the Committee.

George Brandak moved to approve the Internet Committee's report and Sister Margaret Cantwell seconded the motion. Motion was carried.

4.6 BC CAIN (Canadian Archival Information Network) Committee (Ann Carroll)

Ann Carroll, BC CAIN Coordinator, informed the membership that there will be a "BC Digitization Equipment" grant intended for institutional members. Members should look for announcements/information that will be forthcoming in the next month.

Linda Wills moved to approve the BC CAIN Coordinator's report and Jane Turner seconded the motion. Motion was carried.

4.7 Institutional Standards Committee (Jane Turner)

Joni Mitchell moved to approve the Institutional Standards Committee's report and Sister Margaret Cantwell seconded the motion. Motion was carried.

4.8 PAAL (Public Awareness, Advocacy and Legislation Committee) (Peter Johnson)

Lynne Waller moved to approve the Public Awareness, Advocacy and Legislation Committee's report and Mickey King seconded the motion. Motion was carried.

4.9 Regional Representatives (Christine O'Donnell)

Christine O'Donnell reported that Sister Margaret Cantwell is the new regional representative for Vancouver Island South and thanked Michael Carter for his work as the previous regional representative for that area.

Bill Purver moved to approve the Regional Representative Committee's report(s) and Ken Young seconded the motion. Motion was carried.

4.10 Newsletter Editorial Board (Chris Hives)

Heather Gordon informed the membership that Chris Hives is stepping down as newsletter editor and thanked Chris for all his work.

Jan Turner moved to approve the Newsletter Editorial Board Committee's report and Ann Carroll seconded the motion. Motion was carried.

5. Other Business

5.1 2003 AGM and Conference

Heather Gordon announced that next year's AABC conference will be held in Nanaimo - likely in the last week of the month (April 24th, 25th, & 26th, 2003). The 2004 conference will likely be held in North Vancouver.

5.2 Provincial Archivist's Report -- Gary Mitchell

Gary Mitchell, Provincial Archivist, gave the membership an update on the BC Archives.

5.3 Tribute to Lillian Weedmark and Preben Mortensen

With a heavy heart and sympathy, Heather Gordon reported to the membership that two members had passed away: Lillian Weedmark and Preben Mortensen.

6.0 Nominations

Blair Galston, Chair of the Nominations Committee, reported that the following members have let their names stand for the vacant positions on the AABC Executive Committee. Blair explained that, as per Section VI of the AABC Constitution and Bylaws, the nomination of the standing Vice President is being presented to the membership at the 2002 AGM as a result of the resignation of the elected Vice President Michelle Barocca in October 2001. The AABC Executive, on February 16, 2002, appointed Lara Wilson as the Vice President of the AABC. The members names and vacant positions are as follows:

President - Lara Wilson
Vice President - Erwin Wodarczak
Secretary - Erica Hernandez
Institutional-Member-At-Large - Kathy Bossort

Blair asked three times for any other nominations from the floor. None being received, Joni Mitchell moved to approve the Nomination Committee's report and Kelly Harms seconded the motion. Motion was carried.

7.0 Adjournment

Meeting was adjourned at 6:10 pm.

2003 Annual General Meeting of the Archives Association of British Columbia - Minutes

26 April 2003

**Location: Best Western Dorchester Hotel in the "Opera Room"
Nanaimo, British Columbia**

AABC Executive Members Present:

Lara Wilson, President

Carrie Eirene Stevenson, Treasurer

Kathy Bossort, Institutional Member-At-Large

Erica Hernández, Secretary

Regrets:

Erwin Wodarczak, Vice-President

Christine O'Donnell, Individual Member-At-Large

1. Approval of Agenda

Meeting was called to order at 2:20 p.m.

Motion to approve the Agenda of the 2003 Annual General Meeting of the Archives Association of British Columbia was made by Chris Hives and seconded by Jane Turner. Motion was carried.

Call for vote to accept the 2003 agenda. Vote carried.

2. Approval of Minutes of 2002 AGM

Lara Wilson noted two errors in the 2002 Minutes that required correction. Under the condition that these corrections be made a motion to approve the Minutes of the 2002 Annual General Meeting, held in Vancouver, British Columbia on Saturday, May 23, 2002 was made by George Brandak and seconded by Sue Baptie. Motion was carried.

Call for vote to accept the 2002 Minutes. Vote carried.

3. Executive Reports

3.1 President's Report -- Lara Wilson

Lara Wilson presented the following points in addition to her President's Report:

Lara Wilson recently met with Richard Dancy and Sharon Platter to discuss pending changes to archives related legislation (i.e. private sector privacy legislation and Document Disposal Act). British Columbia is working with Alberta on this legislation development. Once completed, it will become a model for archives legislation across Canada. She will keep the membership posted as to the latest developments in this legislation process.

Lara Wilson reported that she had received word from the CCA regarding AABC grant applications and that these applications have been approved for the upcoming year. No word has yet been received regarding the future of CAIN funding.

Lara Wilson updated the membership on the ongoing consultation process being undertaken by the Executive in its future planning. This process has so far included the distribution of a survey to Institutional members, with future plans to distribute this same survey to Associate members as well. A March Strategic Planning Session attended by Executive members, Cmte Chairs and Regional Reps was also undertaken. Some key point brought up at this event included:

- Desire for transparent and proactive decision making
- Fear of current financial conditions and future uncertainty (desire to retain safety net)
- Desire to retain "health" of the organization (concern about volunteer "burnout")
- Hope to access and identify other funding sources (need for creative efforts in this regard)
- Desire to promote the organization and increase exposure and awareness of its programs
- Hope to maximize efficiency and maintain balance of service delivery

Lara Wilson expressed her thanks to outgoing Executive members Christine O'Donnell and Carrie Stevenson, and to outgoing committee chairs Dovel Buie and Peter Johnson. She also thanked the rest of the Executive, Erwin Wodarczak, Erica Hernández, and Kathy Bossort for their support throughout the past year.

Jennifer Mohan moved to approve the President's Report and Lisa Beitel seconded the motion. Motion carried.

Call for vote to accept the President's Report. Vote carried.

3.2 Vice President's Report -- Erwin Wodarczak

Jane Turner moved to approve the Vice-President's Report and Bill Purver seconded the motion. Motion carried.

Call for vote to accept the 2002 Vice President's Report. Vote carried.

3.3 Treasurer & Financial Committee's Report -- Carrie Stevenson

Carrie Stevenson thanked the members of her Financial Committee Lynne Waller, Chris Hives, and Jane Turner for their support throughout the year.

To her report, Carrier added that the 2003/2004 budget will be included in the next AABC Newsletter and that advertising space on the AABC website generated \$600 in revenue last year.

The Treasurer asked the membership to approve the 2002 audited financial report included in the 2003 AGM package. George Brandak moved to approve the 2002 audited financial report and Siôn Romaine seconded. Motion carried.

Call for vote to accept the 2002 audited report. Vote carried.

The Treasurer asked the membership to approve Evancic Perrault as the firm to conduct the audit of the AABC's books for our year ending March 31, 2003. Chris Hives moved to approve Evancic Perrault as the AABC auditors and Valerie Billesberger seconded the motion. Motion carried.

Call for vote to accept the preceding motion. Vote carried.

Jane Turner moved to approve the Treasurer's Report and Heather Gordon seconded the motion. Motion carried.

Call for vote to accept the 2002 Treasurer's Report. Vote carried.

4. Committee and Program Reports

4.1 Education Committee's Report -- Jane Turner

Lisa Beitel moved to approve the Education Committee's Report and Trevor May seconded the motion. Motion carried.

Call for vote to accept the 2002 Education Committee's Report. Vote carried.

4.2 Grant Committee's Report -- Kathy Bossort

To her report, Kathy Bossort added that she had received notification from the CCA that all applications had been approved, although a few still required some clarification. Kathy Bossort thanked her Cmt members Ann Carroll, Laura Cheadle, Chris Hives, Francis Mansbridge, and Christine O'Donnell for their support throughout the year.

Chris Hives moved to approve the Grant Committee's Report and Trevor May seconded the motion. Motion carried.

Call for vote to accept the 2002 Grant Committee's Report. Vote carried.

4.3 Membership Committee's Report -- Dovelie Buie

Trevor May moved to approve the Membership Committee's Report and Valentine Hughes seconded the motion. Motion carried.

Call for vote to accept the 2002 Membership Committee's Report. Vote carried.

Ad Hoc Committees

4.4 BC Archival Preservation Service Advisory Committee (Dorothy Lawson)

Jane Turner moved to approve the B.C. Archival Preservation Service Advisory Committee's Report and Valerie Billesberger seconded the motion. Motion carried.

Call for vote to accept the 2002 B.C. Archival Preservation Service Advisory Committee's Report. Vote carried.

4.5 Internet Committee (Heather Gordon)

Heather Gordon thanked ACT-Cinimage for their donation of a media server license. This license will assist the AABC in its upcoming CAIN project.

Siôn Romaine moved to approve the Internet Committee's Report and Jennifer Mohan seconded the motion. Motion carried.

Call for vote to accept the 2002 Internet Committee's Report. Vote carried.

4.6 BC CAIN (Canadian Archival Information Network) Committee (Ann Carroll)

Chris Hives moved to approve the B.C. CAIN Co-ordinator's Report and George Brandak seconded the motion. Motion carried.

Call for vote to accept the 2002 B.C. CAIN Committee's Report. Vote carried.

4.7 PAAL (Public Awareness, Advocacy and Legislation Committee) (Peter Johnson)

Lara Wilson added that Peter Johnson, who is concluding his term as PAAL Cmt Chair, was recently consulting with Geoff Wong of CBC Television - British Columbia regarding a possible Archives Week partnership. Lara Wilson also reported Peter's suggestion for the 2003 Archives Week theme: "100th anniversary of the founding of political parties in B.C." The 2003 Archives Week will also coincide with the AMIA conference being held in Vancouver this year. Lara Wilson again reported Peter's suggestion to coordinate joint activities with this group.

Jane Turner moved to approve the Public Awareness, Advocacy and Legislation Committee's Report and George Brandak seconded the motion. Motion carried.

Call for vote to accept the 2002 PAAL Committee's Report. Vote carried.

4.8 Regional Representatives (Christine O'Donnell)

Jane Turner moved to approve the Regional Representative Regional Reports and Chris Hives seconded the motion. Motion carried.

Call for vote to accept the 2002 Regional Representative Regional Reports. Vote carried.

5. Other Business

5.1 2004 AGM and Conference

Lara Wilson reported that the 2004 conference will be held in North Vancouver.

5.2 Report from the Director, British Columbia Archives - Gary Mitchell

Gary Mitchell, Provincial Archivist, gave the membership an update on the BC Archives.

5.3 Recommendation for Honorary Life Membership

Erica Hernández, Secretary reported to the membership that last night, the AABC presented a life achievement award to Sue Baptie for her many contributions to the Canadian archival community.

Erica Hernández asked the membership to support the Executive's recommendation to grant Sue Baptie an honorary life membership with the AABC as a means to further recognize her distinguished serve to the archival profession.

Valentine Hughes moved to accept the Executive's recommendation to grant Sue Baptie an honorary life membership with the AABC and Gary Mitchell seconded the motion. Motion was carried.

Call for vote to accept the Executive's recommendation for Honorary Life Membership. Vote carried.

5.4 Tribute to Kent Haworth

Lara Wilson informed the membership that the Provincial and National archival communities lost a long-standing member on January 2003. Kent will be remembered for his tremendous efforts towards the enrichment of the Canadian archival community.

Gary Mitchell gave a very touching tribute to his friend and colleague, Kent Haworth.

6. Election of Executive Committee Members

6.1 Nominations Committee's Report

Jennifer Mohan reported that the following members have let their names stand for the following positions on the AABC Executive Committee:

- Vice President - Christine Meutzner
- Individual Member-at-Large - Siôn Romaine
- Treasurer - Jian Liu

Jennifer Mohan thrice called for additional nominations from the floor. No additional names were forwarded.

Sue Baptie moved to approved the Nominations Committee's recommendations and Sister Margaret Cantwell seconded the motion. Motion was carried.

Call for vote to accept the 2002 Nomination Committee's Report. Vote carried.

7. Adjournment

Thanks to the Executive

On behalf of the AABC membership, George Brandak thanked outgoing President Lara Wilson for her dedication and hard work throughout her term. George also expressed his thanks to the efforts of the Executive Board.

Lara Wilson moved to approve the motion to adjourn the meeting and Mary Macintosh seconded the motion. Motion was carried.

Call for vote to adjourn the AGM. Vote carried.

Meeting was adjourned at 3:25 pm.

2004 Annual General Meeting of the Archives Association of British Columbia - Minutes

24 April 2004

**Location: Holiday Inn Hotel in the "Seymour Room"
North Vancouver, British Columbia**

AABC Executive Members Present:

Erwin Wodarczak, President

Christine Meutzner, Vice-President

Jian Liu, Treasurer

Lisa Beitel, Secretary

Kathy Bossort, Institutional Member-At-Large

Siôn Romaine, Individual Member-At-Large

1. Approval of Agenda

Meeting was called to order at 1:32pm.

Gary Mitchell added "5.5 BC Anniversary" to Other Business. Motion to approve the Agenda of the 2004 Annual General Meeting of the Archives Association of British Columbia was made by Erwin Wodarczak and seconded by Susan Hart. Motion was carried.

Call for vote to accept the 2004 agenda. Vote carried.

2. Approval of Minutes of 2003 AGM

Lisa Beitel noted one error in the 2003 Minutes that required correction. Under the condition that this correction is made, a motion to approve the Minutes of the 2003 Annual General Meeting, held in Nanaimo, British Columbia on Saturday April 26, 2003 was made by Dorothy Lawson and seconded by Marnie Burnham. Motion was carried.

Call for vote to accept the 2003 Minutes. Vote carried.

3. Executive Reports

3.1 President's Report – Erwin Wodarczak

Erwin Wodarczak presented the following points in addition to his President's Report:

Erwin Wodarczak received notification from the CCA that all AABC Program Grants (Education, Preservation and Network Services) were approved in full and Institutional

Grants were approved pending clarification. Institutions have since been notified regarding their grant status.

Erwin Wodarczak completed an in-depth case study questionnaire on the AABC for the CCA survey.

Heather Gordon moved to approve the President's Report and Jennifer Mohan seconded the motion. Motion carried.

Call for vote to accept the President's Report. Vote carried.

3.2 Vice President's Report -- Christine Meutzner

Christine Meutzner moved a vote of thanks to the members of the Conference and Local Arrangements Committees and the North Vancouver Museum and Archives volunteers and staff for organizing the 2004 AABC Conference in North Vancouver. Seconded by Erwin Wodarczak.

Lara Wilson moved to approve the Vice-President's Report and Anthea Seles seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 Vice President's Report. Vote carried.

3.3 Treasurer & Financial Committee's Report -- Jian Liu

Jian Liu stated that the 2004/2005 General Fund Budget will be included in the next newsletter and thanked members of the Finance Committee for their support throughout the year.

The Treasurer asked the membership to approve the 2003 audited financial report included in the 2004 AGM package. Jian Liu moved to approve the 2003 audited financial report and Wendy Hunt seconded the motion. Motion carried.

Call for vote to accept the 2003 audited report. Vote carried.

The Treasurer asked the membership to approve Evancic Perrault as the firm to conduct the review of the AABC's books for our year ending March 31, 2004. George Brandak moved to approve the motion and Erwin Wodarczak seconded. Motion carried.

Wendy Hunt moved to approve the Treasurer's Report and Jennifer Mohan seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 Treasurer's Report. Vote carried.

4. Committee and Program Reports

4.1 Education Committee's Report -- Jane Turner

On behalf of Jane Turner, Francis Mansbridge reported that there have now been 28 site visits by the Education Archivist.

Francis Mansbridge moved to approve the Education Committee's Report and Val Hughes seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 Education Committee's Report. Vote carried.

4.2 Grant Committee's Report -- Kathy Bossort

Dorothy Lawson moved to approve the Grant Committee's Report and Val Billesberger seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 Grant Committee's Report. Vote carried.

4.3 Membership Committee's Report -- Jana Bühlmann

Jana Bühlmann thanked Marnie Burnham for maintaining the Membership Database. There was some discussion about changes in membership statistics with particular attention to the low number of student members. George Brandak reminded everyone to check his or her entries in the Membership Directory and make sure that it is correct.

George Brandak moved to approve the Membership Committee's Report and Jennifer Mohan seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 Membership Committee's Report. Vote carried.

Ad Hoc Committees

4.4 BC Archival Preservation Service Advisory Committee (Dorothy Lawson)

Dorothy Lawson thanked her committee members for their support throughout the year.

Anthea Seles moved to approve the B.C. Archival Preservation Service Advisory Committee's Report and Melanie Hardbattle seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 B.C. Archival Preservation Service Advisory Committee's Report. Vote carried.

4.5 Internet Committee (Heather Gordon)

Marnie Burnham moved to approve the Internet Committee's Report and Jana Bühlmann seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 Internet Committee's Report. Vote carried.

4.6 BC Archives Canada (Canadian Archival Information Network) Committee (Ann Carroll)

Lara Wilson presented an update on the status of CAIN funding and the CCA review. Lara reported that CCA did not receive from the Department of Canadian Heritage grant monies dedicated for provincial network support. The digitization monies available are being administered and distributed by the LAC (Library and Archives Canada). Projects proposals must be for virtual exhibitions, image repositories or large-scale digitization.

Lara explained that the Treasury Board review of the CCA's regular grants and contribution programs, and of CAIN is now underway. Ian Forsyth and Heather Gordon participated on the CAIN and Grants and Contribution Advisory Committees, respectively. CCA will keep the community posted on the outcome of these program audits, and the possible need for a campaign to support the renewal of CCA's funding authority and our network of networks.

Lara Wilson moved to approve the B.C. CAIN Co-ordinator's Report and Anthea Seles seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 B.C. CAIN Committee's Report. Vote carried.

4.7 PAAL (Public Awareness, Advocacy and Legislation Committee) (Laura Cheadle)

Dorothy Lawson moved to approve the Public Awareness, Advocacy and Legislation Committee's Report and Paul Hebbard seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 PAAL Committee's Report. Vote carried.

4.8 Regional Representatives

Lara Wilson moved to approve the Regional Representative Regional Reports and Jennifer Mohan seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 Regional Representative Regional Reports. Vote carried.

4.9 Newsletter Editorial Board (Bob Edwards)

Erwin Wodarczak reported that Bob Edwards has completed his term as Newsletter Editor and Siôn Romaine will take over as Editor for a one-year term. The newsletter will be presented as both a PDF and HTML version for a trial period of one year.

Jana Bühlmann moved to approve the Newsletter Editorial Board report and Lisa Codd seconded the motion. Motion carried.

Call for vote to accept the 2003-2004 Newsletter Editorial Board. Vote carried.

5. Other Business

5.1 2005 AGM and Conference

Erwin Wodarczak reported that no site has been chosen yet for the 2005 AABC AGM and Conference. The membership discussed the value of having a joint conference with either Alberta or Washington's archival associations. The incoming Executive will contact these associations to see if they are interested.

5.2 Report from the British Columbia Archives - Gary Mitchell

Gary Mitchell gave the membership an update on the status of the BC Archives since its merger with the Royal BC Museum.

5.3 Membership Fee increase

On behalf of the Executive, Erwin Wodarczak presented a proposal to increase the 2005/2006 membership fees.

Jennifer Mohan moved to support the recommendation for the report proposing a 2005/2006 membership fee increase as presented by the Executive. All in favor of supporting the fee increase as outlined: 32; those opposed: 1. Motion carried.

Jennifer Mohan presented a motion that the Executive direct the Membership Committee to investigate the impact of a membership fee increase based on a sliding scale for Institutional Members. Val Billesberger seconded the motion. Motion carried.

Diane Webb moved to amend the motion by having the Membership Committee also investigate a sliding scale fee structure for Individual Members. Gary Mitchell presented a further amendment to the motion requiring the Membership Committee to report back to the membership at the 2005 AGM. Val Billesberger also presented an amendment to the motion asking the Membership Committee to work with Regional Representatives.

Erwin Wodarczak moved to vote on the additional amendments to the motion as presented. Seconded by Mary McIntosh. Motion carried.

5.4 Fundraising Report

Erwin Wodarczak presented the Fundraising Report prepared by Barb Towell and Carrie Stevenson. Erwin reported that the report has been posted to the AABC website under

“Announcements” and comments or those interested in following-up can contact Barb Towell directly.

5.5 BC Anniversary

Gary Mitchell reported that in 2008 British Columbia will celebrate its 150th anniversary.

Gary Mitchell moved that the Executive hold meetings with other provincial heritage associations to celebrate this event. Seconded by Erwin Wodarczak. All in favour. Motion carried.

6. Election of Executive Committee Members

6.1 Nominations Committee's Report

Jennifer Mohan reported that the following members have let their names stand for the following positions on the AABC Executive Committee:

- Vice President - Anthea Seles
- Institutional Member-at-Large - Krisztina Laszlo
- Secretary - Linda Nobrega

Jennifer Mohan thrice called for additional nominations from the floor. No additional names were forwarded.

Erwin Wodarczak moved to approved the Nominations Committee's recommendations and Dorothy Lawson seconded the motion. Motion was carried.

Call for vote to accept the 2003-2004 Nomination Committee's Report. Vote carried.

7. Adjournment

On behalf of the CCA Board, Lara Wilson thanked everyone who participated in the 2003/4 CCA survey of councils and institutions. Results have been tallied and will be distributed by CCA shortly.

Thanks to the Executive

On behalf of the AABC membership, Gary Mitchell thanked all outgoing members of the Executive.

Mary McIntosh moved to approve the motion to adjourn the meeting and Paul Hebbard seconded the motion. Motion was carried.

Call for vote to adjourn the AGM. Vote carried.

Meeting was adjourned at 3:10 pm.

2005 Annual General Meeting of the Archives Association of British Columbia - Minutes

Saturday, April 23, 2005

**Location: St. George's Anglican Church Hall - 9160 Church Street
Fort Langley, British Columbia**

AABC Executive Members Present:

Anthea Seles, Vice-President (Acting President)

Linda Nobrega, Secretary

Jian Liu, Treasurer

Krisztina Laszlo, Institutional Member-at-Large

Lisa Beitel, Individual Member-At-Large

1. Approval of Agenda

Meeting was called to order at 11:40am.

Linda Nobrega added "5.4 Fee Study Report" to Other Business.

Motion to approve the Agenda of the 2005 Annual General Meeting of the Archives Association of British Columbia was made by Anthea Seles and seconded by Linda Nobrega. Motion was carried.

Call for vote to accept the 2005 agenda. Vote carried.

2. Approval of Minutes of 2004 AGM

Bill Purver noted a number of grammatical and date errors. Jennifer Mohan noted that under 5.3 the sliding scale would be for "Institutional Members" and not Sustaining Members as given. Under the condition that these corrections are made, a motion to approve the Minutes of the 2004 Annual General meeting, held in North Vancouver on Saturday April 24, 2004 was made by Anthea Seles and seconded by Linda Nobrega. Motion was carried.

Call for vote to accept the 2004 Minutes. Vote carried.

3. Executive Reports

3.1 President's Report – Anthea Seles

Anthea Seles presented her President's Report.

Lara Wilson reported on the status of LAC funding and the LAC consultation with provincial organizations. The next meeting is to be held June 6-7, prior to the ACA conference.

Linda Nobrega moved to approve the 2004-2005 President's Report, seconded by Krisztina Laszlo. Motion carried.

Call for vote to accept the President's Report. Vote carried.

3.2 Treasurer & Financial Committee's Report -- Jian Liu

Jian Liu reported on the financial status of the AABC and encouraged the submission of CCA travel subsidy claims. She asked the membership to approve the 2004 audited financial report included in the AGM package.

Jian Liu moved to engage the public accounting group, Evancic Perrault Robertson (EPR), to conduct the audit next year, seconded by Chris Hives. Motion carried.

Call for vote to accept EPR as the firm to conduct the next audit. Vote carried.

George Brandak moved to approve the 2004 audited financial report, seconded by Michael Gourlie. Motion carried.

Call for vote to accept the 2004 audited report. Vote carried.

Kelly Harms moved to accept the Treasurer's Report, seconded by Kelly Stewart. Motion carried.

Call for vote to accept the 2004-2005 Treasurer's Report. Vote carried.

4. Committee and Program Reports

4.1 Education Committee's Report -- Jane Turner

Jana Bühlmann moved to approve the Education Committee's Report, seconded by Lara Wilson. Motion carried.

Call for vote to accept the 2004-2005 Education Committee's Report. Vote carried.

4.2 Grant Committee's Report -- Krisztina Laszlo

Krisztina Laszlo reported that an addendum to the committee's report has been submitted. Krisztina thanked Grants Committee for their time and effort.

Terra Dickson moved to approve the Grants Committee's Report and the addendum, seconded by George Brandak. Motion carried.

Call for vote to accept the 2004-2005 Grants Committee's Report and addendum. Vote carried.

4.3 Membership Committee's Report -- Jana Bühlmann

Jana Bühlmann reported that two new institutional members have been accepted. Melanie Harbottle moved to approve the Membership Committee's Report, seconded by Linda Wills. Motion carried.

Call for vote to accept the 2004-2005 Membership Committee's Report. Vote carried.

4.4 BC Archival Preservation Service Committee's Report -- Dorothy Lawson

Chris Hives moved to approve the BC Archival Preservation Service Committee's Report, seconded by Jennifer Mohan. Motion carried.

Dorothy Lawson moved to approve the BCAPS (Contractor) Annual Report, seconded by Brenda Waksel. Motion carried.

Call for vote to accept the BC Archival Preservation Service Committee's Report and the contractor's Annual Report. Vote carried.

4.5 Internet Committee's Report -- Heather Gordon

Linda Nobrega moved to approve the Internet Committee's Report, seconded by Lara Wilson. Motion carried.

Call for vote to accept the 2004-2005 Internet Committee's Report. Vote carried.

4.6 Newsletter Editorial Board's Report -- Marnie Burnham

Marnie Burnham reported that the next due date for newsletter submissions is May 15th and encouraged submissions.

Krisztina Laszlo moved to approve the Newsletter Editorial Board's Report, seconded by Jennifer Mohan. Motion carried.

Call for vote to accept the 2004-2005 Newsletter Editorial Board's Report. Vote carried.

4.7 Regional Representatives

Carey Pallister moved to approve the Regional Representative Regional Reports, seconded by Dorothy Lawson. Motion carried.

Call for vote to accept the 2004-2005 Regional Representative Regional Reports. Vote carried.

5. Other Business

5.1 2006 AGM and Conference

Anthea Seles reported that no site has yet been chosen for the 2006 AGM and Conference. Anthea and Michael Gourlie, Archives Advisor from Archives Society of Alberta, suggested a possible joint meeting with Alberta. The Executive will pursue this matter. It was further suggested, from the floor, that the AABC consider a joint conference with the BC Library Association.

5.2 Report from the Director, British Columbia Archives - Gary Mitchell

Gary Mitchell reported on the integration of BC Archives and Royal BC Museum. He reported that the archives is doing an assessment of its holding which should be out in September 2005.

5.3 Archives Week

Anthea Seles reported that the theme for Archives Week, for November 19-26, 2005, is "Remembering: Year of the Veteran".

5.4 Fee Study Report

The Membership Committee was tasked with examining the feasibility of sliding scales for the fees of both individual and institutional membership categories. A report has been issued on the website (see attached).

Be it resolve that the AABC maintain the current membership fee structure based on the findings of the membership committee. Chris Hives moved to maintain the structure, seconded by Jana Bühlmann. Motion was carried.

Call for vote to maintain the current membership fee structure. Vote carried unanimously.

5.5 AABC & CCA Memorandum of Understanding

Anthea Seles, on behalf of the AABC, and Lara Wilson, on behalf of the CCA, signed a memorandum of understanding that was drawn up to explicitly define the roles and responsibilities of the provincial council in relation to that of the CCA's.

6. Election of Executive Committee Members

6.1 Nominations Committee's Report -- Jennifer Mohan

Jennifer Mohan reported that the following members have let their names stand for the following positions on the AABC Executive Committee:

- Vice President - Lisa Codd
- Treasurer - Kathy Bossort
- Individual Member-at-Large - Alan Doyle

Jennifer Mohan thrice called for additional nominations from the floor. No additional names were forwarded.

Anthea Seles moved to approved the Nominations Committee's recommendations and Lara Wilson seconded the motion. Motion was carried.

Call for vote to accept the 2004-2005 Nomination Committee's Report and the recommendations. Vote carried.

7. Adjournment

Mary McIntosh moved to approve the motion to adjourn the meeting and Kelly Stewart seconded the motion. Motion was carried.

Call for vote to adjourn the AGM. Vote carried.

Meeting was adjourned at 1pm.

2006 Annual General Meeting of the Archives Association of British Columbia - Minutes

Saturday, April 22, 2006

**Location: SFU Harbour Centre - 515 West Hastings Street
Vancouver, British Columbia**

AABC Executive Members Present:

Anthea Seles, President

Lisa Codd, Vice-President

Linda Nobrega, Secretary

Richard Dancy, Treasurer

Krisztina Laszlo, Institutional Member-at-Large

Regrets:

Alan Doyle, Individual Member-At-Large

1. Approval of Agenda

Meeting was called to order at 3:45pm.

George Brandak moved to approve the agenda, seconded by Krisztina Laszlo.

Call for vote to accept the 2006 agenda. Vote carried.

2. Approval of Minutes of 2005 AGM

Motion to approve the minutes of the 2005 Annual General Meeting was made by Val Billesberger and seconded by Lisa Beitel.

Call for vote to accept the 2005 AGM Minutes. Vote carried.

3. Executive Reports

3.1 President's Report – Anthea Seles

Anthea Seles presented the President's Report. She thanked the Executive for their hard work and the support from archivists and archives across British Columbia. Anthea reported that the AABC will be taking part in the InterPARES 3 research project as an input and feedback resource partner. An AABC representative will be selected by the incoming Executive.

Lisa Codd moved to approve the President's Report, seconded by Susan Hart. Motion carried.

Call for vote to accept the President's Report. Vote carried.

3.2 Vic-President's Report – Lisa Codd

Lisa Codd presented her report. Anthea Seles thanked Lisa for her hard work in organizing the conference.

Ian Forsyth moved to approve the Vice-President's Report, seconded by Fred Branches. Motion carried.

Call for vote to accept the Vice-President's Report. Vote carried.

3.3 Treasurer & Financial Committee's Report -- Richard Dancy

Richard Dancy reported on the financial status of the AABC and presented his report. Anthea Seles moved to approve the financial statements of the AABC, seconded by Sharon Walz. Motion carried

Call for vote to accept the AABC financial statements. Vote carried.

Call for vote to engage EPR to undertake the 2006-2007 financial review. Vote carried.

Krisztina Laszlo moved to accept the Treasurer's report and the unaudited preliminary year end results, seconded by Chris Hives. Motion carried.

Call for vote to accept the Treasurer's Report. Vote carried.

4. Committee and Program Reports

4.1 Education Committee's Report -- Jane Turner

Susan Hart moved to approve the Education Committee's Report, seconded by Richard Dancy. Motion carried.

Call for vote to accept the 2005 Education Committee's Report. Vote carried.

4.2 Grant Committee's Report -- Krisztina Laszlo

Krisztina Laszlo reported on activities since the AGM report. Thanked committee members for their time and dedication and the institutions for applying. George Brandak moved to approve the Grants Committee's Report, seconded by Ramona Rose. Motion carried.

Call for vote to accept the 2005 Grants Committee's Report. Vote carried.

4.3 Membership Committee's Report -- Jana Bühlmann

Chris Hives moved to approve the Membership Committee's Report, seconded by Paul Hebbard. Motion carried.

Call for vote to accept the 2005 Membership Committee's Report. Vote carried.

4.4 BC Archival Preservation Service Committee's Report -- Dorothy Lawson

Daphne Hamilton-Nagorsen moved to approve the BC Archival Preservation Service Committee's Report, seconded by Erica Hernandez. Motion carried.

Call for vote to accept the 2005 BC Archival Preservation Service Committee's Report. Vote carried.

4.5 Internet Committee's Report -- Heather Gordon

Terra Dickson moved to approve the Internet Committee's Report, seconded by George Brandak. Motion carried.

Call for vote to accept the 2005 Internet Committee's Report. Vote carried.

4.6 Newsletter Editorial Board's Report -- Marnie Burnham

Lisa Beitel moved to approve the Newsletter Editorial Board's Report, seconded by Lara Wilson. Motion carried.

Call for vote to accept the 2005 Newsletter Editorial Board's Report. Vote carried.

4.7 Regional Representatives

Val Billesberger reported that she resigned as the Regional Representation of the Fraser Valley. She reported that Kelly Harms is the incoming regional representative.

Chris Hives moved to approve the Regional Representative Regional Reports and Susan Hart seconded the motion. Motion carried.

Call for vote to accept the 2005 Regional Representative Regional Reports. Vote carried.

5. Other Business

5.1 2007 AGM and Conference

It was reported that there are plans to arrange a joint conference with the Archives Society of Alberta to take place in Alberta.

George Brandak moved to approve that the 2007 AGM take place in Alberta and be a joint conference effort, seconded by Anthea Seles.

Call for vote to accept the 2007 joint AABC-ASA conference and the AGM to take place in Alberta. Vote carried.

5.2 Report from the Director, British Columbia Archives - Gary Mitchell

Gary Mitchell reported that as of April 1st the corporation had ownership of the buildings and the land of the Archives and Museum. Gary noted that this allows for leverage towards a new complex and the hopes that an announcement of a new complex would be forthcoming in 2008. Gary reported that the Archives is in the black, that there are still no transfers of government records and are currently repatriating records to other archives.

5.3 Archives Week

Krisztina Laszlo suggested banding with federal and provincial Archive Week events to leverage publicity.

George Brandak moved to support a national archives week that is held outside the summer months and, it was added from the floor, that this motion be communicated to the CCA and ACA. Seconded by Paul Hebbard. Call for vote and carried unanimously.

There was discussion on possible themes/subjects for Archives Week and establishing those themes in advance in order to provide archives and museums with an appropriate amount of time for preparation. The Archives Week concerns are best discussed in detail at the level of the Public Awareness, Advocacy, and Legislation Committee (PAAL). Table Archives Week issues until the PAAL committee is struck.

5.4 ArtsPOD Organizational Review

Lisa Codd reported on the ArtsPOD organizational review and identified it as an opportunity for the association to discuss the future.

6. Election of Executive Committee Members

6.1 Nominations Committee's Report -- Susan Hart

Anthea Seles reported that Linda Wills will be leaving as the contractor for the BC Archival Education and Advisory Service in September 2006. Anthea thanked her on behalf of the AABC for all her hard work and dedication.

Susan Hart reported that the following members have let their names stand for the following positions on the AABC Executive Committee:

- Treasurer (officially elect).....Richard Dancy

- Secretary.....Lisa Beitel
- Individual Member-at-Large.....Val Billesberger
- Institutional Member-at-Large.....Ramona Rose

Susan Hart thrice called for additional nominations from the floor. No additional names were forwarded.

Paul Hebbard moved to approve the Nominations Committee’s recommendations and Lisa Beitel seconded the motion. Motion was carried.

Call for vote to accept the 2005 Nomination Committee’s Report. Vote carried.

7. Adjournment

Fred Baches moved to approve the motion to adjourn the meeting and Daphne Hamilton-Nagorsen seconded the motion. Motion was carried.

Call for vote to adjourn the AGM. Vote carried.

Meeting was adjourned at 5pm.



Minutes

Archives Association of British Columbia
Annual General Meeting
Saturday April 14, 2007

Executive of the Archives Association of British Columbia
Location: SFU Harbour Centre – 515 West Hastings St.
Vancouver, British Columbia

Present:

Lisa Codd, President
Lisa Glandt (nee Beitel), Secretary
Richard Dancy, Treasurer
Ramona Rose, Institutional Member-at-Large
Val Billesberger, Individual Member-at-Large

1. Approval of Agenda

Meeting was called to order at 1:40pm

Anthea Seles moved to approve the agenda, seconded by George Brandak.
Call for vote to accept the agenda. Vote carried.

2. Approval of Minutes of 2006 AGM

Motion to approve the minutes of the 2006 Annual General Meeting was made by Anthea Seles and seconded by George Brandak.

Call for vote to accept the 2006 AGM minutes. Vote carried.

3. Executive Reports

3.1 President's Report – Lisa Codd

Lisa Codd thanked all volunteers for their time and dedication to the association over the past year.

Chris Hives moved to approve the President's Report, seconded by Lara Wilson.
Motion carried.

Call for vote to accept the President's Report. Vote carried.

3.2 Vice-President Report – vacant

There was no Vice-President for the 2006-2007 Executive term.

3.3 Treasurer and Finance Committee Report – Richard Dancy

Richard Dancy presented an update on the financial statements for the year. Richard thanked Karen Blimkie for the assistance she provided over the past year.

Krisztina Laszlo moved to approve the financial statements of the AABC, seconded by Anthea Seles. Motion carried.

Call for vote to accept the AABC financial statements. Vote carried.

Chris Hives moved to engage the public accounting group, Evancic Perrault Robertson (EPR), to undertake the financial review for 2007-2008, seconded by George Brandak. Motion carried.

Call for vote to engage EPR to undertake the 2006-2007 financial review. Vote carried.

Janet Turner moved to accept the Treasurer's report and the unaudited preliminary year-end results, seconded by Jane Morrison. Motion carried.

Call for vote to accept the Treasurer's Report. Vote carried.

4. Committee and Program Annual Reports

4.1 Education Committee's Report – Jane Turner

Paul Hebbard moved to approve the Education Committee's Report, seconded by Lara Wilson. Motion carried.

Call for vote to accept the 2006 Education Committee's Report. Vote carried.

4.2 Grants Committee's Report – Ramona Rose

Ramona Rose reported that the CCA is adjudicating grants this week and that institutions should be notified by the CCA in early May. The AABC has set provincial priorities for the 2008/2009 NADP grant application and communicated this to the CCA. The AABC will also be sending the CCA recommendations that arose out of their 2007/2008 adjudication process and the Grants Committee will be working on a "grants" information page on the AABC website that will have information about NADP grants and the new provincial priorities. The webpage will be ready for early fall. Ramona thanked all members of the Grants Committee for their work this past year.

Janet Turner moved to approve the Grants Committee's Report, seconded by Kelly Harms. Motion carried.

Call for vote to accept the 2006 Grants Committee's Report. Vote carried.

4.3 Membership Committee's Report – Terra Dickson

Melanie Wallace moved to approve the Membership Committee's Report, seconded by Dorothy Lawson. Motion carried.

Call for vote to accept the 2006 Membership Committee's Report. Vote carried.

4.4 BC Archival Preservation Service Committee's Report – Dorothy Lawson

Krisztina Laszlo moved to approve the BC Archival Preservation Service Committee's Report, seconded by Jordana Feist. Motion carried.

Call for vote to accept the 2006 BC Archival Preservation Service Committee's Report. Vote carried.

4.5 Internet Committee's Report – Anthea Seles

Terra Dickson moved to approve the Internet Committee's Report, seconded by Jane Morrison. Motion carried.

Call for vote to accept the 2006 Internet Committee's Report. Vote carried.

4.6 Newsletter Editorial Board's Report – Jennifer Jansen

Anthea Seles moved to approve the Newsletter Editorial Board's Report, seconded by Dorothy Lawson. Motion carried.

Call for vote to accept the 2006 Newsletter Editorial Board's Report. Vote carried.

4.7 Regional Representatives

Sylvia Stopforth moved to approve the Regional Representative Regional Reports and Nadyne Hindle seconded the motion. Motion carried.

Call for vote to accept the 2006 Regional Representative Regional Reports. Vote carried.

5. Other Business

5.1 2007 Archives Week

Val Billesberger reported that Terms of Reference have been drafted for an Archives Week Committee that will take a proactive approach to planning 2007 events. Val reminded everyone that the role of Archives Week is advocacy and developing partnerships within the heritage sector and larger community.

5.2 2008 AGM and Conference

Lisa Glandt reported that plans for a 2007 joint conference with the ASA were presented but that the ASA board felt that it would not be feasible in terms of organization for this year. The Executive would like to support the return to a 2-3 day conference for 2008 to be held in Victoria in conjunction with provincial celebrations and encouraged members to join either the Conference or Local Arrangements Committee.

5.3 Strategic Planning process update

Lisa Codd reported that \$5,000 was received from ArtsPOD to fund the AABC's strategic plan project. Rick Knowlan has been hired to facilitate the process and work with the AABC. A Strategic Planning Committee has been established that is working with the Executive, Committee Chairs and Regional Reps who have been providing feedback at various stages of the process. Three goals have

been identified as an outcome of the strategic planning: 1) establish succession planning; 2) produce a 3-year budget and workplan; 3) complete an organizational review. The primary goal is to have the AABC reach financial stability. The association will continue to network with potential funders (making sure our goals work with theirs), maintain the provincial catalogue and promote the national catalogue, and increase the capacity of archives. Once completed, the workplan will be made available to the membership.

5.4 Membership Fee proposal increase

Lisa Codd introduced the motion put forward by the Strategic Planning Committee for the use of a sliding fee scale for full institutional membership fees. The proposed fee scale is based on a comparison of rates used by Ontario and Alberta and would be based on the operating budget, with categories as follows:

■ \$0 - \$75,000	= \$100
■ \$75,001 - \$150,000	= \$150
■ \$150,001 - \$300,000	= \$200
■ \$301,000 - \$500,000	= \$300
■ \$500,000 +	= \$400

Chris Hives spoke in response to questions arising from the discussion and stated in conclusion that this proposal was brought forward as an approach to get the AABC on firm financial footing so that we can make changes to the association.

Lisa Codd moved that it be resolved that the AABC institute a sliding scale for full institutional membership for 2008/2009 based on operating budgets, seconded by Chris Hives.

- 2 votes opposed (Vote by Proxy form submitted: Wendy Hunt, Ian Forsyth)
- 5 votes abstained (Paul Hebbard, Lara Wilson, Jenn Roberts, Gary Mitchell, Trevor Livelton)
- 33 votes in favor. Motion carried.

5.5 Announcement about Electronic Records workshop

Paul Hebbard reminded those present about the registration deadlines for the upcoming 2-day workshop on electronic records in Vancouver.

5.6 Announcement of retiring committee members

Ramona Rose presented the names of Committee Chairs and volunteers who stepped down from their positions over the past year. Those recognized and thanked by the Executive and membership for their commitment to the association included Kathy Bossort, Terra Dickson, Cathy English, Heather Gordon, Melanie Hardbattle, Susan Hart, Francis Mansbridge, Bill Purver, Jenn Roberts, Anthea Seles, Jane Turner, and Linda Wills. An article about their individual accomplishments will be submitted to the newsletter.

5.7 Announcement of Education Advisor position vacancy/posting

Lisa Codd reported that Jenn Roberts will be stepping down as Education Advisor on May 31, 2007 as she is moving out of the province. The position will

be re-posted in the coming weeks on the website and list-serve and position duties now include website responsibilities and an increase in contract hours.

5.8 Honorary Lifetime Membership – T. Eastwood

Val Billesberger reported that at the beginning of the keynote presentation earlier in the day, Terry Eastwood was presented with Honorary Life Membership in the AABC. George Brandak spoke to Terry's accomplishments in the profession and in the organization.

George Brandak moved to present Terry Eastwood with Honorary Life Membership in the AABC, seconded by Val Billesberger. Motion carried.

5.9 Report from the Director, BC Archives - Gary Mitchell

Gary Mitchell provided an update on the status of the BC Archives and spoke to some of the events planned for the 2008 celebrations.

6. Election of Executive Committee Members

6.1 Nominations Committee's Report – Erica Hernandez

Erica Hernandez reported that the following members have let their names stand for the following positions on the AABC Executive Committee:

- President (2007/2008)...Lara Wilson
- Treasurer (2007/2009)...Sharon Walz
- Individual-Member-at-Large (2007/2009)...Val Billesberger

Erica Hernandez thrice called for additional nominations from the floor. No additional names were forwarded.

Lisa Glandt moved to approve the Nominations Committee's recommendations and Lisa Codd seconded the motion. Motion was carried.

Erica Hernandez also welcomed the following new Committee Chairs and Regional Reps:

- Membership Committee...Carolyn Casenas
- Nominations Committee...Erica Hernandez
- Greater Vancouver Regional Rep...Denise Dale
- Thompson-Okanagan Regional Rep...Debra Chapman

Call for vote to accept the 2006 Nomination Committee's Report. Vote carried.

7. Adjournment

Lisa Glandt, on behalf of the Executive, thanked out-going president Lisa Codd for all of her work over the past year and presented her with a small gift.

George Brandak, on behalf of the membership, thanked the Executive for their involvement over the past. Seconded by Lara Wilson.

Anthea Seles moved to adjourn the meeting and Dorothy Lawson seconded the motion. Motion was carried.

Call for vote to adjourn the AGM. Vote carried.

Meeting was adjourned at 2:55pm.

EXECUTIVE REPORTS – 2006-2007

3.1 President Report – Lisa Codd

Let me begin by thanking everyone who gave their time to the AABC this past year. This organization depends on the people who volunteer their time on behalf of the association.

As President, I have worked to try to resolve two main challenges that face the AABC: our deficit and lack of strategic planning.

Our year began with the announcement that the Irving K. Barber Learning Centre had agreed to sponsor the AABC for \$125,000 over 5 years. The announcement was made at a reception co-hosted by the AABC and BCMA at the Burnaby Art Gallery in June. The Executive has been working with the IKBLC to incorporate their objectives into our work plans. This year, the IKBLC sponsored \$14,000 of AABC activities, including supporting workshops delivered by the BCAPS advisor, funding site visits by the EAS advisor, and sponsoring the AABC's server. They also provided \$3,000 toward our strategic plan, which is currently underway (with additional funding from the Arts Partners in Organization Development – ArtsPOD -- program). The IKBLC has agreed to our plans to focus their contribution for the coming year on delivering EAS and BCAPS services to communities throughout the province.

Our partnership with the IKBLC has been an important step toward financial sustainability. Working with BCAPS, EAS, and Network this spring, we have developed a budget and work-plan for the coming year that significantly reduces our deficit, and includes specific fundraising objectives to eliminate the deficit in the future. With ArtsPOD funding we were able to conduct an Organizational Review this spring. We set targets to improve the management of the organization over the year, including seeking funding to do a strategic plan, developing plans for the IKBLC funding, identifying other funding agencies we could approach, and improving internal communication. Our internal communication goals included holding regular planning meetings during the year (round tables), tasking the AABC Secretary with reminding committees to submit reports to the executive for meetings, and ensuring executive meeting minutes were promptly posted to the AABC website. I am pleased to report that progress has been made in all of these areas, though of course there is still work to do.

There is a Strategic Planning process currently underway, which will include a three-year business plan. The plan should help the AABC focus its resources and coordinate its planning to meet the needs of internal stakeholders and external funding agencies. It has been a privilege to represent the association at meetings and events. I was invited to speak to the delegates of the Heritage Society of BC at their conference in June in Nanaimo about the AABC, and traveled to Ottawa to represent us at the annual meeting of the Canadian Council of Archives in October. In addition to my trips to Nanaimo and Ottawa, the AABC had a profile at the BC Museums Association conference in Prince George in October, thanks to Ramona Rose and Erica Hernandez who created a display about the AABC for the trade show.

Did I mention it's been a busy year? Thank you again for allowing me to serve this organization as President. Thank you also to the members of my very hard-working executive: Lisa Beitel, Richard Dancy, Val Billesberger, and Ramona Rose.

3.2 Vice-President Report – vacant

There was no Vice-President for the 2006-2007 year.

3.3 Treasurer and Finance Committee Report – Richard Dancy

In the past fiscal year 2006-2007, the AABC continued to fund its three programs (BC Archival Preservation Service, Archival Network Service, and Education and Advisory Service) at the same levels as the previous year. This was the first year of the AABC's partnership agreement with the Irving K. Barber Learning Centre (IBLC) of the University of British Columbia, the terms of which provide for funding of \$25,000 to the AABC each year for five years (\$125,000 in total).

The AABC's main source of revenue continued to be the Federal National Archives Development Program (NADP). British Columbia's allocation remained the same as the previous year (\$117,112). Of this, \$29,515.78 went to institutional grants and the remainder (\$87,596.22) to support the AABC services and programs. Of the IBLC funding, \$11,000 went to existing programs, \$3,000 to strategic planning, and the remaining \$11,000 (which was to have gone into new services) has been carried forward to the upcoming fiscal year. The other main sources of income were membership fees (just under \$18,000, a slight increase from the previous year), and workshops and conference workshop fees (approximately \$10,000).

For 2006-2007, the AABC remained in a deficit situation, with a projected shortfall of \$13,300. Please be aware that this is very preliminary estimate prepared in advance of the year-end, when the actual numbers will be available. As we have done for the past few years, the Association covered this deficit from funds in its reserve. The deficit represents the amount of money the AABC must spend over and above our revenues in order to maintain our three service programs. As of March 31, 2007, the AABC's reserve fund is projected to be around \$70,000 – \$75,000. This includes \$35,000 which has been set aside as a "safe fund," leaving \$35,000 – \$40,000 in the working reserve. A GIC was cashed in March 2007 to ensure adequate cash flow going into the new fiscal year.

For the coming year's budget (2007-2008), we again received the same provincial allocation under the NADP, but were able to increase the amount available to institutions by about \$5,000. We have applied for a provincial Direct Access grant to fund network services, though we will not know the decision until we are into the fiscal year. If this application is successful, the budget for 2007-2008 will break even. If it is unsuccessful, we have a fall-back budget which will cover our program commitments with a projected deficit of about \$11,000. As the AABC's reserve funds diminish, continuing deficits are not sustainable and one of the goals of the strategic planning process that began this year is to address this issue.

The Finance Committee for 2006-2007 consisted of Lara Wilson, Heather Gordon (to December 31, 2006), Chris Hives and Sharon Walz. The committee conducted its business via email, with committee members providing advice on the management and use of AABC funds and related matters.

Karen Blimkie continues to be AABC's financial manager. She is responsible for carrying out the day-to-day financial activities, keeping AABC's financial records, and for providing advice and assistance to the AABC with respect to its budgets development, and other financial matters.

At the 2006 Annual General Meeting, the AABC approved retaining the accounting firm, Evancic Perrault Robertson to undertake a review engagement of the Association's financial statements. The firm has completed its review of the AABC's financial statements for the year ended March 31, 2006 and its results are available to AABC members.

This completes my term as AABC Treasurer. I would like to take this opportunity to express my sincere thanks to the members of the Finance Committee for all their assistance, and to the new Treasurer, Sharon Walz, for generously agreeing to serve this past year on the Finance Committee to facilitate the transition and participate in the strategic planning process. I would also like to thank Karen Blimkie, our Financial Manager, for her invaluable support and outstanding work.

Respectfully submitted,
Richard Dancy
Treasurer
Chair, Finance Committee

4.1 Education Committee Report – Jane Turner

The Education and Advisory Service (EAS) has completed another successful year, due to the energetic and resourceful work of our two Archives Advisors: Linda Wills (April to July). and Jenn Roberts (August to March). Between the two of them, in-person services has been delivered to 115 people, including site visits, regional meetings, and workshops. They also maintained the long-distance advising by answering over 600 requests for information and advice.

Workshops:

This year one workshop and three distance ed courses were taught to a total of 25 students: Raising Your Profile, held at AABC Conference in April (9 students); Distance Education Course - Intro, Oct-Dec/06 (10 students); Distance Education Course - Intro, Jan-Mar/07 (4 students); Distance Education Course - Photos, Jan-Feb/07 (2 students). Paul Hebbard is in the process of arranging a second specialized workshop on electronic records to be held in the spring of 2007.

Advising:

The Archives Advisors responded to a total of 600 requests. Inquiries relate to a broad variety of archival issues, including: database management, photographs, privacy, arrangement and description, grants, accessioning, appraisal, acquisition policies, municipal records, general archival policies and procedures, Freedom of Information, copyright, publishing posthumous works, managing archives administrative records, and managing the EAS program.

Site Visits:

The Archives Advisors made fourteen site visits, at which a total of 81 people participated from various archives: Vancouver Unitarian Church (3 in attendance); Vancouver Lawn Tennis Club (1 in attendance); Powell River Museum and Archives (3 in attendance); Savona Community Heritage Centre (15 in attendance); Union of British Columbia Municipalities, Richmond (1 in attendance); Kwantlen College Archives, Richmond (2 in attendance); U'mista Cultural Centre, Alert Bay (1 in attendance); Quatsino Archives Association & Museum (10 in attendance); Port Hardy Museum & Archives (1 in attendance); Port Alice Heritage (1 in attendance); Campbell River

Museum & Archives - 1 in attendance); Hornby Island Archives & New Horizons Seniors (40 in attendance); Comox Archives & Museum (1 in attendance) Courtney & District Museum and Archives (1 in attendance).

On behalf of everyone who has benefited from the Education and Advisory Service, I would like to thank Jenn Roberts and Linda Wills for their hard work, expert advice and generous service. I know everyone will join with me in heart-felt thanks for their dedication and service to the archival community. Thanks also to the members of our hard-working committee: Jan Turner, Linda Wills and Paul Hebbard.

Respectfully submitted,
Jane Turner
Chair, Education Committee

4.2 Grants Committee Report – Ramona Rose

The Grants Committee for 2006-2007 consisted of Ramona Rose (Chair and Institutional Member-at-Large), Val Billesberger (Individual Member-at-Large), Chris Hives, Sylvia Stopforth, Kathy Bossort and Krisztina Laszlo. The Committee is responsible for distributing information about the Canadian Council of Archives financial programmes to institutional members of the AABC, and for adjudicating NADP funding applications at the provincial level and forwarding them to the CCA for final approval. Funds from the CCA financial programmes are also used by the AABC to support the Preservation Service, the Educational and Advisory Service, and the Archival Network Service.

In December 2006 the CCA announced that funding would be available again for 2007-2008 under the National Archival Development Programme. The funding envelope NADP provided for BC is \$117,112.00 Most of the funds was utilized by AABC for its programs and services with \$35,012.00 available for member institutions to apply for funding under the Institutional NADP Program. The AABC Grants Committee met February 2, 2007 to review institutional applications to the NADP Program. Applications from 15 eligible institutions were received with 9 recommended for funding approval. These recommendations have been forwarded to the CCA with final results expected to be received by late March.

At the request of the Executive the AABC Grants Committee was asked also to review the NADP scoring allocation system, which provides provinces/territories the option of awarding up to an additional 10 points to applicants based on those priorities set forth by individual provincial councils. The Grants Committee has recommended, and the Executive has approved, that up to 10 points be allocated for BC institutional NADP funding applications for the next adjudication review. The Committee will provide a final report on points allocation in time for the next NADP funding announcement expected late fall 2007.

As well, the Grants Committee discussed ways to promote institutional funding available through NADP to the AABC institutional members and ways to streamline the application process. The Committee has recommended to the Executive that NADP application guidelines (re: attachments, margins, font size) be clarified and that the CCA consider the future use of an electronic form; such would minimize paper waste, standardize applications through the use of fixed-length fields and speed up distribution. The

recommendations are under review by the Executive.

In closing - Unfortunately Kathy Bossort is resigning from the Grants Committee for the upcoming year. On behalf of the Committee I would like to thank Kathy for her dedication over the past 4 years as a Committee member and past Grants Committee Chair. To all the members I would like to thank you for your patience, expert advice and service to the Association.

Respectfully submitted,
Ramona Rose,
Chair, Grants Committee
Institutional Member-at-Large

4.3 Membership Committee Report – Terra Dickson

For 2006-07, the Membership Committee members were Krisztina Laszlo, Linda Nobrega, Carey Pallister, and Alaric Posey.

The Committee is responsible for:

- managing the membership database;
- processing memberships inclusive of new memberships, renewals for existing members, reminder notices regarding overdue renewal fees, receipts, and address changes;
- producing an annual membership directory;
- responding to membership queries from members and non-members;
- reviewing new applications for institutional membership utilizing the Self-Study Guide for Institutional Membership and then making recommendations to the Executive Committee;
- working with other committees to coordinate mail outs to the membership; and providing data and reports to other AABC committees, the Executive, and AABC contractors, as required.

Membership Statistics (as of March 13, 2007)

Presentations

In September 2006, Krisztina Laszlo from the AABC and Laura Miller from the ACA made a joint presentation to first and second year MAS students at UBC. AABC membership application forms were handed out at the beginning of the presentation. Eighteen completed ones were collected at the end. Applications were placed in the mailboxes of all MAS students who could not attend the presentation.

Membership Database and Directory

Once again this year, the database was managed by Carey Pallister. Carey volunteered over 90 hours for tasks related to the database, which included updating the database; printing, emailing, and mailing membership renewal notices and receipts; and emailing the Directory. Trevor Liverton also contributed five hours of his time and database expertise to create a system that allows us to email the membership renewal notices and receipts. Thank you Trevor!

In December 2006, the Committee produced and emailed a PDF version of the 2006-2007 Membership Directory. Emailing the Directory saved the AABC hundreds of dollars in printing and mailing costs. The Directory was mailed to those members who either preferred a paper copy or who had not provided the AABC with an email address. In spring 2007, an updated Directory will be emailed to the members who have indicated they would like a PDF version.

Institutional Membership

Three applications for full institutional membership were received and reviewed by the Committee this past year: Sidney Museum Archives; Salt Spring Island Archives; and United Church, British Columbia Conference Archives – Bob Stewart Archives. All three institutions have been accepted for full institutional membership.

Work for 2007-2008 Membership Year

The work plan for the upcoming year includes: completing the redesign of the new membership application form for the website and implementing the 5 year review of institutional members after changes to the institutional membership application process have been approved by the Executive.

2006-07 2005-06 2004-05 2003-04 2002-03 2001-02

Institutional 94 87 96 94 96 101

Associate Institutional 53 46 49 50 43 41

Sustaining 7 7 7 7 10 11

Individual 64 70 89 85 78 87

Student/Volunteer 52 70 67 47 53 53

Honorary Life 1 6 7 8 7 7

Honorary Patron 1 1

Total Members 272 287 315 291 287 300

Thank you!

I am resigning from my position as Chair of the Membership Committee at the end of April. It has been my privilege to work with a fantastic group of volunteers. I would like to thank Krisztina, Linda, Carey, and Alaric for not only agreeing to be on the Committee this year but also for their insightful and timely contributions to Committee business. It has been a pleasure working with each one of them. Thank you!

Respectfully submitted,
Terra Dickson
Chair, Membership Committee

4.4 BC Archival Preservation Service Committee Report – Dorothy Lawson

This year has been one with many concerns for all of the AABC. For the Preservation Service a major concern has been how to implement a course of action that –

- coordinates the delivery of service with our other two service providers,
- is aligned with the new NADP standards
- fits with the Barber Centre partnership vision

To this end, along with the normal answering of queries from institutions and individual site visits- delivery of 2 major workshops - maintenance of the Tool Box- and

contributions to the newsletter, we have participated in the on-going strategic planning sessions that will re-vitalize and rejuvenate our organization. This has required some additional time and thought for everyone.

You will have noted that the announcement forms for the workshop on Preservation of Architectural Drawings and the BCAPS/CCI workshop on Modern Information Carriers each carried the Barber Learning Centre logo as well as the AABC heading as being appropriate to the partnership. Each was fully subscribed.

The committee brings concerns or questions to the Executive on a monthly basis but reports the statistical numbers only quarterly. Rosaleen will supply these to round out this report.

Rosaleen, continues to update her knowledge to our benefit by attendance at the American Institute of Conservation and other appropriate meetings. She then passes on information about new approaches to old preservation problems in the newsletter and the Tool box.

Respectfully submitted,
Dorothy K. Lawson
Chair, Preservation Committee

4.5 Internet Committee – Anthea Seles

First let me start off the report by thanking both Heather Gordon and Bill Purver for their years of service to the B. C. Archival Network Service, we would not have the webpage and network that we have without them.

For 2006-2007 the Internet Committee focused much of its work supervising and overseeing the British Columbia Archival Network Services Program. Both the BC Archival Network Service Coordinators, Bill Purver (2006) and Janet McMaster (2007), continued to maintain and update British Columbia Archival Union List and the Archives Association of British Columbia website. In particular a listing of all repositories was updated in 2006 to ensure full 'Google' search capability over BCAUL to ensure greater accessibility to the resources available on the union list. Furthermore BCAUL is now accessible through the National Alouette Canada interface.

As of the 3rd Quarter, October to December 2006, there were 10, 210 fonds and collection level descriptions on BCAUL from 174 publicly accessible archives. As of the 3rd Quarter, once again from we see increase in usage, of approximately 56% in total database sessions.

The Internet Committee and Coordinators continued to liaise with various AABC committees to ensure that proper updates were posted on the AABC webpage such as Education Committee Workshops, Conference updates. The Coordinators continued to update portals like 'Web sites of Archives in BC' 'Historical Photographs at BC Archives', 'Exhibits' and other resources located on the AABC website. Finally both Coordinators continued to liaise with ACT/Cinimage as part of the collocation of our servers at their facility.

The BCANS Coordinator continued to provide support to various repositories by mounting and updating on-line finding aids as well as uploading web exhibits on the AABC server. Mr. Purver also did considerable work on the maintaining and updating the Yukon Archival Union List (YAUL) located on the Canadians North West Archival Network (CaNWAN) housed on the AABC servers. In the 3rd Quarter major work was carried out on all the records on the Yukon portion of CaNWAN.

Finally I would like to also thank members of the Internet Committee: Marnie Burnham, Joan Cowan, Christ Hives, Christine Meutzner and Erwin Wodarczak for their years of support and service on this committee. I also would like to welcome Janet McMaster our new BCAN Coordinator and thank her for her service this last quarter and in the upcoming year.

Respectfully submitted,
Anthea Seles,
Interim Chair, Internet Committee

4.6 Newsletter Editorial Board Report – Jennifer Jansen

Since I took over as editor last spring, I have learned a lot with the two issues we have been able to put together. Our last issue, Winter 2007, was a lot of fun with a number of interesting contributions. However, getting articles to publish continues to be a challenge - we have not yet been able to put out our next issue (Spring 2007) because of a lack of submissions.

I would like to thank everyone who has helped me over the last year, in particular Leslie Field our technical editor. I would also like to encourage everyone to keep writing articles for us to publish; I look forward to hearing from you.

Respectfully submitted,
Jennifer Jansen
Newsletter Editor

4.7 Regional Representatives Reports

BC Northwest Region

The Northwest region includes well-established and fledgling archives in Terrace, Telkwa, Smithers, Hazelton, Stewart, Haida Gwaii, and with First Nations. Each year we plan to hold an annual meeting in conjunction with archival training. This year, after the snows finish flying, we will host "Caring for Archival Materials", in Terrace (May 2007). This is one of the national workshops offered by the Canadian Conservation Institute, Ottawa through the BC Museums Association. If you haven't been to see our mountains, rivers, lakes, and ocean access, consider taking a trip Northwest for a course with us!

Representatives from the Bulkley Valley Museum, Prince Rupert Archives, Anglican Synod of the Diocese of Caledonia and the Kitimat Museum are the regional AABC members traditionally attending annual training. Over the next year, there are other archives who will be approached to consider attending the training and becoming

members of the AABC. Our challenge is that only four members – institutional and individual – exist within the region. Attempts to involve all and from a distance can be challenging. Networking via email has been encouraged as distances preclude frequent meetings.

Four of the region's archives were featured recently in BC History, Journal of the BC Historical Federation (Vol. 39 No. 3, 2006). Hazelton Pioneer Museum and Archives, Telkwa Museum, Prince Rupert City & Regional Archives, and the Kitimat Museum and Archives shared their unique histories and archival holdings through this publication.

Respectfully submitted,
Louise Avery and Angela Eastman, Kitimat Museum
Regional Representatives, BC Northwest Region

Central Interior – BC Northeast Region

For the 2006/2007 year, the Central Interior BC Northeast Region of the province represented the Archives Association of British Columbia, along with the Canadian Council of Archives and the Northern BC Archives and Special Collections, at the British Columbia Museums Association annual conference held this year in Prince George in October 2006.

In preparation for our attendance a number of advertising media were created to inform BCMA conference participants as to what the AABC is and what services it can offer to the combined "museum & archives"; these media included: a large 21" x 31" colour advertisement featuring the AABC's services and mandate, as well as, small bookmarks which were distributed to conference participants. We were able to reach out and provide a number of very interested participants with information they held very valuable. The cost of table rental for this conference was co-sponsored by the Canadian Council of Archives, while the cost of design and fabrication of the AABC advertising media was donated by the Northern BC Archives and Special Collections.

Upcoming events in the Central Interior – BC Northeast Region include a 2-day "Emergency Planning and Response" workshop to be facilitated in May by conservator Rosaleen Hill, the BC Archival Preservation Service Co-ordinator. This workshop will provide participants with the hands on experience needed to:

- Assess and prioritize archival and library records for emergency planning
- Develop an institution specific emergency plan
- Use appropriate personal safety equipment
- Develop triage techniques by taking part in the hands-on disaster salvage session

Respectfully submitted by,
Erica Hernández
Regional Representative, Central Interior – BC Northeast Region

Fraser Valley Region

The Fraser Valley Region experienced a transition year in 2006. Kelly Harms took over as Regional representative on January 1, 2006, after many years of stable and enthusiastic leadership from Val Billesberger. The group aims to hold two meetings per year (spring and fall), with the AABC conference and AGM spaced in between. The group was unable to meet in spring, due to scheduling conflicts and personal commitments.

The group did have an excellent fall meeting on October 4, 2006, hosted by Kathy Bossort, Delta Museum & Archives. The meeting was attended by ten archivists covering the valley from Chilliwack to Delta. The group was very pleased to welcome four new members to the group: Paul Thistle, Langley Centennial Museum (replacing Lisa Codd); new member Kris Foulds, Matsqui Sumas Abbotsford Museum & Archives; Jordana Feist, Maple Ridge Museum & Archives (attending in place of Val Patenaude); and Erica Suderman, Mennonite Historical Society of B.C. Archives (attending in place of David Giesbrecht). Other new members invited, but not able to attend the fall meetings were: MaryAnne MacDougall, University College of the Fraser Valley, Special Collections, and Pam Loat, Fraser Valley Regional District.

Special guest to the meeting was AABC Education & Advisory Archivist Jenn Roberts. Jenn introduced the group to the services provided by the AABC, and solicited suggestions from members on topics for future courses, as well as services we would like the AABC to offer. Suggestions included: Standards for digitizing archival records; best practices and standards for the receipt and management of digital archives, and; the use of digitization for preservation and access.

Val Billesberger and Kathy Bossort continue to provide leadership for the Fraser Valley Region - Disaster Emergency Response Plan (DERP). More work towards DERP maintenance and development is planned for 2007.

Our group extends sincere and heart felt thanks to Val for her years of service to the Fraser Valley Region. Val's hard work and dedication has helped to build a vibrant and active group that will continue to grow and develop in 2007 and beyond.

Respectfully submitted,
Kelly Harms
Regional Representative, Fraser Valley Region

South Vancouver Island Region

The activities for 2006/early 2007 included three regional meetings and two workshops. We had many archives eager to host a meeting and so we met in March at Royal Roads University Archives, in June at the Sooke Region Museum and Archives, and in November at the Oak Bay Municipal Archives. Each host institution had very valuable and interesting projects to share with the group.

I have provided advice and answered reference questions throughout the year. Questions commonly relate to funding and grant applications, and to potential workshops.

The region hosted two workshops at the beginning of the current calendar year: Preservation of Architectural Drawings, presented by Rosaleen Hill and hosted by B.C. Archives, and the CCI workshop Modern Information Carriers (Joe Iraci and Tom

Strang), at the University of Victoria. Some of our members were also in attendance at the InterPARES 2 symposium hosted at UVic in February 2007.

Respectfully submitted,

Jane Morrison

Regional Representative, South Vancouver Island Region

6.1 Nominations Committee

I would like to begin by thanking Susan Hart, who served as Nominations and Elections Committee Chair from January 2006 – January 2007. Thank you Susan for all of your time and effort!

2007 Nominations

- I would like to present the nomination for **Lara Wilson** to serve in a one year capacity as **President** of the Archives Association of British Columbia. Ms. Wilson previously served in this capacity in 2002.
- I would like to present the nomination for **Valerie Billesberger** to serve as **Individual Member-at-Large** for the Archives Association of British Columbia for the 2007-2009 term.
- I would like to present the nomination for **Sharon Walz** to serve as **Treasurer** for the Archives Association of British Columbia for the 2007-2009 term.
- I would like to present the nomination for **Carolyn Casenas** to serve as **Chair** of the Membership Committee.
- I would like to present myself, **Erica Hernández** for nomination to the position of **Chair** of the Nominations and Elections Committee. I have been serving in this capacity as interim Chair since February 2007.

Regional Representatives

- I would like to introduce and welcome **Denise Dale** as the new **Regional Representative** for the Greater Vancouver region. Denise is currently the Chair of Librarians, Reference Librarian & Archives, Surrey Campus Library for Kwantlen University College.
- I would like to introduce and welcome **Deborah Chapman** as the new **Regional Representative** for the Thompson – Okanagan region. Deborah is currently the Curator/Archivist with the Salmon Arm Museum & Heritage Association. I would like to thank all nominees for allowing their names to stand and for their commitment to the Archives Association of British Columbia and its membership. Thank you all!

Vacant Positions

The following positions on the AABC Executive, Standing & Ad Hoc Committees are now open for nominations:

- Vice President (2 year term)
- Chair, Education Committee
- Chair, Internet Committee

A selection of candidates will be presented during the AGM and additional nominations will also be accepted from the floor.

Respectfully submitted by,

Erica Hernández

Interim Chair, Nominations and Elections Committee

Minutes of 2008 Annual General Meeting

Archives Association of British Columbia
Annual General Meeting
Saturday April 26, 2008

Draft - Not Approved

Executive of the Archives Association of British Columbia
Location: Harbour Towers Hotel
345 Quebec Street, Victoria, BC V8V 1W4

Present:

Lara Wilson, President
Lisa Glandt, Secretary
Jennifer Mohan, Acting Treasurer
Ramona Rose, Institutional Member-at-Large
Val Billesberger, Individual Member-at-Large

1. Approval of Agenda

Meeting was called to order at 10:25am.

Janet Turner moved to approve the agenda, seconded by Dorothy Lawson.

Call for vote to accept the agenda. Vote carried.

Lara Wilson moved to amend the agenda regarding item 6.1 "AABC Committees –revised reporting structure." As the resolution was incorrectly worded, a vote cannot be held but a discussion can take place about the revised reporting structure. A new resolution will be presented to the membership for voting at the 2009 AGM. Motion approved by Don Bourdon and seconded by Jane Morrison.

Call for vote to amend the agenda regarding item 6.1. Vote carried.

2. Approval of Minutes of 2007 AGM

Motion to approve the minutes of the 2007 Annual General Meeting was made by Jordana Feist and seconded by Mickey King.

Call for vote to accept the 2007 AGM minutes. Vote carried.

3. Executive Reports

3.1 President's Report

Lara Wilson presented an update of activities since January 2008 when the President's report was written. The AABC will be engaging in a pilot project with Artefactual Systems for revision of BCAUL. The initial funding for this project (\$20,000.00) was provided by the Irving K. Barber Learning Centre. A project plan will be developed with Artefactual Systems and user training will be developed for AABC members. The AABC received notification that our Gaming Branch application was reconsidered and we received \$13,000.00.

Linda Nobrega moved to approve the President's Report, seconded by Jill Prior. Motion carried.

Call for vote to accept the President's Report. Vote carried.

3.2 Vice-President Report

There was no Vice-President for the 2007-2008 Executive term.

3.3 Treasurer and Finance Committee Report

Jennifer Mohan reported that she will be replacing Sharon Walz as Acting Treasurer until the 2009 AGM. Jennifer then presented an update on the financial statements for the year.

Kelly Harms moved to approve the financial statements of the AABC as prepared by EPR Canada Group for the year ended March 31, 2007. Seconded by Ian Forsyth. Motion carried.

Call for vote to accept the AABC financial statements. Vote carried.

Sharon Larade moved to re-engage the public accounting group, Evancic Perrault Robertson (EPR), now EPR Canada Group, to undertake the financial review for the year ending March 31, 2008. Seconded by Janet Turner. Motion carried.

Call for vote to engage EPR Canada Group to undertake the financial review for the year ending March 31, 2008. Vote carried.

Jordana Feist moved to accept the Treasurer's report, seconded by Michael Gourlie. Motion carried.

Call for vote to accept the Treasurer's Report. Vote carried.

3.4 Individual Member at Large

Val Billesberger reported that the results of the membership survey will be going up on the website in the next couple of weeks. Val thanked the Executive for their assistance in developing the questionnaire and Carey Pallister for providing membership information used for circulating the survey.

Carey Pallister moved to accept the Individual Member at Large report, seconded by Dorothy Lawson. Motion carried.

4. Committee and Program Annual Reports

4.1 Programs Committee (Education/Internet/Preservation Services)

Lara Wilson reported that as an outcome of the Strategic Planning Process, the Education, Internet, and Preservation Committees were amalgamated into one – the Programs Committee. The members of this committee over the past year have been Debra Barr, Jennifer Mohan and Margery Hadley. The new reporting structure has worked quite well and it allowed advisory services to continue seamlessly into 2008. During the last quarter the contractors successfully completed activities as outlined on their workplans and a joint workshop on project planning and digitization is being developed.

Dorothy Lawson moved to approve the Programs Committee Report, seconded by Ian Forsyth. Motion carried.

Call for vote to accept the 2007 Programs Committee's Report. Vote carried.

4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)

Lisa Glandt reported that there was nothing further to add to the Communications Committee reports.

Linda Nobrega moved to approve the Communications Committee Report, seconded by Jane

Morrison. Motion carried.

Call for vote to accept the 2007 Communications Committee Report. Vote carried.

4.3 Grants Committee & Institutional Member at Large

Ramona Rose reported that the Grants Committee sent their adjudication report to the CCA Secretariat. 14 out of 19 applications were recommended for funding totaling \$55,532.00. Ramona thanked the Grants Committee for their excellent work – Chris Hives, Sylvia Stopforth, Val Billesberger, and Shaunna Moore.

Ramona also reported that she represented AABC at a LAC-sponsored meeting in Toronto at the end of March concerning the CBC genealogical TV programme “Who Do You Think You Are?” 33 reps attended the meeting from archival organizations/ provincial associations along with the show’s producers. The production team discussed the experience they gained using Canadian archives for genealogical research. The larger group agreed that the archival community should take a proactive approach to work with television productions by putting together a list of archives advisors. The CCA will maintain this list.

Janet Turner moved to approve the Grants Committee & Institutional Member at Large Report, seconded by Jill Prior. Motion carried.

Call for vote to accept the 2007 Grants Committee & Institutional Member at Large Report. Vote carried.

4.4 Membership Committee

Carolyn Casenas presented 2007/2008 membership statistics (see attached report). She thanked Carey Pallister for her work maintaining the membership database and reported that she will be working with Andrea Lam, a new member of the Membership Committee, to review and overhaul the database and develop a user/administrative manual. They will be looking at other software applications to manage membership information and correspondence. Their goal for the upcoming year will be to streamline committee work.

Jordana Feist moved to approve the Membership Committee Report, seconded by Dorothy Lawson. Motion carried.

Call for vote to accept the 2007 Membership Committee Report. Vote carried.

5. Election of Executive Committee Members

5.1 Nominations Committee Report

On behalf of Erica Hernandez, Ramona Rose reported that the following members have let their names stand for the following positions on the AABC Executive Committee:

- President (2008-2009)...Lara Wilson
- Vice President (2008/2010)...Jordana Feist
- Interim Treasurer (2008/2009)...Jennifer Mohan
- Secretary (2008/2010)...Jane Morrison
- Institutional-Member-at-Large (2008/2010)...Shaunna Moore

Ramona Rose thrice called for additional nominations from the floor. No additional names were forwarded.

Sylvia Stopforth moved to approve the Nominations Committee’s recommendations and Sharon Larade seconded the motion. Motion was carried.

Ramona Rose also welcomed the following new Committee Chair:
· Constitution & Bylaws...Kathy Bossort

Call for vote to accept the 2007 Nomination Committee Report. Vote carried.

6.0 Other Business

6.1 2008 Archives Week

Lisa Glandt reported that the theme of Archives Week, November 16-22, 2008 is "Taking Care of Business: The Heritage of Trade and Commerce." Detailed information is now available on the AABC website and any members interested in serving on the Archives Week Planning Committee can contact the Executive.

6.2 2009 AGM and Conference

Val Billesberger reported that she will be contacting the BCLA to see if they are interested in hosting a joint conference with the AABC in 2009. Members who are interested in serving on the Conference Program or Local Arrangements Committee can contact the Executive.

6.3 Report from the Director, BC Archives

Gary Mitchell reported that the Access and Information Management (AIM) Branch (BC Archives) was reorganized on April 23, 2008 into two sections: Access Services and Documentation Services. They are working on a collections development plan that will address museum and archives holdings and identify collection development areas. Gary noted that the Ministry of Tourism will be celebrating BC's 150th anniversary in many ways and that organizations should use the celebrations as an opportunity to show the value of their archives and local history.

7. Adjournment

Jennifer Mohan presented a motion to thank Lara Wilson for her exemplary support of the AABC through her successive volunteer commitments to the role of President and untiring support of all AABC executive members and committees. In addition, an expression of thanks to the University of Victoria Library for its ongoing support of Lara's participation with the AABC. Seconded by Sylvia Stopforth.

Lara Wilson thanked the Conference Committee Chair Carey Pallister and her volunteers for organizing a successful and professional conference.

Kelly Harms moved to adjourn the meeting and Linda Nobrega seconded the motion. Motion was carried.

Call for vote to adjourn the AGM. Vote carried.

Meeting was adjourned at 11:45am.



Minutes

Archives Association of British Columbia
Annual General Meeting
Saturday April 25, 2009

Executive and Membership of the Archives Association of British Columbia
Location: Irving K. Barber Learning Centre, UBC
1961 East Mall, Vancouver, BC V6T 1Z1

Present:

Lara Wilson, President
Jordana Feist, Vice-President
Jane Morrison, Secretary
Jennifer Mohan, Acting Treasurer
Shaunna Moore, Institutional Member-at-Large
Val Billesberger, Individual Member-at-Large

1. Approval of Agenda

Meeting was called to order at 10:35am.

George Brandak moved to approve the agenda, seconded by Terry Eastwood.

Call for vote to accept the agenda. Vote carried.

2. Approval of Minutes of 2008 AGM

Motion to approve the minutes of the 2008 Annual General Meeting was made by Anthea Seles and seconded by Ian Forsyth.

Call for vote to accept the 2008 AGM minutes. Vote carried.

3. Executive Reports

3.1 President's Report

Lara Wilson added to her report that it has been a busy and exciting year. Many improvements have been made since strategic planning took place in 2007. She thanked the executive committee for their work and support, in particular Jennifer Mohan as Treasurer for managing the association's complicated funding streams.

Margery Hadley moved to approve the President's Report, seconded by Sarah Romkey. Motion carried.

Call for vote to accept the President's Report. Vote carried.

3.2 Vice-President Report

Jordana Feist had nothing further to add to her report.

Don Bourdon moved to approve the Vice-President's report, seconded by Erica Hernández.

Call for vote to accept the Vice-President's report. Vote carried.

3.3 Treasurer and Finance Committee Report

Jennifer Mohan added to her report that the AABC received an additional \$20,000 from the Irving K. Barber Centre to help with ICA-AtoM development costs. Monies were also directed towards ICA-AtoM costs from other funds. There was \$23,000 in revenue from workshops this year. A grant from the BC 150 fund will enable development of other workshops. Funding to UBC-SLAIS awards was increased; members were asked to donate to this fund – tax receipts are available. She thanked Karen Blimkie and Lara Wilson for their assistance.

There was a comment and question about ICA-AtoM funding; the software development is funded by LAC and the AABC's gaming grant, as well as the additional Barber funds to AABC. Participating organisations have provided in-kind resources as well. All costs are for training, migrating data from BCAUL, and revising the BCAUL web presence. ICA-AtoM financial reporting will be included in the next year's financial statements.

Jennifer Mohan called for a motion to approve the financial statements of the AABC as prepared by EPR Canada Group for the year ended March 31, 2008.

Melanie Wallace moved to approved the financial statements, seconded by Anthea Seles.

Call for vote to accept the AABC financial statements. Vote carried.

Jill Teasley moved to re-engage the public accounting group, EPR Canada Group, to undertake the financial review for the year ending March 31, 2009. Seconded by Chris Petter.

Call for vote to engage EPR Canada Group to undertake the financial review for the year ending March 31, 2009. Vote carried.

Chris Hives moved to accept the Treasurer's report, seconded by Ian Forsyth.

Call for vote to accept the Treasurer's Report. Vote carried.

4. Committee and Program Annual Reports

4.1 Interim Programs Committee (Education/Internet/Preservation Services)

Lara Wilson added to her report details of the year-end statistics for BCAIN and the AABC website. The number of descriptions in BCAUL is now at 11,357.

Erica Hernández moved to approve the Interim Programs Committee Report, seconded by Janet McMaster.

Call for vote to accept the Interim Programs Committee's Report. Vote carried.

4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)

Jane Morrison reported that no Newsletter report was received for the year and that there was nothing further to add to the PAAL and Regional Representatives' reports.

4.3 Membership Committee

Val Billesberger added to her report that there were no new institutional membership applications this year and that some institutional memberships have lapsed. It was asked whether an analysis of where memberships are being lost should be conducted. It was agreed that this would be a good idea and should be brought forward to the new executive.

4.4 Grants Committee

Shaunna Moore had nothing further to add to her report.

A motion to approve the Communications, Membership and Grants Committees reports was moved by Linda Nobrega, seconded by Janine Johnston.

Call for vote to accept the Communications, Membership and Grants Committees reports. Vote carried.

5. Election of Executive Committee Members

5.1 Nominations Committee Report

Erica Hernández presented the nominations for the following members who let their names stand for the following positions on the AABC Executive Committee:

- Vice President (1 year term, with second year as President)... Janine Johnston
- Treasurer (2 year term)... Linda Nobrega
- Individual Member-at-Large (2 year term)... Anthea Seles

Erica Hernández thrice called for additional nominations from the floor. No additional names were forwarded.

Call for vote to accept the 2007 Nomination Committee Report. Vote carried.

6.0 Other Business

6.1 Bylaw Amendments

6.1.1 Education/Internet/Preservation Committee structure

Lara Wilson read out the existing and proposed bylaw wording for the proposed Programs Committee. The amendment was moved by Anthe Seles and seconded by Jill Teasley. Discussion and a change to the amendment followed. A question was asked regarding the proposed wording, whether it describes the full scope of the proposed committee's mandate, as it focuses on training and education and includes no references to other Archives advisory services. It was acknowledged in response that the other services are not made explicit in the wording, because they were understood to support and reflect the other activities.

The following alternate wording was suggested:

Section VII – Committees

5. The Association will establish the following Standing Committees... the Programs Committee, to develop and co-ordinate programs, including but not limited to education, preservation, and network services, for all levels of the membership.

Call for vote to accept the bylaw amendment as discussed and wording noted above was passed by majority vote.

6.1.2 Grants Committee

S. Moore introduced and read out the proposed Grants Committee bylaw changes.

Section V – Duties of the Executive Committee

5. The two Members-at-Large shall carry out other duties and special projects as required by the Executive Committee. The Institutional Member-at-Large shall also serve as Chairperson of the Grants Committee.

Section VII – Committees

5.e. the Grants Committee consisting of the Institutional Member-at-Large, four institutional members, and two other individuals, with the Institutional Member-at-Large serving as Chairperson to make representation, in conjunction with the Executive Committee, to government and other agencies for funding to fulfill the needs of the provincial archival community, to establish procedures to review and adjudicate applications for financial assistance, and to make recommendations as to the success of any applications.

Ian Forsyth moved to approve the bylaw amendment to the Grants Committee, seconded by Janine Johnston.

Call for vote to accept the bylaw amendment. Vote carried by majority vote.

6.2 2009 Archives Week

Lara Wilson asked Val Billesberger to introduce the theme; it is "Legacy of Learning". Lara Wilson commented on the theme's relevance to the ICA-AtoM project.

6.2 2010 AGM and Conference

The 2008 conference was a successful partnership with ARMA Vancouver Island. It had been originally planned to partner with BC Libraries Association this year but that did not develop. Discussions with the Archives Society of Alberta have continued regarding a joint conference but that will not be possible for 2010. Therefore, there are no plans in place as yet for the 2010 conference. There was a discussion about the North-West Archivists-hosted Western Roundup in Seattle; joint conferences with this group were successful in the past, but there may be issues for members regarding travel funding and the rate of exchange on the dollar. This will be brought forward to the new executive.

6.3 Report from BC Archives

Lara Wilson presented Gary Mitchell's report as he was unable to attend the meeting.

6.4 Honourary Life Membership – George Brandak

Terry Eastwood addressed the meeting for George Brandak's honorary membership. He highlighted aspects of George's career, in particular his commitment to acquisition and to access, his help to researchers, and untold hours of service to the profession including during the establishment of the provincial and national professional organisations. George had a few words to say in response.

7. Adjournment

Val Billesberger had a few comments to conclude the AGM. She thanked the executive and the conference committee, including Sarah Romkey for local arrangements, Suher Zaher for organisation through the conference wiki, and Kelly Stewart for management of the conference.

Lara Wilson thanked the executive.

Ian Forsyth thanked the executive, volunteers and contractors, and commented that the implementation of the strategic objectives is very positive and the changes put the association in a very strong position. He thanked Lara Wilson for her provincial and federal leadership.

Paul Hebbard moved to adjourn the meeting and Linda Nobrega seconded the motion. Call for vote to accept the motion. Vote carried.

Meeting was adjourned at 11.45 a.m.

2008-2009 AABC Executive Annual Reports

President's Report – Lara Wilson

Dear colleagues,

As I am sure you will agree, sometimes we are so busy with our day-to-day work that we have little time to consider our achievements, and so it goes with daily AABC tasks. As I write this, we are in the flurry of winding up the fiscal year, concerned with financial reconciliations and reporting requirements. However, in pausing to look over the last 12 months or so, I am happy to write that we have accomplished much in terms of improving our services and the sustainability of our association – goals which were formulated out of our 2007 strategic planning sessions.

We are working towards the diversification of our revenue streams. In 2008/09, we are grateful for having received funding from the following sources: membership fees, the National Archival Development Programme of Library & Archives Canada and the Canadian Council of Archives; the Irving K. Barber Learning Centre; the Direct Access Grant Program of the Ministry of Public Safety and Solicitor General of the Province of British Columbia; and the BC150 Heritage Legacy Funding Program of the Province of British Columbia and the Department of Canadian Heritage. Our workshop revenues have been ploughed back into our 2008/09 programs to support additional activities such as the recent copyright workshop. As I have noted in my AABC Newsletter reports, our new funding from the Direct Access Program and the Barber Centre is being used to support our services, in particular network development and training for the ICA-AtoM BCAUL pilot project.

Another of our strategic objectives is to “to provide services to increase the capacity of archives throughout the province to preserve and provide access to B.C.’s documentary heritage.” Our 2009 conference will include AABC’s first training session for members on the ICA-AtoM software, but we are also including the newly revised “RAD Refresher” workshop, as ICA-AtoM has incorporated the latest version of the Canadian descriptive standard, revised in July 2008 (RAD can be downloaded at the Canadian Council of Archives website <http://www.cdncouncilarchives.ca/archdesrules.html>). We were also very fortunate to have successfully applied to BC150 Heritage Legacy Funding Program, which was announced late in the year. Applications were reviewed on a first come, first served basis and the AABC’s application to develop 3 new distance education courses was the last application approved by the Heritage Legacy Fund! According to the Heritage Fund’s Rick Goodacre, response to this program was overwhelming – which I certainly believe is evidence of the need for sustained provincial funding to support activities to increase access to British Columbia’s documentary heritage. Under the Heritage Legacy Fund’s “knowledge enhancement” stream, the newly created AABC courses are: “Oral History: Theory and Practice,” “Managing maps and architectural plans” and “Introduction to archival preservation.” These will be offered in the second half of the year!

2008 also saw AABC strengthening its relationship with other professional groups allied with the heritage, information and education sectors through our participation in December’s “West Beyond the West: BC Digitization Symposium.” The event was unique opportunity for members of the archives, library, and museum community to interact and share information with teachers, faculty, historians and genealogists about strategic directions for digitization in British Columbia. Survey respondents indicated that archival materials in various media are of the highest priority for digitization, and that lack of funding, lack of staffing and lack of technical infrastructure are the greatest impediments to providing digital access (<http://symposium.westbeyondthewest.ca/presentations/digisymsurvey.pdf>).

In addition, priorities for developing a provincial digitization strategy, which were identified by the event’s attendees, will be posted on the symposium website (<http://symposium.westbeyondthewest.ca/index.php>). Hopefully this is just the beginning of a new time of professional cooperation and capacity building for digital initiatives.

The year ahead for the AABC will be an exciting one, with the launch of the new archival catalogue software and training, education events throughout the province and by distance education, and, of

course, opportunities for institutional members to apply for NADP funding for 2010/11. I look forward to our conference in Vancouver at the Barber Centre and my appreciation to the Conference Committee members and organizers for pulling it all together!

My sincere thanks go out to all our volunteer committee members, our dynamic contractors Janet, Karen, Kelly, Margery and Rosaleen, and the executive: Jordana Feist, Jennifer Mohan, Val Billesberger, Shaunna Moore and Jane Morrison. I thank Jennifer and Val for their service as they complete their terms and my best wishes to the 2009/10 Executive.

Respectfully submitted,

Lara Wilson
AABC President

Vice-President's Report – Jordana Feist

When I joined the AABC executive team in May 2008 it was with enthusiasm and excitement. And I wasn't disappointed by the teamwork and dedication of the executive, contract staff and committees. This organization is a strong, dynamic provincial group that is truly represented in all regions and has active participants from the north, south, east and west. As we move more and more towards a digital future, with new projects like ICA-AtoM or MemoryBC, the opportunities to participate, contribute and lead will be presented to all British Columbia Archivists in all their many forms.

Please see the Programs Committee Report for an overview of the 2008/2009 programs.

With more pressure put on us in the workplace to produce more with less money and in less time it seems to be harder and harder to make time to volunteer for let alone lead an organization and the AABC has been truly gifted to be led by Lara Wilson for the past two years. A huge amount of props is due to Lara for her dedication and invaluable voluntary services.

As we move forward into this coming year I would like to remind you all that the AABC is strong, thriving and amazing because of its membership, contractors, volunteers and executive. Without all of you, each doing a small part, this organization would cease to exist. So thank-you to everybody who has given, participated, volunteered or worked for the AABC and those who will do so in the future.

Respectfully submitted,

Jordana Feist
AABC Vice-president

Treasurer and Finance Committee Report – Jennifer Mohan

Treasurer Sharon Walz left the province for employment in Ontario and Jennifer Mohan was appointed to complete her term. Like last year, this was another year for coming to grips with new funders and new reporting and accounting requirements. This has become increasingly complex. In addition, most of our funding sources require a minimum 10% holdback, which is not paid out until a final program report is submitted. This means the AABC must hold additional funds to pay its contractors until the holdbacks are received.

GRANTS

Gaming Branch: This year the AABC received two grants from the Gaming Branch. The first was valued at \$13,000 and directed toward ANS (this was an approval of our 1st request after a second reconsideration). The

second grant was \$11,890 and was directed toward the increased ANS contractor activities associated with ICA-AtoM anticipated over the next two years.

Irving K. Barber Learning Centre: 2008-2009 was the third year of the Association's five-year agreement with the Centre to provide support for our services to the province's archivists and archival institutions. This year the support provided was \$25,000. Barber funds were used to fund the activities of all three programs and ICA-AtoM (the replacement platform for the current system used to host the BCAUL). It is anticipated that there will be an unused portion of approximately \$14,000 which will be used for the development and delivery of ICA-AtoM training and delivery in 2009/2010.

National Archival Development Program: The NADP program continues to be the principal source of funding for AABC programs. The provincial allocation for NADP in 2008-2009 was \$117,112.

BC150 Legacy Grant: The AABC received \$20,000 to be used for the development of three distance education workshops by our BCAPS and BEAS contractors.

CONTRACTORS

The BCEAS and ANS contracts were changed from a flat fee service to payment of hourly rates to maximum program expenditure per year. This has resulted in significant savings in the ANS program and has also allowed the program committee to get a better sense of how much time is spent on specific activities (ie. workshop delivery, web site updating, etc.). The ANS program also added one extra contractor, Margery Hadley who dealt with routine inquiries and web updates.

Distance education courses delivered by our Education Advisor were very well attended this year. As a consequence, \$10,000 in additional revenue was generated. This money was used to offer a Copyright Workshop with instructor Jean Dryden and to offset the travel expenses for participants in the West Beyond the West Digitization Symposium. It also allowed Barber funds that were originally allocated to BCEAS will be redirected toward ICA-AtoM activities in 2009/2010. All other funds generated by AABC programs must be spent by the end of the fiscal year or returned to the CCA.

EXPENSES

Most expenses are anticipated to be within budget with the exception of executive committee, conference, and awards. Executive committee expenses were higher than anticipated primarily because of increased requirements for board members from Vancouver Island to travel to Vancouver meetings to represent the AABC. Conference expenses were also higher than budgeted because of the venue; however, these costs were off-set by higher than expected revenues. Finally, the board decided to increase the current UBC awards from \$500 to \$1000, which was not anticipated in the initial budget made by the previous board. This increase will be off-set, in part, by an awards donation campaign. Finally, expenses in many other budget lines are well below anticipated levels.

The coming year will be the fourth year of our five-year funding agreement with the Barber Centre. Therefore attention on the planning front will shift toward identifying potential new areas of funding. In anticipation, the Finance Committee met in February to review the cost and revenue potential of delivering AABC Workshops. In the past, delivery and development costs have been heavily subsidized by grant funding. The Finance Committee recommended that Workshop fees be raised to reflect the true cost of delivery and to bring them in line with educational offerings from similar organizations. The distance education courses offer the largest potential for revenue generation because the class size is not limited by the venue and many of the participants are non-members who pay higher fees. The Finance Committee will continue to look at ways to reduce AABC costs and generate additional revenue. The significant investment in ICA-AtoM activities also reflects the belief that the move will reduce the number of contractor hours required for website updating.

Looking forward to 2009-2010, things should be much the same as the past year. We are anticipating the increased popularity of our distance education courses as three new courses (Managing Maps and Plans, Oral History and Introduction to Archival Preservation) are delivered by both AABC education contractors. Significant funds will also be directed toward the successful launch of ICA-AtoM and the provision of ICA-AtoM training for AABC member institutions across the province.

I would like to extend my thanks to our Financial Manager, Karen Blimkie, whose hard work and patience was invaluable and to the other members of the Finance Committee, Lara Wilson, Anthea Seles and Chris Hives, for their contribution.

Respectfully submitted,

Jennifer Mohan
Treasurer
Chair, Finance Committee