



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

Wednesday June 17, 2020 – 1:00pm
via Zoom Conference



Strawberry Hill School, Grade 4, May 1935. SA1999.002.002.
Image courtesy of the Surrey Archives.

Please have this package available for reference during the AGM



Table of Contents

Cover Page	1
Table of Contents	2
1.0 2020 AGM Agenda	3
2.0 2019 AGM Minutes	4
3.0 AABC Executive Committee Annual Reports	10
3.1 President's Report	10
3.2 Vice-President's Report	11
3.3 Treasurer's and Finance Committee Report	12
4.0 AABC Committee and Program Annual Reports	14
4.1 Programs Committee Report	14
4.2 Communications Committee Report	15
4.3 Membership & Conference Committees Report	21
4.4 Grants & Fundraising Committee Report	24
4.5 Indigenous Advocacy Committee Report	25
4.6 Nominations & Elections Committee Report	25
Appendix A	26
Appendix B	29
Appendix C	31
Appendix D	32



1.0 2020 AGM Agenda

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Wednesday June 17, 2020 – 1:00pm

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1. **Approval of 1.0 2020 AGM Agenda**
2. **Approval of 2.0 2019 AGM Minutes**
3. **Moment of Silence**
4. **Review of 3.0 Executive Committee Annual Reports**
 - 3.1 President
 - 3.3 Vice-President
 - 3.3 Treasurer and Finance Committee
 - Financial Statements
5. **Review of 4.0 Committee and Program Annual Reports**
 - 4.1 Programs Committee
 - 4.2 Communications Committee
 - 4.3 Membership & Conference Committees
 - 4.4 Grants & Fundraising Committee
 - 4.5 Indigenous Advocacy Committee
6. **Election of Executive Committee Members**
 - 4.6 Nominations & Elections Committee
7. **By-law Changes**
8. **Other Business**
9. **Adjournment**

Appendices

- A. Report from Financial Review 2018-2019
- B. Budgets (2018-2019, 2019-2020, 2020-2021)
- C. Proxy Voting Form
- D. Consent to Act as a Director



2.0 2019 AGM Minutes

Archives Association of British Columbia
Annual General Meeting

Friday May 3th, 2019, 4:00 p.m.

Deloitte - #2800, 1055 Dunsmuir Street, Vancouver, BC, V7X 1L3

Draft – Not Approved

Chair: Emma Wright (President)

1. Approval of Agenda

E. Wright called the meeting to order at 4:09.

Motion: J. Devine Mejia moved to approve the agenda, A. Wieland seconded the motion.
Motion carried.

2. Approval of Minutes of April 13, 2018 Annual General Meeting

A. Wieland commented that her last name was misspelled as “Weiland” throughout the minutes and requested the spelling be changed to read “Wieland.”

Motion: R. McLelland moved to approve the minutes of the 2018 Annual General Meeting with changes to the spelling of the name Wieland. A. Tarnawsky seconded the motion. Motion carried.

3. Moment of Silence

E. Wright called for a moment of silence to honour colleagues and AABC membership who were lost during the year.

4. Executive Reports

E. Wright discussed the president’s report.

A. Chirnside added additional information to the finance report. She reported that income in the year is expected to be a \$6,000.00, difference from the deficit that was expected. Reported that the reasons for this surplus are as follows:

- Membership has increased
- Conference costs were less than expected
- Course and workshop revenue were less than expected but were offset by an additional workshop on FOI and Privacy
- Underspent on some budget areas
- Executive committee expense budget was lower than expected
- GLAM MOU budget item was not used, carried over to 2019-2020 year
- Advisor services fees were below budget



A. Chirnside also reported that the AABC has budgeted for a large deficit in the coming year due to upcoming one off expenses and noted that the new membership software will be costly and that AABC has done a conservative estimates for membership revenues.

Motion: A. Wieland moved to accept all reports but the Treasurer's report. J. Devine Mejia seconded the motion. Motion carried.

Motion: J. Seeman moved to accept the financial statements. E. Wodarczak seconded the motion. Motion carried.

Motion: M. Otte moved to accept the Treasurer's report. J. Yuhasz seconded the motion. Motion carried.

6. Election of Executive Committee Members

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

- Treasurer (2 year term) **Stacey Gilkinson**
- Secretary (2 year term) **Victoria McAuley**

Presented the nomination for **Stacey Gilkinson** to serve as **Treasurer** for the Archives Association of British Columbia for the 2019-2021 term. Called thrice for nominations from the floor.

Presented the nomination for **Victoria McAuley** to serve as **Secretary** for the Archives Association of British Columbia for the 2019-2021 term. Called thrice for nominations from the floor.

Presented the nomination for **Jenny Seeman** to serve as Vice President for the Archives Association of British Columbia for the 2019-2021 term. Called thrice for nominations from the floor.

Motion: L. Nobrega moved to elect the three nominees to their respective nominated positions. Motion seconded by A. Tarnawsky. Motion carried. Nominees were elected by acclaim.

7. Bylaws changes

E. Wright informed the assembled members that two proposed special resolutions were received by the Executive Committee. The resolutions can be found on page 21 of the AGM package. D. Collins read the first resolution:

Resolution 1: Resolution 1 follows the recommendations of the Ad-Hoc Committee to Review Membership, and proposes changing the membership structure to remove "Associated Institutional Membership" and adding "Supporting Membership."

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."

E. Wright opened the floor to debate on the resolution. A discussion on the wording of the resolution followed the reading of the resolution. The discussion centred on whether "supporting membership" should be changed to read "affiliate membership."

Motion: J. Devine Mejia moved to amend Resolution 1 to change the words "supporting membership" to the words "affiliate membership." J. Seeman seconded the motion. Motion carried.

R. McLelland read the second resolution:

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 and adds a "Past Executive Member" to the Executive Committee

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."

E. Wright opened the floor for debate on the resolution. No members spoke. R. McLelland noted that comments had been received prior to the meeting and read the following comments aloud:



Archives Association of British Columbia

- “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?

A discussion followed the reading of these comments.

Motion: A. Tarnawsky moved to amend Resolution 2 to accept the comment requesting that the by-laws be amended to change each use of the pronouns “her or his” and “she or he” to “their” and “they,” respectively. A. Wieland seconded the motion. Motion carried.

E. Wright posed the question on the adoption of Resolution 1.

Motion: R. McLelland moved to approve Resolution 1 as amended, now reading:

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 affiliate members."

and that Section I, 1., d., of the bylaws be amended to read:

"Affiliate 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."

E. Wright seconded the motion. Motion carried.

E. Wright posed the question on the adoption of Resolution 2.

Motion: R. McLelland moved to approve Resolution 2 as amended, now reading:

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 their 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."

and that Section I, 4., of the bylaws be amended to read:

"Any member may terminate their connection with the Association by sending their resignation to the Treasurer, and the Treasurer shall remove their name from the membership roll, but no portion of any pre-paid membership fee shall be refunded to the member resigning."

and that Section I, 5., of the bylaws be amended to read:

"Any member whose fees are in arrears for three months after the beginning of the current membership year shall forfeit their good standing, and if at the end of the current membership year, their membership fees remain unpaid, that member's name shall be removed from the membership roll. Payment of fees in arrears any time between the fourth and ninth month of the membership year will restore the member to good standing for the current year."

and that Section I, 6., of the bylaws be amended to read:

"The Executive Committee of the Association shall have the power by a majority vote of the whole Executive Committee, which may be by letter ballot, to remove from the membership roll the name of any member who, in the judgment of the Executive Committee, is no longer worthy of being connected with the Association, and such person shall cease to be connected in any way with the Association, but the Executive Committee shall first give any such person the right to appear before the Executive Committee and be heard. Should the Executive Committee not approve the expulsion in any case that may be brought to its attention, the matter shall not be entered into the minutes of the Executive Committee or of the Association. In any case in which it is proposed to expel a member of the Executive Committee, that member of the Executive Committee who it is proposed to expel may not cast a vote for or against their own expulsion."

and that Section V, 7., of the bylaws be amended to read:

"Each newly elected director of the Executive Committee shall assume office immediately after the Annual General meeting and shall serve until the termination of the second Annual General meeting following their election."

and that Section VI, 3., of the bylaws be amended to read:

"If a Director resigns before or upon completing any year of their term, the Nominations Committee will nominate a replacement for that position who will serve out the rest of the term. The nomination will be presented at the next Annual General Meeting."

and that Section VIII, 1., of the bylaws be amended to read:

"The preparation and custody of minutes of proceedings of the Association and the Executive Committee and other books and records of the Association shall be the responsibility of the



Executive Committee of the Association. At the end of the fiscal year, retiring officers and chairpersons shall convey to the Secretary all books and records of the Association, and if the Secretary has finished their term, they shall convey all records to the incoming Secretary.”

J. Yuhasz seconded the motion. Motion carried.

8. Royal BC Museum and Archives Public Consultation

E. Wright informed the membership that AABC will be submitting a letter to the public consultation and that the newly elected Executive Committee will decide the wording.

9. Adjournment

Motion: S. Rathjen moved to adjourn the meeting. E. Wodarczak seconded the motion. Motion carried.

Meeting was adjourned at 4:52pm.



3.0 AABC Executive Committee Annual Reports

3.1 President's Report

2019-2020 has been a hugely successful year for the AABC thanks to the efforts of the Executive, contractors, volunteers, and members. Made up of Jenny Seeman (Vice-President), Stacey Gilkinson (Treasurer), Victoria McAuley (Secretary), Michelle Spelay (Member-at-Large), and Katie Sloan (Member-at-Large), the Executive has seen another productive year, with many committees and projects on the go that we are immensely proud of.

The AABC benefits from the generous volunteer work done by many on our committees: Indigenous Advocacy Committee (Committee: Joy Rowe, Genevieve Weber, Emma Wright, Kelly Speak), Membership Committee (Chair: Sarah Rathjen; Committee: Maxwell Otte, Chloe Powell), Programs Committee (Lara Wilson, Jane Morrison), Finance Committee (Kathryn Louro, Maxwell Otte, Angeline Chirside), Communications (Andréa Tarnawsky). Each of these people has dedicated their time to providing their expertise to help the AABC over the past year and beyond.

Lisa Glandt, Lisa Snider, and Karen Blimkie are the engine of the AABC, making the work of the Executives and committees possible, delivering services around the province.

With the hard work of all the individuals listed above, the AABC has been able accomplish the following projects in the last year:

- Through multi-year project funding provided by Documentary Heritage Communities Program (DHCP) administered by Library and Archives Canada (LAC) we were able to continue offering archives workshops across the province for Indigenous memory keepers and institutions;
- Received funding to continue the DHCP-funded workshop series in Northern BC communities in 2020-2021, which will continue to be offered by Lisa Glandt;
- Continued to work collaboratively within the GLAM MOU;
- Partnered with ARMA Vancouver Island to offer the AABC's annual conference, which was moved to a virtual platform and offered on May 8th;
- Transitioned to new membership software that allows members to quickly join or renew online, for which the AABC is incredibly grateful to Sarah Rathjen for her hard work on this time consuming project;
- Continued to offer our educational programs and advisory services, including distance education and special topic workshops.

The AABC continued a tradition of excellence in 2019-2020, expanding our partnerships, social media outreach, program offerings, and membership base. This work is slow and steady and has exponential benefits for not just the AABC as an organization, but the archives and memory-keeping community of British Columbia and I am proud to have been a part of it.

In March 2020 everything changed swiftly because of the COVID-19 pandemic. It is impossible to tell when, how, or if life will return to normal, and this is no less true of archives. Our profession will have to adapt, we will have to think creatively, and above all we will have to find new ways to



connect with each other and our users. The AABC doesn't know what the future holds either, but we are here to help you, whether it be through distance education, webinars, or as a way to connect and share your concerns. It's been an honour to serve as President and I know the AABC is in incredible hands as Jenny Seeman takes the reins.

Respectfully submitted,
Alysa Routtenberg, President (2019/2020)

3.2 Vice-President's Report

It has been a pleasure working with the AABC Executive team, contractors, committee members, and membership at large this year. The AABC remains an important provincial association and I feel privileged to be a part of it. Without the help of the above-mentioned groups, we would not have been able to maintain our educational programming and resources for which the AABC is so well known, nor successfully apply for grants from both the Documentary Heritage Communities Program and the British Columbia Arts Council.

With the necessary recent closures of public reading rooms, requirements to work at home and avoid large gatherings, the coronavirus has had a noticeable impact on our programming activity, evidenced by cancellation of the in-person conference in May, and delay to the AGM. Ever resourceful, we moved the conference to an online format, in fact increasing the number of possible participants, and have fast tracked our new webinar series to provide as much professional development support as we can for our membership. Workshops that were scheduled to take place during the lockdown have been delayed until restrictions on gatherings of people are eased. We are in touch with our funding partners and have been assured that funding is secure, despite any necessary changes in the proposed timelines.

The AABC has made a successful first-time application to the BC Arts Council for project funding support. This will enable us to create and provide a workshop on disaster planning and recovery. It is anticipated that this will appeal to our GLAM partner organisations as well as contain information specifically relevant to archives, such as how to deal with paper-based collections. We are also working with BC HERN (BC Heritage Emergency Response Network) to ensure that participants in the workshop are fully aware of BC HERN resources and their eligibility to join the network for additional support in times of crisis.

The memorandum of understanding (MOU) with our GLAM sector partners has now reached the end of its first term and we look forward to a renewal of the MOU, possibly incorporating some new member associations. In the meantime, we have strengthened our partnerships by working closely with the BCMA on our BC Arts Council grant application, and with our planned new webinar series.



Many thanks are due to the program committee, Lara Wilson and Jane Morrison, for their assistance in putting together grant applications, and for making recommendations on programming priorities. Thanks also go to Lisa Glandt for her outreach work, as well as maintaining our educational and advisory services.

Thanks are due also to our BC Archival Network Services Coordinator, Lisa Snider, who continues to be busy responding to enquiries regarding Memory BC and the AABC website. Lisa's work enables us to stay connected online, and to connect the public to our membership and their collections through the Memory BC database, which is increasingly important in these times of physical distancing and unfortunate but necessary closure of archives reading rooms.

While this coming year will doubtless be challenging in light of COVID-19 and the strain it has put on our membership, I look forward to serving as AABC president and working with you all to maximise the potential of our provincial archives association.

Respectfully submitted,
Jenny Seeman, Vice-President

3.3 Treasurer's and Finance Committee Report

The AABC continues to maintain a solid financial position. Our budget for the 2019-2020 fiscal year projected a deficit of \$10,636, which was largely due to some one-off expenses, including the implementation of our new membership system. We finished the year closer to breaking even. This is due to higher than projected membership revenues, a delayed start to the new membership system project, and of course, the continued efforts of the 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 UBC SLAIS students. We encourage would-be donors 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. We hope that those who can will continue to support the AABC.

After finishing her term as Treasurer, Angeline Chirnside joined the Finance Committee. Max Otte and Kathryn Louro served on the committee for a second year.

A. Financial Statements:

a. Financial Statements for 2018-2019

The Treasurer met with Finance Committee members Angeline Chirnside and Max Otte, and volunteer Barry Dykes, Archivist for New Westminster and regular volunteer reviewer of the AABC finances in June 2019 to perform the annual review of the



Association's finances. The Financial Manager Karen Blimkie provided all financial paperwork for the 2018-2019 fiscal year. The financial statements and report from the volunteers is attached to the AGM Package as Appendix A.

b. **Financial Statements for 2019-2020**

The current financial statements for the year ending March 31st, 2020 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 2021 AGM.

B. Budget for 2020-2021:

Members of the AABC Executive, the Finance Committee and the Financial Advisor met on February 16, 2020 to discuss the budget for 2020-2021. Due to a later start to implementing the new membership system than previously anticipated 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 \$12,116.35. The Executive approved the 2020-2021 budget on February 25, 2020. A comparison of the 2019-2020 and 2020-2021 budgets may be found in Appendix B.

C. 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.

Respectfully submitted,
Stacey Gilkinson, AABC Treasurer & Finance Committee Chair



4.0 AABC Committee and Program Annual Reports

4.1 Programs Committee Report

Lara Wilson and Jane Morrison served as members of the Programs Committee for 2019-20. The committee worked on two grant applications and reviewed priorities for educational programming, both through online offerings such as webinars and distance education courses, and also for in-person workshops throughout the province. Funding from the Documentary Heritage Communities Program, provided by Library and Archives Canada, has been a vital support to our Indigenous and Community Capacity Building Workshops. The committee has successfully applied to the DHCP for a new round of regional training and development clinics aimed at building archival management capacity within Indigenous communities. Two-day workshops will be scheduled in northern BC regions including Haida Gwaii and Fort St. John once groups are again allowed to meet.

The committee also worked with the BC Museums Association and the BC Heritage Emergency Response Network to put together a successful application to the BC Arts Council for project funding to provide a new workshop on disaster and emergency planning.

A. Education and Advisory Services

Our Education and Advisory Services Coordinator Coordinator, Lisa Glandt, continues to provide excellent support to our membership and beyond. This past year, she has travelled the province, providing more than a dozen workshops, as well as site visits and special presentations to groups such as the First Nations Public Service Secretariat and the iSchool@UBC. On top of this, Lisa also provides continual outreach services for the association, maintaining our reputation in the province, the country, and beyond.

The second year of the 2018-2020 DHCP funded project provided workshops in the Central Interior Region, Lower Mainland region and the Kootenay SE region. This continued on from the three workshops held as part of the same grant in the previous year. In addition, the 2019-2020 DHCP project made it possible to hold a 2-day “Archives 101: Archival Practice for Indigenous Organisations” workshop in Prince Rupert, BC. This was identified as a suitably central location to serve the NW Coastal region. The clinics have so far reached a total of 122 participants, representing 68 communities, and feedback has been overwhelmingly positive. Building on the success of these clinics, where content is continually revised and adapted to suit the needs of the local audience, the AABC has applied to DHCP once again for support to continue these important workshops in the coming year. Lisa travels extensively around the province (and occasionally beyond) to deliver these and other custom workshops, as well as making site visits to member institutions, and we are very grateful for her willingness and availability to provide this as part of her services for our membership.



Online courses continue to be a vital part of AABC's annual programming and the EAS coordinator spends a lot of time working with participants to provide a high standard of education for those that take part. The continued high registration rate proves that the courses have a solid reputation within the archival community and are a trustworthy resource for those looking to boost their archival skills. This past year, we have offered courses in Managing Archives, Managing Plans and Drawings, and an Introduction to Archival Preservation. Registrations are not limited to BC: a growing number of international students this past year came from countries outside Canada including: Australia, China, France, Italy, Jamaica, Japan, Malaysia, and USA.

B. Network Services

Our Archival Network Service Coordinator, Lisa Snider, has been busy this year responding to enquiries related to Memory BC. She also recently worked with the EAS Coordinator to kick off the new webinar series for 2020 with a two-hour introduction to Memory BC. Despite differing time zones, and many competing priorities, Lisa responds quickly to enquiries and maintains a high level of service for the AABC.

Respectfully Submitted,
Jenny Seeman, Program Committee Chair

4.2 Communications Committee Report

For many of us, including the AABC executive, creative and effective communication are top-of-mind during this time of social-distancing. This year, the Communications Committee continued to facilitate connection between the AABC's executive, committees, membership, volunteers, and stakeholders. This has involved liaising with our incredible regional representatives, who facilitate community engagement across the province; supporting Andréa Tarnawsky's unparalleled management of our social media platforms; and, connecting regularly with our membership.

As we move into the AABC's 2020-2021 term, myself and the Communications Committee maintain our commitment to supporting this association and connecting its membership. We are excited to announce that we will be re-establishing the AABC newsletter, offering Fall, Winter, and Spring/Summer editions in the coming year; and, that we are in the process of developing new promotional materials. We look forward to sharing the inspiring work of this community through our new and existing initiatives.

We encourage you to continue to share your ideas, projects, and opinions with us on Facebook or Twitter, or with me directly at aabc.secretary@aabc.ca. I look forward to continuing to serve you in the upcoming year, and hope you are keeping connected during this time of social-distancing.



Respectfully submitted,
Victoria McAuley
AABC Secretary & Communications Committee Chair

A. Social Media Volunteer Report

The AABC Facebook and Twitter pages have been managed by Social Media Volunteer (SMV) Andréa Tarnawsky from the end of 2018 to the present. The current SMV continued building on the changes they implemented the year prior and kept the reach of social media presence at a stable rate. The SMV posted 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.

This past year the SMV halted their own content on Thursdays and instead shared or retweeted #ThrowbackThursday content posted by its institutional members. They also posted the Call for Proposals, all the promotions for the annual conference and distance education courses. This involved writing content and finding CC BY 4.0 photographs to encourage engagement.

Like the previous year, 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 May 2019 the Facebook page has gained 54 new followers and the Twitter account gained 88 followers. However, the average reach decreased on Twitter (20%) and Facebook (9.5%) this year.

- a. Facebook Statistics:** The AABC Facebook page is the main social media platform for the AABC. Since last year we have seen steady numbers for our posts' reach and the page has gained both likes and followers.



Archives Association of British Columbia

- i. Likes (*The number of people that are “fans” of AABC on Facebook*)
From May 1, 2019 to May 1, 2020 the AABC Facebook page gained 54 Page Likes.



- ii. Followers (*Individuals who engage with the content that we post, but are not people who have “liked” our page*)
Like last year, the AABC Facebook page has gained more Followers than Page Likes, with an increase of 68 followers from May 1, 2019 to May 1, 2020. This could mean that people like to follow us for our content but are not necessarily liking the page itself.



iii. 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 May 1, 2019 to May 1, 2020, the average reach of Facebook post typically ranged from 150 to 580 people reached. The average reach declined by 9.5% from 178 to around 161 this year.



b. Twitter Statistics:

Because the AABC’s audience is largely on Facebook, the Twitter page has lower impressions than on Facebook. This year the average impressions were down 20%. However, the AABC Twitter audience has grown by 88 new followers since last year.

i. Followers

(Individuals following the AABC Twitter profile)

From May 1, 2019 to April 30, 2020 the Twitter profile gained 88 new followers.

ii. Impressions

(The total number of the times the Tweet has been seen)

The overall Twitter Impressions on the AABC Twitter has been lower than the past year, with a decrease of 20% from May 1, 2019 to April 30, 2020.

Month/Year	Number of Impressions
May 2019	16,300
June 2019	17,300
July 2019	12,400
August 2019	11,500
September 2019	7,100
October 2019	7,119
November 2019	8,106
December 2019	4,129
January 2020	5,173
February 2020	5,911
March 2020	7,246
April 2020	8,885
Total Average	9,264



B. Regional Representatives Reports

a. Fraser Valley Regional Report

During the past year, the Fraser Valley region of the AABC held two meetings – one hosted by Tristan Evans at the Chilliwack Archives in June and the other by Chelsea Bailey at the City of Surrey Archives in November. They were attended by representatives from Agassiz-Harrison Museum, Langley Centennial Museum, Trinity Western University, Mission Community Archives, Pitt Meadows Museum, Stó:lō Nation and Whonnock Community Association.

Structured to serve as a forum to deliberate related issues on archives administration and for information sharing, the meetings focused on the regional disaster and emergency plan; the development of communication channels outside the meetings for disseminating information; a review of archival supplies vendors; and copying services policy and procedures. A highlight at each meeting was the traditional member roundtable held at the end during which each representative shared recent achievements, plans and challenges.

Respectfully submitted,
Val Billesberger
Regional Representative, Fraser Valley

b. South Vancouver Island Regional Report

In March 2020, I took over the position of South Vancouver Island Regional Representative, on a temporary basis, from Caroline Duncan who had served in the position since April 2018.

Our spring meeting, held May 16, 2019, was hosted by Royal Roads University Archives. It was attended by representatives from Oak Bay Archives, Saanich Pioneer Society Museum & Archives, St. Margaret's School Archives, City of Victoria Archives, Saanich Archives, Sidney Museum, Greek Heritage Project Museum, District of North Saanich, Esquimalt Archives and St. Michaels University School Archives. The group shared updates on disaster recovery, digitization projects, public programming, recent acquisitions, and other initiatives before touring the Royal Roads University Archives Room, Hatley Castle, and the museum rooms in the castle basement.

Our fall meeting, held October 17, 2019, was hosted by St. Margaret's School Archives. It was attended by representatives from BC Pensions Corporation, City of Victoria Archives, Esquimalt Archives, Government Records Services, Oak Bay Archives, Royal Jubilee Hospital School of Nursing Archives, Vic High School Archives, Royal Roads University Archives, Royal Victoria Yacht Club Archives, Saanich Archives, Saanich



Pioneer Society Museum & Archives, Sidney Museum, and View Royal Archives. The group shared updates on disaster recovery, digitization projects, archives dissolution, public programming, educational opportunities, Terry Reksten Memorial Fund 2019 recipients (congratulations to Esquimalt Archives), and other initiatives before touring St. Margaret's School Archives.

Our next meeting, scheduled for May 11, 2020 at the Saanich Pioneer Society Museum, has been postponed due to the COVID-19 pandemic. A newsletter was circulated in lieu of the usual meeting updates.

Respectfully submitted,
Christine Godfrey
Regional Representative, South Vancouver Island

c. Thompson-Okanagan Regional Report

Lisa Glandt, AABC Education and Advisory Services Coordinator, ran the DHCP funded Archives 101: Archival Practice for Indigenous Organizations workshop which was hosted at Simpcw First Nation on March 28th, 2019. The workshop drew participants from the Interior and Okanagan area. It was a wonderful opportunity to learn new skills as well as to meet new colleagues and catch up with others.

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 volunteer recruitment and management, conservation, arrangement and description, digitization and copyright. I look forward to assisting our regional membership and promoting the AABC with the Thompson-Okanagan in 2020.

Respectfully submitted,
Tara Hurley
Regional Representative, Thompson-Okanagan



4.3 Membership & Conference Committees Report

A. Membership Committee Report for 2019-2020

The Membership Committee for 2019-2020 consisted of Sarah Rathjen (Chair), Chloe Powell, and Max Otte. The executive liaison (Member-at-Large) was Katie Sloan.

a. Mandate & Responsibilities:

The Membership Committee is mandated to promote membership in the AABC and to maintain information through the membership database. Responsibilities include:

- i. Promote membership in the AABC and improve membership related practices and procedures.
- ii. Review applications for Full Institutional Membership and make recommendations to the AABC Executive on approval of applicants for full institutional members.
- iii. Process all membership applications and renewals, issue renewal notices and receipts.
- iv. Maintain a list of all members and produce the annual membership directory.
- v. Communicate with members and with the AABC Executive and Contractors on membership related issues and initiatives.

b. Membership statistics:

	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011
Institutional	68	68	64	67	69	69	69	77	81	80
Associate Institutional	53	55	46	45	42	45	45	42	45	44
Sustaining	4	4	6	5	4	5	5	4	4	6
Individual	59	54	54	65	56	60	60	55	49	60
Student/Volunteer	36	48	34	50	41	37	36	30	30	31
Honorary Life	6	6	6	6	7	6	6	2	2	2
Honorary Patron	1	1	1	1	1	1	1	1	1	1
Total Members	227	236	211	238	220	217	216	211	212	224

c. New members:

We had eleven new Associate Institutional/Institutional members join us this year: District of Logan Lake, Archives of the Roman Catholic Diocese of Victoria, Irving K. Barber Learning Centre, Rossland Museum and Discovery Centre, Mount Douglas Alumni Association, BC Pavilion Corporation, B3K Digital, Stó:lō Research and Resource Management Centre, Sointula Museum & Historical Society, UBC Department of Linguistics Archives, and the Canadian Heritage Photography Foundation. Nineteen new individual members joined, as well as 6 students and 6 retired/volunteer members.



d. Committee update:

Sarah is stepping down as Chair and resigning from the Committee this year. Chloe Powell will be taking on the role of Chair and Max Otte will remain as a committee member. One additional member may be recruited to join the Committee.

e. Membership database and directory:

The membership database was maintained and updated throughout the year. A membership directory was not issued this year as the Committee’s time was occupied by the implementation of a new membership management system which has built-in directory functionality.

f. Changes to institutional membership structure and fees

At last year’s AGM, the membership passed changes to the AABC’s membership categories for institutions. These changes were made to ensure that our membership structure is equitable for all members and came into effect for the 2020-2021 membership year. Summary of changes:

- Elimination of the category of Associate Institutional Membership.
- Creation of two categories of Institutional Membership with annual operating budgets of
 - \$0 - \$30,000 (membership fee: \$72 per annum)
 - \$30,0001-\$75,000 (membership fee: \$120 per annum)
- Creation of the category of Affiliate 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 themselves of the advisory services, course discounts, or Memory BC. Membership fee: \$72 per annum.

Under this new structure, former Associate Institutional Members became regular Institutional Members. Institutional Members pay dues based on their annual budget for archival operations, including salaries and operating expenses.

Below are tables outlining the existing and new Institutional Member categories, along with corresponding membership fees. There have not been any increases to Institutional Membership dues at this time. The changes are limited to the annual operating budget range in the two lowest categories (highlighted in green).

Existing Institutional Categories

Institutional (\$0 - \$75,000)	\$120
Institutional (\$75,001 - \$150,000)	\$180
Institutional (\$150,001 - \$300,000)	\$240
Institutional (\$300,001 - \$500,000)	\$360
Institutional (\$500,001+)	\$480

New Institutional Categories

Institutional (\$0 - \$30,000)	\$72
Institutional (\$30,001 - \$75,000)	\$120
Institutional (\$75,001 - \$150,000)	\$180
Institutional (\$150,001 - \$300,000)	\$240
Institutional (\$300,001 - \$500,000)	\$360
Institutional (\$500,001+)	\$480



g. Implementation of new membership management software

The membership committee retired its outdated Access database and rolled out a new membership management platform in time for this year's renewal season. The AABC is now using Wild Apricot's online membership management software. Wild Apricot is also used by the Archives Association of Ontario and the Association of Canadian Archivists. Through Wild Apricot we are now able to offer the following improved services to our members:

- Online membership application and renewal options
- Online payment (year-round)
- Self-serve area for members (including a place to update contact information and review past renewal payments)
- Online membership directory

The system also offers online event registration, donation option, communications tools, and full website functionality, among other things. We have already utilized the event registration and donation option and hope to utilize more of the functionality that Wild Apricot offers down the road.

Moving to this new system was not without its challenges and required the time and effort of a lot of people behind the scenes. A big thank you goes to Chloe Powell and Max Otte for their support in reviewing and testing the new system. Katie Sloan also helped with testing and moving the overall project forward. Karen Blimkie and Stacey Gilkinson spent a lot of time researching and sorting out all finance-related matters to do with the project and the new system. Lisa Snider advised on things web-related as we set up the platform and Lisa Glandt was involved in just about every aspect of this project as our main systems administrator. Thank you everyone!

We look forward reviewing the roll-out and hearing from our members on what worked and how we can continue to improve our process as we move forward.

h. Plans for the 2020-2021 year:

To be determined by the incoming Chair.

i. Comments from the Chair:

This past year was an especially busy and fruitful one for the Membership Committee. I am proud of the work that we accomplished to streamline our membership structure and improve services to our members through the roll-out of the new membership software. I am very grateful to have had the steady support of my Committee members, Chloe and Max, and our wonderful Member-At-Large, Katie Sloan, throughout all of this. This spring marks the end of eight years with the Membership Committee for me and seven as Committee Chair. It has been a pleasure working with all of our volunteers and contractors over the years and I am pleased to be passing the Membership Committee torch to Chloe Powell this year. Thanks to all of our members who continue to support each other and build up BC's archival community through their involvement with the AABC.

Respectfully submitted,
Sarah Rathjen, Chair, Membership Committee



B. Conference Committee Report

The 2020 conference committee faced an unexpected challenge this year. The conference was planned to take place on Vancouver Island, at Royal Roads University in Victoria. We partnered with ARMA Vancouver Island to create a full day conference for May 8, 2020. However with the announcement of the COVID-19 pandemic and the limitations on group gatherings, we opted to move the conference to an online format to be held on the same day. This was a first for the AABC. We contacted all of our proposed speakers and offered them the opportunity to give their presentations in the revised format. The result was a shortened conference length but perhaps ideal for the experimental format.

Many thanks are due to Lisa Glandt for volunteering to moderate the conference and manage the Zoom platform. She handled the task with grace and professionalism. The conference was free, and within a couple of days of announcing it, all available slots were taken. People were able to attend from all across the province and a recording is available on the website for those that couldn't attend.

Many thanks also to our speakers, and to ARMA VI for the effort to make the 2020 conference a rewarding experience for the committee as well as the attendees.

Respectfully Submitted,
Jenny Seeman, Conference Committee Chair

4.4 Grants & Fundraising Committee Report

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 2019-2020. 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 2019 were the Esquimalt Municipal Archives, to purchase boxes and archival supplies to rehouse a collection of Esquimalt District and Township of Esquimalt property assessment rolls, and the Trail Museum and Archives, to acquire secure storage for their film reel collection and photographic slides.



4.5 Indigenous Advocacy Committee Report

Formerly the First Nations Engagement Committee, the Indigenous Advisory Committee had a productive year, beginning with a name change and resurgence of activity. The initial purpose of the committee was to liaise with the Steering Committee on Canada’s Archives (SCCA) Response to the Report on the Truth and Reconciliation (TRC) Taskforce, and determine the best way forward for the AABC to address the TRC, reconciliation and First Nations engagement. The committee has done a great deal of reflecting and refocusing and now works to establish, deepen and maintain relationships with Indigenous record keepers and communities. This may include recommending and negotiating formal collaborative partnerships, where appropriate, such as Memorandums of Understanding, Memorandums of Agreement and joint committees. The Indigenous Advocacy Committee has recently worked to secure a relationship between the First Peoples’ Cultural Council and the larger AABC and has composed a letter of support for the FPCC and is in the process of drafting an MOU.

4.6 Nominations & Elections Committee Report

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	Daniel Collins
Member-at-Large	Kathryn Louro

Respectfully submitted,
Michelle Spelay, Member-at-Large



Appendix A

Report from Financial Review, 2018-2019

On June 9, 2019, Stacey Gilkinson 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. Finance Committee members Max Otte and Angeline Chirnside were in attendance.

Income statement

Verified to actual budget figures. Noted surplus for this year (second year in a row) mainly due to no profit-sharing of conference revenue, resulting in a \$10,355 variance. Membership revenue was also higher than expected by \$3,053. Noted that \$4,304.40 of the budgeted money for education advisory services was not spent.

Contractor invoices

Checked the authorized to actual expenses. This year's EAS expenses were under budget. This year's ANS expenses were on budget. Noted that the general ledger shows only \$8,000 being spent on ANS services, likely because a cheque had not quite cleared by March 31st, 2019. This year's internal accounting was under budget. Noted that legal fees associated with the contract review cost \$1800, \$800 more than the budgeted \$1,000.

Bank reconciliations

Checked that these were verified by Treasurer.

Conference documents

Verified back to source documents for reasonableness. Noted that conference revenues were higher than anticipated.

Statement of revenue

Examined and verified back to source documents for reasonableness.

Donations

Noted that donations amounted to \$1200, slightly over what was anticipated, though this might include carry over from the previous year. Request to add "Donations – Carry forward from prior year" line to financial reports to make clear the distinction between carry over and current revenues.

DCHP files

Examined the files for completeness Requested that in future, final tracking sheets with breakdown of expenses be filed at the front of the folder.

Trace items on bank statements

Verified bank statements for June, October and January. Checked and confirmed that the cheques were clearing the bank account.



Check entries in GL back to source document

Reviewed selection of General Ledger transactions for reasonableness.

Respectfully submitted by:

Stacey Gilkinson, Treasurer & Finance Committee Chair

Angeline Chirnside, Finance Committee Member

Max Otte, Finance Committee Member

Barry Dykes, Volunteer Financial Reviewer

2018-2019 Financial Statements for Approval

ARCHIVES ASSOCIATION OF BRITISH COLUMBIA			
Statement of Revenue and Expenses By Fund (Unaudited)			
By Fund – For Period Ending March 31, 2019			
	YEAR TO DATE	BUDGET (TOTAL YR)	VARIANCE (YTD)
REVENUES			
General Fund	\$71,329.73	\$57,600.00	\$13,729.73
Archival Network Services	\$9,324.49	\$9,325.00	(\$0.51)
Advisory Services	\$31,999.10	\$36,303.50	(\$4,304.40)
DHCP - Multi year	\$19,673.52	\$19,903.65	(\$230.13)
TOTAL REVENUE:	\$132,326.84	\$123,132.15	\$9,194.69
EXPENSES			
General Fund	\$64,753.48	\$65,758.50	(\$1,005.02)
Archival Network Services	\$9,324.49	\$9,325.00	(\$0.51)
Education and Advisory Services	\$31,999.10	\$36,303.50	(\$4,304.40)
DHCP - Multi Year	\$19,673.17	\$19,903.65	(\$230.48)
TOTAL EXPENSES:	\$125,750.24	\$131,290.65	(\$5,540.41)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$6,576.60	(\$8,158.50)	\$14,735.10



ARCHIVES ASSOCIATION OF BRITISH COLUMBIA		
Balance Sheet (Unaudited) – as at March 31, 2019		
ASSETS		
CURRENT ASSETS:		
Bank – Van City Chequing account	\$107,173.84	
Van City Shares	\$5.73	
Term Deposits – VanCity	\$40,000.00	
GST Receivable	\$151.95	
TOTAL CASH:		\$147,331.52
Accounts Receivable		\$0.00
Prepaid DHCP Expense		\$988.04
Prepaid Expenses		\$3,513.22
TOTAL CURRENT ASSETS:		\$151,832.78
TOTAL ASSETS:		\$151,832.78

LIABILITIES AND MEMBERS' EQUITY		
CURRENT LIABILITIES:		
Accounts Payable		\$0.00
Accruals		\$353.18
Donation Fund – UBC Awards		\$991.75
Prepaid Membership Fees		\$12,513.02
Prepaid/Deferred Revenue Distance Ed		\$7,300.00
Prepaid Revenue – Conference Fees and Workshops		\$4,343.00
Prepaid Revenue – Conference Sponsorships		\$300.00
TOTAL CURRENT LIABILITIES:		\$25,800.95

EQUITY:		
Surplus – General (opening/beginning of year)		\$64,455.23
Surplus – Restricted		\$55,000.00
Current Earnings/Loss		\$6,576.60
TOTAL MEMBERS' EQUITY		\$126,031.83
TOTAL LIABILITIES AND MEMBERS' EQUITY		\$151,832.78



Appendix B

Budgets

<p>Budget 2018-2019 Approved February 27, 2018</p> <p>General Fund 2018-2019</p> <p>Revenues 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>Total Revenue: \$58,800.00</p> <p>Expenses Conference: \$\$ Awards and donations: \$1,100.00 Insurance Expense: \$3,500.00 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 & Events: \$1,000.00</p> <p>Total Expenses: \$65,633.50</p> <p>Expenses (Deficiency) of Revenues over Expenses: - \$6,833.50</p>	<p>Budget 2019-2020 Approved March 19, 2019</p> <p>General Fund 2019-2020</p> <p>Revenues Membership Fees: \$18,000.00 Conference fees and sponsorship revenue: \$4,274.30 Workshop Fees: \$27,800.00 Donations: \$1,100.00 Interest Income: \$400.00 GST Revenue – all funds: \$300.00</p> <p>Total Revenue: \$54,950.00</p> <p>Expenses Conference: \$3,075.50 Awards and donations: \$1,100.00 Insurance Expense: \$3,500.00 Office and Clerical Expense: \$1,350.00 Admin – Internal Accounting: \$6,760.00 Membership System: \$2,845.50 Membership Committee: \$100.00 Executive/Programs/Finance Committee: \$1,100.00 CCA fees: \$400.00 Systems Support: \$2,300.00 Internal Program Funding – ANS: \$9,095.00 Internal Program Funding – BCEAS: \$32,185.00 Clinic coffee breaks: \$375.00 GLAM Partnership & Events: \$1,400</p> <p>Total Expenses: \$65,586.00</p> <p>Expenses (Deficiency) of Revenues over Expenses: - \$10,636.00</p>
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<p>Budget 2019-2020 Approved March 19, 2019</p> <p>General Fund 2019-2020</p> <p>Revenues Membership Fees: \$18,000.00 Conference fees and sponsorship revenue: \$4,274.30 Workshop Fees: \$27,800.00 Donations: \$1,100.00 Interest Income: \$400.00 GST Revenue – all funds: \$300.00</p> <p>Total Revenue: \$54,950.00</p> <p>Expenses Conference: \$3,075.50 Awards and donations: \$1,100.00 Insurance Expense: \$3,500.00 Office and Clerical Expense: \$1,350.00 Admin – Internal Accounting: \$6,760.00 Membership System: \$2,845.50 Membership Committee: \$100.00 Executive/Programs/Finance Committee: \$1,100.00 CCA fees: \$400.00 Systems Support: \$2,300.00 Internal Program Funding – ANS: \$9,095.00 Internal Program Funding – BCEAS: \$32,185.00 Clinic coffee breaks: \$375.00 GLAM Partnership & Events: \$1,400</p> <p>Total Expenses: \$65,586.00</p> <p>Expenses (Deficiency) of Revenues over Expenses: – \$10,636.50</p>	<p>Budget 2020-2021 Approved February 25, 2020</p> <p>General Fund 2020-2021</p> <p>Revenues Membership Fees: \$20,000.00 Conference fees and sponsorship revenue: \$4,000.00 Conference workshop: \$2,600.00 CCI Workshop: \$5,800.00 Workshop Fees: \$26,300.00 Donations: \$1,200.00 Interest Income: \$400.00 GST Revenue – all funds: \$300.00</p> <p>Total Revenue: \$60,600.00</p> <p>Expenses Conference: \$\$ Awards and donations: \$1,200.00 CCI Workshop: \$3,400.00 Insurance Expense: \$3,500.00 Office and Clerical Expense: \$1,900.00 Admin – Internal Accounting: \$6,895.20 Membership System: \$2,000.00 Membership Committee: \$100.00 Executive/Programs/Finance Committee: \$1,300.00 CCA fees: \$400.00 Systems Support: \$5,430.00 Internal Program Funding – ANS: \$9,276.90 Internal Program Funding – BCEAS: \$35,864.25 Clinic coffee breaks: \$250.00 Promotional Material: \$200.00 GLAM Partnership & Events: \$1,000</p> <p>Total Expenses: \$72,716.35</p> <p>Expenses (Deficiency) of Revenues over Expenses: – \$12,116.35</p>
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Appendix C

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)

Wednesday June 17, 2020 via Zoom Conference

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 Wednesday June 17, 2020 via Zoom Conference.

Dated this _____ day of _____, 2020

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 D

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.