



Archives Association of British Columbia

Honourary Patron: The Honourable Janet Austin, OBC, Lieutenant Governor of British Columbia

AABC Annual General Meeting

Thursday April 29, 2021 – 5:30pm
via Zoom Conference



Long Jump at Royal Roads Naval College, ca. 1942
Image courtesy of the Royal Roads University Archives

Please have this package available for reference during the AGM



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1.0 2021 AGM Agenda

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AABC Annual General Meeting

Thursday April 29, 2021 – 5:30pm
via Zoom Conference

1. **Approval of 1.0 2021 AGM Agenda**
2. **Approval of 2.0 2020 AGM Minutes**
3. **Moment of Silence**
4. **Review of 3.0 Executive Committee Annual Reports**
 - 3.1 President
 - 3.2 Vice-President
 - 3.3 Treasurer and Finance Committee
 - Financial Statements
5. **Review of 4.0 Committee, Program, and Working Group Annual Reports**
 - 4.1 Programs Committee
 - 4.2 Communications Committee & Regional Representatives
 - 4.3 Membership & Conference Committees
 - 4.4 Grants & Fundraising Committee
 - 4.5 Indigenous Advocacy Committee
 - 4.6 Anti-Racism Working Group
6. **Election of Executive Committee Members**
 - 4.7 Nominations & Elections Committee
7. **By-law Changes**
8. **Other Business**
9. **Adjournment**

Appendices

- A. Budgets (2019-2020, 2020-2021, 2021-2022)
- B. Proxy Voting Form
- C. Consent to Act as a Director



2.0 2020 AGM Minutes

Archives Association of British Columbia

Annual General Meeting

Wednesday June 17, 2020

1:00 p.m. via Zoom Conference

Draft – Not Approved

Chair: Victoria McAuley (Secretary)

1. Approval of Agenda

V. McAuley called the meeting to order at 1:09pm and proposed the addition of three items to the Other Business section of the Agenda: Membership Discussion on the AABC Statement Regarding Black Lives Matter Activism and Anti-Racism Initiatives; Announcement of Recruitment for Volunteer Positions; and, Announcement of 2020 Newsletter and Promotional Materials.

2. Approval of Minutes of May 3, 2019 Annual General Meeting

I. Forsyth proposed that the phrase “She reported that income in the year is expected to be a \$6,000.00, difference from the deficit that was expected” in section 4 (Executive Reports) of the 2019 AGM Minutes be changed to “She reported that income in the year is expected to be \$6,000.00 more than budgeted, eliminating the deficit that was expected”.

S. Hart proposed that the term “lost” in the phrase “E. Wright called for a moment of silence to honour colleagues and AABC membership who were lost during the year” in section 3 (Moment of Silence) of the 2019 AGM Report be changed. The phrasing “passed away” was suggested as a replacement by members of the floor.

S. Hart proposed that the sentence “A. Chirnside also reported that the AABC has budgeted for a large deficit in the coming year due to upcoming one off expenses and notes that the new membership software will be costly and that AABC has done a conservative estimates for membership revenues” in section 4 (Executive Reports) of the 2019 AGM Minutes be changed to “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 estimate for membership revenues”.

Motion: G. Mitchell moved to approve the minutes of the 2019 Annual General Meeting with the three proposed language changes noted above. J. Morrison seconded the motion. Motion carried.

3. Moment of Silence



A. Routtenberg called for a moment of silence to honour colleagues and AABC membership who passed away during the year.

4. Executive Reports

A. Routtenberg discussed the President's Report.

J. Seeman discussed the Vice-President's Report, Programs Committee Report, and Conference Committee Report.

V. McAuley discussed the Communications Committee Report.

M. Spellay discussed the Grants and Fundraising Committee Report.

K. Sloan discussed the Membership Committee Report.

Motion: I. Forsyth moved to accept all 2020 Executive Reports except the Treasurer and Financial reports. S. Hart seconded the motion. Motion carried.

5. Treasurer and Finance Committee Reports

S. Gilkinson discussed the Treasurer and Finance Committee Reports

I. Forsyth requested clarification on the 2020-2021 Budget (Appendix B), specifically:

- a. Rationale for the \$2,000 projected increase in membership revenue;
- b. Explanation of the \$\$ symbol in place of numeric conference budget figures; and,
- c. Description of the listed CCI workshop.

S. Gilkinson provided the following information in response to I. Forsyth's first two requests:

- a. Projected increase in membership revenue is based on previous' years membership revenue growth; and,
- b. The \$\$ symbol in place of numeric conference budget figures represents unknown budget figures at the time of budget creation (final budget figures will be provided at end-of-year).

J. Seeman provided the following information in response to I. Forsyth's third request:

- c. The CCI workshop is a new workshop in partnership with the Canadian Conservation Institute (CCI) to be conducted by L. Glandt in Campbell River. The workshop was scheduled for April 2020, but has been postponed to October 2020 due to COVID-19. The CCI Workshop budget line item reflects the expenses necessary to put on the workshop; however, much of that budget will be recuperated in workshop revenue.



J. Morrison requested clarification on the \$5,000 grant received from the BC Arts Council, specifically: what restrictions are in place for the use of the grant monies.

S. Gilkinson provided the following information in response to J. Morrison's request: it is an extremely flexible grant which does not require financial reporting according to the BC Arts Council. The sole requirement is that the grant be used in continuing to support AABC operational costs.

Motion: B. Coghill moved to accept the AABC Financial Statements for the year ending March 31, 2019. S. Hart seconded the motion. Motion carried.

Motion: J. Sargent moved to accept the 2020 Treasurer's Report. J. Morrison 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:

- Vice President (2 year term, second term as President): **Daniel Collins**
- Member-at-Large (2 year term): **Kathryn Louro**

M. Spelley presented the nomination of **Daniel Collins** to serve as **Vice-President** of the Archives Association of British Columbia for the 2020-2022 term and called thrice for nominations from the floor.

M. Spelley presented the nomination of **Kathryn Louro** to serve as **Member-at-Large** of the Archives Association of British Columbia for the 2020-2022 term and called thrice for nominations from the floor.

Motion: A. Tarnawsky moved to elect the two nominants to their respective nominated positions. S. Hart seconded the motion. Motion carried. Nominees were elected by acclaim.

7. By-Law Changes

No by-law changes were brought forward for the 2020 AGM.

8. Other Business

V. McAuley opened the floor for discussion regarding the AABC Statement Regarding Black Lives Matter Activism and Anti-Racism Initiatives.

S. Hart proposed that the forthcoming AABC Anti-Racism Working Group/Committee discuss the importance of records management in ensuring transparency and accountability in citizen-state interactions (ex. policing). V. McAuley will pass this information along to the working group/committee as it is developed.



I. Forsyth raised two questions regarding the action items proposed by the AABC in their Statement Regarding Black Lives Matter Activism and Anti-Racism Initiatives:

- a. Will Terms of Reference be created for the AABC Anti-Racism Working Group/Committee; and,
- b. How does the AABC plan to ensure that the Working Group/Committee is informed by the needs of the archival community?

V. McAuley provided the following responses to I. Forsyth's questions:

- a. Yes. Terms of Reference have been a key task for the Indigenous Advocacy Committee, and will be at the forefront of discussions with the Anti-Racism Working Group/Committee; and,
- b. We are in the early stages of developing this Working Group/Committee; however, the executive is committed to ensuring that voices from both the archival community at large, and BIPOC communities are present in all AABC Anti-Racism discussions.

E. Wright emphasized the importance of ensuring that all consultation is led by BIPOC community members.

V. McAuley called for additional input regarding the AABC Statement Regarding Black Lives Matter Activism and Anti-Racism Initiatives, then provided notices from the executive regarding ongoing volunteer recruitment, and the 2020 release of a refreshed newsletter and promotional materials.

9. Adjournment

A. Routtenberg provided closing remarks.

Motion: J. Martens moved to adjourn the meeting. S. Rathjen seconded the motion. Motion carried.

Meeting adjourned at 2:06pm.

3.0 AABC Executive Committee Annual Reports

3.1 President's Report

Almost universally, the past year has been challenging and I am proud to say that the Executive, volunteers, contractors, and members of the AABC have managed admirably. The Executive Committee this year were: Dan Collins, Vice-President; Victoria McAuley, Secretary; Stacey Gilkinson, Treasurer; Kat Louro and Katie Sloan, Members-at-Large and Past Exec Member, Alysa Routtenberg. As well as the executive team, the work of the AABC is supported by volunteers on various committees. Namely the Indigenous Advocacy Committee (Joy Rowe, Genevieve Weber, Emma Wright, Kelly Speak and Kat Louro); the Membership Committee (Chloe Powell and Max Otte); the Programs Committee (Lara Wilson, Jane Morrison, Devon Mordell, Susanne Hervieux and Dan Collins); the Finance Committee (Max Otte, Angel Chirnside and Stacey Gilkinson); the Communications Committee (Chelsea Bailey, Lauren Grace, Dave Lang, Andréa Tarnawsky and Victoria McAuley) and our anti-racism working group (Tracey Krause and Executive committee members). We also appreciate our connections with the iSchool at UBC through our ACA@UBC reps: Kisun Kim, Katie Powell, and Sammy Van Herk.

Special thanks are due also to our contractors, Lisa Glandt, Lisa Snider and Karen Blimkie. Without their caring and creative approach to the ambiguities of the pandemic, the past year as president of AABC would have been much more challenging.

Efforts from all those acknowledged above have produced:

- A revived newsletter (look out for another edition soon!);
- A themed and busy archives week, including the unconference on Archives and Activism;
- Increased social media engagement;
- A watch circle for the Tandanya-Adelaide Declaration
- A new anti-racism bursary to cover registration and textbook costs for one Indigenous, Black and/or Person of Colour per distance education course.
- A 'hands-on' online disaster and emergency preparedness workshop in partnership with BC HERN (BC Heritage Emergency Response Network); as well as several other workshops including Digital Preservation in partnership with CCI;
- Webinars on the topics of: MemoryBC; ABCs of Archival Appraisal and Deaccessioning; Setting Up Your Archives; Privacy 101: Managing Personal Info in your Collections; Accessibility in Archives
- Three distance education courses: Introduction to Archival Practice, Managing Archival Photographs, and Oral History, all of which were very well subscribed.

Activities such as these would not have been possible without support from grant funding agencies. We are very grateful to have received project assistance from the BC Arts Council as well as their Arts and Culture Resiliency supplement. Library and Archives Canada have also continued to support us through the Documentary Heritage Communities Program. The flexibility and generosity shown by these organizations over the past year has certainly been vital to our continued activity and has allowed us to plan confidently for the coming year.



It has been a privilege to serve as the AABC president this year and I am happy to pass the baton to Dan as the incoming president. The Association is in good hands!

Lastly, I want to offer congratulations to our Executive member-at-large, Kat Louro on the recent birth of her son, Bill. In a year of gloomy news, it is wonderful to welcome little Bill into our archival family!

Respectfully submitted,
Jenny Seeman
AABC President

3.2 Vice-President's Report

It has been my privilege to serve as Vice-President in what has been a challenging and unusual year for all. Despite the circumstances, I am delighted to report that it has been a hugely successful one for the AABC. The solid foundations laid in previous years meant that the Association was well placed to roll with the punches thrown by the pandemic and come out swinging. For those that came before me, I am eternally grateful.

I would like to thank my colleagues on the Executive Committee, our contractors and all our volunteers. Their support throughout the year has been nothing short of phenomenal. Thanks to the Programs Committee (Lara Wilson, Jane Morrison, Devon Mordell and Susanne Hervieux) who have helped to ensure that the AABC educational offerings continue to excel and exceed expectations, even in these unusual circumstances.

The AABC is hugely grateful for the support of the British Columbia Arts Council. This year we were the successful recipient of grants through the Arts and Culture Resiliency Supplement program and through Project Assistance program. This support has allowed the AABC to put on a successful online Disaster Planning workshop (in partnership with BC HERN) and put the AABC in a strong financial position going into 2021-22.

Also, thanks to the support of Library and Archives Canada's Documentary Heritage Community Program, the AABC will put on two online workshops for Indigenous communities in Fort St. John and Haida Gwaii in May 2021. LAC has been a long-term supporter of the AABC educational programming through the DHCP. I am excited to continue this partnership over the coming years.

The ongoing success of the provincial training and outreach programs rests with our EAS Coordinator Lisa Glandt. Lisa has worked with unflinching poise and good humour throughout the year, delivering a host of advisory services, distance education courses, webinars, roundtables and custom training opportunities, all from the (dis)comfort of her home. Her efforts in maintaining vital connections between the Association and its membership has been constant. We are lucky and grateful to have her.

Thanks are due also to our BC Archival Network Services Coordinator Lisa Snider, who has seen a marked increase in her workload over the past year. 2020-21 saw members flock to the Memory BC



website, increasing the number of archival descriptions, photographs, and authority records available. Offering this vital online service will continue to be a significant benefit to our membership and the archives community in the coming years. Thanks to Lisa for her continued efforts.

As the new year approaches, I am really looking forward to what lies ahead. We have proven that we can thrive under the most challenging of circumstances, displayed extraordinary flexibility and resourcefulness, and continued to offer exceptional programming for our membership. Now we will take the next step in providing strategic direction to the Association, ensuring ongoing sustainability, expanding capacity, and increasing our ability to offer valuable content to the archives community in British Columbia and around the world online. We will have increased hours for our contractors to continue to provide high quality services, we will undertake a strategic planning initiative to ensure organizational sustainability and growth, and we will upgrade the AABC website for the first time in a decade, among many other initiatives. This promises to be an exciting year for the AABC!

Respectfully submitted,
Daniel Collins
Vice-President

3.3 Treasurer and Finance Committee Report

Despite the unpredictability of the COVID-19 pandemic, the AABC has maintained a solid financial position. Our budget for the 2020-2021 fiscal year projected a deficit of \$12,116.35, which included some one-off expenses including work on the new membership system. We finished the year with a significant surplus. This is due to the unprecedented popularity of distance education courses, in person events moving to Zoom, a \$5,000 resiliency grant from the BC Arts Council and of course, the continued efforts of the executive and contractors to prudently manage the association's financial resources during such an unpredictable year.

We thank our donors for their continued support, which funds our two scholarships for UBC SLAIS students and helps to support the ACA @ UBC conference. 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.

Angel Chirnside and Max Otte continued to serve on the Finance Committee for a second and third year respectively.



A. Financial Statements:

a. Financial Statements for 2019-2020

Due to the risks posed by the COVID-19 pandemic, the Treasurer and Finance Committee were not able to hold the annual financial review this year. Financial statements for 2019-2020 will be reviewed when it is safe to gather.

b. Financial Statements for 2020-2021

The current financial statements for the year ending March 31st, 2021 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 2022 AGM.

B. Budget for 2021-2022:

Members of the AABC Executive, Finance Committee and the Financial Advisor held a Zoom meeting on February 20, 2021 to discuss the budget for 2021-2022. Due to an anticipated surplus and COVID-19 relief funding provided by the BC Arts Council, we decided to allocate the extra funds towards strategic planning, course curriculum development, and the website upgrade project. With these projects included, we project a deficit of \$13,816.38. The executive approved the 2021-2022 budget on February 27, 2021. A comparison of the 2020-2021 and 2021-2022 budgets may be found in Appendix A.

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

Jane Morrison and Lara Wilson continued to serve on the AABC Programs Committee in 2020-21. They were joined by two new members, Devon Mordell and Susanne Hervieux.

The programs committee has met monthly in 2020-21. It has been a pleasure to get these wonderful volunteers and contractors in a “room” together to discuss programming for the benefit of the archives community. The programs committee has successfully applied for and received funding from the BC Arts Council to upgrade the AABC website, work to commence shortly. The committee has also worked incredibly hard to put together a DHCP funding application to deliver online workshops and conduct a feasibility study to explore possibilities for updating the AABC’s educational delivery system.

A. BC Archival Education and Advisory Services

Continuing to offer high quality advice and educational services to our members in light of a global pandemic is one of AABC’s great accomplishments this year. Expertly led by Lisa Glandt, her personable style, adaptability and impeccable organizational skills allow us to continue to promote professional development opportunities province and world-wide. She coordinated AABC administrative tasks under challenging circumstances, fulfilled hundreds of advice requests, ran three distance education courses for students from 14 different countries, 4 webinars, 4 workshops, an unConference, a watch circle, and that’s just the highlights. Lisa continues to be a hugely valuable asset to the AABC and the archives community at large.

B. Network Services Coordinator

Lisa Snider continues in her role as the AABC Network Services Coordinator and I want to thank her for her dedication. With people working remotely, descriptions added to Memory BC have increased massively, making this a very busy year for Lisa. She will be continuing to expand and improve MemoryBC in the coming year, developing training material for the system. Lisa will also take a lead role in updating the AABC website in the coming months.

Respectfully submitted,
Daniel Collins
Vice-President



4.2 Communications Committee Report

It is my pleasure to highlight the phenomenal work of this year's Communications Committee in achieving our continued goal of bridging social distance through creative and effective communication.

I am deeply impressed by and grateful for the work of this year's committee, which included: the newsletter team's ingenuity and perseverance in publishing two incredible newsletters despite unexpected challenges, Andréa Tarnawsky's innovative and passionate social-media direction, the inspiring community-building of our dedicated regional representatives, and the socially conscious guidance of our communications volunteers.

As this committee transitions into the 2021-2022 term, our membership can look forward to a renewed zeal under the direction of our incoming Secretary, and a continuation of the excellence that I have witnessed as a member of this team. Please join me in continuing the conversation with this committee through Facebook, Twitter, the Newsletter, and our Regional Representatives, as well as the AABC's upcoming events and initiatives.

Finally, each volunteer, contributor, member, and stakeholder that I have worked with over the past two years has directly contributed to the success of this association and has brought joy to my work – thank you!

Respectfully submitted,
Victoria McAuley
Outgoing AABC Secretary & Communications Committee Chair

A. Social Media Volunteer Report AABC AGM 2021

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. The current SMV maintained the AABC's social media presence throughout the year and was met with stable reach and engagement. 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 weekday, written and scheduled in advance, and when required, the SMV finds CC BY 4.0 photographs to encourage engagement. They report on AABC related news, registration for AABC distance education courses, webinars, and the Annual Conference. They also promote events of institutional members, job postings, and research news items relevant to the Archival profession. On Thursdays the SMV promotes #ThrowbackThursday content from institutional members, which was met with a consistent weekly increase of social media engagement.



During the AABC’s reinvigorated Archives Awareness Week and UnConference, the SMV posted the calls for presentations, prepared posts for each themed day, and live-Tweeted the UnConference as it happened. 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 years, 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 April 2020 the Facebook page has gained 35 new followers and the Twitter account gained 88 followers. However, the average reach decreased on Twitter (4%) and Facebook (30%) this year, likely due to the decrease in in-person archival events, programming, and initiatives brought on by the global pandemic.

Statistics

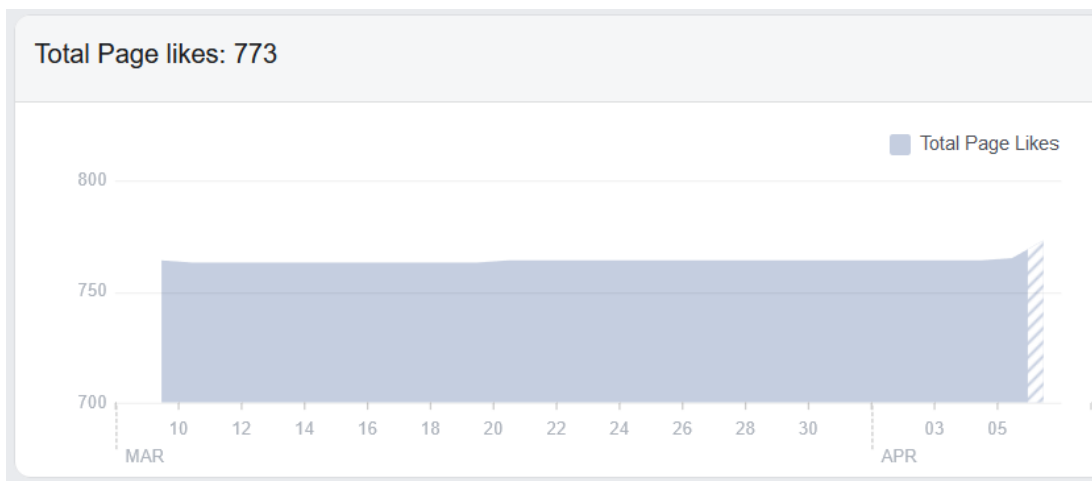
Facebook

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.

Likes

The number of people that are “fans” of AABC on Facebook.

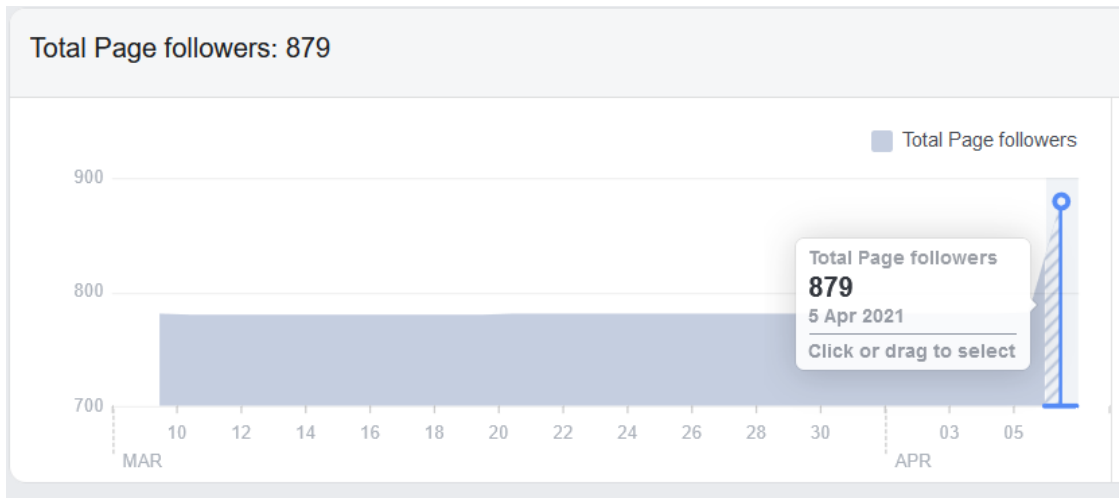
From April 1, 2020 to April 1, 2021 the AABC Facebook page gained 40 Page Likes.



Followers

Individuals who engage with the content that we post but are not people who have “liked” our page.

Like in previous years, the AABC Facebook page has gained more Followers than Page Likes, with an increase of 59 followers from April 1, 2020 to April 1, 2021. 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.

From April 1, 2020 to April 1, 2021 the average reach of Facebook post typically ranged from 130 to 480 people reached. The average reach declined by 30% from 160 to around 112 this year.





Twitter

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 4%.

However, the AABC Twitter audience has grown by 68 new followers since last year.

Followers

Individuals following the AABC Twitter profile

From April 1, 2020 to April 1, 2021 the Twitter profile gained 68 new followers.

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 4% from April 1, 2020 to April 1, 2021.

Month/Year	Number of Impressions
April 2020	8,885
May 2020	17,800
June 2020	6,531
July 2020	5,185
August 2020	5,634
September 2020	5,490
October 2020	8,787
November 2020	24,700
December 2020	7,663
January 2021	7,933
February 2021	6,848
March 2021	8,874
Total Average	8,886



B. Regional Representatives Reports

AABC Greater Vancouver Regional Representative

Due to zoom fatigue in COVID-19 times there have not been any Greater Vancouver gatherings organized by the Regional Representative lately. Cindy McLellan invites members to contact her with event ideas. Looking forward to seeing you in real life soon.

Respectfully submitted,
Cindy McLellan
Regional Representative, Greater Vancouver

Thompson-Okanagan Regional Report

With the exceptional challenges of 2020 the Thompson-Okanagan region remained very active and took on many new projects. Some institutions switched from in-person to virtual research appointments and concentrated on increasing on-line presence. Others had the opportunity to focus on decreasing their backlogs or working on in-depth projects that they haven't yet been able to focus on before. Both of these responses to the COVID shutdown brought about a number of requests for advice and guidance from across the region. Topics included COVID Safety Plans, copyright, conservation, arrangement and description, digitization, updating donation paperwork and policies and procedurals. I was constantly impressed with the work being taken on by archive staff in our region. I am excited for the opportunities to come in 2021.

Respectfully submitted,
Tara Hurley
Regional Representative, Thompson-Okanagan

4.3 Membership & Conference Committee Report

Membership Committee report for 2020-2021

The Membership Committee for 2020-2021 consisted of the chair Chloe Powell. The executive liaison (Member-at-Large) was Katie Sloan.

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:

	2020 - 2021	2019 - 2020	2018 - 2019	2017 - 2018	2016 - 2017	2015 - 2016	2014 - 2015	2013 - 2014	2012 - 2013	2011 - 2012	2010 - 2011
Institutional	114	68	68	64	67	69	69	69	77	81	80
Associate Institutional	n/a*	53	55	46	45	42	45	45	42	45	44
Sustaining	4	4	4	6	5	4	5	5	4	4	6
Individual	82	59	54	54	65	56	60	60	55	49	60
Student/Volunteer	50	36	48	34	50	41	37	36	30	30	31
Honorary Life	6	6	6	6	6	7	6	6	2	2	2
Honorary Patron	1	1	1	1	1	1	1	1	1	1	1
Total Members	263	227	236	211	238	220	217	216	211	212	224

*Note: Associate institutional memberships were merged into institutional memberships for the 2020-2021 membership year going forward.

New members:

We had nine new Institutional members join us this year: Heiltsuk Cultural Education Centre, Denman Island Museum and Archives, Adams Lake Indian Band Repository & Archives, Delta Museum, Saanich Pioneer Society, SFU Archives and Records Management Department, Rossland



Museum & Discovery Centre, Cumberland Museum, and the Royal Victoria Yacht Club. Twenty-nine new individual members joined, as well as 19 students and 8 retired/volunteer members.

Committee update:

Last year Sarah Rathjen stepped down from the Membership Committee after eight years of dedicating her time to AABC's membership. Chloe Powell completed her first full year in the role of Chair. One additional member may be recruited to join the Committee in the upcoming year.

Projects and activities:

This report marks one complete year of using our new online membership platform Wild Apricot to manage memberships and allow for online renewals, payment, and self-serve place to update contact information. The membership database was maintained and updated throughout the year, and Committee process documents and instructions were updated to reflect the membership software change. A membership directory was not issued this year as the new membership management system has built-in online directory available to all members in good standing.

Plans for the 2021-2022 year:

The Membership Committee is involved in the planning of a refurbished AABC website, with the hopes of a seamless integration of the membership software into the website. We look forward to hearing from our members on how we can continue to improve our process and the Wild Apricot platform as we move forward.

Comments from the Chair:

After the busy previous year of testing and implementation of the membership database software, the 2020-2021 Membership Committee year was a welcome reprieve. Thanks to the work of our previous Chair Sarah Rathjen, the roll-out of the new database went smoothly. There were a few hitches and glitches, but the vast majority of members this year were able to sign up or renew independently without help from the Committee. The new online renewal also translated to a significant decrease in time dedicated to processing physical forms. I am looking forward to continuing to improve membership sign up and renewal processes going forward.

Thank you to Karen Blimkie for continuing to support membership renewals. Karen receives mailed membership forms and processes cheque payments, which included checking the mailbox and depositing cheques at a bank during the pandemic. I am grateful to have Karen's experience working with AABC to support the transition of databases as well as a change in Committee Chair. Thank you also to Lisa Glandt for her continued help with navigating Wild Apricot, and to Katie Sloan for being our excellent Member-At-Large. Thank you to all of our members, institutional and individual, who continue to support each other and build up BC's archival community through their involvement with the AABC. Although I can't tour around our province's repositories, it's cheering to receive emails and renewals from archives and archivists from the safety of my home office.

Respectfully submitted,
Chloe Powell
Chair, Membership Committee



Conference Committee Report

AABC members may be wondering about the annual AABC Conference, and why the Conference Committee has been so quiet these past few months. The conference is typically attached to the Annual General Meeting and is held in the month of April, or in early May at the latest. 2020 proved to be a very challenging year for many of us and unfortunately, conference planning took a bit of a backseat of a result.

The year was not without a conference, however! AABC held its inaugural “Unconference” in November 2020. Aligning with Archives Awareness Week and the Association’s 30th anniversary, the AABC Exec organized a very successful Archives week, with the theme of “Archiving Activism”. The week started off with the Unconference, where participants discussed activism themes in a group brainstorming session and listened to some real-life examples of archiving activism, including how Krisztina Laszlo at UBC Rare Books and Special Collections is working towards creating more inclusive research aids and how Sarah Giesbrecht preserved and archived materials from the 2019 faculty strike at the University of Northern British Columbia. In addition to the Unconference, each day of Archives Awareness week explored different topics relating to archiving activism. People were invited to engage in the day’s topic through AABC’s social media channels.

The AABC Conference Committee has been working diligently behind the scenes and are very pleased to announce a save the date for its upcoming annual conference (better late than never!). The AABC is joining forces with the Yukon Council of Archives and will be holding our joint conference, **“Walking Many Paths: Archival Journeys in British Columbia, the Yukon, and Beyond”** on **October 27, 2021**. The conference will be held online over Zoom and will explore topics relating to Indigenous, family, and small community archives around BC and the Yukon. Look for more information about the conference and calls for proposals in the upcoming weeks!

Respectfully submitted,
Katie Sloan,
Conference Committee Chair

4.4 Grants & Fundraising Committee

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 2020-2021. 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 publicized through AABC communications and its social media channels. The recipients of the award for 2020 included the Western Front Society Archives, to allow for the rehousing of 50¼” open reel audio tapes and 1 linear meter of textual and graphic materials, and the Stó:lō Library and Archives, to rehouse the Stó:lō treaty fonds and overall collection.



4.5 Indigenous Advocacy Committee

The Indigenous Advocacy Committee continues to work towards establishing, deepening, and maintaining relationships with Indigenous record keepers and communities. The Committee is actively working with the First Peoples Cultural Council to reconfigure the MOU between them and the AABC. The Committee is also committed to supporting Indigenous professionals in the archival and records management professions.

In January 2021, the Committee Chair Kat Louro and EAS Coordinator Lisa Glandt hosted a social night to watch and discuss the Australian Society of Archivists' webinar, "Supporting & Activating the Adelaide Tandanya Declaration on Indigenous Archives". The Declaration calls on archives and archivists "to build new models of public archives that both respect Indigenous knowledge systems as well as provide a space for healing and remembrance for Indigenous people in relation to the ongoing impacts of colonialism" (International Council on Archives, April 3, 2021).

Look for more exciting initiatives to come out of the Indigenous Advocacy Committee in the upcoming year!

Respectfully submitted,
Katie Sloan,
Acting Indigenous Advocacy Committee Liaison

4.6 Anti-Racism Working Group

This year saw the development of the Anti-Racism Working Group in response to calls for Action Against Racism in Canada and the archival community. We are pleased to report that this March, the Working Group contributed to the adjudication of the inaugural Anti-Racism Bursary and continues to recruit volunteers for our upcoming initiatives.

Please reach out to incoming President, Dan Collins at president.aabc@aabc.ca for additional information.

Respectfully submitted,
Victoria McAuley
Outgoing AABC Secretary



4.7 Nominations Committee

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	Katie Sloan
Secretary	Emily Larson
Member-at-Large 1	Manda Haligowski, Maria Paraschos

Respectfully submitted,
Katie Sloan,
Acting Nominations & Elections Committee Chair

Appendix A

Honourary Patron: The Honourable Janet Austin, OBC, Lieutenant Governor of British Columbia

Budgets

<p>Budget 2019-2020 Approved March 19, 2019</p> <p>General Fund 2019-2020</p> <p>Revenues:</p> <p>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 Total Revenue: \$54,950.00</p> <p>Expenses:</p> <p>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 DHCP 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>	<p>Budget 2020-2021 Approved February 25, 2020</p> <p>General Fund 2020-2021</p> <p>Revenues:</p> <p>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 Total Revenue: \$60,600.00</p> <p>Expenses:</p> <p>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 DHCP 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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<p>Budget 2020-2021 Approved February 25, 2020</p> <p>General Fund 2020-2021</p> <p>Revenues:</p> <p>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 Total Revenue: \$60,600.00</p> <p>Expenses:</p> <p>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 DHCP 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>	<p>Budget 2021-2022 Approved February 27, 2021</p> <p>General Fund 2021-2022</p> <p>Revenues:</p> <p>Membership Fees: \$23,000.00 Conference fees and sponsorship revenue: \$\$ Conference workshop: \$\$ Website Upgrade Project: \$4,578.00 BC Arts Council Resiliency Fund: \$20,000.00 Workshop Fees: \$29,500.00 Donations: \$1,200.00 Interest Income: \$400.00 GST Revenue – all funds: \$300.00 Total Revenue: \$78,978.00</p> <p>Expenses:</p> <p>Conference: \$200.00 Awards and donations: \$1,200.00 Insurance Expense: \$3,500.00 Office and Clerical: \$1,400.00 Admin – Internal Accounting: \$7,033.00 Membership System: \$2000.00 Executive/Programs/Finance Committee: \$700.00 CCA fees: \$400.00 Website Upgrade Project: \$7,078.00 Systems Support: \$5,430.00 Strategic Planning: \$4,000.00 Internal Program Funding – ANS: \$10,519.74 Internal Program Funding – BCEAS: \$44,783.64 Regional Rep Supplies: \$1,500.00 Anti-Racism Bursary: \$1,800.00 DHCP Clinic coffee breaks: \$250.00 GLAM Partnership & Events: \$1,000.00</p> <p>Total Expenses: \$92,794.38</p> <p>Expenses (Deficiency) of Revenues over Expenses: - \$13,816.38</p>
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***Please note that due to COVID-19, the Finance Committee was not able to hold their annual financial review. Documentation is forthcoming.**



Appendix B

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)

Thursday April 29, 2021 – 5:30pm
via Zoom Conference

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 Thursday April 29, 2021 – 5:30pm via Zoom Conference.

Dated this _____ day of _____, 2021

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 C

Honourary Patron: The Honourable Janet Austin, OBC, Lieutenant Governor of British Columbia

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.