



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 April 27, 2022 via Zoom



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1.0 2022 Agenda

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

AABC Annual General Meeting
Wednesday April 27, 2020 via Zoom

- 1. Approval of Agenda**
- 2. Approval of Minutes of April 29, 2021 Annual General Meeting**
- 3. Moment of Silence**
- 4. Executive Reports**
 - 3.1 President
 - 3.2 Vice-President
 - 3.3 Treasurer and Finance Committee
 - Financial Statements
- 5. Committee and Program Annual Reports**
 - 5.1 Programs Committee and EAS Report
 - 5.2 Communications Committee Report
 - 5.3 Membership & Conference Committees Report
 - 5.4 Grants & Fundraising Committee Report
 - 5.5 Indigenous Advocacy Committee Report
 - 5.6 Anti-Racism Working Group
 - 5.7 Nominations Committee Report
- 7. Strategic Plan**
- 8. Other Business**
- 9. Adjournment**

Attachments

- Appendix A: Financial statements
- Appendix B: Budget comparisons
- Appendix C: Proxy Voting Form
- Appendix D: Consent to Act as a Director



2.0 2021 AGM Minutes

Archives Association of British Columbia
Annual General Meeting
Thursday April 29, 2021
5:30 p.m. via Zoom Conference
Draft -- Not Approved

Chair: Victoria McAuley (Secretary)

1. Approval of Agenda

V. McAuley called the meeting to order at 5:41pm.

Motion: J. Seeman moved to approve the agenda of the 2021 Annual General Meeting. C. Powell seconded the motion. Motion carried.

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

I. Forsyth proposed that the phrase “Nominees were elected by acclaim” in section 6 (Election of Executive Committee Members) of the 2020 Annual General Meeting Minutes be changed to “Nominees were elected by acclamation”.

D. Collins proposed that the phrase “2 year term, second term as President” in section 6 (Election of Executive Committee Members) of the 2020 Annual General Meeting Minutes be changed to “2 year term, second year as President”.

Motion: J. Morrison moved to approve the minutes of the 2020 Annual General Meeting with the two proposed language changes noted above. S. Hart seconded the motion. Motion carried.

3. Moment of Silence

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

4. Executive Reports

J. Seeman discussed the President’s Report.

D. Collins discussed the Vice-President’s Report, and Programs Committee Report.

V. McAuley discussed the Communications Committee Report.



K. Sloan discussed the Membership Committee Report, Conference Committee Report, Grants and Fundraising Committee Report, and Indigenous Advocacy Committee Report.

V. McAuley discussed the Anti-Racism Working Group Report.

Motion: D. Lang moved to accept all 2020 Executive Reports except the Treasurer and Financial reports. M. Schellenberg seconded the motion. Motion carried.

5. Treasurer and Finance Committee Reports

S. Gilkinson discussed the Treasurer Report. The Finance Committee report was not presented due to COVID-19 related delays.

K. Speak requests clarification on the 2021-2022 Budget (Appendix A), specifically:

- a. Regarding the allocation of \$85,000 in unrestricted funds; and,
- b. Whether allocating some of those funds to the Indigenous Advocacy Committee was discussed.

S. Gilkinson requested that K. Speak send an email to the aabc.treasurer@aabc.ca.

J. Seeman added that an executive call-out for ideas was circulated, and that Member-at-Large K. Louro would have gotten in touch with the Indigenous Advocacy Committee to provide input. K. Speak did not recall requests to the Indigenous Advocacy Committee, and discussion will continue via email.

I. Forsyth requested additional information regarding the 2021-2022 Budget and Financial Statements, specifically:

- a. When the Finance Committee is expecting to be able to hold their 2021 meeting;
- b. Whether a conservative conference revenue estimate can be provided;
- c. How the Resiliency Fund money is being allocated; and
- d. What the Strategic Planning process will look like.

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

- a. Due to COVID-19 precautions, the Finance Committee was not able to hold their annual meeting. Meeting virtually is not possible due to the number of documents required for review. The review will happen as soon as vaccine-rollout allows.
- b. The budget was created early in the conference planning process, which prevented the inclusion of revenue estimates.
- c. The Resiliency Fund is being divided among operational costs (including the website update), curriculum development, improving Archival Network Services, workshop and education services, and strategic planning.

J. Seeman provided the following information in response to I. Forsyth's fourth question:

- a. A facilitator survey was performed by the executive, and Vantage Point was selected. The Strategic Planning process will be facilitator-led, multi-stage, and involve a variety of membership interviews/surveys.



Motion: E. Larson moved to accept the AABC 2021 Treasurer's Report. M. Otte 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 year as President): **Katie Sloan**
- Secretary (2 year term): **Emily Larson**
- Member-at-Large (2 year term): **Manda Haligowski & Maria Paraschos**

J. Seeman presented the nomination of **Katie Sloan** to serve as **Vice-President** of the Archives Association of British Columbia for the 2021-2023 term and called thrice for nominations from the floor.

J. Seeman presented the nomination of **Emily Larson** to serve as **Secretary** of the Archives Association of British Columbia for the 2021-2023 term and called thrice for nominations from the floor.

J. Seeman presented the nominations of **Manda Haligowski** and **Maria Paraschos** to serve as **Member-at-Large** of the Archives Association of British Columbia for the 2021-2023 term and called thrice for nominations from the floor.

Motion: L. Nobrega moved to accept the nomination of Katie Sloan to serve as Vice-President, and Emily Larson to serve as Secretary, of the Archives Association of British Columbia for the 2021-2023 term. C. Powell seconded the motion. Motion carried.

M. Haligowski and M. Paraschos each presented their candidacy to serve as Member-at-Large of the Archives Association of British Columbia for the 2021-2023 term by describing themselves and their suitability for the role.

Motion: G. Webber moved to vote for Manda Haligowski or Maria Paraschos to serve as Member-at-Large of the Archives Association of British Columbia for the 2021-2023 term. A. Sandler seconded the motion. Motion carried.

By result of cumulative vote, Maria Paraschos was elected to serve as Member-at-Large of the Archives Association of British Columbia for the 2021-2023 term.

7. By-Law Changes

No by-law changes were brought forward for the 2021 AGM.



8. Other Business

V. McAuley called for Other Business from the floor. No other business was proposed.

9. Adjournment

Motion: K. Speak moved to adjourn the 2021 Annual General Meeting of the Archives Association of British Columbia. J. Seeman seconded the motion. Motion carried.

Meeting adjourned at 6:45pm.

3.0 AABC Executive Committee Annual Reports

3.1 President's Report

It has been my pleasure to serve as President of the AABC.

This year, the AABC developed a strategic plan. This plan lays out key priorities and initiatives to be implemented over the next 3 years. I am looking forward to getting the endorsement of this plan from our membership and getting down to the hard work of implementing it. I am proud to have worked with such a fantastic team in developing the content - the passion and the commitment demonstrated by the AABC executive, volunteers and members has ensured that this plan is comprehensive, meaningful and ambitious. This plan will be a living document that will be iterated upon and improved as time goes on. Thank you to everyone who contributed.

We also had the pleasure of launching a brand new website for the Association this year. I would like to acknowledge the BC Arts Council, whose funding supported the development. We now have a streamlined and modern looking website that is a pleasure to work with. The site is full of resources and information for use by the broader archives community and I hope it serves our members well. Thanks to Lisa Glandt, Lisa Snider, Katie Sloan, Chloe Powell and Maria Paraschos for their hard work in seeing this project through to completion.

A highlight from this year was the AABC Conference, 'We Walk Many Paths: Archival Journeys in BC Yukon and Beyond.' One of the benefits of the pandemic (..there have been a few I promise..) has been the necessity of bringing people together online. Through the magic of Zoom, we were able to connect with people we might not otherwise have been able to. Working with the Yukon Council of Archives and seeing the hard work and passion of our neighbors up North was inspiring. We delivered a hugely successful and valuable two days worth of content and the conference recording is available on our Youtube channel. I hope it serves as an enduring resource for archivists, records managers and knowledge keepers around the world.



Thank you to our contractors. Lisa Glandt continues to head up the Education and Advisory Services role with distinction. This program continues to be the AABC's flagship offering and an invaluable resource to our members and the archives community at large. Lisa Snider delivers top notch digital services through Memory BC and our AABC website. Thank you to her for offering a fantastic resource to our members. And Karen Blimkie continues to ensure that the AABC's books are well and truly balanced. Without the hard work and commitment of our contractors, we would not be in the place we are today.

Thank you to the Executive that served with me this year: Katie Sloan (Vice President), Stacey Gilkinson (Treasurer), Emily Larson (Secretary), Kat Louro (Member at Large), Maria Paraschos (Member at Large), Jenny Seaman (Past-President). A special thanks to everyone who served (and continue to serve) on committees this year; Chloe Powell (Membership Committee), Lara Wilson and Jane Morrison (Programs Committee), Maxwell Otte and Victoria McCauley (Finance Committee), Andréa Tarnawsky and Manda Haligowski (Communications), Joy Rowe, Kelly Speak, Genevieve Weber, Emma Wright and Celia Nord (Indigenous Advocacy), and Kira Razzo (ACA@UBC AABC Rep) and all our regional representatives.

Serving as president of the Association has given me a deep appreciation for the hard work and precious time given by people in service to archives and the archival profession in our province and around the world. To all those who contribute to this association, thank you truly and deeply.

Respectfully submitted,
Daniel Collins, AABC President

3.2 Vice-President's Report

In the spring of 2021, as my term as Member at Large was coming to an end, I debated whether to run for Vice President or to volunteer with the AABC in another capacity. In the end, I decided to run for the VP position, and I am so glad I did. I am in awe of the excellence, expertise, and dedication of the other members of the AABC Executive, its contractors, committee members, and of course, the AABC membership! The archival/documentary heritage sector in BC is a close knit one and it has been my privilege to continue working with you all.

Despite the ongoing and new challenges posed by the continuing pandemic, the AABC has achieved many milestones over this past year. The Programs Committee continues to plan and facilitate world-class workshops and webinars, which serve students in BC, Canada, and around the world. The AABC ran three courses over 2021-22: "Managing Archives", "Managing Plans & Drawings", and "Introduction to Archival Preservation". The AABC also organized an "Introduction to Copyright" workshop, led by copyright expert Jean Dryden. There was such demand for the workshop, that the AABC ran a second offering. Many thanks to Lisa Glandt for organizing and facilitating AABC's education programmes; her passion and expertise has cemented AABC's place as a leading organization in archival programming across Canada.



This year also saw the introduction of “round-teas”; a combination of roundtables and social get togethers. Each round-tea focuses on a topic and are led by experts and specialists on that topic. The teas are informal in structure, allowing for participants and panelists to speak candidly about topics facing the archival and documentary heritage sectors. Some of the past teas include precarity in the library and archives field, archives and the media, and working with residential school records. Huge thanks to Lisa Glandt and Kat Louro for organizing and moderating these teas.

Many thanks must also be extended to our BC Archival Network Services Coordinator, Lisa Snider, who was kept busy maintaining MemoryBC and the AABC website. MemoryBC has seen an increase in members and uploads of content, even prior to the pandemic, and we are fortunate to have Lisa maintain the database and ensure that descriptions are accurate and uploaded in a timely manner. In addition, Lisa was instrumental in maintaining the AABC website by uploading job descriptions, adding people to the AABC listserv, and switching over AABC’s legacy Google account to Google’s free non-profit workspace. The Executive is eternally grateful for Lisa’s continued expertise in handling all things technical for the AABC.

Thanks to funding provided by the BC Arts Council, the AABC was able to upgrade its website and web presence. The website was last updated in the late 2000s and was long overdue for an upgrade. With the membership database switching over to Wild Apricot, the AABC took the opportunity to also migrate the website over to Wild Apricot’s hosting site. Many thanks go to Lisa Snider for working on the technical side of the project, including building the website’s framework and migrating content over from the previous site to the new one. Thanks also must go to Lisa Glandt for reviewing, editing, and revising the website’s content. Many thanks also to Dan Collins, Maria Paraschos, and Chloe Powell for sitting on the AABC Redesign Committee, as well as to Andréa Tarnawsky, and Cindy McLellan for providing feedback on the new website. Also, thank you to Jane Morrison and the University of Victoria Library for archiving the old website on Archive-It. Many hands made light work of this project, and allowed for a smooth transition to the new and improved website.

Also with this funding, the AABC was able to put together four Disaster Response kits that contain practical supplies that institutional members can request access to in the event of an emergency. These kits can be distributed to AABC members on an as needed basis for free and are located in central locations throughout the province, including the Lower Mainland (Vancouver), Vancouver Island (Victoria), Central/Northern BC (Prince George), and the Okanagan/Kootenays (Kelowna). These kits are especially timely, as climate change has had a devastating impact on BC over this past year and weather events will likely continue to grow in intensity in the future.

To say this year was a challenging one is an understatement; the devastating discoveries at former residential schools, climate emergencies, and the continuing pandemic have taken a toll on all of us. However, I am encouraged by the resilience and grace that the AABC Executive, contractors, committee members, and its membership have demonstrated over this past year. I am continuously impressed by how this small Association and its members come together, in good and challenging times, to serve the people of BC and preserve this beautiful province’s history, stories, and documentary heritage. I am both excited



and honoured to take on the position of President of this little Association that could, and continue the great projects in the works for 2022-23.

Respectfully submitted,
Katie Sloan, Vice-President

3.3 Treasurer and Finance Committee Report -- Stacey Gilkinson

The AABC has weathered another unpredictable pandemic year and has maintained a solid financial position. Our budget for 2021-2022 projected a deficit of \$13,816.38, which included plans to spend an unexpected surplus from 2020-2021. These surplus funds and \$20,000 provided from the BC Arts Council Covid-19 Relief Fund was put into expanding the AABC's services through the EAS program, disaster response kits, and completing one-time projects, like the website redesign and strategic planning process. We finished 2021-2022 with a small surplus due to revenues generated by ad hoc workshops, webinars and roundtea sessions which took place throughout the year, underspending in some categories, and 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 SLAIS students to attend ACA. 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.

Financial Statements:

A. Financial Statements for 2019-2020

The Treasurer met with Finance Committee member Max Otte over Zoom on March 27, 2022 to perform the annual review of the Association's finances. The Financial Manager Karen Blimkie provided all financial paperwork for the 2019-2020 fiscal year. The financial statements and report from the volunteers is attached to the AGM Package as Appendix A.

B. Financial Statements for 2020-2021

The Treasurer met with Finance Committee member Max Otte over Zoom on December 5, 2021 to perform the annual review of the Association's finances. The Financial Manager Karen Blimkie provided all financial paperwork for the 2020-2021 fiscal year. The financial statements and report from the volunteers is attached to the AGM Package as Appendix A.

C. Financial Statements for 2021-2022

The current financial statements for the year ending March 31, 2022 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 2023 AGM.



Budget for 2022-2023:

Members of the AABC Executive, the Finance Committee, Programs Committee and the Financial Advisor met on February 20, 2022 to discuss the budget for 2022-2023. Due to the expansion of the EAS and ANS programs and some additional budget lines, we are projecting a deficit of \$18,700.64. The

surplus from the year ending March 31, 2022 will help to offset the projected deficit. At the start of the pandemic, workshop fees for both members and non-members were temporarily lowered. To help offset rising costs this year, workshop fees have been raised back to their pre-pandemic rates for non-members only. Webinar fees have also been adjusted to be \$15 for members and \$30 for non-members. Roundteas will continue to be free. The Executive approved the 2022-2023 budget on February 28, 2022. A comparison of the 2021-2022 and 2022-2023 budgets may be found in Appendix B.

Thank you

This has been my final year as Treasurer and so I would like to express my gratitude to my colleagues on the Executive, our Financial Manager, Karen Blimkie, and to all those who have served on the Finance Committee over the last three years, including Max Otte, Angel Chirside, Kathryn Louro, and Victoria McAuley.

Respectfully submitted, Stacey N. Gilkinson

AABC Treasurer

Chair, Finance Committee

4.0 AABC Committee and Program Annual Reports

4.1 Programs Committee Report

It has been my privilege to serve as the Programs Committee Chair over the past year. Jane Morrison and Lara Wilson continue to serve on the AABC Programs Committee in 2021-22. The Committee met monthly, working on grant applications and reviewing priorities for education programming through workshops, webinars, and “roundteas”.

Although the AABC was not selected to receive funding from the Documentary Heritage Communities Program from Library and Archives Canada for 2021/22, the Association succeeded in securing two grants from the BC Arts Council. With this funding, the AABC successfully upgraded the Association’s website, put money towards strategic planning sessions, and was able to continue to provide exemplary educational services. Just recently, the AABC received confirmation that it will receive a further grant from the BC Arts Council to offer two “Archives 101: Archival Practice for Indigenous Organizations” workshops at low to no cost to students in the fall and winter of 2022/23. This funding is invaluable to the AABC in continuing to offer exceptional services to the archival community; the AABC Executive is grateful for the ongoing support from the BC Arts Council.

The AABC continues to be a leader in providing archival education, both on a provincial and national level. Lisa Glandt, AABC’s Educational and Advisory Services Coordinator, is currently working with the



University nuhelot'ine thaiyots'ı nistameyimâkanak Blue Quills. Lisa is leading the Archives 101: Introduction to Archives for Indigenous Organizations over the course of twelve weeks. The workshop is a mix of teaching with discussion and external presenters. The workshop kicked off in March, and has been very successful thus far.

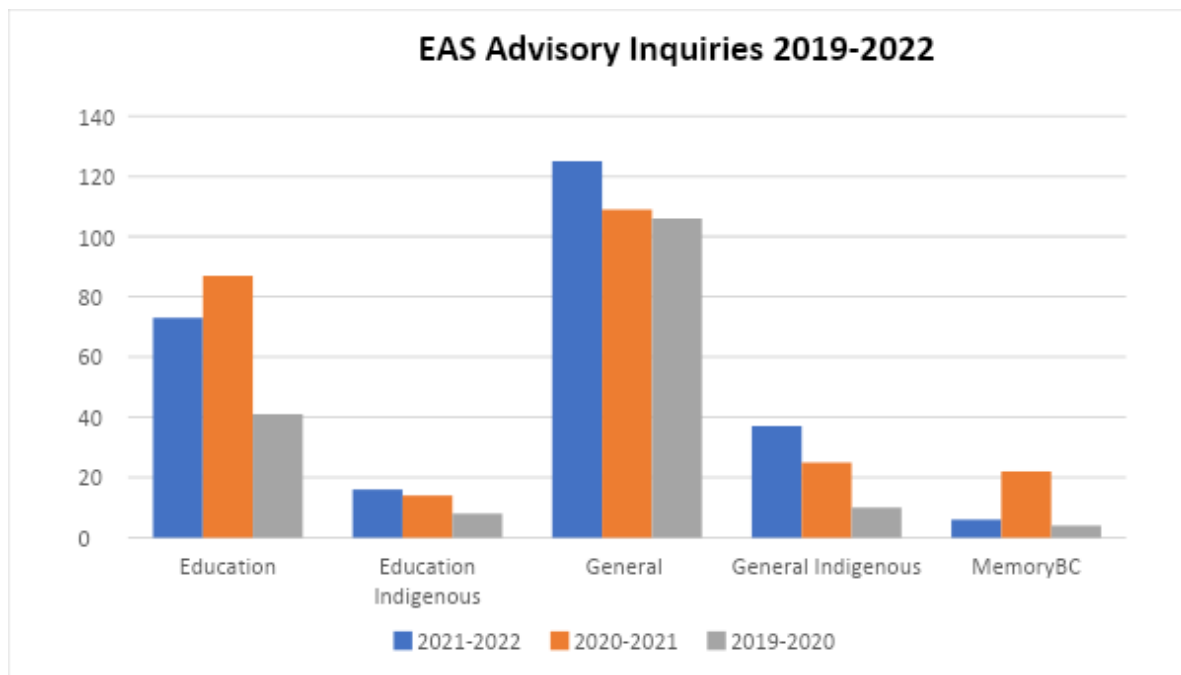
Respectfully submitted,
Katie Sloan, Programs Committee Chair

Education and Advisory Services

The April 2021 - March 2022 EAS Program continued to support the AABC membership and Executive team throughout the second year of the Covid-19 pandemic. Building upon the online training format that was started in mid-2020, professional development offerings and events were strongly attended by AABC members and non-members alike. Looking back, there were many additional projects completed behind the scenes with the goal to foster productivity for the 2022-2023 EAS program. Thank you for your continued support!

EAS Advisory Stats

Advisory inquiries have continued to remain strong and over the past year, and have included more inquiries from our colleagues working in, and setting up archival programs within Indigenous organizations. We are pleased to expand our network of heritage professionals and support the work of cultural knowledge keepers throughout the province. Many of the advisory inquiries this past year assisted with more detailed and complex questions about processing challenging backlog collections, environmental conditions, conservation best practices, MemoryBC assistance, and training opportunities.





Distance Education Courses

The AABC continues to be a leader in offering cost effective and high-quality distance education offerings within the province, across Canada, and to our international partners.

Three distance education courses were offered in 2021-2022:

- Managing Archives (April – June 2021)
- Managing Plans and Drawings (Sept – Nov 2021)
- Introduction to Archival Preservation (Jan – March 2022)

Over the year, 76 students completed their course work and included international students from England, India, Hong Kong and Belize. The AABC Anti-Racism Bursary was offered for each course, which allowed the successful applicants free registration and course textbook(s).

Professional Development

Throughout the year, a number of different workshops, webinars and “roundteas” were offered. While not the same as meeting in person, the online format allowed the AABC to reach a greater audience and allow for more participants who could participate from either work or home. Thank you for your patience with navigating Zoom and despite our best planning and preparedness, working through unexpected technology glitches!

One of the main priorities of the year was to complete two DHCP grant-funded offerings of the “Archives 101: Archival Practice for Indigenous Organizations” workshop that were postponed from 2020-2021 due to the pandemic. They were redeveloped from in-person to online workshops and presented as 6 mini sessions for participants in each Haida Gwaii (BC Northwest Region) in April and Fort St. John (BC Northeast Region) in May 2021. These last two workshops completed 3 years of DHCP funding to develop and present this workshop to Indigenous participants throughout the province. We are grateful to the DHCP program for this opportunity that allowed the AABC to renew and build new relationships with our Indigenous colleagues.

AABC-sponsored workshops throughout the year included:

- *The Basics of Copyright* (1 day workshop), Instructor Jean Dryden; two offerings: June 2021 (25 participants), Sept 2021 (25 participants)
- *Archives 101: Archival Practice for Indigenous Organizations* (AABC/YCA conference workshop), Instructor Lisa Glandt; October 2021 (14 participants)

Custom EAS workshops were also delivered for external organizations including:

- Okanagan Heritage Society: *Introduction to Archival Practice*; June 2021 (18 participants)
- Saskatchewan Council of Archives & Archivists (SCAA): *Arrangement & Description & RAD Refresher*; Nov 2021 (17 participants)



- University Blue Quills, Alberta: *Archives 101: Archival Practice for Indigenous Organizations*, workshop redeveloped and expanded as 12 sessions; March-May 2022 (40 registered participants from across Canada)

Webinars

The online environment provided new opportunities for training and it was a pleasure to work with archival colleagues to present a range of topics and best practices meant to help support daily work in archival settings. Information on how to access recordings of these webinars is available on the AABC website.

- *Genealogy Research Tips and Resources*, June 2021; presenters Susanne Sulzberger, Stacey Gilkinson, Grace Hama (61 participants)
- *Digitization and Small Archives: Case Studies and Best Practices*, Dec 2021; presenters Kayla Lar-Son, Kat Louro, Mandy Kilsby, Thomas Dombowsky, Lisa Glandt (38 participants)
- *Disaster Response: Prep and Priorities*, Jan 2022; presenter: Lisa Glandt (39 participants)
- *Introduction to MemoryBC*, Oct 2021; presenter: Lisa Snider, BC Archival Network Service (25 participants)

Roundteas

This year we were pleased to introduce “Roundteas” – informal, online gathering opportunities where topical issues were discussed and questions and solutions pondered in a safe and respectful environment. Thank you to Kat Louro, AABC Member-at-Large who helped to plan and host these sessions and to all of our speakers who shared their experience and skills with us. Some of these sessions were recorded and are available for viewing on the AABC website.

- *Residential School Records*, Sept 2021; speaker Genevieve Weber (38 participants)
- *Volunteers and Archives*, Oct 2021; speakers Alysa Routtenberg, Val Billesberger, Jane Newman, Jennifer Yuhasz (30 participants)
- *Social Media & Archives*, Nov 2021; speakers Andréa Tarnawsky, Audrey McKinnon, Alyssa Bruijns (35 participants)
- *Precarity and the Profession*, Feb 2022; speakers Adena Brons, Ean Henninger (31 participants)

As we move out of provincial pandemic restrictions in April 2022, the EAS Program will continue to offer Webinars and Roundteas over the coming year. If you have any suggestions for speakers or a theme that you think would make a good discussion, please don't hesitate to contact the EAS Coordinator.

Behind-the-Scenes-EAS Projects

There were a number of different projects completed behind-the-scenes, and this keeps the EAS role dynamic and always evolving. Major endeavours included working with Lisa Snider on the redesigned and refreshed AABC website, and updating key resources such as the *Manual for Small Archives* and the *B.C. Thesaurus*.



Four (4) Disaster Response Kits were assembled and are now stored throughout the province (Vancouver, Victoria, Kelowna, and Prince George) so that they can be distributed to Institutional members, free of charge, if needed. The kits contain a range of supplies that can help you respond efficiently and quickly in the event of an emergency. Instructions on how to access a Disaster Response Kit can be found on the website.

The EAS Coordinator was also part of the conference committee for the joint AABC and Yukon Council of Archives 2021 Conference “We Walk Many Paths: Archival Journeys in BC, Yukon, and Beyond”. It was a privilege to work with the speakers from BC, Yukon, Alberta and Manitoba and support their presentations by assisting with moderation and running Zoom during the conference. Recordings from the conference are now available (YouTube links on the website) and to date, there have been over 180 views!

The EAS Coordinator also continues to be an active member in the CCA Archives Advisors Working Group, a group comprised of provincial Advisors/designates from across Canada who meet on a regular basis to discuss archival issues and share resources.

I am looking forward to the 2022-2023 EAS workplan and continuing to support the AABC membership.

Respectfully submitted,

Lisa Glandt, EAS Coordinator

Network Services

The AABC Archival Network Services Coordinator, Lisa Snider, has been very busy this past year. With remote work continuing well into 2021, descriptions added to MemoryBC has continued to grow at a steady pace. Despite differing time zones and many continuing priorities, Lisa responded quickly to enquiries and maintains a high level of service for the AABC. Over the past year, Lisa completed the following tasks:

- Deleted 194 authority records
- Deleted 117 descriptions and one institution
- Reviewed 22 draft descriptions
- Published 956 descriptions

Lisa also led several workshops relating to MemoryBC. In the fall of 2021, she led the “Introduction to MemoryBC” webinar along with Lisa Glandt. The webinar saw 35 participants, demonstrating an interest in working with the database. Lisa Snider also gave a guest lecture to the UBC iSchool “Digital Image and Text Collections” class on MemoryBC and working with digital collections.

Lisa was instrumental in the AABC website upgrade project; she did much of the work building the website’s framework and migrating the content over from the previous site to the new one. Lisa’s calm approach and expertise made the transition seamless; thanks so much Lisa!

Respectfully submitted,

Katie Sloan, Programs Committee Chair



4.2 Communications Committee & Secretary Report

It has been an honour to serve as the Communications Committee Chair for this past year. I am very grateful to committee members Andréa Tarnawsky and Manda Haligowski for their hard work and dedication.

The Communications Committee continues to facilitate connections between the AABC and information professionals across the province and beyond. In particular, Andréa Tarnawsky continued their excellent management of the AABC's social media platforms (Twitter and Facebook). Andréa will be stepping down from the Social Media Volunteer role after this AGM. I would like to take this opportunity to sincerely thank them for their tireless efforts to keep us all virtually connected during these challenging times. We are still seeking a new Social Media Volunteer. If you are interested in learning more, please get in touch at aabc.secretary@aabc.ca.

A large focus for the Communications Committee this year was on publishing the Winter 2021 issue of the newly revived AABC Newsletter. A huge thank you to everyone who contributed their stories and reflections. Also, this newsletter simply would not have been possible without the graphic design work of Manda Haligowski, thank you Manda! The Communications Committee was also approached by Library and Archives Canada to deposit current and historical issues of the AABC Newsletter through LAC's Legal Deposit program, which are now available [here](#). As we move into the 2022-2023 term, we will be moving forward with a biannual publication schedule. We look forward to sharing the Summer 2022 newsletter with you in June.

Please continue to share your ideas 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 look forward to staying connected.

Respectfully submitted,
Emily Larson
AABC Secretary & Communications Committee Chair

Social Media Volunteer Report

Overview

The AABC Facebook and Twitter pages have been managed by Social Media Volunteer (SMV) Andréa Tarnawsky from October 2018 to the present. After the 2022 AABC AGM, Andréa is stepping down from the SMV role.

The SMV maintained the AABC's social media presence throughout the year and was met with stable reach and engagement. The SMV posted and scheduled content updates on Facebook and Twitter around 10:00 AM, 12:30 PM, and 5:00 PM, on each weekday to maximize AABC's total reach. The SMV reported on AABC related news, registration for AABC distance education courses, webinars, and the

Annual Conference. They also promoted events of institutional members, job postings, and researched news items relevant to the Archival profession. On Thursdays the SMV promoted #ThrowbackThursday content from institutional members, which was met with a consistent weekly increase of social media engagement.

The Communications Committee continued creating and scheduling content for another Archives Awareness Week in November 2021. The Committee used the text on the CCA’s Awareness Kit and adapted it to a series of posts designed in Canva and shared them on social media channels.

Since April 2021 the Facebook page has gained 40 new followers and the Twitter account gained 51 followers. However, the average reach decreased on Twitter (18%) this year, likely due to the decrease in in-person archival events, programming, and initiatives brought on by the global pandemic. Additionally, due to the change in Facebook web analytics, it is difficult to know how accurate the average reach is in comparison to previous years.

Statistics

Facebook

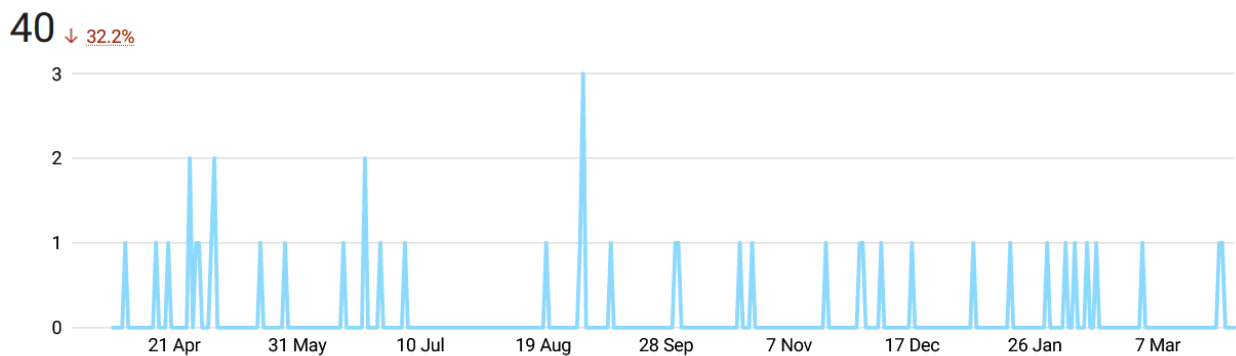
The AABC Facebook page is the main social media platform for the AABC. Notably, during 2021-2022, Facebook’s back-end web analytics tool was discontinued. It was replaced with the new “Meta Business Suite” and their “Insights” section changed the way they measured the Reach of posts and collapsed Followers statistics into the larger category of Likes. The statistics below reflect the change and the baseline for the average reach statistics is now higher than in previous years. Since last year we have seen steady numbers for our posts’ reach and Likes.

Likes

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

From April 1, 2021 to April 1, 2022 the AABC Facebook page gained 40 Page Likes.

New Facebook Page likes ⓘ



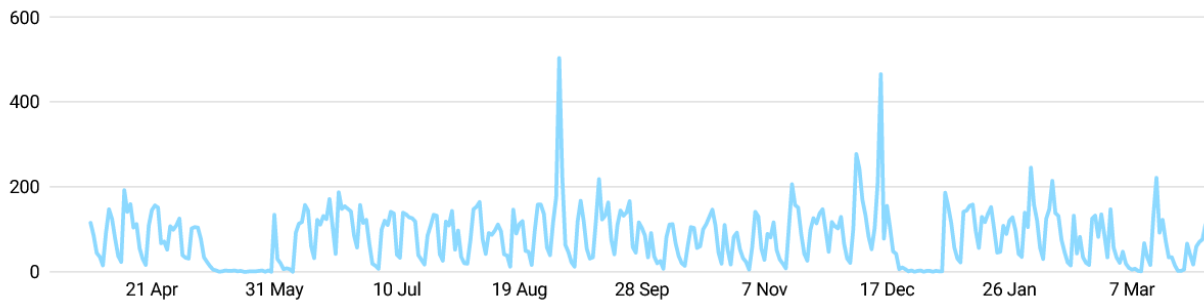
Reach

The number of people AABC’s content is seen by on Facebook.

From April 1, 2021 to April 1, 2022 the average Reach of Facebook posts was 2,347. Since the way Meta Business Suite statistics changed their calculation of Reach, the SMV was unable to draw a direct comparison to the Reach statistics of previous years.

Facebook Page reach ⓘ

2,347 ↓ 52.4%



Twitter

Followers

Individuals following the AABC Twitter profile

From April 1, 2020 to April 1, 2021 the Twitter profile gained 51 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 18% from April 1, 2021 to April 1, 2022.

Month/Year	Impressions
April 2021	8,257
May 2021	1,423
June 2021	13,700
July 2021	6,198
August 2021	3,846
September 2021	6,866
October 2021	23,100
November 2021	7,718
December 2021	2,453
January 2021	3,115
February 2021	4,931
March 2021	5,565
Total Average	7,264

Respectfully submitted,
Andréa Tarnawky, Social Media Volunteer

4.3 Membership Committee Report

The Membership Committee for 2021-2022 consisted of the chair Chloe Powell. The executive liaison (Member-at-Large) was Maria Paraschos.

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:

	2021 -	2020 -	2019 -	2018 -	2017 -	2016 -	2015 -	2014 -	2013 -	2012 -	2011 -
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Institutional	77	114	68	68	64	67	69	69	69	77	81
Associate Institutional	n/a*	n/a	53	55	46	45	42	45	45	42	45
Sustaining	5	4	4	4	6	5	4	5	5	4	4
Individual	81	82	59	54	54	65	56	60	60	55	49
Student/Volunteer	63	50	36	48	34	50	41	37	36	30	30
Honorary Life	6	6	6	6	6	6	7	6	6	2	2
Honorary Patron	1	1	1	1	1	1	1	1	1	1	1
Total Members	233	263	227	236	211	238	220	217	216	211	212

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

New members:

We had three new Institutional members join us this year: First Nations Summit, Swedish Heritage in BC, and Revelstoke Museum and Archives. Eighteen new individual members joined, as well as 16 students and 10 retired/volunteer members.

Committee update:

Chloe Powell completed her second full year in the role of Chair. During this year Chloe moved to the Yukon, and would like to step down from the Membership Committee in order to volunteer for the Yukon Council of Archives. She is available to mentor interested volunteers and is available to slowly pass responsibility to someone else.



Projects and activities:

Membership database and directory

Now in the second year of operation, our online membership platform Wild Apricot continues to manage memberships and allows members to renew online, pay dues, and to update their contact information. The membership database was maintained and updated by the membership chair throughout the year. A membership directory was not issued this year as the membership management system has built-in online directory available to all members in good standing.

Website redesign

During the summer the Membership Committee was involved in the planning and development of the new AABC website. The membership software is now seamlessly integrated into the website, and information on membership categories, fees, benefits, forms, privacy, and contact information is now available under the membership tab on the top banner of the website. Thank you to everyone involved in the website redesign project – it's a tremendous success and looks very slick.

Plans for the 2022-2023 year:

A small improvement that the Membership Committee would like to undertake in the upcoming year is to consider and discuss rolling memberships with the Executive. Our current dues cycle is fiscal, but Wild Apricot has the ability to manage rolling memberships. Currently, new AABC members pay a full year of dues no matter what time of year they pay, which means new members from January to March (for example) are reminded March first to renew. Every year I manually change the renewal year to the following membership year for the few new members who have only been a member for a month or two, but it depends on the Membership Chair noticing who is a new member. To compare, ACA also uses Wild Apricot and has rolling membership. However, this would change the timing of accounts received, which would impact planning for the fiscal year ahead.

Comments from the Chair:

Has it already been a year? And yet the weeks feel long! Managing memberships through Wild Apricot continues and only gets easier as the system becomes more familiar. I rely heavily on the work of all three of our experienced contractors, so a line of thanks is overdue. Thank you to Karen Blimkie for continuing to support membership renewals and answering my questions with ease. Thank you also to Lisa Glandt for her continued help with navigating Wild Apricot, and promoting AABC membership. Her experience is so valuable and helpful. Collaborating with Lisa Snider on the website redesign this year was a real treat to see her in action, thank you for all your efforts and expertise. Thank you to Maria Paraschos for being our new 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.

Respectfully submitted,

Chloe Powell
Chair, Membership Committee

4.4 Grants & Fundraising Committee

The Grants & Fundraising Committee, chaired by a Member-at-Large is responsible for the



adjudication of grant funding. This year, a member of the AABC programs committee formed part of the adjudication committee for the Friends of the BC Archives' Terry Reksten Memorial Award, a yearly grant that awards \$1000 to two community archives, museums, or historical societies. The award was publicized through AABC communications and its social media channels.

The successful applicants for the 2021 funding cycle were the Sicamous and District Museum and Historical Society, for the purchase of the PastPerfect software to begin documenting their collection, and The Sidney Museum and Archives, to purchase an archival grade photograph and film negative scanner for digitization projects.

The AABC was also able to cover education costs through its Anti-Racism Bursary. Introduced in February 2021, the AABC Anti-Racism Bursary covers registration and textbook costs for one Indigenous, Black and/or Person of Colour (IBPOC) per distance education course. We are pleased to report that this past year we awarded the bursary to one applicant for all three of our distance education offerings: Oral History: From Theory to Practice, Managing Archives, and Managing Plans and Drawings.

Respectfully submitted,
Kat Louro, Member at Large

4.5 Indigenous Advocacy Committee

The past year was a productive, albeit challenging, one for the Indigenous Advocacy Committee. Almost one year ago, the horrific discovery of 215 unmarked graves was made on the grounds of the former Kamloops Residential School. This, and subsequent discoveries, underlined the need for Canada to address its colonial past and present, and led to reflection on the part of the IAC on the direction and priorities of the AABC.

In brief, the Indigenous Advocacy Committee played a central role in the development of the AABC's strategic plan, providing invaluable feedback to ensure the direction of the AABC for the next five years was moving in a productive direction in terms of inclusion, and support, of Indigenous archivists and record keepers. I'd like to thank members of the IAC who made time to participate in focus groups and review sessions for the strategic plan, and who provided critical and insightful feedback which has guided the living strategic plan document. Likewise, the IAC gave fulsome feedback on several statements on pertinent events written by the AABC, challenging the Executives assumptions and strengthening the AABC overall.

The IAC also contributed to the AABC's ongoing "Roundtea" series, with committee member Genevieve Weber graciously donating her time and expertise to speak about processing difficult and traumatic records. There was also movement towards partnerships with organizations outside the AABC. Excitingly, the committee had its first meeting with Head Librarian of the Xwi7Xwa Library at UBC,



Sarah Dupont, to discuss a joint Thesaurus and Subject-Indexing Project. We hope to develop a Memorandum of Understanding with Xwi7Xwa to support mutually beneficial projects moving forward.

There were legitimate concerns that the work and expertise of the IAC, central to challenging white supremacist norms in archival practice and professional associations, were not being embedded effectively into the work of the AABC executive committee. Through discussion with the Executive, and review of the Strategic Plan, we are confident that we are on track to make the IAC an effective and integral part of the work and direction of the AABC.

Finally, I'd like to extend my gratitude and thanks to long-term committee members: Genevieve Weber, Kelly Speak, and Joy Rowe for their expertise, wisdom and input the past two years I've served as chair of the committee.. Further, I am thrilled to announce two new members of the IAC: Celia Nord and Anna Kay Eldridge.

Respectfully submitted,
Kat Louro, Member at Large

4.6 Nominations Committee

I am pleased to announce the following candidates have put their names forward for the vacant executive positions.

Current AABC Executive vacancies and nominees:

Position	Nominee
Vice-President	Kat Louro
Member-at-Large 2	Maureen Atkinson
Treasurer	Alexandra Neijens

Respectfully submitted,
Kat Louro, Member-at-Large



Attachments

Appendix A

Financial Review for year ending March 31, 2020

On March 27, 2022, Treasurer Stacey Gilkinson met with Finance Committee member Maxwell Otte over Zoom to conduct the annual financial review of the files provided by Financial Manager Karen Blimkie.

Statement of Revenues and Expenses

Verified to actual budget figures. Noted the actual deficit was \$778.63 at year end instead of the \$10,636 predicted. This was largely due to a delayed implementation of the new membership system and higher than anticipated membership revenues.

Contractor invoices

This year's ANS expenses were on budget. This year's EAS expenses were slightly under budget. This year's internal accounting fees were under budget.

Bank reconciliations

Checked that these were verified by Treasurer.

Conference documents

Verified back to source documents for reasonableness.

Statement of revenue

Verified back to source documents for reasonableness.

Donations

Noted that donations came in \$162.98 over budget. The additional funds carried over into the next budget year.

Trace items on bank statements

Verified bank statements for April, September, and March. 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
Max Otte, Finance Committee Member

2019-2020 Financial Statements for Approval

<u>ARCHIVES ASSOCIATION OF BRITISH COLUMBIA</u>			
Statement of Revenue and Expensed By Fund (Unaudited)			
For Period Ending March 31, 2020			
	YEAR TO DATE	BUDGET (TOTAL YR)	VARIANCE (YTD)
REVENUES			
General Fund	\$70,973.73	\$54,950.00	\$16,023.73
Archival Network Services	\$9,094.51	\$9,095.00	-\$0.49
Education and Advisory Services	\$31,884.53	\$32,185.00	-\$300.47
DHCP – Single Year/NW Clinics	\$9,102.00	\$9,102.00	\$0.00
DHCP – Multi Year	\$21,194.00	\$21,193.00	\$1.00
TOTAL REVENUE:	\$142,248.77	\$126,525.00	\$15,723.77
EXPENSES			
General Fund	\$71,753.36	\$65,586.00	\$6,167.36
Archival Network Services	\$9,094.51	\$9,095.00	-\$0.49
Education and Advisory Services	\$31,884.53	\$32,185.00	-\$300.47
DHCP – Single Year/NW Clinics	\$9,102.00	\$9,102.00	\$0.00
DHCP – Multi Year	\$21,193.00	\$21,193.00	\$0.00
TOTAL EXPENSES:	\$143,027.40	\$137,161.00	\$5,866.40
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	-\$778.63	-\$10,636.00	\$9,857.37

<u>ARCHIVES ASSOCIATION OF BRITISH COLUMBIA</u>	
Balance Sheet (Unaudited) – as at March 31, 2020	
ASSETS	
CURRENT ASSETS:	
Bank – Van City Chequing account	\$124,748.39
Van City Shares	\$5.73
Term Deposits – VanCity	\$40,000
GST Receivable	\$294.30



TOTAL CASH:	\$165,048.42
Accounts Receivable	\$2,993.79
Prepaid Expenses	\$3,858.98
TOTAL CURRENT ASSETS:	\$171,901.19
TOTAL ASSETS:	\$171,901.19

LIABILITIES AND MEMBERS' EQUITY	
CURRENT LIABILITIES:	
Accounts Payable	\$8,691.78
Accruals	\$174.54
Donation Fund – UBC Awards	\$447.75
Prepaid Membership Fees	\$11,401.00
Prepaid/Deferred Revenue Distance Ed	\$18,580.00
Prepaid Revenue – Conference Fees and Workshops	
Prepaid Revenue – Other	\$1,050.00
Prepaid Revenue – BC Arts Council	\$3,215.00
TOTAL CURRENT LIABILITIES:	\$43,560.07
EQUITY:	
Surplus – General (opening/beginning of year)	\$74,119.75
Surplus - Restricted	\$55,000.00
Current Earnings/Loss	-\$778.63
TOTAL MEMBERS' EQUITY	\$128,341.12
TOTAL LIABILITIES AND MEMBERS' EQUITY:	\$171,901.19

Financial Review for year ending March 31, 2021

On December 5, 2021, Treasurer Stacey Gilkinson met with Finance Committee member Maxwell Otte over Zoom to conduct the annual financial review of the files provided by Financial Manager Karen Blimkie.

Statement of Revenues and Expenses

Verified to actual budget figures. Noted \$28,162.68 surplus for this year, largely due to \$5,000 relief grant from BC Arts Council, increased course registrations, and strong membership revenues. Noted that



\$1,907.50 single-year DHCP grant rolled over into 2021/22 budget year due to COVID-19 restrictions on in person gatherings.

Contractor invoices

This year’s ANS expenses were on budget. This year’s EAS expenses were over budget. This was due to a higher number of students registering for courses, resulting in both additional revenue and additional cost in contractor fees. This year’s internal accounting fees were under budget.

Bank reconciliations

Checked that these were verified by Treasurer.

Conference documents

Verified back to source documents for reasonableness.

Statement of revenue

Verified back to source documents for reasonableness.

Donations

Noted that donations came in \$156.74 under budget this year. This includes carry over from previous years. The \$200 set aside for the ACA@UBC conference was not used this year.

Trace items on bank statements

Verified bank statements for May, November and February. Checked and confirmed that the cheques and e-transfers 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

Max Otte, Finance Committee Member

2020-2021 Financial Statements for Approval

ARCHIVES ASSOCIATION OF BRITISH COLUMBIA			
Statement of Revenue and Expensed By Fund (Unaudited)			
For Period Ending March 31, 2021			
	YEAR TO DATE	BUDGET (TOTAL YR)	VARIANCE (YTD)
REVENUES			
General Fund	\$94,694.09	\$67,058.00	\$27,636.09
Archival Network Services	\$9,276.36	\$9,276.90	-\$0.54
Education and Advisory Services	\$41,459.94	\$35,864.25	\$5,595.69
DHCP Single Year	\$1,907.50	\$1,907.50	\$0.00
TOTAL REVENUE:	\$147,337.89	\$114,106.65	\$33,231.24

EXPENSES			
General Fund	\$78,647.76	\$79,174.35	-\$526.59
Archival Network Services	\$9,276.36	\$9,276.90	-\$0.54
Education and Advisory Services	\$41,459.94	\$35,864.25	\$5,595.69
DHCP Single Year	\$0.00	\$1,907.50	-\$1,907.50
TOTAL EXPENSES:	\$131,291.56	\$126,223.00	\$5,068.56
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$16,046.33	-\$12,116.35	\$28,162.68

ARCHIVES ASSOCIATION OF BRITISH COLUMBIA
Balance Sheet (Unaudited) – as at March 31, 2021

ASSETS	
CURRENT ASSETS:	
Bank – Van City Chequing account	\$167,770.93
Van City Shares	\$5.73
Term Deposits – VanCity	\$40,000
GST Receivable	\$137.93
TOTAL CASH:	\$207,914.59
Accounts Receivable	\$1,300.00
Prepaid Expenses	\$4,290.05
TOTAL CURRENT ASSETS:	\$213,504.64
TOTAL ASSETS:	\$213,504.64

LIABILITIES AND MEMBERS' EQUITY	
CURRENT LIABILITIES:	
Accounts Payable	\$8,791.50
Accruals	\$478.44
Donation Fund – UBC Awards	\$447.75
Prepaid Membership Fees	\$11,927.00
Prepaid/Deferred Revenue Distance Ed	\$8,973.00
Deferred Revenue Grants	\$22,578.00
Prepaid Revenue – Other	\$15,921.50
TOTAL CURRENT LIABILITIES:	\$69,117.19
EQUITY:	
Surplus – General (opening/beginning of year)	\$73,341.12



Surplus - Restricted	\$55,000.00
Current Earnings/Loss	\$16,046.33
TOTAL MEMBERS' EQUITY:	\$144,387.45
TOTAL LIABILITIES AND MEMBERS' EQUITY:	\$213,504.64

Appendix B

Budgets

<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 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 DHCP Clinic coffee breaks: \$250.00</p>	<p>Budget 2021-2022 Approved February 27, 2021</p> <p>General Fund 2021-2022</p> <p>Revenues 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: 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</p>
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<p>Promotional Material: \$200.00 GLAM Partnership & Events: \$1,000 Total Expenses: \$72,716.35 Expenses (Deficiency) of Revenues over Expenses: – \$12,116.35</p>	<p>Regional Rep Supplies: \$1,500.00 Anti-Racism Bursary: \$1,800.00 DHCP Clinic coffee breaks: \$250.00 GLAM Partnership & Events: \$1,000.00 Total Expenses: \$92,794.38 Expenses (Deficiency) of Revenues over Expenses: - \$13,816.38</p>
<p>Budget 2021-2022 Approved February 27, 2021</p> <p>General Fund 2021-2022</p> <p>Revenues 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</p>	<p>Budget 2022-2023 Approved February 28, 2022</p> <p>General Fund 2022-2023</p> <p>Revenues Membership Fees: \$25,000.00 Conference fees and sponsorship revenue: \$\$ Conference workshop: \$\$ Workshop Fees: \$35,100.00 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: \$200.00 Awards and donations: \$1,200.00 Insurance Expense: \$3,500.00 Office and Clerical: \$1,000.00 Membership System: \$2,000.00 Admin – Internal Accounting: \$7,173.40 Indigenous Advocacy Committee: \$1,000 Executive/Programs/Finance Committee: \$700.00 CCA fees: \$400.00 Systems Support: \$5,430.00 Internal Program Funding – ANS: \$11,292.04 Internal Program Funding – BCEAS: \$45,055.20 Anti-Racism Bursary: \$750.00¹ Disaster Fund: \$1,000</p>

¹ The original \$1,800 amount allocated for the Anti-Racism Bursary included textbook costs as well as the potential estimated loss of workshop revenue associated with waving fees for successful applicants. In practice, this is not an accurate way to track the actual cost to the AABC. The amount on this budget line has been adjusted to \$750 to reflect the cost of purchasing textbooks, which is the trackable cost of the bursary.



Regional Rep Supplies: \$1,500.00 Anti-Racism Bursary: \$1,800.00 DHCP Clinic coffee breaks: \$250.00 GLAM Partnership & Events: \$1,000.00 Total Expenses: \$92,794.38 Expenses (Deficiency) of Revenues over Expenses: - \$13,816.38	Total Expenses: Expenses (Deficiency) of Revenues over Expenses: - \$18,700.64
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Appendix C

PROXY VOTING FORM
ANNUAL GENERAL MEETING

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

Friday June 19, 2020 via Teleconference

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

(Name of Proxy) of (Address)

to attend, act, and vote on behalf of the undersigned at the Annual General Meeting of the Archives Association of British Columbia on Friday June 19, 2020 via Teleconference

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.