



## Archives Association of British Columbia

*Honourary Patron: The Honourable Steven L. Point, OBC, Lieutenant Governor of British Columbia*

### **AABC Annual General Meeting**

**Saturday April 17, 2010**

**2.30 – 4:00 p.m.**

**Irving K. Barber Learning Centre, University of British Columbia  
Vancouver**



Photograph by Annie Girling, ca. 1908, one of more than 900 glass plate and film negatives by Annie Girling digitized by Saanich Archives in 2009  
(Saanich Archives 2008-025-775)

**Please remember to bring this package with you to the AGM**



## **AGENDA**

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*Honourary Patron: The Honourable Steven L. Point, OBC, Lieutenant Governor of British Columbia*

**AABC Annual General Meeting  
Saturday April 17, 2009  
2:30 – 4:00 p.m.  
Irving K. Barber Learning Centre, University of British Columbia  
Vancouver**

- 1. Approval of Agenda**
- 2. Approval of Minutes of April 25, 2009 Annual General Meeting**
- 3. Executive Reports**
  - 3.1 President
  - 3.2 Vice-President
  - 3.3 Treasurer and Finance Committee
- 4. Committee and Program Annual Reports**
  - 4.1 Programs Committee (Education/Internet/Preservation Services)
  - 4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)
  - 4.3 Membership Committee
  - 4.4 Grants Committee
- 5. Election of Executive Committee Members**
  - 5.1 Nominations Committee
- 6. Other Business**
  - 6.1 2010 Archives Week
  - 6.2 2011 AGM and Conference
- 7. Adjournment**

### **Attachments**

- Proxy Voting Form
- Unaudited AABC Financial Statements, March 31, 2009



## Minutes

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

**Draft - Not Approved**

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

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**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 Honorary 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.

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## 2009-2010 AABC Annual Reports

### 3.1 President's Report – Jordana Kerry

Over the past two years the Archives Association of British Columbia has developed *MemoryBC* which has replaced our BCAUL services. Again we are leading the way and providing a path for Archives across the Province to follow. As we continue to update this free, open source software it will become more and more adaptable for every institution. Some may even choose to use it as their primary database software. *MemoryBC* would not have come to fruition without the tireless dedication of several core members of the AABC who have brought a vision to reality for the archival community.

I would like to thank our amazing contract staff. Kelly Stewart has brought a new way of providing continuing education to our organization, embracing web technologies and reaching out into the farthest corners of the Province via teleconference courses for ICA-AtoM. Rosaleen Hill continues to be a one stop shop of preservation knowledge and has shared that knowledge freely. Janet McMaster is just competing her last year with us has navigated us through the BCAUL to *MemoryBC* changeover with timely insight and immense skill, we will miss her very much and wish her the very best in life and future work endeavours. Margery Hadley has done so much with so little when it comes to our webpage, keeping it tidy and usable and she was responsible for a tremendous amount of indexing in the new *MemoryBC*. Last and completely not least has been Karen Blimkie, who has kept our financial ship on course, even through the tough financial year everyone has had.

There are many volunteers who work with the AABC, they chair committees, review memberships, adjudicate grants and plan regional brainstorming sessions. They are invaluable. Without the volunteer executive, committees and members who step up for jobs this organization would not exist. In particular this year big thanks to the Conference Committee who worked without their executive liaison and the Programs committee who has brought insight to the types of courses we offer and guidance to the *MemoryBC* project.

As we look toward the coming year many of you are still hearing that there is little coming in the way of funding and in the reinstating of government grants. And that may be the case. Remember in these tighter financial times that you can spread the work about what your organization does for your community. As some bright or famous person once said, "Talk is Cheap". So let's get on it. Let the people you serve and the people you could serve know you exist and build public momentum towards better understanding the role of archives.

It has been a pleasure to know you all and work with you over the past two years. My career path has taken me back into the museum world and I will miss very much the comradeship and giving nature of the archivists that make up our membership.

Thank you to the Canadian Council of Archives' National Archival Development Program and the Irving K. Barber Learning Centre for their ongoing support in funding these programs.

Respectfully submitted,

Jordana Kerry  
President

### **3.2 Vice-President's Report – Janine Johnston**

The AABC is at the close of one of its most exciting years to date and I am very pleased to have been a part of this organization at this time in its history. One of our main strategic initiatives, “to provide services to increase the capacity of archives throughout the province to preserve and provide access to B.C.’s documentary heritage” has been realized like never before with the launch of our online archives portal *MemoryBC*. I am anticipating another eventful year and am eager to take on the responsibility as AABC’s President. I also look forward to working with Artefactual Systems and the AABC’s excellent team of contractors and volunteers to continue to develop and steward *MemoryBC* and to serve the archival community in new and innovative ways.

One of my primary responsibilities as Vice-President has been to chair the Program Committee. This committee oversees the BC Archival Network Services, the BC Education and Advisory Services, the BC Archival Preservation Services and our contractors who manage these programs. The Programs Committee report for 2009/10 will follow.

Respectfully submitted,

Janine Johnston  
Vice-President

### **3.3 Treasurer and Finance Committee Report – Linda Nobrega**

I have completed the first year of a two-year term as the AABC Treasurer. It has been a steep learning curve understanding the roles and responsibilities of the position. Karen Blimkie continues to be the AABC's financial manager. She is responsible for carrying out the day-to-day financial activities, keeping the AABC's financial records, and for providing advice and assistance to the AABC with respect to its budget development and other financial matters. The Finance Committee consisted of Lara Wilson and Jennifer Mohan and has provided advice, upon request, in the management of and the use of AABC funds. Most critically, the Finance Committee helped clear the intricacies relating to the funding/grant sources and their processes. I would like to take this opportunity to express my sincere thanks to Karen Blimkie for her outstanding work and assistance and to the members of the Finance Committee and the Executive for all their assistance and their knowledge of AABC matters.

The accounting firm, Evancic Perrault Robertson has completed its review of the AABC's financial statements for the year ended March 31, 2009 and its results are available to AABC members. These financial statements are to be approved at the 2010 AGM.

In the 2009/2010 fiscal year the AABC continued to fund its three programs: The BC Archival Education and Advisory Service, BC Archival Preservation Service and the BC Archival Network Service. The funding remained at the same levels as the previous year. In 2009/2010, the AABC received CCA/NADP funding of \$74,224.70 which went to supporting the AABC services and programs. The Irving K. Barber Foundation continues to provide the AABC with \$25,000/year but this year half of that fund was not received due to an invoicing error. However the AABC will receive the amount of \$12,500 at the end of the 5 year agreement, therefore appearing in the 2011/2012 fiscal year. In order to accommodate the shortfall in this fiscal year the AABC reserve

fund was used. The AABC received Gaming funding of \$9,450 which was allocated to the BCAUL ICA-AtoM project. Other main sources of revenue were membership fees, the conference, and workshops. In total the AABC allocated \$34,700 of its general fund to the three programs in order to maintain them and to the hiring of a one-time indexer for the MemoryBC project.

As of February 28, 2010, the AABC has an estimated reserve fund of \$55,000. An updated figure that will encompass the fiscal year will be provided at the AGM.

For the 2010/2011 fiscal year the AABC has received confirmation that the total NADP amount will remain the same with \$76,961.83 allocated to four programs. The budget allocated to institutions and the Archival Preservation Service program is to take a reduction. The funding for the other programs will remain largely the same and a new project, the Data Migration (Comma-Separated Values) Project, has been added. The Irving K. Barber funding continues and approximately \$18,000 of the AABC General Fund will be used to accommodate shortfalls.

Respectfully submitted,

Linda Nobrega  
Treasurer  
Chair, Finance Committee

#### **4. Committee and Program Annual Reports**

##### **4.1 Programs Committee**

This year's Programs Committee includes Lara Wilson, Jennifer Mohan and Sharon Larade. They have done a wonderful job in overseeing the AABC's Archival Network Service, Archival Preservation Service, and Education and Advisory Service, as well as guiding and advising me in my duties as the Chair for this committee.

##### *BC Archival Network Services/MemoryBC*

Janet McMaster, the AABC's Archival Network Coordinator, and Margery Hadley the AABC's Webmaster deserve a great deal of credit for the AABC's online successes this past year. Janet has been busier than usual, as support for *MemoryBC* has been high from around the province. Archivists from a variety of different organizations have participated in ICA-AtoM training and have requested logins and passwords to contribute to the database. New Repositories who had not previously participated in the BC Archival Union List and institutions who had not updated their lists holdings in years have submitted new descriptions and data.

A great deal of work this past year took place before the launch of *MemoryBC*. Last summer the AABC transferred our website from our old servers hosted by Cinemage to new servers hosted by Artefactual Systems and migrated the BC Archival Union List to the *MemoryBC* portal. Both Janet and Margery did a great amount of work transferring data between the servers and fixing web-links in order for a smooth transition to the AABC websites new domain [www.aabc.ca](http://www.aabc.ca). Before *MemoryBC* was officially launched during Archives Week in November 2009, Margery and Janet helped develop indexing terms for the new database and Margery indexed over 2,000 archival descriptions.

Kelly Stewart, the AABC's Education and Advisory Services Coordinator, also deserves credit for her work in support of *MemoryBC*'s this year. Kelly's ICA-AtoM training workshops and teleconferences have introduced archivists in almost every region in the province to *MemoryBC*. This year she trained approximately 140 individuals from 35 institutions in using the software.

In August 2009, the ANS began tracking *MemoryBC*'s usage using Google Analytics, which is providing us with more detailed data on how well we are reaching our users. Between August 2009, when *MemoryBC* became live online and January 31<sup>st</sup>, 2010, *MemoryBC* received a total of 9,881 visitors and 31,086 visitors to our website.

This is Janet McMaster's last year managing the AABC's network services and her conscientious work, commitment and dedication to the AABC will be missed. Finally, thank you to Peter Van Garderen and Evelyn McLellen of Artefactual Systems for their ongoing work and support in making this project a success.

#### *BC Education and Advisory Services*

The AABC's Education and Advisory Services provides on-site, distance consultation and distance and on-site training to AABC institutional and individual members. This year was a busy one, as Kelly Stewart, the BC EAS Coordinator undertook site visits to the Dawson Creek Museum & Archives, the Fraser-Fort George Museum and Archives, the University of Northern British Columbia Archives, the Fort St. John Museum and Archives, the Hudson's Hope Museum and Archives, CBC Radio Photographic Archives, the Japanese Canadian National Museum, the North Vancouver Museum and Archives, the United Church BC Conference Archives, the Anglican Diocese of New Westminster Archives, and to the Archives at Regent College.

As mentioned above, the major focus for the EAS this year has been training AABC members in using our new *MemoryBC* database and keeping our members versed in the latest versions of the Rules of Archival Description. This year Kelly offered ten RAD Refresher workshops paired with ICA-AtoM training. These were offered via classroom-style workshops and teleconferences. EAS has also coordinated a number of distance education courses with the Archival Preservation Services this year. These will be discussed below.

#### *BC Archival Preservation Service*

The Archival Preservation Services, coordinated by Rosaleen Hill, offers AABC member institutions access to a wide range of conservation services, including site visits, global facility assessments and a variety of on-site and distance workshops. This year, Rosaleen conducted site visits to Vancouver Island and in the Lower Mainland. She visited the Saanich Archives, the Duncan-North Cowichan Municipal Archives, the University of Victoria Archives, the Nanaimo Community Archives, the Delta Museum and Archives, the West Vancouver Museum and Archives and the Native Daughters of British Columbia-Hastings House Museum. Rosaleen also coordinated and delivered the distance education course *An Introduction to Archival Preservation*. It should be noted that the AABC's distance education courses are the only ones of their kind offered in Canada have included participants from across the country.

The workshops, *Managing Plans and Drawings* and *Oral History: from Theory to Practice* were offered in coordination with the EAS. One workshop, *An Introduction to Managing a Digitization Program* was offered this fall, but cancelled due to low registration. This workshop is being offered in April 2010

in coordination with the AABC's annual conference. As of writing this report, the workshop is filled to capacity with 30 participants.

Thank you to the Canadian Council of Archives' National Archival Development Program and the Irving K. Barber Learning Centre for their ongoing support in funding these valuable services.

Respectfully submitted,

Janine Johnston  
Vice-President

## **4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)**

### **Newsletter Committee**

Earlier in 2009, Greg Kozak stepped down as AABC Newsletter editor and Leah Pearse accepted the position of editor, starting with the Spring 2009 edition. Two more Newsletter Committee members were recruited, a technical editor and an editorial committee member (Sonia Nicholson). Only the editorial committee member was able to stay on.

One change that was instituted under the 2009/2010 Newsletter Committee was changing the newsletter format. It remained a PDF document, but the graphics were updated with InDesign software and has been used as the template for the three issues that have come out from the Newsletter Committee: Spring 2009, Fall 2009, and Winter 2010. Without an experienced technical editor to do layout, the release of the three editions were delayed. The Newsletter Committee requests that a new technical editor with experience with InDesign be sought for the upcoming issues. Another change was moving from four issues a year to three issues.

The number and quality of submissions have been good, making for an interesting publication. More photos have been solicited to accompany articles, themed and non-themed issues have been created, and a new regular feature "Best Archives on the Web" highlighting archives-related websites was instituted by Sonia Nicholson and has appeared in all three issues to date.

Respectfully submitted,  
Leah Pearse  
Newsletter Committee, Chair

### **Public Awareness, Advocacy and Legislation**

The PAAL chair position was vacant this year. In December, the AABC executive wrote to the President of the British Columbia Institute of Technology (BCIT) expressing concern over the closure of the BCIT Archives.

Respectfully submitted,  
Jane Morrison (Portfolio Chair)

### **Regional Representatives**

#### ***Central Interior-BC Northeast***

For the 2009/2010 year, collaboration has once again been the key activity within the Central Interior – BC Northeast Region. In September 2009 the Aleza Lake Research Forest Society, the Prince George Railway and Forestry Museum, the Northern BC Archives & Special Collections and the Forest History Association of British Columbia hosted the *Exploring Our Roots: Forest History in Our Communities* Annual Conference of the Forest History Association of British Columbia. Over the course of three days participants from across the province participated in oral history workshops, tours, and conference sessions which explored the dynamic relationships between our forests and its peoples from industrial, environmental, aboriginal and sociological perspectives.

No other regional activity has been reported at this time.

Respectfully submitted,

Erica Hernández, M.A.S.  
Regional Representative, Central Interior – BC Northeast Region

### ***BC Northwest***

There was no regional meeting this year, however members enjoyed taking the MemoryBC online workshops. Members are looking forward to meeting during 2010.

Respectfully submitted,

Jean Eiers-Page  
Regional Representative, BC Northwest region

### ***Thompson-Okanagan***

There was no regional meeting this year; some members are participating in the MemoryBC Orientation and Training delivered by distance.

Respectfully submitted,

Deborah Chapman  
Regional Representative, Thompson-Okanagan

### ***Fraser Valley***

The Fraser Valley position was vacant during the 2009-2010 year.

### ***South Vancouver Island***

The spring 2009 meeting was held at Saanich Archives and was attended by nineteen archivists and volunteers from the region. Caroline Duncan gave a presentation on Saanich Archives' recent move to a purpose-built facility and gave a tour of the new archives. Rosaleen Hill, Preservation Consultant with the AABC, gave a presentation on digitizing audio recordings and answered many questions on preservation and storage issues.

The fall 2009 meeting was held in September at the Royal Jubilee Hospital School of Nursing Archives and was attended by representatives of the Girl Guide Archives, Saanich Pioneer Society, Royal BC Museum & Archives, Saanich Archives, Anglican Archives of BC, St Margaret's School Archives, Sisters of St Ann Archives and the Greater Victoria Public Library local history section.

Bea Johnson of the RJH School of Nursing Archives gave a presentation on their oral history project which was followed by a talk by Liz Koolman on the history of the Pemberton Chapel. Attendees were given a tour of the archives and enjoyed tea in the garden.

Members are looking forward to the spring 2010 meeting which will be held at the Girl Guide Archives.

Other activities have included field trips to local archives and reference resources in the Greater Victoria area. Fall 2009 visits focused on map resources and included tours of the Land Title Office and the Surveyor General Division of the Land Title and Survey Authority of BC. Spring 2010 visits have focused on school archives with visits to St Margaret's School Archives and St Michaels University School Archives.

Respectfully submitted,

Caroline Duncan  
Regional Representative, South Vancouver Island

#### ***Central and North Vancouver Island***

There was no regional activity to report in the 2009-2010 year.

Respectfully submitted,

Jane Hutton  
Regional Representative, Central and North Vancouver Island

#### ***Greater Vancouver***

During the 2009/2010 year, the regional representative served as co-organizer of the 2010 AABC conference, provided classroom support at RAD Refresher and ICA-AtoM training in November, answered questions from the public regarding AABC Services, referred members of the public to the Education and Advisory Archivist, and promoted the values of AABC membership to individuals. Plans for the coming year include a site visit and a member meet and greet.

Respectfully submitted,

Jill Teasley  
Regional Representative, Greater Vancouver

#### ***Kootenay-Columbia***

The Kootenay-Columbia position was vacant during the 2009-2010 year.

### **4.3 Grants Committee**

Grants Committee members for 2009/2010 were: Jennifer Baetz, Nadine Hafner, Krisztina Laszlo, Cheryl Linstead, Sylvia Stopforth, and Barbara Towell. The Grants Committee is primarily responsible for adjudicating institutional applications to the National Archival Development Program (NADP) within the province, and forwarding its recommendations for funding to the Canadian Council of Archives (CCA) and Library and Archives Canada (LAC) for final approval; it also promotes other grants and contribution programs available to AABC Institutional Members.

The funding allotment made available to BC through the NADP for 2008-2009 remained at the same level (\$117,112.00) with the majority of funds utilized by the AABC for its Education, Preservation, and Network programs, and services to members.

Ten institutional applications to the NADP were received with a funding request of \$68,449.34. On January 8th the Grants Committee met to review the applications and recommended six project proposals for funding to the CCA, at a total of \$43,877.34. Confirmation of these allocations is still pending.

The Grants Committee also compiled a set of recommendations for the CCA Secretariat in attempt to streamline the application and adjudication processes and clarify guidelines for the NADP. A review of these recommendations is pending.

Respectfully submitted,

Shaunna Moore,  
Chair, Grants Committee & Institutional Member-at-Large

#### 4.4 Membership Committee

For the 2009/2010 year, the Membership Committee members were Alaric Posey, Linda Nobrega (partial year), Andrea Lam, Paul MacDonnel, and Suher Zaher-Mazawi (partial year).

The Committee is responsible for

- managing the membership database;
- processing memberships (processing new memberships, membership renewals, issuing reminder notices and receipts, etc.);
- 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; and
- working with other reports to other AABC committees, the Executive, and AABC contractors, as required.

The Membership Committee also began the process of reviews for institutional members and discussed revisions for the membership application process and criteria.

Membership statistics:

	2009-10	2008-09	2007-08	2006-07	2005-06	2004-05	2003-04	2002-03	2001-02
Institutional	74	71	93	92	87	96	94	96	101
Associate Institutional	32	40	57	53	46	49	50	43	41
Sustaining	2	6	6	7	7	7	7	10	11
Individual	62	58	68	64	70	89	85	78	87
Student/Volunteer	23	32	34	52	70	67	47	53	53
Honorary Life	2	1	1	1	6	7	8	7	7
Honorary Patron	1	1	1	1	1				

Total Members	196	209	260	270	287	315	291	287	300
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#### Presentations

A presentation was made to the first-year MAS/Dual students at SLAIS in conjunction with a presentation from a representative from the ACA. Every year at this presentation students are offered a free membership for their first year. Normally this presentation takes place in the fall semester, but this year it could not be arranged until February. Therefore the students' free memberships will be rolled over for the 2010/2011 membership year, accounting for the drop in student members this year.

#### Membership database and directory

The membership directory was maintained and updated throughout the membership year. The database was used to issue receipts for membership dues, to produce the full institutional list for grant application purposes, and to issue the membership renewal forms.

The membership directory was issued via post or email, according to member preferences, in March 2010.

#### New institutional members

The AABC welcomed the City of Burnaby Archives as a Full Institutional member. The City of Burnaby Archives was previously an Associate Institutional member. Congratulations to the City of Burnaby Archives!

The AABC welcomed three new Associate Institutional members in 2009/2010: Church of Our Lord Archives, Nicola Valley Museum and Archives Association and Sunshine Coast Museum and Archives. Welcome to all three institutions!

#### Plans for the 2010/2011 Membership Year

The Membership Committee has a number of activities planned for the 2010/2011 year. The current Full Institutional membership guidelines include a provision for a 5-year review. Because most institutions were grandfathered into the current institutional requirements, almost all institutions are due for review. The membership committee has been working with the Executive to develop documentation and procedures for this process.

Feedback from membership has also made it clear to the Membership Committee that the institutional membership application requires review. The Membership Committee plans on using the data from the institutional reviews and to study the membership requirements of other provinces to help propose changes to the membership application form and procedure.

#### Welcome and thanks

Rebecca Pasch and Jen Stevenson-Zerkee have agreed to join the Membership Committee for the 2010/2011 year. Welcome Jen and Rebecca!

This year Linda Nobrega, Paul MacDonnell and Andrea Lam resigned from the Membership Committee. Thank you to all three for your service to the Committee.

The Membership Committee would also like to thank Anthea Seles for acting as our liaison until her resignation from the Executive, and to thank Jane Morrison for acting as our liaison until a replacement Individual Member-at-Large is elected.

Respectfully submitted,

Sarah Romkey  
Chair, Membership Committee

## 5. Election of Executive Committee Members

### 5.1 Nominations Committee

#### Vacant Positions

The following positions on the AABC Executive are now open for nominations:

- Vice President (2 year term, with second year as President)
- Secretary (2 year term)
- Institutional Member-at-Large (2 year term)
- Individual Member-at-Large (interim 1 year term)

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

#### 2010 Nominations

- I would like to present the nomination for **Jennifer Pecho** to serve as **Secretary** for the Archives Association of British Columbia for the 2010-2012 term.
- I would like to present the nomination for **Peter Johnson** to serve as **Institutional Member-at-Large** for the Archives Association of British Columbia for the 2010-2012 term.
- I would like to present the nomination for **Corinne Rogers** to serve as **Individual Member-at-Large** for the Archives Association of British Columbia for the remainder of the 2009-2011 term.

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!

The following positions on the Standing & Ad Hoc Committees are open:

- Chair and member, PAAL Committee
- Technical Editor, Newsletter Committee

#### 2010 Update on Regional Representatives

The following regions currently require regional representation:

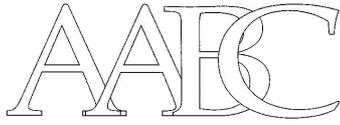
- Kootenay-Columbia

- Fraser Valley

Please contact Melanie Wallace if you are interested in acting as regional representative for one of these areas.

Respectfully submitted,

Melanie Wallace  
Chair, Nominations and Elections Committee



**Archives Association of British Columbia**

*Honorary Patron: The Honourable Steven L. Point, OBC, Lieutenant Governor of British Columbia*

**PROXY VOTING FORM**  
**ANNUAL GENERAL MEETING**

*(Please complete this form if you are unable to attend the AGM)*

**Saturday April 17, 2010**  
**2:30 to 4:00 p.m.**

**Irving K. Barber Learning Centre, University of British Columbia**  
**Vancouver**

The undersigned, being a member in good standing with the Archives Association of British Columbia, hereby nominates, constitutes and appoints:

\_\_\_\_\_ of \_\_\_\_\_  
(Name of Proxy) (Address)

to attend, act, and vote on behalf of the undersigned at the Annual General Meeting of the Archives Association of British Columbia on Saturday April 17, 2010 Vancouver, BC.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2010

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Member Name (Print)

Each member present at a vote may cast no more than one proxy vote on behalf of an absent member.

**Please present this proxy to the Secretary at the time of each vote.**

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

Financial Statements  
(Unaudited)

March 31, 2009

REVIEW ENGAGEMENT REPORT	
STATEMENT OF STATEMENT OF OPERATIONS	STATEMENT 1
STATEMENT OF CHANGES IN NET ASSETS	STATEMENT 2
STATEMENT OF CASH FLOWS	STATEMENT 3
STATEMENT OF FINANCIAL POSITION	STATEMENT 4
NOTES TO THE FINANCIAL STATEMENTS	
SCHEDULE OF GENERAL FUND	SCHEDULE 1
SCHEDULE OF ARCHIVAL NETWORK SERVICES PROGRAM	SCHEDULE 2
SCHEDULE OF CONSERVATION PROGRAM	SCHEDULE 3
SCHEDULE OF EDUCATION PROGRAM	SCHEDULE 4
SCHEDULE OF BCAUL/ICA-ATOM PROGRAM	SCHEDULE 5
SCHEDULE OF BC 150 DISTANCE EDUCATION PROGRAM	SCHEDULE 6



COQUITLAM

2nd Floor Heron Centre  
566 Lougheed Highway  
Coquitlam, BC V3K 3S3  
Telephone 604-936-4377  
Fax 604-936-8376  
www.eprcoq.com

## REVIEW ENGAGEMENT REPORT

To the Members of  
Archives Association of British Columbia

We have reviewed the statement of financial position of Archives Association of British Columbia as at March 31, 2009 and the statements of statement of operations, changes in net assets and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussions related to information supplied to us by management.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

A handwritten signature in black ink that reads 'EPR'.

CERTIFIED GENERAL ACCOUNTANTS

Coquitlam, B.C.  
June 30, 2009

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

STATEMENT 1

**STATEMENT OF STATEMENT OF OPERATIONS**

Year Ended March 31, 2009

(Unaudited)

	2009	2008
<b>Revenue</b>		
General fund (schedule 1)	\$ 40,805	\$ 32,465
Archival network services program (schedule 2)	28,080	27,394
Conservation program (schedule 3)	34,033	57,002
Education program (schedule 4)	37,265	43,761
BCAUL program (schedule 5)	7,350	-
BC 150 Distance education program (schedule 6)	20,000	-
	<u>167,533</u>	<u>160,622</u>
<b>Expenditures</b>		
General fund (schedule 1)	28,198	25,363
Archival network services program (schedule 2)	28,859	41,482
Conservation program (schedule 3)	45,738	57,002
Education program (schedule 4)	36,486	41,898
BCAUL program (schedule 5)	7,350	-
BC 150 Distance education program (schedule 6)	20,000	-
	<u>166,631</u>	<u>165,745</u>
<b>Earnings (loss) from operations</b>	902	(5,123)
<b>Write off of capital assets</b>	-	(479)
<b>Excess (deficiency) of revenue over expenses for the year</b>	<u>\$ 902</u>	<u>\$ (5,602)</u>

The accompanying notes are an integral part of these financial statements.



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

**STATEMENT 2**

**STATEMENT OF CHANGES IN NET ASSETS**

Year ended March 31, 2009

(Unaudited)

	Unrestricted	Capital Assets	Restricted	Archival Program	Conserv. Program	Education Program	BCAUL ICA to ATOM Program	BC 150 Distance Education Program	2009	2008
<b>Net assets, opening balances</b>	\$ 44,785	\$ 1,754	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,539	\$ 87,141
Excess (deficiency) of revenue over expenditures for the year	12,607	-	-	(779)	(11,705)	779	-	-	902	(5,123)
Amortization	351	(351)	-	-	-	-	-	-	-	-
Write off of capital assets	-	-	-	-	-	-	-	-	-	(479)
Inter-fund transfers	(11,705)	-	-	779	11,705	(779)	-	-	-	-
<b>Net assets, closing balances</b>	\$ 46,038	\$ 1,403	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,441	\$ 81,539

(Note 5)

The accompanying notes are an integral part of these financial statements.



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

STATEMENT 3

**STATEMENT OF CASH FLOWS**

Year Ended March 31, 2009

(Unaudited)

	2009	2008
<b>Cash flows from (used in) operating activities:</b>		
Excess (deficiency) of revenue over expenses for the year	\$ 902	\$ (5,602)
Items not requiring an outlay of funds		
Amortization	351	558
Write off of capital assets	-	479
	1,253	(4,565)
Changes in non-cash working capital		
Decrease (increase) in grants receivable	19,287	(6,637)
Decrease in government agencies recoverable	440	122
Decrease (increase) in prepaid expenses	570	(1,675)
Increase (decrease) in accounts payable and accrued liabilities	676	(3,659)
Increase in deferred revenue	3,282	35,765
<b>Increase in cash and cash equivalents</b>	<b>25,508</b>	<b>19,351</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>82,943</b>	<b>63,592</b>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 108,451</b>	<b>\$ 82,943</b>
<b>Cash and cash equivalents consist of</b>		
Cash and cash equivalent	\$ 86,280	\$ 61,152
Term deposits	22,171	21,791
	<b>\$ 108,451</b>	<b>\$ 82,943</b>

The accompanying notes are an integral part of these financial statements.



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**  
**STATEMENT OF FINANCIAL POSITION**  
 March 31, 2009  
 (Unaudited)

STATEMENT 4

	2009	2008
<b>ASSETS</b>		
Current:		
Cash and cash equivalent - note 2	\$ 108,451	\$ 82,943
Grants receivable	10,120	29,408
Government agencies recoverable	2,839	3,279
Prepaid expenses	5,215	5,785
	126,625	121,415
Capital assets - note 3	1,403	1,754
	<b>\$ 128,028</b>	<b>\$ 123,169</b>
<b>LIABILITIES AND NET ASSETS</b>		
Current:		
Accounts payable and accrued liabilities	\$ 4,125	\$ 3,450
Deferred revenue	41,462	38,180
	45,587	41,630
Net assets		
Unrestricted	46,038	44,785
Capital assets	1,403	1,754
Restricted - note 5	35,000	35,000
	82,441	81,539
	<b>\$ 128,028</b>	<b>\$ 123,169</b>

On behalf of the Board

J. F. [Signature] President  
Sep 3 / 2009 Date

[Signature] Treasurer  
Sep. 10, 2009 Date

The accompanying notes are an integral part of these financial statements.



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2009

(Unaudited)

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The Archives Association of British Columbia (the "AABC") was established through the amalgamation of the Association of British Columbia Archivists and the BC Archives Council and was incorporated on January 21, 1991 under the Canada Corporations Act as a not-for-profit organization and is a registered charity under the Income Tax Act. Its main objective is to preserve British Columbia's documentary heritage by providing programs designed to promote and strengthen the archival network within the province. The Archives Association of British Columbia is committed to the following goals:

- To provide educational opportunities for those engaged in all aspects of archival work in British Columbia.
- To coordinate projects and programs designed to promote and strengthen the archival network within the province.
- To function as an advocacy and lobby group on behalf of archives and archivists by preparing presentations for governmental agencies, as well as by promoting a better understanding of our field amongst the general public.
- To cooperate with all organizations engaged in heritage and information-management activities within the province.

On April 1, 2000, the organization received official charitable status.

The AABC offers three main programs:

### British Columbia Archival Education and Advisory Service

The BC Archival Education and Advisory Service offers advisory and education services for archives and archivists in B.C. The program is responsible for the management of the Community Archives Education Program, as well as for providing ongoing advisory services to archives in the province.

The AABC Community Archives Education Program is designed to provide fundamental-level education courses to individuals working with archival material. These courses are also of interest to individuals who are responsible for records management and providing reference service for their institution and the general public.

### British Columbia Archival Preservation Service

The British Columbia Archival Preservation Service offers AABC member institutions access to a wide range of free conservation services. A professional conservator carries out site visits, surveys, and informal training, and provides a variety of ongoing advisory services (including a "conservation hotline"). Services are available only to institutions with a current AABC membership.

### British Columbia Archival Network Service

The British Columbia Archival Network Service program is responsible for the development and maintenance of web resources created by the Archives Association of British Columbia, including the B.C. Archival Information Network (BCAIN) web site, the British Columbia Archival Union List (BCAUL), a Guide to Archival Repositories in British Columbia, and the AABC's "The Archivists' Toolkit".



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2009

(Unaudited)

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Fund Accounting

The Association follows the restricted fund method of accounting for contributions.

The General Fund accounts for the organization's program delivery and administrative activities. This fund reports unrestricted resources.

The Restricted Fund reports only restricted resources that are to be set aside as a minimum or safe reserve for the Association.

The Capital Asset Fund reports the assets, liabilities, revenues and expenses related to the Association's capital assets.

#### Cash and cash equivalents

The policy of the Association is to disclose bank balances, including bank overdrafts with balances that fluctuate frequently from being positive to overdrawn and term deposits that can be withdrawn when needed under cash and cash equivalents

#### Capital Assets and Amortization

Capital assets are recorded at cost. Amortization is provided on the declining balance basis over the assets' estimated useful lives at the following annual rates, except in the year of acquisition when one half of the rate is used.

Computer equipment	20%
--------------------	-----

#### Revenue Recognition

The Association receives grants from various sources as reflected in the statement of operations, and follows the deferral method of accounting for contributions.

Restricted contributions related to specific projects are recognized as revenue of the Project in the year in which the related expense are incurred. All other restricted contributions are recognized as revenue of appropriate restricted fund.

Unrestricted contributions are recognized as revenue of the General Fund in the year received or receivable if the amount to be recorded can be reasonably estimated and collection is reasonably assumed

Membership and seminar fees are recognized as revenue of the General Fund when services are rendered and seminars are held.



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2009

(Unaudited)

### Financial Instruments

The financial instruments of the Association consist of cash, term deposits, receivables, payables and accrued liabilities. Unless otherwise noted, it is management's opinion that the Association is not exposed to significant currency, interest, or credit risks arising from these financial instruments. The fair value of the instruments approximate their carrying values, unless otherwise noted.

### Use of Estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Estimates are used for, but are not limited to, the accounting for amortization, accrued liabilities and contingencies. Actual results may differ from those estimates.

## 2. CASH AND CASH EQUIVALENTS

Included in cash and cash equivalents is \$35,000 of internally restricted funds held as a minimum reserve, \$11,728 of gaming funds for future operating expenses, \$20,529 for the BCAUL/ICA-AtOM program expenses and \$300 for UBC student awards.

## 3. CAPITAL ASSETS

	2009		2008	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Computer equipment	\$ 5,263	\$ 3,860	\$ 1,403	\$ 1,754

## 4. DEFERRED REVENUE

The amount represents prepaid membership and conference fees, and unspent grants received by the Association.

	2009	2008
Balance, beginning of year	\$ 38,180	\$ 2,415
Prepaid membership and conference fees	8,905	5,180
Gaming Policy and Enforcement Branch	11,728	13,000
Barber Foundation	20,000	20,000
UBC awards funds	300	-
Less: amount recognized as revenue	(37,651)	(2,415)



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
Year Ended March 31, 2009  
(Unaudited)

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**4. DEFERRED REVENUE - CONT'D**

	2009	2008
Balance, end of year	\$ 41,462	\$ 38,180

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**5. RESTRICTED NET ASSETS**

The Association's board has internally restricted \$35,000 to be maintained as a minimum allowable safe reserve. This internally restricted amount is not available for unrestricted purposes without the approval of the board.

**6. COMPARATIVE FIGURES**

Certain balances of the preceding period have been reclassified to conform with the current year's financial statement presentation.

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

SCHEDULE 1

**SCHEDULE OF GENERAL FUND**

Year Ended March 31, 2009

(Unaudited)

	2009	2008
<b>Revenue</b>		
Conference, workshop and registration fees	\$ 16,941	\$ 8,255
Membership fees	15,835	17,865
Barber Foundation grant	3,885	-
Miscellaneous	3,294	3,291
Investment income	850	554
Arts Pod grant	-	2,500
	<b>40,805</b>	<b>32,465</b>
<b>Expenditures</b>		
Accounting and legal	5,730	3,710
Amortization	351	558
Arts Pod grant	-	5,069
Committees	2,784	3,043
Conference and workshops	14,198	6,537
Insurance	2,827	2,811
Office	1,946	1,316
Server and website maintenance	362	1,863
Travel	-	456
	<b>28,198</b>	<b>25,363</b>
<b>Earnings from operation</b>	<b>12,607</b>	<b>7,102</b>
<b>Write off of capital assets</b>	<b>-</b>	<b>(479)</b>
<b>Excess of revenue over expenditures</b>	<b>\$ 12,607</b>	<b>\$ 6,623</b>



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**  
**SCHEDULE OF ARCHIVAL NETWORK SERVICES PROGRAM**  
Year Ended March 31, 2009  
(Unaudited)

**SCHEDULE 2**

	2009	2008
<b>Revenue</b>		
Grants	\$ 28,080	\$ 27,394
<b>Expenditures</b>		
Administration fee	3,600	5,724
Communications	1,850	-
Contract fees	17,283	30,428
Office	313	5,330
Server and website maintenance	5,813	-
	28,859	41,482
<b>Deficiency of revenue over expenditures</b>	<b>\$ (779)</b>	<b>\$ (14,088)</b>



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**  
**SCHEDULE OF CONSERVATION PROGRAM**  
Year Ended March 31, 2009  
(Unaudited)

**SCHEDULE 3**

	2009	2008
<b>Revenue</b>		
Grants	\$ 34,033	\$ 57,002
<b>Expenditures</b>		
Administration fee	4,120	7,636
Communications	551	719
Contract fees	36,950	38,409
Office	551	2,898
Travel	2,350	6,112
Workshop materials	1,216	1,228
	45,738	57,002
<b>Deficiency of revenue over expenditures</b>	<b>\$ (11,705)</b>	<b>\$ -</b>



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**  
**SCHEDULE OF EDUCATION PROGRAM**  
Year Ended March 31, 2009  
(Unaudited)

**SCHEDULE 4**

	<b>2009</b>	<b>2008</b>
<b>Revenue</b>		
Grants	\$ 37,265	\$ 43,761
<b>Expenditures</b>		
Administration fee	4,120	5,198
Communications	673	500
Contract fees	23,511	29,222
Office	633	3,867
Travel	1,342	2,156
Workshop expenses	6,207	955
	<b>36,486</b>	<b>41,898</b>
<b>Excess of revenue over expenditures</b>	<b>\$ 779</b>	<b>\$ 1,863</b>



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

SCHEDULE 5

**SCHEDULE OF BCAUL/ICA-Atom PROGRAM**

Year Ended March 31, 2009

(Unaudited)

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	2009	2008
<b>Revenue</b>		
Grants	\$ 7,350	\$ -
<b>Expenditures</b>		
Contract fees	7,350	-
<b>Excess of revenue over expenditures</b>	<b>\$ -</b>	<b>\$ -</b>

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**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

**SCHEDULE 6**

**SCHEDULE OF BC 150 DISTANCE EDUCATION PROGRAM**

Year Ended March 31, 2009

(Unaudited)

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	2009	2008
<b>Revenue</b>		
Grants	\$ 20,000	\$ -
<b>Expenditures</b>		
Contract fees	20,000	-
<b>Excess of revenue over expenditures</b>	<b>\$ -</b>	<b>\$ -</b>

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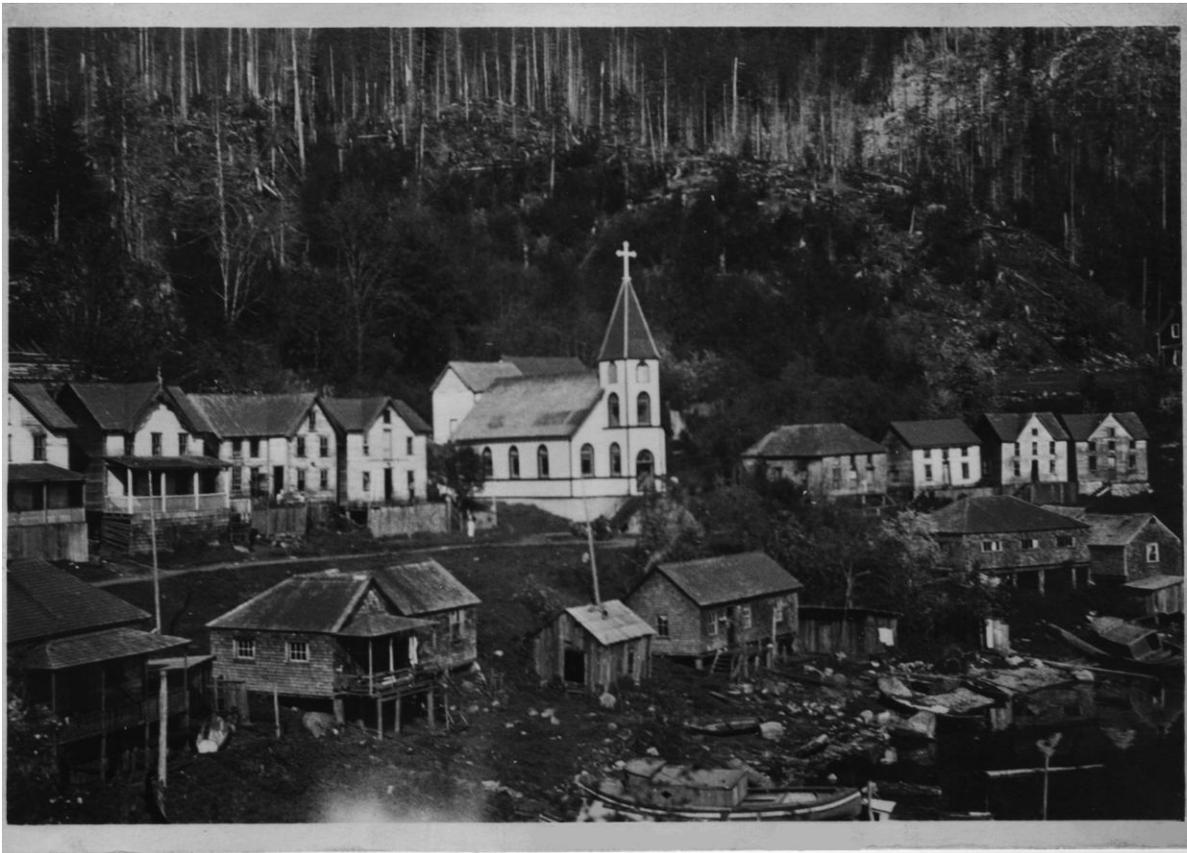


## Archives Association of British Columbia

*Honorary Patron: The Honourable Steven L. Point, OBC, Lieutenant Governor of British Columbia*

**AABC Annual General Meeting  
Friday April 29, 2011  
3:15-4:45 p.m.**

**Irving K. Barber Learning Centre, University of British Columbia  
Vancouver**



Church House, BC, by the Very Rev. William Mark Duke, Archbishop of Vancouver, 1933  
One of more than 150 photographs taken by Archbishop Duke while traveling to mission communities throughout  
British Columbia in the 1930s, 40s and 50s.  
(Archives of the Archdiocese of Vancouver, Photograph Collection)

**Please remember to bring this package with you to the AGM**



## **AGENDA**

*Honorary Patron: The Honourable Steven L. Point, OBC, Lieutenant Governor of British Columbia*

### **AABC Annual General Meeting**

**Friday April 29, 2011**

**3:15-4:45 p.m.**

**Irving K. Barber Learning Centre, University of British Columbia  
Vancouver**

- 1. Approval of Agenda**
- 2. Approval of Minutes of April 17, 2010 Annual General Meeting**
- 3. Executive Reports**
  - 3.1 President
  - 3.2 Vice-President
  - 3.3 Treasurer
- 4. Committee and Program Annual Reports**
  - 4.1 Programs Committee (Education/Internet/Preservation Services)
  - 4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)
  - 4.3 Membership Committee
  - 4.4 Grants Committee
- 5. Election of Executive Committee Members**
  - 5.1 Nominations Committee
- 6. Other Business**
  - 6.1 2011 Archives Week
  - 6.2 2012 AGM and Conference

### **7. Adjournment**

#### **Attachments**

- Proxy Voting Form
- Unaudited AABC Financial Statements, March 31, 2010



## Minutes

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Archives Association of British Columbia  
**Annual General Meeting**  
Saturday April 17, 2010

**Draft – Not Approved**

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

### **Executive:**

Jordana Feist, President  
Janine Johnston, Vice-President  
Jane Morrison, Secretary  
Linda Nobrega, Treasurer  
Shaunna Moore, Institutional Member-at-Large  
Individual Member-at-Large: vacant

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### **1. Approval of Agenda**

Meeting was called to order at 2.50 p.m.

George Brandak moved to approve the agenda, seconded by Lara Wilson.

Call for vote to accept the agenda. Vote carried.

### **2. Approval of Minutes of 2009 AGM**

Motion to approve the minutes of the 2008 Annual General Meeting was made by Lisa Glandt and seconded by George Brandak.

Call for vote to accept the 2009 AGM minutes. Vote carried.

### **3. Executive Reports**

#### **3.1 President's Report**

Jordana Feist had no additional remarks to her report.

Jill Teasley moved to approve the President's Report, seconded by Janet Turner. Motion carried.

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

### **3.2 Vice-President's Report**

Janine Johnston added to her report that she is looking forward to partnering with other sectors for a provincial digitization strategy over the next year. The AABC has taken a leadership role in the past and over the last year, with its workshops and other resources provided to the provincial community.

Sarah Romkey moved to approve the Vice-President's report, seconded by Lara Wilson.

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

### **3.3 Treasurer and Finance Committee Report**

Linda Nobrega added to her report that the Finance Committee is wrapping up the 2009-10 finances and finalizing the budget for 2010-11. She noted a correction to her report that the reserve fund is at approximately \$80,000 rather than \$55,000. There was a question and resulting clarification regarding Irving K. Barber Centre funding, that a final installment will be distributed at the end of the present 5-year arrangement instead of during the 2009-10 fiscal year. There was a question from the floor of whether there is a formal budget plan prepared by the executive each year, and if yes then whether that budget could be presented to the membership each year at the AGM. The response was that this would be possible to do at future AGMs with the understanding that the budget would be still in a draft state. There was a further request that the current draft budget be published in a forthcoming edition of the newsletter; it was determined that the executive would discuss this matter and make a determination at its next regular meeting. There was a question from the floor prompted by the report regarding the impact on Preservation Services of its funding reduction. J. Johnston replied that the impact is a reduction in the number of site visits scheduled during the year, and that this choice was made to benefit the community by directing the funding to development of the ICA-AtOM import/export tool.

Linda Nobrega called for a motion to approve the financial statements of the AABC as prepared by EPR Canada Group for the year ended March 31, 2009.

Jordana Feist moved to approved the financial statements, seconded by Lara Wilson.

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

Lisa Glandt moved to re-engage the public accounting group, EPR Canada Group, to undertake the financial review for the year ending March 31, 2010. Seconded by Ian Forsyth.

Call for vote to engage EPR Canada Group to undertake the financial review for the year ending March 31, 2010. Vote carried.

Ian Forsyth moved to accept the Treasurer's report, seconded by Janet Turner.

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

#### **4. Committee and Program Annual Reports**

##### **4.1 Programs Committee**

Janine Johnston added to her report that the AABC Webmaster, Margery Hadley, did not renew her contract and that David Mattison will be taking over as ANS Co-ordinator and Webmaster. She requested that a thank-you to Rosaleen Hill and Kelly Stewart for their excellent and innovative distance education work be added to the minutes.

Sarah Romkey moved to approve the Interim Programs Committee Report, seconded by Jill Teasley.

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

##### **4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)**

Jane Morrison added to the report that volunteers are still needed for Regional Representative and PAAL positions.

Janet Turner moved to approve the Communications Committee report, seconded by Paul Hebbard.

Call for vote to accept the Communications Committee's report. Vote carried.

##### **4.3 Membership Committee**

Sarah Romkey had nothing to add to her report.

There was a question from the floor whether an analysis of declining membership numbers has been performed. J. Morrison replied that an analysis has not happened for individual membership decline, and S. Romkey spoke to the institutional membership decline, which may have been partly due to delayed renewal notices. She also elaborated on the plans to review the institutional membership application and review process. There was a comment from the floor regarding council membership trends across the country. She noted that the Membership Committee is always accepting new members and is in need of members who have some years experience in the field.

Ian Forsyth moved to approve the Membership Committee report, seconded by Peter Johnson.

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

##### **4.4 Grants Committee**

Shaunna Moore had nothing further to add to her report. It was noted that the report required a correction – that NADP funding remained at the same level for 2009-2010, rather than 2008-2009.

Lara Wilson moved to approve the Grants Committee report, seconded by Lisa Glandt.

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

## **5. Election of Executive Committee Members**

### **5.1 Nominations Committee Report**

Jordana Feist presented the Nominations Committee report as Melanie Wallace was unable to attend. M. Wallace reported that she was the only Committee member this year and as such had some trouble following up with potential nominees; however, she is able to continue in the role. The PAAL chair position is still vacant; six individuals were approached for the Vice-President and all declined; two individuals were approached for Regional Representatives for the Fraser Valley and Kootenay, respectively, and all declined.

She thanks those individuals who have allowed their names to stand for positions, those who declined positions graciously, and the executive during her first year in the role.

The following members have let their names stand for the following positions on the AABC Executive Committee:

- Vice President (1 year term, with second year as President)... Jane Morrison
- Secretary (2 year term)... Jennifer Pecho
- Individual Member-at-Large (interim 1 year term)... Corinne Rogers
- Institutional Member-at-Large (2 year term)... Peter Johnson

J. Feist presented each candidate and thrice called for additional nominations from the floor. No additional names were forwarded and all candidates were acclimated to their respective positions.

J. Johnston spoke briefly regarding committee nominations and PAAL chair and noted that 2 Regional Representative positions are open. There was a question from the floor regarding situations where a PAAL member would be in a potential conflict of interest. It was answered that such situations were possible and that it would be suitable for that member to abstain.

Jennifer Borland volunteered to chair PAAL.

Jill Teasley moved to approve the Nominations Committee report, seconded by Linda Nobrega.

Call for vote to accept the 2009-10 Nominations Committee report. Vote carried.

## **6.0 Other Business**

### **6.1 2010 Archives Week**

Pending executive approval, the annual Historical Federation theme will be adopted as usual.

### **6.2 2011 AGM and Conference**

Members of the current conference committee have discussed staying on and having a full conference in 2011. There was a discussion regarding previous potential conference partners such as the Archives Society of Alberta and the BC Libraries Association, as well as next year's conference location. J. Feist invited members to submit ideas for the 2011 conference and to participate on the conference committee.

There was a question from the floor regarding whether a report from BC Archives would be given. It was replied that there was no BC Archives report this year.

There was a comment and question from the floor that at the pre-conference workshop (Introduction to Managing a Digitization Program), collaboration between institutions had been discussed – could the AABC act as facilitator for such collaborations in terms of equipment and vendors. It was determined that this would be brought forward to the executive for discussion. J. Johnston noted that the AABC through its participation in the BC Digitization Coalition already does foster collaboration throughout the community and that there will be a position with the Barber Centre and that organisation to foster collaboration. It was also noted that the AABC contractors, Marketplace and Regional groups are a source for knowledge, expertise, and building capacity. Further resources and models include the Quebec system and Candiana.org.

## **7. Adjournment**

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

Meeting was adjourned at 3:46 p.m.

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## 2010-2011 AABC Annual Reports

### 3.1 President's Report – Janine Johnston

Dear colleagues,

The theme for our 2011 Conference, *Networks and Archives/Networks in Archives*, has been a very timely one for the AABC. This year we reached the one year anniversary of the launch of *MemoryBC* and have seen ongoing progress in the use and management of our archival network. We have been involved in a Data Migration Project, which will have important ramifications for all councils and sectors using ICA-AtoM. We have shared our knowledge and experience in migrating our archival union list to ICA-AtoM and our experiences in using ICA-AtoM to make our collections available online. We have been planning for the coming year using a multi-sector approach, ensuring that our services are accessible to all institutions involved in preserving and providing access to archival material.

In 2010-11, our services and the ICA-AtoM Data Migration project were generously funded by the Irving K. Barber Learning Centre and the Library and Archives of Canada's National Archival Development Programme, administered by the Canadian Council of Archives. Our workshop revenues have also supported our key programs. We have been very pleased to see the demand rising for our workshops, as each offering has been full to capacity and well attended by participants not only from BC, but from other provinces and states.

The AABC's key project the AABC Data Migration Project has recently been completed. This collaborative project's key objective has been to develop an integrated toolkit to reduce the time and cost for institutions to migrate archival description data sets to ICA-AtoM. The findings will be useful for any institution embarking on a migration project, and the results will support archives in using ICA-AtoM to manage their collections. I want to thank Artefactual Systems, the Anglican Diocese of New Westminster Archives, Simon Fraser University Archives, the University of Victoria, and the University of Northern British Columbia Archives for their investment and work on this project.

The AABC has also been participating in the BC Digitization Coalition, which has been an important vehicle for us in networking across sectors. Lara Wilson represented the AABC on the Coalition's Technical Working Group to determine their use of Artefactual System's Digital Collection Builder (DCB), a close relative of ICA-AtoM. The DCB is built on the same platform as *MemoryBC*, but with an interface developed for library collections.

This year the Archives Association of Ontario, the Saskatchewan Archives Board, and the Association for Manitoba Archives have initiated projects to migrate their archival networks to ICA-AtoM. All of this is great news for the AABC, as the investments we have made in developing *MemoryBC* are being felt across sectors and provinces.

2011 is the final year of our five-year funding commitment with the Irving K. Barber Learning Centre. We have been in negotiations with the Barber Centre to continue this fruitful

relationship and are confident that the vision and strategies of both our organizations are enhanced through this collaboration.

I want to add a special thanks to our Executive, contractors, our standing committees and the rest of our volunteers for their hard work this year. I have felt very lucky to be part of such a hard-working team.

Respectfully submitted,

Janine Johnston  
AABC President

### **3.2 Vice-President's Report – Jane Morrison**

The AABC has again enjoyed a very successful year, and I wish to thank the executive, our contractors, all committee members and chairs, and Janine for her leadership. I also wish to thank those individuals who have allowed their names to stand for 2011-13 executive positions; I look forward to working with you. I write this report just days after we received news that the National Archival Development Program funding is confirmed for 2011-12. Our planning and budgeting for the year ahead was based on the assumption that the Program would be renewed – thank you to the Canadian Council of Archives and Library and Archives Canada for their hard work on the Program's renewal. Additionally, as Janine has noted, we are hoping to continue our relationship with the Irving K. Barber Learning Centre in order to fund a number of exciting Education Advisory and Preservation Services proposals that would benefit the BC archival community.

In October I represented the AABC at the CCA 25<sup>th</sup> Anniversary and the LAC Stakeholders' Consultation Forum. The Forum was an element of LAC's current outreach initiative to its constituent communities, and was attended by approximately 40 representatives from the archival, library, and historical communities across the country (both organisations and institutions). There was a review of the "Library and Archives Canada's Relationship with the Canadian Historical and Archival Communities: Observations, Recommendations and Directions Ahead" report followed by remarks from Dr. Daniel Caron and senior managers, and an initiation of input on LAC's Pan-Canadian Documentary Heritage Network strategy. I hope that the AABC will be able to continue to be involved in providing input to LAC on these matters.

As chair of the Programs Committee, I have overseen the BC Archival Network Service, BC Preservation Service, and Education and Advisory Services. Please see the Programs Committee report following for a summary of the Services' activities during 2010-11.

Respectfully submitted,

Jane Morrison  
Vice-President

### **3.3 Treasurer and Finance Committee Report – Linda Nobrega**

My two-year term as the AABC Treasurer is coming to a close. I would like to take this opportunity to give a heartfelt thank you to Janine Johnston, Jane Morrison and to Finance Committee members Lara Wilson and Jennifer Mohan. They provided me with prompt and honest feedback and their dedication to the success of the AABC was evident this past two years. Karen Blimkie continued to serve as AABC's financial manager. She carried out the day-to-day financial activities, maintained AABC's financial records, and provided advice and assistance to the AABC with respect to its budget development and other financial matters. Her financial knowledge and historical financial memory of the AABC provided me with invaluable assistance and perspective.

The accounting firm, Evancic Perrault Robertson has completed its review of the AABC's financial statements for the year ended March 31, 2010 and its results are available to AABC members. These financial statements are to be approved at the 2011 AGM.

In the 2010/2011 fiscal year the AABC continued to fund its three programs: The BC Archival Education and Advisory Service, BC Archival Preservation Service and the BC Archival Network Service. The funding remained at the same levels as the previous year. In 2010/2011, the AABC received CCA/NADP funding of \$117,112, \$76,961.83 went to supporting the AABC services and programs, and the remainder distributed as grants to institutions. The Irving K. Barber Foundation continued to provide the AABC with \$25,000/year. In addition to the core programs funding was directed towards the data migration project.

Other main sources of revenue were membership fees, the conference, and the well attended workshops conducted by Kelly Stewart and Rosaleen Hill. In total the AABC allocated \$9,445.25 of its general fund to the three programs. This was lower than the \$12,765.25 budgeted due to changes in work hours within our network services and the opportunity to redirect NADP and Barber funding. As of February 28, 2010, the AABC has an estimated saving/contingency fund of \$97,000. An updated figure that will encompass the fiscal year will be provided at the AGM. For the 2011/2012 fiscal year the AABC has requested the total NADP amount of \$71,021.05 to be allocated to four programs. This will encompass the traditional three programs and the fourth program, allocated \$22,760, relates to updating and refreshing the AABC website. At this time there is no confirmed funding from Irving K. Barber and the AABC has budgeted \$43,027.60 to ensure the programs are maintained.

Respectfully submitted,

Linda Nobrega  
Treasurer  
Chair, Finance Committee

## **4. Committee and Program Annual Reports**

### **4.1 Programs Committee**

This year's Program Committee members were Jennifer Mohan and Lara Wilson. Sharon Larade stepped down from the committee; we thank her for her work. Lara and Jennifer continue to be invaluable for their AABC knowledge and in their willingness to assist. Thank you to Library and Archives Canada and the Canadian Council of Archives for ongoing National Archival

Development Program support, and to the Irving K. Barber Learning Centre for funding the following valuable services. AABC workshops which continue to be developed by the co-ordinators (using our various funding sources, including internal revenues) benefit our own members and are increasingly being utilized across the country; the AABC receives some revenue from the delivery of sponsored workshops.

#### *Archival Network Services/MemoryBC*

David Mattison took over very smoothly as ANS co-ordinator, and in June Lisa Snider started as Webmaster. David provides a monthly analysis of aabc.ca and MemoryBC.ca usage through Google Analytics, which continue to show healthy use of our information and resources. As of March 31, 2011, MemoryBC includes a total of 10,747 published and draft descriptions from 181 repositories; contributors have increased this year from 37 to 46. Contributors are making gradual use of multilevel descriptions and taking advantage of the ease of changing content – there have been more revised than new descriptions contributed during the year. David undertook a review of repository information for currency and is starting a review of name authority records.

MemoryBC was upgraded twice to new versions of ICA-AtoM: the last beta version 1.0.9 in August, and version 1.1 in December.

#### *Archival Preservation Services*

Rosaleen Hill conducted site visits during 2010-11 to the Kelowna Museum Archives, Osoyoos Museum Society Archives, Whistler Museum Archives, District of Maple Ridge Archives, and the City of Richmond Archives. An institution that benefitted from her expertise this year wrote to the executive to commend her work and to highlight how important the Preservation Service is to archives that do not have in-house conservators. The Introduction to Managing a Digitization Program workshop was delivered (with Kelly Stewart) at the 2010 conference and is also proving to be successful as a sponsored workshop out-of-province. Rosaleen answered 386 email and telephone inquiries this year.

#### *Education and Advisory Services*

Kelly Stewart conducted site visits to Haida Gwaii, Prince Rupert, and Hedley during the fall. Distance Education courses, which this year were Introduction to Archival Practice and Managing Archival Photographs, were fully subscribed with waiting lists. In early 2011 Kelly updated the MemoryBC tutorial to reflect changes to ICA-AtoM since its introduction. Kelly and Rosaleen also developed the workshop Managing Photographic Media which will be delivered for the first time in conjunction with the 2011 conference.

Respectfully submitted,

Jane Morrison  
Vice-President

## 4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)

### Newsletter Committee:

Leah Pearse (editor) and Sonia Nicholson (editorial committee member) continued as Newsletter Committee members and welcomed Harrison Inefuku as technical editor as of the Spring 2011 edition. Harrison brings expertise in InDesign, which is commonly used layout software, and he introduced a new design to the newsletter. Lisa Snider, AABC website manager, stepped in to lay out the Winter 2011 edition as Harrison was unavailable.

The number of submissions from the AABC membership has dwindled. In fact, the Spring 2010 newsletter was cancelled due to lack of submissions. The Newsletter Committee has taken on the onus of writing more articles to bring the newsletter up to a reasonable length, but welcomes suggestions on how to secure more articles from the archival community. The committee continues to approach individuals when they know of new developments that would make interesting articles and archives-bc listserv subscribers were recently asked to suggest article ideas as an alternative to doing write-ups themselves, but only one response was received.

A newsletter submission policy is in draft stage. The committee and executive recognized a need for such a policy after rejecting an article with political overtones in 2010; the committee also receives submissions of an overly commercial nature on a regular basis. This policy will provide direction for dealing with such situations in the future.

Respectfully submitted,

Leah Pearse  
Newsletter Committee, Chair

### Public Awareness, Advocacy and Legislation (PAAL)

In October, Jane Morrison represented the AABC at the LAC Stakeholders' Consultation Forum. In January, the AABC executive was asked to consult on amendments to the *Freedom of Information and Protection of Privacy Act* (FIPPA) and a letter was submitted the Government of BC. Additionally, upon her election as leader of the BC Liberals, the AABC Executive submitted a letter to Premier Christie Clark, written by Jenny Borland, PAAL Committee Chair, Janine Johnston and Jane Morrison, regarding archival funding and legislation in British Columbia and the importance of archives to government accessibility and accountability.

In keeping with the theme chosen by the BC Historical Federation, Archives Week, November 14<sup>th</sup> to 20<sup>th</sup> 2010, was organized around the theme "Looking Ahead Together: Celebrating Collaboration in the Archival, Heritage and Information Communities."

Respectfully submitted,

Jennifer Pecho  
Secretary (Portfolio Chair)

### Regional Representatives:

#### *Central Interior-BC Northeast*

There was no regional activity to report in the 2010-2011 year.

Respectfully submitted,

Erica Hernández-Read, M.A.S.

Regional Representative, Central Interior – BC Northeast Region

### ***BC Northwest***

Planning workshops in the north has always been difficult as weather conditions make it difficult to travel in the winter months and everyone is very busy in the summer. With the AABC MemoryBC and RAD refresher course offered via teleconferencing in 2010, this enabled both the staff at the Kitimat Museum and the Prince Rupert Archives to take part.

In October 2010 the Prince Rupert City & Regional Archives was fortunate to have AABC Education Advisor, Kelly Stewart come to Prince Rupert to do a site visit on her way back from Haida Gwaii. We were to have a regional meeting at that time but with Kelly traveling by float plane we had to rely on the weather of that particular morning and were not able to plan ahead.

The staff at Smithers, Kitimat, Terrace, and Prince Rupert archives are all interested in furthering their education. We are hoping that a two day workshop can be held in 2011.

The Kitimat facility has undergone a name change and they are now the Kitimat Museum and Archives. They are proactive in obtaining the photograph collection from Kitimat's newspaper, the Northern Sentinel Press. The museum continues to work towards organization and documentation of their existing collection. They have rehoused the earliest images of the formation of Kitimat and are now adding them to their DBTextworks database, making them accessible to the general public.

The Prince Rupert Archives acquired the Prince Rupert Daily News collection of 300 bound newspaper volumes and their photograph collection when the newspaper shut down in July 2010 after 99 years of publication. Fond level descriptions have been added to their DBTextworks database. They continue to scan nitrate negatives to add to their online database and the Archives also published a hard cover history book in March 2010 titled, Prince Rupert: An Illustrated History.

Respectfully submitted,

Jean Eirs-Page

Regional Representative, BC Northwest region

### ***Thompson-Okanagan***

Unfortunately, we were unable to meet this year but our regional group will be meeting this spring with a lawyer to get his take on copyright law and remedies. Most of the group members have been very busy with individual projects in 2010-2011. A few highlights include:

- Sicamous' Eagle Valley Museum and Archives Society is moving into a new facility at the village hall. They've contracted Cuyler Page to assist them with the process.

- Salmon Arm Museum's archives doubled its space at Haney Heritage Village. Cultural Spaces Canada, Farm Credit Canada, local organizations (the Okanagan Historical Society – Salmon Arm Branch, Salmar Community Association, Shuswap Community Foundation) and the museum's endowment fund helped foot the bill. The new space is glorious. It was completed just in time. Eight months after opening, Black Press donated 40 years of photographs and negatives belonging to its newspaper the Salmon Arm Observer. The photos will take up one fifth of the new space. Luckily there is still room to grow!
- Long time archivist and former AABC representative Joani Cowan at Enderby will be retiring in two years. Cowan's volunteers are constructing a new fireproof room for the archives.
- Chase and District Museum and Archives won the Terry Reksten Memorial Fund and used the funds to purchase much needed archival supplies. Thanks to a generous community the Chase Museum has a new roof that protects both the archives and the museum building.
- The Vernon Museum was able to digitize and print the naturalization records (1892 - 1973) as recorded at the Vernon Courthouse, thanks to our longtime volunteer Pat Bayliss.

The position of Regional Representative for Thompson-Okanagan will be available in 2011-2012.

Respectfully submitted,

Debra Chapman  
Regional Representative, Thompson-Okanagan

### ***Fraser Valley***

The Fraser Valley position was vacant during the 2010-2011 year.

### ***South Vancouver Island***

The spring 2010 meeting was held at the Girl Guides Archives in Victoria in honour of the Girl Guides centennial and was attended by representatives from twelve archives in the region. Following a talk on the history of the Girl Guides, attendees enjoyed a tour of the archives and refreshments.

The fall 2010 meeting was held at Esquimalt Archives, where Mayor Barb Desjardins extended a warm welcome to the group and spoke about Esquimalt's plans for its centennial in 2012. Archivists Greg Evans and Sherri Robinson spoke about the history of the archives, followed by a tour of the facility and refreshments. There was an excellent turnout for the meeting, with over twenty people in attendance.

Other activities have included field trips to local archives and reference resources in the Greater Victoria area. Fall 2010 visits focused on church archives and included tours of the Church of Our Lord Archives and the Anglican Diocese of BC Archives.

Beginning in April 2011, Greg Evans of Esquimalt Archives will be taking over from Caroline Duncan of Saanich Archives as the regional representative of the SVIRG.

Respectfully submitted,

Caroline Duncan  
Regional Representative, South Vancouver Island

***Central and North Vancouver Island***

There was no regional activity to report in the 2010-2011 year.

Respectfully submitted,

Jane Hutton  
Regional Representative, Central and North Vancouver Island

***Greater Vancouver***

The focus of the Greater Vancouver regional representative's activity for the 2010-2011 fiscal year has been serving on the AABC conference committee. The committee is managing the programme and local arrangements for the 2011 conference, taking place April 29-30 at the UBC Point Grey campus in Vancouver.

In addition, the Greater Vancouver regional representative has referred two callers to the AABC Education and Advisory Archivist, and has informally represented the AABC at various UBC SLAIS Alumni events. She also invites requests and recommendations for Vancouver area events and programs for the 2011-2012 fiscal year.

Respectfully submitted,

Jill Teasley  
Regional Representative, Greater Vancouver

***Kootney-Columbia***

The Kootney-Columbia position was vacant during the 2010-2011 year.

**4.3 Grants Committee**

Grants Committee members for 2010-2011 were: Kathy Bossort (standing in for Krisztina Laszlo), Cheryl Linstead, Carolyn Petrie, Sylvia Stopforth, Janet Turner, and Jennifer Yuhasz. The Grants Committee is primarily responsible for adjudicating institutional applications to the National Archival Development Program (NADP) within the province, and forwarding its recommendations for funding to the Canadian Council of Archives (CCA) and Library and Archives Canada (LAC) for final approval; it also promotes other grants and contribution programs available to AABC Institutional Members. This year, the British Library's Endangered Archives Programme was added to the list of funding opportunities available via the AABC website.

The funding allotment made available to BC through the NADP for 2009-2010 remained at \$117,112.00, with the majority of funds utilized by the AABC for its Education, Preservation, and Network programs, and services to members.

Twelve institutional applications to the NADP were received with a total funding request of \$53,614.90. On January 29th the Grants Committee met to review the applications and recommended ten project proposals for funding to the CCA, at a total of \$46,088.00 (reduced after required budget amendments to \$45,994.65). Confirmation of these allocations by the CCA is still pending; decisions are expected at the end of April.

The Grants Committee also compiled a set of recommendations for the CCA Secretariat in an attempt to improve the updated application and adjudication processes and to clarify guidelines for the NADP. A review of these recommendations is pending.

Respectfully submitted,

Peter Johnson,  
Chair, Grants Committee & Institutional Member-at-Large

#### 4.4 Membership Committee

For the 2010/2011 year, the membership committee members were Alaric Posey, Suher Zaher-Mazawi, Rebecca Pasch and Jen Zerkee. The committee was chaired by Sarah Romkey and the executive liaison was Corinne Rogers.

The Committee is responsible for

- managing the membership database;
- processing memberships (processing new memberships, membership renewals, issuing reminder notices and receipts, etc.);
- 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; and
- working with other reports to other AABC committees, the Executive, and AABC contractors, as required.

The membership committee also began the process of reviews for institutional members and discussed revisions for the membership application process and criteria.

Membership statistics:

	2010-11	2009-10	2008-09	2007-08	2006-07	2005-06	2004-05	2003-04	2002-03
Institutional	80	74	71	93	92	87	96	94	96
Associate Institutional	44	32	40	57	53	46	49	50	43
Sustaining	6	2	6	6	7	7	7	7	10
Individual	60	62	58	68	64	70	89	85	78
Student/Volunteer	31	23	32	34	52	70	67	47	53
Honorary Life	2	2	1	1	1	6	7	8	7
Honorary Patron	1	1	1	1	1	1			
<b>Total Members</b>	<b>224</b>	<b>196</b>	<b>209</b>	<b>260</b>	<b>270</b>	<b>287</b>	<b>315</b>	<b>291</b>	<b>287</b>

### Projects and activities

The membership committee spent considerable time this year revising the application for Full Institutional Membership to make it easier to read and fill out and clarifying the requirements for documentation. It was submitted to the Executive for review at the end of February. We believe this form will improve the application experience for new members and can also be used to review current institutional members.

The membership committee also created a process for exit interviews for full institutions leaving AABC membership. Only one institutional member chose not to renew this year, but unfortunately declined an exit interview.

Finally, the membership committee in an effort to recognize the high standards to which full institutional members are held has suggested to the executive that a “web badge” be designed for full institutional members to display on their websites if they so choose.

### Presentations

A presentation was made late in the membership year at a meeting of the ACA SLAIS student group. Every year at this presentation students are offered a free membership for their first year. A number of students chose to take advantage of this offer and will be issued memberships for the 2011/2012 membership year.

### Membership database and directory

The membership database was maintained and updated throughout the membership year. The database has been redesigned this year to offer future membership chairs a more user-friendly format. The pre-2010 database will be kept on file. The database is used to issue receipts for membership dues, to produce the full institutional list for grant application purposes, and to issue the membership renewal forms.

The membership directory will be issued via post or email, according to member preferences, in April 2011.

### New institutional members

The membership committee reviewed applications for 4 full institutional members. We are pleased to welcome the Vancouver Holocaust Education Centre and Royal Roads University Archives as full institutional members. Congratulations!

Additional information was needed for the membership committee to make recommendations to the executive regarding the other two applications. This information is still pending.

The membership committee also welcomed the following Associate Institutional Members:

- Coqualeetza Cultural Education Centre
- Port Hardy Museum and Archives
- V.G.H. School of Nursing Alumnae Association
- Lake County Museum
- John Richard Allison Library

## Plans for the 2011/2012 Membership Year

The membership committee has so far been unable to address the issue of Full Institutional Membership review. The current Full Institutional membership guidelines include a provision for a 5-year review. Because most institutions were grand-fathered into the current institutional requirements, almost all institutions are due for review. We hope that the new Full Institutional Membership application form can be used to begin the institution reviews in 2011-2012.

As membership numbers have declined in recent years, the Membership Committee feels that in 2012 a new Members Needs Assessment should be undertaken. In 2012 it will be 5 years since the last Members Needs Assessment in 2007. We feel that the survey instrument should be designed to accurately reflect issues facing institutional and individual members separately. It is our recommendation that a temporary committee to be struck for this work that would include representation from the membership committee.

Thank you to the committee

I would like to take this opportunity to thank the members of the Membership Committee for their time and efforts this year. I would also like to thank the AABC Executive and the general membership for the opportunity to represent AABC members.

Respectfully submitted,

Sarah Romkey  
AABC Membership Chair

## 5. Election of Executive Committee Members

### 5.1 Nominations Committee

Vacant Positions

The following positions on the AABC Executive are now open for nominations:

- Vice President (2 year term, with second year as President)
- Treasurer (2 year term)
- Individual Member-at-Large (2 year term)

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

2011 Nominations

- I would like to present the nomination for **Courtney Mumma** to serve as **Vice-President** for the Archives Association of British Columbia for the 2011-2013 term.
- I would like to present the nomination for **Christine Gergich** to serve as **Treasurer** for the Archives Association of British Columbia for the 2011-2013 term.
- I would like to present the nomination for **Deidre Brocklehurst** to serve as **Individual Member-at-Large** for the Archives Association of British Columbia for the 2011-2013 term.

I would like to thank all Executive nominees for allowing their names to stand and for their commitment to the Archives Association of British Columbia and its membership. Thank you all!

The following AABC members have kindly offered and been accepted to serve on Standing & Ad Hoc Committees:

- **Patrick Ansah** to serve as Chair of the Conference Committee
- **Rita Mogyorosi & Sarah Romkey** to serve as Co-Chairs of the Membership Committee
- **Myshkaa McKeen** to serve as Chair of the PAAL Committee, and on the Finance Committee

2011 Update on Regional Representatives

The following Regional Representative position is announced:

- **Greg Evans** has offered to serve as representative for South Vancouver Island
- **Sue Adrain** has offered to serve as representative for Kootenay-Columbia (Kootenay-Boundary)
- **Val Billesberger** has offered to serve as representative for Fraser Valley  
-Thank you, Greg, Sue and Val (welcome back, Val!)

The following regions are currently seeking a representative

- Thompson-Okanagan

If you would be willing to serve as regional representative in any of these areas, please contact either Peter Johnson ([pnjohnson@surrey.ca](mailto:pnjohnson@surrey.ca)) or Melanie Wallace ([anglican-archives@vst.edu](mailto:anglican-archives@vst.edu)).

Respectfully submitted,

Peter Johnson  
Chair, Nominations Committee



**Archives Association of British Columbia**

*Honorary Patron: The Honourable Steven L. Point, OBC, Lieutenant Governor of British Columbia*

**PROXY VOTING FORM**  
**ANNUAL GENERAL MEETING**

*(Please complete this form if you are unable to attend the AGM)*

**Friday April 29, 2011**  
**3:15 – 4:45 pm**

**Irving K. Barber Learning Centre, University of British Columbia**  
**Vancouver**

The undersigned, being a member in good standing with the Archives Association of British Columbia, hereby nominates, constitutes and appoints:

\_\_\_\_\_ of \_\_\_\_\_  
(Name of Proxy) (Address)

to attend, act, and vote on behalf of the undersigned at the Annual General Meeting of the Archives Association of British Columbia on Saturday April 17, 2010 Vancouver, BC.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2010

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Member Name (Print)

Each member present at a vote may cast no more than one proxy vote on behalf of an absent member.

**Please present this proxy to the Secretary at the time of each vote.**

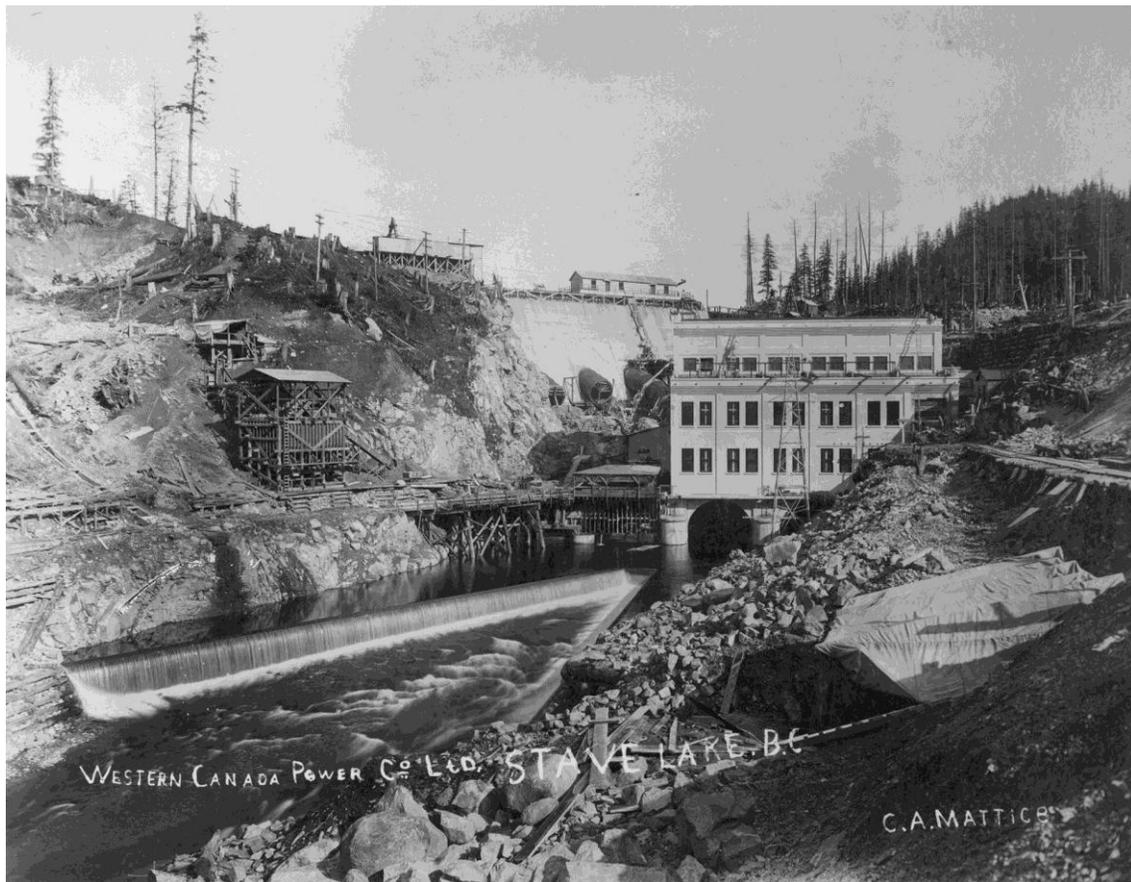


# Archives Association of British Columbia

*Honorary Patron: The Honourable Steven L. Point, OBC, Lieutenant Governor of British Columbia*

**AABC Annual General Meeting  
Saturday April 21, 2012  
10:30 am - 12:00 pm**

**Irving K. Barber Learning Centre, University of British Columbia  
Vancouver**



Stave Falls hydro-electric power development looking up the tailrace, toward the completed powerhouse and, behind it, the intake dam, 1912. The powerhouse housed two 13,000 horsepower turbines that each powered an 8,825 kilowatt generator which became operational in January of 1912. The foundations for it were excavated in solid rock and the building, 100 feet wide by 90 feet long, was constructed of steel and reinforced concrete. The dam created a lake of 13 square miles, providing a reservoir of approximately 171,000 acre feet.

Hairsine family fonds / Mission Community Archives

**Please remember to bring this package with you to the AGM**



## AGENDA

*Honorary Patron: The Honourable Steven L. Point, OBC, Lieutenant Governor of British Columbia*

**AABC Annual General Meeting  
Saturday April 21, 2012  
10:30 am – 12:00 pm  
Irving K. Barber Learning Centre, University of British Columbia  
Vancouver**

1. **Approval of Agenda**
2. **Approval of Minutes of April 29, 2011 Annual General Meeting**
3. **Executive Reports**
  - 3.1 President
  - 3.2 Vice-President
  - 3.3 Treasurer
4. **Committee and Program Annual Reports**
  - 4.1 Programs Committee (Education/Network/Preservation Services)
  - 4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)
  - 4.3 Membership Committee
  - 4.4 Grants Committee
5. **Election of Executive Committee Members**
  - 5.1 Nominations Committee
6. **Other Business**
  - 6.1 2012 Archives Week
  - 6.2 2013 AGM and Conference
7. **Adjournment**

### **Attachments**

- Proxy Voting Form
- Unaudited AABC Financial Statements, March 31, 2011



## Minutes

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Archives Association of British Columbia  
**Annual General Meeting**  
Friday April 29, 2011

**Draft – Not Approved**

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

### Executive Committee:

Janine Johnston – President  
Jane Morrison – Vice-President  
Linda Nobrega – Treasurer  
Jennifer Pecho – Secretary  
Peter Johnson – Institutional Member at Large  
Corinne Rogers – Individual Member at Large

### **1. Approval of Agenda**

Meeting was called to order at 3:24.  
Call for motion to approve the agenda.

Janine Johnson moved to approve the agenda, seconded by Gary Mitchell.

Call for vote to accept the agenda. Motion carried.

### **2. Approval of Minutes of April 25, 2010 Annual General Meeting**

Call for motion to approve the minutes of the 2010 AGM.

Motion to approve the minutes of the 2010 Annual General Meeting was made by Linda Nobrega and seconded by Sarah Romkey.

Call for vote to accept the 2010 AGM minutes. Motion carried.

### **3. Executive Reports**

#### **3.1 President**

Janine Johnson had no additional remarks to add to her report.

Call for motion to approve the President's report.

Jennifer Pecho moved to approve the President's report, seconded by Ian Forsyth.

Call for vote to accept the President's report. Motion carried.

### **3.2 Vice-President**

Jane Morrison added to her report that she will be attending the second Library and Archives Canada Stakeholder's Forum on May 17<sup>th</sup>, 2011 in Ottawa. She also noted that, despite past funding, there is currently no word from the Irving K. Barber Centre about any funding opportunities in conjunction with the AABC.

There was a question from the floor regarding the timeline for hearing from the Barber Centre. Jane Morrison was unaware of Barber's specific timelines but expressed optimism that the AABC had presented one initiative that the Barber Centre would want to collaborate on.

Call for motion to approve the Vice-President's report.

Susan Hart moved to approve the Vice-President's report, seconded by Leah Pearse.

Call for vote to accept the Vice-president's report. Motion carried.

### **3.3 Treasurer and Finance Committee**

Linda Nobrega added to her report that for the 2010-2011 year, the net income had been \$29,000. Workshops had been very successful during the year and had provided good profits, and 57% of HST expenses would be refunded. In 2010-2011, committees spent less money than was budgeted and some services used less money than budgeted as well. EPR Canada Group will review the financial statements in August 2011.

There was a question from the floor regarding why some services spent less than their budgets anticipated. Linda Nobrega explained that priority changes had been made through the course of the year. Jane Morrison added that Network Services had used fewer hours than originally anticipated in part from efficiency savings in the change from BCAUL to MemoryBC.

From the floor, Linda Nobrega was thanked for having provided the budget to the membership as per a request at the previous year's AGM. Having made the proposed 2011-12 budget available to the membership, Linda Nobrega explained the details to the meeting. She noted that some sources of revenue have changed and that, for instance, the reserve fund will be used for some projects in absence of Barber funding.

Linda Nobrega thanked the Executive Committee for their support during the year.

Call for motion to approve the 2009-2010 financial statements.

Margery Hadley moved to approve the financial statements of the AABC, as prepared by EPR Canada Group for the year ending March 31, 2010. Seconded by Trevor Liverton.

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

Call for motion to re-engage EPR to undertake the financial review for 2010-2011.

Don Bourdon moved to re-engage the public accounting group, Evancic Perrault Robertson (EPR) to undertake the financial review for 2010-2011, seconded by Lisa Snider.

Call for vote to engage EPR to undertake the 2010-2011 financial review. Vote carried.

Call for motion to approve the Treasurer's report.

George Brandak moved to accept the Treasurer's report, seconded by Jill Teasley.

Call for vote to accept the Treasurer's report. Motion carried.

#### **4. Committee and Program Annual Reports**

##### **4.1 Programs Committee**

Jane Morrison added to the report that Kelly Stewart had a site visit at the Whistler Museum and Archives. The AABC is currently awaiting NADP confirmation. The Request for Proposal for the website upgrade had been drafted in anticipation of a launch in conjunction with Archives Week 2011.

Call for motion to approve the Programs Committee report.

Sarah Romkey moved to approve the Programs Committee report, seconded by Trevor Livelton.

Call for vote to accept the Programs Committee report. Motion carried.

##### **4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)**

There were no additions to any of the Communication Committee member reports.

Call for motion to approve the Communications Committee report.

Lisa Snider moved to approve the Communications Committee report, seconded by Christine Gergich.

Call for vote to accept the Communications Committee report. Motion carried.

##### **4.3 Membership Committee**

There was no addition to the Membership Committee report. Corinne Rogers thanked Sarah Romkey and the Membership Committee for their work. Sarah Romkey and Janine Johnson also thanked the Membership Committee.

Call for motion to approve the Membership Committee report.

Leah Pearse moved to approve the Membership Committee report, seconded by Patrick Ansah.

Call for vote to accept the Membership Committee report. Motion carried.

#### **4.4 Grants Committee**

There were no additions to the Grants Committee report.

There was a question from the floor regarding CCA timelines. Peter Johnson explained that the CCA had scheduled April 30<sup>th</sup> as the date to contact applicants. Jane Morrison noted that the service applications had been submitted and should be approved shortly. News for funding for the website is forthcoming. In response to a further question, Janine Johnson confirmed that, in the absence of Barber funding, all services would go ahead with alternative funding sources.

Call for motion to approve the Grants Committee report.

Linda Nobrega moved to approve the Grants Committee report, seconded by Margery Hadley.

Call for vote to accept the Grants Committee report. Motion carried.

### **5. Election of Executive Committee Members**

#### **5.1 Nominations Committee**

Peter Johnson added to the report that Margery Hadley will serve on the Membership Committee.

The following members have let their names stand for the following positions on the AABC Executive Committee:

- Vice-President (2 year term): Courtney Mumma
- Treasurer (2 year term): Christine Gergich
- Individual Member-at-Large (2 year term): Deirdre Brocklehurst

Peter Johnson presented each candidate and thrice called for additional nominations from the floor. No additional names were forwarded and all candidates were acclaimed to their respective positions.

Peter Johnson congratulated Courtney, Christine and Deidre on their new roles on the Executive Committee.

Jill Teasley moved to approve the Nominations Committee's recommendations and Patrick Ansah seconded the motion.

Call for vote to accept the Nominations Committee report. Motion carried.

### **6. Other Business**

#### **6.1 2011 Archives Week**

It was confirmed that Archives Week would take place in the third week of November (14<sup>th</sup> – 18<sup>th</sup>) and that the theme would be in keeping with the 2011 Heritage Federation theme.

## **6.2 2012 AGM and Conference**

Jill Teasley thanked the Barber Centre for their generosity in providing the space for the conference and workshop. A discussion began regarding the possibility of a full conference in conjunction with ARMA or another organization.

Other business arose from the floor regarding the possibility of replacing the newsletter with a blog as well as of including information on current events such as archives week and the conference in the newsletter. Janine Johnson noted that she was very happy with the newsletter in the past few years.

Sarah Romkey noted that a needs assessment could be conducted to determine how the services, including the newsletter, website, conference, were viewed by the membership. She stated that the membership committee recommended that a separate committee be struck to carry out such an assessment.

Linda Nobrega thanked the Conference Committee for their work.

Janine Johnson thanked the Executive, Committee Chairs and Members and volunteers.

George Brandak thanked Janine Johnson for her work as President.

## **7. Adjournment**

Call for motion to adjourn the meeting.

Ian Forsyth moved to adjourn the meeting and Linda Nobrega seconded the motion.  
Call for vote to accept the motion. Motion carried.

Meeting was adjourned at 4:09 pm.

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## 2011-2012 AABC Annual Reports

### 3.1 President's Report – Jane Morrison

Dear colleagues,

On behalf of the Executive, I would like to say that we are very pleased to have launched a fully modernized website during Archives Week 2011. This website renewal was discussed for 5 years or more and at the 2010 Roundtable meeting it was determined that we should make its funding a priority. We gratefully acknowledge the National Archival Development Program (delivered by the Canadian Council of Archives and Library and Archives Canada) for supporting this renewal, and it was a pleasure to work with Andornot Consulting who were already so familiar with our community. Thank you to everyone who put in extra time and effort to develop and launch the website, especially Courtney Mumma and David Mattison.

Over the last year there has been considerable discussion across the country about further adoption of ICA-AtoM by more provinces and territories. It was also publicly announced at CCA General Assembly this past October that Library and Archives Canada will provide partial monetary support for ICA-AtoM implementation for the national catalogue, Archives Canada. This development, now underway, will enable scalability of ICA-AtoM to the level of holding millions of multi-level descriptive records, which will benefit us and our user communities.

During the 2012-13 year, the Education Advisory and Preservation Co-ordinators with the Programs Committee and Executive will be developing a three-year strategic plan for efficient delivery of services in the regions of the province. It is expected that this will drive funding allocations and the delivery of these two services from approximately 2013-14 to 2016.

AABC services continue to be funded this past and new fiscal year through membership and workshop revenues and the National Archival Development Program. Last year we advocated to the provincial government for funding by promoting archives' role in open government. Over the last year and a half the President and Vice-President have met twice with the Director of the Irving K. Barber Learning Centre and have maintained communication via email on possible funding of AABC work that would benefit the archival and broader heritage communities in BC. While we have not established any projects funded by IKBLC, I feel positive that the AABC – via its contractors – has the preservation and educational expertise to offer. IKBLC's contribution to the community through the BC History Digitization Program is very well regarded and we are looking forward to other ways we can work together to preserve the documentary heritage of BC. The AABC continues to participate in the BC Digitization Coalition as well; our current representative is Jill Teasley.

My sincere thanks go to the Executive, contractors, and the standing committees and other volunteers for their hard work, and to those who have let their names stand for vacant positions. The AABC has a fantastic team that keeps it moving forward.

Respectfully submitted,

Jane Morrison  
President

### **3.2 Vice-President's Report – Courtney Mumma**

This has been a very eventful year for the AABC. I wish to thank the executive, our contractors, all committee members and chairs, and Jane for her leadership. I also wish to thank those individuals who have allowed their names to stand for 2012-14 executive positions, especially in light of the unfortunate circumstance of my resignation due to a conflict of interests between the AABC and my new professional position. Thanks to those who have stepped up to make this transition manageable.

Fortunately, one of my last acts as Vice President was to complete and submit applications for funding from the National Archival Development Program for 2012-13 programs. We thank the Canadian Council of Archives and Library and Archives Canada for their maintenance of this valuable Program.

This summer and fall we worked hard to launch our new, NADP-funded website upgrade which we hope will be a valuable tool for our members to gain access to resources and services and for the executive and consultants to contribute content. We appreciate the work of Andornot Consulting in helping us to migrate content from our old site and create a more elegant interface. As chair of the Programs Committee, I have overseen the BC Archival Network Service, BC Preservation Service, and Education and Advisory Services. Please see the Programs Committee report following for a summary of the Services' activities during 2011-12.

Respectfully submitted,

Courtney C. Mumma  
Vice-President (resigned February 2012)

### **3.3 Treasurer and Finance Committee Report – Christine Gergich**

The accounting firm, Evancic Perrault Robertson has completed its review of the AABC's financial statements for the year ended March 31, 2011 and its results are available to AABC members. These financial statements are to be approved at the 2012 AGM.

In the 2011/2012 fiscal year the AABC continued to fund its three programs: The BC Archival Education and Advisory Service, the BC Archival Preservation Service and the BC Archival Network Service.

In 2011/2012, the AABC received \$117,112.00 in CCA/NADP funding: \$71,021.05 went to supporting the AABC services and programs (including \$21,160.00 of NADP funding towards the renewal of the AABC website) and the remainder distributed as grants to institutions.

#### **Revenue 2011 - 2012:**

Other main sources of revenue were membership fees and workshops conducted by Kelly Stewart and Rosaleen Hill. There was also revenue generated from conference sponsorship and conference registration fees. In total \$43,027.60 of AABC funds were allocated from its general fund to the three programs and the Website Renewal project. This is higher than the previous year without Barber funding to redirect to the programs.

We had unexpected revenue from the Law and Original Order: Legal Issues in Archives workshop to celebrate BC Archives Week on November 18, 2011. We thank the President of the

Association of Canadian Archivists, Loryl Macdonald for travelling to Vancouver and providing this valuable workshop to the archival community in BC.

### **Contingency fund:**

As of January 31, 2011, the AABC had savings in term deposits of \$52,269.01. An updated figure for the full fiscal year will be provided at the AGM.

### **NADP 2012-2013 request:**

For the 2012/2013 fiscal year the AABC has requested the total NADP amount of \$68,213.75 to be allocated to the three programs.

### **Other activities in 2012:**

It was approved by the AABC Executive to switch from HSBC to VanCity for banking services. We are currently in transition and we expect to have the HSBC bank account closed in the next couple of months.

After a review of membership processes and with research completed by AABC's financial manager Karen Blimkie, it was agreed to include a credit card payment option for members this fiscal year. We are still evaluating the volume of members who will decide to pay memberships fees by credit card but have decided to increase the office and clerical budget by \$200 next year to cover these expenses. Thank you to Membership co-chairs Sarah Romkey and Rita **Mogyorosi** and Karen Blimkie for their time in helping to make this happen. We will continue to review and streamline processes for AABC members and the volunteer membership committee members in the next year.

I would like to thank Jane Morrison and Finance Committee members Lara Wilson, Jennifer Mohan and Myshkaa Mckeen. This being my first year term as Treasurer with AABC, I relied on their wisdom and knowledge. I appreciated their support and advice in all of the financial matters I brought to their attention over the past year. Karen Blimkie continues to serve as AABC's financial manager. She maintains the day-to-day financial activities and records of the AABC and provides prompt advice and assistance to the executive, contractors and AABC volunteers. She is an invaluable asset to the operations of AABC.

Respectfully submitted,

Christine Gergich  
Treasurer  
Chair, Finance Committee

## **4. Committee and Program Annual Reports**

### **4.1 Programs Committee**

This year's Program Committee members were Jennifer Mohan and Lara Wilson. Lara and Jennifer were crucial to building strategies for the coming year given the chair's inexperience with the AABC. Thank you to Library and Archives Canada and the Canadian Council of Archives for ongoing National Archival Development Program support. AABC workshops continue to be

developed by the co-ordinators (using our various funding sources, including internal revenues) to benefit our own members and are increasingly being utilized across the country and even internationally.

#### *Archival Network Services/MemoryBC*

Lisa Snider stepped down as Webmaster in December and David Mattison absorbed her duties as ANS co-ordinator. Lisa's help was invaluable towards managing our former webpage and gathering requirements for its replacement. Her services are very much appreciated. The upgrade of MemoryBC to ICA-AtoM 1.2 is complete. Some of the new features and improvements include the following:

- Advanced search: you can search various fields by keywords or phrases and limit your searches using the Filter option to a specific repository.
- Reports and printing: you can print search results, physical storage location reports, file and item lists for descriptions with those levels of description, and a limited ability to print a finding aid view of a description.
- Rights implementation based on PREMIS
- Improved print styling for archival description and search results.
- Better handling of a large number of child-level descriptions in treeview.
- User interface improvements based on usability testing.

Behind the scenes, release 1.2 includes an accessions module (not used in MemoryBC), and for administrators only global search/replace, bulk import of EAD (XML) files and small data set CSV (e.g., Excel spreadsheet) imports of archival descriptions (RAD and ISAD) and ISDIAH archival institutions. Import of Authority records (ISAAR) and Accession data is planned for ICA-AtoM release 1.2.1.

While it is available, the digital object upload and display facility for MemoryBC is disabled pending resolution of policy and financial considerations by the AABC executive and membership. David provides a monthly analysis of aabc.ca and MemoryBC.ca usage through Google Analytics, which continue to show healthy use of our information and resources. As of March 31, 2012, MemoryBC includes a total of 10,790 published and draft descriptions from 183 repositories; contributors have increased this year from 46 to 55.

#### *Archival Preservation Services*

Rosaleen Hill conducted 4 site visits during 2011-12 to the Jewish Museum and Archives, the Roman Catholic Archdiocese of Vancouver, Vancouver Holocaust Education Centre, District of Maple Ridge and the Sisters of St. Ann. The Managing Photographic Media workshop was delivered (with Kelly Stewart) at the 2011 conference. Rosaleen also developed a two-day Managing Oral History workshop (with Kelly Stewart) and managed and taught Introduction to Archival Preservation, answered 433 email and telephone inquiries this year; and updated and improved web content on the new aabc.ca.

#### *Education and Advisory Services*

Kelly Stewart conducted Distance Education courses, which this year were Managing Plans and Drawings and Oral History: From Theory to Practice. The Managing Photographic Media workshop was delivered (with Rosaleen Hill) at the 2011 conference. In early 2012, Kelly updated the MemoryBC tutorial to reflect changes to ICA-AtoM since its upgrade. Kelly is offering free training to contributing members to MemoryBC in May in Victoria and Surrey.

Kelly has also delivered 84 hours of long distance advice (approximately 200 requests) as well as updates and improvements to the new aabc.ca including updating the Archivist's Toolkit.

Respectfully submitted,

Courtney C. Mumma  
Vice-President (resigned February 2012)

#### **4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)**

##### **Newsletter Committee:**

The Newsletter Committee report will be delivered at the AGM.

##### **Public Awareness, Advocacy and Legislation (PAAL)**

On May 17, 2011, Jane Morrison represented the AABC at the Second LAC Stakeholders' Consultation Forum. She also attended the Pan Canadian Documentary Heritage Forum on behalf of the AABC on November 23 and 24<sup>th</sup>, 2011. In response to a letter submitted to Premier Christie Clark last year and a response received from Stephanie Cadieux, then minister for Open Government, in July the Executive submitted a response written by Myshkaa McKeen, PAAL Committee Chair, Jane Morrison, Courtney Mumma and Jennifer Pecho, delineating actionable items for government to contribute to stronger Open Government initiatives and improve government transparency, reliability, and trustworthiness.

In keeping with the theme chosen by the BC Historical Federation, Archives Week, November 13<sup>th</sup> to 19<sup>th</sup>, 2011, was organized around the theme "Parks and Cultural Landscapes: Celebrating 100 Years of BC Parks."

Respectfully submitted,

Jennifer Pecho  
Secretary (Portfolio Chair)

##### **Regional Representatives:**

###### ***Central Interior-BC Northeast***

There was no regional activity to report in the 2011-2012 year.

Respectfully submitted,

Ramona Rose  
Acting Regional Representative, Central Interior – BC Northeast Regio, on behalf of

Erica Hernández-Read, M.A.S.  
Regional Representative, Central Interior – BC Northeast Region

###### ***BC Northwest***

The archives in the northwest continue to flourish with the new addition of an archives in Terrace. In 2011, the Terrace and District Museum Society established Terrace's first community archives to preserve and collect historic photographs and documents relating to the history of Terrace and the surrounding region. With a one-time grant of \$5000 from the City of Terrace and

\$1000 from the Canadian Museums Association, hundreds of photographs were catalogued, re-housed in acid-free envelopes, scanned in high resolution, and stored in a fire-proof filing cabinet. The project was carried out by volunteers and overseen by the museum society's single annual employee, the curator of Heritage Park Museum. Since instituting the archives, they have received several significant donations and a range of research requests, indicating broad community interest. Kelsey Wiebe who started in March 2011 is the new curator of Heritage Park Museum.

The Prince Rupert City & Regional Archives moved in August 2011 into new premises under City Hall. There is a larger storage room for the archival records and is in a more central location. The staff and board are happy with the relocation and hope this is the last move.

The Anglican Archives, Diocese of Caledonia is located in the Anglican Cathedral in Prince Rupert, B.C. Its purpose is to collect and store all materials relating to the churches of the various parishes in Caledonia such as plans, images, correspondence and publications. Our main source is genealogical records which date back to the 1850's. The Archival unit is staffed by one volunteer one or two days a week. Research time is available but at an hourly cost.

The Bulkley Valley Museum in Smithers has a new curator, Ms. Michelle Reguly. She has taken over all curatorial and archival responsibilities and leaves Fergus Tomlin to continue his role as museum director.

The Kitimat Museum & Archives was able to assist the AABC with their request to post an Archives Policy and Procedures Manual. The manual was created for the KM&A in 1996 by contract archivist Michael Gourlie. The manual can be found on the AABC website in the AABC Toolkit: Establishing an Archives. Progress is being made by staff as the data entry of the Northern Sentinel Press fonds and the Museum's photographic collection continues.

Respectfully submitted,

Jean Eiers-Page  
Regional Representative, BC Northwest region

### ***Thompson-Okanagan***

There was no regional activity to report in the 2011-2012 year.

The position of Regional Representative for Thompson-Okanagan will be available in 2013-2014.

Respectfully submitted,

Deborah Chapman  
Regional Representative, Thompson-Okanagan

### ***Fraser Valley***

The Fraser Valley Region met on September 27, 2011 and determined that they would hold biannual meetings of regional members in the spring and fall of each year. Among the items discussed by the group were the use of social media in raising the profile of local repositories, and the need to create policy frameworks for the use of social media. They also discussed the Fraser

Valley Disaster Emergency Response Plan (DERP) which the region intends to reactivate, as well as making bulk orders for conservation supplies as a region to help keep costs low. Rosaleen Hill, AABC Preservation Services Coordinator, also attended the meeting and answered questions from the membership.

Respectfully submitted,

Val Billesberger  
Regional Representative, Fraser Valley

### ***South Vancouver Island***

The spring 2011 meeting was held at the Pacific Forestry Centre (PFC) in Victoria which is in the initial stages of creating an archives to preserve a diverse collection of scientific materials going back to the inception of the agency. After a round table up-date from all the attendees, PFC staff members Linda Bown and Art Robinson provided a very informative presentation on their history and holdings. Twelve archives were represented at the meeting.

The fall 2011 meeting was held at the Sidney Museum and Archives on December 8<sup>th</sup>, where we were welcomed by acting mayor Marilyn Loveless and then enjoyed a presentation and tour of the archives facility by Brad Morrison. The group were also given a tour of the museum and then everyone gathered for refreshments. Twelve regional archives were represented.

On November 17<sup>th</sup>, Ember Lundgren of the British Columbia Archives provided an excellent half-day information session on the identification, care and storage of motion picture film, which a majority of local archives possess. Participants brought film from their collection for identification and advice on care or how to transfer. Resource materials were also provided. The session took place in the Crow's Nest Meeting Room in Esquimalt's Archie Browning Sports Centre.

Respectfully submitted,

Greg Evans  
Regional Representative, South Vancouver Island

### ***Central and North Vancouver Island***

There was no regional activity to report in the 2011-2012 year.

Respectfully submitted,

Jane Hutton  
Regional Representative, Central and North Vancouver Island

### ***Greater Vancouver***

Twelve archivists from the Greater Vancouver region attended a tour of the Rennie Collection of contemporary art at the Wing Sang Building in Vancouver's Chinatown on October 2, 2011. In my position as Regional Representative, I fielded a few phone from members of the public seeking information on archival resources. Otherwise, there is little news to report for the 2011-2012 fiscal year.

In November 2011 I resigned from the Regional Representative position and since then have been the AABC representative to the BC Digitization Coalition.

The position of Regional Representative for Greater Vancouver for the 2012-2013 year is available.

Respectfully submitted,

Jill Teasley  
Regional Representative, Greater Vancouver

### ***Kootenay-Boundary***

There was not a lot to report yet this year as I am presently trying to work out the boundaries of the region. I believe the boundaries will include BC Regional Districts #1, 3, & 5 and possibly 39. Once the boundaries have been established I will be getting in touch with all archives within the region identified.

In RDKB “C” & “D” I am happy to report that a new archival facility has been established in the lower level of City Hall in Grand Forks, BC. The archives will be run by the Boundary Museum Society.

I look forward to meeting with representatives from other archives in our area and encourage all to get in touch with me by email at: [boundarymuse@shaw.ca](mailto:boundarymuse@shaw.ca)

Respectfully submitted,

Sue Adrain  
Regional Representative, Kootenay-Boundary

### **4.3 Grants Committee**

Grants Committee members for 2011-2012 were: Kathy Bossort, Deidre Brocklehurst, Barry Dykes, Peter Johnson (chair), Krisztina Laszlo (for whom Janine Johnston substituted at adjudication), Janet Turner, and Jennifer Yuhasz.

The Grants Committee is primarily responsible for the adjudication of grant applications from BC archives to the National Archival Development Program (NADP). Its recommendations are forwarded to the Canadian Council of Archives (CCA) and Library and Archives Canada (LAC) for final approval.

The total funding allotment made available to BC through the NADP for the 2011-2012 year continued at \$117,112.00, the bulk of which goes to support the AABC’s Education, Preservation, and Network programs, and services to members.

This year, \$50,000 was made available to fund institutional grant applications to the National Archival Development Program. Eleven institutional applications were received for a total funding request of \$75,163.80. The Grants Committee reviewed the applications on January 21, 2012, found ten applications eligible for funding, and, within this year’s funding limit, was able to recommend the seven top-ranked projects for funding at a total cost of \$48,778.92. CCA confirmation of these recommendations is pending; applicants should learn the results of their applications from the CCA by mid-May 2012.

Thank you to all members of the Grants Committee for your hard work in assessing and adjudicating the NADP applications this year.

Respectfully submitted,

Peter Johnson,  
Chair, Grants Committee & Institutional Member-at-Large

#### 4.4 Membership Committee

For the 2011/2012 year, the membership committee members were Rebecca Pasch, Alaric Posey, Suher Zaher-Mazawi, and Jen Zerkee. The committee was co-chaired by Sarah Romkey and Rita Mogyorosi. The executive liaison was Deidre Brocklehurst.

*The Committee is responsible for:*

- Managing the membership database;
- Processing memberships (new, renewals, lapsed, arrears, issuing reminder notices and receipts, etc.);
- 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; and
- Generating reports for other AABC committees, the Executive, and AABC contractors, as required.

*Membership statistics:*

	2011-12	2010-11	2009-10	2008-09	2007-08	2006-07	2005-06	2004-05	2003-04	2002-03
Institutional	81	80	74	71	93	92	87	96	94	96
Associate Institutional	45	44	32	40	57	53	46	49	50	43
Sustaining	4	6	2	6	6	7	7	7	7	10
Individual	49	60	62	58	68	64	70	89	85	78
Student/Volunteer	30	31	23	32	34	52	70	67	47	53
Honorary Life	2	2	2	1	1	1	6	7	8	7
Honorary Patron	1	1	1	1	1	1	1			
<b>Total Members</b>	212	224	196	209	260	270	287	315	291	287

*Projects and activities*

A disproportionate amount of the co-chairs' time is dedicated to membership processing. As such, the co-chairs focused behind the scenes, exploring ways to streamline the tasks associated with this responsibility. In particular, alternatives to the current database software (Access 2007) and membership payment options were investigated. The database has been problematic in terms of user-friendliness and accessibility, posing a challenge to the ready transfer of data from one chair to the next. As for payment options, numerous members had informally expressed a desire for alternatives, both for ease of payment and the fact that many no longer use personal cheques.

After consulting with various AABC officers, the co-chairs proposed a variety of alternatives to the AABC executive. Ultimately, the decision was made to maintain the membership database on Access, in anticipation of an online renewal system to be added to the newly updated AABC website over the

coming year. As for membership payment, a credit card option proved to be most feasible, both for immediate needs and as a future online option. For the 2012/2013 year, membership renewal and new application forms were updated to include credit card payment. It is hoped that this immediate change will benefit not only new and renewing members, but also the membership chair and financial manager.

A file inventory was created for the active AABC Membership Committee records held by the current co-chairs. It was created in part to address the volume of records, which date back to the mid-1990s. It also aided the Constitution and By-laws Committee Chair, Kathy Bossort, in her investigation into the history and development of the Full Institutional Membership (FIM) self-study guide application and the 5-year review provision. No full institution has been through the review process, although almost all are due for review. The 2010/2011 membership committee had spent considerable time revising the FIM application with the intention of improving the application experience for new members and for use in reviewing current institutional members. It is hoped that Kathy's reporting on the FIM application and review process will assist the executive in approving the revised FIM application and moving forward with implementation of the review process.

A number of other minor changes were made to streamline the membership chair's duties. In an effort to separate AABC membership business from personal work email addresses, the co-chairs requested and implemented a general membership email address ([membership@aabc.ca](mailto:membership@aabc.ca)) at the launch of the new website. It proved immediately useful and has been used steadily for the membership renewal process. An annual timeline of membership chair duties and activities was also developed for future chairs, along with a basic step-by-step instructional guide for navigating the Access membership database in the interim.

#### *Presentations*

A presentation was once again made at a meeting of the ACA SLAIS student group. At this annual presentation students are offered a free membership for their first year. A number of students chose to take advantage of this offer and will be issued memberships for the 2012/2013 membership year.

#### *Membership database and directory*

The membership database was maintained and updated throughout the membership year. It is used to issue receipts for membership dues, to produce the full institutional list for grant application purposes, and to issue the membership renewal forms.

Both institutional and individual renewal and new membership forms were updated to include the credit card payment option. A "lapsed" version of renewal forms (including an arrears form for lapsed full institutional members) was also developed. The plan is to send out lapsed renewal reminders in the first lapsed year, and then move these individuals or institutions to a newly developed "archived" area in the membership database should they choose not to renew.

The membership directory will be issued via post or email, according to member preferences, after all renewals and new memberships for the 2012/2013 year have been processed. This is to ensure that the directory is current, per any changes identified on renewal forms by members and the addition of any new members. In previous years, the directory quickly became out of date as it was issued during the renewal period rather than after.

#### *New institutional members*

The membership committee reviewed and made recommendations to the executive for 1 full institutional membership application. The executive is awaiting clarification on a few points before approval can be finalized.

The membership committee welcomed the Mackie Lake House Foundation as an Associate Institutional Member.

*Plans for the 2012/2013 Membership Year*

Once the renewal period for the 2012/2013 year is complete, the membership committee will examine the effectiveness and results of the new credit card payment option. Should the executive approve the new Full Institutional Membership application form in the coming year, the committee also hopes to move forward with institutional reviews in 2012/2013. Finally, in a continued effort to streamline the membership committee's responsibilities and the passing of duties to subsequent chairs, the committee will continue to develop its Terms of Reference.

*Thank you to the committee*

From Sarah: This is my last year as co-chair and I'd like to thank the committee for their outstanding work and Rita for carrying on the torch.

From Rita: I look forward to building on the extensive and fantastic work carried out by Sarah and the committee. I am eager to continue working with existing committee members, and welcome the opportunity to engage with all new members and the incoming co-chair.

We would both like to thank the AABC Executive and the general membership for the opportunity to represent AABC members. We have appreciated all of your feedback and support!

Respectfully submitted,

Rita Mogyrosi and Sarah Romkey  
AABC Membership Co-Chairs

## 5. Election of Executive Committee Members

### 5.1 Nominations Committee

Nominations Committee members for 2011-2012 were Melanie Wallace and Peter Johnson (chair).

### Election of Executive Committee Members

#### **Vacant Positions**

The following positions on the AABC Executive are now open for nominations (1 year term positions are occasioned by the resignation of VP Courtney Mumma and the nomination of Treasurer Christine Gergich to serve as President for the 2012-2013 year):

- President (1 year term)
- Vice President (2 year term, second year as President)
- Secretary (2 year term)
- Treasurer (1 year term)
- Institutional Member-at-Large (2 year term)

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

### **2012 Nominations**

- I would like to present the nomination for **Christine Gergich** to serve as **President** for the Archives Association of British Columbia for the 2012-2013 year.
- I would like to present the nomination for **Jennifer Yuhasz** to serve as **Vice-President** for the Archives Association of British Columbia for the 2012-2014 term.

- I would like to present the nomination for **Cathryn Gasztonyi** to serve as **Secretary** for the Archives Association of British Columbia for the 2012-2014 term.
- I would like to present the nomination for **Suher Zaher-Mazawi** to serve as **Treasurer** for the Archives Association of British Columbia for the 2012-2013 year.
- I would like to present the nomination for **Janet Turner** to serve as **Institutional Member-at-Large** for the Archives Association of British Columbia for the 2012-2014 term.

Thank you to all nominees for offering to stand for the Executive and for your commitment to the Archives Association of British Columbia and its membership.

### **2012 Update on Standing Committees**

As of March 30th 2012, the following AABC members have kindly offered and been accepted to serve on Standing Committees:

- **Jennifer Pecho** to serve as **Co-Chair of the Membership Committee**
- **Patrick Ansah, Barry Dykes** and **Sarah Rathgen** to serve on the Membership Committee
- **Jill Teasley** to serve on the **Programs Committee**

### **2012 Update on Regional Representatives**

A new representative is sought for the following region:

- **Greater Vancouver**

If you are willing to serve as the regional representative for Greater Vancouver, please contact either Peter Johnson (pnjohnson@surrey.ca ) or Melanie Wallace (anglican-archives@vst.edu ). The outgoing representative, Jill Teasley, will be happy to answer any questions about the representative's role (jill.teasley@vancouver.ca ).

Respectfully submitted,

Peter Johnson  
Chair, Nominations Committee



# Archives Association of British Columbia

*Honorary Patron: The Honourable Steven L. Point, OBC, Lieutenant Governor of British Columbia*

## **PROXY VOTING FORM** **ANNUAL GENERAL MEETING**

*(Please complete this form if you are unable to attend the AGM)*

**Saturday April 21, 2012  
10:30 am - 12:00 pm**

**Irving K. Barber Learning Centre, University of British Columbia  
Vancouver**

The undersigned, being a member in good standing with the Archives Association of British Columbia, hereby nominates, constitutes and appoints:

\_\_\_\_\_

(Name of Proxy)

\_\_\_\_\_ of \_\_\_\_\_ (Address)

to attend, act, and vote on behalf of the undersigned at the Annual General Meeting of the Archives Association of British Columbia on Saturday April 21, 2012 Vancouver, BC.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012

\_\_\_\_\_

Member Signature

\_\_\_\_\_

Member Name (Print)

Each member present at a vote may cast no more than one proxy vote on behalf of an absent member.

**Please present this proxy to the Secretary at the time of each vote.**

# **ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

Financial Statements  
(Unaudited)

March 31, 2011



REVIEW ENGAGEMENT REPORT	
STATEMENT OF OPERATIONS	STATEMENT 1
STATEMENT OF CHANGES IN NET ASSETS	STATEMENT 2
STATEMENT OF CASH FLOWS	STATEMENT 3
STATEMENT OF FINANCIAL POSITION	STATEMENT 4
NOTES TO THE FINANCIAL STATEMENTS	
SCHEDULE OF GENERAL FUND	SCHEDULE 1
SCHEDULE OF ARCHIVAL NETWORK SERVICES PROGRAM	SCHEDULE 2
SCHEDULE OF CONSERVATION PROGRAM	SCHEDULE 3
SCHEDULE OF EDUCATION PROGRAM	SCHEDULE 4
SCHEDULE OF ICA-ATOM PROGRAM	SCHEDULE 5



COQUITLAM

2nd Floor Heron Centre  
566 Lougheed Highway  
Coquitlam, BC V3K 3S3  
Telephone 604-936-4377  
Fax 604-936-8376  
www.eprcoq.com

## REVIEW ENGAGEMENT REPORT

To The Members of  
Archives Association of British Columbia

We have reviewed the statement of financial position of Archives Association of British Columbia as at March 31, 2011 and the statements of operations, changes in net assets and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussions related to information supplied to us by management.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

A handwritten signature of the firm, 'EPR', in a stylized, cursive font.

**CERTIFIED GENERAL ACCOUNTANTS**

Coquitlam, B.C.  
July 5, 2011

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

STATEMENT 1

**STATEMENT OF OPERATIONS**

Year Ended March 31, 2011

(Unaudited)

	2011	2010
<b>Revenue</b>		
General fund (schedule 1)	\$ 61,143	\$ 61,088
Archival network services program (schedule 2)	21,700	21,905
Conservation program (schedule 3)	32,323	44,177
Education program (schedule 4)	27,949	35,949
ICA-AtoM program (Schedule 5)	25,505	29,450
	168,620	192,569
<b>Expenditures</b>		
General fund (schedule 1)	24,747	22,933
Archival network services program (schedule 2)	22,244	44,178
Conservation program (schedule 3)	32,908	45,867
Education program (schedule 4)	33,807	41,578
ICA-AtoM program (schedule 5)	25,497	31,290
	139,203	185,846
<b>Earnings from operations</b>	29,417	6,723
<b>Write off of capital assets</b>	-	(1,403)
<b>Excess of revenue over expenditures for the year</b>	<b>\$ 29,417</b>	<b>\$ 5,320</b>

The accompanying notes are an integral part of these financial statements.



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## STATEMENT 2

### STATEMENT OF CHANGES IN NET ASSETS

Year ended March 31, 2011

(Unaudited)

	2011	2010
Unrestricted Restricted Archival Conserv. Education ICA-Atom Program Program Program Program		
<b>Net assets, opening balances</b>	\$ 52,763 \$ 35,000 \$ - \$ - \$ - \$ - \$ 87,763 \$ 82,443	
Excess (deficiency) of revenue over expenditures for the year	36,396 - (544) (585) (5,858) 8 29,417 6,723	
Write off of capital assets	- - - - - - - (1,403)	
Inter-fund transfers	(6,979) - 544 585 5,858 (8) -	
<b>Net assets, closing balances</b>	<b>\$ 82,180 \$ 35,000 \$ - \$ - \$ - \$ - \$ 117,180 \$ 87,763</b>	

(Note 5)

The accompanying notes are an integral part of these financial statements.



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

STATEMENT 3

## STATEMENT OF CASH FLOWS

Year Ended March 31, 2011

(Unaudited)

	2011	2010
<b>Cash flows from (used in) operating activities:</b>		
Excess of revenue over expenses for the year	\$ 29,417	\$ 5,320
Items not requiring an outlay of funds		
Write off of capital assets	-	1,403
	29,417	6,723
Changes in non-cash working capital		
Decrease (increase) in grants receivable	4,161	(14,239)
Increase in government agencies recoverable	(2,698)	(249)
Decrease in prepaid expenses	141	2,846
Increase (decrease) in accounts payable and accrued liabilities	968	(2)
Decrease in deferred revenue	(2,759)	(29,592)
<b>Increase (decrease) in cash and cash equivalents</b>	<b>29,230</b>	<b>(34,513)</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>73,938</b>	<b>108,451</b>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 103,168</b>	<b>\$ 73,938</b>
<b>Cash and cash equivalents consist of</b>		
Cash in bank	\$ 45,855	\$ 16,689
Term deposits	22,313	22,249
Restricted cash	35,000	35,000
	<b>\$ 103,168</b>	<b>\$ 73,938</b>

The accompanying notes are an integral part of these financial statements.



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

STATEMENT 4

**STATEMENT OF FINANCIAL POSITION**

March 31, 2011

(Unaudited)

	2011	2010
<b>ASSETS</b>		
Current:		
Cash and cash equivalents - note 1	\$ 68,168	\$ 38,938
Restricted cash - note 4	35,000	35,000
Grants receivable	20,198	24,359
Government agencies recoverable	5,786	3,088
Prepaid expenses	2,228	2,369
	<b>\$ 131,380</b>	<b>\$ 103,754</b>
<b>LIABILITIES AND NET ASSETS</b>		
Current:		
Accounts payable and accrued liabilities	\$ 5,090	\$ 4,122
Deferred revenue - note 3	9,110	11,869
	14,200	15,991
Net assets		
Unrestricted	82,180	52,763
Restricted - note 4	35,000	35,000
	117,180	87,763
	<b>\$ 131,380</b>	<b>\$ 103,754</b>

On behalf of the Board

\_\_\_\_\_  
President\_\_\_\_\_  
Treasurer\_\_\_\_\_  
Date\_\_\_\_\_  
Date

The accompanying notes are an integral part of these financial statements.



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2011

(Unaudited)

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The Archives Association of British Columbia (the "AABC") was established through the amalgamation of the Association of British Columbia Archivists and the BC Archives Council and was incorporated on January 21, 1991 under the Canada Corporations Act as a not-for-profit organization. The association is a registered charity under the Income Tax Act and is exempt from income taxes under section 149 (1) (f) of the act. Its main objective is to preserve British Columbia's documentary heritage by providing programs designed to promote and strengthen the archival network within the province. The Archives Association of British Columbia is committed to the following goals:

- To provide educational opportunities for those engaged in all aspects of archival work in British Columbia.
- To coordinate projects and programs designed to promote and strengthen the archival network within the province.
- To function as an advocacy and lobby group on behalf of archives and archivists by preparing presentations for governmental agencies, as well as by promoting a better understanding of our field amongst the general public.
- To cooperate with all organizations engaged in heritage and information-management activities within the province.

On April 1, 2000, the organization received official charitable status.

The AABC offers the following main programs:

### British Columbia Archival Education and Advisory Service

The BC Archival Education and Advisory Service offers advisory and education services for archives and archivists in B.C. The program is responsible for the management of the Community Archives Education Program, as well as for providing ongoing advisory services to archives in the province.

The AABC Community Archives Education Program is designed to provide fundamental-level education courses to individuals working with archival material. These courses are also of interest to individuals who are responsible for records management and providing reference service for their institution and the general public.

### British Columbia Archival Preservation Service

The British Columbia Archival Preservation Service offers AABC member institutions access to a wide range of free conservation services. A professional conservator carries out site visits, surveys, and informal training, and provides a variety of ongoing advisory services (including a "conservation hotline"). Services are available only to institutions with a current AABC membership.

### British Columbia Archival Network Service

The British Columbia Archival Network Service program is responsible for the development and maintenance of web resources created by the Archives Association of British Columbia, including the B.C. Archival Information Network (BCAIN) web site, the British Columbia Archival Union List (BCAUL), a Guide to Archival Repositories in British Columbia, and the AABC's "The Archivists's Toolkit".



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2011

(Unaudited)

---

### ICA-AtoM Project

The ICA-AtoM Data Migration Project is a initiative between the Archives Association of British Columbia (AABC), Artefactual Systems Inc., the University of Victoria Archives, Simon Fraser University Archives, the University of Northern British Columbia Archives, and the Anglican Diocese of New Westminster Archives to promote the free, open-source software, ICA-AtoM, as a shared software platform for BC's archival community. The result of this project is a freely available software 'toolkit' that will reduce the time, costs and skills required to migrate data from community database systems into ICA-AtoM.

Archival institutions adopting the ICA-AtoM software will have improved capability to update their collections in BC's provincial archival database and portal MemoryBC and will have increased capacity to provide web-based access to their collections.

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### Fund Accounting

The Association follows the restricted fund method of accounting for contributions.

The General Fund accounts for the organization's program delivery and administrative activities. This fund reports unrestricted resources.

The Restricted Fund reports only restricted resources that are to be set aside as a minimum or safe reserve for the Association.

### Cash and cash equivalents

The policy of the Association is to disclose bank balances, including bank overdrafts with balances that fluctuate frequently from being positive to overdrawn and term deposits that can be withdrawn when needed under cash and cash equivalents.

### Revenue Recognition

The Association receives grants from various sources as reflected in the statement of operations, and follows the deferral method of accounting for contributions.

Restricted contributions related to specific projects are recognized as revenue of the Project in the year in which the related expense are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund.

Unrestricted contributions are recognized as revenue of the General Fund in the year received or receivable if the amount to be recorded can be reasonably estimated and collection is reasonably assumed

Membership and seminar fees are recognized as revenue of the General Fund when services are rendered and seminars are held.



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2011

(Unaudited)

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONT'D

#### Allocation of Expenses

The Association adopted Section 4470, disclosure of allocated expenses by not-for-profit organizations according to a number of functions to which the expenses relate. The Association incurs a number of general and administrative support expenses that are common to the administration of the organization and each of its programs. All contract fees are directly expensed to the programs to which they relate, with the exception of finance and administration contract fees, which are allocated to the individual programs on a percentage agreed upon by the National Archival Development Program/Canadian Council of Archives. These expenses are disclosed under each program in the attached schedules.

#### Financial Instruments

The financial instruments of the Association consist of cash, term deposits, receivables, payables and accrued liabilities. Unless otherwise noted, it is management's opinion that the Association is not exposed to significant currency, interest, or credit risks arising from these financial instruments. The fair value of the instruments approximate their carrying values, unless otherwise noted.

#### Use of Estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Estimates are used for, but are not limited to, the accounting for amortization, accrued liabilities, impairments and contingencies. Actual results may differ from those estimates.

#### Capital disclosures

The Association has adopted section 1535 of the Canadian Institute of Chartered Accountants' ("CICA") Handbook to disclose the capital structure and how capital is managed. This section also requires the disclosure of information concerning the nature of the externally imposed capital requirements, if any, whether the entity has complied with all capital requirements and the consequences of such non-compliance, if any. See note 2.

#### Recent Accounting Pronouncements

In accordance with the Accounting Standard Board's decision to exempt non-publicly accountable enterprises from the disclosure requirements with respect to financial instruments contained within CICA Handbook Section 3862, Financial Instruments - Disclosures, and Section 3863, Financial Instruments - Presentation, the Association has elected not to adopt these standards in its financial statements.

Effective April 1, 2010, the Association adopted the amendments to CICA Handbook Section 1000. These amendments clarified the criteria for recognition of an asset or liability, removing the ability to recognize assets or liabilities solely on the basis of matching of revenue and expense items. Adoption of these recommendations had no effect on the financial statements for the year ended March 31, 2011.



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2011

(Unaudited)

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### 2. CAPITAL MANAGEMENT

The capital structure of the Association consists of unrestricted and restricted net assets. The Association's objectives when managing capital are to continue as a going concern and to protect its ability to meet its ongoing obligations.

### 3. DEFERRED REVENUE

The amount represents prepaid membership and conference fees and unspent funds.

	2011	2010
Balance, beginning of year	\$ 11,869	\$ 41,462
Prepaid membership and conference fees	9,110	11,844
UBC awards funds	-	25
Less: amount recognized as revenue	(11,869)	(41,462)
Balance, end of year	\$ 9,110	\$ 11,869

### 4. RESTRICTED NET ASSETS

The Association's board has internally restricted \$35,000 to be maintained as a minimum allowable safe reserve. This internally restricted amount is not available for unrestricted purposes without the approval of the board.

### 5. COMPARATIVE FIGURES

Certain balances of the preceding period have been reclassified to conform with the current year's financial statement presentation.



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**  
**SCHEDULE OF GENERAL FUND**  
 Year Ended March 31, 2011  
 (Unaudited)

**SCHEDULE 1**

	<b>2011</b>	<b>2010</b>
<b>Revenue</b>		
Conference, workshop and registration fees	\$ 37,892	\$ 41,122
Membership fees	16,535	16,009
Miscellaneous	6,612	3,842
Investment income	104	115
	<b>61,143</b>	<b>61,088</b>
<b>Expenditures</b>		
Accounting and legal	9,550	4,000
Committees	1,989	1,664
Conference and workshops	8,526	12,607
Insurance	2,792	2,786
Office	1,890	1,557
Server and website maintenance	-	319
	<b>24,747</b>	<b>22,933</b>
<b>Excess of revenue over expenses for the year before other losses</b>	<b>36,396</b>	<b>38,155</b>
<b>Write off of capital assets</b>	<b>-</b>	<b>(1,403)</b>
<b>Excess of revenue over expenditures</b>	<b>\$ 36,396</b>	<b>\$ 36,752</b>

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**  
**SCHEDULE OF ARCHIVAL NETWORK SERVICES PROGRAM**  
Year Ended March 31, 2011  
(Unaudited)

**SCHEDULE 2**

	<b>2011</b>	<b>2010</b>
<b>Revenue</b>	\$ 21,700	\$ 21,905
<b>Expenditures</b>		
Administration fee	3,000	4,350
Communications	2,055	776
Contract fees	17,189	34,380
Office	-	524
Server and website maintenance	-	4,148
	22,244	44,178
<b>Excess of expenditures over revenue</b>	\$ (544)	\$ (22,273)

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

SCHEDULE 3

**SCHEDULE OF CONSERVATION PROGRAM**

Year Ended March 31, 2011

(Unaudited)

	2011	2010
<b>Revenue</b>	\$ 32,323	\$ 44,177
<b>Expenditures</b>		
Administration fee	3,600	4,655
Communications	883	700
Contract fees	26,481	37,380
Office	374	833
Travel	1,515	2,299
Workshop materials	55	-
	32,908	45,867
<b>Excess of expenditures over revenue</b>	\$ (585)	\$ (1,690)

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

SCHEDULE 4

**SCHEDULE OF EDUCATION PROGRAM**

Year Ended March 31, 2011

(Unaudited)

	2011	2010
<b>Revenue</b>	\$ 27,949	\$ 35,949
<b>Expenditures</b>		
Administration fee	2,650	2,355
Communications	400	241
Contract fees	27,416	32,290
Office	-	220
Travel	1,896	2,434
Workshop expenses	1,445	4,038
	33,807	41,578
<b>Excess of expenditures over revenue</b>	\$ (5,858)	\$ (5,627)



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA****SCHEDULE 5****SCHEDULE OF ICA-AtOM PROGRAM**

Year Ended March 31, 2011

(Unaudited)

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	<b>2011</b>	<b>2010</b>
<b>Revenue</b>	\$ 25,505	\$ 29,450
<b>Expenditures</b>		
Contract fees	25,497	31,290
<b>Excess (deficiency) of revenue over expenditures</b>	<b>\$ 8</b>	<b>\$ (1,840)</b>

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# Archives Association of British Columbia

*Honorary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

**AABC Annual General Meeting  
Saturday May 4<sup>th</sup>, 2013**

**Irving K. Barber Learning Centre, University of British Columbia  
Vancouver**



Photograph: National Council of Jewish Women Convention, 1954; Jewish Museum & Archives of BC; L.16927.

**Please remember to bring this package with you to the AGM**



## AGENDA

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*Honorary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

**AABC Annual General Meeting  
Saturday May 4<sup>th</sup>, 2013  
Irving K. Barber Learning Centre, University of British Columbia  
Vancouver**

1. **Approval of Agenda**
2. **Approval of Minutes of April 21, 2012 Annual General Meeting**
3. **Executive Reports**
  - 3.1 President
  - 3.2 Vice-President
  - 3.3 Treasurer
4. **Committee and Program Annual Reports**
  - 4.1 Programs Committee (Education/Network/Preservation Services)
  - 4.2 Communications Committee & Regional Representatives
  - 4.3 Membership Committee
  - 4.4 Grants & Nominations Committees
  - 4.5 Conference Committee
5. **Election of Executive Committee Members**
6. **Other Business**
  - 6.1 Resolutions
7. **Adjournment**

**Attachments**

- Budgets, 2012-2013; 2013-2014
- Proxy Voting Form



## Minutes

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Archives Association of British Columbia  
**Annual General Meeting**  
Saturday April 21, 2012

**Draft – Not Approved**

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

### Executive Committee:

Jane Morrison – President  
Christine Gergich – Treasurer  
Jennifer Pecho – Secretary  
Peter Johnson – Institutional Member at Large  
Deidre Brocklehurst – Individual Member at Large

### **1. Approval of Agenda**

Meeting was called to order at 10:42.  
Call for motion to approve the agenda.

George Brandak moved to approve the agenda, seconded by Jill Teasley.

Call for vote to accept the agenda. Motion carried.

### **2. Approval of Minutes of April 29, 2011 Annual General Meeting**

Call for motion to approve the minutes of the 2011 AGM.

Motion to approve the minutes of the 2011 Annual General Meeting was made by Suher Zaher-Mazawi and seconded by Ian Forsyth.

Call for vote to accept the 2011 AGM minutes. Motion carried.

### **3. Executive Reports**

#### **3.1 President**

Jane Morrison had no additional remarks to add to her report and thanked the Executive, Volunteers and Contractors for their work during her four years on the Executive Committee.

Call for motion to approve the President's report.

George Brandak moved to approve the President's report, seconded by Ian Forsyth.

Call for vote to accept the President's report. Motion carried.

### **3.2 Vice-President**

Jane Morrison spoke to the Vice-President's report in Courtney Mumma's absence. She noted Courtney Mumma's decision to resign from the Executive Committee after accepting a new job with Artefactual.

There was a question from the floor regarding the reason for Courtney Mumma's resignation. Peter Van Garderen addressed the question stating that in November Courtney Mumma had been offered a job as Systems Archivist with Artefactual, and, since Artefactual is a contractor of the AABC, it was felt that her employment with Artefactual and her position as Vice-President and then President of the AABC posed a conflict of interest.

Call for motion to approve the Vice-President's report.

Sarah Romkey moved to approve the Vice-President's report, seconded by Janine Johnston.

Call for vote to accept the Vice-president's report. Motion carried.

### **3.3 Treasurer and Finance Committee**

Christine Gergich added to her report that the Preliminary Financial Statement have been prepared by the AABC's accountant Karen Blimkie. There may be a few more adjustments before they go to EPR for review. Karen believes everything is mostly accounted for but EPR often makes some minor adjustments.

Net loss for the year was \$9452.55 versus a budgeted loss of \$8614.88, for a difference of \$777.67. Internal funding required to programs came in less than budgeted. However, Systems Support cost the AABC \$1181.60, which had not been budgeted for the 2011-2012 fiscal year.

The Reserve as of the end of March is \$100,000.

The switch to VanCity for banking services is almost complete. The HSBC account will be closed once all cash has been transferred and AABC's has reconciled the HSBC account. The customer service provided by VanCity is already a great improvement from HSBC.

A budget handout was created with last year's budget, for comparison.

There was a question from the floor regarding the practice of presenting the previous fiscal year's financial statements at the AGM. Christine Gergich and Jane Morrison noted that it related to the closeness in proximity to the end of the fiscal year and the AGM, and the need to prepare the financial statements.

Jane Morrison noted that EPR provides their services to the AABC at no cost and thanked them for their generosity in working with us.

A question was asked from the floor regarding why there was no budget information for the Conference. Christine Gergich noted that the 2013 conference budget will fall in the 2013-2014 budget rather than the 2012-2013 budget.

Call for motion to approve the 2010-2011 financial statements.

Lara Wilson moved to approve the financial statements of the AABC, as prepared by EPR Canada Group for the year ending March 31, 2011. Seconded by Jill Teasley.

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

Call for motion to re-engage EPR to undertake the financial review for 2011-2012.

Rita Mogyrosi moved to re-engage the public accounting group, Evancic Perrault Robertson (EPR) to undertake the financial review for 2011-2012, seconded by Ian Forsyth.

Call for vote to engage EPR to undertake the 2011-2012 financial review. Vote carried.

Call for motion to approve the Treasurer's report.

Sarah Romkey moved to accept the Treasurer's report, seconded by Rita Mogyrosi.

Call for vote to accept the Treasurer's report. Motion carried.

#### **4. Committee and Program Annual Reports**

##### **4.1 Programs Committee**

Jane Morrison added to the report that the 2012-2013 NADP Services Applications have been adjudicated and some further requested information has been submitted for consideration. She noted that the final contractors' reports for their work in 2011-2012 would be submitted at the end of April.

Call for motion to approve the Programs Committee report.

Suher Zaher-Mazawi moved to approve the Programs Committee report, seconded by George Brandak.

Call for vote to accept the Programs Committee report. Motion carried.

##### **4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)**

There were no additions to any of the Communication Committee member reports except that Jennifer Pecho noted that no report had been received from the Newsletter Committee for the 2011-2012 year.

Call for motion to approve the Communications Committee report.

Janine Johnston moved to approve the Communications Committee report, seconded by Sylvia Stopforth.

Call for vote to accept the Communications Committee report. Motion carried.

#### **4.3 Membership Committee**

There were no additions to the Membership Committee report.

Call for motion to approve the Membership Committee report.

Suher Zaher-Mazawi moved to approve the Membership Committee report, seconded by George Brandak.

Call for vote to accept the Membership Committee report. Motion carried.

#### **4.4 Grants Committee**

There were no additions to the Grants Committee report.

Call for motion to approve the Grants Committee report.

Jill Teasley moved to approve the Grants Committee report, seconded by Lara Wilson.

Call for vote to accept the Grants Committee report. Motion carried.

### **5. Election of Executive Committee Members**

#### **5.1 Nominations Committee**

The following members have let their names stand for the following positions on the AABC Executive Committee:

- President (1 year term): Christine Gergich
- Vice President (2 year term, second term as President: Jennifer Yuhasz
- Treasurer (1 year term): Suher Zaher-Mazawi
- Secretary (2 year term): Cathryn Gasztonyi
- Institutional Member-at-Large (2 year term): Janet Turner

Peter Johnson presented each candidate and thrice called for additional nominations from the floor. No additional names were forwarded and all candidates were acclaimed to their respective positions.

Peter Johnson congratulated Christine, Jennifer, Suher, Cathryn and Janet on their new roles on the Executive Committee.

Sarah Romkey moved to approve the Nominations Committee's recommendations and Lara Wilson seconded the motion.

Call for vote to accept the Nominations Committee recommendations.

Janine Johnston moved to approve the Nomination Committee's report and Jill Teasley seconded the motion.

Call for vote to accept the Nominations Committee report. Motion carried.

## **6. Other Business**

### **6.1 2011 Archives Week**

It was confirmed that Archives Week would take place in the third week of November 2012 and that the theme would be in keeping with the 2012 Heritage Federation theme.

From the floor, Lara Wilson addressed the need for the Programs Committee and the Membership Committee to analyze the changing AABC membership over the past few years in order to help plan for service delivery in the coming years. Jane Morrison thanked Lara for her suggestion.

A question for the floor related to the content for Archives Week celebrations. The issue was discussed and it was noted that the Archives Society of Alberta makes suggestions for Archives Week events on its website.

### **6.2 2012 AGM and Conference**

It was noted that the AABC has been approached by the Northwest Archivist Group regarding the possibility of a joint conference. Regarding the formation of a conference committee, Jane Morrison noted that Patrick Ansah was still Chair of the committee and should be invited to establish a committee and get planning underway. It was pointed out that the conference can be a good opportunity to have SLAIS students participate in the AABC. It was also noted that it may be possible to work with the Musqueam Band on a joint workshop. Further discussion ensued about the use of the Barber Centre as a possible space, the timing of the conference and the possibility of a joint conference with ARMA BC.

### **6.3 Bank Signing Authority**

One addition was made to the other business. Christine Gergich asked that the addition of Suher Zaher-Mazawi as a signing authority for the AABC VanCity bank account #341677 be added to the minutes.

Jill moved that Suher Zaher-Mazawi be added as a signing authority to VanCity bank account #341677. Rita Mogyorosi seconded the motion.

Call for vote to add Suher Zaher-Mazawi as signing authority to VanCity bank account #341677. Motion carried.

George Brandak thanked the Executive Committee for their work in 2011-2012.

## **7. Adjournment**

Call for motion to adjourn the meeting.

Rita Mogyorski moved to adjourn the meeting and Suher Zaher-Mazawi seconded the motion. Call for vote to accept the motion. Motion carried.

Meeting was adjourned at 11:14 am.

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## 2012-2013 AABC Annual Reports

### 3.1 President's Report – Christine Gergich

Dear colleagues,

What a year!

The first week into my term as President the loss of NADP was announced. I had just recruited a new Treasurer and taken on the role of President. Since my term as President was only one year I was planning to focus on some internal administrative and operational goals such as continuing work started to improve our membership process. Instead, the Executive immediately dissolved all our contracts so a new budget and contracts could be drafted. This involved reducing network, education and preservation services for the coming year and a different kind of planning began.

The AABC Executive appreciated the kind messages and support from the archival community over the past year. AABC is in better position financially than many of other provincial associations because of the work of past Executive in securing funds. This allowed the Executive to regroup and to accomplish the following:

#### **Finances**

We created 4 budgets (3 overall budgets and 1 conference budget).

Many thanks to Treasurer, Suher Zaher-Mazawi and the Finance Committee for all their hard work and dedication in creating a solid budget moving forward allowing AABC to maintain a consistent level of service for the next 3 years.

#### **Planning and Roundtable Meetings**

Executive organized and attended an all-day planning meeting in the fall of 2012 and a roundtable with our contractors and committee chairs in January 2013. We discussed a variety of topics which will impact AABC in the coming years including: board governance, programs, membership, revenue and cost recovery, advocacy, communications, partnership building and the 2013 conference.

#### **Relationship Building**

Vice President Jennifer Yuhasz and I spoke with or met with multiple stakeholders in the BC heritage community to continue relationship building and to explore potential AABC partnerships. This included the BC Museum Association, Irving Barber Learning Centre, SLAIS, Artefactual and Provincial Archivist Gary Mitchell. We also are pleased The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia will be the Honourary Patron for AABC.

#### **Programs and Workshops**

We had to reduce some of our education, preservation and network services. AABC was still able to deliver two successful workshops this year: Introduction to Archival Preservation and Managing Archival Photographs. We were also able to continue to support MemoryBC. I would like to thank our contractors Kelly Stewart (Education), David Mattison (Network), Rosaleen Hill (Preservation) and Karen Blimkie (Accountant) for their dedication to AABC and the archival community.

## **Membership Engagement**

The recent experience and advice from the BCMA helped us create a short survey for our membership. We had 26% of AABC membership participate.

## **Conference**

This year we were happy to partner with the North West Archivists for our annual conference. I thank AABC Conference Chair Patrick Ansah and the conference committee for the days of time committed to the success of this conference.

## **Fundraising**

We implemented Canadahelps on-line donations on the AABC website and launched a fundraising campaign to our membership. Canadahelps will make it easy for AABC to accept on-line donations for years to come.

I would like to thank the Executive and all AABC committees for their support and advice in a year of change and reflection for AABC; Cathryn Gasztonyi and Janet Turner for their communications and writing work; and especially Suher Zaher-Mazawi and Jennifer Yuhasz for helping to develop four budgets and three sets of contracts in one year while helping with conference details and reaching out to our stakeholders in the archival community!

This year AABC lost NADP funding and our preservation contractor Rosaleen Hill. I believe the next few years will be an opportunity for AABC to create a new vision and to build a sustainable future with new membership and service models.

Respectfully submitted,

Christine Gergich,  
President

### **3.2 Vice-President's Report – Jennifer Yuhasz**

This has been a very eventful year for the AABC. I wish to thank the executive, our contractors, all committee members and chairs, and especially Christine Gergich for her leadership during this difficult year. As chair of the Programs Committee, I have overseen the BC Archival Network Services, BC Preservation Services, and Education and Advisory Services. Please see the Programs Committee report following for a summary of the Services' activities during 2012-13.

As everyone is aware, the unexpected elimination of the National Archival Development Program (NADP) on April 30, 2012 created a challenge for this fiscal year, and will continue to have a major impact on the AABC from here on out. With this loss of funding, unfortunately the first task for the Executive this year was to completely re-do the budget and all contracts, significantly reducing contract services. Unless the AABC can find other sources of funding, services and workshops will be kept on this reduced level.

Another blow that occurred this year will be the loss of the BC Preservation Services Coordinator, Rosaleen Hill. Rosaleen will be finishing her contract with the AABC March 31, 2013. She will remain on for the transition period until her departure from Vancouver in June 2013. Rosaleen has been with the AABC for 15 years and it is with sadness that we are losing such an invaluable Archival Preservation Services Coordinator but with extreme happiness for her that she is leaving for a wonderful new opportunity. Rosaleen has accepted an academic

teaching position at Queen's University in Kingston, Ontario, where she will be leading the paper/photo/new media stream in the Art Conservation Department. We wish Rosaleen the best of luck in her new position! Although this means that the AABC will no longer be employing an Archival Preservation Services Coordinator, the BC Archival Education and Advisory Services Coordinator will be taking over the successful "Introduction to Archival Preservation Workshop."

As we look forward to the 2013-14 year, we have to think about the future of the AABC. What will be our mandate, objectives and goals during this challenging time? We will need to come together as a community to ensure that the AABC can continue to be a sustainable and successful organization and continue to be relevant to its members.

Respectfully submitted,  
Jennifer Yuhasz  
Vice-President

### **3.3 Treasurer and Finance Committee Report – Suher Zaher-Mazawi**

#### **Introduction:**

Financially, the year 2012-2013 was a challenging one for AABC. A few days into my term as Treasurer, the Canadian Government decided on the immediate elimination of NADP funding, a major source for funding AABC's three service programs: The BC Archival Education and Advisory Service, the BC Archival Preservation Service, and the BC Archival Network Service. As a result, AABC lost a total amount of \$68,213.75.

Securing external funding is posing and will continue to pose a major challenge. As long as this situation prevails, AABC will continue operating on a slim budget while providing value to members. The current sources of revenue are: membership fees, participation in workshops, and donations. Revenue from membership has slightly increased, and we were successful with workshops. This year we also focused on encouraging members to support AABC through their generous donations, by facilitating the option to donate online through CanadaHelps services. Other fundraising initiatives and various funding resources were further explored. We must work towards securing additional revenues for next year's operations. For example, holding a Conference next year will ensure extra revenue. A Conference budget was submitted to and approved by the Executive. We must carefully strategize in terms of engaging potential sponsors in order to keep the stream of revenue going.

#### **Financial Statements:**

##### **A. Financial Statements for 2011-2012**

The accounting firm, Evancic Perrault Robertson Ltd. (EPR) has completed its review engagement of the AABC's financial statements for the year ending March 31, 2012. The review is available to AABC members. These financial statements are attached as Appendix A, to be approved at the 2013 AGM.

#### ***Motion:***

The AABC will continue with EPR as AABC's external accounting firm.

##### **B. Financial Statements for 2012-2013**

The current financial statements for the year ending March 31, 2013 are preliminary. They have not yet been finalized and audited at the date of the writing of the present report. A draft of these financial statements will be circulated at the AGM.

**Budget 2012-2013 – No NADP Funding:**

Following the announcement of the elimination of the NADP, the AABC had to revise its budget. The revised budget focused on maximizing revenue using resources AABC already had, such as delivering workshops and membership fees. Expenses were reduced to the minimum necessary to function. This budget and the one approved for the next fiscal year, are attached as Appendix C.

**A. Revenue 2012-2013**

With the elimination of NADP funds membership fees and workshops conducted by Kelly Stewart and Rosaleen Hill remained the main sources of revenue. Workshop revenue was higher than expected, despite one workshop being cancelled.

We received unexpected revenue from Canadian Council of Archives (CCA). The total received was \$13,642.73, some of which represented holdbacks from prior years which were in doubt due to the demise of the NADP funding, and the balance represented funds which assisted in offsetting some contractor fees for the current fiscal year.

**B. Expenses 2012-2013**

With the elimination of NADP funds, all expenses – a total of approximately \$70,000 – came out of the AABC general fund. Approximately \$40,000 of these expenses have been allocated to the three programs. Updated figures for the full fiscal year will be provided at the AGM.

**Contingency Fund:**

As of January 31, 2013, the AABC's savings in term deposits amounted to \$25,000. An additional \$5,000 in the AABC's chequing account was set aside for contingency purposes. An updated figure for the full fiscal year will be provided at the AGM.

The AABC Executive agreed to set aside an additional amount of \$15,000 as Term Deposit with VanCity for a period of six (6) months. In addition, the Executive has approved the following motions:

- Make the restricted \$35,000 funds unrestricted so that AABC can increase the restricted amount.
- The AABC Executive agrees to reserve the amount of \$55,000 as restricted funds in order to maintain a safe reserve to assist with dissolving the organization if required in light of the recent loss of federal government funding and other sources of revenue. This internally restricted amount is not available for unrestricted purposes without the approval of the Board.

**Other Activities in 2012/2013:**

- ***Bank Account***

The HSBC bank account was officially closed as of September, 2012. AABC is currently using VanCity for banking services.

- ***CanadaHelps Account***  
The AABC Executive approved the use of CanadaHelps services for online donations. The AABC CanadaHelps account allows for online donations directly through the AABC website by clicking on the Donate Now button. As of March 30th, 2013 the AABC has received, directly through CanadaHelps, a total of five donations, for a net donation amount of \$348.00.
- ***Conference 2013***  
AABC prepared a Conference budget for the 2013 AABC/NWA Joint Conference. We also signed a Cost Sharing Agreement with the NWA. Based on the agreement, expenses are shared by the two organizations, and the revenue is split 60% to AABC and 40% to NWA. The reason behind this split was that all the physical preparations for the Conference as well as all the administrative work related to the Conference and registration is done with AABC resources.

I would like to thank members of the Executive for their collegiality and hard work. In particular, I thank Christine Gergich for her leadership through these difficult times. A special thank you is reserved for members of the Finance Committee Lara Wilson, Jennifer Mohan and Terra Dickson, as well as to Karen Blimkie who serves as AABC's Financial Manager. This being my one year term as AABC Treasurer, I relied on their wisdom, understanding of AABC functions, and knowledge of its financial history. I appreciated their support and advice over the past year.

Karen Blimkie continues to serve as AABC's Financial Manager. She maintains the day-to-day financial activities and records of the AABC and provides prompt advice and assistance to the executive, contractors and AABC volunteers. She is an invaluable asset to the operations of AABC.

Respectfully submitted,

Suher Zaher-Mazawi  
Treasurer  
Chair, Finance Committee

#### **4. Committee and Program Annual Reports**

##### **4.1 Programs Committee**

This year's Programs Committee members were Jennifer Mohan, Jane Morrison, Jill Teasley and Lara Wilson. I want to thank them for their invaluable help and advice during this challenging year. Despite reduced funding, the BC Archival Network Services, BC Archival Preservation Services, and BC Archival Education and Advisory Services had a successful year and I want to thank the AABC contractors for their work and commitment to the AABC.

##### *BC Archival Network Services*

The BC Archival Network Services, led by David Mattison, had another busy year. The AABC.ca Web site hosted by ANDORNOT.com utilizes the Windows-based Umbraco content management system and was formally launched in November 2011 during Archives Week. The software functions well and has had very little downtime. Since ANDORNOT has full control of the site, some changes, such as the addition of the CanadaHelps.org donation button, require ANDORNOT's assistance. The AABC Job Board, along with the "news" feed on the home page, represent the most active content components, all of which is manually entered – much of

it through copying and pasting – by the BCANS Coordinator. In 2012-2013, a total of 84 jobs were posted to the Job Board.

MemoryBC.ca, which runs under the ICA-AToM software developed and maintained by Artefactual Systems, is at version 1.2 of the software as of March 2013. An upgrade to version 1.3 had been scheduled for the end of February 2013, however, the developer, upon the recommendation of the AABC, postponed the upgrade until April 2013.

The total number of descriptions (draft and published versions) in MemoryBC.ca as of March 24, 2013 is 11,336. In April 2012 the total number of descriptions (draft and published versions) was 10,794. A large number of records submitted by the University of Victoria Special Collections unit via an EAD file batch import accounts for much of this increase. The most prolific contributor of new descriptions in 2012-2013 was the UBC Museum of Anthropology Archives. The repository submitting the most revised descriptions in 2012-2013 was the United Church of Canada British Columbia Conference Archives.

A total of seven new users (Contributors) were added to MemoryBC between April 2012 and March 2013. Kelly Stewart provided ICA-AtoM training to any new user who required it.

There was new activity in 2012-2013 involving Archives.ca, the Canadian Archival Information Network. Due to the loss of federal funding by the Canadian Council of Archives, the planned transition to ICA AToM that would have allowed for the sorely needed update of AABC member repository descriptions was delayed.

As of March 2013 there are a total of 186 repositories (an increase of three from 2011-2012). The three new repositories added to MemoryBC in 2012-2013, after joining or renewing as AABC institutional members, are the Pemberton Museum, the Pender Islands Museum and the Royal Roads University Archives. An “extra” repository record for the UBC Museum of Anthropology Archives exists due to a technical issue with the ICA-AtoM software.

Researchers who use MemoryBC.ca sometimes contact the BCANS Coordinator for further information. In 2012-2013 there were 15 researcher inquiries directly related to MemoryBC.ca descriptions.

The use of Google Analytics to track AABC.ca and MemoryBC.ca Web site statistics continues to pose challenges. For example, in June 2012 after Artefactual Systems migrated MemoryBC to a new Web server, staff forgot to add the Google Analytics tracking code to the home page, so a month's worth of Google Analytics statistics are not available. Substitute statistics from the Dreamhost.com hosting company were provided. After ANDORNOT began providing Web hosting services for the AABC.ca site upon its re-launch in November 2011, statistics from its Web server are e-mailed each month to the BCANS Coordinator who subsequently forwards them to the Vice-President. According to the Google Analytics statistics, the key visit metrics of visits, unique visits and pageviews for AABC.ca since its re-launch in November 2011 have declined. The ANDORNOT server statistics, however, paint a different picture and show much more robust activity. By comparison, the activity statistics for MemoryBC.ca have remained fairly constant beginning around January 2011. One unusual statistic is that there has been a spike in MemoryBC visits in March 2011 and 2012, as well as in January 2013. According to Google Analytics, there is much higher usage of MemoryBC.ca than for AABC.ca.

*BC Archival Preservation Services*

The BC Archival Preservation Services, led by Rosaleen Hill, completed another successful year responding to 260 email and telephone inquiries. The AABC distance education course “Introduction to Archival Preservation” was delivered to 25 participants from Canada, the United States and Australia and currently there are five people on the wait list for the next course. Minor updates were made to the AABC website’s preservation pages.

*BC Archival Education and Advisory Services*

The BC Archival Education and Advisory Services, led by Kelly Stewart, also had a successful year responding to the equivalent of 100 hours of email and telephone inquiries. Kelly conducted two distance education courses this year: “Introduction to Archival Practice”; and “Managing Archival Photographs.” Kelly also delivered an ICA-AtoM presentation at the ACA Conference in Whitehorse as well as delivering an extra sponsored workshop “Introduction to Archival Practice workshop.” Minor updates were made to the “Managing Archival Photographs course.”

Respectfully submitted,  
Jennifer Yuhasz  
Vice-President

## **4.2 Communications Committee & Regional Representatives**

The Communications Committee was not very active in 2012 due to a lack of volunteers. When news broke regarding the NADP cuts, the AABC executive sent a letter, written by Janet Turner, to Federal Heritage Minister James Moore and Prime Minister Stephen Harper. All other outreach and partnership opportunities were primarily handled by AABC President Christine Gergich and AABC Vice President Jennifer Yuhasz. The future of Communications within the AABC was, however, discussed a great deal by the AABC Executive as we explored avenues of change that we believed would make the committee more sustainable in the current economic climate.

First, a new Terms of Reference was drafted which amalgamated the PAAL and Newsletter committees into one Communications committee. While the new Terms of Reference was not finalized, it is hoped that the incoming executive will continue to refine and eventually approve it. Second, largely due to problems with volunteer recruitment, production of the AABC newsletter was stopped completely in 2012 and the executive explored a number of different options for replacing it, such as creating a blog on the AABC website and using social media outlets such as Twitter and Facebook. Final decisions regarding the future of the AABC Newsletter have been put on hold pending feedback from the membership and, hopefully, the input of some enthusiastic volunteers.

Archives Week took place from Sunday, November 18th to Saturday, November 24th. This year’s theme was Volunteerism.

Respectfully Submitted,

Cathryn Gasztonyi  
Secretary (Resigned April 2013)

### **Regional Representatives:**

#### ***Central Interior-BC Northeast***

There was no regional activity to report in the 2012-2013 year.

Respectfully submitted,

Erica Hernández-Read,  
Regional Representative, Central Interior – BC Northeast Region

***BC Northwest***

There was no regional activity to report in the 2012-2013 year.

Respectfully submitted,

Jean Eiers-Page  
Regional Representative, BC Northwest region

***Thompson-Okanagan***

Staff and volunteers representing the Thompson and Okanagan archives and museums met in Armstrong in June, 2012. Twenty-three men and women took part in a two-part workshop on interviewing.

Barbara Bell and Liz Ellison from the archives at the Greater Vernon and District Museum spoke about a course they'd finished on oral history interviews called *Oral History: From Theory to Practice*. The course was an eight week Distance Education course given by Kelly Steward, EAS Coordinator for AABC.

This was followed by a presentation by Shannon Jorgensen and Laura Neame of Lake Country Museum and Archives on their film interview project. We learned a lot about filming, setting requirements to maximize the use of the digital material produced, examples of the releases needed, and what questions to ask. Shannon provided visual examples that were a treat to watch.

A second highlight was a tour of the museum and archives, its exhibits, research space, and, best of all, the storage areas. It was very evident that Armstrong staff and volunteers work hard! We look forward to another meeting in June at a new museum, the Sicamous and District Museum and Historical Society, and a talk on digitization of archival material.

Respectfully submitted,

Deborah Chapman  
Regional Representative, Thompson-Okanagan

***Fraser Valley***

There was no regional activity to report in the 2012-2013 year.

Respectfully submitted,

Val Billesberger  
Regional Representative, Fraser Valley

***South Vancouver Island***

The spring 2012 meeting was held on May 10<sup>th</sup> at the archives of the Saanich Pioneer Society, located in Saanichton. Volunteers Bea Johnson, Joan Gilbert, Lois Moon and Susan Myerscough provided an overview of the society's history and recent developments in the archives. After group announcements, the participants toured the archives, the newly re-furbished Log Cabin Museum next door and then enjoyed refreshments. Twelve archives were represented at the meeting.

On October 11<sup>th</sup>, we visited the Royal Roads University Archives. After up-dates from individual participants, Royal Roads University Archivist Caroline Posynick provided an overview of the Archives history and role. This was followed by an excellent illustrated presentation of the history of the famous gardens by horticulturalists Barrie Agar and Darlene Choma which in turn was followed by a guided tour of the gardens themselves. Fourteen archives were represented at the meeting.

Due to interest expressed by the group, an Introduction to Archival Practice Workshop, was presented by Kelly Stewart, on January 24<sup>th</sup> and 25<sup>th</sup>, at St. Ann's Academy National Historic Site. The session was well attended with 15 participants, representing seven different archives. Many of the participants have mentioned that the workshop was very informative and valuable and will definitely assist them in their day-to-day responsibilities.

In June 2012, I provided information to Carl Cavanagh, Public Service Librarian - Greater Victoria Public Library, for the compiling of a list of regional archives for their heritage resource website.

Announcements were circulated on behalf of several member groups regarding special activities, events and logistical developments.

Respectfully submitted,

Greg Evans  
Regional Representative, South Vancouver Island

***Central and North Vancouver Island***

There was no regional activity to report in the 2012-2013 year.

Respectfully submitted,

Jane Hutton  
Regional Representative, Central and North Vancouver Island

***Greater Vancouver***

The Greater Vancouver Regional Representative position remained vacant for the 2012-2013 year. Anyone interested in this position should contact Janet Turner.

***Kootenay-Boundary***

There was no regional activity to report in the 2012-2013 year.

Respectfully submitted,

Sue Adrain

### **4.3 Grants & Nominations Committees**

The Institutional Member-at-Large is responsible for two major activities: adjudication of grant-funding, through the Grants Committee (frequently chaired by the Member-at-Large); and nominations for vacant positions on the AABC Executive, and Committees.

The major news of the year was of course the loss of NADP funding, impacting both AABC ongoing operations, and the awarding of project monies to institutional applicants for archival projects. Without NADP monies to award, the Grants committee did not convene in the 2012-2013 year. The only remaining grant with some AABC input as to its dispersal is the Terry Reksten award, adjudicated by the chair of the AABC Grants Committee, and representatives of the Friends of the BC Archives, and the Reksten family – an amount of \$1,000.

Having lost one of its primary functions, discussion over the year has centred on development of some fund-raising responsibilities for what was once the Grants Committee. This year we will submit an application for BC GAMING monies. Whether this emerges as an ongoing strategy, or task under the aegis of the Member-at-Large, remains to be seen.

It must also be acknowledged that the current climate makes the assembly of a slate of candidates for the Executive difficult. At the point of filing of this report, no one has agreed to stand for election at the AGM. Efforts are ongoing.

### **4.4 Membership Committee**

For the 2012/2013 year, the membership committee members were Patrick Ansah (stepped down in September to organize the 2013 conference), Barry Dykes, Alaric Posey, Sarah Rathjen, and Jennifer Zerkee. The committee was co-chaired by Rita Mogyorosi and Jennifer Pecho. The executive liaison was Deidre Brocklehurst.

*The Committee is responsible for:*

- Managing the membership database;
- Processing memberships (new, renewals, lapsed, arrears, issuing reminder notices and receipts, etc.);
- 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; and
- Generating reports for other AABC committees, the Executive, and AABC contractors, as required.

### *Membership statistics:*

	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009	2007-2008	2006-2007	2005-2006	2004-2005	2003-2004	2002-2003
Institutional	77	81	80	74	71	93	92	87	96	94	96
Associate Institutional	42	45	44	32	40	57	53	46	49	50	43
Sustaining	4	4	6	2	6	6	7	7	7	7	10
Individual	55	49	60	62	58	68	64	70	89	85	78
Student/Volunteer	30	30	31	23	32	34	52	70	67	47	53
Honorary Life	2	2	2	2	1	1	1	6	7	8	7
Honorary Patron	1	1	1	1	1	1	1	1			
<b>Total Members</b>	211	212	224	196	209	260	270	287	315	291	287

### *Projects and activities*

With the sudden and unexpected elimination of the National Archival Development Program in April, the co-chairs focused primarily on core responsibilities over the 2012/2013 year, alongside discussions to address the impacts of the funding cut. The Committee met in May to discuss alternatives to the membership model that would ensure sustainability and satisfactory levels of service for members moving forward. Options were brought to the Executive Committee meeting in August, along with a proposal to conduct a survey of the AABC membership to garner their input on priority services, changes to the membership structure and fee model, fundraising strategies, etc. The survey was developed jointly with the Executive and distributed in January 2013. It is expected that the results will be reported on at the AGM during the upcoming conference in May. Fundraising in the form of donations to the AABC was also considered at the August meeting, and membership renewal notices for the 2013/14 year were subsequently revised to include a donation option.

A number of members took advantage of the new credit card payment option to pay their renewal fees for the 2012/2013 year. Several members provided positive feedback on this new addition. The new general membership email address continued to be used steadily throughout the year and proved especially effective in issuing e-receipts to renewing members and keeping membership correspondence organized and centralized.

### *Membership database and directory*

The membership database was maintained and updated throughout the membership year. It is used to issue receipts for membership dues, generate reports as required, and issue membership renewal forms.

The plan for this year's membership directory was to issue it via post or email, according to member preferences, after all renewals and new memberships for the 2012/2013 year had been processed to ensure the directory was current. In previous years, the directory quickly became out of date as it was issued during the renewal period rather than after. Unfortunately, as renewals and new memberships continued to arrive well into the fall, this plan did not prove feasible. Furthermore, in an effort to address the AABC's budget in the face of the NADP cut, it was decided to eliminate the budget for issuing paper copies of the directory. As a result of the work associated with the creation of the membership survey and the subsequent issuing of renewal notices for the upcoming membership year, a directory was not produced this year. For the 2013/2014 membership year, the plan is to produce the directory after the initial wave of renewals is processed in summer and disseminate it electronically.

### *New institutional members*

The membership committee reviewed and made recommendations to the Executive for 2 full

institutional membership applications: Penticton Museum & Archives and Town of View Royal Archives. We are pleased to report that both institutions have been accepted as Full Institutional members of the AABC. Despite the elimination of the NADP, both institutions insisted on proceeding with their applications and supporting the AABC. Thank you and welcome!

The Membership Committee also welcomed back SFU Library Special Collections and Rare Books, and Pender Islands Museum as Associate Institutional members.

We thank all new and returning members – both institutional and individual – for their support throughout this challenging year!

*Plans for the 2013/2014 Membership Year*

- Analyze and apply the results of the membership survey to refining and updating the membership model as required.
- Continue to be involved in discussions on and explorations into online renewal and/or members' only systems.

*Thank you to the committee*

From Rita: I am stepping down this year as I relocated to Winnipeg in October to take up a new post. Thank you to the Committee members for their dedication and hard work. It was a pleasure working with all of you. And, thank you to Jennifer, for your support and hard work throughout the year, and especially for overseeing our co-chair duties during my move in the fall.

From Jennifer: Thank you to the Membership Committee members for their hard work and commitment during a difficult year. Thank you, particularly, to Rita who continued to work on behalf of the Membership Committee and the AABC membership from distant Winnipeg. Your work for the AABC and the Committee has been remarkable and greatly appreciated and you will be missed. I, too, am stepping down this year but look forward to supporting the Committee and new Chairs in 2013-2014.

We would both like to thank the AABC Executive and the general membership for the opportunity to represent AABC members. Your support, enthusiasm and dedication during this challenging year were especially appreciated!

Respectfully submitted,

Rita Mogyorosi and Jennifer Pecho  
AABC Membership Co-Chairs

#### **4.5 Conference Committee**

Indeed, the theme for our 2013 Conference, *Turning Points and Connecting Archival Spaces*, has been a very timely one for the AABC, especially considering the elimination of the NADP. The conference is intended to explore the question:

“How can archivists and information professionals connect, innovate, and learn in an era marked by shifting technology and uncertain funding?”

This year, the conference is jointly organized by the AABC and the Northwest Archivists Inc. (NWA). I wish to sincerely thank the NWA for their solidarity and their enthusiasm to learn from

the effects the NADP cuts is having on the Canadian archival community. Thank you NWA, for joining us. Together, we stand!

As the conference organization was still ongoing, as of the time of this report, a more comprehensive report will be posted on the conference website (<http://aabc.ca/events/annual-conference-2013/>) after the conference.

On behalf of the Conference Committee, I wish to thank the AABC and NWA Executives for their massive support. Also, thanks to our conference sponsors, committee members, speakers, exhibitors and volunteers.

We look forward to another exciting conference!

Kind regards,  
Patrick Ansah  
AABC Conference Chair

#### **5. Election of Executive Committee Members**

Institutional Member-at-large and Nominations committee chair, Janet Turner has been working to find volunteers for open AABC Executive positions. The following positions need to be filled: Vice-president, Treasurer, Secretary and Individual member-at-large. There are also numerous committee positions that must be filled. Currently, there are no nominees for any of the above positions.



# Archives Association of British Columbia

*Honorary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

## **PROXY VOTING FORM** **ANNUAL GENERAL MEETING**

*(Please complete this form if you are unable to attend the AGM)*

**Saturday May 4<sup>th</sup>, 2013**

**Irving K. Barber Learning Centre, University of British Columbia  
Vancouver**

The undersigned, being a member in good standing with the Archives Association of British Columbia, hereby nominates, constitutes and appoints:

\_\_\_\_\_

(Name of Proxy)

\_\_\_\_\_ of \_\_\_\_\_ (Address)

to attend, act, and vote on behalf of the undersigned at the Annual General Meeting of the Archives Association of British Columbia on Saturday April 21, 2012 Vancouver, BC.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_\_

Member Signature

\_\_\_\_\_

Member Name (Print)

Each member present at a vote may cast no more than one proxy vote on behalf of an absent member.

**Please present this proxy to the Secretary at the time of each vote.**



## Resolutions for Annual General Meeting

### 1. Changes to Archives Association of BC Constitution and By-Laws:

Resolution to make the below changes to the **Section IV – Officers** and **Section VII Committees** of the 2009 AABC Constitution and By-laws:

#### Section IV – Officers

1. The affairs of the Association shall be carried out by an Executive Committee of six Directors who will fill the offices of:
  - a. President – Responsible for Constitution and By-Laws Standing Committee
  - b. Vice-President – Responsible for Programs Standing Committee
  - c. Secretary - Responsible for Communications Committee
  - d. Treasurer – Responsible for Finance Standing Committee
  - e. Individual Member-at-Large – Responsible for Nominations and Elections Standing Committee
  - f. Individual Member-at-large – Responsible for Membership Standing Committee
  - g. Individual Member-at-large – Responsible for Conference Committee
  - h. Individual Member-at-large – Responsible for Grants and Fundraising Standing Committee

#### Section VII - Committees

1. The Executive Committee may establish committees as required to carry out specific tasks. Such committees, with the exception of Standing Committees, will cease to exist at the termination of the next Annual General meeting.
2. Committee Chairpersons shall be appointed by the Executive Committee.
3. Each Committee Chairperson shall submit the names of the members of the committee for the approval of the Executive Committee.
4. Standing Committees shall be established to supervise the procedural operations of the Association and to advise the Executive Committee on matters of policy within its jurisdiction. Each standing committee shall have a responsible Executive Committee member be Chairperson or a Chairperson will be appointed by the Executive Committee for a term of one year.
5. The Association will establish the following Standing Committees:
  - a. the Nominations and Elections Committee, to prepare a slate of candidates for presentation to the Annual General meeting, as specified under Section IV.
  - b. the Membership Committee, to solicit new members, to keep an up-to-date list and contact information of members and process renewals.
  - c. 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.
  - d. the Constitution and By-laws Committee, to maintain and revise the constitution and by-laws as required and also, to draft and maintain position descriptions of all Executive Committee members and Standing Committee Chairpersons.
  - e. the Grants and Fundraising Committee to assist with grant applications and fundraising research and campaigns for the Archives Association of BC.



- f. the Finance Committee to assist the Treasurer with financial operations and budgets

**2. Increase to AABC Membership fees**

Following a period of over 5 years with no increase or adjustments to AABC membership fees and with the recent loss of NADP funds, the AABC Executive wishes to put forth the following proposal to increase the current membership fees.

All AABC members in good standing are invited to vote on the resolution at the 2013 AGM. By raising the membership fees, we hope to generate some revenue to help maintain services for AABC membership and support new initiatives.

AABC Executive proposes the following rate increase which, if approved, would become effective immediately for new members and would be effective for the 2014 – 2015 membership renewals.

Fee increases proposed:

<b>Membership Type</b>	<b>Membership Fee</b>	<b>Increase 20%</b>	<b>New Fee</b>
Institutional Membership (\$0-\$75000)	\$100	\$20	\$120
Institutional Membership (\$75,001 - \$150,000)	\$150	\$30	\$180
Institutional Membership (\$150,0001 – 300,000)	\$200	\$40	\$240
Institutional Membership (\$300,001 - \$500,0000)	\$300	\$60	\$360
Institutional Membership (\$500,001+)	\$400	\$80	\$480
Associate Institutional Membership	\$60	\$12	\$72
Sustaining Membership	\$80	\$16	\$96
Individual Member	\$60	\$12	\$72
Retired	\$25	\$5	\$30
Student	\$25	\$5	\$30

# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

Suite 249 34A-2755 Lougheed Highway  
Port Coquitlam, BC  
V3B 5Y9

May 29, 2012

EPR Coquitlam  
Certified General Accountants  
2nd Floor Heron Centre  
566 Lougheed Highway  
Coquitlam, B.C.  
V3K 3S3

Dear Sirs,

We are providing this letter in connection with your preparation and review of the financial statements of Archives Association of British Columbia for the year ended March 31, 2012, which we acknowledge you performed in accordance with Canadian generally accepted standards for review engagements. We acknowledge that we are responsible for the fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for the design and implementation of internal control to prevent and detect fraud and error.

We understand that you have performed a review of the financial statements. We also understand that your review procedures consisted primarily of enquiry, analytical procedures, and discussion, which are not designed to identify, nor can they necessarily be expected to disclose, fraud, shortages, errors or other irregularities should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of its monetary value, if it is probable that its omission from or misstatement in the financial statements would influence the decision of a reasonable person relying on the financial statements.

We confirm, to the best of our knowledge and belief, as of the date noted above, the following representations made to you during your review.

## **Financial statements**

1. The financial statements referred to above present fairly, in all material respects, the financial position of the Association as at March 31, 2012 and the results of its operations and its cash flow for the year then ended in accordance with not-for-profit organizations.
2. We confirm that the Association is not a publicly accountable enterprise and is a qualifying enterprise for the application of not-for-profit organizations.
3. We have reviewed and approved all:
  - journal entries prepared or changed by you,
  - account codes determined or changed by you,
  - transactions classified by you, and
  - accounting records prepared or changed by you.

All misstatements identified by you and discussed with us, in the course of your review, have been recorded.

### **Completeness of information**

4. We have responded fully to all enquiries made to us and have made available to you all financial records and related data and all minutes of the meetings of members, directors, and committee of directors.
5. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.
6. We are unaware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.
7. We are unaware of any violations or possible violations of laws or regulations the effects of which should be considered for disclosure in the financial statements or as the basis of recording a contingent loss.
8. We have identified to you all known related parties and related party transactions, including guarantees, non-monetary transactions, and transactions for no consideration.

### **Recognition, measurement and disclosure**

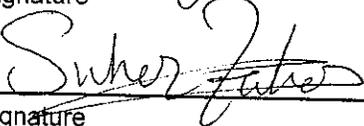
9. We have disclosed to you, and the Association has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
10. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
11. The Association has satisfactory title to all assets, and there are no liens or encumbrances on the Association's assets.
12. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.
13. All related party transactions have been appropriately measured and disclosed in the financial statements.
14. The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
15. There are no material unrecorded assets or contingent assets (such as claims relating to patent infringements or unfulfilled contracts whose value depends on satisfying conditions regarded as uncertain) that have not been disclosed.
16. There are no material losses (for example, from obsolete inventory or decreases in the carrying value of assets) that have not been properly included in the financial statements.
17. Provision has been made for any material loss to be sustained in the fulfillment of, or the inability to fulfill, any sales commitments.
18. We believe that the significant assumptions used in arriving at the fair values of financial instruments as measured and disclosed in the financial statements are reasonable and appropriate in the circumstances. All material financial instruments, including derivatives, held at year end are reported on the balance sheet.
19. There are no liabilities or contingencies arising from environmental matters that have not already been disclosed to you.
20. We have informed you of all outstanding and possible claims, whether or not they have been discussed with legal counsel.
21. All events subsequent to the balance sheet date up to the date hereof that would require recognition or disclosure in the financial statements have been disclosed to you and are appropriately disclosed in the financial statements.

22. We hereby acknowledge that you have made us aware of your legal obligations under the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*. We hereby acknowledge that we are aware of potential conflict of interest that may arise as a result of your legal obligations under this Act and authorize your firm to release and disclose information about the Association as required by statute.
23. We have obtained all consents that are required under applicable privacy legislation for the collection, use, and disclosure to you of personal information.
24. The fee was discussed and is agreed to be in order.

Sincerely,

Confirmed this on May 29, 2012

  
\_\_\_\_\_  
Signature Director  
Archives Association of British Columbia

  
\_\_\_\_\_  
Signature Director  
Archives Association of British Columbia

# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

Financial Statements  
(Unaudited)

March 31, 2012



REVIEW ENGAGEMENT REPORT	
STATEMENT OF OPERATIONS	STATEMENT 1
STATEMENT OF CHANGES IN NET ASSETS	STATEMENT 2
STATEMENT OF CASH FLOWS	STATEMENT 3
STATEMENT OF FINANCIAL POSITION	STATEMENT 4
NOTES TO THE FINANCIAL STATEMENTS	
SCHEDULE OF GENERAL FUND	SCHEDULE 1
SCHEDULE OF ARCHIVAL NETWORK SERVICES PROGRAM	SCHEDULE 2
SCHEDULE OF PRESERVATION PROGRAM	SCHEDULE 3
SCHEDULE OF EDUCATION PROGRAM	SCHEDULE 4
SCHEDULE OF ICA-ATOM PROGRAM	SCHEDULE 5
SCHEDULE OF WEBSITE RENEWAL PROGRAM	SCHEDULE 6



## REVIEW ENGAGEMENT REPORT

To The Members of  
Archives Association of British Columbia

We have reviewed the statement of financial positions of Archives Association of British Columbia as at March 31, 2012, March 31, 2011, and April 01, 2010, and the statements of operations, changes in net assets and cash flows for the years ended March 31, 2012 and March 31, 2011. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussions related to information supplied to us by management.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.



**CERTIFIED GENERAL ACCOUNTANTS**

Coquitlam, B.C.  
May 29, 2012

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**  
**STATEMENT OF OPERATIONS**

**STATEMENT 1**

Year Ended March 31, 2012  
(Unaudited)

	2012	2011
<b>Revenue</b>		
General fund (schedule 1)	\$ 56,560	\$ 61,143
Archival network services program (schedule 2)	13,346	21,700
Conservation program (schedule 3)	25,425	32,323
Education program (schedule 4)	11,090	27,949
ICA-AtoM program (schedule 5)	-	25,505
Website renewal program (schedule 6)	21,160	-
	127,581	168,620
<b>Expenditures</b>		
General fund (schedule 1)	26,943	24,748
Archival network services program (schedule 2)	14,624	22,244
Conservation program (schedule 3)	40,679	32,908
Education program (schedule 4)	32,675	33,807
ICA-AtoM program (schedule 5)	-	25,497
Website renewal program (schedule 6)	22,164	-
	137,085	139,204
<b>Excess (deficiency) of revenue over expenditures for the year</b>	<b>\$ (9,504)</b>	<b>\$ 29,416</b>

The accompanying notes and schedules are an integral part of these financial statements.



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

STATEMENT 2

## STATEMENT OF CHANGES IN NET ASSETS

Year ended March 31, 2012

(Unaudited)

		Unrestricted	Restricted (note 3)	Archival Network Program	Preservation Program	Education Program	Website Renewal Program	2012	2011
<b>Net assets, opening balances</b>	\$	82,180	\$ 35,000	\$ -	\$ -	\$ -	\$ -	117,180	\$ 87,764
Excess (deficiency) of revenue over expenditures for the year		29,617	-	(1,278)	(15,254)	(21,585)	(1,004)	(9,504)	29,416
Inter-fund transfers		(39,121)	-	1,278	15,254	21,585	1,004	-	-
<b>Net assets, closing balances</b>	\$	<b>72,676</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 107,676</b>	<b>\$ 117,180</b>

The accompanying notes are an integral part of these financial statements.



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

STATEMENT 3

**STATEMENT OF CASH FLOWS**

Year Ended March 31, 2012

(Unaudited)

	2012	2011
<b>Cash flows from (used in) operating activities:</b>		
Excess (deficiency) of revenue over expenditures for the year	\$ (9,504)	\$ 29,416
Changes in non-cash working capital		
Decrease in grants receivable	3,417	4,161
Decrease (increase) in government agencies recoverable	977	(2,698)
Decrease (increase) in prepaid expenses	(807)	141
Increase (decrease) in accounts payable and accrued liabilities	(39)	969
Decrease in deferred revenue	(2,110)	(2,759)
<b>Increase (decrease) in cash and cash equivalents</b>	<b>(8,066)</b>	<b>29,230</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>68,168</b>	<b>38,938</b>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 60,102</b>	<b>\$ 68,168</b>

The accompanying notes and schedules are an integral part of these financial statements.



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

STATEMENT 4

## STATEMENT OF FINANCIAL POSITION

March 31, 2012

(Unaudited)

	2012	2011	April 1, 2010 (note 2)
<b>ASSETS</b>			
Current:			
Cash and cash equivalents - note 1	\$ 60,102	\$ 68,168	\$ 38,938
Grants receivable	16,780	20,198	24,359
Government agencies recoverable	4,810	5,786	3,088
Prepaid expenses	3,035	2,228	2,369
	84,727	96,380	68,754
Restricted cash - note 3	35,000	35,000	35,000
	<b>\$ 119,727</b>	<b>\$ 131,380</b>	<b>\$ 103,754</b>
<b>LIABILITIES AND NET ASSETS</b>			
Current:			
Accounts payable and accrued liabilities	\$ 5,051	\$ 5,090	\$ 4,121
Deferred revenue - note 4	7,000	9,110	11,869
	12,051	14,200	15,990
Net assets			
Unrestricted	72,676	82,180	52,764
Restricted - note 3	35,000	35,000	35,000
	107,676	117,180	87,764
	<b>\$ 119,727</b>	<b>\$ 131,380</b>	<b>\$ 103,754</b>

Subsequent event - note 5

On behalf of the Board

C. Serghich President

July 31, 2012 Date

Suhel Zaher Treasurer

July 31, 2012 Date

The accompanying notes and schedules are an integral part of these financial statements.



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2012

(Unaudited)

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The Archives Association of British Columbia (the "AABC") was established through the amalgamation of the Association of British Columbia Archivists and the BC Archives Council and was incorporated on January 21, 1991 under the Society Act of British Columbia as a not-for-profit organization. The association is a registered charity under the Income Tax Act and is exempt from income taxes under section 149 (1) (f) of the Act. Its main objective is to preserve British Columbia's documentary heritage by providing programs designed to promote and strengthen the archival network within the province. The Archives Association of British Columbia is committed to the following goals:

- To provide educational opportunities for those engaged in all aspects of archival work in British Columbia.
- To coordinate projects and programs designed to promote and strengthen the archival network within the province.
- To function as an advocacy and lobby group on behalf of archives and archivists by preparing presentations for governmental agencies, as well as by promoting a better understanding of our field amongst the general public.
- To cooperate with all organizations engaged in heritage and information-management activities within the province.

On April 1, 2000, the organization received official charitable status.

The AABC offers the following main programs:

### British Columbia Archival Education and Advisory Service

The BC Archival Education and Advisory Service offers advisory and education services for archives and archivists in B.C. The program is responsible for the management of the Community Archives Education Program, as well as for providing ongoing advisory services to archives in the province.

The AABC Community Archives Education Program is designed to provide fundamental-level education courses to individuals working with archival material. These courses are also of interest to individuals who are responsible for records management and providing reference service for their institution and the general public.

### British Columbia Archival Preservation Service

The British Columbia Archival Preservation Service offers AABC member institutions access to a wide range of free conservation services. A professional conservator carries out site visits, surveys, and informal training, and provides a variety of ongoing advisory services (including a "conservation hotline"). Services are available only to institutions with a current AABC membership.

### British Columbia Archival Network Service

The British Columbia Archival Network Service program is responsible for the development and maintenance of web resources created by the Archives Association of British Columbia, including the B.C. Archival Information Network (BCAIN) web site, the British Columbia Archival Union List (BCAUL), a Guide to Archival Repositories in British Columbia, and the AABC's "The Archivists's Toolkit".



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2012

(Unaudited)

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### ICA-AtoM Project

The ICA-AtoM Data Migration Project is a initiative between the Archives Association of British Columbia (AABC), Artefactual Systems Inc., the University of Victoria Archives, Simon Fraser University Archives, the University of Northern British Columbia Archives, and the Anglican Diocese of New Westminster Archives to promote the free, open-source software, ICA-AtoM, as a shared software platform for BC's archival community. The result of this project is a freely available software 'toolkit' that will reduce the time, costs and skills required to migrate data from community database systems into ICA-AtoM.

Archival institutions adopting the ICA-AtoM software will have improved capability to update their collections in BC's provincial archival database and portal MemoryBC and will have increased capacity to provide web-based access to their collections.

### Website Renewal Program

The Website Renewal Program is to create a new AABC website using a content management system. The old website was extremely outdated and the executive identified its replacement as a strategic priority which would quickly save financial and volunteer resources, ensuring that AABC no longer needs to internally fund a webmaster position and therefore freeing more resources for the Network Services Coordinator to work on Memory BC.

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Association are in accordance with Canadian accounting standards for not-for-profit organizations. Outlined below are those policies considered particularly significant.

### Fund Accounting

The Association follows the restricted fund method of accounting for contributions.

The General Fund accounts for the Association's program delivery and administrative activities. This fund reports unrestricted resources.

The Restricted Fund reports only restricted resources that are to be set aside as a minimum or safe reserve for the Association.

### Cash and cash equivalents

The policy of the Association is to disclose bank balances, including bank overdrafts with balances that fluctuate frequently from being positive to overdrawn and term deposits that can be withdrawn when needed under cash and cash equivalents.

# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2012

(Unaudited)

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONT'D

#### Revenue Recognition

The Association receives grants from various sources as reflected in the statement of operations, and follows the deferral method of accounting for contributions.

Restricted contributions related to specific projects are recognized as revenue of the project in the year in which the related expense are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund.

Unrestricted contributions are recognized as revenue of the General Fund in the year received or receivable if the amount to be recorded can be reasonably estimated and collection is reasonably assumed.

Membership and seminar fees are recognized as revenue of the General Fund when services are rendered and seminars are held.

#### Allocation of Expenses

The Association adopted Section 4470, disclosure of allocated expenses by not-for-profit organizations according to a number of functions to which the expenses relate. The Association incurs a number of general and administrative support expenses that are common to the administration of the organization and each of its programs. All contract fees are directly expensed to the programs to which they relate, with the exception of finance and administration contract fees, which are allocated to the individual programs on a percentage agreed upon by the National Archival Development Program/Canadian Council of Archives. These expenses are disclosed under each program in the attached schedules.

# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2012

(Unaudited)

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONT'D

#### Financial Instruments

Measurement of financial instruments

The Association initially measures its financial assets and liabilities at fair value.

The Association subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash and cash equivalents, grants receivable, government agencies recoverable and restricted cash.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Impairment

Financial assets measured at cost will be tested for impairment when there are indicators of impairment. The amount of any identified impairment will be written down and recognized in net income. Any previously recognized impairment loss may be reversed to the extent of the improvement, either directly to this asset or by adjusting an allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of a reversal is recognized in net income.

Transaction costs

The Association recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

#### Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Estimates are used for, but are not limited to, the accounting for accrued liabilities, impairments and contingencies. Actual results may differ from those estimates.

# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2012

(Unaudited)

### 2. ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

The financial statements for the year ended March 31, 2012 are the first financial statements that are prepared in accordance with Canadian accounting standards for not-for-profit organizations [ASPE]. The financial statements for the year ended March 31, 2011 were previously prepared in accordance with the former Canadian generally accepted accounting principles in the Handbook — Accounting Part V Pre-changeover standards (Previous GAAP). Under ASPE provisions as set out in Section 1500 First-Time Adoption, the date of transition is the beginning of the fiscal period for comparative information. Therefore, the transition date for the Association is April 1, 2010, the beginning of the fiscal period ended March 31, 2011. An opening balance sheet at April 1, 2010 is prepared in accordance with ASPE. The Association made no changes to the previously presented financial statements.

### 3. RESTRICTED CASH

The Association's board has internally restricted \$35,000 to be maintained as a minimum allowable safe reserve. This internally restricted amount is not available for unrestricted purposes without the approval of the board.

### 4. DEFERRED REVENUE

The amount represents prepaid membership and conference fees.

	2012	2011
Balance, beginning of year	\$ 9,110	\$ 11,869
Prepaid membership and conference fees	7,000	9,110
Less: amount recognized as revenue	(9,110)	(11,869)
Balance, end of year	\$ 7,000	\$ 9,110

### 5. SUBSEQUENT EVENT

Subsequent to the year end, Canadian Council of Archives announced the termination of funding from the National Archival Development Program ("NADP") by Library and Archives Canada. The Association received approximately 56% of its total revenue from the NADP in the current fiscal year.

For fiscal year 2013, the AABC will continue with the same core programs as in prior years, namely Archival Network Services, Preservation, and Education. These programs will be offered on a reduced basis. The AABC will continue to seek alternative sources of funding to replace the loss of funding from the NADP.



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2012

(Unaudited)

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### 6. COMPARATIVE FIGURES

Certain balances of the preceding period have been reclassified to conform with the current year's financial statement presentation.

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

SCHEDULE 1

**SCHEDULE OF GENERAL FUND**

Year Ended March 31, 2012

(Unaudited)

	2012	2011
<b>Revenue</b>		
Conference, workshop and registration fees	\$ 36,671	\$ 37,892
Membership fees	16,245	16,535
Miscellaneous	3,460	6,611
Investment income	184	105
	56,560	61,143
<b>Expenditures</b>		
Accounting and legal	10,965	9,550
Committees	2,397	1,986
Conference and workshops	6,905	8,526
Insurance	2,791	2,792
Office	2,704	1,894
Server and website maintenance	1,181	-
	26,943	24,748
<b>Excess of revenue over expenditures</b>	<b>\$ 29,617</b>	<b>\$ 36,395</b>



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

SCHEDULE 2

**SCHEDULE OF ARCHIVAL NETWORK SERVICES PROGRAM**

Year Ended March 31, 2012

(Unaudited)

	2012	2011
<b>Revenue</b>	\$ 13,346	\$ 21,700
<b>Expenditures</b>		
Administration fee	1,350	3,000
Communications	-	1,680
Contract fees	13,036	17,189
Office	31	-
Travel	207	375
	14,624	22,244
<b>Excess of expenditures over revenue</b>	\$ (1,278)	\$ (544)



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**  
**SCHEDULE OF PRESERVATION PROGRAM**

**SCHEDULE 3**

Year Ended March 31, 2012  
(Unaudited)

	2012	2011
<b>Revenue</b>	\$ 25,425	\$ 32,323
<b>Expenditures</b>		
Administration fee	3,316	3,600
Communications	772	883
Contract fees	34,616	26,481
Office	592	374
Travel	1,383	1,515
Workshop materials	-	55
	40,679	32,908
<b>Excess of expenditures over revenue</b>	\$ (15,254)	\$ (585)

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

SCHEDULE 4

**SCHEDULE OF EDUCATION PROGRAM**

Year Ended March 31, 2012

(Unaudited)

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	2012	2011
<b>Revenue</b>	\$ 11,090	\$ 27,949
<b>Expenditures</b>		
Administration fee	1,446	2,650
Communications	553	687
Contract fees	29,694	27,416
Office	854	221
Travel	128	1,388
Workshop expenses	-	1,445
	32,675	33,807
<b>Excess of expenditures over revenue</b>	\$ (21,585)	\$ (5,858)

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**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

**SCHEDULE 5**

**SCHEDULE OF ICA-Atom PROGRAM**

Year Ended March 31, 2012

(Unaudited)

	2012	2011
<b>Revenue</b>	\$ -	\$ 25,505
<b>Expenditures</b>		
Contract fees	-	25,497
<b>Excess of revenue over expenditures</b>	\$ -	\$ 8



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

SCHEDULE 6

**SCHEDULE OF WEBSITE RENEWAL PROGRAM**

Year Ended March 31, 2012

(Unaudited)

	2012	2011
<b>Revenue</b>	\$ 21,160	\$ -
<b>Expenditures</b>		
Administration fee	2,760	-
Contractor Fees	19,404	-
	22,164	-
<b>Excess of expenditures over revenue</b>	\$ (1,004)	\$ -



## Archives Association of British Columbia

*Honourary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

### AABC Annual General Meeting

Saturday April 26, 2014

1:00 p.m.

Mearns Centre for Learning/McPherson Library, University of Victoria,  
Victoria, BC



Phoenix Summer Theatre cast, 1978. University of Victoria Communications fonds,  
133-0613. UVic Archives.

**PLEASE REMEMBER TO BRING THIS PACKAGE WITH YOU TO THE AGM**



## AGENDA

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*Honourary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

**AABC Annual General Meeting**  
**Saturday April 26, 2014**  
**1:00 p.m.**

**Mearns Centre for Learning/McPherson Library, University of Victoria,  
Victoria, BC**

- 1. Approval of Agenda**
- 2. Approval of Minutes of May 4, 2013 Annual General Meeting**
- 3. Executive Reports**
  - 3.1 President
  - 3.2 Vice-President
  - 3.3 Treasurer and Finance Committee
- 4. Committee and Program Annual Reports**
  - 4.1 Programs Committee
  - 4.2 Communications Committee & Regional Representatives
  - 4.3 Membership Committee
  - 4.4 Grants & Nominations Committee
- 5. Election of Executive Committee Members**
- 6. Other Business**
  - 6.1 Resolutions
- 7. Adjournment**

### **Attachments**

- 2014-15 Budget
- Proxy Voting Form



## 2013 AGM Minutes

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Archives Association of British Columbia  
**Annual General Meeting**  
Saturday May 4, 2013

**Draft - Not Approved**

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

### **Executive Committee:**

Christine Gergich – President  
Jennifer Yuhasz – Vice-president  
Suher Zaher-Marzarwi – Treasurer  
Cathryn Gasztonyi – Secretary (*absent*)  
Janet Turner – Institutional Member at Large  
Deidre Brocklehurst – Individual Member at Large

### **1. Approval of Agenda**

Meeting was called to order at 8:50 am.

Call for motion to approve the agenda.

Ian Forsyth moved to approve the agenda, seconded by Jill Teasley.

Call for vote to accept the agenda. Motion carried.

### **2. Approval of Minutes of April 21, 2012 Annual General Meeting**

Call for motion to approve the minutes of the 2012 AGM.

Motion to approve the minutes of the 2012 Annual General Meeting was made by George Brandak and seconded by Sarah Rathjen.

Call for vote to accept the 2012 AGM minutes. Motion carried.

### **3. Executive Reports**

#### **3.1 President - Christine Gergich**



Christine Gergich had no additional remarks to add to her report and thanked the executive, volunteers and contractors for their work during her term on the Executive Committee.

Call for motion to approve the President's report.

Erwin Wodarczak moved to approve the President's report, seconded by Emily Lonie.

Call for vote to accept the President's report. Motion carried.

### **3.2 Vice-President – Jennifer Yuhasz**

Jennifer Yuhasz had no additional remarks to add to her report, and thanked the executive, volunteers and contractors for their work in the past year.

Call for motion to approve the Vice-President's report.

Jill Teasley moved to approve the Vice-President's report, seconded by Ian Forsyth.

Call for vote to accept the Vice-president's report. Motion carried.

### **3.3 Treasurer and Finance Committee - Suher Zaher-Marzawi**

Suher Zaher-Marzawi added to her report her thanks to the Finance Committee, and to Karen Blimkie. She noted that because of the loss of NADP funding, and the departure of Rosaleen Hill, it had been necessary to revise the budget twice, in light of changed circumstances. The total funding loss from NADP, for AABC services was \$68,213.75. Ian Forsyth asked how much longer the AABC can expect to continue to operate without reinstatement of federal or provincial funding. Suher reported that reserve funds will allow AABC to continue for three years, and that there would be restricted funds remaining sufficient to wind up the Association's affairs if necessary.

Call for motion to approve the 2011-2012 financial statements.

Gary Mitchell moved to approve the financial statements of the AABC, as prepared by EPR Canada Group for the year ending March 31, 2012. Seconded by Chelsea Shriver .

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

Call for motion to re-engage EPR to undertake the financial review for 2012-2013.

Erwin Wodarczak moved to re-engage the public accounting group, Evancic Perrault Robertson (EPR) to undertake the financial review for 2012-2013, seconded by Jill Teasley.

Call for vote to engage EPR to undertake the 2012-2013 financial review. Vote carried.



Call for motion to approve the Treasurer's report.

Chelsea Shriver moved to accept the Treasurer's report, seconded by Morgan Gariepy.

Call for vote to accept the Treasurer's report. Motion carried.

#### **4. Committee and Program Annual Reports**

##### **4.1 Programs Committee**

There were no additions to the Programs Committee report.

Call for motion to approve the Programs Committee report.

Emily Lonie moved to approve the Programs Committee report, seconded by Erwin Wodarczak.

Call for vote to accept the Programs Committee report. Motion carried.

Concerning the Education and Advisory Service, Gary Mitchell inquired whether sources of inquiries – whether from members vs. non-members, BC vs. further afield - are tracked. He suggested such tracking would be useful in understanding how the AABC benefits members, and how that data relates to the revenue-generating activities of the Advisor.

##### **4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)**

There were no additions to the Communications Committee report.

Call for motion to approve the Communications Committee report.

Brenda Richmond moved to approve the Communications Committee report, seconded by Chelsea Shriver.

Call for vote to accept the Communications Committee report. Motion carried.

##### **4.3 Membership Committee**

There were no additions to the Membership Committee report.

Call for motion to approve the Membership Committee report.

George Brandak moved to approve the Membership Committee report, seconded by Jill Teasley.

The Executive brought forward a proposal to increase membership fees, in light of the loss of federal funding.



Chelsea Shriver moved acceptance of the proposed fee changes, seconded by Erwin Wodarczak.

Call for vote to accept the motion. Motion carried.

#### **4.4 Constitution and By-laws Committee**

No report was submitted.

A resolution to amend the Constitution (Section IV – Officers, and Section VII – Committees) was discussed, but tabled without a vote, as notice of the resolution had not been received by the membership by the date required. Gary Mitchell suggested an amendment to the proposed changes to Section IV, that the wording indicate up to four Members-at-Large could serve on the Executive, and that the terms ‘Individual’ and ‘Institutional’ be dropped from the title.

George Brandak moved that the resolution be tabled, and re-introduced at the next AGM, with the changes suggested by Gary Mitchell. Seconded by Jill Teasley.

Call for vote to accept the motion. Motion carried.

#### **4.5 Grants and Nominations Committees**

There were no additions to the Grants and Nominations Committees report.

Call for motion to approve the Grants and Nominations Committees report.

Mover and seconder were not recorded.

Call for vote to accept the Grants Committee and Nominations Committee reports. Motion carried.

### **5. Election of Executive Committee Members**

#### **5.1 Nominations Committee**

The following members have let their names stand for the following positions on the AABC Executive Committee:

- President (1 year term): Jennifer Yuhasz
- Vice President (2 year term): no nominee
- Treasurer (2 year term): no nominee
- Secretary (2 year) Brenda Richmond
- Member-at-large (2 year term) Jane Morrison

Janet Turner presented each candidate and thrice called for additional nominations from the floor. No additional names were forwarded, and all candidates were acclaimed to their



respective positions. Janet congratulated Jennifer, Brenda and Jane on their new roles on the Executive, and thanked them for allowing their names to stand. She expressed concern about the difficulty of finding volunteers to make up a full slate of candidates.

Jill Teasley moved to approve the Nominations Committee's recommendations, and Ian Forsyth seconded the motion.

Call for vote to accept the Nominations Committee recommendations. Motion carried.

## 6. Other Business

A list was presented, for the information of the membership, of Committee Chair positions currently vacant:

- Membership Committee Co-chairs
- Communications Committee
- Conference Committee
- Constitution and By-laws committee

George Brandak moved a vote of thanks to the year's executive, and to the organizers and volunteers of the 2013 Conference. The motion was seconded by Ian Forsyth.

Call for a vote to accept the motion. Motion carried.

## 7. Adjournment

Call for motion to adjourn the meeting.

Brenda Richmond moved to adjourn the meeting, and Sylvia Stopforth seconded the motion.

Call for vote to accept the motion. Motion carried.

Meeting was adjourned at 10:10 am

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## 2013-2014 AABC Annual Reports

### 3.1 President's Report – Jennifer Yuhasz

This year proved to be a little less of a surprise than last year. However, we are still trying to cope with the new financial landscape since the elimination of the NADP. This year was all about reflection and introspection. What is the AABC? Who is the AABC? In this new funding climate, how do we want to shape and structure the AABC? For us, this year it was back to the basics; focusing on our priorities and performing those well. Our focus for the 2013-14 year was continued relationship building, membership engagement, programs, and last but not least re-envisioning and



planning for the future. For the 2014-15 year, we will continue with all of these activities but will also have to focus heavily on fundraising, advocacy and board governance.

There were two main events that took front stage for the 2013-14 year: the Canadian Archives Summit; and the release of the new AABC Facebook page.

### ***Canadian Archives Summit***

Representatives from l'Association des Archivistes du Quebec (AAQ), the Association of Canadian Archivists (ACA), and the Canadian Council of Archives (CCA) as well as Ian E. Wilson, the former Librarian and Archivist of Canada, coordinated a special Canadian Archives Summit: *Towards a New Blueprint for Canada's Recorded Memory* at the Munk School of Global Affairs, University of Toronto, January 17, 2014. The Summit provided the Canadian archival community an opportunity to consider its future and envision how Canada's documentary heritage remains a valued part of Canada's knowledge infrastructure. The event was simulcast live in both official languages to over 30 regional locations across Canada. In 11 provinces & territories, regional groups followed the presentations, held their own discussions, and fed ideas back to the central gathering. In total, the national event had more than 600 participants.

The Canadian Archives Summit: *Towards a New Blueprint for Canada's Recorded Memory* was only the beginning of a strategic re-envisioning process for the Canadian archival community. The Summit proceedings remain online to permit continuing dialogue and to inform discussion at the annual general meetings of the various archival associations. The Summit is the first step towards building a new infrastructure for Canada's most important (and precious) national asset - our documentary heritage.

Although we were not able to attend in person or host a simultaneous event site, we did send AABC archival advisor, Kelly Stewart, to Toronto to attend on behalf of the AABC. We also co-hosted, along with the iSchool at UBC, a Canadian Archives Summit follow-up meeting on February 13, 2014 at UBC. A big thank you to Luciana Duranti from the iSchool and Kelly Stewart, Archives Advisor for the AABC for leading the discussion. With an outstanding attendance of 45 participants, we had an engaged and lively discussion focused on the *New Blueprint* for the future of Canadian Archives. Out of this discussion surfaced four main priority actions that we consider are required to ensure the success of the *New Blueprint*:

1. Streamlining of archives activities
2. Public relations and outreach
3. Education of archivists
4. Digital preservation

And lastly, and probably most importantly, what exactly is the *New Blueprint* and where do we go from here? Our discussion notes were sent to the Canadian Archives Summit organizers, and we look forward to having a post-summit follow-up meeting in Victoria during the AABC AGM.

### ***AABC Facebook Page***

The AABC has been struggling to fill executive and committee members for years. In 2011, we lost the last of the newsletter committee members, and were unable to find any new volunteers to step-



up. On top of this, it was very difficult finding people to submit articles to the newsletter. The icing on the cake, so to speak, is the evolution of traditional print newsletters, slowly but surely becoming an outdated mode of communication. So in 2013, we incorporated the ad hoc committees, Newsletter and PAAL, into a new Communications Committee. This committee will be in charge of maintaining and monitoring the new AABC Facebook page. After many meetings and discussions surrounding the vision of the AABC Facebook page, we launched the page October 23, 2013.

Today, we are happy to report that we have 200 likes. I am looking forward to seeing how the Facebook page can continue to engage and excite our membership. There are so many important activities going on in all archives across BC. This is a great way to bring these stories together, support each other and recognize achievements.

### ***In Summary***

I would like to thank the Executive and the AABC committee members for their support and advice: Brenda Richmond, Jane Morrison and Janet Turner for their communications and outreach; and Sarah Romkey for bravely stepping-up when we were in desperate need of a treasurer. It was a difficult year without having a full slate of executive members and having no Vice-President. I hope that at the upcoming AGM the AABC can achieve a much-needed full executive slate.

I would also like to thank Kelly Lau who took on a lead role with the Communication's committee and stepped up as the AABC's principle Facebook administrator. Kelly drafted and presented a Social Media proposal for the Executive and since its inception, set up and has maintained our lively and topical AABC Facebook page. Actively assisting Kelly, we would also like to thank Chelsea Shriver and Emily Chicorli for providing regular updates to the AABC Facebook page as the SLAIS representatives. Last but not least, thank you to Emily Lonie who joined the AABC as the Vancouver Regional Rep. In her short time in that position, she has done a fantastic job of organizing interesting events, volunteering with the Food Bank and organizing curator-facilitated talks at the Museum of Vancouver. Her passion, excitement and dedication will make a wonderful addition to the AABC executive when Emily steps up to the position of Vice-President for the 2014-15 year.

Two years after the loss of the NADP, we truly find ourselves at a crossroads. Now is the time to focus on strategic re-envisioning, advocacy and fundraising. There are two big anniversaries coming up — the 150th anniversary of confederation in 2017, and the 150th anniversary of British Columbia joining Canada in 2021. We need to leverage these events to build excitement and buzz and demonstrate the importance, relevancy and necessity of archives. We need to come together as a community, not only the archives community, but also the heritage community, to advocate and to demonstrate a focused, realistic and sustainable united front in order to continue to fulfill our mandate, objectives and goals.

Respectfully submitted,  
Jennifer Yuhasz,  
President



### 3.2 Vice-President's Report – Jennifer Yuhasz

Due to the fact that the Vice-President position remained vacant all year, I incorporated the Vice-President's activities and responsibilities under the Presidency. I remained as chair of the Programs Committee, overseeing the BC Archival Network Services and BC Archival Education and Advisory Services. Please see the Programs Committee report following for a summary of the Services' activities during 2013-14.

Respectfully submitted,  
Jennifer Yuhasz,  
President

### 3.3 Treasurer – Sarah Romkey

#### **Introduction:**

2013-2014 has been a challenging year for the finances of the AABC as we continued to deal with the loss of the NADP funding. Thankfully, it was otherwise a financially successful year, higher than expected membership and workshop revenues. Generous AABC members helped us reach our fundraising goal of \$1,000 which goes directly to student awards for two graduating MAS or Dual students from SLAIS. We received registration and sponsorship revenue from the well-attended 2013 Conference. We unexpectedly received a holdback from previous NADP grants in the amount of \$1334.63. We did not however reach our sponsorship/advertising goal of \$500, and will put more energy into this revenue stream in 2014-2015.

A deficit of \$20,490 was projected for the 2013-2014 year. However, as of February 2014 revenues are \$10,784 higher than expected, considerably reducing our deficit. Several expenses are anticipated to be under budget for the end of the fiscal year as well, such as internal accounting and archival network services.

#### **Financial Statements:**

##### **A. Financial Statements for 2012-2013**

The accounting firm Evancic Perrault Robertson Ltd. (EPR) has completed its review engagement of the AABC's financial statements for the year ending March 31, 2013. The review is available to AABC members. These financial statements are attached as Appendix A, to be approved at the 2014 AGM.

When the AABC received NADP funding, it was important to have an external review. At a cost of \$5,000 and without any legal requirement for an external audit, the Executive has not budgeted for an external review in the future but rather would like to move that Financial Manager Karen Blimkie perform our end of the year audit.

##### **B. Financial Statements for 2013-2014**



The current financial statements for the year ending March 31, 2014 are preliminary. They have not yet been finalized and audited at the date of the writing of the present report. A draft of these financial statements will be circulated at the AGM.

### **Budget for 2014-2015**

The AABC executive met with Financial Manager Karen Blimkie, Finance Committee member Lara Wilson and Programs Committee member Jill Teasley on February 15 to discuss the budget for 2014-2015. While reducing deficits was the order of the day, we also found the budget for upkeep of existing network services and programs as well as a new workshop series by Educational Advisor Kelly Stewart. Membership fees will be increased in the 2014-2015 fiscal year as approved at the 2013 AGM. The Executive has also approved an increase in workshop fees, to \$375 for members and \$500 for non-members, and decided not to renew our membership with the B.C. Historical Federation due to a general lack of benefits for our membership. Overall, due to increases in revenue and decreases in expenses, we are projecting a deficit of \$5,130. I would like to thank the attendees of our budget meeting for their creative thinking and sound reasoning.

### **Contingency fund:**

At the 2013 AGM, it was reported that without outside funding, the AABC would be able to operate for a further 3 years before needing to wrap up its affairs. The decrease in our deficit budgeted for 2014-2015 extends the possible lifespan of the Association by about 5 more years. However, a restricted contingency fund of \$55,000 remains in case the Association needs to wrap up its affairs.

### **Other activities 2013-2014:**

#### **A. Changes in policy for Distance Education registration**

It has been an exciting development for the AABC that our Distance Education courses have increased in popularity on an international scale, welcoming registrants as far away as Yap! However, lack of credit card processing in some foreign countries has made insufficient fund and refund processing costly and time consuming. The Executive approved new policies for foreign registrants, restricting cancellations to those who pay with a credit card and asking for US money orders for those unable to use a credit card.

#### **B. Fundraising drive for 2014-2015 membership renewal**

To help encourage donations to our Scholarship fund, we secured donations of prizes from Arsenal Pulp Press, Harbour Publishing and UBC Library for anyone who includes a donation with their membership renewal for the 2014-2015 year. This was advertised via a flyer, the archives-bc list and the AABC Facebook page.

### **Thank you:**

I came on board as the AABC Treasurer a little late in the fiscal year, starting in June 2013. I would like to thank the Executive for bringing me up to speed, and especially to Financial Manager Karen Blimkie for her patience and guidance throughout the year. The AABC is lucky to have such an intelligent and caring person minding the finances of the association. I would also like to thank



Finance Committee members Lara Wilson and Terra Dickson for their thoughtful contributions throughout the year.

Respectfully submitted,

Sarah Romkey  
AABC Treasurer  
Chair, Finance Committee

#### **4.0 Committee and Program Annual Reports**

##### **4.1 Programs Committee**

This year's Program Committee members were Jennifer Mohan, Jill Teasley and Lara Wilson. I want to thank them for their invaluable help and advice during this challenging year. Despite reduced funding, the BC Archival Education and Advisory Services and the BC Archival Network Services had a successful year and I want to thank the AABC contractors for their work and commitment to the AABC.

##### ***BC Archival Education and Advisory Services***

The BC Archival Education and Advisory Services, led by Kelly Stewart, also had a successful year responding to the equivalent of 100 hours of email and telephone inquiries. Kelly conducted three distance education courses this year: "Oral History: From Theory to Practice"; "Introduction to Archival Preservation"; and "Managing Plans and Drawings". Kelly also attended, on behalf of the AABC, the Canadian Archives Summit, and helped moderate the Summit follow-up meeting held in Vancouver. Last but not least, Kelly worked on the development of a new workshop series titled "Back to Basics", which we are looking forward to rolling-out in the 2014-15 year.

Respectfully submitted,  
Jennifer Yuhasz,  
Programs Committee Chair

##### ***BC Archival Network Services/MemoryBC, April 2013-March 2014***

The AABC.ca Web site hosted by ANDORNOT.com utilizes the Windows-based Umbraco content management system and was formally launched in November 2011 during Archives Week. The software continues to function well and has had very little downtime. Since ANDORNOT has full control of the site, some changes, such as the addition of the Facebook button link to the AABC's Facebook site, require ANDORNOT's assistance. Due to the fact that the AABC has requested so little assistance, so far there has been no charge for these extra services. The AABC Job Board, along with the "news" feed on the home page, represent the most active content components, all of which is manually entered – much of it through copying and pasting – by the BCANS Coordinator. In 2013-2014, as of March 22, a total of 72 jobs were posted to the Job Board.



MemoryBC.ca, which runs under the ICA-AtoM software developed and maintained by Artefactual Systems, is at version 1.3.1 of the software as of March 2014. An option to upgrade to AtoM 2.0 in January 2014 was declined by the AABC due to a new and quite different interface and the costs associated with such a change. The AABC also would like to see how AtoM 2.0 rolls out for the other provincial and territorial networks as well as Archives Canada.

The total number of descriptions (draft and published versions) in MemoryBC.ca as of March 22, 2014 is 11,277. As of March 24, 2013 the total number of descriptions (draft and published versions) was 11,336. The number of descriptions fluctuates from month to month depending on which institutions are creating or revising their descriptions. Three high-volume contributors of new and revised descriptions were the University of Victoria Special Collections, the United Church of Canada British Columbia Conference Archives and the Prince Rupert City & Regional Archives.

Two new users (Contributors) was added to MemoryBC between April 2013 and March 2014. Kelly Stewart provided ICA-AtoM training to any new user who required it.

There was no activity in 2013-2014 involving Archives.ca, the Canadian Archival Information Network. The planned transition to AtoM 2.0 that would have allowed for the sorely needed update of AABC member repository descriptions is taking much longer than originally anticipated.

As of March 2014 there are a total of 187 repositories (an increase of one from 2012-2013). The one new repository added to MemoryBC in 2013-2014 after joining or renewing as AABC institutional members was the Town of View Royal Archives.

Researchers who use MemoryBC.ca sometimes contact the BCANS Coordinator for further information. In 2013-2014 there were 27 researcher inquiries directly related to MemoryBC.ca descriptions. There were also about 18 research-type inquiries sent to the AABC Webmaster or Info address, ones that were similar in scope to what were sent by those who had consulted MemoryBC.ca and used that e-mail address.

Here is a summary of the basic statistics for the year from April 1, 2013 to March 22, 2014 provided to the Vice President every month through Google Analytics:

***AABC.ca***

Visits	45313
Unique Visitors	31322
Pageviews	85033
Pages / Visit	1.88
Average Visit Duration (in seconds)	01:42
Bounce Rate	67.09%



% New Visits	67.23%
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Some other interesting annual statistics from Google Analytics for AABC.ca are:

- The three months with the highest number of visits are April, October and January.
- Most visitors are new (67.3%), with returning visitors representing 32.7%.
- The three countries representing the highest number of visits are Canada (72.25%), the United States (11.54%) and the United Kingdom (2.45%).

***MemoryBC.ca***

Visits	115931
Unique Visitors	95984
Pageviews	404346
Pages / Visit	3.49
Average Visit Duration (in seconds)	01:45
Bounce Rate	60.77%
% New Visits	80.70%

Some other interesting annual statistics from Google Analytics for MemoryBC.ca are:

- The number of monthly visits tended to be relatively stable at close to or over 10,000, with a drop in December, an increase in January and then a decline back towards the December low of around 7,000 monthly visits.
- New visitors represent 80.7% while returning visitors are at 19.3%.
- The top three countries are the same as with AABC.ca: Canada (84.48%), the United States (6.78%) and the United Kingdom (2.41%).

Respectfully submitted,  
David Mattison  
BC Archival Network Service Coordinator

**4.2 Communications Committee & Regional Representatives**

In late 2013, following an initial social media proposal submitted by Kelly Lau, the Executive agreed to the creation and launch of an AABC Facebook page which would replace the previous print newsletter. Kelly Lau and I discussed and drafted a “blueprint” for the Facebook page designed to include both sustainable and spontaneous content. Our objective was to ensure that we posted consistent content from Facebook administrators, members of the Executive, and AABC “friends” and members in order to keep the page active, lively and relevant. Our goal was to reach out to members of the Archives’ community, engage and involve our fellow Archivists, including SLAIS students and alumni, present current information and updates on the Archives’ profession, and bring together Archives from



across BC, virtually. Our initial idea was that the AABC Facebook page would serve as an online platform where Archivists could ask questions, share information, and help bolster enthusiasm about our profession, while sharing local news stories, activities, and events that helped celebrate the rich, multifaceted history of British Columbia.

The Executive unanimously approved Kelly Lau as the primary Facebook administrator, though all members of the Executive and AABC contractors would have equal administrative access and ability to post.

Chelsea Shriver and Emily Chicorli eventually joined Kelly Lau as regular Facebook contributors, each week, bringing news and updates on SLAIS activities and events. For their untiring service and contributions, I would like to thank all three of them, in addition to all the “friends,” members, Executive, and AABC contractors who contribute! Keep it up!

The AABC has considered additional social media applications such as Twitter, but due to lack of volunteers to contribute to and monitor it, as well as a concern that Twitter may not be the best social media application at this time, we have agreed to table the suggestion and return to it following the 2014 AGM for further discussion.

A further proposal has been submitted by one of the AABC Communications Committee members that involves conducting oral history interviews and subsequently producing videos and/or blogs on Archives and Archivists in BC, more generally, in order to highlight what is going on in local Archives. The process may involve interviewing, writing up, and posting the results on a personal blog and linking it back to the AABC Facebook page for members to view.

Drawing on the initial intent and purpose of social media, generally, and the AABC’s Facebook page, specifically, we are continuing to consider further broadening our goal of reaching out to local BC Archives and members of the Archives profession in order to highlight what they do and place their contributions in the bigger historical picture of BC History.

On a final note, I would like to thank the Executive: Jennifer, Jane, Janet, and Sarah for their collegiality and contributions and many edits to the meeting minutes! And I would also like to thank Kelly Lau for her invaluable contributions to the communications committee and really getting the AABC Facebook page off the ground and making it what it is today! She has put a considerable amount of time and creativity into it and judging from the 200+ “likes” we have thus far, I’d say that she, Chelsea and Emily have, in addition to members of the AABC Executive, Kelly S., David M., and Karen B. and the many AABC members out there, made it an instant success! I hope it continues!

I have learned a lot in this past year and have enjoyed my time as Secretary and Chair of the Communications Committee! Thank you!

Respectfully submitted,  
Brenda Richmond  
Secretary and Chair of Communications Committee



## Regional Representatives

### Central and North Vancouver Island Regional Representative – Jane Hutton

*There was no regional activity to report in the 2013-14 year.*

### South Vancouver Island Regional Representative – Caroline Posynick

The Spring 2013 meeting was held on April 25 at the Archie Browning Centre, hosted by the Esquimalt Archives. Carey Pallister (Sisters of St. Ann Archives), Valda Stefani (City of Victoria Archives), Kristil Hammer (Clay and Company - Lawyers) led a workshop title 'Are We Legal?' that reviewed donation and loan forms and their legal components. The workshop also addressed legal issues pertaining to collections policies, de-accessioning, disposal and the ramifications of accepting restricted material. The workshop was attended by 26 people, representing 14 different archives; one participant came all the way from Qualicum Beach.

Gregory Evans, Esquimalt Archivist, passed along the Chair position to Caroline Posynick, Archivist for Royal Roads University, at this Spring meeting.

The Fall 2013 meeting, hosted by the View Royal Archives, was held on November 22. The meeting included a round-table of archives updates and a general discussion of current issues faced by local archives. Chance Dixon, View Royal Municipal Archivist, also provided a tour of the facilities. There were approximately 15 archives represented at the meeting. The Spring 2014 meeting is scheduled for Thursday, April 10, at the Royal BC Museum and Archives. The theme is Digitization, with a presentation by a representative of the BC History Digitization Project as well as a tour of the digitization labs at the museum and archives.

A member survey was distributed in February 2014 to 99 regional members. The results of the 37 respondents were:

1. 34 out of 37 give permission to share name, email, institution info on a list provided to members
2. 26 out of 37 do NOT wish their email addresses visible in email messages sent out
3. 27 (75%) would like professional development opportunities from this group
4. 22 (61%) would like to see networking opportunities
5. 13 (36%) would like messages forwarded from other archives organizations

Announcements were circulated on behalf of several member groups regarding special activities and events, including the National Archives Summit that took place in January 2014.

Respectfully submitted,  
Caroline Posynick



Regional Representative, South Vancouver Island

### **Greater Vancouver Regional Representative – Emily Lonie**

The Greater Vancouver regional group was brought together in 2014 after an extended period without a regional representative. On February 25<sup>th</sup>, 2014, members gave their time to volunteer with the Greater Vancouver Food Bank Society in what we hope will become an annual tradition. An enthusiastic group of ten performed quality control analysis on over two tonnes of donated food at the organization's sorting facility in East Vancouver.

Following positive feedback and renewed enthusiasm for the Greater Vancouver area group, the next event was a Curator's Talk and Tour at the Museum of Vancouver's "Rewilding Vancouver" exhibit on April 3<sup>rd</sup>, 2014.

The group looks forward to future events in 2014 and beyond.

Respectfully submitted,  
Emily Lonie  
Regional Representative, Greater Vancouver

### **Fraser Valley Regional Representative – Val Billesberger**

There was no regional activity to report in the 2013-14 year.

### **Thompson-Okanagan Regional Representative – Deborah Chapman**

The regional meeting of the Thompson Okanagan Museums and Archives took place June 3<sup>rd</sup> in Sicamous. We were hosted at the local cultural centre, the Red Barn, by the Sicamous and District Museum and Historical Society.

The guest speaker was Revelstoke Museum Curator Cathy English with the best small community archives in the province. We toured the new Sicamous Museum and admired its architect's reference to the paddle wheelers that plied the Shuswap Lake. The Museum is a spectacular space and we heard about Neil Finlayson's digitization project.

We had a tour and lunch on a Twin Anchors houseboat and, best of all, our usual round table discussion and learned what our organizations were doing.

A special thank you goes to Sicamous Museum's organizing committee Denise Klinge, Neil Finlayson, and Gordon Mackie, and their super crew of volunteers. We couldn't have asked for better weather. Guide and retired Captain of the Phoebe Ann Gordon Mackie was entertaining, Cathy English told us how to make money, and we had our round table on the top deck of a houseboat floating on Shuswap Lake. What could possibly top that?

Respectfully submitted,



Deborah Chapman

**Kootenay-Columbia Regional Representative – Sue Adrain**

There was no regional activity to report in the 2013-14 year.

**B.C. Northwest Regional Representative – Jean Eiers-Page**

There was no regional activity to report in the 2013-14 year.

**Central Interior-BC Northeast Regional Representative – Erica Hernandez**

There was no regional activity to report in the 2013-14 year.

**4.3 Membership Committee**

Membership Committee members for 2013-2014 were Barry Dykes, Jennifer Pecho, and Alaric Posey. The committee was co-chaired by Jennifer Zerkee and Sarah Rathjen. The executive liaison was Jane Morrison.

**Responsibilities**

The Membership Committee is responsible for:

- Managing the membership database
- Processing memberships (new, renewals, lapsed, arrears, issuing renewal notices and receipts, etc.)
- Producing an annual membership directory
- Responding to membership-related queries from members and non-members
- Reviewing applications for institutional membership including the Self-Study Guide for Institutional Membership and making recommendations to the Executive
- Generating reports for other AABC committees, Executive members, and AABC contractors, as required

**Membership statistics**

	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009	2007-2008	2006-2007	2005-2006	2004-2005	2003-2004	2002-2003
Institutional	69	77	81	80	74	71	93	92	87	96	94	96
Associate Institutional	45	42	45	44	32	40	57	53	46	49	50	43
Sustaining	5	4	4	6	2	6	6	7	7	7	7	10
Individual	60	55	49	60	62	58	68	64	70	89	85	78
Student/Volunteer	36	30	30	31	23	32	34	52	70	67	47	53
Honorary Life		2	2	2	2	1	1	1	6	7	8	7
Honorary Patron	1	1	1	1	1	1	1	1	1			
<b>Total Members</b>	<b>216</b>	<b>211</b>	<b>212</b>	<b>224</b>	<b>196</b>	<b>209</b>	<b>260</b>	<b>270</b>	<b>287</b>	<b>315</b>	<b>291</b>	<b>287</b>



### **Projects and activities**

New co-chairs Jennifer and Sarah have spent the year familiarizing themselves with the chair position, its responsibilities, and the procedures for core tasks like membership renewal and communication with the Executive.

### **Membership database and directory**

The membership database was maintained and updated throughout the year. As discussed in last year's report, the membership directory will be issued electronically in late summer, after the bulk of renewals have been processed.

### **New institutional members**

The Membership Committee reviewed one application for full institutional membership, for Mackenzie and District Museum and Archives. The committee was unable to recommend approval by the Executive, but offered the institution feedback and guidance and will continue to keep in touch.

New associate institutional members this year were First Metropolitan United Church Archives and the Canadian Museum for Human Rights. We also welcomed back the BC Medical Association.

### **Plans for the 2014/2015 membership year**

- Revise the Self-Study Guide for Institutional Membership
- Consider and revise if necessary the Membership Committee's Terms of Reference
- Reach out to SLAIS students through the school and the ACA Student chapter

### **Comments from Co-Chairs**

From Jennifer: Thank you to the Membership Committee members. It was a quiet year while Sarah and I have been getting the hang of things, but we hope to draw on your support and insights on further projects in the coming year. Thank you to Sarah for taking on management of the database and the renewal process, and for your ideas and enthusiasm. Thanks also to Jenn Pecho and Jane Morrison, who answered numerous questions from Sarah and I.

From Sarah: I would also like to thank the Membership Committee members for their involvement this year, especially Jenn Pecho who provided much assistance to the new co-chairs as we transitioned into our roles. I would also like to thank my fellow co-chair Jennifer for her support and for happily taking the lead this year on many of the Committee's tasks and initiatives.

We would both like to thank the AABC Executive members for their hard work sustaining the Association, and the general membership for their continued support of BC's archival community.

Respectfully submitted,



Jennifer Zerkee and Sarah Rathjen  
AABC Membership Co-Chairs

#### 4.4 Grants and Nominations Committee – Janet Turner

The Institutional Member-at-Large is responsible for two major activities: adjudication of grant funding, through the Grants Committee (frequently chaired by the Member-at-Large); and nominations for vacant positions on the AABC Executive, and Committees.

In the absence of restored or new sources of grant monies, the grants committee was not convened in 2013-2014.

The remaining grant with some AABC input as to its dispersal is the Terry Reksten award, adjudicated by the chair of the AABC Grants Committee, and representatives of the Friends of the BC Archives, and the Reksten family – two awards of \$1,000 annually. This year's winners were *The Pacific Association of Artist Run centres (PAARC)* and the *Horsefly Historical Association*.

The possibility of applying for BC Gaming grants was explored, but the Association still has too much money in reserves to qualify.

At the point of filing of this report, we have a slate of candidate for all positions except that of President. Efforts to fill that slot are ongoing.

Respectfully submitted,  
Janet Turner  
Member-at-Large

#### 5.0 Election of Executive Committee Members

##### 5.1 Nominations Committee

The following members have let their names stand for the following positions on the AABC Executive Committee:

- President (1 year term): \_\_\_\_\_
- Vice President: Emily Lonie
- Treasurer (confirm appointment to finish 2 year term): Sarah Romkey
- Secretary (interim 1 year term): Sarah Jensen
- Member-at-Large (2 year term): Dan Gallagher

#### 6.0 Other Business

##### 6.1 Bylaw Amendments (Proxy Voting Form attached)



Motion: Be it resolved to amend the bylaws of the Archives Association of British Columbia by renaming the two Member-at-Large positions.

Current bylaws:

Section IV – Officers

1. The affairs of the Association shall be carried out by an Executive Committee of six Directors who will fill the offices of:
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
  - e. Institutional Member-at-Large
  - f. Individual Member-at-Large
  
4. The Secretary and the Institutional Member-at-Large shall be elected in even-numbered years and the Treasurer and the Individual Member-at-Large shall be elected in odd-numbered years.

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. The Association will establish the following Standing Committees...
  - 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.

**Proposed Amendments:**

Section IV – Officers

1. The affairs of the Association shall be carried out by an Executive Committee of six Directors who will fill the offices of:
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
  - e. Member-at-Large
  - f. Member-at-Large



4. The Secretary and **one Member-at-Large** shall be elected in even-numbered years and the Treasurer and **the second Member-at-Large** shall be elected in odd-numbered years.

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. **One Member-at-Large** shall also serve as Chairperson of the Grants Committee.

Section VII – Committees

5. The Association will establish the following Standing Committees...
  - e. the Grants Committee consisting of **one Member-at-Large**, four institutional members, and two other individuals, **with the 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.

Motion: Be it resolved to amend the bylaws of the Archives Association of British Columbia by establishing the Finance Committee as a Standing Committee and amending the names and purposes of the Nominations and Grants Committees.

Current bylaw:

Section VII – Committees

5. The Association will establish the following Standing Committees:
  - a. the Nominations Committee, to prepare a slate of candidates for presentation to the Annual General meeting, as specified under Section IV.
  - b. the Membership Committee, to solicit new members and to keep an up-to-date list of members.
  - c. 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.
  - d. the Constitution and By-laws Committee, to maintain and revise the constitution and by-laws as required and also, to draft and maintain position descriptions of all Executive Committee members and Standing Committee Chairpersons.
  - 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.



Proposed Amendment:

Section VII – Committees

5. The Association will establish the following Standing Committees:
  - a. the Nominations and Elections Committee, to prepare a slate of candidates for presentation to the Annual General meeting, as specified under Section IV.
  - b. the Membership Committee, to solicit new members, to keep an up-to-date list of members including contact information, and process renewals.
  - c. 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.
  - d. the Constitution and By-laws Committee, to maintain and revise the constitution and by-laws as required and also, to draft and maintain position descriptions of all Executive Committee members and Standing Committee Chairpersons.
  - e. the Grants and Fundraising Committee, to develop or adjudicate grant applications as appropriate, and to conduct fundraising research and campaigns for the Association. The Committee will consist of one Member-at-Large, four institutional members, and two other individuals, with the 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.
  - f. the Finance Committee, to advise and assist the Treasurer with financial operations and budget management.

Motion: Be it resolved to amend the bylaws of the Archives Association of British Columbia by amending Section II.2.

Current bylaw:

Section II – Finance

2. At the Annual General Meeting of the Association, an accountant or accountants shall be appointed whose duty it shall be to review the accounts and present a report to the Annual General Meeting next following.

Proposed Amendment:

Section II – Finance

2. At the Annual General Meeting of the Association, the Treasurer shall present a report of the accounts.



**PROXY VOTING FORM - ANNUAL GENERAL MEETING**

*(Please complete this form, if you are unable to attend the AGM)*

**Saturday April 26, 2014  
1:00 p.m.**

**Mearns Centre for Learning/McPherson Library, University of Victoria  
Victoria, BC**

The undersigned, being a member in good standing with the Archives Association of British Columbia, hereby nominates, constitutes and appoints:

\_\_\_\_\_ of \_\_\_\_\_  
(Name of Proxy) (Address)

to attend, act, and vote on behalf of the undersigned at the Annual General Meeting of the Archives Association of British Columbia on Saturday April 26, 2014 Victoria, BC.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_ Member Signature \_\_\_\_\_ Member Name (Print)

Each member present at a vote may cast no more than one proxy vote on behalf of an absent member.

**Motion:** Be it resolved to amend the bylaws of the Archives Association of British Columbia by renaming the two Member-at-Large positions.

In favour: \_\_\_\_\_ Not in favour: \_\_\_\_\_

**Motion:** Be it resolved to amend the bylaws of the Archives Association of British Columbia by permitting members of the Executive Committee to serve two terms in the same office consecutively.

In favour: \_\_\_\_\_ Not in favour: \_\_\_\_\_

**Motion:** Be it resolved to amend the bylaws of the Archives Association of British Columbia by establishing the Finance Committee as a Standing Committee and amending the names and purposes of the Nominations and Grants Committees.

In favour: \_\_\_\_\_ Not in favour: \_\_\_\_\_

**Motion:** Be it resolved to amend the bylaws of the Archives Association of British Columbia by amending Section II.2.

In favour: \_\_\_\_\_ Not in favour: \_\_\_\_\_

**PLEASE PRESENT THIS PROXY AT THE TIME OF EACH VOTE.**



**Budgets: 2013-2014 and 2014-2015 Years**

<p>Budget 2013-2014 Approved March 21, 2013</p> <p><b>General Fund 2013-2014</b></p> <p><b>Revenues</b>          Membership fees: \$14,000          Workshop Fees: \$21,000          Donations: \$500          Interest Income: \$100          Newsletter/Web advertising: \$500          GST Revenue- all funds: \$1,300          Conference Sponsorship revenue: \$2,160          Conference Fees: \$7,392          Conference 50/50 Draw: \$500</p> <p><u>Total Revenue: \$47,452.00</u></p> <p><b>Expenses</b>          AGM/Workshop \$0.00          Awards: \$1,000          Insurance expense: \$3,500          Office and Clerical expense: \$1,550          Accounting and Legal: \$5,000          Admin- Internal accounting: \$8,100          Grants Committee: \$0.00          Membership Committee: \$250.00          Membership Directory: \$0.00          Executive Committee: \$800.00          Finance Committee: \$0.00          Programs Committee: \$0.00          Miscellaneous Expense: \$100          Systems support: \$3,000          Donation Expense- CanadaHelps: \$60.00          Internal Program Funding- ANS: \$10,747.50          Internal Program Funding- BCAPS: \$826.80          Internal Program Funding- BCEAS: \$26,502.80          Annual Conference: \$6,485.00          50/50 Draw License: \$10.00</p> <p><u>Total Expenses: \$67,932.10</u></p> <p><b>Excess (Deficiency) of Revenues over Expenses: (\$20,480.10)</b></p>	<p>Budget 2014-2015 Approved February 23, 2014</p> <p><b>General Fund 2014-2015</b></p> <p><b>Revenues</b>          Membership fees: \$16,800          Workshop fees: \$28,437          Donations: \$1,000          Interest Income: \$50.00          Web advertising: \$1,000          GST Revenue- all funds: \$1,000</p> <p><u>Total Revenue: \$48,287</u></p> <p><b>Expenses</b>          Awards: \$1,000          Insurance expense: \$3,500          Office and clerical expense: \$1,550          Accounting and legal: \$0.00          Admin- Internal accounting: \$7,000          Donation expense- CanadaHelps: \$0.00          Grants Committee: \$0.00          Membership Committee: \$300.00          Membership directory: \$0.00          Executive Committee: \$1,100.00          Finance Committee: \$0.00          Programs Committee: \$0.00          Miscellaneous Expense: \$50.00          Systems Support: \$3,000          Internal Program funding- ANS: \$8,910.00          Internal Program funding- BCAPS: \$0.00          Internal Program funding- BCEAS: \$27,007</p> <p><u>Total Expenses: \$53,417.00</u></p> <p><b>Expenses (Deficiency) of Revenues over Expenses: (\$5,130.00)</b></p>
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## **B.C. Northwest Regional Representative – Jean Eiers-Page**

The archives in the B.C. Northwest region include the Telkwa Museum, Bulkley Valley Museum in Smithers, Kitimat Museum & Archives, Heritage Park Museum in Terrace, North Pacific Cannery National Historic Site in Port Edward, and the Prince Rupert City & Regional Archives. We continue to communicate and work together. We try to meet every couple of years in a central location such as Kitimat or Terrace to discuss issues that relate to us all. Education is one priority that we all feel that we can benefit from and we hope to have a workshop in the northwest in the near future. Many of us would also like to have site visits at the same time.

The Prince Rupert Archives relocated to the basement of City Hall almost three years ago and this has increased public awareness and research requests due to our central location. The Archives continues to add fonds level descriptions to Memory BC and is in the process of adding more digital images and descriptions to their searchable online database.

The Bulkley Valley Historical & Museum Society (aka BV Museum) continues to maintain and gently expand its archival collection. Use of our archives & archival services come in the form of research for in-house use (exhibitions), research requests (usually regarding family births, weddings & deaths), information/search requests using our Interior News newspaper microfilm collection. Currently, the BV Museum is supporting the Smithers library in its plans to apply for a grant to digitize its collection. The BV Museum will add its microfilm newspaper collection to the library's database to allow for greater & easier access to archival information by the public in future years. The BV Museum enjoys strong support in research, cooperation and information exchange between its sister members in the AABC in northwest BC (Kitimat Museum & Archives, Terrace Heritage Park Museum & Archives, Prince Rupert City & Regional Archives and the Telkwa Museum). Despite the distances between and isolation from each other (4 hr drive from Smithers or Telkwa to Prince Rupert), there is a strong, ongoing dialogue via phone & email between the AABC member institutions in the northwest. The AABC provides a much needed umbrella to help combat the massive distances and isolation between archival communities in northwest BC.

Over the last year the Kitimat Museum & Archives has been very busy with research requests regarding land use in our booming community, as well as requests for photograph reproduction from businesses new to our community who are interested in the history of the industrial development of their sites. This has prompted a conversation amongst staff regarding fees for service and what truly constitutes 'for publication'. We plan to investigate other archival policies and revise ours to reflect the appropriate charges. Corporate copyright has also been a topic of conversation as many of the companies who were originally responsible for the creation of the images no longer exist, or the permission to publish must be sought from the copyright holder. We tend to err on the side of caution – and expediency – and ask the person making the request to apply for permission to publish from the person or organization perceived to hold copyright. Staff hours are then spent on the research and photo reproduction. This has been an interesting time for the Kitimat Museum & Archives staff. The increased demand for our services has been encouraging, however the limited staff hours has proved a challenge.

The archives in the northwest continue to grow and collect archival records of enduring value. We rely on the AABC for support and guidance and thank them for their assistance in the past.

Respectfully submitted,

Jean Eiers-Page, Regional Representative, B.C. Northwest

Dear AABC members,

Four motions for bylaw amendments will be on the agenda at the upcoming Annual General Meeting taking place at 1:00 pm Saturday, April 26th 2014

Location: Mearns Centre for Learning/McPherson Library, University of Victoria, Victoria.

The first motion is to remove “Individual” and “Institutional” from the two Member-at-Large position titles, to allow for flexibility in portfolio assignments.

The second motion is to allow directors to serve more than one term consecutively; currently all directors except the Treasurer may serve only one term in the same office. The purpose is to lessen the burden of volunteer recruitment.

The third motion is to make changes to the Standing Committees section, primarily to make the Finance Committee a standing committee instead of an ad-hoc committee, also to clarify titles and duties of other committees.

The fourth motion is to amend Section II.2, the requirement to appoint an accounting firm to review the accounts of the association annually. The requirement is in place from the time when the AABC did not employ an accountant as our financial manager. The Treasurer will present a report to each Annual General Meeting. This will save the AABC \$5,000 annually and is not required by the Societies Act.

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- 1) **Date of Motion: March 24, 2014**  
**Date of Vote on Motion: April 26, 2014**

Motion: Be it resolved to amend the bylaws of the Archives Association of British Columbia by renaming the two Member-at-Large positions.

Current bylaws:

Section IV – Officers

1. The affairs of the Association shall be carried out by an Executive Committee of six Directors who will fill the offices of:
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
  - e. Institutional Member-at-Large
  - f. Individual Member-at-Large
  
4. The Secretary and the Institutional Member-at-Large shall be elected in even-numbered years and the Treasurer and the Individual Member-at-Large shall be elected in odd-numbered years.

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. The Association will establish the following Standing Committees...
  - 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.

#### Proposed Amendments:

##### Section IV – Officers

1. The affairs of the Association shall be carried out by an Executive Committee of six Directors who will fill the offices of:
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
  - e. Member-at-Large
  - f. Member-at-Large
  
4. The Secretary and one Member-at-Large shall be elected in even-numbered years and the Treasurer and the second Member-at-Large shall be elected in odd-numbered years.

##### Section V – Duties of the Executive Committee

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- 2) **Date of Motion: March 24, 2014**  
**Date of Vote on Motion: April 26, 2014**

Motion: Be it resolved to amend the bylaws of the Archives Association of British Columbia by permitting members of the Executive Committee to serve two terms in the same office consecutively.

Current bylaw:

Section IV – Officers

2. All directors shall be elected at an Annual General meeting of the Association from the membership of the Association. The term of office for each director will be two years. No member of the Executive Committee with the exception of the Treasurer, shall hold the same office for more than one term consecutively. No person shall hold more than one office concurrently.

Proposed Amendment:

Section IV – Officers

2. All directors shall be elected at an Annual General meeting of the Association from the membership of the Association. The term of office for each director will be two years. No member of the Executive Committee shall hold the same office for more than two terms consecutively. No person shall hold more than one office concurrently.

- 3) **Date of Motion: March 24, 2014**  
**Date of Vote on Motion: April 26, 2014**

Motion: Be it resolved to amend the bylaws of the Archives Association of British Columbia by establishing the Finance Committee as a Standing Committee and amending the names and purposes of the Nominations and Grants Committees.

Current bylaw:

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5. The Association will establish the following Standing Committees:
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  - b. the Membership Committee, to solicit new members and to keep an up-to-date list of members.
  - c. 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.
  - d. the Constitution and By-laws Committee, to maintain and revise the constitution and by-laws as required and also, to draft and maintain position descriptions of all Executive Committee members and Standing Committee Chairpersons.
  - 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.

Proposed Amendment:

Section VII – Committees

5. The Association will establish the following Standing Committees:
  - a. the Nominations and Elections Committee, to prepare a slate of candidates for presentation to the Annual General meeting, as specified under Section IV.
  - b. the Membership Committee, to solicit new members, to keep an up-to-date list of members including contact information, and process renewals.

- c. 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.
- d. the Constitution and By-laws Committee, to maintain and revise the constitution and by-laws as required and also, to draft and maintain position descriptions of all Executive Committee members and Standing Committee Chairpersons.
- e. the Grants and Fundraising Committee, to develop or adjudicate grant applications as appropriate, and to conduct fundraising research and campaigns for the Association. The Committee will consist of one Member-at-Large, four institutional members, and two other individuals, with the 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.
- f. the Finance Committee, to advise and assist the Treasurer with financial operations and budget management.

**4) Date of Motion: March 24, 2014**  
**Date of Vote on Motion: April 26, 2014**

Motion: Be it resolved to amend the bylaws of the Archives Association of British Columbia by amending Section II.2.

Current bylaw:

Section II – Finance

- 2. At the Annual General Meeting of the Association, an accountant or accountants shall be appointed whose duty it shall be to review the accounts and present a report to the Annual General Meeting next following.

Proposed Amendment:

Section II – Finance

- 2. At the Annual General Meeting of the Association, the Treasurer shall present a report of the accounts.

\*\*\*

Discussion of the motions will take place at the Annual General Meeting.

If you are unable to attend the Annual General Meeting, your vote on these motions can be included by completing the Proxy Voting Form included with the AGM package and sending it to:

Jane Morrison  
University of Victoria Archives  
Box 1800 Stn CSC  
Victoria, B.C. V8W 3H5

Email: [jmorrison@uvic.ca](mailto:jmorrison@uvic.ca)  
Fax: 250-472-5808

\*\*\*\*\*

Jane Morrison,  
Individual Member-at-Large  
Archives Association of BC

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

Financial Statements  
(Unaudited)

March 31, 2013



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## REVIEW ENGAGEMENT REPORT

To The Members of  
Archives Association of British Columbia

We have reviewed the statement of financial position of Archives Association of British Columbia as at March 31, 2013 and the statements of operations, changes in net assets and cash flows for the year ended March 31, 2013. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussions related to information supplied to us by management.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

A stylized, handwritten-style signature of the letters 'EPR' in a bold, cursive font.

**CERTIFIED GENERAL ACCOUNTANTS**

Coquitlam, B.C.  
June 10, 2013

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**  
**STATEMENT OF OPERATIONS**

**STATEMENT 1**

Year Ended March 31, 2013  
(Unaudited)

	2013	2012
<b>Revenue</b>		
General fund (schedule 1)	\$ 59,884	\$ 56,560
Archival network services program (schedule 2)	-	13,346
Preservation program (schedule 3)	-	25,425
Education program (schedule 4)	-	11,090
Website renewal program (schedule 5)	-	21,160
	59,884	127,581
<b>Expenditures</b>		
General fund (schedule 1)	24,631	26,943
Archival network services program (schedule 2)	3,905	14,624
Preservation program (schedule 3)	10,882	40,679
Education program (schedule 4)	19,209	32,675
Website renewal program (schedule 5)	-	22,164
	58,627	137,085
<b>Excess (deficiency) of revenue over expenditures for the year</b>	<b>\$ 1,257</b>	<b>\$ (9,504)</b>

The accompanying notes and schedules are an integral part of these financial statements.



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## STATEMENT 2

### STATEMENT OF CHANGES IN NET ASSETS

Year ended March 31, 2013

(Unaudited)

	2013					2012	
	Unrestricted	Restricted	Archival	Preservation	Education		
	(note 3)	Network	Program	Program	Program		
Net assets, opening balances	\$ 72,675	\$ 35,000	\$ -	\$ -	\$ -	107,675	\$ 117,179
Excess (deficiency) of revenue over expenditures for the year	35,253	-	(3,905)	(10,882)	(19,209)	1,257	(9,504)
Inter-fund transfers	(53,996)	20,000	3,905	10,882	19,209	-	-
Net assets, closing balances	\$ 53,932	\$ 55,000	\$ -	\$ -	\$ -	\$ 108,932	\$ 107,675

The accompanying notes are an integral part of these financial statements.



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

STATEMENT 3

**STATEMENT OF CASH FLOWS**

Year Ended March 31, 2013

(Unaudited)

	2013	2012
<b>Cash flows from (used in) operating activities:</b>		
Excess (deficiency) of revenue over expenditures for the year	\$ 1,257	\$ (9,504)
Changes in non-cash working capital		
Decrease in grants receivable	16,780	3,417
Decrease in government agencies recoverable	1,968	977
Increase in prepaid expenses	(349)	(807)
Increase in restricted cash	(20,000)	-
Increase (decrease) in accounts payable and accrued liabilities	240	(39)
Decrease in deferred revenue	(1,280)	(2,110)
<b>Decrease in cash and cash equivalents</b>	<b>(1,384)</b>	<b>(8,066)</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>60,102</b>	<b>68,168</b>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 58,718</b>	<b>\$ 60,102</b>

The accompanying notes and schedules are an integral part of these financial statements.



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**  
**STATEMENT OF FINANCIAL POSITION**  
 March 31, 2013  
 (Unaudited)

**STATEMENT 4**

	2013	2012
<b>ASSETS</b>		
Current:		
Cash and cash equivalents - note 1	\$ 58,718	\$ 60,102
Grants receivable	-	16,780
Government agencies recoverable	2,841	4,810
Prepaid expenses	3,384	3,035
	64,943	84,727
Restricted cash - note 2	55,000	35,000
	<b>\$ 119,943</b>	<b>\$ 119,727</b>
<b>LIABILITIES AND NET ASSETS</b>		
Current:		
Accounts payable and accrued liabilities	\$ 5,291	\$ 5,052
Deferred revenue - note 3	5,720	7,000
	11,011	12,052
Net assets		
Unrestricted	53,932	72,675
Restricted - note 2	55,000	35,000
	108,932	107,675
	<b>\$ 119,943</b>	<b>\$ 119,727</b>

On behalf of the Board

Jamie J. Hogg President  
July 18, 2013 Date

Donna G. G. G. Treasurer  
July 17, 2013 Date

The accompanying notes and schedules are an integral part of these financial statements.



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2013

(Unaudited)

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The Archives Association of British Columbia (the "AABC") was established through the amalgamation of the Association of British Columbia Archivists and the BC Archives Council and was incorporated on January 21, 1991 under the Society Act of British Columbia as a not-for-profit organization. The association is a registered charity under the Income Tax Act and is exempt from income taxes under section 149 (1) (f) of the Act. Its main objective is to preserve British Columbia's documentary heritage by providing programs designed to promote and strengthen the archival network within the province. The Archives Association of British Columbia is committed to the following goals:

- To provide educational opportunities for those engaged in all aspects of archival work in British Columbia.
- To coordinate projects and programs designed to promote and strengthen the archival network *within the province*.
- To function as an advocacy and lobby group on behalf of archives and archivists by preparing presentations for governmental agencies, as well as by promoting a better understanding of our field amongst the general public.
- To cooperate with all organizations engaged in heritage and information-management activities within the province.

On April 1, 2000, the organization received official charitable status.

The AABC offers the following main programs:

### British Columbia Archival Education and Advisory Service

The BC Archival Education and Advisory Service offers advisory and education services for archives and archivists in B.C. The program is responsible for the management of the Community Archives Education Program, as well as for providing ongoing advisory services to archives in the province.

The AABC Community Archives Education Program is designed to provide fundamental-level education courses to individuals working with archival material. These courses are also of interest to individuals who are responsible for records management and providing reference service for their institution and the general public.

### British Columbia Archival Preservation Service

The British Columbia Archival Preservation Service offers AABC member institutions access to a wide range of free conservation services. A professional conservator carries out site visits, surveys, and informal training, and provides a variety of ongoing advisory services (including a "conservation hotline"). Services are available only to institutions with a current AABC membership.

### British Columbia Archival Network Service

The British Columbia Archival Network Service program is responsible for the development and maintenance of web resources created by the Archives Association of British Columbia, including the B.C. Archival Information Network (BCAIN) web site, the British Columbia Archival Union List (BCAUL), a Guide to Archival Repositories in British Columbia, and the AABC's "The Archivists's Toolkit".



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2013

(Unaudited)

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations applied on a basis consistent with that of the preceding year. Outlined below are those policies considered particularly significant.

#### **Fund Accounting**

The Association follows the restricted fund method of accounting for contributions.

The General Fund accounts for the Association's program delivery and administrative activities. This fund reports unrestricted resources.

The Restricted Fund reports only restricted resources that are to be set aside as a minimum or safe reserve for the Association.

#### **Cash and cash equivalents**

The policy of the Association is to disclose bank balances, including bank overdrafts with balances that fluctuate frequently from being positive to overdrawn and term deposits that can be withdrawn when needed under cash and cash equivalents.

#### **Revenue Recognition**

The Association receives grants from various sources as reflected in the statement of operations, and follows the deferral method of accounting for contributions.

Restricted contributions related to specific projects are recognized as revenue of the project in the year in which the related expense are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund.

Unrestricted contributions are recognized as revenue of the General Fund in the year received or receivable if the amount to be recorded can be reasonably estimated and collection is reasonably assumed.

Membership and seminar fees are recognized as revenue of the General Fund when services are rendered and seminars are held.

#### **Allocation of Expenses**

The Association adopted Section 4470, disclosure of allocated expenses by not-for-profit organizations according to a number of functions to which the expenses relate. The Association incurs a number of general and administrative support expenses that are common to the administration of the organization and each of its programs. All contract fees are directly expensed to the programs to which they relate, with the exception of finance and administration contract fees, which are allocated to the individual programs on a percentage agreed upon by the National Archival Development Program/Canadian Council of Archives. These expenses are disclosed under each program in the attached schedules.



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
Year Ended March 31, 2013  
(Unaudited)

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONT'D**

**Financial Instruments**

Measurement of financial instruments

The Association initially measures its financial assets and liabilities at fair value.

The Association subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash and cash equivalents, grants receivable, government agencies recoverable and restricted cash.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Impairment

Financial assets measured at cost will be tested for impairment when there are indicators of impairment. The amount of any identified impairment will be written down and recognized in net income. Any previously recognized impairment loss may be reversed to the extent of the improvement, either directly to this asset or by adjusting an allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of a reversal is recognized in net income.

Transaction costs

The Association recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

**Use of Estimates**

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Estimates are used for, but are not limited to, the accounting for accrued liabilities, impairments and contingencies. Actual results may differ from those estimates.

**2. RESTRICTED CASH**

The Association's board has internally restricted \$55,000 to be maintained as a minimum allowable safe reserve. This internally restricted amount is not available for unrestricted purposes without the approval of the board.



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
Year Ended March 31, 2013  
(Unaudited)

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**3. DEFERRED REVENUE**

The amount represents prepaid membership and conference fees.

	2013		2012
Balance, beginning of year	\$ 7,000	\$	9,110
Prepaid membership and conference fees	5,720		7,000
Less: amount recognized as revenue	(7,000)		(9,110)
Balance, end of year	\$ 5,720	\$	7,000

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**  
**SCHEDULE OF GENERAL FUND**  
Year Ended March 31, 2013  
(Unaudited)

**SCHEDULE 1**

	2013	2012
<b>Revenue</b>		
Conference, workshop and registration fees	\$ 37,289	\$ 36,671
Membership fees	16,430	16,245
Miscellaneous	5,606	3,460
Investment income	559	184
	59,884	56,560
<b>Expenditures</b>		
Accounting and legal	14,250	10,965
Committees	659	2,397
Conference and workshops	2,688	6,905
Insurance	2,634	2,791
Office	2,116	2,704
Server and website maintenance	2,284	1,181
	24,631	26,943
<b>Excess of revenue over expenditures</b>	<b>\$ 35,253</b>	<b>\$ 29,617</b>



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**  
**SCHEDULE OF ARCHIVAL NETWORK SERVICES PROGRAM**  
Year Ended March 31, 2013  
(Unaudited)

SCHEDULE 2

	2013	2012
<b>Revenue</b>	\$ -	\$ 13,346
<b>Expenditures</b>		
Administration fee	-	1,350
Contract fees	3,905	13,036
Office	-	31
Travel	-	207
	3,905	14,624
<b>Excess of expenditures over revenue</b>	\$ (3,905)	\$ (1,278)



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**  
**SCHEDULE OF PRESERVATION PROGRAM**  
Year Ended March 31, 2013  
(Unaudited)

**SCHEDULE 3**

	2013	2012
<b>Revenue</b>	\$ -	\$ 25,425
<b>Expenditures</b>		
Administration fee	-	3,316
Communications	850	772
Contract fees	9,667	34,616
Office	345	592
Travel	20	1,383
	10,882	40,679
<b>Excess of expenditures over revenue</b>	\$ (10,882)	\$ (15,254)



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**  
**SCHEDULE OF EDUCATION PROGRAM**  
Year Ended March 31, 2013  
(Unaudited)

SCHEDULE 4

	2013	2012
<b>Revenue</b>	\$ -	\$ 11,090
<b>Expenditures</b>		
Administration fee	-	1,446
Communications	401	553
Contract fees	17,409	29,694
Office	1,399	854
Travel	-	128
	19,209	32,675
<b>Excess of expenditures over revenue</b>	\$ (19,209)	\$ (21,585)



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**  
**SCHEDULE OF WEBSITE RENEWAL PROGRAM**  
Year Ended March 31, 2013  
(Unaudited)

SCHEDULE 5

	2013	2012
<b>Revenue</b>	\$ -	\$ 21,160
<b>Expenditures</b>		
Administration fee	-	2,760
Contractor Fees	-	19,404
	-	22,164
<b>Excess of expenditures over revenue</b>	\$ -	\$ (1,004)





Before NADP elimination	
GENERAL FUND 2012 - 2013	
<b>REVENUES</b>	
Membership Fees	\$16,000.00
Workshop Fees	\$19,500.00
Donations	\$1,000.00
Interest Income	\$100.00
Newsletter/Web Site Advertising	\$150.00
HST Revenue - all funds	\$2,000.00
<b>TOTAL REVENUE:</b>	<b>\$38,750.00</b>
<b>EXPENSES</b>	
AGM/Workshop	\$250.00
Awards and Donations	\$1,000.00
Insurance Expense	\$3,500.00
Office and Clerical Expense	\$1,550.00
Accounting and Legal	\$5,000.00
Admin - Internal Accounting	\$5,617.20
Grants Committee	\$200.00
Membership Committee	\$400.00
Membership Directory	\$400.00
Executive Committee	\$1,200.00
Finance Committee	\$400.00
Programs Committee	\$300.00
Miscellaneous Expense	\$100.00
Systems Support	\$2,720.00
Donations	\$100.00
Internal Program Funding: ANS	\$2,200.00
Internal Funding - BCAPS	\$11,042.80
Internal Program Funding: BCEAS	\$17,276.80
<b>TOTAL EXPENSES:</b>	<b>\$53,256.80</b>
<b>Excess (Deficiency) of Revenues over Expenses</b>	<b>(\$14,506.80)</b>
<b>BC ARCHIVAL NETWORK SERVICE</b>	
<b>REVENUES</b>	
AABC Internal Funds	\$2,200.00
NADP Funding	\$12,562.49
<b>TOTAL REVENUE:</b>	<b>\$14,762.49</b>
<b>EXPENSES</b>	
<b>AABC:</b>	
Contract Fees	\$1,500.00
Expenses	\$700.00
<b>NADP:</b>	
Contract Fees	\$10,837.50
Finance/Admin Fees	\$1,724.99
<b>TOTAL EXPENSES:</b>	<b>\$14,762.49</b>
<b>BC ARCHIVAL PRESERVATION SERVICE</b>	
<b>REVENUES</b>	
AABC Internal Funds	\$11,042.80
NADP Funding	\$28,400.40
<b>TOTAL REVENUE:</b>	<b>\$39,443.20</b>
<b>EXPENSES</b>	
<b>AABC:</b>	
Contract Fees	\$9,142.80
Expenses	\$1,900.00
<b>NADP:</b>	
Contract Fees	\$24,696.00
Finance/Admin Fees	\$3,704.40
<b>TOTAL EXPENSES:</b>	<b>\$39,443.20</b>
<b>BC ARCHIVAL EDUCATION &amp; ADVISORY SERVICE</b>	
<b>REVENUES</b>	
AABC Internal Funds	\$17,276.80
NADP Funding	\$27,250.86
<b>TOTAL REVENUE:</b>	<b>\$44,527.66</b>
<b>EXPENSES</b>	
<b>AABC:</b>	
Contract Fees - AABC	\$13,876.80
Expenses	\$3,400.00
<b>NADP:</b>	
Contract Fees	\$23,696.40
Finance/Admin Fees	\$3,554.46
<b>TOTAL EXPENSES:</b>	<b>\$44,527.66</b>

No NADP Revenue	
GENERAL FUND 2012 - 2013	
<b>REVENUES</b>	
Membership Fees	\$16,000.00
Workshop Fees	\$30,000.00
Donations	\$2,500.00
Interest Income	\$100.00
Newsletter/Web Site Advertising	\$500.00
HST Revenue - all funds	\$2,000.00
<b>TOTAL REVENUE:</b>	<b>\$51,100.00</b>
<b>EXPENSES</b>	
AGM/Workshop	\$0.00
Awards and Donations	\$1,000.00
Insurance Expense	\$3,500.00
Office and Clerical Expense	\$1,550.00
Accounting and Legal	\$5,000.00
Admin - Internal Accounting	\$10,800.00
Grants Committee	\$0.00
Membership Committee	\$250.00
Membership Directory	\$0.00
Executive Committee	\$800.00
Finance Committee	\$0.00
Programs Committee	\$0.00
Miscellaneous Expense	\$100.00
Systems Support	\$2,720.00
Donations	\$0.00
Internal Program Funding: ANS	\$8,922.50
Internal Funding - BCAPS	\$17,990.40
Internal Program Funding: BCEAS	\$22,903.60
<b>TOTAL EXPENSES:</b>	<b>\$75,536.50</b>
<b>Excess (Deficiency) of Revenues over Expenses</b>	<b>(\$24,436.50)</b>
<b>BC ARCHIVAL NETWORK SERVICE</b>	
<b>REVENUES</b>	
AABC Internal Funds	\$8,922.50
<b>TOTAL REVENUE:</b>	<b>\$8,922.50</b>
<b>EXPENSES</b>	
<b>AABC:</b>	
Contract Fees	\$8,872.50
Expenses	\$50.00
<b>TOTAL EXPENSES:</b>	<b>\$8,922.50</b>
<b>BC ARCHIVAL PRESERVATION SERVICE</b>	
<b>REVENUES</b>	
AABC Internal Funds	\$17,990.40
<b>TOTAL REVENUE:</b>	<b>\$17,990.40</b>
<b>EXPENSES</b>	
<b>AABC:</b>	
Contract Fees	\$16,640.40
Expenses	\$1,350.00
<b>TOTAL EXPENSES:</b>	<b>\$17,990.40</b>
<b>BC ARCHIVAL EDUCATION &amp; ADVISORY SERVICE</b>	
<b>REVENUES</b>	
AABC Internal Funds	\$22,903.60
<b>TOTAL REVENUE:</b>	<b>\$22,903.60</b>
<b>EXPENSES</b>	
<b>AABC:</b>	
Contract Fees - AABC	\$20,403.60
Expenses	\$2,500.00
<b>TOTAL EXPENSES:</b>	<b>\$22,903.60</b>

Budget 2013-2014 (No BCAP)	
Approved: March 21, 2013	
GENERAL FUND 2013-2014	
<b>REVENUES</b>	
Membership Fees	\$14,000.00
Workshop Fees	\$21,000.00
Donations	\$500.00
Interest Income	\$100.00
Newsletter/Web Site Advertising	\$500.00
GST Revenue - all funds	\$1,200.00
Conference Sponsorship Revenue	\$2,160.00
Conference Fees	\$7,392.00
Conference 50/50 Draw	\$500.00
<b>TOTAL REVENUE:</b>	<b>\$47,452.00</b>
<b>EXPENSES</b>	
AGM/Workshop	\$0.00
Awards and Donations	\$1,000.00
Insurance Expense	\$3,500.00
Office and Clerical Expense	\$1,550.00
Accounting and Legal	\$5,000.00
Admin - Internal Accounting	\$8,100.00
Grants Committee	\$0.00
Membership Committee	\$250.00
Membership Directory	\$0.00
Executive Committee	\$800.00
Finance Committee	\$0.00
Programs Committee	\$0.00
Miscellaneous Expense	\$100.00
Systems Support	\$3,000.00
Donation Expense - CanadaHelps	\$60.00
Internal Program Funding: ANS	\$10,747.50
Internal Funding - BCAPS	\$826.80
Internal Program Funding: BCEAS	\$26,502.80
Annual Conference	\$6,485.00
50/50 Draw License	\$10.00
<b>TOTAL EXPENSES:</b>	<b>\$67,932.10</b>
<b>Excess (Deficiency) of Revenues over Expenses</b>	<b>(\$20,480.10)</b>
<b>BC ARCHIVAL NETWORK SERVICE</b>	
<b>REVENUES</b>	
AABC Internal Funds	\$10,747.50
<b>TOTAL REVENUE:</b>	<b>\$10,747.50</b>
<b>EXPENSES</b>	
<b>AABC:</b>	
Contract Fees	\$10,447.50
Expenses	\$300.00
<b>TOTAL EXPENSES:</b>	<b>\$10,747.50</b>
<b>BC ARCHIVAL PRESERVATION SERVICE</b>	
<b>REVENUES</b>	
AABC Internal Funds	\$826.80
<b>TOTAL REVENUE:</b>	<b>\$826.80</b>
<b>EXPENSES</b>	
<b>AABC:</b>	
Contract Fees	\$826.80
Expenses	\$0.00
<b>TOTAL EXPENSES:</b>	<b>\$826.80</b>
<b>BC ARCHIVAL EDUCATION &amp; ADVISORY SERVICE</b>	
<b>REVENUES</b>	
AABC Internal Funds	\$26,502.80
<b>TOTAL REVENUE:</b>	<b>\$26,502.80</b>
<b>EXPENSES</b>	
<b>AABC:</b>	
Contract Fees	\$24,252.80
Expenses	\$2,250.00
<b>TOTAL EXPENSES:</b>	<b>\$26,502.80</b>



Archives Association  
of British Columbia

# Archives Association of British Columbia

*Honourary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

## AABC Annual General Meeting

Friday April 24, 2015

3:30 p.m.

Coquitlam Public Library,  
Coquitlam, BC



Colony Farm Entrance Arch, ca. 1912  
Riverview Historical Society Collection, City of Coquitlam Archives

**PLEASE REMEMBER TO BRING THIS PACKAGE WITH YOU TO THE AGM**



## AGENDA

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*Honourary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

**AABC Annual General Meeting**  
**Friday April 24, 2015**  
**3:30 p.m.**  
**Coquitlam Public Library,**  
**Coquitlam, BC**

- 1. Approval of Agenda**
- 2. Approval of Minutes of April 26, 2014 Annual General Meeting**
- 3. Executive Reports**
  - 3.1 President
  - 3.2 Vice-President
  - 3.3 Treasurer and Finance Committee
- 4. Committee and Program Annual Reports**
  - 4.1 Programs Committee
  - 4.2 Communications Committee & Regional Representatives
  - 4.3 Membership & Conference Committees
  - 4.4 Grants & Fundraising Committee
- 5. Election of Executive Committee Members**
  - 5.1 Nominations Committee
- 6. Other Business**
  - 6.1 Honourary Life Membership
- 7. Adjournment**

### **Attachments**

- 2014-2015 and 2015-2016 Budgets
- Proxy Voting Form
- Unaudited AABC Financial Statements, March 31, 2014



## 2014 AGM Minutes

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Archives Association of British Columbia  
Annual General Meeting  
Saturday April 26, 2014  
1:00 p.m.

**Draft – Not Approved**

Executive and Membership of the Archives Association of British Columbia  
Location: Mearns Centre for Learning/McPherson Library, University of Victoria,  
Victoria, BC

### **Executive Committee:**

Jennifer Yuhasz – President  
Vice-President (vacant 2013-14)  
Brenda Richmond – Secretary  
Janet Turner – Institutional Member at Large  
Jane Morrison – Individual Member at Large

Regrets: Sarah Romkey – Treasurer

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### **1. Approval of Agenda**

Meeting was called to order at 1:07 p.m.

There was a call for motion to approve the agenda with two additions: items 6.2, 2014 Archives Week, and 6.3, 2015 AGM and Conference.

Emily Lonie moved the amended agenda; Lara Wilson moved to approve the agenda, seconded by Trevor Livelton.

Call for vote to accept the agenda. Motion carried.

### **2. Approval of Minutes of May 4, 2013 Annual General Meeting**

Motion to approve the minutes of the 2013 Annual General Meeting was made by Catharine McPherson and seconded by Gary Mitchell.

Call for vote to accept the 2013 AGM minutes. Motion carried.

### **3. Executive Reports**



### **3.1 President**

Jennifer Yuhasz added to her report a brief review of the morning's community discussion; acknowledged the need for the AABC to continue increasing its revenue streams and managing its budget well; and thanked the Facebook page's volunteers for its successful launch. She thanked the Executive, with a special thank you to Sarah Romkey for stepping in to the role of Treasurer, in addition to the volunteers and contractors for their work during her term on the Executive Committee.

Lara Wilson moved to approve the President's report, seconded by Emily Lonie

Call for vote to accept the President's report. Motion carried.

### **3.2 Vice-President**

Jennifer Yuhasz spoke to the Vice-President's report in the absence of a Vice-President.

A member expressed thanks to Jennifer for covering the Vice-President duties and there was a round of applause from the floor.

Trevor Livelton moved to approve the Vice-President's report, seconded by Catharine McPherson.

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

### **3.3 Treasurer and Finance Committee**

Sarah Romkey, Treasurer, sent her regrets. Jennifer Yuhasz spoke to the Treasurer's report. She thanked Sarah for her fundraising ideas. Membership fee increases take effect for the new membership year; workshops and educational programs continue to be a successful source of revenue for the association. Website advertising levels have been disappointing and the executive will be reviewing this service. Last year's conference generated more revenue than expected. The budget summary and forecasted 2015 budget were reviewed.

A brief discussion ensued about finances, covering development of new workshops; strategic planning for future revenues; a MemoryBC membership drive and sponsorships; and network services costs.

Call for motion to approve the financial statements of the AABC, as prepared by EPR Canada Group for the year ending March 31, 2013. Moved by Lara Wilson, seconded by Trevor Livelton.

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

Emily Lonie moved to accept the Treasurer's report, seconded by Jennifer Mohan.

Call for vote to accept the Treasurer's report. Motion carried.



#### **4. Committee and Program Annual Reports**

##### **4.1 Programs Committee**

There were no additions to the Programs Committee report.

Caroline Posynick moved to approve the Programs Committee report, seconded by Trevor Livelton.

Call for vote to accept the Programs Committee report. Motion carried.

##### **4.2 Communications Committee (Newsletter/PAAL/Regional Representatives)**

Brenda Richmond spoke to the Communications report, thanking Kelly Lau for her hard work and commitment as the principle Facebook administrator / contributor, in addition to volunteers Chelsea Shriver and Emily Chicorli who assist her regularly.

There were no further additions to the Communications Committee report.

Trevor Livelton moved to approve the Communications Committee report, seconded by Jennifer Zerkee.

Call for vote to accept the Communications Committee report. Motion carried.

##### **4.3 Membership Committee**

Jane Morrison spoke to the Membership report, thanking the Committee for its hard work.

There was some discussion from the floor on dropping membership numbers, rigorous qualifications for Institutional membership and the revision of the institutional membership application, and possible contact with lapsed members

Emily Lonie moved to approve the Membership Committee report, seconded by Genevieve Weber.

Call for vote to accept the Membership Committee report. Motion carried.

##### **4.4 Grants and Nominations Committee**

A correction was made to the name of a nominee, "Ryan Gallagher."

There were no further additions to the Grants and Nominations Committees report.

Catharine McPherson moved to accept the Grants and Nominations Committees reports, seconded by Trevor Livelton.



Call for vote to accept the Grants and Nominations Committees report. Motion carried.

## 5. Election of Executive Committee Members

### 5.1 Nominations Committee

The following members have let their names stand for the following positions on the AABC Executive Committee:

- President (1 year term): Caroline Posynick
- Vice President (2 year term): Emily Lonie
- Secretary (interim 1 year term) Sarah Jensen
- Member-at-large (2 year term) Ryan Gallagher

A motion was put forward to confirm the appointment of Sarah Romkey as Treasurer by the Board for the 2013-2014 year.

Catharine McPherson moved to approve the motion, seconded by Trevor Livelton. Motion carried.

Janet Turner presented each candidate and thrice called for additional nominations from the floor. No additional names were forwarded, and all candidates were acclaimed to their respective positions. Janet congratulated Caroline, Emily, Sarah R. and Sarah J, and Ryan on their new roles on the Executive, and thanked them for allowing their names to stand.

Catharine McPherson moved to approve the Nominations Committee's recommendations, seconded by Lara Wilson.

Call for vote to accept the Nominations Committee recommendations. Motion carried.

## 6. Other Business

### 6.1 Bylaw Amendments

Motion: Be it resolved to amend the bylaws of the Archives Association of British Columbia by renaming the two Member-at-Large positions.

Gary Mitchell moved to approve the bylaw amendment, seconded by Trevor Livelton. Call for vote to accept the bylaw amendment. Motion carried.

Motion: Be it resolved to amend the bylaws of the Archives Association of British Columbia by permitting members of the Executive Committee to serve two terms in the same office consecutively.

Jennifer Zerkee moved to approve the bylaw amendment, seconded by Trevor Livelton. Call for vote to accept the bylaw amendment. Motion carried.



Motion: Be it resolved to amend the bylaws of the Archives Association of British Columbia by establishing the Finance Committee as a Standing Committee and amending the names and purposes of the Nominations and Grants Committees.

There was a question from the floor regarding whether the Nominations and Grants Committees were one committee, or two separate committees. This led to amending the motion as follows:

Be it resolved to amend the bylaws of the Archives Association of British Columbia by establishing the Finance Committee as a Standing Committee and amending the names and purposes of the Nominations Committee, and the Grants Committee.

Trevor Livelton moved to approve the bylaw amendment as amended, seconded by Lara Wilson.

Call for vote to accept the bylaw amendment. Motion carried.

Motion: Be it resolved to amend the bylaws of the Archives Association of British Columbia by amending section II.2

Emily Lonie moved to approve the bylaw amendment, seconded by Jennifer Zerkee.

Call for discussion resulted in explanation of the reason for the motion and discussion around accountability to the membership. The costs to hire a firm such as EPR are \$5,000 annually; there was general agreement that it is not necessary for this to be done, but that other measures must be in place to ensure financial review and transparency. Two further motions were made from the floor, resulting from the discussion.

Motion: The executive will document and communicate to the membership the current financial processes and controls.

Moved by Jennifer Mohan, seconded by Trevor Livelton. Motion carried.

Motion: The executive will establish a financial review mechanism to ensure transparency and report back to the membership prior to the next annual general meeting.

Moved by Gary Mitchell, seconded by Lara Wilson. Motion carried.

Call for vote to accept the bylaw amendment. Motion carried.

## **6.2 Archives Week**

Archives week is the third week in October. The BC Heritage theme is “Heritage Afloat.” There was a push to keep it going despite being a lot of work.

## **6.3 2015 AGM**

New Executive were encouraged to start planning for the 2015 AGM now. Discussion ensued about community outreach and engagement. Emily Lonie proposed Coquitlam as the next location for the 2015 AGM and Conference.



Provincial Archivist of British Columbia, Gary Mitchell, will retire on June 27<sup>th</sup> 2014. Jennifer Mohan moved to thank Gary for his contributions to the archival community. Lara Wilson seconded. Motion carried.

## 7. Adjournment

Mary MacIntosh moved to adjourn the meeting, and Genevieve Weber seconded the motion.

Call for vote to accept the motion. Motion carried.

Meeting was adjourned at 2:26 pm.

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## 2014-2015 AABC Annual Reports

### 3.1 President's Report – Caroline Posynick

In June 2014, I attended the Association of Canadian Archivists meeting that took place in Victoria. There, as the AABC President, I was your representative in the “Council of Presidents” meeting of the provincial and territorial professional organizations. In this meeting, a representative from each association gave a report on the programs and the associated funding received. It was eye-opening: BC is one of the few provinces or territories to receive zero dollars in regular support from government funders, whether it's direct, lottery-generated, program-dependent or from specific provincial entities. Yet don't despair: despite this financial reality, the 2014-15 year of the Archives Association of British Columbia has continued to put forward a strong program for our members. Through necessity as well as will, we have also taken on advocating for what we do as archivists in our province, and are actively looking for new funding sources both for our association and for the archives community.

### Member Services

Some highlights of the past year include

- The AABC continued to run programs lead by our Education and Advisory Services Coordinator, Kelly Stewart. Kelly taught three distance courses, as well as moderated two online free Roundtable discussions on archival topics of documenting 'orphaned' photographs, and dealing with metadata. Both of these are available online (top two links at <http://ow.ly/KmFkh>). The AABC thanks the Irving K. Barber Learning Centre at the University of British Columbia for making this service available.



- MemoryBC will receive an upgrade to AtoM 2.1 in the new fiscal year, courtesy of Artefactual. There will be some changes in the theme, which we will announce as we get closer to the date. Many thanks to Artefactual!
- David Mattison, as the BC Archival Network Service Coordinator, updated our website, including uploading of minutes from the Executive meetings and adding new descriptions to MemoryBC. I would like to take this moment to thank David for his work; he is stepping down from the contract position, effective at the end of this fiscal year- Our Membership Committee reviewed and streamlined the AABC institutional membership application; please see the changes on the website: ([https://aabc.ca/media/37638/AABC\\_Full\\_Institutional\\_Membership\\_Form\\_rev201501.pdf](https://aabc.ca/media/37638/AABC_Full_Institutional_Membership_Form_rev201501.pdf))
- The AABC Facebook presence is strong with over 300 followers. Please join in the conversation and message information that you would like us to promote on this easily accessible platform.
- Finally, Emily Lonie of the AABC Executive was able to secure a 10% product discount for all members of the organization to Foothills Systems, a distributor of Gaylord Archival Supplies. A code must be presented to obtain this discount, which is obtained by emailing the Vice-President.

### **Fiscal Responsibility & Advocacy**

The AABC watched its pennies this year, including

- continued conference calls for Executive meeting, with only three in-person meetings that were coordinating with other events wherever possible to limit costs.
- carefully reviewing and monitoring spending at all levels of the association, and taking these cost-savings into account when planning the 2015-16 fiscal year, including seeking sponsorships to make the one-day conference a revenue-generating event.

The AABC also raised its advocacy efforts by doing the following:

- reviewing the possibility of expanding paid advertisers on the AABC website
- attending the BC Arts Council funding meeting to ask in person why archives not associated with a museum were not eligible to apply for grants.
- Writing a letter to the BC Arts Council, stating a case to include archives as eligible organizations
- writing a letter to Coralee Oakes, Minister of Community, Sport and Cultural Development, reinforcing the value of archives and a request to review funding possibilities from the provincial government.
- writing a letter to Peter Ord, Vice-President at the Royal BC Museum for Archives, Collections and Knowledge, welcoming him to his position. We were also up-front about the lack of funding and support in BC's archives community, and have hopes to work more closely with the RBCM.

In general, our finances are as tight as they can be, as confirmed by our ever-dependent Financial Manager, Karen Blimkie. This scenario is not likely a sustainable model for an organization as we are dipping into our reserve every year. We also depend that all programs run be 100% subscribed, or we risk just breaking even or, worse, losing funds through this outreach work. This is not a reality we wish to embrace, and so the AABC is encouraging membership to participate in our committee looking at funding opportunities. We will rely upon our members' support to help make our



organization more financially stable through this work. Yes, we need you to help make the most of our association through its advocacy and support of the BC archives community.

### *In Summary*

I would like to thank the Executive and the AABC committee members for their support and advice through the 2014-15 year. I parachuted into this role as President without any previous experience in the association but as a general member. Jane Morrison, Member at Large (Conference and Membership), was particularly helpful getting me up to speed on the history and inner workings of the AABC Executive. As she is stepping down now, we thank her for her fine service. Our Treasurer, Sarah Romkey, has been fabulous at organizing the discussion around our budget and funding opportunities. Sarah Jensen has kept the Executive in order by keeping us informed of upcoming meetings, taking minutes and then providing them for review and finalization for posting on our website. Ryan Gallagher, as Member-at-Large (Grants & Fundraising, and Nominations), has been advocating a lot for the AABC, writing letters and seeking new funding sources. And last but certainly not least is Emily Lonie, our tireless Vice-President who is now moving into the role of President in the 2014-15 year. Emily's energy for organizing programs, including much of the 2015 conference, and her enthusiasm for BC's archival community has already been impressive; she makes the AABC future look really bright!

And one last call to service... please participate in our association so we can keep on doing great work for BC's archival community by joining one of our committees (Programs, Communications, or Finance/Fundraising) or stepping up to join the Executive in future years. It's an experience that both grows professional capacity, and helps one appreciate all the great people who dedicate themselves to the world of archives in our province.

Finally, I would like to acknowledge that the AABC will be granting the Provincial Archivist Emeritus, Gary Mitchell, an Honourary Life Membership in the Association. Thank you, Gary, for all the hard work you have done for the BC archives community, and for the mentoring and guidance you have provided to so many of us. All the very best to you!

Respectfully submitted,  
Caroline Posynick  
President, 2014-15

### **3.2 Vice-President's Report – Emily Lonie**

It has been such a pleasure taking on the role of Vice-President for the AABC this year. I would like to thank my Executive colleagues, our contractors, and all committee members and chairs who have contributed to making this a successful year for the AABC. Our program offerings may have changed in the years since the NADP was cancelled, but the AABC remains a relevant and important organization that offers much-needed services to archives and archivists across BC.



We continue to offer enriching programming through our education and advisory services. In 2014/2015 we were able to offer distance education to 77 people in BC and further afield. For the first time we offered a new course developed by Kelly Stewart entitled “Managing Archives.” This course, aimed at trained archivists who find themselves in charge of an archives as well as non-archivists who find themselves managing on unfamiliar ground, has proven to be incredibly popular.

We were also able to extend our reach through a new initiative developed by Kelly Stewart. The AABC hosted two Roundtable Discussions that were webcast thanks to the Irving K. Barber Centre’s generous donation of services. The first Roundtable, held in October 2014, addressed the issue of orphan photographs and copyright. The most recent Roundtable, held in February 2015, took on the issue of metadata and digital processing and preservation. With viewers tuning in across BC and Canada, and as far away as Argentina, the Roundtables have broadened the AABC’s reach, creating a forum for practical examination of the issues archivists struggle with on a daily basis. We are hoping to be able to offer two more Roundtable Discussions in 2015-2016.

This year we say goodbye to our long-time Network Coordinator, David Mattison. On behalf of the Executive, I would like to express my thanks for his expertise and years of service to the BC archival community. As David moves on to other archival endeavours, the AABC welcomes Dan Gillean, who will be taking up the post of BCANS Coordinator this year. Dan will be helping to ease us into an upgraded MemoryBC platform and will continue our efforts to promote access to British Columbia’s documentary heritage.

When I came to BC a few years ago there were dire predictions about the fate of the AABC. I encountered a bruised association that was forced to recast its role in the archival system. Fast forward to 2015 and I believe we have weathered the storm. While our services are reduced and we continue to operate without any external funding support, I am encouraged by the dedication of our Executive and contractors to continue to offer high-quality services to our members. While we may not be able to provide all of the services we once did, we have found creative ways to fulfill our mission. Looking forward, I encourage us all to think creatively and continue to find new ideas, new partnerships, and new initiatives.

Respectfully submitted,  
Emily Lonie  
Vice-President

### **3.3 Treasurer and Finance Committee Report – Sarah Romkey**

#### **Introduction:**

2014-2015 has been a year that, although still marked by a deficit, showed more financial stability for the Association since the loss of NADP funding. A projected deficit of \$5,130 was presented to the Membership at the 2014 AGM; as of February 2015 our projected deficit for year-end is \$2,500.



The cost savings can be attributed to both lowered costs and higher revenues than expected. In the category of lowered costs, both our Financial Manager and BCANS Coordinator did not need all of the hours budgeted for them this fiscal year. Additionally, Andornot has generously donated the hosting fees for the website in lieu of a paid advertisement on the site. In the category of higher revenues, higher than projected membership fees balanced slightly lower than expected distance education revenues.

Our membership came through once again in the category of donations- thank you to all of our generous donors and sustaining members! We exceeded the amount of donations needed to fund our two graduating SLAIS scholarships and therefore have a carry-forward amount to use for next year's scholarship fund of approx. \$200.

Web advertising continues to be a poor area for the AABC due to lack of expertise and time on behalf of the Treasurer. If there is a member who is interested in taking this on as a volunteer project, please do get in touch with the Executive.

### **Financial Statements:**

#### A. Financial Statements for 2013-2014

The accounting firm, Evancic Perrault Robertson Ltd. (EPR) has completed its review engagement of the AABC's financial statements for the year ending March 31, 2014. The review is available to AABC members. These financial statements are attached as Appendix A, to be approved at the 2015 AGM.

As moved by the Membership at the last AGM, these will be the last financial statements prepared by external reviewers until such a time that an external review is legally required. The Treasurer and Finance Committee has asked a volunteer to perform a review of the finances, which will take place in April or May, after the financial year is complete and records are available. Our sincere thanks to Barry Dykes, archivist and former accountant, for volunteering for this role of financial reviewer.

#### B. Financial Statements for 2014-2015

The current financial statements for the year ending March 31, 2015 are preliminary. They have not yet been finalized and reviewed at the date of the writing of the present report. A draft of these financial statements will be circulated at the AGM.

### **Budget for 2014-2015**

The AABC executive met with Financial Manager Karen Blimkie, Finance Committee member Lara Wilson and Programs Committee members Jill Teasley and Jennifer Mohan on February 14, 2015 to discuss the budget for 2015-2016. We are projecting similar workshop and membership revenues for 2015-2016 as in this past fiscal year, but increased expenses are pushing our projected deficit up to \$6,037. These expenses include increased amounts for the delivery and upkeep of our workshops and distance education, an increased fee for MemoryBC hosting, and increased number of hours for



a new person to fulfill the role of BCANS coordinator. Realistically we do not project any web advertisement sales so we removed that revenue projection.

At the time of budgeting, the projected revenues from the conference were still an unknown factor. It is the Executive's and Finance Committee's hope that revenue from the Conference will offset at least some of this increased deficit.

#### **Contingency fund:**

While significantly decreased deficits since the 2013-2014 fiscal year (when a deficit of over \$20,000 was projected) have renewed hope that the Association can be self-sustaining in the coming years, the Executive must still be prepared to wrap up the affairs of the Association if need be. A restricted contingency fund of \$55,000 remains in case of this outcome.

#### **Other activities 2014-2015:**

##### A. Financial procedures disclosure

The Membership at the 2014 AGM asked for more transparency in the financial practices of the Association, in light of the decision to no longer require an external review of the finances. A report is being presented in March 2015 to the Executive, with the hopes it can be disseminated to the membership at or before the AGM.

##### B. New Finance Committee member

For the 2015-2016 year, the Finance Committee will lose an excellent member in Terra Dickson. Terra, thank you for your contributions! We were able to recruit a new Finance Committee member for the coming year in Rebecca Pasch. Thank you for joining the committee, Rebecca!

#### **Thank you:**

As always, speaking for myself and for the Finance Committee, we would simply be lost without the guidance of our excellent Financial Manager, Karen Blimkie! Thank you Karen, for all that you do for the Association. My sincere thanks also to current Finance Committee members Lara Wilson and Terra Dickson, and to new Finance Committee member Rebecca Pasch. Finances are a challenging area for any non-profit, especially during tight times, and your contributions are very sincerely appreciated.

Respectfully submitted,

Sarah Romkey  
AABC Treasurer  
Chair, Finance Committee

#### **4.0 Committee and Program Annual Reports**



#### 4.1 Programs Committee Report

This year's Programs Committee members were Lara Wilson, Jill Teasley, Jennifer Mohan, and Terra Dickson. The Programs Committee was consulted on several small questions during the year but there is no substantial activity to report for the 2014-2015 year.

##### **BC Archival Education and Advisory Services**

The BC Archival Education and Advisory Services, led by Kelly Stewart, remains the AABC's lifeblood, offering advice and educational services to our members. I want to thank Kelly for her dedication to the AABC and for her creativity and enthusiasm. Kelly successfully ran three distance education courses this year, including: "Introduction to Archival Preservation"; "Managing Archival Photographs"; and the AABC's newest course "Managing Archives," which was very well-received. Kelly also instigated and hosted two sessions of a Roundtable Discussion Series that was webcast thanks to the Irving K. Barber Learning Centre at the University of British Columbia. Topics were suggested by the community and the two-hour discussions were facilitated by Kelly. These informative discussions, the first about orphan photographs and copyright, and the second about metadata and digital preservation, helped the AABC to extend its reach and provided our members with practical advice for addressing common archival issues. We look forward to another series of webcasts in the coming year.

Respectfully submitted,  
Emily Lonie,  
Programs Committee Chair

##### **BC Archival Network Services**

MemoryBC continues to be the pride and joy of the AABC, offering member institutions of all sizes the ability to upload their archival descriptions. It offers a searchable database of the materials available at archival repositories throughout BC and offers users a "one stop shop" for archival content. The management of this system, along with the management of the AABC website falls to our BCANS Coordinator. For the past five years, David Mattison has been our link to all things network and systems-related. This year, our total number of descriptions in MemoryBC grew to 11,372. David offered advice and assistance to member institutions, provided a monthly overview of our web statistics, and our website was kept up to date with relevant job postings, news items, educational offerings, and social events. I would like to thank David for his service to the organization and wish him all the best. Taking over from David for the 2015-2016 year will be Dan Gillean. Dan's systems expertise will be incredibly beneficial as we upgrade MemoryBC to the latest AtoM platform. The Executive looks forward to working with Dan.

Respectfully submitted,  
Emily Lonie,



Programs Committee Chair

## **4.2 Communications Committee & Regional Representatives**

With over 300 followers, the AABC Facebook page, managed by Kelly E. Lau, continues to engage and inform members of the archives community. Regular contributors include Chelsea Shriver, Bronwen Bird, and Emily Chicorli. Christie Waltham will be replacing Emily Chicorli as the AABC representative for ACA@UBC. Part of her new role will include posting updates from SLAIS to the Facebook page.

Conducting oral history interviews and producing videos and/or blogs on BC archives and archivists with the goal of highlighting the current state of local archives is an outreach activity proposed by one of the AABC members. This process may involve interviewing, writing, and posting the results on a blog via the AABC web site with links back to the AABC Facebook page. The Communications Committee is hoping to solicit volunteer interest in this initiative for the upcoming year.

Strategies for reaching out to regional representatives are under discussion. Suggestions include regional representatives soliciting interest in holding regional workshops and connecting with the Membership Committee to run membership reports. I am optimistic the upcoming year will lead to increased activity between the AABC and the regions.

On a final note, I would like to thank the Executive: Jane, Caroline, Emily, Ryan, and Sarah for orienting me to the role of the secretary. I would also like to thank Kelly Lau for her contributions to the Communications Committee and the AABC Facebook page. Finally, thank you to Emily and welcome Christie!

Respectfully submitted,  
Sarah Jensen  
AABC Secretary and Communications Committee Chair

## **Regional Representatives**

### **Central and North Vancouver Island Regional Representative – Jane Hutton**

There was no regional activity to report in the 2014-15 year.

### **South Vancouver Island Regional Representative – Chance Dixon**

The Spring 2014 meeting was held on Thursday, April 10, at the Royal BC Museum and Archives. The theme was Digitization, with a presentation by a representative of the BC History Digitization Project as well as a tour of the digitization labs at the museum and archives. There were approximately 15 archives represented at the meeting.



The Fall 2014 meeting, hosted by the University of Victoria, was held on Wednesday, November 5, 2014. The meeting started after members viewed a selection of the collection. Introductions and updates were provided from the AABC Roundtable and the InterPARES Trust symposium. This was followed by a mini records-management workshop.

Caroline Posynick, Archivist for Royal Roads University, passed along the Chair position to Chance Dixon, Archivist for the Town of View Royal, at this Fall meeting. There were approximately 30 archives represented at the meeting.

The Spring 2014 meeting will be scheduled for early May 2014, at St. Ann's Academy National Historic Site. The meeting will include a round-table of archives updates and a general discussion of current issues faced by local archives. This will be followed by a tour of the site focusing on the collection.

Announcements were also circulated throughout the year on behalf of several member groups regarding special activities and events.

Respectfully submitted,

Chance Dixon

Regional Representative, South Vancouver Island

#### **Greater Vancouver Regional Representative – Vacant**

There was no regional activity to report in the 2014-15 year.

#### **Fraser Valley Regional Representative – Val Billesberger**

There was no regional activity to report in the 2014-15 year.

#### **Thompson-Okanagan Regional Representative – Deborah Chapman**

There was no regional activity to report in the 2014-15 year.

#### **Kootenay-Columbia Regional Representative – Sue Adrain**

There was no regional activity to report in the 2014-15 year.

#### **B.C. Northwest Regional Representative – Jean Eiers-Page**

There was no regional activity to report in the 2014-15 year.

#### **Central Interior-BC Northeast Regional Representative – Kim Stathers**

There was no regional activity to report in the 2014-15 year.

### **4.3 Membership & Conference Committees**

Membership Committee members for 2014-2015 were Barry Dykes and Alaric Posey. The committee was co-chaired by Sarah Rathjen and Jennifer Zerkee. The executive liaison was Jane Morrison.

### **Responsibilities**

The Membership Committee is responsible for:

- Managing the membership database
- Processing memberships (new, renewals, lapsed, arrears)
- Producing an annual membership directory
- Responding to membership-related queries from members and non-members
- Reviewing applications for institutional membership and making recommendations to the Executive
- Generating reports for other AABC committees, Executive members, and AABC contractors, as required

### **Membership statistics**

	2014 -	2013 -	2012 -	2011 -	2010 -	2009 -	2008 -	2007 -	2006 -	2005 -	2004 -
	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
Institutional	69	69	77	81	80	74	71	93	92	87	96
Associate Institutional	45	45	42	45	44	32	40	57	53	46	49
Sustaining	5	5	4	4	6	2	6	6	7	7	7
Individual	60	60	55	49	60	62	58	68	64	70	89
Student/Volunteer	37	36	30	30	31	23	32	34	52	70	67
Honorary Life	2	2	2	2	2	2	1	1	1	6	7
Honorary Patron	1	1	1	1	1	1	1	1	1	1	
<b>Total Members</b>	217	216	211	212	224	196	209	260	270	287	315

### **Projects and activities**

#### **Membership database and directory**

The membership database was maintained and updated throughout the year. The membership directory was issued electronically in December.

#### **Full institutional application**

Building on past committee work, the membership committee presented a revised Application for Full Institutional Membership to the Executive last fall. The final version of this application was approved by the Executive in January and was posted to the AABC website in February.



### **Outreach to SLAIS students**

In the fall Jennifer visited a SLAIS MAS core class to present the benefits of AABC membership and to offer students a free first membership. This resulted in 6 new student members.

In February the Co-Chairs asked the ACA@UBC student chapter to forward a similar message to their email list and social media sites.

### **New institutional members**

No applications for full institutional membership were received this year.

New associate institutional members this year were Emily Carr University of Art & Design Library & Archives and City of Coquitlam Archives. We also welcomed back Bulkley Valley Historical & Museum Society.

### **Plans for the 2015/2016 year**

- Consider and revise if necessary the Membership Committee's Terms of Reference (we have begun to discuss this as a committee)  
Develop a comprehensive list of membership benefits, for use in publicity

### **Comments from Co-Chairs**

Thank you again to our small but dedicated group of Membership Committee members. Your contributions to our projects have been valuable. We look forward to your insights on our upcoming projects. We are also grateful to the general membership for their continued support of BC's archival community.

Respectfully submitted,  
Sarah Rathjen and Jennifer Zerkee  
AABC Membership Committee Co-Chairs

### **Conference Report**

Executive discussions began in summer 2014 on planning for a 2015 conference. Vice-President Emily Lonie offered Coquitlam as a tentative location which was ultimately secured through a generous in-kind donation from the Coquitlam Public Library. Two joint conference ideas were explored but did not come to bear for this year. The conference committee was formed in September after a call for volunteers. Many thanks go to Lara Wilson (chair), Jennifer Mohan, Jennifer Yuhasz, Jade Guan, Daniel Collins and AABC Vice President Emily Lonie, who took on much of the host planning and executive liaison role, for putting on a successful day of conference programming.



Although the planning is a lot of work, we find that conferences are consistent money-makers, so we look forward to next year’s planning. If you have any suggestions and would like to be part of the next conference committee, please approach an executive member.

Respectfully submitted,  
Jane Morrison  
Member-at-Large (Membership and Conference)

**4.4 Grants and Fundraising–**

One of the Members-at-Large is responsible for the adjudication of grant funding, via the Grants and Fundraising Committee (typically chaired by the Member-at-Large) As no new source of grant funding was introduced, the grants committee did not meet in 2014-2015. One grant with some AABC input, is the Terry Reksten Award, adjudicated by the Friends of the BC Archives and the chair of the Grants Committee. This year’s winners were the Whistler Museum and Archives Society and the Vancouver Maritime Museum.

Much of the effort of the past year was spent researching how other provincial archives associations are funded. Most receive grants from their respective provincial governments. In the fall, the BC Arts Council engaged in a review of its funding program. The BC Arts Council traditionally will not fund archives-specific organizations. Communications were exchanged with the Arts Council, as well as with Minister of Community, Sport & Cultural Development, Coralee Oakes (the minister responsible for the BC Arts Council), outlining the AABC’s predicament of being ineligible for provincial grants. The results of the program review have not been released, though early 2015 was the expected timeframe.

Respectfully submitted,  
Ryan Gallagher  
Member-at-Large

**5.0 Election of Executive Committee Members**

**5.1 Nominations Committee**

As of this report’s submission, there are nominated candidates for all open positions on the Executive.

The following members have let their names stand for the following positions on the AABC Executive Committee:

Vice President:\_\_\_\_\_

Treasurer: Sarah Romkey



Secretary (2 year term): Sarah Jensen

Member-at-Large (2 year term): Heather Dean

These candidates will be presented to the AGM; additional nominations will also be accepted from the floor.

## **6.0 Other Business**

### **6.1 Honorary Life Membership**

The AABC is pleased to award Provincial Archivist Emeritus Gary Mitchell with an honorary life membership. Gary will be presented with a certificate and a citation read at the AGM.

Respectfully submitted,

Jane Morrison

Member-at-Large (Membership and Conference)



**Budgets: 2014-2015 and 2015-2016 years**

<p>Budget 2014-2015 Approved February 23, 2014</p> <p><b>General Fund 2014-2015</b></p> <p><b>Revenues</b>          Membership fees: \$16,800          Workshop fees: \$28,437          Donations: \$1,000          Interest Income: \$50.00          Web advertising: \$1,000          GST Revenue- all funds: \$1,000</p> <p><u>Total Revenue: \$48,287</u></p> <p><b>Expenses</b>          Awards: \$1,000          Insurance expense: \$3,500          Office and clerical expense: \$1,550          Accounting and legal: \$0.00          Admin- Internal accounting: \$7,000          Donation expense- CanadaHelps: \$0.00          Grants Committee: \$0.00          Membership Committee: \$300.00          Membership directory: \$0.00          Executive Committee: \$1,100.00          Finance Committee: \$0.00          Programs Committee: \$0.00          Miscellaneous Expense: \$50.00          Systems Support: \$3,000          Internal Program funding- ANS: \$8,910.00          Internal Program funding- BCAPS: \$0.00          Internal Program funding- BCEAS: \$27,007</p> <p><u>Total Expenses: \$53,417.00</u></p> <p><b>Expenses (Deficiency) of Revenues over Expenses: (\$5,130.00)</b></p>	<p>Budget 2015-2016 Approved March 18, 2015</p> <p><b>General Fund 2015-2016</b></p> <p><b>Revenues</b>          Membership Fees: \$16,800.00          Conference Sponsorship Revenue: (unknown)          Conference Fees: (unknown)          Conference 50/50 Draw: \$250.00          Workshop Fees: \$26,687.50          Donations: \$1,000.00          Interest Income: \$200.00          GST Revenue - all funds: \$700.00</p> <p><u>Total Revenue: \$45,637.50</u></p> <p><b>Expenses</b>          50/50 Draw License: \$30.00          Awards and Donations: \$1,000.00          Insurance Expense: \$3,500.00          Office and Clerical Expense: \$1,550.00          Admin – Internal Accounting: \$6,500.00          Membership Committee: \$400.00          Executive Committee: \$1,100.00          Miscellaneous Expense: \$50.00          Systems Support: \$2,299.00          Internal Program Funding- ANS: \$7,807.50          Internal Program Funding- BCEAS: \$27,438.70</p> <p><u>Total Expenses: \$51,675.20</u></p> <p><b>Expenses (Deficiency) of Revenues over Expenses: (\$6,037.70)</b></p>
--	---



*Honourary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

**PROXY VOTING FORM**

**ANNUAL GENERAL MEETING**

*(Please complete this form if you are unable to attend the AGM)*

**Friday April 24, 2015**

**3:30pm-4:30pm**

**Coquitlam Public Library,  
Coquitlam, BC**

The undersigned, being a member in good standing with the Archives Association of British Columbia, hereby nominates, constitutes and appoints:

\_\_\_\_\_

(Name of Proxy)

of

(Address)

to attend, act, and vote on behalf of the undersigned at the Annual General Meeting of the Archives Association of British Columbia on Friday April 24, 2015 Coquitlam, BC.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_

Member Signature

\_\_\_\_\_

Member Name (Print)

Each member present at a vote may cast no more than one proxy vote on behalf of an absent member.

**Please present this proxy to the Secretary at the time of each vote.**

# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

Financial Statements  
(Unaudited)

March 31, 2014



REVIEW ENGAGEMENT REPORT	
STATEMENT OF OPERATIONS	STATEMENT 1
STATEMENT OF CHANGES IN NET ASSETS	STATEMENT 2
STATEMENT OF CASH FLOWS	STATEMENT 3
STATEMENT OF FINANCIAL POSITION	STATEMENT 4
NOTES TO THE FINANCIAL STATEMENTS	
SCHEDULE OF GENERAL FUND	SCHEDULE 1
SCHEDULE OF ARCHIVAL NETWORK SERVICES PROGRAM	SCHEDULE 2
SCHEDULE OF PRESERVATION PROGRAM	SCHEDULE 3
SCHEDULE OF EDUCATION PROGRAM	SCHEDULE 4



COQUITLAM

2nd Floor Heron Centre  
566 Lougheed Highway  
Coquitlam, BC V3K 3S3  
Telephone 604-936-4377  
Fax 604-936-8376  
www.eprcoq.com

## REVIEW ENGAGEMENT REPORT

To The Members of  
Archives Association of British Columbia

We have reviewed the statement of financial position of Archives Association of British Columbia as at March 31, 2014 and the statements of operations, changes in net assets and cash flows for the year ended March 31, 2014. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussions related to information supplied to us by management.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

A handwritten signature in black ink that reads 'EPR' in a stylized, cursive font.

CERTIFIED GENERAL ACCOUNTANTS

Coquitlam, B.C.  
July 14, 2014

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

STATEMENT 1

**STATEMENT OF OPERATIONS**

Year Ended March 31, 2014

(Unaudited)

	2014	2013
<b>Revenue (schedule 1)</b>	\$ 58,646	\$ 59,884
<b>Expenditures</b>		
General fund (schedule 1)	27,600	24,631
Archival network services program (schedule 2)	6,526	3,905
Preservation program (schedule 3)	495	10,882
Education program (schedule 4)	26,269	19,209
	60,890	58,627
<b>Excess (deficiency) of revenue over expenditures for the year</b>	<b>\$ (2,244)</b>	<b>\$ 1,257</b>

The accompanying notes and schedules are an integral part of these financial statements.



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

STATEMENT 2

**STATEMENT OF CHANGES IN NET ASSETS**

Year ended March 31, 2014

(Unaudited)

	Unrestricted	Restricted (note 3)	Archival Network Program	Preservation Program	Education Program		2014	2013
<b>Net assets, opening balances</b>	\$ 53,932	\$ 55,000	\$ -	\$ -	\$ -		108,932	\$ 107,675
Excess (deficiency) of revenue over expenditures for the year	31,046	-	(6,526)	(495)	(26,269)		(2,244)	1,257
Inter-fund transfers	(33,290)	-	6,526	495	26,269		-	-
<b>Net assets, closing balances</b>	\$ 51,688	\$ 55,000	\$ -	\$ -	\$ -		106,688	\$ 108,932

The accompanying notes are an integral part of these financial statements.



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

STATEMENT 3

**STATEMENT OF CASH FLOWS**

Year Ended March 31, 2014

(Unaudited)

	2014	2013
<b>Cash flows from (used in) operating activities:</b>		
Excess (deficiency) of revenue over expenditures for the year	\$ (2,244)	\$ 1,257
Changes in non-cash working capital		
Decrease in grants receivable	-	16,780
Decrease in government agencies recoverable	1,950	1,968
Decrease (increase) in prepaid expenses	145	(349)
Increase in restricted cash	-	(20,000)
Increase (decrease) in accounts payable and accrued liabilities	(291)	240
Decrease in deferred revenue	5,041	(1,280)
<b>Increase (decrease) in cash and cash equivalents</b>	<b>4,601</b>	<b>(1,384)</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>58,718</b>	<b>60,102</b>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 63,319</b>	<b>\$ 58,718</b>

The accompanying notes and schedules are an integral part of these financial statements.



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

**STATEMENT 4**

**STATEMENT OF FINANCIAL POSITION**

March 31, 2014

(Unaudited)

	2014	2013
<b>ASSETS</b>		
Current:		
Cash and cash equivalents - note 1	\$ 63,319	\$ 58,718
Government agencies recoverable	891	2,841
Prepaid expenses	3,239	3,384
	67,449	64,943
Restricted cash - note 2	55,000	55,000
	<b>\$ 122,449</b>	<b>\$ 119,943</b>
<b>LIABILITIES AND NET ASSETS</b>		
Current:		
Accounts payable and accrued liabilities	\$ 5,000	\$ 5,291
Deferred revenue - note 3	10,761	5,720
	15,761	11,011
Net assets		
Unrestricted	51,688	53,932
Restricted - note 2	55,000	55,000
	106,688	108,932
	<b>\$ 122,449</b>	<b>\$ 119,943</b>

On behalf of the Board

\_\_\_\_\_ President

\_\_\_\_\_ Treasurer

\_\_\_\_\_ Date

\_\_\_\_\_ Date

The accompanying notes and schedules are an integral part of these financial statements.



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2014

(Unaudited)

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The Archives Association of British Columbia (the "AABC") was established through the amalgamation of the *Association of British Columbia Archivists* and the *BC Archives Council* and was incorporated on January 21, 1991 under the Society Act of British Columbia as a not-for-profit organization. The association is a registered charity under the Income Tax Act and is exempt from income taxes under section 149 (1) (f) of the Act. Its main objective is to preserve British Columbia's documentary heritage by providing programs designed to promote and strengthen the archival network within the province. The Archives Association of British Columbia is committed to the following goals:

- To provide educational opportunities for those engaged in all aspects of archival work in British Columbia.
- To coordinate projects and programs designed to promote and strengthen the archival network within the province.
- To function as an advocacy and lobby group on behalf of archives and archivists by preparing presentations for governmental agencies, as well as by promoting a better understanding of our field amongst the general public.
- To cooperate with all organizations engaged in heritage and information-management activities within the province.

On April 1, 2000, the organization received official charitable status.

The AABC offers the following main programs:

### British Columbia Archival Education and Advisory Service

The BC Archival Education and Advisory Service offers advisory and education services for archives and archivists in B.C. The program is responsible for the management of the Community Archives Education Program, as well as for providing ongoing advisory services to archives in the province.

The AABC Community Archives Education Program is designed to provide fundamental-level education courses to individuals working with archival material. These courses are also of interest to individuals who are responsible for records management and providing reference service for their institution and the general public.

### British Columbia Archival Network Service

The British Columbia Archival Network Service program is responsible for the development and maintenance of web resources created by the Archives Association of British Columbia, including the B.C. Archival Information Network (BCAIN) web site, the British Columbia Archival Union List (BCAUL), a *Guide to Archival Repositories in British Columbia*, and the AABC's "The Archivists's Toolkit".



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2014

(Unaudited)

---

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations applied on a basis consistent with that of the preceding year. Outlined below are those policies considered particularly significant.

#### **Fund Accounting**

The Association follows the restricted fund method of accounting for contributions.

The General Fund accounts for the Association's program delivery and administrative activities. This fund reports unrestricted resources.

*The Restricted Fund reports only restricted resources that are to be set aside as a minimum or safe reserve for the Association.*

#### **Cash and cash equivalents**

The policy of the Association is to disclose bank balances, including bank overdrafts with balances that fluctuate frequently from being positive to overdrawn and term deposits that can be withdrawn when needed under cash and cash equivalents.

#### **Revenue Recognition**

The Association follows the deferral method of accounting for contributions.

Restricted contributions related to specific projects are recognized as revenue of the project in the year in which the related expense are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund.

Unrestricted contributions are recognized as revenue of the General Fund in the year received or receivable if the amount to be recorded can be reasonably estimated and collection is reasonably assumed.

Membership and seminar fees are recognized as revenue of the General Fund when services are rendered and seminars are held.

#### **Allocation of Expenses**

The Association adopted Section 4470, disclosure of allocated expenses by not-for-profit organizations according to a number of functions to which the expenses relate. The Association incurs a number of general and administrative support expenses that are common to the administration of the organization and each of its programs. All contract fees are directly expensed to the programs to which they relate, with the exception of finance and administration contract fees, which are allocated to the individual programs on a percentage agreed upon by the National Archival Development Program/Canadian Council of Archives. These expenses are disclosed under each program in the attached schedules.



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2014

(Unaudited)

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONT'D

#### Financial Instruments

##### Measurement of financial instruments

The Association initially measures its financial assets and liabilities at fair value.

The Association subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash and cash equivalents, government agencies recoverable and restricted cash.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

##### Impairment

Financial assets measured at cost will be tested for impairment when there are indicators of impairment. The amount of any identified impairment will be written down and recognized in net income. Any previously recognized impairment loss may be reversed to the extent of the improvement, either directly to this asset or by adjusting an allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of a reversal is recognized in net income.

##### Transaction costs

The Association recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

#### Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Estimates are used for, but are not limited to, the accounting for accrued liabilities, impairments and contingencies. Actual results may differ from those estimates.

### 2. RESTRICTED CASH

The Association's board has internally restricted \$55,000 to be maintained as a minimum allowable safe reserve. This internally restricted amount is not available for unrestricted purposes without the approval of the board.



# ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

## NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2014

(Unaudited)

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### 3. DEFERRED REVENUE

The amount represents prepaid membership and conference fees.

	2014	2013
Balance, beginning of year	\$ 5,720	\$ 7,000
Prepaid membership and conference fees	10,761	5,720
Less: amount recognized as revenue	(5,720)	(7,000)
Balance, end of year	\$ 10,761	\$ 5,720

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

SCHEDULE 1

**SCHEDULE OF GENERAL FUND**

Year Ended March 31, 2014

(Unaudited)

	2014	2013
<b>Revenue</b>		
Conference, workshop and registration fees	\$ 39,510	\$ 37,289
Membership fees	15,271	16,430
Miscellaneous	3,417	5,606
Investment income	448	559
	<u>58,646</u>	<u>59,884</u>
<b>Expenditures</b>		
Accounting and legal	10,473	14,250
Committees	482	659
Conference and workshops	9,928	2,688
Insurance	2,822	2,634
Office	1,702	2,116
Server and website maintenance	2,193	2,284
	<u>27,600</u>	<u>24,631</u>
<b>Excess of revenue over expenditures</b>	<b>\$ 31,046</b>	<b>\$ 35,253</b>



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

SCHEDULE 2

**SCHEDULE OF ARCHIVAL NETWORK SERVICES PROGRAM**

Year Ended March 31, 2014

(Unaudited)

	2014	2013
<b>Revenue</b>	\$ -	\$ -
<b>Expenditures</b>		
Contract fees	6,323	3,905
Travel	203	-
	6,526	3,905
<b>Excess of expenditures over revenue</b>	\$ (6,526)	\$ (3,905)



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

SCHEDULE 3

**SCHEDULE OF PRESERVATION PROGRAM**

Year Ended March 31, 2014

(Unaudited)

	2014	2013
<b>Revenue</b>	\$ -	\$ -
<b>Expenditures</b>		
Communications	-	850
Contract fees	495	9,667
Office	-	345
Travel	-	20
	495	10,882
<b>Excess of expenditures over revenue</b>	\$ (495)	\$ (10,882)



**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA**

SCHEDULE 4

**SCHEDULE OF EDUCATION PROGRAM**

Year Ended March 31, 2014

(Unaudited)

	2014	2013
<b>Revenue</b>	\$ -	\$ -
<b>Expenditures</b>		
Communications	597	401
Contract fees	24,448	17,409
Office	1,224	1,399
	26,269	19,209
<b>Excess of expenditures over revenue</b>	\$ (26,269)	\$ (19,209)





Archives Association  
of British Columbia

## Archives Association of British Columbia

*Honourary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

### AABC Annual General Meeting

Friday April 15, 2016, 4:00 p.m.

Deloitte,

1055 Dunsmuir Street, Vancouver, BC



[View of the Bentall Centre and the Melville Building under construction] on Burrard Street,  
February 1966

Reference code COV-S511---: CVA 780-18  
City of Vancouver Archives

**PLEASE REMEMBER TO BRING THIS PACKAGE WITH YOU TO THE AGM**



## AGENDA

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*Honourary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

**AABC Annual General Meeting**  
**Friday April 15, 2016**  
**4:00 p.m.**  
**Deloitte, 1055 Dunsmuir Street,**  
**Vancouver, BC**

- 1. Approval of Agenda**
- 2. Approval of Minutes of April 24, 2015 Annual General Meeting**
- 3. Executive Reports**
  - 3.1 President
  - 3.2 Vice-President
  - 3.3 Treasurer and Finance Committee
- 4. Committee and Program Annual Reports**
  - 4.1 Programs Committee
  - 4.2 Communications Committee & Regional Representatives
  - 4.3 Membership & Conference Committees
  - 4.4 Grants & Fundraising Committee
- 5. Election of Executive Committee Members**
  - 5.1 Nominations Committee
- 6. Other Business**
- 7. Adjournment**

### **Attachments**

- 2015-2016 and 2016-2017 Budgets
- Financial review 2015
- Preliminary financial statements March 2015 (see separate document)
- Proxy Voting Form



## 2015 AGM Minutes

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Archives Association of British Columbia  
Annual General Meeting  
Friday April 24, 2015

**Draft – Not Approved**

Coquitlam Public Library, Coquitlam, BC

### 1. Approval of Agenda

Caroline Posynick called the meeting to order at 4:05pm.

There was a call for a motion to approve the agenda and call for any additions to the agenda.

Peter Ord requested the following addition to the agenda: 6.2 RBCM report.

Gary Mitchell moved to approve the amended agenda, seconded by Sarah Rathjen.

Call for vote to accept the agenda. Motion carried.

### 2. Approval of Minutes of April 26, 2014 Annual General Meeting

Motion to approve the minutes of the 2014 AGM was made by Jill Teasley and seconded by Jennifer Zerkee.

Call for vote to accept the 2014 AGM minutes. Motion carried.

### 3. Executive Reports

#### 3.1 President

Caroline Posynick added to her report that it has been a pleasure serving as the AABC's president. She called for motion to approve the President's report.

Lara Wilson moved to approve the President's report, seconded by Susan Hart.

Call for vote to accept the President's report. Motion carried.

#### 3.2 Vice-President



Emily Lonie had nothing further to add to her report.

Call for motion to approve the Vice-President's report.

Jill Teasley moved to approve the Vice-President's report, seconded by Linda Nobrega.

Call for vote to accept the Vice-president's report. Motion carried.

### **3.3 Treasurer and Finance Committee**

Sarah Romkey added the following two comments to her report:

- 2015 financial statements will be discussed via projection screen as hard copies aren't available.
- Financial update: A \$2,500.00 deficit was anticipated but S. Romkey is pleased to report the AABC is \$3,054.00 in the black. Reasons for this include anticipated expenses that never materialized such as: free web hosting by Andornot and under spending in the following areas: executive budget, contractors, administration fees.
- S. Romkey reported the AABC is still projecting a deficit for next year.

Call for motion to approve the financial statements.

Jill Teasley moved to approve the AABC financial statements as prepared by EPR Canada Group for the year ending March 31, 2014. Seconded by Linda Nobrega.

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

Call for motion to approve the Treasurer's report.

George Brandak moved to accept the Treasurer's report, seconded by Peter Ord.

Call for vote to accept the Treasurer's report. Motion carried.

## **4. Committee and Program Annual Reports**

### **4.1 Programs Committee**

There were no additions to the Programs Committee report.

Call for motion to approve the Programs Committee report.

Sarah Rathjen moved to approve the Programs Committee report, seconded by Jennifer Yuhasz.

Call for vote to accept the Programs Committee report. Motion carried.



#### **4.2 Communications Committee**

There were no additions to the Communications Committee report but there was a question from the floor regarding regional representative engagement. This is a matter the executive has discussed and will continue to discuss in 2015.

Call for motion to approve the Communications Committee & Regional Representatives report.

Susan Hart moved to approve the Communications Committee & Regional Representatives report, seconded by Jennifer Mohan.

Call for vote to accept the Communications Committee & Regional Representatives report. Motion carried.

#### **4.3 Membership Committee**

Sarah Rathjen added to her report that the tracking of honorary memberships was dropped but she and Jennifer Zerkee have worked to rectify this. S. Rathjen proceeded to read out the following honorary membership names: George Brandak, Terry Eastwood, Sue Baptie, Allan R. Turner, Leonard C. DeLozier, Laurenda Daniells.

It was reported that there is a total of 221 members.

Call for motion to approve the Membership Committee report.

Lara Wilson moved to approve the Membership Committee report, seconded by Jennifer Yuhasz.

Call for vote to accept the Membership Committee report. Motion carried.

#### **4.4 Conference Committee**

There were no additions to the Conference Committee report.

Call for motion to approve the Conference Committee report.

Susan Hart moved to approve the Conference Committee report, seconded by Max Otte.

Call for vote to accept the Conference Committee report. Motion carried.

#### **4.5 Grants & Fundraising Committee**

Call for motion to approve the Grants & Fundraising Committee report.

Lara Wilson suggested monitoring for potential grants, especially Canada 150 grants.



Jill Teasley moved to approve the Grants & Fundraising Committee report, seconded by Gary Mitchell.

Call for vote to accept the Grants & Fundraising Committee report. Motion carried.

## 5. Election of Executive Committee Members

### 5.1 Nominations Committee

The following members have let their names stand for the following positions on the AABC Executive Committee:

- Vice President (2 year term, second term as President) **Cindy McLellan.**
- Treasurer (2 year term) **Sarah Romkey**
- Member-at-Large (2 year term) **Heather Dean**
- Secretary (2 year term) **Sarah Jensen**

Ryan Gallagher presented each candidate and thrice called for additional nominations from the floor. No additional names were forwarded, and all candidates were acclaimed to their respective positions. Ryan congratulated the candidates and thanked them for allowing their names to stand.

Call for motion to approve the Nomination Committee's recommendations.

Jennifer Zerkee moved to approve the Nominations Committee's recommendations and Paul Hebbard seconded the motion.

Call for vote to accept the Nominations Committee report. Motion carried.

## 6. Other Business

### 6.1 Honorary Life Membership

- Jane Morrison presented the nomination for **Gary Mitchell** to be awarded Honorary Life Membership in the Archives Association of British Columbia.
- George Brandak spoke about Gary's contributions to the archival profession in the province of BC.

Call for motion to approve the Nomination for Gary Mitchell.

Jennifer Mohan moved to approve the Honorary Life Membership nomination for Gary Mitchell, seconded by Peter Ord.



Call for vote to accept the Honourary Life Membership nomination. Motion carried.

## 6.2 RBCM Report

Peter Ord spoke about the recent agreement between the RBCM and the Ministry of Technology, Innovation, and Citizens' services (MTICS) to transfer 33,000 boxes of government records to Archives' custody.

## 7. Adjournment

Call for motion to adjourn the meeting.

George Brandak moved to adjourn the meeting and Sylvia Stopforth seconded the motion.

Call for vote to accept the motion. Motion carried.

Meeting was adjourned at 4:45pm.



### 3.1 President's Report – Emily Lonie

When my term as President began last year, I could not have anticipated all of the changes and exciting developments that were on the horizon for 2015/2016. Shortly after my term began, I attended the annual conference of the Association of Canadian Archivists and I found myself eagerly anticipating the plenary address from Librarian and Archivist of Canada, Dr. Berthiaume. The launch of the Documentary Heritage Communities Program (DHCP) was met with great excitement and at least a few tears of joy on my part. After several high-fives and happy tweets, the euphoria subsided and we knew it was time to get to work in order to increase the services the AABC is able to offer to its committed members.

The DHCP is not without its limitations. Many of our members are not eligible for the federal funding, so the AABC has submitted applications that we hope will have wide-reaching benefits for all of our members across the province. The loss of the NADP meant that the AABC could no longer provide the kind of in-person education and advisory services that we were once able to offer. With this in mind, the first DHCP application proposed a series of archival clinics in different regions of the province that would be an opportunity for archival institutions to meet with the AABC Archives Advisor to discuss the needs of their institution. We were incredibly pleased to hear in November that our application was successful. Our intrepid Archival Advisor, Lisa Glandt, put together two clinics that were held in March with great success; the first in Campbell River, and the second in Mission.

At present, we are eagerly anticipating the results of the second round of DHCP applications that were submitted at the end of February. The AABC submitted two applications and was a financial partner for an application proposed by the Canadian Council of Archives. We hope to be able to report back to our members in the coming weeks about whether or not our applications have been successful. I would like to offer my deepest thanks to the members of the Executive (Cindy McLellan (VP), Sarah Romkey (Treasurer), Sarah Jensen (Secretary), Ryan Gallagher (Member-at-Large), and Heather Dean (Member-at-Large) and the Programs Committee Members (Jennifer Mohan, Jane Morrison, Jill Teasley, and Lara Wilson) who worked tirelessly on the preparation of the DHCP applications.

The DHCP was not the only change this year. The AABC welcomed two new contractors and said goodbye to long-standing Education and Advisory Services Coordinator, Kelly Stewart. Kelly devoted many years to the AABC, offering advice and guidance to countless archivists across the province, the country, and even the world through the AABC's distance education programs. In her place, we welcomed Lisa Glandt, who hit the ground running in September and has ensured an incredibly smooth transition. We were also fortunate to have Dan Gillean as our new Network Coordinator. Dan's in-depth knowledge and attention to detail was so valuable as we transitioned to an upgraded MemoryBC. Finally, many thanks are due to our dedicated Financial Manager, Karen Blimkie, who offers expert guidance on all of our financial matters, helping to ensure that the association's finances are managed in a responsible and sustainable manner.



Following the success of the 2014/2015 Roundtable Webcasts developed by Kelly Stewart and generously hosted by the Irving K. Barber Learning Centre at the University of British Columbia, the AABC hosted two webcasts again this fiscal year. The first was a discussion of the Rules for Archival Description, which was designed to provide feedback to the CCA working group in advance of their 2016 meeting. We also offered a second webcast in February entitled, "Outreach, Fundraising and Donor Relationships" that spurred a lively discussion with participants tuning in from across the country and participating in the discussion on Twitter.

In addition to all of the exciting new developments, the AABC continued to offer its core services. We offered two distance education courses and a conference workshop; our members had access to advice and guidance from our Education and Advisory Services Coordinator; we upgraded our MemoryBC platform and continued to promote and provide access to the collections of our members; and we continued to undertake advocacy efforts and to represent the needs of BC archives and archivists within the Canadian archival system.

In my Vice-President's report last year, I encouraged us to find creative ways to fulfill our mission. I was so heartened this year to see the creativity, enthusiasm, and dedication of the Executive, the members and chairs of our various standing committees, our contractors, and our many members around the province. I am proud to count myself among you and to have served as President of the AABC. I am inspired by your commitment to preserving and making known the documentary heritage of British Columbia. I know I am leaving the AABC Executive in good hands and I look forward to the new ideas, partnerships, and initiatives to come.

Respectfully submitted,  
Emily Lonie  
President, 2015/2016

### **3.2 Vice-President's Report – Cindy McLellan**



It has been such a pleasure taking on the role of Vice-President for the AABC this year. I would like to thank my Executive colleagues, our contractors, and all committee members and chairs who have contributed to making this a successful year for the AABC. It is really a fabulous group of people to work with. The AABC continues to be a relevant and valuable resource for the BC history, museum and archival communities.

The year was full of changes. After eight spectacular years as the AABC Archival Education & Advisory Services Coordinator Kelly Stewart moved on to new archival adventures in September of 2015. On behalf of the Executive, I would like to again express my thanks for her expertise and years of service to the BC archival community. The AABC welcomed Lisa Glandt in September. Glandt expertly stepped into the fabulous shoes left to her and has taken over the Archival Education & Advisory Services Coordinator position with style and professionalism.

We continue to offer enriching programming through our education and advisory services. In 2015/2016 we were able to offer distance education to 39 people in BC, across the country and all over the world.

The AABC continued the tradition of hosting two Roundtable Discussions that were webcast thanks to the Irving K. Barber Centre's generous donation of services. The first Roundtable, held in October 2015, was our rethink RAD session. The rethink RAD roundtable had over 140 live links at one point (the most that the Irving K. Barber Centre for any such event). This past February 2016, we took on the issue of archival outreach, fundraising and donor relations. With viewers tuning in across BC and Canada, and as far away as the UK, the Roundtables have broadened the AABC's reach, creating a forum for practical examination of the issues archivists struggle with on a daily basis. We are hoping to be able to continue this partnership with the Irving K. Barber Learning Centre and offer two more Roundtable Discussions in 2016-2017.

This year we say goodbye to our Network Coordinator, Dan Gilleen. On behalf of the Executive, I would like to express my thanks for his expertise, great ideas and enthusiasm. Dan was only with us for a year but he will be missed as he moves to the USA.

Our small successful DHCP grant is a fabulous step in the right direction. Hopefully our relations with LAC will continue strongly with the potential for multi-year DHCP funding in the future. The grant allowed the AABC to send Lisa Glandt to two AABC regions to do onsite visits and workshops. These Archival clinics helped to invigorate the communities we serve, strengthen ties within regions and allowed Glandt to build important relationships within our archival communities.

Respectfully submitted,  
Cindy McLellan  
Vice-President

### **3.3 Treasurer and Finance Committee Report – Sarah Romkey**



## Introduction:

2015-2016 has been a continuation on the theme we presented for 2014-2015: increased financial stability for the Association, while still realistically projecting deficits year to year. Members may remember that last years' report projected a deficit of \$2,500, but in fact the year ended with a small surplus! At the time of writing this report, we do not anticipate the same surprise this coming year, however the deficit will be significantly less than the originally projected \$6,037, due to a successful conference in April 2015. We are currently projecting a deficit closer to \$2,500 for the end of the 2015-2016 year.

In the area of donations, the AABC continues to meet and exceed its targets – and that's thanks to you! Many of you give donations to our scholarship funds with your membership renewals, on Giving Tuesday or during the holiday season. We're so grateful, as are our scholarship recipients!

The AABC was pleased to received Documentary Heritage Community Programs funding from Library and Archives Canada during this fiscal year, which has funded clinics with our Education Advisor, Lisa Glandt, in Campbell River and the Fraser Valley. We have applied for special project funding for the 2016-2017 fiscal year as well.

## Financial Statements:

### A. Financial Statements for 2014-2015

As moved by the Membership at the 2014 AGM, we no longer have financial statements prepared by external reviewers until such a time that an external review is legally required. The Treasurer and Finance Committee met with volunteer Barry Dykes, archivist and former accountant, and Financial Manager Karen Blimkie in May 2015 to perform a review of the Association's finances. The Financial Manager provided the volunteers with all financial paperwork for the 2014-2015 fiscal year and provided us with an orientation to the paperwork, then recused herself for our review. The financial statements and report from the volunteers is attached to the AGM Package as Appendix A.

### B. Financial Statements for 2015-2016

The current financial statements for the year ending March 31, 2016 are preliminary. They have not yet been finalized and reviewed at the date of the writing of the present report. A draft of these financial statements will be circulated at the AGM.

## Budget for 2016-2017

The AABC executive met with Financial Manager Karen Blimkie, Finance Committee members Lara Wilson and Rebecca Pasch, and Programs Committee members Jill Teasley Jennifer Mohan and Jane Morrison on February 13, 2016 to discuss the budget for 2016-2017. We have projected increased Membership and Workshop revenue based on results from the previous few years. Our main expenses, our contractor's fees, are remaining roughly the same from recent years. We project a modest surplus from the 2016 conference.

We are projecting a deficit in 2016-2017 of \$3,765. It is worth noting that \$3,000 of this deficit is based on a commitment to a DHCP application to improve import/export functionality in AtoM,



the system used for MemoryBC. This application is being led by the Canadian Council for Archives and is being financially supported by several provincial associations and institutions from across the country. This is a one-time cost and not a recurring expense. Please also note that because of my employment with Artefactual Systems, the lead developer of AtoM, I recused myself from voting on this contribution during the budget meeting.

Contingency fund:

While significantly decreased deficits since the 2013-2014 fiscal year (when a deficit of over \$20,000 was projected) have renewed hope that the Association can be self-sustaining in the coming years, the Executive must still be prepared to wrap up the affairs of the Association if need be. A restricted contingency fund of \$55,000 remains in case of this outcome.

Thank you:

Many individuals contribute to the financial health of the Archives Association of B.C. and I am very grateful for their contributions. Many thanks to the members of the Finance Committee, Lara Wilson and Rebecca Pasch; to our volunteer financial reviewer Barry Dykes; the Programs Committee, who help us keep the Association both vibrant and fiscally responsible; and as always, our Financial Manager Karen Blimkie who we rely on to keep our financial processes moving smoothly.

Respectfully submitted,  
Sarah Romkey  
AABC Treasurer  
Chair, Finance Committee

#### **4.0 Committee and Program Annual Reports**



#### 4.1 Programs Committee Report

This year's Programs Committee members were Lara Wilson, Jill Teasley, Jennifer Mohan, and Jane Morrison. The Programs Committee was consulted on several small questions during the year. For the first round of DHCP applications we submitted a single application September 2015. It was accepted. As a consequence Lisa Glandt was able to visit the Fraser Valley and Central/North Vancouver Island. In both locations she offered free workshops and site visits. We are hopeful for the next round of DHCP applications. We submitted two applications late February 2016; one for further clinics and archival education development planning for the EAS and the other for hosting a Digital Preservation Management Workshop.

#### BC Archival Education and Advisory Services

The BC Archival Education and Advisory Services, led by Lisa Glandt, remains the AABC's lifeblood, offering advice and educational services to our members. I want to thank Lisa for her dedication to the AABC and for her creativity and enthusiasm. Lisa successfully ran two distance education courses this year: "Introduction to Archival Preservation" and "Managing Plans and Drawings." Lisa planned and hosted two sessions of a Roundtable Discussion Series that was webcast thanks to the Irving K. Barber Learning Centre at the University of British Columbia. Topics were suggested by the community and the two-hour discussions were facilitated by Lisa. These informative discussions, the first about the future of RAD, and the second about archival outreach and donor relations, helped the AABC to extend its reach and provided our members with practical advice for addressing common archival issues. We look forward to another series of webcasts in the coming year. Lisa also conducted one day workshops, an Introduction to Archives in View Royal and the RAD Refresher at the City of Burnaby.

Respectfully submitted,  
Cindy McLellan,  
Programs Committee Chair

#### 4.2 Communications Committee & Regional Representatives

##### Report of Communications Committee and Regional Representatives

In September 2015, Melanie Delva took over management of the AABC Facebook page from Kelly E. Lau. Melanie's report follows my report. With over 300 followers, the AABC Facebook page continues to engage and inform members of the archives community.

Strategies for reaching out to regional representatives continue to be a topic of discussion. Early in the year, regional representatives were contacted regarding soliciting interest in holding regional workshops. The Membership Committee ran membership reports which were disseminated to regional representatives. I am hopeful the upcoming year will lead to increased activity between the AABC and the regions. I plan to schedule a conference call with the regional representatives as soon as possible. Tara Hurley replaced Deborah Chapman as the Thompson-Okanagan regional



representative and Emma Hughes replaced Chance Dixon as the Southern Vancouver Island regional representative. A big thank you to Deborah and Chance for all their hard work.

For the past year, Christie Waltham has been the AABC representative for ACA@UBC.

On a final note, I would like to thank the Executive: Emily, Cindy, Sarah, Ryan, and Heather for their excellent work. I would also like to thank Kelly E. Lau for spearheading the Facebook page and for her time on the Communications Committee and as Facebook page administrator.

Respectfully submitted,

Sarah Jensen  
AABC Secretary and Communications Committee Chair

### **Report of the Facebook Page Administrator**

Dear Members,

I was pleased to take over the administration of the AABC Facebook page in September of 2015. I have focused primarily on “reposting” – mostly from the AABC list-serv, sometimes from Arcan-L, and also “sharing” posts from other archives and associations on Facebook. I have also posted stories and initiatives as they have been sent to me via email. I was hoping to do a weekly #tbt but time constraints have me focusing mostly on reposting content of others.

We continue to have more people following the page, and the stats show an even split between people finding the page via a recommendation that they like it via Facebook, and individuals finding the page on their own. Of our followers, 68% are women and 25% men. The majority are from Canada, but we also have followers in the US, Brazil, the UK, Algeria, Venezuela, Kenya, Romania, Italy, Australia, Portugal and many others. In terms of Canada, most of our followers are in the Vancouver and Victoria areas, followed by rural BC, and from there, smaller numbers across Canada. The stats also show that the majority of followers are between the ages of 25 and 44, with the lowest numbers in the 18-24 age group.

I would love to see more interaction with members and others who follow the page with more dialogue etc, and am trying to brainstorm more ways of doing that. A few thoughts are featured descriptions from the new uploads to MemoryBC, mini-case studies (“what would you do...?”) and photo captioning or identifying. However if the page’s primary purpose is information dissemination, I think it is doing well.

As always, should members wish to have something posted, or if there are any requests or feedback, please feel free to send them directly to me at [archives@vancouver.anglican.ca](mailto:archives@vancouver.anglican.ca).

Respectfully submitted,  
Melanie Delva

### **Regional Representatives**



**Central and North Vancouver Island Regional Representative – Jane Hutton**

There was no regional activity to report in the 2015-16 year.

**South Vancouver Island Regional Representative – Emma Hughes**

The Fall 2015 Meeting was held on Monday November 23<sup>rd</sup> from 2:30pm- 4:30pm at the City of Victoria Archives. Approximately 8 archives were represented at the meeting. There was a round table meeting where members provided archival updates of ongoing and upcoming projects. The meeting advanced into a discussion of volunteers—how to reach new volunteers and how to hold onto legacies. Afterwards, members were granted a tour of the City of Victoria’s Archives by Archives Assistant, Sarah Rathjen.

Chance Dixon, Archivist for the Town of View Royal, passed along the Chair position to Emma Hughes, Digitization Assistant at the Esquimalt Municipal Archives.

The Spring 2016 meeting will be held in early May at a location to be determined.

Additionally, AABC announcements were circulated throughout the year on behalf of several member groups regarding special activities and events.

Respectfully submitted,  
Emma Hughes  
Regional Representative, South Vancouver Island

**Greater Vancouver Regional Representative – Jill Teasley and Jennifer Yuhasz**

This year the Greater Vancouver regional group hosted two. Our first event, held on May 30, 2015 was a guided tour of the exhibit at the Musqueam Cultural Education Resource Centre, *c̓əsnaʔəm*, The City Before The City. Thank you to tour leaders and Musqueam staff members Jason Woolman, Senior Archivist; Kevin Owen, Records Management Analyst; and Leona Sparrow, Director of Treaty, Lands and Resources. Our second event, held September 20, 2015 was a guided tour of the Iron Mountain facility in Richmond. Thank you to Tom Huang of Iron Mountain for giving us this tour.

And a big thank you to everyone that participated in these events. We are looking forward to planning another round of events in 2016. Stay tuned!

Respectfully submitted,  
Jill Teasley  
Jennifer Yuhasz

**Fraser Valley Regional Representative – Val Billesberger**

There was no regional activity to report in the 2015-16 year.

**Thompson-Okanagan Regional Representative – Tara Hurley**



In the summer of 2015 I was approached by Deborah Chapman of the R.J. Haney Heritage Village and Museum and asked if I would consider replacing her as the AABC's regional representative for the Thompson Okanagan area. I agreed and officially took over the role in August of 2015. Deborah Chapman sent an email out to all of the Thompson Okanagan members to let them know of the change in representation, this included a short introduction and biography. Deborah requested that the members email me with any updates to their archive staffing and contact information.

Between August and December of 2015 I have received a number of phone calls and emails from various members; we have discussed such topics as databases, conservation, arrangement and description, volunteer programs and storage solutions.

I look forward to assisting our members in answering any archive questions they may have, organizing a local meeting this fall and promoting the AABC within the Thompson Okanagan in 2016.

Respectfully submitted,  
Tara Hurley

### **Kootenay-Columbia Regional Representative – Sue Adrain**

I'm happy to report that Grand Forks City Hall has completed their renovations after the fire of 2013 and the archives will be back in business soon.

The Community Archival Facility was located in the basement of City Hall and miraculously escaped with very minor damage thanks to the quick thinking of our local fire department.

For restoration purposes, the entire archival collection was boxed up and stored in air-conditioned containers in the Municipal works building until the renovations were completed.

Yesterday was my first day back in the archival facility in 2 1/2 years and today was spent cleaning and preparing the space for the mountain of boxes yet to be unpackaged.

Six months following the City Hall fire, we lost our own family home to fire. Photos, videos, files, computer and backups all gone.

I've learned lessons that probably cannot be taught in any school, have become very well educated on insurance as well as the importance of disaster planning whether it is at home or at your archives. Backups are so important and storing backups off site are equally important. Once these things are gone, you are not going to get them back. Period.

When I initially agreed to be the AABC representative for Kootenay-Columbia, I had envisioned travelling throughout the area to visit archival repositories along the way. It soon became apparent how large of an area Kootenay-Columbia is. For one reason or another, I may have gotten to Trail and Midway but unfortunately that's about it. Now that things are settling down this is something I would like to pursue in the near future. A special regional project that would bring the archival



repositories in our area together needs to be considered for the near future. A suggestion of a Skype meeting in 2016 to brainstorm outreach ideas for the different regions is brilliant.

Respectfully submitted,  
Sue Adrain

**B.C. Northwest Regional Representative – Jean Eiers-Page**

There was no regional activity to report in the 2015-16 year.

**Central Interior-BC Northeast Regional Representative – Kim Stathers**

There was no regional activity to report in the 2015-16 year.

**4.3 Membership & Conference Committees**

Membership Committee members for 2015-2016 were Barry Dykes and Alaric Posey. The committee was co-chaired by Sarah Rathjen and Jennifer Zerkee. The executive liaison was Heather Dean.

**Responsibilities**

The Membership Committee is responsible for:

- Managing the membership database
- Processing memberships (new, renewals, lapsed, arrears)
- Producing an annual membership directory
- Responding to membership-related queries from members and non-members
- Reviewing applications for institutional membership and making recommendations to the Executive
- Generating reports for other AABC committees, Executive members, and AABC contractors, as required

**Membership statistics**

	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009	2007-2008	2006-2007
Institutional	69	69	69	77	81	80	74	71	93	92
Associate Institutional	42	45	45	42	45	44	32	40	57	53
Sustaining	4	5	5	4	4	6	2	6	6	7
Individual	56	60	60	55	49	60	62	58	68	64
Student/Volunteer	41	37	36	30	30	31	23	32	34	52
Honorary Life	7	6	6	2	2	2	2	1	1	1
Honorary Patron	1	1	1	1	1	1	1	1	1	1
<b>Total Members</b>	<b>220</b>	<b>217</b>	<b>216</b>	<b>211</b>	<b>212</b>	<b>224</b>	<b>196</b>	<b>209</b>	<b>260</b>	<b>270</b>

**New members**



Twenty-seven new members joined the AABC this year; 26 were individuals in various membership categories, including the student members noted below. One new Associate Institutional member joined: Silvery Slocan Historical Society.

## **Projects and activities**

### **Membership database and directory**

The membership database was maintained and updated throughout the year. The membership directory was issued electronically in January.

### **Revision of Membership Committee Terms of Reference**

The Membership Committee revised our Terms of Reference and submitted a draft to the Executive for approval.

### **Discussion of membership policies and benefits**

The Membership Committee began developing a policy to standardize the way we deal with lapsed memberships and will continue to develop this in the coming year. The committee also assembled a list of current member benefits, and considered possible future benefits.

### **Outreach to SLAIS students**

In the fall Jennifer visited a SLAIS MAS core class to present the benefits of AABC membership and to offer students a free first year membership. Sixteen students took advantage of this offer! In March the ACA@UBC student chapter agreed to distribute a similar message through their email list and social media sites on our behalf.

### **Plans for the 2016/2017 year**

- Continue to work with the Executive to develop a lapsed-membership policy.
- Continue to develop a comprehensive list of membership benefits.
- Work with the BCANS Coordinator to develop policies and procedures for member use of MemoryBC.

### **Comments from Co-Chairs**

Thank you again to our small but dedicated group of Membership Committee members. Your contributions to our projects have been valuable and we look forward to continuing to work with you. We are also grateful to the general membership for their continued support of BC's archival community.

Respectfully submitted,  
Sarah Rathjen and Jennifer Zerkee  
AABC Membership Committee Co-Chairs

## **Conference Report**



Planning for the 2016 AABC Conference began in the Fall of 2015 with a call for volunteers for the Conference Planning Committee going out on the AABC listserv in September. The committee was formed following the close of the call for volunteers on September 25th. The committee selected the conference theme ("(De)Constructing Information: Frameworks, People, Technology") and venue (Deloitte Learning Centre in Vancouver). The committee circulated a call for papers at the end of 2015 with proposals due in early 2016. The committee also arranged for a workshop to be held prior to the full day conference. The workshop, "From Donation to Deaccession," will be run by Lisa Glandt.

A sincere thank you to this year's planning committee: Lara Wilson (Chair), Max Otte, Scott Owens, and Alexandra Wieland. In addition the AABC would like to extend thanks to Deloitte and Jill Teasley for providing the venue and additional support. Thanks is also due to the presenters at the conference for supporting the conference and for sharing their work with their colleagues.

Suggestions are welcome regarding the theme and venue for next year's conference. The AABC also invites volunteers interested in planning the 2017 conference to contact the AABC executive.

Respectfully submitted,  
Heather Dean, Member-at-Large (Membership and Conference)

#### **4.4 Grants and Fundraising–**

##### Grants Report:

One of the Members-at-Large is responsible for the adjudication of grant funding, via the Grants Committee. Although the Documentary Heritage Communities Program (DHCP) was introduced this year, those grants are not being adjudicated by the provincial associations. For that reason, the grant committee did not convene in 2015. One grant with some AABC input, is the Terry Reksten Award, adjudicated by the Friends of the BC Archives and the chair of the AABC Grants Committee. This year's winners were the Salt Spring Island Historical Society and the Western Front Media Archive.

Efforts have continued to focus on locating other sources of funding for the AABC and its members. Most of the other provincial archives associations in Canada are financially supported by their provincial governments. Further advocacy on this front would serve the AABC well. The Executive was disappointed with the program review of the BC Arts Council in Spring 2015. The BC Arts Council explained that it will continue with their policy of not funding archives-specific organizations.

I wanted to take this opportunity to thank all of the people I have worked with in my two years on the Executive - both Executive members and members of AABC committees. Your commitment to the B.C. archival community is inspiring and very much appreciated.

Respectfully submitted,  
Ryan Gallagher, Member-at-Large



## 5.0 Election of Executive Committee Members

As of this report's submission, there are nominated candidates for all open positions on the Executive.

These candidates will be presented to the AGM; additional nominations will also be accepted from the floor.

### 5.1 Nominations Committee

Nominations Report:

I am pleased to announce that a full slate of candidates have put their names forward for the vacant executive positions. Having numerous members interested in serving on the executive speaks to the interest and commitment of members to the archival community.

Current AABC Executive vacancies and nominees:

Position	Nominee
Vice-President	Max Otte
Member-at-Large (2 year term)	Alexandra Wieland
Member-at-Large (1 year term)	Claire Gilbert & Scott Owens

Respectfully submitted,  
Ryan Gallagher, Member at Large

## 6.0 Other Business



Attachments - Appendix A

Budgets: 2015- 2016 and 2016- 2017 years

<p><b>Budget 2015- 2016</b> Approved March 18, 2015</p> <p><b>General Fund 2015- 2016</b></p> <p><b>Revenues</b> Membership Fees: \$16,800.00 Conference Sponsorship Revenue: (unknown) Conference Fees: (unknown) Conference 50/50 Draw: \$250.00 Workshop Fees: \$26,687.50 Donations: \$1,000.00 Interest Income: \$200.00 GST Revenue - all funds: \$700.00</p> <p><u>Total Revenue: \$45,637.50</u></p> <p><b>Expenses</b> 50/50 Draw License: \$30.00 Awards and Donations: \$1,000.00 Insurance Expense: \$3,500.00 Office and Clerical Expense: \$1,550.00 Admin – Internal Accounting: \$6,500.00 Membership Committee: \$400.00 Executive Committee: \$1,100.00 Miscellaneous Expense: \$50.00 Systems Support: \$2,299.00 Internal Program Funding- ANS: \$7,807.50 Internal Program Funding- BCEAS: \$27,438.70</p>	<p><b>Budget 2016- 2017</b> Approved February 23, 2016</p> <p><b>General Fund 2016- 2017</b></p> <p><b>Revenues</b> Membership Fees: \$17,500 Conference Sponsorship revenue: \$1,000 Conference Fees: \$4,300 Workshop Fees: \$32,875 Donations: \$1,000 Interest Income: \$450 GST Revenue- all funds: \$300</p> <p><u>Total Revenue: \$57,425</u></p> <p><b>Expenses</b> Conference: \$1,200 Awards and Donations: \$1,000 Insurance Expense: \$3,500.00 Office and Clerical Expense: \$1,550.00 Admin – Internal Accounting: \$6,500.00 Membership Committee: \$400.00 Executive Committee: \$900.00 Programs/Finance Committees: \$200 CCA fees: \$525.00 Systems Support: \$2,299.00 Internal Program Funding- ANS: \$8,070 Internal Program Funding- BCEAS: \$30,985 Clinic coffee breaks: \$300 AtoM Bulk Upload Contribution: \$3,000 Advisor’s meeting: \$761.25</p> <p><u>Total Expenses: 61,190.25</u></p>
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<u>Total Expenses: \$51,675.20</u> Expenses (Deficiency) of Revenues over Expenses: ( \$6,037.70)	Expenses (Deficiency) of Revenues over Expenses: ( \$3,765.25)
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**Financial Review 2015**



Pasch, Rebecca <Rebecca.Pasch@burnaby.ca>  
To '[archives-bc@lists.aabc.ca](mailto:archives-bc@lists.aabc.ca)' 06/09/15 at 9:49 AM

On May 24, 2015 AABC Treasurer, finance committee member and outside financial reviewer met with Karen Blimkie to conduct the 2014 AABC year-end financial review.

We submit the following summary of the review process to the members of AABC:

Karen started us off by reviewing AABC record keeping practices for financials. She walked us through what is kept monthly and yearly and suggested we approach the year-end review by checking the general ledger against the journal entries, then all against all bank statements.

We were able to look through record summaries and sample transactions from each month. We highlighted in yellow those checks we made for transactions we traced for back-up documents. In doing this, we audited membership fees, contractor fees, supply receipts and course fees and were able to verify that bank reconciliations were present and accurate.

We also confirmed that each AABC contractor didn't exceed their budgeted amounts for the 2014 year.

Respectfully submitted,  
Rebecca Pasch, Sarah Romkey and Barry Dykes

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*Honourary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

**PROXY VOTING FORM**  
**ANNUAL GENERAL MEETING**

*(Please complete this form if you are unable to attend the AGM)*

**Friday April 15, 2016**

**3:30pm-4:30pm**

**Deloitte,**

**Vancouver, BC**

The undersigned, being a member in good standing with the Archives Association of British Columbia, hereby nominates, constitutes and appoints:

\_\_\_\_\_

(Name of Proxy)

of

(Address)

to attend, act, and vote on behalf of the undersigned at the Annual General Meeting of the Archives Association of British Columbia on Friday April 15, 2016 Vancouver, BC.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_

Member Signature

\_\_\_\_\_

Member Name (Print)

Each member present at a vote may cast no more than one proxy vote on behalf of an absent member.

**Please present this proxy to the Secretary at the time of each vote.**

<b>ARCHIVES ASSOCIATION OF BRITISH COLUMBIA</b>				
<b>STATEMENT OF REVENUE AND EXPENSES BY FUND</b>				
<b>ALL FUNDS - FOR THE PERIOD ENDING MARCH 31, 2015</b>				
		<b>YEAR TO</b>	<b>BUDGET</b>	<b>VARIANCE</b>
		<b>DATE</b>	<b>(TOTAL YR)</b>	<b>(YTD)</b>
<b>REVENUES</b>				
General Fund		\$47,861.72	\$48,287.00	(\$425.28)
Archival Network Services		\$5,515.06	\$8,910.00	(\$3,394.94)
Education and Advisory Services		\$26,533.21	\$27,007.00	(\$473.79)
<b>TOTAL REVENUE:</b>		<b>\$79,909.99</b>	<b>\$84,204.00</b>	<b>(\$4,294.01)</b>
<b>EXPENSES</b>				
General Fund		\$44,854.58	\$53,417.00	(\$8,562.42)
Archival Network Services		\$5,515.06	\$8,910.00	(\$3,394.94)
Education and Advisory Services		\$26,533.21	\$27,007.92	(\$474.71)
<b>TOTAL EXPENSES:</b>		<b>\$76,902.85</b>	<b>\$89,334.92</b>	<b>(\$12,432.07)</b>
<b>EXCESS (DEFICIENCY) OF</b>				
<b>REVENUES OVER EXPENSES</b>		<b>\$3,007.14</b>	<b>(\$5,130.92)</b>	<b>\$8,138.06</b>



**Archives Association  
of British Columbia**



Archives Association  
of British Columbia

## Archives Association of British Columbia

*Honourary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

### AABC Annual General Meeting

Friday April 28, 2017, 4:30 p.m.

Cadboro Commons, University of Victoria,  
Victoria, BC



Lillian Stewart rowing just below the E&N Rail Trail,  
ca. 1920

Griffiths Collection  
Town of View Royal Archives

**PLEASE REMEMBER TO BRING THIS PACKAGE WITH YOU TO THE AGM**



## AGENDA

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*Honourary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

**AABC Annual General Meeting**  
**Friday April 28, 2017**  
**4:30 p.m.**  
**Cadboro Commons, University of Victoria,**  
**Victoria, BC**

- 1. Approval of Agenda**
- 2. Approval of Minutes of April 15, 2016 Annual General Meeting**
- 3. Executive Reports**
  - 3.1 President
  - 3.2 Vice-President
  - 3.3 Treasurer and Finance Committee  
-2016 Financial Statements
- 4. Committee and Program Annual Reports**
  - 4.1 Programs Committee
  - 4.2 Communications Committee & Regional Representatives
  - 4.3 Membership & Conference Committees
  - 4.4 Grants & Fundraising Committee
- 5. Election of Executive Committee Members**
  - 5.1 Nominations Committee
- 6. Other Business**
  - Summary of Proposal to host digital objects in MemoryBC
  - Memorandum of Understanding (BCMA, BCLA, AABC) Advisory Committee
  - New BC *Societies Act*
  - Engagement opportunities
- 7. Adjournment**

### **Attachments**

- Summary of Proposal to host digital objects in MemoryBC
- 2016-2017 and 2017-2018 Budgets
- Financial review 2015-2016
- 2015-2016 Financial statements for approval
- Proxy Voting Form



## 2016 AGM Minutes

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Archives Association of British Columbia  
Annual General Meeting  
Friday April 15, 2016

**Draft – Not Approved**

Deloitte, Vancouver, BC

### 1. Approval of Agenda

Emily Lonie called the meeting to order at 3:58pm.

There was a motion to approve the agenda and call for any additions to the agenda.

Lara Wilson moved to approve the agenda, seconded by Jennifer Yuhasz.

Call for vote to accept the agenda. Motion carried.

### 2. Approval of Minutes of April 24, 2015 Annual General Meeting

Motion to approve the minutes of the 2015 Annual General Meeting was made by Jennifer Mohan and seconded by Susan Hart.

Call for vote to accept the 2015 AGM minutes. Motion carried.

### 3. Executive Reports

#### 3.1 President

Emily Lonie had nothing further to add to her report. She said it was a pleasure serving as the AABC's president. She called for a motion to approve the President's report.

Jane Morrison moved to approve the President's report, seconded by Alyssa Rootenberg.

Call for vote to accept the President's report. Motion carried.

#### 3.2 Vice-President

Cindy McLellan added to her report the hiring of the new BCANS coordinator, Lisa Snider.

Call for motion to approve the Vice-President's report.



Lara Wilson moved to approve the Vice-President's report, seconded by Maxwell Otte.

Call for vote to accept the Vice-president's report. Motion carried.

### **3.3 Treasurer and Finance Committee**

Sarah Romkey added that there was a surprise surplus to the preliminary financial statements due to underspending on contractors. She mentioned the actual financial statements will be slightly different at next year's AGM.

Jill Teasley moved to approve the financial statements of the AABC, for the year ending March 31, 2015. Seconded by Barry Dykes.

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

Call for motion to approve the Treasurer's report.

Jennifer Mohan moved to accept the Treasurer's report, seconded by Alexandra Wieland.

Call for vote to accept the Treasurer's report. Motion carried.

## **4. Committee and Program Annual Reports**

### **4.1 Programs Committee**

There were no additions to the Programs Committee report.

Call for motion to approve the Programs Committee report.

Susan Hart moved to approve the Programs Committee report, seconded by Maxwell Otte.

Call for vote to accept the Programs Committee report. Motion carried.

### **4.2 Communications Committee**

There were no additions to the Communications Committee report.

Call for motion to approve the Communications Committee & Regional Representatives report.

Sarah Rathjen moved to approve the Communications Committee & Regional Representatives report, seconded by Jennifer Yuhasz.

Call for vote to accept the Communications Committee & Regional Representatives report. Motion carried.

### **4.3 Membership Committee**



There were no additions to the Membership Committee report.

Call for motion to approve the Membership Committee report.

Jane Morrison moved to approve the Membership Committee report, seconded by Lara Wilson.

Call for vote to accept the Membership Committee report. Motion carried.

#### **4.4 Conference Committee**

Call for motion to approve the Conference Committee report in the absence of Heather Dean. Lara Wilson commented on the caliber of this conference and suggested endeavouring to partner with other groups such as ARMA or the BCMA for future conferences. She proposed holding the next conference in Victoria. Mentioned the success of L. Glandt's workshop.

Jill Teasley moved to approve the Conference Committee report, seconded by Jennifer Zerkee.

Call for vote to accept the Conference Committee report. Motion carried.

#### **4.5 Grants & Fundraising Committee**

Call for motion to approve the Grants & Fundraising Committee report.

Lara Wilson moved to approve the Grants & Fundraising Committee report, seconded by Luciana Duranti.

Call for vote to accept the Grants & Fundraising Committee report. Motion carried.

### **5. Election of Executive Committee Members**

#### **5.1 Nominations Committee**

The following members have let their names stand for the following positions on the AABC Executive Committee:

- Vice President (2 year term, second term as President) **Maxwell Otte**
- Member-at-Large (2 year term) **Alexandra Wieland**
- Member-at-Large (1 year term) **Claire Gilbert and Scott Owens**



Ryan Gallagher presented the first two candidates and thrice called for additional nominations from the floor. No additional names were forwarded, and Maxwell Otte and Alexandra Wieland were acclaimed to their respective positions. Ryan congratulated the candidates and thanked them for allowing their names to stand.

Ryan Gallagher held an election for the Member-at-Large (1 year term). Scott Owens stated his interest in the position and his commitment to the archival profession and the AABC as demonstrated by his role on the 2016 Conference Committee and Provincial Database Committee. Claire Gilbert was not able to attend the AGM. Ryan Gallagher offered to deliver a statement on her behalf; this was not provided. An election was held. Ryan Gallagher counted the ballots. Scott Owens was elected. A recount was conducted by a non-member, Kelly Stewart, with the same results. Jill Teasley moved to destroy the ballots as per event based retention. Susan Hart seconded the motion. Motion carried.

Call for motion to approve the Nomination Committee's recommendations.

Lara Wilson moved to approve the Nominations Committee's recommendations and Luciana Duranti seconded the motion.

Call for vote to accept the Nominations Committee report. Motion carried.

## 6. Other Business

Jill Teasley moved that the AABC liaise with the Canadian Archives Steering Committee's (CAS) new sub-committee to track that sub-committee's recommendations and the federal budget's inclusion of funds for the archival community to address TRC recommendations. After the CAS Steering Committee's sub-committee issues its recommendations and/or considerations, liaise with that sub-committee to determine the best way forward for the AABC to address the TRC. Lisa Snider seconded this. Membership voted and motion carried.

Lara Wilson discussed the key activities of the Canadian Archives Steering Committee (CAS) working groups for 2016-2017 and 2017-2018 which include current and future needs of the archives work force. Public relations advocacy is crucial. She also mentioned the response to the TRC report, the CCA standards report, and digital records management (NPTAC - Archives of Ontario and LAC leading this). Jennifer Mohan mentioned RM in the BC government is not under the BC Archives. Agreed AABC would write to Ian Burnett, chair of the NPTAC, to remind them how the BC government is organized. The AABC could suggest the Chief RO be invited to the table.

Jennifer Mohan made a motion to extend congratulations to 2015/2016 academic year PhD candidates: Corrine Rogers, Elaine Goh, Jessica Bushey. Motion seconded by Jill Teasley. Motion carried.

Cindy McLellan, the 2016-2017 AABC president, moved to reinstate the ad hoc Provincial database committee (Kelly Stewart, Melanie Hardbattle, Scott Owens). Jill Teasley seconded the motion. Motion carried.



## 7. Adjournment

There was a call for motion to adjourn the meeting.

Jane Morrison moved to adjourn the meeting and Maxwell Otte seconded the motion.

Call for vote to accept the motion. Motion carried.

Meeting was adjourned at 4:58.

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## 2016-2017 AABC Annual Reports

### 3.1 President's Report – Cindy McLellan

Another exciting year draws to a close for the AABC. I would like to thank everyone who helped me during my time as part of the AABC Executive - it's been an enriching experience. As a lone arranger I have valued working regularly with the archival community. The AABC relies on many volunteers to function and thrive - I truly appreciate everyone who has helped me and the AABC. Thank you to the dedicated Executive that served with me this year: Max Otte (Vice President), Sarah Romkey (Treasurer), Sarah Jensen (Secretary), Scott Owens (Member-at-Large), and Alexandra Wieland (Member-at-Large). A special thanks to everyone who served (and continue to serve) on a committees this year; Jen Zerkee and Sarah Rathjen (Membership Committee), the wonderful Lara Wilson, Jill Teasley, Jennifer Mohan, and Jane Morrison (Programs Committee), Lara Wilson and Rebecca Pasch (Finance Committee), Lea Edgar (Communications), Marisa Parker (ACA@UBC AABC Rep) and Scott Owens (AABC Provincial Database Committee).

Our biannual roundtable gatherings were well attended and productive. Thanks to everyone who came out or phoned in! This continues to be an important part of how the AABC plans for the future.

In early 2017 the AABC signed a Memorandum of Understanding with the BC Museum Association and the BC Library Association. This memorandum articulates our shared values; including respect and recognition of Indigenous peoples and cultures and a shared commitment to using our shared capacity for research and education for the betterment of BC communities. We are encouraging our members to participate in joint activities that will enhance learning opportunities and knowledge transfer among professionals and institutions. The MOU will support this by offering member rates to conferences among the three professional associations, encouraging joint activities and a plan to create new awards to acknowledge and celebrate exceptional professionals and projects. The agreement is set for a three year term at which time it will hopefully be renewed.

Thanks to Documentary Heritage Communities Program (DHCP) funding our Digital Preservation Management (DPM) workshop and follow-up activities were a success. When we wrote this application it was with the intent that this cohort would help each other with their digital preservation initiatives into the future and perhaps also be resources for institutions still getting to a stage where they can start planning digital preservation - as part of this cohort I am enjoying the support very much. To further aid AABC members in the future and extend the usefulness of running the DPM workshop our EAS Advisor, Lisa Glandt, was one of the students and she will be able to share and teach what she learned. Glandt has created a webpage of resources and tools to share widely.

Lisa Glandt continues to travel the province and run DHCP-funded clinics that include training, networking, site visits and general archival awesomeness. Clinics have revitalized the AABC's Regional groups and our Regional Representatives have enjoyed working with Glandt.



Members and non-members alike have greatly benefited from the British Columbia Archival Education and Advisory Service Coordinator once again traveling our vast and beautiful province bringing archival knowledge and enthusiasm. Thanks to the DHCP and those who wrote this application - it has been a great success.

The two Webcast Roundtable events hosted by the Irving K. Barber Learning Centre were again well received. In the fall of 2016 the theme 'Digital Preservation Management...Best Practices vs. Reality' was tied to the recently completed DPM workshop with great success. Experts from the City of Vancouver Archives, Simon Fraser University Archives and InterPARES answered questions and shared their experiences with those who are just starting the journey to digital preservation. The winter 2017 roundtable, 'Talking with First Nations Archives,' struck a chord with many. The discussions, led by colleagues who work in local First Nations Archives, Resource Centres and in Records Management programs, sparked there will be resonating for some time into the future.

Membership in the AABC continues to rise and we hope to see this trend continue.

Glandt delivered four distance workshops and dedicated some time to updating these. Distance education continues to be a valuable AABC contribution to the community. Glandt also lead several workshops in person.

I would like to thank our wonderful staff who bring their dedication and enthusiasm to their part-time commitment to the AABC. Thank you to our wonderful Financial Manager Karen Blimkie has been with us through it all and who's interest in and knowledge of the BC Societies Act is ever useful. As AABC Vice President I was involved in hiring both Lisas - I'm therefore extra pleased that they have both proven to be perfect fits. Thank you to Lisa Snider for a fabulous first year in her dual role of Website Administrator and British Columbia Archival Network Service Coordinator. Thank you to our British Columbia Archival Education and Advisory Service Coordinator Lisa Glandt for continuing to bring your knowledge and enthusiasm to everything you do with the AABC.

Following in the pattern of the last few conferences the AABC is continuing to try new things. This year we find ourselves outside the lower mainland in beautiful Victoria. It was delightful to partner with ARMA Vancouver Island. Thank you to everyone who helped to make this conference a success especially (and you will notice all of these names earlier in my report) Scott Owens, Jennifer Mohan, Jane Morrison and Lara Wilson.

Respectfully submitted,  
Cindy McLellan  
President, 2016/2017

### **3.2 Vice-President's Report – Maxwell Otte**

Serving as Vice-President of the Archives Association of British Columbia has been a rich and rewarding experience. I would like to thank my colleagues on the Executive, our contractors and all our volunteers. I am particularly thankful for the dedication and hard work of the Programs



Committee (Jennifer Mohan, Jane Morrison, Jill Teasley and Lara Wilson). The AABC continues to thrive, in large part, because of its dedicated membership and volunteers.

This was an exceptionally busy year for the AABC. In addition to our normal programs, AABC received two DHCP grants. The first of these, Building Digital Preservation Capacity in British Columbia, brought the Digital Preservation Management Workshop led by instructors Nancy McGovern and Kari Smith to Vancouver. Following on the workshop, AABC hosted a webcast at the Irving K. Barber Center on the topic of digital preservation, conducted a series of follow-up meetings with workshop participants, had several software demonstrations and launched our first twitter chat. The grant also allowed us to update the Archivist's Toolkit to include a section on electronic records and digital preservation.

Our second DHCP grant, Community Archives Training and Development Clinics, completed its first year. In this first year, clinics were held in Kelowna, Terrace and Vancouver. The clinics were attended by 56 participants from 31 different institutions. The clinics also included site visits to member institutions.

Both grants relied on the hard work of EAS Coordinator Lisa Glandt. Lisa delivered clinics, conducted site visits, and coordinated and carried out the follow-up activities from the Building Digital Preservation Capacity in British Columbia grant.

AABC continued to offer regular programming through our education and advisory services. In 2016/2017 we were able to offer three distance education courses to 75 people across BC, Canada, and the globe. We also offered two webcast roundtables, with the generous support of the Irving K. Barber Centre.

In April 2016, AABC welcomed Lisa Snider as our new Network Coordinator. Lisa's hard work, expertise and enthusiasm have been a significant asset to the AABC.

As incoming President, I am looking forward to another year of strong programming by the AABC. Next year will be an exciting one and the AABC Executive, contractors and volunteers are looking forward to it.

Respectfully submitted,  
Max Otte  
Vice-President

### **3.3 Treasurer and Finance Committee Report – Sarah Romkey**

#### **Introduction:**



2016-2017 has marked another year of financial stability for the AABC. Members may recall that our budget for this year projected a loss of approximately \$3,700. In large part, this deficit was projected due to our participation in a development project for improved import and export functionality in AtoM, co-funded and coordinated by the Canadian Council of Archives, the Documentary Communities Heritage Program and a number of other provincial and institutional partners. It is important that the AABC uses its relative financial stability to help our community achieve joint goals such as this one.

Having said this, due to higher than expected conference and membership revenues and expenses coming in slightly under expected, at the time of writing it appears that the loss at the end of the 2016-2017 fiscal year will be closer to \$1,000 rather than \$3,700.

As in previous years, donations exceeded expectations- thank you to all of our generous donors! When donations exceed \$1,000, as they did this year, we reserve the excess to go towards the student awards in the following year.

From an administrative point of view, we experimented this year with providing contractor payments and reimbursements via e-transfer rather than cheque. This was initially due to the possibility of a mail strike, but we continued to trial it even after the mail strike failed to materialize. Ultimately, after a couple of months we found that the restrictions on the amount and number of e-transfers allowed by the banking system created too high an administrative burden, and we went back to cheques.

### **Financial Statements:**

#### A. Financial Statements for 2015-2016

As moved by the Membership at the 2014 AGM, we no longer have financial statements prepared by external reviewers until such a time that an external review is legally required. The Treasurer and Finance Committee met with volunteer Barry Dykes, archivist and former accountant, and Financial Manager Karen Blimkie in May 2016 to perform a review of the Association's finances. The Financial Manager provided the volunteers with all financial paperwork for the 2015-2016 fiscal year and provided us with an orientation to the paperwork, then recused herself for our review. The financial statements and report from the volunteers is attached to the AGM Package as Appendix A.

#### B. Financial Statements for 2016-2017

The current financial statements for the year ending March 31, 2017 are preliminary. They have not yet been finalized and reviewed at the date of the writing of the present report. A draft of these financial statements will be circulated at the AGM.

### **Budget for 2017-2018**

Members of the AABC Executive, Programs and Finance committees met in February 2017 to discuss the budget for 2017-2018. Due to extra workshops proposed for 2017-2018, we project a modest surplus for the year. Educational Advisory expenses will be increased somewhat from



previous years, largely to account for the extra workshops, and the B.C. Network Services budget has received a modest increase as well. The projected surplus is \$1,391. The Executive approved the 2017-2017 budget on March 21, 2017. A comparison of the 2016-2017 budget and 2017-2018 can be found in Appendix A.

#### **Contingency fund:**

While significantly decreased deficits since the 2013-2014 fiscal year (when a deficit of over \$20,000 was projected) have renewed hope that the Association can be self-sustaining in the coming years, the Executive must still be prepared to wrap up the affairs of the Association if need be. A restricted contingency fund of \$55,000 remains in case of this outcome.

#### **Thank you:**

This AGM marks my last as AABC Treasurer (and I regret that I cannot attend in person!). It's been such a gratifying experience. As I have in previous years, I owe huge thanks to our Financial Manager, Karen Blimkie, to the members of the Finance Committee, Lara Wilson and Rebecca Pasch and now regular volunteer financial reviewer Barry Dykes.

For my last Treasurer report I would like to thank the membership at large. We have achieved a comfortable level of financial stability- some programs have been lost but other initiatives have been created, such as regional clinics through the generous funding of the Documentary Heritage Communities Program, and webcast roundtables through support of the Irving K. Barber Learning Centre. Through a number of years of change and growth, our membership numbers have not only been stable, but have grown, as have donations! Thank you all for putting your faith in the Executive of the AABC and staying the course. I believe that the AABC has a healthy future ahead.

Respectfully submitted,  
Sarah Romkey  
AABC Treasurer  
Chair, Finance Committee

## **4.0 Committee and Program Annual Reports**

### **4.1 Programs Committee Report**

Jennifer Mohan, Jane Morrison, Jill Teasley and Lara Wilson served as members of the Programs Committee for 2016/2017. The Programs Committee has been crucial in securing funding for the AABC's offerings and in ensuring programs run smoothly. The Programs Committee's hard work on the AABC's DHCP programs has been particularly helpful.

### **BC Archival Education and Advisory Services**



The BC Archival Education and Advisory Services, led by Lisa Glandt, remains the AABC's lifeblood, offering advice and educational services to our members. I want to thank Lisa for her dedication to the AABC and for her creativity and enthusiasm. Lisa successfully ran several distance education courses this year. She also planned and hosted two webcast roundtables at the Irving K. Barber Centre. These informative discussions, the first about digital preservation management, and the second about First Nations archives, helped the AABC extend its reach and provided our members with practical advice for addressing common archival issues. We look forward to another series of webcasts in the coming year. Lisa's work on our DHCP grants was also invaluable and received extremely positive feedback from membership.

### **Network Services Coordinator**

This was Lisa Snider's first year as the AABC Network Services Coordinator. Lisa did a masterful job taking over from Dan Gillean, the former coordinator. Much of Lisa's time has been spent on activities relating to MemoryBC, which offers member institutions of all sizes the ability to upload their archival descriptions. In addition to MemoryBC, Lisa is also responsible for managing the AABC website. The Executive look forward to working with Lisa in the coming year to further improve and expand MemoryBC.

Respectfully submitted,  
Max Otte,  
Programs Committee Chair

## **4.2 Communications Committee & Regional Representatives**

### **Report of Communications Committee and Regional Representatives**

In January 2017, Lea Edgar took over management of the AABC Facebook page after several months with no posts. It is great to see Lea's interesting and informative posts which continue the tradition of engaging and informing members of the archives community. Thank you to Lea for her excellent work and thank you to Melanie Delva for her time as Facebook Administrator.

Strategies for reaching out to regional representatives continue to be a topic of discussion. Lisa Glandt's workshops and site visits are a positive start. I continue to be hopeful the upcoming year will lead to increased communication between the AABC and the regions. Jenny Seeman replaced Emma Hughes as the Southern Vancouver Island regional representative. A big thank you to Emma for her hard work.

For the past year, Marisa Parker has been the AABC representative for ACA@UBC. Her attendance and participation at the Roundtable meeting and at executive meetings has been appreciated.

On a final note, I would like to thank the Executive: Cindy, Sarah, Max, Scott, and Alexandra for their excellent work. It was been a pleasure to work with you. I must say I have enjoyed my time as secretary.

Respectfully submitted,



Sarah Jensen  
AABC Secretary and Communications Committee Chair

### **Regional Representatives**

#### **Central and North Vancouver Island Regional Representative – Jane Hutton**

There was no regional activity to report in the 2016-17 year.

#### **South Vancouver Island Regional Representative – Jenny Seemen**

There was no regional activity to report in the 2016-17 year.

#### **Greater Vancouver Regional Representative – Jill Teasley and Jennifer Yuhasz**

This year the Greater Vancouver regional group facilitated two events. Our first event, held May 28, 2016, was a tour of the “NANITCH: Early Photographs of British Columbia from the Langmann Collection” exhibit at Presentation House Gallery in North Vancouver. Thank you Miriam Kleingeltink for accommodating us and giving us a tour. Our second event, held July 9, 2016, was the Weird and Wacky tour at VPL’s Central Library. Thank you to all of the VPL staff for organizing such a great event and allowing such a large group of archivists attend. Thanks especially to Peter DeGroot with VPL’s Programming and Learning Department for leading one of the tours. Last but not least, a big thank you to everyone who participated in these events.

Respectfully submitted,  
Jill Teasley  
Jennifer Yuhasz

#### **Fraser Valley Regional Representative – Val Billesberger**

There was no regional activity to report in the 2016-17 year.

#### **Thompson-Okanagan Regional Representative – Tara Hurley**

This year I worked with Lisa Glandt, Education and Advisory Service Coordinator for the AABC, to host a workshop titled Managing Archives. Lisa and the AABC were able to offer this workshop free to members thanks to a DHCP grant through Library and Archives Canada. The workshop was held at the Kelowna Museums Society’s classroom at our Okanagan Heritage Museum location on September 13<sup>th</sup>. It was attended by eighteen members representing a variety of organizations from throughout the region. At the end of the workshop members stayed to participate in a Thompson Okanagan Regional Meeting. It was a great opportunity to catch up with members and share information and experiences.

Throughout the year I received a number of phone calls and emails from various members within the region. We discussed such topics as databases, conservation, arrangement and description, volunteer programs and storage solutions. As well, I received a few phone calls from the public who used the AABC website to contact me. These discussions have focused around copyright and access.



I look forward to continue to assist our regional membership however I can, organizing a Regional Meeting, working with Lisa again to host a Canadian Conservation Institute Workshop on Modern Information Carriers and Digital Preservation this fall and, as always, promoting the AABC within the Thompson Okanagan in 2017.

Respectfully submitted,  
Tara Hurley

**Kootenay-Columbia Regional Representative – Sue Adrain**

There was no regional activity to report in the 2016-17 year.

**B.C. Northwest Regional Representative – Jean Eiers-Page**

In September 2016, members of the Northwest region were grateful to attend a two-day workshop, “Managing Archives,” hosted by Lisa Glandt, AABC Education and Advisory Services Coordinator. This was held at the Heritage Park Museum in Terrace B.C. This was the central location for members from Telkwa, Smithers, Kitimat, Terrace, Stewart, Prince Rupert, and Haida Gwaii. After the workshop, a regional meeting was held to discuss issues that affect all of us in northern B.C. Members reported that they would like to see more workshops offered in the north with ‘hands on’ training. Issues such as communication, sharing resources, policies, and thesaurus entries relevant to our region were also discussed.

The Prince Rupert Archives were fortunate to have Lisa Glandt do a site visit the day before the workshop. She was also able to view the “emergency kits” that were sent to regional representatives back in 1995/96 when the AABC received NADP funding. In 2016, the Archives were thrilled to accession 175 glass plate negatives from the McRae Bros., Ltd. and the DB/Textworks database was upgraded to the Archives Starter Kit from Andornot Consulting. The Archives continue to digitize negatives and hope to upgrade their website in the near future. Finding qualified staff for the Archives is an ongoing issue due to budget restraints and confirmation (March 31<sup>st</sup>) of annual budget requests make it difficult to pursue grant opportunities. One of the Archives’ past summer students took an AABC online course and is now doing her Masters in Archival Studies at UBC.

The Bulkley Valley Museum in Smithers launched their *Collections Online* website (<http://search.bvmuseum.com>) in April. This provides public access to over 4000 previously digitized historic photographs, as well as all of their artifact and archival catalogue records. The creation of this site was funded by the Library & Archives Canada Documentary Heritage Communities Program (DHCP). A second DHCP grant for 2016-2017 enabled them to hire Archivist Manda Haligowski in September 2016. Manda is the first trained Archivist to ever be hired by the BV Museum. During her two years with the Museum, Manda will be working to deplete approximately ten years of archival accessioning and data entry backlog, develop policy and procedures, and begin digitizing the Museum’s significant documentary heritage collections. The DHCP funding also enabled the Museum to purchase the optical character recognition (OCR) software Abby FineReader, and to integrate a PDF viewer to the *Collections Online* site.

The Kitimat Museum & Archives continues to prepare for their database upgrade by reviewing entries and eliminating duplicate records. They will be moving to the new DB/TextWorks Starter Kit shortly. Denise Pedro and Angela Eastman attended the AABC ‘Managing Archives’ workshop



in Terrace in late September. It was a good opportunity to share information and learn some new techniques. In October the Museum welcomed intern Magda Machula to their staff. Magda was hired under a Canadian Heritage Internship as a registrar to assist with the documentation and storage of collections. In January, Denise began the AABC Distance Education course ‘Managing Archival Photographs.’ Data entry continues as they attempt to manage their large photographic collections.

Respectfully submitted,  
Jean Eiers-Page  
Regional Representative, B.C. Northwest

**Central Interior-BC Northeast Regional Representative – Kim Stathers**

There was no regional activity to report in the 2016-17 year.

**4.3 Membership & Conference Committees**

Membership Committee members for 2016-2017 were Barry Dykes and Alaric Posey. The committee was co-chaired by Sarah Rathjen and Jennifer Zerkee. The executive liaison (Member-at-Large) was Scott Owens.

**Responsibilities**

The Membership Committee is responsible for:

- Managing the membership database
- Processing memberships (new, renewals, lapsed, arrears)
- Producing an annual membership directory
- Responding to membership-related queries from members and non-members
- Reviewing applications for institutional membership and making recommendations to the Executive
- Generating reports for other AABC committees, Executive members, and AABC contractors, as required

**Membership statistics**

	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009	2007-2008
Institutional	67	69	69	69	77	81	80	74	71	93
Associate Institutional	45	42	45	45	42	45	44	32	40	57
Sustaining	5	4	5	5	4	4	6	2	6	6
Individual	65	56	60	60	55	49	60	62	58	68
Student/Volunteer	50	41	37	36	30	30	31	23	32	34
Honorary Life	6	7	6	6	2	2	2	2	1	1
Honorary Patron	1	1	1	1	1	1	1	1	1	1
<b>Total Members</b>	<b>238</b>	<b>220</b>	<b>217</b>	<b>216</b>	<b>211</b>	<b>212</b>	<b>224</b>	<b>196</b>	<b>209</b>	<b>260</b>

**New members**



One new Full Institutional member joined the AABC this year: Chilliwack Museum and Archives. Two Associate Institutional members joined: Memorial University Libraries Archives and Special Collections and The University Women's Club of Vancouver. Sixteen individual members joined, as well as 13 students, 4 retired/volunteer, and 2 sustaining members.

Membership numbers in nearly every category have been steadily increasing over the past number of years, most notably in the various individual categories.

### **Projects and activities**

#### **Membership database and directory**

The membership database was maintained and updated throughout the year. The membership directory was issued electronically in August.

#### **Discussion of membership policies and benefits**

The Membership Committee worked with the Executive to compile a current list of membership benefits, now available on the Membership page ([www.aabc.ca/membership](http://www.aabc.ca/membership)).

#### **Outreach to SLAIS students**

In the fall Jennifer Douglas at SLAIS provided AABC information to her MAS core class on the Committee's behalf, and shared our offer of a free first year membership. A number of students took advantage of this offer.

#### **Plans for the 2017/2018 year**

- Continue to work with the Executive to develop a lapsed-membership policy.
- Work with the BCANS Coordinator to develop policies and procedures for member use of MemoryBC.

#### **Comments from Co-Chairs**

Jennifer is stepping down from the Co-Chair position. She would like to thank Sarah for the productive partnership we have had over the past four years, and wish the committee the best for the future.

Sarah will be staying on as committee Chair for the coming year. She would like to extend a big thank you to Jennifer for her dedication and service to the committee since 2011. Jennifer has been a pleasure to work with and Sarah will miss the partnership we've had. Thank you, Jennifer!

Both co-chairs would like to thank our small but dedicated group of Membership Committee members. Your contributions to our projects have been valuable and we look forward to continuing to work with you. We are also grateful to the general membership for their continued support of BC's archival community.

Respectfully submitted,  
Sarah Rathjen and Jennifer Zerkee  
AABC Membership Committee Co-Chairs



## Conference Report

Discussion around planning for the AABC conference began in the summer of 2016 and it was decided, based on a suggestion from the previous year, to have a joint conference with the Vancouver Island chapter of the Association of Records Managers and Administrators (ARMA VI) and to host the conference in Victoria. The committee was formed of AABC and ARMA VI representatives on October 19 after a call-out to the membership of ARMA VI and AABC via listservs. The theme chosen for the conference was “Dominion of the Digital” and the committee circulated a call for papers on January 4, 2017 with the call ending on February 3, 2017. The committee also arranged for a full-day workshop, “Records Management 101,” to be held one day prior to the conference, which will be run by Lisa Glandt.

Many thanks to this year’s planning committee: Jane Morrison (Co-chair), Chance Dixon (Co-Chair), Dan Collins, Jennifer Mohan, Linda Nobrega, Michael Stevens, Lara Wilson and Dave Young. The presenters also deserve thanks as well as the many sponsors and supporters of the AABC’s annual conferences. Suggestions are welcome regarding the theme and venue for next year’s conference.

Respectfully submitted,  
Scott Owens, Member-at-Large (Membership and Conference)

## 4.4 Grants and Fundraising

The Grants & Fundraising Committee, chaired by a Member-at-Large is responsible for the adjudication of grant funding. No new source of grant funding to be distributed by the AABC was introduced, so the Committee did not meet in 2016-2017. The chair of the Grant Committee forms part of the adjudication committee for the Friends of the BC Archives’ Terry Reksten Memorial Award. The award was also publicized through AABC communications. The recipients of the award for 2016 were the Cortes Island Museum and Archives Society and the Bamfield Historical Society.

The recent signing of the Memorandum of Understand with the BC Museums Association and the BC Library Association has opened the door to collaboration in finding joint funding ventures to strengthen the sector. I look forward to contributing to these advocacy efforts.

Respectfully submitted,  
Alexandra Wieland, Member-at-Large

## 5.0 Election of Executive Committee Members

As of this report’s submission, the following candidates are nominated for open positions on the Executive.

These candidates will be presented to the AGM; additional nominations will also be accepted from the floor.

## 5.1 Nominations Committee



I am pleased to announce the following candidates have put their names forward for the vacant executive positions.

Current AABC Executive vacancies and nominees:

Position	Nominee
Vice-President	
Secretary	
Treasurer	Angeline Chirnside
Member-at-Large	Dan Collins

Respectfully submitted,  
Alexandra Wieland, Member-at-Large

## 6.0 Other Business



## Attachments - Appendix A

### Summary of proposal to host digital objects in MemoryBC

#### Background

In March 2017, the AABC sent a message to B.C. heritage institutions via the archives-bc, BCLA, and BCMA list serves, asking both members and non-members to fill out a brief survey to express interest in hosting digital objects in MemoryBC. The proposal is that member institutions of the AABC would be able to purchase digital object hosting at a rate of \$120-\$160 per year for 5 GB of digital object storage.

The cost to the AABC of hosting digital objects would combine three factors:

1. We are currently grandfathered into a lower hosting rate for MemoryBC, which would end if we add complexity to the site, e.g. if we allow members to upload digital objects. This is an ongoing cost of \$600 per year.
2. The AABC would then be charged \$11.99/year/GB for digital object hosting, after the first 10 GB.
3. Additional time would be required from our Education Coordinator and Network Coordinator for training and troubleshooting issues related to digital objects.

#### Survey results

17 responses were gathered via the survey.

##### *Type of institution*

Of the respondents, 12 were Full Institutional members of the AABC, 2 were Associate Institutional members, and 3 are not currently members. Of the 3 non-members, 2 expressed interest in joining if it meant they would be able to host descriptions/objects in MemoryBC.

##### *Interest in digital object hosting*

Of the 17 respondents, 11 responded positively (10 “yes,” 1 “possibly”) to the idea of using a digital object hosting service through MemoryBC. Those who did not respond positively cited issues of cost, duplication of work with their own databases, or simply “no”.

##### *Type and quantity of digital objects*

Of those interested in this service, most would plan to upload images (including still images, maps, technical drawings, etc.). 8 institutions would also upload other types of material, including text (PDF), audio and video files.

Many institutions are not sure how many or what the size of their initial upload of digital objects would be. 3 institutions answered between 1-2 GB of material, one above 2 GB, and 1 below 500 MB.

##### *Reaction to pricing model*



Only a handful of institutions reacted to the proposed pricing model, but those who did largely thought it sounds reasonable. One institution responded that they would need to weigh the cost carefully against the cost of uploading to their own site. Another institution expressed that this service would need to include user access statistics to be of general use to them.

### **Conclusion**

The AABC board will be moving ahead with a pilot project in 2017-2018 and will invite members to engage in this service at a rate of \$140/year for 5 GB of digital object storage. The initiative will be advertised through the same channels as the survey was distributed, and non-members will need to become Associate or Full Institutional members in order to engage this service.



**Budgets: 2016-2017 and 2017-2018 years**

<p>Budget 2016-2017 Approved February 23, 2016</p> <p><b>General Fund 2016-2017</b></p> <p><b>Revenues</b>          Membership Fees: \$17,500          Conference Sponsorship revenue: \$1,000          Conference Fees: \$4,300          Workshop Fees: \$32,875          Donations: \$1,000          Interest Income: \$450          GST Revenue- all funds: \$300</p> <p><u>Total Revenue: \$57,425</u></p> <p><b>Expenses</b>          Conference: \$1,200          Awards and Donations: \$1,000          Insurance Expense: \$3,500.00          Office and Clerical Expense: \$1,550.00          Admin – Internal Accounting: \$6,500.00          Membership Committee: \$400.00          Executive Committee: \$900.00          Programs/Finance Committees: \$200          CCA fees: \$525.00          Systems Support: \$2,299.00          Internal Program Funding- ANS: \$8,070          Internal Program Funding- BCEAS: \$30,985          Clinic coffee breaks: \$300          AtoM Bulk Upload Contribution: \$3,000          Advisor’s meeting: \$761.25</p> <p><u>Total Expenses: 61,190.25</u></p> <p><b>Expenses (Deficiency) of Revenues over Expenses: (\$3,765.25)</b></p>	<p>Budget 2017-2018 Approved March 21, 2017</p> <p><b>General Fund 2017-2018</b></p> <p><b>Revenues</b>          Membership Fees: \$18,000          Conference fees and sponsorship revenue: \$11,460          Workshop Fees: \$47,877.50          Donations: \$1,000          Interest Income: \$450          GST Revenue- all funds: \$300</p> <p><u>Total Revenue: \$79,087.50</u></p> <p><b>Expenses</b>          Conference: \$4,768          Conference revenue share to ARMA VI: \$3,346.05          Awards and donations: \$1,100          Insurance Expense: \$3,500.00          Office and Clerical Expense: \$1,450.00          Admin – Internal Accounting: \$6,630.00          Membership Committee: \$400.00          Executive/Programs/Finance Committee: \$1,100.00          CCA fees: \$525.00          Systems Support: \$2,866.00          Internal Program Funding- ANS: \$9,240          Internal Program Funding- BCEAS: \$35,820.50          Clinic coffee breaks: \$300          CCI workshop expenses: \$925          Copyright workshop expenses: \$5,725</p> <p><u>Total Expenses: 77,695.55</u></p> <p><b>Expenses (Deficiency) of Revenues over Expenses: \$1,391.95</b></p>
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## Financial Review, 2015-2016

On May 28, 2016, Finance committee members Rebecca Pasch and Sarah Romkey met with volunteer reviewer Barry Dykes and Financial Manager Karen Blimkie. Karen provided the committee members with the financial documents for the year 2015-2016 and left us to commence our review.

The following summarizes the committee's findings:

1. Income statement
  - Verified actual to budget figures
  - o Advisory expenses and revenues were lower than projected and therefore cancelled each other out
  - o small surplus \$3,600 net income
2. Contractor invoices
  - checked total authorized to actual expenses
  - verified cheques cleared bank account
3. Bank reconciliations
  - checked that these were verified by the Treasurer
4. Conference expenses
  - verified back to source documents for reasonableness
5. Statement of revenue
  - examined and verified back to source documents for reasonableness and backup
6. DCHP files
  - examined files for completeness and reasonableness
7. Traced items on bank statements to source docs (cheques to contractors, IATS deposit summaries, deposit slips, expenses, Canada Helps)
  - Suggestion –for next year – Please print off approval emails from Treasurer and include them with the hard copy monthly file.
  - Question – Do you print off Canada Helps donation report monthly summary only if there is more than one deposit? Karen confirmed that if a month has more than one deposit, the report is printed.

Submitted by:

Sarah Romkey  
AABC Treasurer, Chair Finance Committee

Rebecca Pasch  
Finance Committee member

Barry Dykes  
Volunteer financial reviewer



ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

STATEMENT OF REVENUE AND EXPENSES BY FUND (Unaudited)

FOR YEAR ENDING MARCH 31, 2016 - FINAL

	YEAR TO DATE	BUDGET (TOTAL YR)	VARIANCE (YTD)
<b>REVENUES</b>			
General Fund	\$52,812.92	\$52,220.50	\$592.42
Archival Network Services	\$7,730.65	\$7,807.50	(\$76.85)
DHCP	\$6,258.31	\$6,861.00	(\$602.69)
Education and Advisory Services	\$21,912.79	\$27,438.70	(\$5,525.91)
<u>TOTAL REVENUE</u>	<u>\$88,714.67</u>	<u>\$94,327.70</u>	<u>(\$5,613.03)</u>
<b>EXPENSES</b>			
General Fund	\$49,169.91	\$54,409.20	(\$5,239.29)
Archival Network Services	\$7,730.65	\$7,807.50	(\$76.85)
DHCP	\$6,258.31	\$6,861.00	(\$602.69)
Education and Advisory Services	\$22,004.63	\$27,438.70	(\$5,434.07)
<u>TOTAL EXPENSES</u>	<u>\$85,163.50</u>	<u>\$96,516.40</u>	<u>(\$11,352.90)</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<b><u>\$3,551.17</u></b>	<b><u>(\$2,188.70)</u></b>	<b><u>\$5,739.87</u></b>



ARCHIVES ASSOCIATION OF BRITISH COLUMBIA

BALANCE SHEET (Unaudited)

AS AT MARCH 31, 2016- FINAL

<b>ASSETS</b>		
CURRENT ASSETS:		
		0
Bank – Van City Chequing account	\$88,716.91	
Van City Shares	\$5.73	
Term Deposits – VanCity	\$40,000.00	
GST Receivable	\$310.65	
<b>TOTAL CASH:</b>		<b>\$129,033.29</b>
Accounts Receivable		\$0.00
Prepaid Expenses		\$3,427.37
<b>TOTAL CURRENT ASSETS:</b>		<b>\$132,460.66</b>
<b>TOTAL ASSETS:</b>		<b>\$132,460.66</b>
<b>LIABILITIES AND MEMBERS' EQUITY</b>		
CURRENT LIABILITIES:		
Accrued expenses		\$98.83
Prepaid Donations - Restricted use		\$246.50
Prepaid Donations - Unrestricted		\$295.75
Prepaid Membership Fees		\$11,621.00
Prepaid Revenue – Other - EAS program		\$4,550.00
Prepaid Revenue – Prepaid Conference Fees		\$2,557.38
<b>TOTAL CURRENT LIABILITIES:</b>		<b>\$19,369.46</b>
<b>EQUITY:</b>		
Surplus – General (opening/beginning of year)		\$54,540.03
Surplus – Restricted		\$55,000.00
Current Earnings/Loss		\$3,551.17
<b>TOTAL MEMBERS' EQUITY</b>		<b>\$113,091.20</b>
<b>TOTAL LIABILITIES AND MEMBERS' EQUITY</b>		<b>\$132,460.66</b>



*Honourary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

**PROXY VOTING FORM**  
**ANNUAL GENERAL MEETING**

*(Please complete this form if you are unable to attend the AGM)*

**Friday April 28, 2017**

**4:30pm-5:00pm**

**Cadboro Commons, University of Victoria,  
Victoria, BC**

The undersigned, being a member in good standing with the Archives Association of British Columbia, hereby nominates, constitutes and appoints:

\_\_\_\_\_

(Name of Proxy)

of

(Address)

to attend, act, and vote on behalf of the undersigned at the Annual General Meeting of the Archives Association of British Columbia on Friday, April 28, 2017, Victoria, BC.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_

Member Signature

\_\_\_\_\_

Member Name (Print)

Each member present at a vote may cast no more than one proxy vote on behalf of an absent member.

**Please present this proxy to the Secretary at the time of each vote.**



Archives Association  
of British Columbia

## Archives Association of British Columbia

*Honourary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

### AABC Annual General Meeting

Friday April 13, 2018, 4:00 p.m.

Newcombe Theatre, Royal BC Museum and Archives, 675 Belleville Street, Victoria, BC, V8W  
9W2



Ladner Chinatown. - 1914  
Delta Museum and Archives photograph collection  
City of Delta Archives

**PLEASE REMEMBER TO BRING THIS PACKAGE WITH YOU TO THE AGM**

AABC-AGM 2018 Membership Year 2017-2018



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## AGENDA

*Honourary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

### **AABC Annual General Meeting**

**Friday April 13, 2018**

**4:00 p.m.**

**Newcombe Theatre, Royal BC Museum and Archives, 675 Belleville Street, Victoria, BC, V8W  
9W2**

- 1. Approval of Agenda**
- 2. Approval of Minutes of April 28, 2017 Annual General Meeting**
- 3. Executive Reports**
  - 3.1 President
  - 3.2 Vice-President
  - 3.3 Treasurer and Finance Committee  
-Financial Statements
- 4. Committee and Program Annual Reports**
  - 4.1 Programs Committee
  - 4.2 Communications Committee & Regional Representatives
  - 4.3 Membership & Conference Committees
  - 4.4 Grants & Fundraising Committee
- 5. Election of Executive Committee Members**
  - 5.1 Nominations Committee
- 6. By-law Change**
  - 6.1 New Institutional Membership Model Discussion
  - 6.2 Vote on new by-laws
- 7. Other Business**
  - GLAM Symposium

### **8. Adjournment**

#### **Attachments**

- Financial review 2016-2017
- 2016-2017 Financial statements for approval
- 2017-2018 and 2018-2019 Budgets
- Report of the Ad-Hoc Committee to Review Membership



**Archives Association  
of British Columbia**

- Proxy Voting Form



## 2017 AGM Minutes

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Archives Association of British Columbia  
Annual General Meeting  
Friday April 28, 2017

**Draft – Not Approved**

University of Victoria, Victoria, BC

### 1. Approval of Agenda

Cindy McLellan called the meeting to order at 4:30pm.

There was a motion to approve the agenda and a call for any additions to the agenda. An addition was made to acknowledge AABC members who have passed away.

Lara Wilson moved to approve the agenda, seconded by David Alexander. Call for vote to accept the agenda. Motion carried.

### 1. Approval of Minutes of April 15th, 2016 Annual General Meeting

Call for motion to approve the minutes of the 2016 AGM.

Motion to approve the minutes of the 2016 Annual General Meeting was made by Lara Wilson and seconded by Sarah Rathjen.

Call for vote to accept the 2016 AGM minutes. Motion carried.

### 2. Executive Reports

Cindy McLellan moved to simultaneously approve all the executive reports, with the exception of the Treasurer's report as per Robert's Rules of Order. She asked if anyone had anything to add to the reports. There were no additions except for the Membership Committee report. Sarah Rathjen added there have been additional resignations from the Membership Committee so a call for volunteers may be placed once the situation is evaluated.

Call for motion to approve the President's report, the Vice President's report, the Programs Committee report, the Communications & Regional Representatives report, the Membership Committee Report, the Conference Committee report, and the Grants & Fundraising Committee report.



Jennifer Mohan moved to approve the aforementioned reports, seconded by David Alexander.

Call for vote to accept the executive reports. Motion carried.

### 1. Treasurer and Finance Committee

Sarah Romkey phoned in to the meeting. She highlighted the small surplus of \$729.00.

Call for motion to approve the financial statements.

David Alexander moved to approve the financial statements of the AABC, for the year ending March 31, 2016. Seconded by Sarah Rathjen. Call for vote to accept the AABC financial statements. Motion carried.

Call for motion to approve the Treasurer's report. Jane Morrison moved to accept the Treasurer's report, seconded by Susan Hart. Call for vote to accept the Treasurer's report. Motion carried.

### 3. Election of Executive Committee Members

#### 1. Nominations Committee

Alexandra Wieland was absent. Scott Owens conducted the election on her behalf.

The following members let their names stand for the following positions on the AABC Executive Committee:

- Vice President (2 year term, second term as President)
- Treasurer (2 year term) **Angeline Chirnside**
- Member-at-Large (2 year term) **Daniel Collins**
- Secretary (2 year term) **Robert McLelland**

There was a call for nominations from the floor for the Vice President position. David Alexander nominated Emma Wright.

Scott Owens presented the nomination for **Emma Wright** to serve as **Vice President** (2 year term, second term as President) for the Archives Association of British Columbia for the 2017-2019 term and called thrice for additional nominations from the floor. No additional names were forwarded and Emma Wright was acclaimed to this position.



Scott Owens presented the nomination for **Angeline Chirnside** to serve as **Treasurer** for the Archives Association of British Columbia for the 2017-2019 term and called thrice for additional nominations from the floor. No additional names were forwarded and Angeline Chirnside was acclaimed to this position.

Scott Owens presented the nomination for **Daniel Collins** to serve as Member-at-Large for the Archives Association of British Columbia for the 2017-2019 term and called thrice for additional nominations from the floor. No additional names were forwarded and Daniel Collins was acclaimed to this position.

Scott Owens presented the nomination for **Robert McLelland** to serve as Secretary for the Archives Association of British Columbia for the 2017-2019 term and called thrice for additional nominations from the floor. No additional names were forwarded and Robert McLelland was acclaimed to this position.

Call for motion to accept the Nominations Committee report. Motion carried.

Lara Wilson moved to approve the Nominations Committee's recommendations and Jill Teasley seconded the motion

#### 4. **Other Business**

Cindy McLellan discussed the Proposal to host digital objects in MemoryBC. There were no questions from the floor.

Provided background on the Memorandum of Understanding (BCMA, BCLA, AABC) Advisory Committee. Jane Morrison suggested placing a call for volunteers to the listserv, outlining expectations. David Alexander responded to J. Teasley's question about the time commitment - 3-years. AABC President, Max Otte, or Vice President, Emma Wright, will place a call on the listserv.

Provided an update on the New BC *Societies Act*. Membership agreed to a bylaw change at the next AGM to change the 75% membership threshold for bylaw changes to include a reference to the threshold as specified in the pertinent Provincial Legislation.

Discussed the following engagement opportunities:

-Scott Owens provided an update on the ad hoc database committee. More interested members are required.

-Jill Teasley passed a motion to engage with the Steering Committee on Canada's Archives (SCCA) Response to the Report on the Truth and Reconciliation Commission (TRC) Task force, and determine the best way to address the TRC, reconciliation and First Nations



engagement.

-Discussed granting free one year associate institutional membership to any B.C. based Indigenous record-keepers recruited as full partners in the Task force. Mentioned task force has applied for funding so if granted, this would assist with the membership fee. Cindy McLellan reported this was approved at last executive meeting (as requested by Erica Hernandez-Read).

-Lisa Glandt mentioned opportunities for collaboration at last roundtable “Talking with First Nations Archives”.

-Jill Teasley proposed the creation of an ad hoc committee on First Nations engagement. Susan Hart seconded the motion.

-Lara Wilson suggested contacting Erica Hernandez-Read to share information on who may serve on the Committee.

-Kelly Parton expressed interest in taking on a role with the AABC.

-Cindy McLellan acknowledged the passing of Keith P. Walker. Gary Mitchell notified the AABC of this member’s passing.

## 5. **Adjournment**

Call for motion to adjourn the meeting.

Linda Nobrega moved to adjourn the meeting and David Alexander seconded the motion.

Call for vote to accept the motion. Motion carried.

Meeting was adjourned at 5:00pm



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## 2017-2018 AABC Annual Reports

### 3.1 President's Report – Maxwell Otte

Our 2018 Conference theme, *Access and Accountability*, has proven particularly timely for the AABC. Multiple workshops (one on copyright, the other a Canadian Conservation Institute Workshop on Modern Information Carriers) touched on these themes, as did our webcast roundtable on audio/visual records.

AABC continues to work collaboratively with the BC Museum Association and the BC Library Association. Since our organizations signed a Memorandum of Understanding we have hosted joint events, such as a webinar on a GLAM (Galleries, Libraries, Archives and Museums) sector toolkit which aims to provide a template and general guidance for cross sector collaboration initiatives, and formed a MoU steering committee with representatives from all three organizations. I would like to remind members that the MoU also provides for member rates for the BCMA and BCLA conferences.

This was the second year of our Documentary Heritage Communities Program (DHCP) grant which allowed Lisa Glandt (Archival Education and Advisory Service Coordinator) to travel the province and provide DHCP-funded clinics that include training, networking, and site visits. AABC has received very positive feedback from members about the efficacy and importance of these clinics. We remain optimistic about our ability to continue these clinics and site-visits at the conclusion of our grant. My thanks to DHCP and the volunteers who wrote the successful application.

As you no doubt noticed, AABC has entered the 21st Century and members are now able to join AABC or renew their membership online. This would not have happened without the tireless work of Dan Collins, Sarah Rathjen, and Lisa Glandt.

Finally, I would like to thank our Executive: Emma Wright (Vice President), Angeline Chirnside (Treasurer), Rob McLelland (Secretary), Alexandra Wieland (Member-at-Large), and Dan Collins (Member-at-Large). AABC could not operate without our volunteers, I would like to thank: Sarah Rathjen (Membership Chair) and Susan Hart (Membership); Lara Wilson, Jill Teasley, Jennifer Mohan, and Jane Morrison (Programs); Lara Wilson and Rebecca Pasch (Finance); Leah Edgar (Communications); and Lauren MacLean, Rebecca Willmott, Katey Watson, Sarah Jensen, and Emma Curtis (Conference). Finally, our awesome contractors deserve thanks for providing valuable member services and providing organizational continuity. Lisa Glandt, Lisa Snider and Karen Blimkie continue to do a wonderful job for the AABC.



It has been my pleasure to serve as President and I am confident that I leave the AABC in good hands as Emma Wright begins her term as President.

Respectfully submitted,  
Maxwell Otte  
President, 2017/2018

### **3.2 Vice-President's Report – Emma Wright**

It was a surprise to be nominated as Vice-President, but I have thoroughly enjoyed serving the Archives Association of British Columbia this year. I would like to thank my colleagues on the Executive, our contractors and all our volunteers. I'm incredibly grateful to the knowledge and guidance of the members of the Programs Committee (Jennifer Mohan, Jane Morrison, Jill Teasley and Lara Wilson), who worked tirelessly to ensure this year's application to the Documentary Heritage Communities Program was submitted to deadline.

In 2017 our DHCP grant, Community Archives Training and Development Clinics, completed its second year, with clinics held between May-September 2017 in Grand Forks, Prince George and Vancouver. The clinics were attended by 40 participants from 28 different institutions. The clinics also included site visits to member institutions. A huge thank you to our Regional Representatives throughout the province who helped with DHCP logistics, planning and insight to regional concerns, your contributions made the clinics such a success. Over the two years, we undertook 6 clinics (some multi-day), with 96 participants from 59 different organizations and a total of 11 site visits completed.

The ongoing success of this provincial training and outreach to our membership and other heritage professionals in BC, rests with EAS Coordinator Lisa Glandt. Lisa worked with dedication and unshirking good humour delivering clinics, conducting site visits and coordinating follow-up, despite the travel distances involved. The expertise she gained delivering the clinics assisted Programs Committee in the submission of our most recent funding request to the DHCP.

AABC continued to offer regular programming through our education and advisory services. In 2017/2018 we were able to offer three distance education courses to 63 people across BC, Canada, and internationally. We taught a one-day Records Management workshop at the AABC 2017 Conference in April, with 22 participants. In addition we facilitated two 2-day workshops for members in partnership with national organizations, that supported professional development in specialist areas: CCI workshop "Modern Information Carriers & Digital Preservation" in Kelowna in September, followed by "Understanding Copyright for Archivists" in Vancouver in November, in partnership with CCA and delivered by one of Canada's leading copyright experts, Nancy Marrelli. Finally, in March 2018, we offered a webcast roundtable on "Audiovisual Records in a Digital Age", at the Irving K. Barber Centre.



Lisa Snider in her role as Network Coordinator, has continued to improve and expand the functionality of MemoryBC. It was a busy year for Lisa, with a noticeable increase in activity and requests for our networks services or support, signifying the interest generated by our regional DHCP-funded clinics.

As incoming President, I anticipate we will continue to build our new partnership with our GLAM colleagues, as well as focus on forward planning for AABC and with this strategic focus, enable renewed advocacy efforts in light of the political change in BC this past year. I am hopeful that this year's DHCP grant application for more regional clinics will be successful so we can continue to deliver outreach that expands the understanding of archival management in the province, especially for Indigenous peers and communities.

Respectfully submitted,  
Emma Wright  
Vice-President

### **3.3 Treasurer and Finance Committee Report – Angeline Chirside**

#### **Treasurer and Finance Committee Report – Angeline Chirside**

The AABC continues to maintain a solid financial position. At the time of writing this report, it is likely that our surplus for 2017-2018 will be less than the \$1391.50 projected due to some revenues being lower and some expenses slightly higher than expected. However, we are on track to achieve the satisfactory result of breaking even.

Support from our donors remains strong, and we appreciate the generosity of all who donated this year. These donations allow us to continue funding our student awards.

In response to feedback from the membership we are trialing an online payment method for the two month 2018-2019 membership renewal period. The membership committee and financial advisor devised a method that makes use of the online payment platform GiftTool, which the association already uses for accepting payment for workshops and donations and which has special, lower fees for non-profits. Members will have received a slip with their renewal letters explaining how pay via this new option. We will evaluate this new method at the end of the renewal period and, if it seems successful, consider permanent adoption of this payment method.

#### **Financial Statements:**

For 2016-2017

The annual internal financial review was conducted soon after the close of the financial year in 2017. The Treasurer and Finance Committee met with volunteer Barry Dykes, archivist and former accountant, and Financial Manager Karen Blimkie in June 2017 to perform a review of the Association's finances. The Financial Manager provided the volunteers with all financial paperwork for the 2016-2017 fiscal year, and, after providing an orientation to the files, recused herself for our



review. The financial statements and report from the volunteers is attached to the AGM Package as Appendix A.

For 2017-2018

The current financial statements for the year ending March 31, 2018 have not yet been finalized and reviewed at the date of the writing this report. As is the AABC's usual practice at the AGM, an overview of the preliminary financial results for 2017-18 will be presented.

### **Budget for 2018-2019**

Members of the AABC Executive and the Financial Advisor met in February 2018 to discuss the budget for 2018-2019. Projected revenue was slightly lower than in 2017-2018, mainly due to a return to the routine number of workshops in 2018-2019. Owing to this, and to allowing for some extra expenses, including \$1000 toward expenditure related to meeting our commitment to the GLAM MOU with BCMA and BCLA, we project a deficit of \$6,958.50. The Executive approved the 2018-2019 budget on February 27, 2018. A comparison of the 2017-2018 and 2018-2019 budgets is available in Appendix A

### **Contingency fund:**

The Executive must still be prepared to bring to a close the affairs of the Association if need be, paying out all contractors and other creditors. A restricted contingency fund of \$55,000 remains in case of this outcome.

In closing, I'd like to extend my thanks to our Financial Manager, Karen Blimkie, to the members of the Finance Committee, Lara Wilson and Rebecca Pasch, and to volunteer financial reviewer Barry Dykes for their work throughout the year. .

Respectfully submitted, Angeline Chirnside  
AABC Treasurer  
Chair, Finance Committee

## **4.0 Committee and Program Annual Reports**

### **4.0 Committee and Program Annual Reports**

#### **4.1 Programs Committee Report**

Jennifer Mohan, Jane Morrison, Jill Teasley and Lara Wilson served as members of the Programs Committee for 2017/2018.

The Programs Committee worked incredibly hard this year to formulate our funding request entitled "Indigenous and Community Capacity Building: Archives Regional Training and Development Clinics". This two-year ask, if successful, will enable the AABC to continue to offer



regional training and development for members, with an expanded scope of supporting Indigenous communities and heritage centres across BC.

### **BC Archival Education and Advisory Services**

The BC Archival Education and Advisory Services, offering advice and educational services to our members, is one of AABC's great assets. Expertly led by Lisa Glandt, her personable training style and deft project management skills allow us to continue to promote professional development opportunities province-wide. Lisa successfully ran several distance education courses this year, as well as facilitating three workshops, and planning and hosting the webcast roundtable at the Irving K. Barber Centre, which reached an audience of over 100.

### **Network Services Coordinator**

Lisa Snider continues in her role as the AABC Network Services Coordinator and I want to thank her for her dedication. She saw a busy year, successfully facilitating the upgrade of our MemoryBC catalogue to AtoM 2.4 in October 2017. She also saw increased website usage and interest by member institutions in uploading their archival descriptions. Lisa will be continuing to expand and improve MemoryBC in the coming year, and will be developing a full training manual that details the new functionality of the system.

Respectfully submitted,  
Emma Wright,  
Programs Committee Chair

## **4.2 Communications Committee & Regional Representatives**

### **Report of Communications Committee and Regional Representatives**

#### **Communications Committee – Robert McLelland**

The AABC Facebook Page continued to be managed by Lea Edgar during the 2017-2018 year, and saw great success in reaching members and others with its regular content updates and news posts. Page management involves at least one post each week day, scheduled in advance. When no AABC related news is available, the posts consist of news items relevant to the Archival profession. Posts generally go up at 12:30pm to catch people on their lunch breaks. The Facebook page has gained nearly 100 new followers this year under Lea's management. Lea also recently proposed the use of a Twitter account for AABC news, which was approved by the Executive Committee.

The Communications Committee continues efforts to regularly reach out to regional representatives throughout the year to offer support for planned events or on any other issues the representatives may want brought up to the Executive Committee.

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Respectfully submitted,  
Robert McLelland  
AABC Secretary and Communications Committee Chair

### **Central Interior-BC Northeast Region – Kim Sathers**

#### **Events**

In September 2017, we hosted a day-long workshop entitled “Managing Archives” with instruction provided by Lisa Glandt, AABC Education and Advisory Services Coordinator. The event was held at the University of Northern BC and had attendees from the Prince George Railway & Forestry Museum, Exploration Place, the Carrier Sekani Tribal Council, Fort St. James, Valley Museum & Archives, and other First Nations groups. After the workshop, a regional meeting was held to discuss issues that affect us in northern B.C.

Lisa Glandt also performed a site visit with the Prince George Exploration Place the day before the workshop.

#### **Major Achievements**

In July 2017, the Northern BC Digital Collection ([www.NorthernBCCollections.ca](http://www.NorthernBCCollections.ca)) was launched by the Northern BC Archives. This digital repository holds digitized historical resources directly relevant to Northern BC. Currently all holdings come from the University of Northern BC, but future iterations of the project hope to reach out to community archives.

#### **Archival Liaison**

Throughout the year I provided archival consultation to AABC members and non-AABC members within the region on topics ranging from databases, preservation, copyright, digitization and more.

Kim Sathers  
Regional Representative, Central Interior-BC Northeast Region

### **Thompson-Okanagan Regional Representative – Tara Hurley**

This year Lisa Glandt, Education and Advisory Service Coordinator for the AABC, organized a two day workshop offered by the Canadian Conservation Institute on *Modern Information Carriers and Digital Preservation*. As the AABC regional representative and as the archivist for the Kelowna Museums Society I was happy to act as host. The workshop was held in the Kelowna Museums Society’s classroom at our Okanagan Heritage Museum location on September 12<sup>th</sup> and 13<sup>th</sup>. It had an attendance of eighteen AABC members and non-members from throughout British Columbia and Alberta. It was a wonderful opportunity to learn new skills and to share information and

AABC-AGM 2018 Membership Year 2017-2018



experiences.

Throughout the year I received a number of phone calls and emails from various members within the Thompson-Okanagan region. We discussed such topics as databases, conservation, arrangement and description, digitization and copyright.

I look forward to assisting our regional membership and promoting the AABC with the Thompson-Okanagan in 2018.

Respectfully submitted,

Tara Hurley

### **AABC Greater Vancouver Regional Representative – Cindy McLellan**

In late 2017, I took over the position of Greater Vancouver Regional Representative. On March 16, 2018 Records Managers, Archivists, Archival students and Information Professionals gathered for a tour of the beautiful new Emily Carr University of Art + Design Ron Burnett Library and Archives. We had over a dozen people attend and enjoyed some great discussions. I would like to extend warm thanks to Danuta Zwierciadlowski for hosting and suggesting the post-event meet-up location of Red Truck Brewery. I had positive responses and look forward to organizing the next event this coming fall. Feel free to contact me with ideas.

Respectfully submitted,

Cindy McLellan

AABC Regional Representative, Greater Vancouver

### **AABC Northwest Regional Report – Jean Eiers-Page**

The B.C. Northwest region will be having a regional meeting in Smithers B.C. this spring when the highways are safer to travel on. Members in the Northwest region asked me to thank the executive for having the “copyright workshop” available by distance.

### **Summary of Archival Activities: Bulkley Valley Museum in 2017**

Since March 2017, our Documentary Heritage Communities Program funded Archivist, Manda Haligowski, has significantly reduced the amount of backlog in the Archives that existed when she first began in September of 2016. Our digitization efforts are well underway, with 14 oral history recordings, and 44 documentary items (including 1 local history book and 7 newspapers) now available online. The Museum’s collection of digitally available photographs has grown to 4800 images, 600 of which were newly scanned by the Archivist. These items are now accessible through our Collections Online database (<http://search.bvmuseum.org>).

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In January 2018 the Archivist oversaw the archival portion of a collections storage project which included replacing all existing shelving with sliding shelving, and the complete reorganization of the archival storage space. The Archivist continues to implement and update preventative conservation and storage measures where possible. Some active conservation efforts have also been undertaken, including mould removal from Grand Trunk Pacific ledger books under the guidance of the Canadian Conservation Institute.

The Archivist has helped the Museum to procure further funding for archives-related projects by completing or assisting with grant applications, including a successful application to the local BV Community Foundation for funding to digitize oversized maps and plans using a local scanning service. In the coming months we will be able to provide online access to over-sized items in our Archives.

The Kitimat Museum and Archives are partnering with the Haisla Nation Council by allowing them to scan First Nations images for their purposes within their community. They are also upgrading their website and are planning on online access to their collection.

The Prince Rupert City & Regional Archives received a DHCP grant in August 2017 to digitize documents and photographs in their collection and to get their complete Inmagic DB/TextWorks database online (<https://princerupertarchives.ca/search/>). Nitrate negatives will also go into cold storage.

Respectfully submitted,

Jean Eiers-Page

Regional Representative, B.C. Northwest

### **4.3 Membership & Conference Committees**

#### **Membership Committee report for 2017-2018**

The Membership Committee for 2017-2018 consisted of the chair, Sarah Rathjen. The executive liaison (Member-at-Large) was Daniel Collins.

#### **Mandate & Responsibilities:**

The Membership Committee is mandated to promote membership in the AABC and to maintain information through the membership database. Responsibilities include:

- Promote membership in the AABC and improve membership related practices and procedures.
- Review applications for Full Institutional Membership and make recommendations to the AABC Executive on approval of applicants for full institutional members.

AABC-AGM 2018 Membership Year 2017-2018



- Process all membership applications and renewals, issue renewal notices and receipts.
- Maintain a list of all members and produce the annual membership directory.
- Communicate with members and with the AABC Executive and Contractors on membership related issues and initiatives.

**Membership statistics:**

	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009
Institutional	64	67	69	69	69	77	81	80	74	71
Associate Institutional	46	45	42	45	45	42	45	44	32	40
Sustaining	6	5	4	5	5	4	4	6	2	6
Individual	54	65	56	60	60	55	49	60	62	58
Student/Volunteer	34	50	41	37	36	30	30	31	23	32
Honorary Life	6	6	7	6	6	2	2	2	2	1
Honorary Patron	1	1	1	1	1	1	1	1	1	1
<b>Total Members</b>	<b>211</b>	<b>238</b>	<b>220</b>	<b>217</b>	<b>216</b>	<b>211</b>	<b>212</b>	<b>224</b>	<b>196</b>	<b>209</b>

**New members:**

Five new Associate Institutional members joined the AABC this past year: Vancouver Masonic Library and Archives, RCH Nurses Alumnae, Corporation of Delta Archives, South Cariboo Historical Museum Society, and Satellite Video Exchange Society. Twelve new individual members joined, as well as 6 students, 5 retired/volunteer members, and 1 sustaining member. In spite of these new members, the AABC’s overall numbers were down from last year, especially in the individual and student/volunteer categories.

**Projects and activities:**

The membership database was maintained and updated throughout the year. The individual and institutional membership directories were issued in November.

In February, Lisa Glandt, the AABC’s Education and Advisory Services (EAS) Coordinator, supported our outreach efforts by visiting UBC’s archival program and promoting our offer of free first-year student memberships. Membership with the AABC was also promoted at the ACA@UBC Symposium in February via an advertisement in the Symposium programme.

The Committee has long wanted to provide an online membership renewal/payment option to



members and thanks to the assistance of Karen Blimkie (Financial Manager) and Lisa Glandt, we were able to initiate a pilot project in time for the 2018-2019 renewal season. We hope that many members will take advantage of this secure and convenient option for renewal this year.

**Committee update:**

The Membership Committee has been in flux this past year with the resignation of the second Co-chair and 2 committee members at the end of last year. The work of the Committee as a whole has been greatly reduced over the last few years (with the decrease in Full Institutional Membership applications), and the drop in Committee membership is a reflection of this. Given these changes, the Chair and the Member-at-Large have been assessing the current structure and work of the Committee to see how things might be reorganized and improved.

Going forward, we plan to recruit 1-2 new members for the committee and will be looking to shift the division of labour between members. We hope to strengthen relationships with archival students at SLAIS to help us connect with new students and graduates entering the archival profession.

Changes to the Association's institutional membership structure are also being explored, in the hopes that this will improve the membership program and streamline things for both the Committee and our members. To this end, an ad-hoc Membership Subcommittee was created in January to investigate some options for short-term changes to the membership fee structure. This Subcommittee consisted of Sarah Rathjen, Membership Committee Chair; Daniel Collins, Member-at-Large; and Susan Hart, Individual Member. The Subcommittee envisions a comprehensive review of the membership program and structure over the coming year and we look forward to engaging AABC members in this work.

Respectfully submitted,

Sarah Rathjen  
Chair, Membership Committee

**4.4 Grants and Fundraising – Alexandra Wieland**

The Grants & Fundraising Committee, chaired by a Member-at-Large is responsible for the adjudication of grant funding. No new source of grant funding to be distributed by the AABC was introduced, so the Committee did not meet in 2017-2018. The chair of the Grant Committee forms part of the adjudication committee for the Friends of the BC Archives' Terry Reksten Memorial Award. The award was also publicized through AABC communications and on social media. The recipients of the award for 2017 were the Simpcw First Nations Archives, to purchase archival supplies to help organize and preserve a historic photograph collection, and the Museum at



Campbell River, to digitize oral history tapes that were recorded on now-obsolete media.

Respectfully submitted,

Alexandra Wieland, Member-at-Large

**5.0 Election of Executive Committee Members**

As of this report’s submission, the following candidates are nominated for open positions on the Executive.

These candidates will be presented to the AGM; additional nominations will also be accepted from the floor.

**5.1 Nominations Committee**

**Nominations Committee**

I am pleased to announce the following candidates have put their names forward for the vacant executive positions.

Current AABC Executive vacancies and nominees:

<b>Position</b>	<b>Nominee</b>
Vice-President	
Member-at-Large	Alyssa Routtenberg

It has been a pleasure serving on the AABC executive for the past two years. I have especially enjoyed volunteering on the popular AABC webcast roundtables on topics such as digital preservation management, talking with First Nations archives, and managing audio-visual records. Thank you to the dedicated and engaged information professionals who support the association.

Respectfully submitted,

Alexandra Wieland, Member-at-Large

**6.0 Other Business**

- Glam Symposium



## Attachments - Appendix A

### Report from Financial Review, 2016-2017

On June 17, 2017, Finance committee members Rebecca Pasch and Angeline Chirside met with volunteer reviewer Barry Dykes and Financial Manager Karen Blimkie. Karen provided the committee members with the financial documents for the year 2016-2017 and left us to commence our review.

The following summarizes the committee's findings:

#### 1. Income statement

- Verified actual to budget figures. Noted the budgeted loss & year-end surplus of \$732.33

#### 2. Contractor invoices

- Checked total authorized to actual expenses. Went over by \$1,738.49 (Allowable: see February 2016 Executive meeting minutes)
- Verified cheques cleared bank account
- Approval emails from Treasurer were not included in the hard copy monthly file as requested last year, as the Treasurer felt they were redundant. Will be included this year for ease of review.

#### 3. Bank reconciliations

Checked that these were verified by the Treasurer

November 2016 had two bank reconciliations due to a VanCity systems conversion.

#### 4. Conference expenses

- Verified back to source documents for reasonableness

#### 5. Statement of revenue

- Examined and verified back to source documents for reasonableness
- Noted that excess donations of \$477.05 is accounted for

#### 6. DCHP files

- Examined files for completeness and reasonableness
- Noted that the file for the multi-year grant includes only the grant letter and application (no funding or expenses)
- Tracking sheets are in Fiscal Year-end Expenses DHCP (noted for us to remember for next year)

#### 7. Traced items on bank statements to source docs (cheques to contractors, IATS deposit

AABC-AGM 2018 Membership Year 2017-2018



summaries, deposit slips, expenses, Canada Helps)

Questions and comments were resolved

Submitted by:

Angeline Chirnside,  
Treasurer, Chair Finance Committee

Rebecca Pasch  
Finance Committee member

Barry Dykes  
Volunteer financial reviewer

**2016-2017 Financial statements for approval**

**ARCHIVES ASSOCIATION OF BRITISH COLUMBIA  
BALANCE SHEET (Unaudited)  
AS AT MARCH 31, 2016- FINAL**

<b><i>ASSETS</i></b>		
<b>CURRENT ASSETS:</b>		
Bank – Van City Chequing account	\$91,946.21	
Van City Shares	\$5.73	
Term Deposits – VanCity	\$40,000.00	
GST Receivable	<u>\$184.96</u>	
<b>TOTAL CASH:</b>		<b>\$132,136.90</b>
Accounts Receivable		\$0.00
Prepaid Expenses		\$4,154.56
<b><u>TOTAL CURRENT ASSETS:</u></b>		<b><u>\$136,291.46</u></b>
<b><i>TOTAL ASSETS:</i></b>		<b><u>\$136,291.46</u></b>
<b><i>LIABILITIES AND MEMBERS' EQUITY</i></b>		
<b>CURRENT LIABILITIES:</b>		
Accounts Payable		\$0.00



Accruals	\$386.58
Donation Fund – UBC Awards	\$0.00
Prepaid Membership Fees	\$5,244.00
Prepaid Revenue – Other	\$677.35
Prepaid Revenue – Conference	\$7,260.00
Deferred Revenue - EAS Distance Ed registrations	\$8,900.00
<b><u>TOTAL CURRENT LIABILITIES:</u></b>	<b><u>\$22,467.93</u></b>
<b>EQUITY:</b>	
Surplus – General (opening/beginning of year)	\$58,091.20
Surplus – Restricted	\$55,000.00
Current Earnings/Loss	\$732.33
<b><u>TOTAL MEMBERS' EQUITY</u></b>	<b><u>\$113,823.53</u></b>
<b><i>TOTAL LIABILITIES AND MEMBERS' EQUITY</i></b>	<b><i><u>\$136,291.46</u></i></b>



ARCHIVES ASSOCIATION OF BRITISH COLUMBIA BALANCE SHEET (Unaudited)  
AS AT MARCH 31, 2016- FINAL

	YEAR TO DATE	BUDGET (TOTAL YR)	VARIANCE (YTD)
<b>REVENUES</b>			
Membership Fees	\$19,673.00	\$17,500.00	\$2,173.00
Course/Workshop Fees	\$31,970.00	\$32,875.00	(\$905.00)
DPM Workshop Fees - Non Grant portion	\$5,094.60	\$0.00	\$5,094.60
Conference	\$7,308.88	\$5,300.00	\$5,300.00
Donations	\$1,000.00	\$1,000.00	\$0.00
Interest Income	\$544.98	\$450.00	\$94.98
Newsletter/Web Site Advertising	\$0.00	\$0.00	\$0.00
GST Revenue – All Funds	\$272.84	\$300.00	(\$27.16)
<b>TOTAL REVENUE:</b>	<b>\$65,864.30</b>	<b>\$57,425.00</b>	<b>\$8,439.30</b>
<b>EXPENSES</b>			
Annual Conference/Workshop	\$2,009.75	\$1,200.00	\$809.75
Workshops – Other	\$45.02	\$0.00	\$45.02
DPM Workshop - Expenses not funded by DHCP grant	\$5,094.60	\$0.00	\$5,094.60
Awards and Donations	\$1,000.00	\$1,000.00	\$0.00
Insurance Expense	\$2,907.75	\$3,500.00	(\$592.25)
Office and Clerical Expense	\$889.19	\$1,550.00	(\$660.81)
Admin – Internal Accounting	\$5,987.50	\$6,500.00	(\$512.50)
Program and Finance Committees	\$0.00	\$200.00	(\$200.00)
Membership Committee	\$289.22	\$400.00	(\$110.78)
Membership Directory Production	\$0.00	\$0.00	\$0.00
Executive Committee	\$389.20	\$900.00	(\$510.80)
DHCP Expenses	\$3,129.28	\$4,061.25	(\$931.97)
Miscellaneous Expense	\$0.00	\$0.00	\$0.00
CCA Fees	\$525.00	\$525.00	\$0.00
Systems Support	\$2,161.95	\$2,299.00	(\$137.05)
Internal Program Funding: BCEAS	\$32,723.49	\$30,985.00	\$1,738.49



Internal Program Funding: ANS		\$7,980.02	\$8,070.00	(\$89.98)
<b>TOTAL EXPENSES:</b>		<u>\$65,131.97</u>	<u>\$61,190.25</u>	<u>\$3,941.72</u>
<b>EXCESS (DEFICIENCY) OF</b>				
<b>REVENUES OVER EXPENSES</b>		<u>\$732.33</u>	<u>(\$3,765.25)</u>	<u>\$4,497.58</u>
<b>Comparison of 2016-2017 and 2017-2018 budgets</b>				
<b>Budget 2017-2018</b>		<b>Budget 2018-2019</b>		
Approved March 21, 2017		Approved February 27, 2018		
General Fund 2017-2018		General Fund 2018-2019		
<b>REVENUES</b>		<b>REVENUES</b>		
Membership Fees: \$18,000		Membership Fees \$17,500.00		
Conference fees and sponsorship revenue: \$11,460		Conference Fees and Sponsorship Revenue \$3,500.00**		
Workshop Fees: \$47,877.50		Workshop Fees \$34,800.00		
Donations: \$1,000		Donations \$1,100.00		
Interest Income: \$450		Interest Income \$400.00		
GST Revenue- all funds: \$300		GST Revenue - all funds \$300.00		
<u>Total Revenue: \$79,087.50</u>		<u>Total Revenue\$58800</u>		
<b>Expenses</b>		<b>Expenses</b>		
Conference: \$4,768		Awards and donations: \$1,100		
Conference revenue share to ARMA VI: \$3,346.05		Insurance Expense: \$3,500.00		
Awards and donations: \$1,100		Office and Clerical Expense: \$1,650.00		
Insurance Expense: \$3,500.00		Accounting and Legal \$1,000.00		
Office and Clerical Expense: \$1,450.00		Admin – Internal Accounting: \$6,630.00		
Admin – Internal Accounting: \$6,630.00		Membership Committee: \$350.00		
Membership Committee: \$400.00		Executive/Programs/Finance Committee: \$1,100.00		
Executive/Programs/Finance Committee: \$1,100.00		CCA fees: \$400.00		
CCA fees: \$525.00		Systems Support: \$2,900.00		
Systems Support: \$2,866.00		Internal Program Funding- ANS: \$9,325		
Internal Program Funding- ANS: \$9,240		Internal Program Funding- BCEAS: \$36303.50		
Internal Program Funding- BCEAS: \$35,820.50		Clinic coffee breaks: \$375		
Clinic coffee breaks: \$300		GLAM Partnership and Events \$1000		
CCI workshop expenses: \$925		<u>Total Expenses: 65758.50</u>		
		Expenses (Deficiency) of Revenues over		



<p><b>Copyright workshop expenses: \$5,725</b></p> <p><b><u>Total Expenses: 77,695.55</u></b>  <b>Expenses (Deficiency) of Revenues over Expenses: \$1,391.95</b></p>	<p><b>Expenses: -\$6,958.50</b></p> <p><b>**Conference budget figures were unavailable at the time of the General Budget, so a net revenue was projected</b></p>
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**Budgets: 2017-2018 and 2018-2019 years**

<p>Budget 2017-2018 Approved March 21, 2017</p> <p><b>General Fund 2017-2018</b></p> <p><b>Revenues</b>          Membership Fees: \$18,000          Conference fees and sponsorship revenue: \$11,460          Workshop Fees: \$47,877.50          Donations: \$1,000          Interest Income: \$450          GST Revenue- all funds: \$300</p> <p><u>Total Revenue: \$79,087.50</u></p> <p><b>Expenses</b>          Conference: \$4,768          Conference revenue share to ARMA VI: \$3,346.05          Awards and donations: \$1,100          Insurance Expense: \$3,500.00          Office and Clerical Expense: \$1,450.00          Admin – Internal Accounting: \$6,630.00          Membership Committee: \$400.00          Executive/Programs/Finance Committee: \$1,100.00          CCA fees: \$525.00          Systems Support: \$2,866.00          Internal Program Funding- ANS: \$9,240          Internal Program Funding- BCEAS: \$35,820.50          Clinic coffee breaks: \$300</p>	<p>Budget 2018-2019 Approved February 27, 2018</p> <p><b>General Fund 2018-2019</b></p> <p><b>Revenues</b>          Membership Fees: \$17,500.00          Conference fees and sponsorship revenue: \$3,500.00          Workshop Fees: \$34,800.00          Donations: \$1,100.00          Interest Income: \$400.00          GST Revenue- all funds: \$300.00</p> <p><u>Total Revenue: \$58,800.00</u></p> <p><b>Expenses</b>          Conference: \$          Awards and donations: \$1,100.00          Insurance Expense: \$35,000.00          Office and Clerical Expense: \$1,650.00          Admin – Internal Accounting: \$6,630.00          Membership Committee: \$350.00          Executive/Programs/Finance Committee: \$1,100.00          CCA fees: \$400.00          Systems Support: \$2,300.00          Internal Program Funding- ANS: \$3,325.00          Internal Program Funding- BCEAS: \$36,303.50          Clinic coffee breaks: \$375.00          CCI workshop expenses: \$          Copyright workshop expenses: \$</p>
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CCI workshop expenses: \$925 Copyright workshop expenses: \$5,725 <u>Total Expenses: 77,695.55</u>	GLAM Partnership & Events: \$1,000.00 <u>Total Expenses: \$65,633.50</u> <b>Expenses (Deficiency) of Revenues over Expenses: -\$6,833.50</b>
<b>Expenses (Deficiency) of Revenues over Expenses: \$1,391.95</b>	

## Report of the Ad-Hoc Committee to Review Membership

### Background:

The AABC has two institutional membership categories:

*Full Institutional* - Full institutional membership is limited to those institutions which meet specific criteria. An applicant must submit a written acquisition mandate statement officially approved by its governing body and provide evidence of an ongoing commitment of financial support in terms of both staff and physical facilities from that sponsoring agency. The repository must have regular public hours of operation equivalent to at least one day or seven hours per week.

*Associate Institutional* - Associate Institutional membership is open to institutions that support the objectives of the Association and are engaged in or interested in archival work but do not qualify for institutional membership.

These categories were established in 1998 when the AABC was responsible for administering provincial and federal funding programs.<sup>1</sup> Once established, only Full Institutional members were eligible to apply for grants. This was in keeping with the AABC’s commitment to “promoting and strengthening a sustainable and inclusive network of archives throughout the province” by ensuring that “institutional members will be able to meet their public responsibility to preserve and provide continuing public access to the unique and valuable archival material in their care.”<sup>2</sup> The last funding program administered by the AABC was the National Archival Development Program (NADP), which was cancelled in 2012. Five years later, this program hasn’t been reinstated.

While the AABC is committed to building and strengthening B.C.’s archival community, the distinction between institutional categories no longer makes sense in the current landscape. With no grants to apply for, we have lost the incentive for members to go to the trouble of applying for *Full*

<sup>1</sup> It should also be noted that the AABC has never had resources to review Full Institutional members over the last 19 years to ensure that they can still meet the criteria set out in the *Application for Full Institutional Membership* (formerly the *Self-Study Guide*). Periodic reviews would, perhaps, give some increased standing to this category.

<sup>2</sup> As outlined in the *Application for Full Institutional Membership*.



*Institutional membership.* We also don't offer any additional benefits for this membership category and we charge higher membership fees. Given that benefits for both institutional categories are now the same, the distinction is confusing to prospective members and has also been difficult to justify to some existing members.

In January 2018, an ad-hoc committee was established to review the membership structure. The aim of the committee was to suggest an alternative structure that is equitable for all institutional members.

**Recommendation:**

In light of the above, the ad-hoc committee recommends the following changes to the membership structure, beginning in the 2019-2020 fiscal year:

- Eliminating the category of *Associate Institutional Membership*.
- Establishing the category of *Full Institutional Membership* with an annual operating budget of \$0 - \$30,000. Membership fee: \$72 per annum.
- Establishing the category of *Supporting Institutional Membership* for institutions which operate in areas related to archives but do not qualify for *Full Institutional Membership*. This membership is non-voting and members are not eligible to avail of the advisory services or Memory BC. Membership fee: \$72 per annum.

*Supporting Institutional Members* would receive the following benefits:

Discounts:

- Member rates for conferences
- Discounted rates on ads in conference programs and promotional materials
- Discounted rates on trade tables and sponsorships for conferences

Other benefits:

- Profile listing and linked logo in the online directory of service providers
- Professional development and networking opportunities through regional groups

Respectfully submitted,

Daniel Collins,  
Members-at-Large



*Honourary Patron: The Honourable Judith Guichon, OBC, Lieutenant Governor of British Columbia*

**PROXY VOTING FORM**  
**ANNUAL GENERAL MEETING**

*(Please complete this form if you are unable to attend the AGM)*

**Friday April 28, 2017**

**4:30pm-5:00pm**

**Mearns Centre for Learning/McPherson Library  
University of Victoria,  
Victoria, BC**

The undersigned, being a member in good standing with the Archives Association of British Columbia, hereby nominates, constitutes and appoints:

\_\_\_\_\_

(Name of Proxy)

of

(Address)

to attend, act, and vote on behalf of the undersigned at the Annual General Meeting of the Archives Association of British Columbia on Friday, April 28, 2017, Victoria, BC.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_

Member Signature

\_\_\_\_\_

Member Name (Print)

Each member present at a vote may cast no more than one proxy vote on behalf of an absent member.

**Please present this proxy to the Secretary at the time of each vote.**



# Archives Association of British Columbia

## 2018 AGM Minutes

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Archives Association of British Columbia  
Annual General Meeting  
Friday April 13, 2018

**Final - Approved**

### Royal BC Museum and Archives

#### 1. Approval of Agenda

Max Otte called the meeting to order at 4:00pm.

Motion to approve the agenda by Jill Teasley; motion seconded by Jane Morrison.  
Motion carried.

#### 2. Approval of Minutes of April 28th, 2017 Annual General Meeting

Motion to approve the minutes by Susan Hart; motion seconded by Genevieve Weber.  
Motion carried.

#### 3. Executive Reports

Kelly Speak recommended changes to the reports:

- p. 13 typo last line: "brought" instead of "brough"
- p. 15 2nd line "a" missing from word "managers"
- p. 15 same paragraph should read "extend" not "extent"

Alexandra Weiland pointed out typo in Alysa Routtenberg's name on p. 19.

Motion by Krisztina Laszlo to simultaneously approve with the exception of the Treasurer's Report: President's report, the Vice President's report, the Programs Committee report, the Communications & Regional Representatives report, the Membership Committee Report, the Conference Committee report, and the Grants & Fundraising Committee report; motion seconded by Linda Nobrega. Motion carried.

#### 4. Treasurer and Finance Committee

Motion by Jane Morrison to approve financial statements; motion seconded by Sarah Jenson.  
Motion carried.

Motion by Alexander Wright to approve Treasurer's report; motion seconded by Alysa Routtenberg. Motion carried.



# Archives Association of British Columbia

## 5. Election of Executive Committee Members

The following members let their names stand for the following positions on the AABC Executive Committee:

- Vice President (2 year term, second term as President) **Alysa Routtenberg**
- Member-at-Large (2 year term) **Michelle Spelay**

Alexandra Weiland presented the nomination for **Alysa Routtenberg** to serve as **Vice President** (2 year term, second term as President) for the Archives Association of British Columbia for the 2018-2020 term and called thrice for additional nominations from the floor. No additional names were forwarded and Alysa Routtenberg was acclaimed to this position.

Alexandra Weiland presented the nomination for **Michelle Spelay** to serve as **Member-at-Large** for the Archives Association of British Columbia for the 2018-2020 term and called thrice for additional nominations from the floor. No additional names were forwarded and Michelle was acclaimed to this position.

Motion by Lauren MacLean to approve the Nominations Committee's recommendations; motion seconded by Mary McIntosh. Motion carried.

## 6. Other Business

Dan Collins presented information to the membership regarding the GLAM symposium and attendance.

Dan Collins discussed the findings of the ad-hoc committee to review membership.

## 7. Adjournment

Motion by Genevieve Weber to adjourn the meeting; motion seconded by Jenn Seeman. Motion carried.

Meeting was adjourned at 4:20pm



Archives Association  
of British Columbia

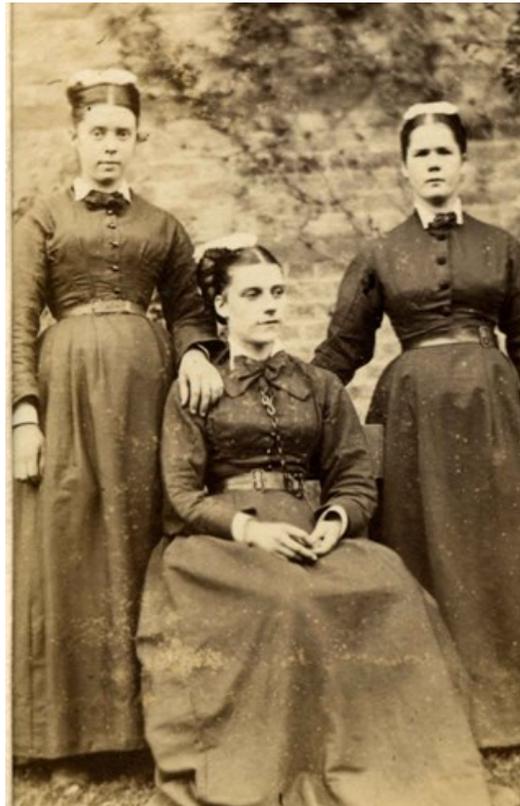
## Archives Association of British Columbia

*Honourary Patron: The Honourable Janet Austin, OBC, Lieutenant Governor of British Columbia*

### AABC Annual General Meeting

Friday May 3, 2019, 4:00 p.m.

Deloitte - #2800, 1055 Dunsmuir Street, Vancouver, BC, V7X 1L3



Unidentified women, [1860], 477-1144, Peers Family and Hill Family fonds, City of Burnaby Archives

**PLEASE REMEMBER TO BRING THIS PACKAGE WITH YOU TO THE AGM**

AABC-AGM 2019 Membership Year 2018-2019



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## AGENDA

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*Honourary Patron: The Honourable Janet Austin, OBC, Lieutenant Governor of British Columbia*

### **AABC Annual General Meeting**

**Friday May 3, 2019**

**4:00 p.m.**

**Deloitte - #2800, 1055 Dunsmuir Street, Vancouver, BC, V7X 1L3**

- 1. Approval of Agenda**
- 2. Approval of Minutes of April 13, 2018 Annual General Meeting**
- 3. Moment of Silence**
- 4. Executive Reports**
  - 3.1 President
  - 3.2 Vice-President
  - 3.3 Treasurer and Finance Committee  
-Financial Statements
- 5. Committee and Program Annual Reports**
  - 5.1 Programs Committee
  - 5.2 Communications Committee & Regional Representatives
  - 5.3 Membership & Conference Committees
  - 5.4 Grants & Fundraising Committee
- 6. Election of Executive Committee Members**
  - 6.1 Nominations Committee
- 7. By-law Changes – Special Resolutions**
  - 7.1 New Institutional Membership Model
  - 7.2 Past-Executive Member Role
  - 7.3 Vote on new by-laws
- 8. Royal BC Museum and Archives Public Consultation Response**
- 9. Other Business**
- 10. Adjournment**

#### **Attachments**

- Report from Financial review 2017-2018

AABC-AGM 2019 Membership Year 2018-2019



- 2018-2019 and 2019-2020 Budgets
- 2017-2018 Financial statements for approval
- Report of the Ad-Hoc Committee to Review Membership
- Proxy Voting Form
- Consent to Act as a Director



## 2018 AGM Minutes

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Archives Association of British Columbia  
Annual General Meeting  
Friday April 13, 2018

**Draft – Not Approved**

### Royal BC Museum and Archives

#### 1. Approval of Agenda

Max Otte called the meeting to order at 4:00pm.

Motion to approve the agenda by Jill Teasley; motion seconded by Jane Morrison.  
Motion carried.

#### 1. Approval of Minutes of April 28th, 2017 Annual General Meeting

Motion to approve the minutes by Susan Hart; motion seconded by Genevieve Weber.  
Motion carried.

#### 2. Executive Reports

Kelly Speak recommended changes to the reports:

- p. 13 typo last line: “brought” instead of “brough”
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#### 3. Treasurer and Finance Committee

Motion by Jane Morrison to approve financial statements; motion seconded by Sarah Jenson.  
Motion carried.

Motion by Alexander Wright to approve Treasurer’s report; motion seconded by Alysa Routtenberg. Motion carried.



### 3. Election of Executive Committee Members

The following members let their names stand for the following positions on the AABC Executive Committee:

- Vice President (2 year term, second term as President) **Alysa Routtenberg**
- Member-at-Large (2 year term) **Michelle Spelay**

Alexandra Weiland presented the nomination for **Alysa Routtenberg** to serve as **Vice President** (2 year term, second term as President) for the Archives Association of British Columbia for the 2018-2020 term and called thrice for additional nominations from the floor. No additional names were forwarded and Alysa Routtenberg was acclaimed to this position.

Alexandra Weiland presented the nomination for **Michelle Spelay** to serve as **Member-at-Large** for the Archives Association of British Columbia for the 2018-2020 term and called thrice for additional nominations from the floor. No additional names were forwarded and Michelle Spelay was acclaimed to this position.

Motion by Lauren MacLean to approve the Nominations Committee's recommendations; motion seconded by Mary McIntosh. Motion carried.

### 4. Other Business

Dan Collins presented information to the membership regarding the GLAM symposium and attendance.

Dan Collins discussed the findings of the ad-hoc committee to review membership.

### 5. Adjournment

Motion by Genevieve Weber to adjourn the meeting; motion seconded by Jenn Seeman. Motion carried.

Meeting was adjourned at 4:20pm



## 2018-2019 AABC Annual Reports

### 4.1 President's Report – Emma Wright

First and foremost I'd like to extend my gratitude to the Executive and our volunteers, whose efforts have really moved us forward this year: Alys Routtenberg (Vice-President), Angeline Chinside (Treasurer), Rob McLelland (Secretary), Michelle Spelay (Member-at-Large), Dan Collins (Member-at-Large); Sarah Rathjen (Membership Chair), Chloe Powell, and Max Otte (Membership Committee); Lara Wilson and Jill Teasley (Programs Committee); Kathryn Louro, Max Otte (Finance Committee); Andréa Tarnawsky (Communications Committee); and Lauren MacLean, Jennifer Borland, Jennifer Vanderfluit (Conference Committee). It is wholly due to the dedicated and knowledgeable work of our fantastic contractors that the AABC can continue to deliver services to members and the wider community; my sincere thanks go to Lisa Glandt, Lisa Snider and Karen Blinkie.

Together and by virtue of all their efforts, this year the AABC:

- Transitioned the association as per the requirements of the new Societies Act by the November 2018 deadline.
- Renewed our patronage with the Lieutenant Governor for British Columbia - we're delighted that Janet Austin accepted our request following her appointment.
- Continued to work collaboratively with our GLAM MOU partners, and participated in planning for this year's GLAM Symposium on May 8th.
- Reported out to and attended meetings with heritage partners and peers: Canadian Council of Archives, BC Historical Federation, Canadian Cultural Property Export and Review Board (CCPERB), BCMA, and BCLA.
- Was successful in our Documentary Heritage Communities Program (DHCP) applications to Library and Archives Canada (LAC), and received funding to initiate a multi-year program delivering archives workshops and site visits across the province for Indigenous cultural heritage keepers and communities. So far, workshops for Vancouver, Vancouver Island and Thompson-Okanagan regions have been well-attended and received positively. 57 total participants attended the three regional workshops, representing 31 different Indigenous and community organizations.
- Presented to senior officials at LAC in Ottawa about our year-on-year success delivering DHCP-funded archival workshops and site visits.
- Established with BC Arts Council the provincial funding avenues which are open to AABC, and our eligibility for operational funding (similar to that received by BCMA).
- Membership committee conducted an analysis of options to improve our member data management and submitted recommendations for a new tool that will improve services to members and increase operational efficiency for the AABC. Executive approved and budgeted for project to update the membership software commencing in the 2019-20 fiscal year. Expect to hear more on this and what it means for members over the next year.



- Proposed updated bylaws to improve clarity of our membership structure and provide organizational continuity at the Executive level to improve the functioning of the association and successful transition of responsibilities.
- Produced a new manual for using MemoryBC, incorporating the new functionality provided by AtoM 2.4.
- Continued to deliver our educational programs and advisory services, including a workshop on Privacy and FOI.
- Expanded our active presence on social media, sharing stories and news from members and cultural facilities across the province, especially those who do not have a social media outlet.
- Advocacy - spoke to students at UBC about AABC services, events and benefits of membership.
- We're thrilled this year to be partnering with ARMA Vancouver for the annual conference and under the theme of "Digital Directions" providing the opportunity to discuss the synergies and challenges of managing digital records and archives, and to have international speakers keen to attend.

It's been a pleasure to serve as President and I anticipate continued improvements for members under Alysa Routtenberg's leadership.

Respectfully submitted,  
Emma Wright  
President, 2018/2019

#### **4.2 Vice-President's Report – Alysa Routtenberg**

For the past year it has been my pleasure to serve as the Archives Association of British Columbia's Vice President, a role both more intense and rewarding than I expected. The work of the Vice President wouldn't be possible without the other members of the Executive, the three contractors, as well as committee members. Without their guidance and help we would not be able to accomplish so many projects, most notably the Documentary Heritage Communities Program which has allowed us to reach information professionals around the province with important programming.

Thanks to the hard work of EAS Coordinator Lisa Glandt and funding from DHCP the AABC has been able to schedule workshops around the province in 2018-2019, helping to education recorders keepers at Indigenous memory institutions around the province. These important workshops will continue into 2020, with workshops planned around the province thanks to a second round of DHCP funding to supplement our original multi-year funding. 31 different Indigenous community institutions have been represented by 57 participants at the initial workshops in Vancouver, Vancouver Island, and the Okanagan. The program will continue with workshops on both the coast and interior of the province later this year.

Lisa's willingness to travel around the province delivering these clinics cannot be appreciated enough, she not only goes where she's requested but has actively sought out regions that were underserved and grew connections with them and the AABC. The second successful application for



funding, to expand this program on BC's north-west coastal region, relied heavily on both Lisa and the Programs Committee, made up of Lara Wilson, Jill Teasley, Jane Morrison, and Jennifer Mohan.

The AABC has continued to offer our regular programming as well, with distance education courses, advisory services, and special workshops. While the webcast roundtables have been tabled for the past year the AABC has kept busy, and hopes to find a suitable replacement shortly.

AABC contractors Lisa Snider, as Network Coordinator, and Karen Blimkie, as Financial Manager, were both also kept busy this past year, supporting EAS services and the increased traffic that they brought. MemoryBC has continued to grow and we look forward to adding more DHCP-recipients and their materials to the network.

As the AGM draws closer I look forward to working with the new Vice President to continue to expand our reach, educating and assisting more memory keepers around the province and beyond.

Respectfully submitted,  
Alysa Routtenberg  
Vice President

#### **4.3 Treasurer and Finance Committee Report – Angeline Chirside**

2018-2019 has been a stable and fairly routine year for AABC financially. Our budget for this year projected a deficit of approximately \$6833.50, which was largely due to some anticipated one-off expenses. At the time of writing this report, a surplus is predicted. This is due to higher than projected revenues, lower expenses, and of course the continued efforts of executive and contractors to prudently manage the association's financial resources.

We thank our donors for their continued support, which funds our two scholarships for SLAIS students to attend ACA. Would-be donors may want to follow the example of some other members and consider signing up for monthly donations through Canada Helps. Anyone can sign up and donate any amount. The online membership renewal now makes it easier to donate and we hope that those who can will continue to support the AABC.

The online payment option was a great success in the 2018-2019 renewal period. The membership committee and financial advisor worked together to make use of the online payment platform GiftTool, which is already in use for course registration. It is anticipated that an integrated membership system will be implemented in the 2019-2020 financial year in time for the 2020-2021 membership renewal period.

Long-time Financial Committee members Rebecca Pasch and Lara Wilson stepped down and we welcomed Max Otte and Kathryn Louro to the Finance Committee.

#### **Financial Statements:**

AABC-AGM 2019 Membership Year 2018-2019



#### A. Financial Statements for 2017-2018

The Treasurer met with volunteer Barry Dykes, archivist for New Westminster and regular volunteer reviewer of the AABC finances in June 2018 to perform the annual review of the Association's finances. The Financial Manager Karen Blimkie provided all financial paperwork for the 2017-2018 fiscal year. The financial statements and report from the volunteers is attached to the AGM Package as Appendix A.

#### B. Financial Statements for 2018-2019

The current financial statements for the year ending March 31, 2019 are preliminary. They have not yet been finalized and reviewed at the date of the writing of the present report. A draft of these financial statements will be presented at the AGM.

#### **Budget for 2019-2020:**

Members of the AABC Executive, the Finance Committee and the Financial Advisor met in February 23, 2019 to discuss the budget for 2019-2020. Due to extra spending on some one-off expenses such the implementation of a new online membership system and the decision to set aside money to potentially cover expenditure related to meeting our commitment to the GLAM MOU with BCMA and BCLA, we project a deficit of \$11,236.20. The surplus is expected for the recently completed 2018-19 fiscal year, which will help to offset the 2019-2020 budgeted deficit. The Executive approved the 2019-2020 budget on March 19, 2019. A comparison of the 2018-2019 and 2019-2020 budgets may be found in Appendix B.

#### **Contingency fund:**

The Executive must still be prepared to wrap up the affairs of the Association if need be, paying out all contractors and other creditors. A restricted contingency fund of \$55,000 remains in case of this outcome.

#### **Thank you:**

This was my final year as Treasurer so I want to express my thanks to my colleagues on the Executive, our Financial Manager, Karen Blimkie, to the 2017-2018 Finance Committee, Lara Wilson and Rebecca Pasch and the 2018-2019 Finance Committee, Max Otte and Kathryn Louro, as well as volunteer financial reviewer Barry Dykes.

Respectfully submitted, Angeline Chirnside  
AABC Treasurer  
Chair, Finance Committee

## **5.0 Committee and Program Annual Reports**

### **5.1 Programs Committee Report**

Jane Morrison, Jill Teasley and Lara Wilson served as members of the Programs Committee for 2018-2019. Jennifer Mohan served in 2018, before taking a step back to focus on other projects.

AABC-AGM 2019 Membership Year 2018-2019



The Programs Committee kept up the pace in 2018 with another successful Documentary Heritage Communities Program application, receiving funding for the expansion program of “Indigenous and Community Capacity Building: Archives Regional Training and Development Clinic in North-West Coastal BC”. This program expands on the 3 workshops already conducted as part of the multi-year funding from 2017-2018, and will connect the AABC to new memory institutions and support their work.

EAS

Lisa Glandt has continued to head up the incredibly important and frequently utilized BC Archival Education and Advisory Services with her infectious energy, enthusiasm, and experience. Teaching distance education courses, workshops, and DHCP clinics Lisa has travelled around the province for the AABC and will continue to do even more in 2019-2020. Her ability to teach and engage new members has continued to be an invaluable asset and will be drawn on for many more new programs in the future.

Network Services

Lisa Snider has completed another successful year as the AABC Network Services Coordinator as MemoryBC continued to grow and showcase more institutions around the province. In addition to her Network Services work, Lisa S. joined Lisa G. in work on a training manual for MemoryBC users, helping them utilize AtoM’s many functionalities and updates.

Respectfully submitted,  
Alysa Routtenberg  
Vice President

## **5.2 Communications Committee & Regional Representatives**

### **Report of Communications Committee and Regional Representatives Communications Committee – Robert McLelland**

The Communications Committee continued to hold responsibility for the association’s social media activities and for serving as liaison between the Regional Representatives and the Executive Committee, bringing issues raised by the representatives to committee meetings as necessary. The 2018-2019 year saw the hand over of the social media volunteer position from Lea Edgar to Andréa Tarnawsky. The hand over of this position was successful, and Andréa began working for the association in August 2018. Since this time, she has successfully stewarded the association’s social media activity to reaching an increasingly large audience.

### **Special Thanks:**

AABC-AGM 2019 Membership Year 2018-2019



On behalf of the association, the committee extends its sincere thanks to Lea Edgar for her tenure in the social media volunteer position. The social media program saw success and expansion under Lea's management, and the association is grateful for her hard work.

**Secretary's Note:**

This is my last year serving as Secretary for the AABC, and I want to thank my Executive Committee colleagues and the association's membership for making my time serving on the Executive Committee a fulfilling experience. I also want to thank the social media volunteers Lea Edgar and Andréa Tarnawsky; the Regional Representatives Jane Hutton, Caroline Duncan, Cindy McLellan, Val Billesberger, Tara Hurley, Sue Adrain, Jean Eiers-Page, and Kim Sanders; Lisa Glandt and Lisa Snider; and Sarah Rahtjen.

Respectfully submitted,  
Robert McLelland  
AABC Secretary and Communications Committee Chair

**Social Media Volunteer Report**

**Overview**

The AABC Facebook and Twitter pages have been managed by Social Media Volunteer (SMV) Andréa Tarnawsky from the end of 2018 to the present. Building upon the solid foundation of Lea Edgar's social media management, the current SMV saw great success in reaching both members and non-members with regular content updates and news posts not only showcasing archives events and initiatives in British Columbia, but also current issues facing archives today.

Page management involves typically 3 posts each week day, scheduled in advance. When no AABC related news is available, the SMV promotes events of institutional members, or researches news items relevant to the Archival profession. The SMV also answers messages in both Twitter and Facebook inboxes.

The SMV also coordinated with the Treasurer to run promotions for donations both for Giving Tuesday, the holiday season, and renewing AABC membership. They also posted the Call for Proposals, all the promotions for the annual conference, and calls for Executive Positions. This involved writing content and finding CC BY 4.0 photographs to encourage engagement.

Through an analysis of the engagement statistics on both platforms, the SMV was able to determine that the AABC's target audience engages with Facebook and Twitter around 10:00 AM, 12:30 PM, and 5:00 PM, so the posts are staggered near to these times throughout the day to maximize AABC's total reach.

Since October the Facebook page has gained 120 new followers and the Twitter account gained 65 followers. The average reach on Facebook has increased 77% and the average reach on Twitter has increased 64% since its inception one year ago.

AABC-AGM 2019 Membership Year 2018-2019



## Statistics

### Facebook

The AABC Facebook page is the main social media platform for the AABC. Since October, it has been reaching more people on average, and has gained both likes and followers.

#### *Likes*

*The number of people that are “fans” of AABC on Facebook.*

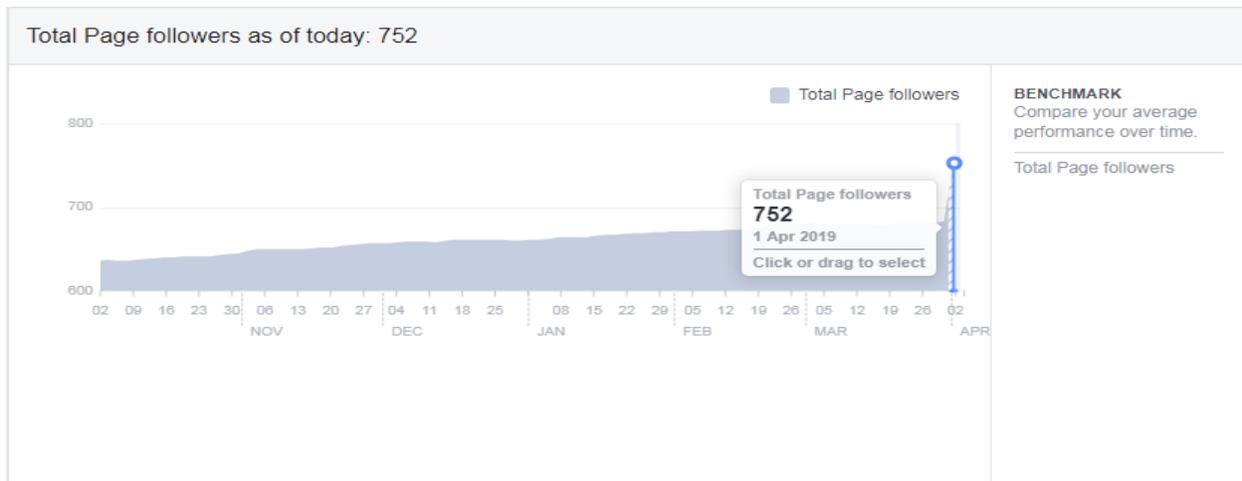
From October 1, 2018 to April 1, 2019 the AABC Facebook page gained 42 Page Likes.



#### *Followers*

*Individuals who engage with the content that we post, but are not people who have “liked” our page.*

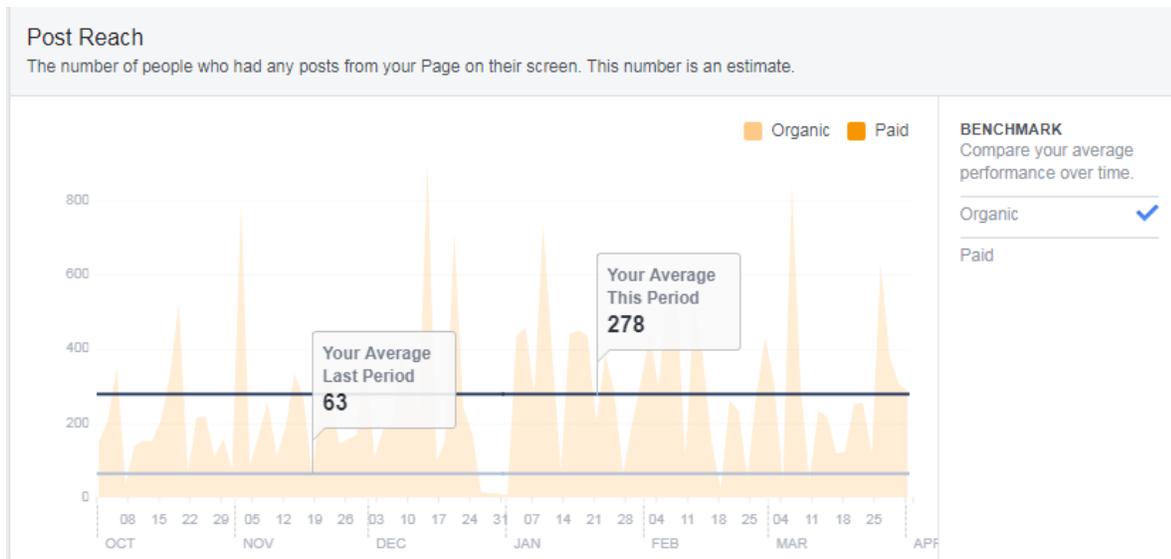
Interestingly, the AABC Facebook page has gained more Followers than Page Likes, with an increase of 116 followers from October 1, 2018 - April 1, 2019. This could mean that people like to follow us for our content but are not necessarily liking the page itself.



*Reach*

*The number of people AABC's content is seen by on Facebook.*

The SMV increased the rate of posts on the Facebook page from one post per weekday to three from October 1, 2018 - April 1, 2019. The reach of these posts typically range from 150 to at its highest, 2400 people reached. The average reach is 278 during this period, an increase of 77% from the previous 6 months average, reflecting the increased frequency of posts.



**Twitter**

Because the AABC's audience is largely on Facebook and the Twitter page is less than a year old, the average impressions are lower on Twitter than on Facebook. However, the AABC Twitter audience has grown 54% since last year and its average impressions have grown 64%.



*Followers*

*Individuals following the AABC Twitter profile*

From October 1, 2018 - April 1, 2019 the Twitter profile gained 65 followers.

Month/Year	Number of Impressions
October 2018	11,900
November 2018	12,800
December 2018	4,000
January 2019	10,200
February 2019	15,600
March 2019	15,300
<b>Total Average</b>	<b>11,633</b>

*Impressions*

*The total number of the times the Tweet has been seen.*

Other than a small decrease in December, the overall Twitter Impressions on the AABC Twitter has been very high.

Compared to the average from the previous six months (3,390 average impressions) this presents a 64% growth.

Respectfully Submitted,  
Andréa Tarnawsky  
Social Media Volunteer

**Regional representatives are invited to submit reports to the AGM. Below are the reports that have been received by the Secretary.**

**AABC Greater Vancouver Regional Representative – Cindy McLellan**

There have not been any social events since spring 2018. Cindy McLellan invites members to contact her with social event ideas.

As mentioned in the Education and Advisory Services (EAS) Coordinator report, Lisa Glandt ran the DHCP funded *Archives 101: Archival Practice for Indigenous Organizations* in North Vancouver February 20<sup>th</sup>, 2019.



Respectfully submitted,

Cindy McLellan  
AABC Regional Representative, Greater Vancouver

### **AABC Northwest Regional Report – Jean Eiers-Page**

The Prince Rupert City & Regional Archives completed a DHCP digitization grant in March 2018. All our record descriptions on our local database, Inmagic's DB/TextWorks, are now online and searchable using a new database which was created to easily synchronize our digitized assets. This software includes data integrity checks and reporting. We added 2,100 scanned images and more than 30 PDF documents into our local database, and through synchronization, our online database/website. We scanned oversized photographs using a newly acquired scanner and are storing the digitized images on a new server, both thanks to the DHCP grant. We have added newspapers, stories and numerous research resources applicable to our region on our new responsive website. Following Google's push to the HTTPS protocol, we obtained an SSL certificate and we are now promoting our new, secure URL: <https://princerupertarchives.ca>

The website is still under construction and is dependent on the acquisition of additional funding. We have scanned all our nitrate negatives and are preparing them for cold storage.

We continue to communicate with the museums and archives on Haida Gwaii, Kitimat, Terrace, and Smithers. We look forward to the wonderful workshops and online webinars through the AABC.

Kira Westby, the curator of the Bulkley Valley Museum, submitted the following report: In 2018 the Bulkley Valley Museum continued its work cataloguing and digitizing its archival collection as part of our ongoing Collections Accessibility Project. One highlight for the year was the digitization of 32 maps (including 20 cemetery maps), 15 architectural/plan drawings, and 49 newspapers, thanks to funding from the Bulkley Valley Community Foundation. Fifty-nine of the 101 items are now available online for public access via our Collections Online website (<https://search.bvmuseum.org/>). The remaining 42 newspapers are being processed in ABBYY Fine Reader and will be made available online over the next few months.

2018 marked the end of our LAC DHCP grant, which unfortunately meant we had to bid farewell to our Archivist, Manda Haligowski. Over her two year contract Manda processed nearly 21 linear feet of materials including 68 fonds, 570 discrete items, and over 2500 photographs, as well as drafting policies and procedures for our archives. Manda's work for our organization was invaluable and we wish her luck in her new position. We also again thank LAC for their support of our organization through the DHCP program.

Use of the Museum's archival collections by researchers continues to grow, particularly now that we have fully documented our holdings. Amongst other smaller research projects, our collections were



extensively utilized for the research and production of the book *Shared Histories* written by Dr. Tyler McCreary and published by Creekstone Press in 2018.

Respectfully submitted,

Jean Eiers-Page  
Regional Representative, B.C. Northwest

### **South Vancouver Island**

In April 2018, I took over the position of South Vancouver Island Regional Representative from Jenny Seeman who had served in the position for two years.

Our fall meeting was hosted by Oak Bay Archives and attended by representatives from BC Archives, City of Victoria Archives, Esquimalt Archives, Oak Bay Archives, Saanich Archives, Sidney Museum & Archives, Royal Roads University Archives, Royal Jubilee Hospital School of Nursing Archives, Greek Heritage Project Museum & Archives, St Margaret's School Archives, and St Michaels University School Archives. The group shared updates on digitization projects, public programming, educational opportunities, and other initiatives before touring the collections at Oak Bay Archives.

Our spring meeting is scheduled for May 2019 at Royal Roads University Archives.

Respectfully submitted,  
Caroline Duncan  
Regional Representative, South Vancouver Island

### **5.3 Membership & Conference Committees**

#### **Membership Committee report for 2018-2019**

The Membership Committee for 2018-2019 consisted of Sarah Rathjen (Chair), Chloe Powell, and Max Otte. The executive liaison (Member-at-Large) was Daniel Collins.

#### **Mandate & Responsibilities:**

The Membership Committee is mandated to promote membership in the AABC and to maintain information through the membership database. Responsibilities include:

- Promote membership in the AABC and improve membership related practices and procedures.
- Review applications for Full Institutional Membership and make recommendations to the AABC Executive on approval of applicants for full institutional members.
- Process all membership applications and renewals, issue renewal notices and receipts.

- Maintain a list of all members and produce the annual membership directory.
- Communicate with members and with the AABC Executive and Contractors on membership related issues and initiatives.

**Membership statistics:**

	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010
Institutional	68	64	67	69	69	69	77	81	80	74
Associate Institutional	55	46	45	42	45	45	42	45	44	32
Sustaining	4	6	5	4	5	5	4	4	6	2
Individual	54	54	65	56	60	60	55	49	60	62
Student/Volunteer	48	34	50	41	37	36	30	30	31	23
Honorary Life	6	6	6	7	6	6	2	2	2	2
Honorary Patron	1	1	1	1	1	1	1	1	1	1
<b>Total Members</b>	<b>236</b>	<b>211</b>	<b>238</b>	<b>220</b>	<b>217</b>	<b>216</b>	<b>211</b>	<b>212</b>	<b>224</b>	<b>196</b>

**New members:**

Twelve new institutional members joined the AABC this past year: Hornby Island Community Archives, South Asian Studies Institute (UFV), Legislative Library of BC, Maple Ridge Historical Society, North Pacific Cannery National Historic Site, Simpcw First Nation, Mole Hill Community Housing Society, Carrier Sekani Tribal Council, Vancouver Community College, Village of New Denver - Nikkei Internment Memorial Centre, District of Logan Lake, and the Archives of the Roman Catholic Diocese of Victoria. Eleven new individual members joined, as well as eleven students, eight retired/volunteer members, and one sustaining member. We are pleased to see an increase in our membership numbers this year.

**Committee update:**

Sarah was joined by two new committee members this year: Chloe Powell and Max Otte. Chloe took on the big task of maintaining the membership database and processing all new membership applications and renewals, while Max came on to provide extra support for project work. This shift in the division of labour freed up Sarah's time to focus some of the additional work outlined below.

**Projects and activities:**

***Membership database and directory***

The membership database was maintained and updated throughout the year. With all of the Committee changes this year, a membership directory was not issued in the fall.

***Outreach to SLAIS students***

Max promoted AABC membership while speaking to SLAIS students in September.



### ***Online membership application and renewal trial***

For the 2018-2019 membership year, the AABC launched a secure, online membership application and renewal option on a trial basis. Many of our members have asked for a secure way to pay by credit card online over the years, but it has been a challenge to find an affordable way to offer this option. Thanks to Lisa Glandt (EAS Coordinator) and Karen Blimkie (Financial Manager), we were able to come up with a creative solution involving GiftTool, a software program already used by the AABC for conference and distance education course registrations.

We saw 85 of 229 members<sup>1</sup> (37%) take advantage of the secure, online renewal option. In a follow-up survey, we received feedback from 35 members. The response to the trial was very positive and the online option was offered again for the 2019-2020 year.

### ***Membership software review***

While the online membership application and renewal option offers a convenient credit card payment option for our members and slight time savings for the Membership Committee, it is not an ideal solution for the long-term needs of the Committee or the Association at large.

In order to reduce the work load of the Committee, better support other AABC program areas, improve service to members, and continue to engage members and sustain the AABC, the Association needs a dedicated membership management software program that is cloud-based, integrated with the AABC's website, has event registration, self-serve membership options, and online payment options.

In October 2018 the Membership Committee submitted a proposal to the Executive recommending the above. Under the Executive's direction, the Committee reviewed three software service options for the Association to determine which service best met our functional requirements and consider all associated costs. The Committee was supported in this review work by the AABC's three contractors, who will also be key users of the software. The Committee ultimately recommended Wild Apricot for the AABC's software needs. Pending budget approval, we hope that this new software can be rolled out in the coming year.

### ***Review of institutional membership structure and fees***

The ad-hoc committee to review institutional membership continued its work in the 2018-2019 year, with the goal of refining and resubmitting its proposal submitted at last year's AGM (which didn't meet the timeline required by the AABC's bylaws). The committee consisted of Sarah Rathjen, Membership Committee Chair; Daniel Collins, Member-at-Large; and Susan Hart, Individual Member.

The committee proposed a new Institutional Membership structure that is equitable for all institutional members. This includes eliminating the Associate Institutional Membership category, adding a new tier to the regular Institutional Membership category, creating a new category of Supporting Membership, and updating membership bylaws accordingly. Pending approval at the AGM, these changes will come into effect on April 1, 2020.

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<sup>1</sup> We have 229 paying members as Honorary Life and Honorary Patron members do not pay dues to the Association.



**Plans for the 2019-2020 year:**

The Committee's focus for the coming year will be working with the EAS Coordinator, Network Coordinator, and Financial Manager to roll out new software for the Association. This multi-faceted project will involve a lot of time and coordination as we set up and customize the software and build out a new website for the AABC.

**Comments from the Chair:**

This past year was a busy one for our small Committee. I am thankful to have been joined by two very supportive members in 2018-2019 – thank you, Chloe and Max for all of your excellent work! I relied heavily on the expertise of our three contractors – Lisa Glandt, Karen Blimkie, and Lisa Snider – during the membership management software review and am grateful for their contributions to this initiative. Much appreciation goes to Susan Hart, who gave of her time and expertise to the ad-hoc committee, and a big thank you goes to Daniel Collins, Member-at-Large, for all of his work on the ad-hoc committee and for serving as our very supportive Executive liaison over the last two years.

Respectfully submitted,

Sarah Rathjen  
Chair, Membership Committee

**5.4 Grants and Fundraising – Michelle Spelay**

The Grants Committee, chaired by a Member-at-Large is responsible for the adjudication of grant funding. No new source of grant funding to be distributed by the AABC was introduced, so the Committee did not meet in 2018-2019. The chair of the Grant Committee forms part of the adjudication committee for the Friends of the BC Archives' Terry Reksten Memorial Award. The award was also publicized through AABC communications and on social media. The recipients of the award for 2018 were the Port Coquitlam Heritage Museum and Archives, for a photograph collection preservation and access project, and the Qualicum Beach Museum, to re-house and digitize and H.R. MacMillan fonds..

Respectfully submitted,

Michelle Spelay  
Member-at-Large

**6.0 Election of Executive Committee Members**

As of this report's submission, the following candidates are nominated for open positions on the Executive.



These candidates will be presented to the AGM; additional nominations will also be accepted from the floor.

### 6.1 Nominations Committee

#### Nominations Committee

I am pleased to announce the following candidates have put their names forward for the vacant executive positions.

Current AABC Executive vacancies and nominees:

Position	Nominee
Treasurer	Stacey Gilkinson
Secretary	Victoria McAuley

### 7.0 Special Resolutions for By-Law Changes

There are two substantive changes to the bylaws being proposed:

- (1) The membership category of Associate Institutional Member will be replaced with the membership category of Supporting Member (Bylaws Section I.1.d)
- (2) The creation of the role of Past-Executive Member (Bylaws Section IV.1.g, Section IV.3, Section V.6)

Resolution 1 follows the recommendations of the Ad-Hoc Committee to Review Membership, which submitted the attached report on AABC’s membership categories.

Resolution 2 follows a discussion within the Executive Committee regarding continuity difficulties historically faced by the committee. It is intended to increase the committee’s ability to transfer institutional knowledge across fiscal years.

#### Resolution 1:

Resolved that Section I, 1., of the bylaws be amended to read:

"The Association shall consist of honorary life members, individual members, institutional members, and supporting members."

and that Section I, 1., d., of the bylaws be amended to read:

"Supporting membership shall be accorded to those individuals or institutions that support the constitution of the Association, are interested in archival work and have paid the annual membership fee of the Association but are not engaged in the identification, preservation, use, and/or provision of access to archival records. A supporting member shall not be eligible to vote at meetings of the association or be eligible to hold office in the Association."



**Resolution 2:**

Resolved that Section IV, 1., g., of the bylaws be included to read:  
"Past-Executive Member"

and that Section IV, 3., of the bylaws be amended to read:

"The Vice-President shall be elected at each Annual General meeting of the Association. The Vice President will automatically succeed to the office of President in the second year of her or his term as a director. Upon vacating the office of President, the President shall succeed to the office of Past-Executive Member for one year. If the President is unable to serve as Past-Executive Member, the membership shall elect another out-going officer to serve in the role."

and that Section V, 6., of the bylaws be included to read:

"The Past-Executive Member shall serve in an advisory role to the Executive Committee and shall attend Executive Committee Meetings at the request of the Executive Committee. The Past-Executive Member shall have no powers to call for or vote on motions of the Executive Committee."

**7.1 Comments Received from Members Regarding Special Resolutions**

"Would it be possible to replace 'her and his' with 'their' for more inclusive language in the by-laws?"

Should the membership categories match those of the Association of Canadian Archivists?

**8.0 Royal BC Museum and Archives Public Consultation Response**

The Ministry of Tourism, Arts and Culture and the Royal BC Museum and Archives are conducting a public consultation on the modernization of the institution from April 1, 2019 to June 27, 2019.

**9.0 Other Business**

**10.0 Adjournment**



## Attachments

### Appendix A

#### Report from Financial Review, 2017-2018

On June 16, 2019 Angeline Chirnside met with volunteer reviewer Barry Dykes at New Westminster Archives to conduct the annual financial review of the files provided by Financial Manager Karen Blimkie. As the 2018-2019 Finance Committee had not yet been established, no Finance Committee members were in attendance.

The following summarizes the findings:

#### 1. Income statement

- Verified actual to budget figures. Noted the budgeted loss and the actual year-end surplus of \$4733.00
- Noted the discrepancy of \$8192.00 less for workshop revenue. \$47,877.50 was projected as opposed to \$39685.00 actual revenue.
- Noticed that the revenue deficiency was mostly offset by lower expenses.

#### 2. Contractor invoices

- Checked the authorised to actual expenses
- This year's EAS expenses were under budget in both travel and office supplies
- There were no expenses for the ANS contractor as none were budgeted

#### 3. Verified cheques cleared bank account

- Took a sample of three months - May, September and December. Checked and confirmed that the cheques were clearing the bank account.

#### 4. Bank reconciliations

- Checked that these were verified by Treasurer

#### 5. Conference expenses

- Verified back to source documents for reasonableness

#### 6. Statement of revenue

- Examined and verified back to source documents for reasonableness

#### 7. DCHIP files

- Examined files for completeness and reasonableness
- Noted that the per diem is determined by the LAC website



- Tracking sheets were not Fiscal Year-end Expenses DHCP but rather in the contractor file.  
Queried with Financial advisor, she advised that this was an oversight and would be remedied

8. Bank statements

Traced items on bank statements to source docs (cheques to contractors, IATS deposit summaries, deposit slips, deposit slips, expenses, Canada Helps) Checked and confirmed February, October and June.

9. Check entries in general ledger back to source document

Checked and confirmed March, July and October.

Respectfully Submitted by:

Angeline Chirnside, Treasurer, Chair Finance Committee

Barry Dykes, Volunteer Financial Reviewer



Appendix B

Budgets

<p>Budget 2017-2018 Approved March 21, 2017</p> <p><b>General Fund 2017-2018</b></p> <p><b>Revenues</b>          Membership Fees: \$18,000.00          Conference fees and sponsorship revenue:          \$11,460.00          Workshop Fees: \$47,877.50          Donations: \$1,000.00          Interest Income: \$450.00          GST Revenue- all funds: \$300.00</p> <p><u>Total Revenue: \$79,087.50</u></p> <p><b>Expenses</b>          Conference: \$4,768.00          Conference revenue share to ARMA VI:          \$3,346.05          Awards and donations: \$1,100.00          Insurance Expense: \$3,500.00          Office and Clerical Expense: \$1,450.00          Admin – Internal Accounting: \$6,630.00          Membership Committee: \$400.00          Executive/Programs/Finance Committee:          \$1,100.00          CCA fees: \$525.00          Systems Support: \$2,866.00          Internal Program Funding- ANS: \$9,240.00          Internal Program Funding- BCEAS: \$35,820.50          Clinic coffee breaks: \$300.00          CCI workshop expenses: \$925.00          Copyright workshop expenses: \$5,725.00</p> <p><u>Total Expenses: 77,695.55</u></p>	<p>Budget 2018-2019 Approved February 27, 2018</p> <p><b>General Fund 2018-2019</b></p> <p><b>Revenues</b>          Membership Fees: \$17,500.00          Conference fees and sponsorship revenue:          \$3,500.00          Workshop Fees: \$34,800.00          Donations: \$1,100.00          Interest Income: \$400.00          GST Revenue- all funds: \$300.00</p> <p><u>Total Revenue: \$58,800.00</u></p> <p><b>Expenses</b>          Conference: \$\$[net figure in revenue]          Awards and donations: \$1,100.00          Insurance Expense: \$35,00.00          Office and Clerical Expense: \$1,650.00          Admin – Internal Accounting: \$6,630.00          Membership Committee: \$350.00          Executive/Programs/Finance Committee:          \$1,100.00          CCA fees: \$400.00          Systems Support: \$2,300.00          Internal Program Funding- ANS: \$3,325.00          Internal Program Funding- BCEAS:          \$36,303.50          Clinic coffee breaks: \$375.00          GLAM Partnership &amp; Events: \$1,000.00</p> <p><u>Total Expenses: \$65,633.50</u></p> <p><b>Expenses (Deficiency) of Revenues over Expenses: -\$6,833.50</b></p>
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<b>Expenses (Deficiency) of Revenues over Expenses: \$1,391.95</b>	
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<p>Budget 2018-2019 Approved February 27, 2018</p> <p><b>General Fund 2018-2019</b></p> <p><b>Revenues</b>          Membership Fees: \$17,500.00          Conference fees and sponsorship revenue:          \$3,500.00          Workshop Fees: \$34,800.00          Donations: \$1,100.00          Interest Income: \$400.00          GST Revenue- all funds: \$300.00</p> <p><u>Total Revenue: \$58,800.00</u></p> <p><b>Expenses</b>          Conference: \$\$[net figure in revenue]          Awards and donations: \$1,100.00          Insurance Expense: \$35,000.00          Office and Clerical Expense: \$1,650.00          Admin – Internal Accounting: \$6,630.00          Membership Committee: \$350.00          Executive/Programs/Finance Committee:          \$1,100.00          CCA fees: \$400.00          Systems Support: \$2,300.00          Internal Program Funding- ANS: \$3,325.00          Internal Program Funding- BCEAS:          \$36,303.50          Clinic coffee breaks: \$375.00          GLAM Partnership &amp; Events: \$1,000.00</p> <p><u>Total Expenses: \$65,633.50</u></p> <p><b>Expenses (Deficiency) of Revenues over Expenses: -\$6,833.50</b></p>	<p>Budget 2019-2020 Approved March 19, 2019</p> <p><b>General Fund 2019-2020</b></p> <p><b>Revenues</b>          Membership Fees: \$18,000.00          Conference fees and sponsorship revenue:          \$4274.30          Workshop Fees: \$27,800.00          Donations: \$1,100.00          Interest Income: \$400.00          GST Revenue- all funds: \$300.00</p> <p><u>Total Revenue: \$51,874.30</u></p> <p><b>Expenses</b>          Conference: \$[net figure in revenue]          Awards and donations: \$1,100.00          Insurance Expense: \$3500.00          Office and Clerical Expense: \$1,350.00          Admin – Internal Accounting: \$6,760.00          Membership System: \$2845.50          Membership Committee: \$100.00          Executive/Programs/Finance Committee:          \$1,100.00          CCA fees: \$400.00          Systems Support: \$2,300.00          Internal Program Funding- ANS: \$9095.00          Internal Program Funding- BCEAS:          \$32,185.50          Clinic coffee breaks: \$375.00          Webinar: \$400          GLAM Partnership &amp; Events: \$1,000.00</p> <p><u>Total Expenses: \$63,110.50</u></p> <p><b>Expenses (Deficiency) of Revenues</b></p>
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	over Expenses: <b>-\$11,236.20</b>
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**2017-2018 Financial statements for approval**

*ARCHIVES ASSOCIATION OF BRITISH COLUMBIA*



<b><u>STATEMENT OF REVENUE AND EXPENSES BY FUND</u></b>			
<b><u>(Unaudited)</u></b>			
- - -			
- - -			
<b><u>BY FUND – FOR PERIOD ENDING MARCH 31, 2018 -</u></b>			
<b><u>YEAR END</u></b>			
	<b>YEAR TO</b>	<b>BUDGET</b>	<b>VARIAN</b>
	<b>DATE</b>	<b>(TOTAL</b>	<b>CE</b>
	<b>ACTUAL</b>	<b>YR)</b>	<b>(YTD)</b>
<b>REVENUES</b>			
General Fund	\$79,727.04	\$79,087.50	\$639.54
Archival Network Services	\$9,166.54	\$9,240.00	(\$73.46)
Education and Advisory Services	\$32,353.32	\$35,820.50	(\$3,467.18)
DHCP - Multi year	\$14,633.00	\$14,633.00	\$0.00
<b><u>TOTAL REVENUE:</u></b>	<b><u>\$135,879.90</u></b>	<b><u>\$138,781.00</u></b>	<b><u>(\$2,901.10)</u></b>
<b>EXPENSES</b>			
General Fund	\$73,960.32	\$77,695.55	(\$3,735.23)
Archival Network Services	\$9,166.54	\$9,240.00	(\$73.46)
Education and Advisory Services	\$32,353.32	\$35,820.50	(\$3,467.18)
DHCP - Multi Year	\$14,633.00	\$14,633.00	\$0.00
<b><u>TOTAL EXPENSES:</u></b>	<b><u>\$130,113.18</u></b>	<b><u>\$137,389.05</u></b>	<b><u>(\$7,275.87)</u></b>
<b>EXCESS (DEFICIENCY) OF</b>			
<b>REVENUES OVER EXPENSES</b>	<b><u>\$5,766.72</u></b>	<b><u>\$1,391.95</u></b>	<b><u>\$4,374.77</u></b>



***BALANCE SHEET***

*Unaudited*

***AS AT MARCH 31, 2018 - YEAR END***

***ASSETS***

CURRENT ASSETS:

Bank – Van City Chequing account	\$113,949.34	
Van City Shares	\$5.73	
Term Deposits – VanCity	\$40,000.00	
GST Receivable	<u>\$264.93</u>	
TOTAL CASH:		\$154,220.00
Accounts Receivable		\$0.00
Prepaid Expenses		\$3,378.06
<b><u>TOTAL CURRENT ASSETS:</u></b>		<b><u>\$157,598.06</u></b>

***TOTAL ASSETS:*** ***\$157,598.06***

***LIABILITIES AND MEMBERS' EQUITY***

CURRENT LIABILITIES:

Accounts Payable	\$0.00
Accruals	\$161.36
Prepaid Membership Fees	\$13,593.00
Prepaid Donations/SLAIS awards	\$1,183.45
Prepaid Revenue – Other	\$0.00
Prepaid Conference Fees	\$9,420.00
Prepaid Revenue – Conference Sponsorships	\$1,500.00



Prepaid Revenue – Workshops/Distance Ed	\$12,150.00
<u>TOTAL CURRENT LIABILITIES:</u>	<u>\$38,007.81</u>
EQUITY:	
Surplus – General (opening/beginning of year)	\$58,823.53
Surplus – Restricted	\$55,000.00
Current Earnings/Loss	\$5,766.72
<u>TOTAL MEMBERS' EQUITY</u>	<u>\$119,590.25</u>
<b><i>TOTAL LIABILITIES AND MEMBERS' EQUITY</i></b>	<b><i><u>\$157,598.06</u></i></b>

## Appendix C

### Report of the Ad-Hoc Committee to Review Membership

#### Background:

The AABC has two institutional membership categories:

*Full Institutional* - Full institutional membership is limited to those institutions which meet specific criteria. An applicant must submit a written acquisition mandate statement officially approved by its governing body and provide evidence of an ongoing commitment of financial support in terms of both staff and physical facilities from that sponsoring agency. The repository must have regular public hours of operation equivalent to at least one day or seven hours per week.

*Associate Institutional* - Associate Institutional membership is open to institutions that support the objectives of the Association and are engaged in or interested in archival work but do not qualify for institutional membership.

These categories were established in 1998 when the AABC was responsible for administering provincial and federal funding programs.<sup>2</sup> Once established, only Full Institutional members were eligible to apply for grants. This was in keeping with the AABC's commitment to "promoting and strengthening a sustainable and inclusive network of archives throughout the province" by ensuring that "institutional members will be able to meet their public responsibility to preserve and provide continuing public access to the unique and valuable archival material in their care."<sup>3</sup> The last funding program administered by the AABC was the National Archival Development Program (NADP), which was cancelled in 2012. Five years later, this program hasn't been reinstated.

While the AABC is committed to building and strengthening B.C.'s archival community, the distinction between institutional categories no longer makes sense in the current landscape. With no grants to apply for, we have lost the incentive for members to go to the trouble of applying for *Full Institutional membership*. We also don't offer any additional benefits for this membership category and we charge higher membership fees. Given that benefits for both institutional categories are now the same, the distinction is confusing to prospective members and has also been difficult to justify to some existing members.

In January 2018, an ad-hoc committee was established to review the membership structure. The aim of the committee was to suggest an alternative structure that is equitable for all institutional members.

#### Recommendation:

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<sup>2</sup> It should also be noted that the AABC has never had resources to review Full Institutional members over the last 19 years to ensure that they can still meet the criteria set out in the *Application for Full Institutional Membership* (formerly the *Self-Study Guide*). Periodic reviews would, perhaps, give some increased standing to this category.

<sup>3</sup> As outlined in the *Application for Full Institutional Membership*.



In light of the above, the ad-hoc committee recommends the following changes to the membership structure, beginning in the 2020-2021 fiscal year:

- Eliminating the category of *Associate Institutional Membership*.
- Establishing the category of *Full Institutional Membership* with an annual operating budget of \$0 - \$30,000. Membership fee: \$72 per annum.
- Establishing the category of *Supporting Institutional Membership* for institutions which operate in areas related to archives but do not qualify for *Full Institutional Membership*. This membership is non-voting and members are not eligible to avail of the advisory services or Memory BC. Membership fee: \$72 per annum.

*Supporting Institutional Members* would receive the following benefits:

Discounts:

- Member rates for conferences
- Discounted rates on ads in conference programs and promotional materials
- Discounted rates on trade tables and sponsorships for conferences

Other benefits:

- Profile listing and linked logo in the online directory of service providers
- Professional development and networking opportunities through regional groups

Respectfully submitted,

Daniel Collins,  
Members-at-Large



**Appendix D**

*Honourary Patron: The Honourable Janet Austin, OBC, Lieutenant Governor of British Columbia*

**PROXY VOTING FORM**  
**ANNUAL GENERAL MEETING**

*(Please complete this form if you are unable to attend the AGM)*

**Friday May 3, 2019**

**4:00pm**

**Deloitte - #2800, 1055 Dunsmuir Street, Vancouver, BC, V7X 1L3**

The undersigned, being a member in good standing with the Archives Association of British Columbia, hereby nominates, constitutes and appoints:

\_\_\_\_\_

(Name of Proxy)

of

(Address)

to attend, act, and vote on behalf of the undersigned at the Annual General Meeting of the Archives Association of British Columbia on Friday, April 28, 2017, Victoria, BC.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_

Member Signature

\_\_\_\_\_

Member Name (Print)

Each member present at a vote may cast no more than one proxy vote on behalf of an absent member.

**Please present this proxy to the Secretary at the time of each vote.**



Appendix E

Consent to Act as a Director

Instructions: If you are intending to stand for election to the Executive Committee *in absentia*, please fill out this section.

Please note that in addition to section 44 regarding director qualifications quoted below, per section 56(2) of the Societies Act of British Columbia you will be required to declare all conflicts of interest to the Executive Committee if elected.

I hereby consent to act as a director for the Archives Association of British Columbia if elected and certify that I am qualified to be a director under section 44 of the Societies Act of British Columbia.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member Name (Print)

**Section 44 of the Societies Act of British Columbia**

**Persons qualified to be directors**

44 (1)A person is qualified to be a director of a society only if the person is an individual who is at least 18 years of age.

(2)Despite subsection (1), an individual who is 16 or 17 years of age is qualified to be a director of a society if provided for in the regulations.

(3)Despite subsections (1) and (2), an individual is not qualified to be a director of a society if the individual is

- (a)found by any court, in Canada or elsewhere, to be incapable of managing the individual's own affairs,
- (b)an undischarged bankrupt, or
- (c)convicted in or out of British Columbia of an offence in connection with the promotion, formation or management of a corporation or unincorporated entity, or of an offence involving fraud, unless
  - (i)the court orders otherwise,
  - (ii)5 years have elapsed since the last to occur of
    - (A)the expiration of the period set for suspension of the passing of sentence without a sentence having been passed,
    - (B)the imposition of a fine,
    - (C)the conclusion of the term of any imprisonment, and
    - (D)the conclusion of the term of any probation imposed, or
  - (iii)a pardon was granted or issued, or a record suspension was ordered, under the *Criminal Records Act* (Canada) and the pardon or record suspension, as the case may be, has not been revoked or ceased to have effect.