



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

Thursday May 30, 2024, 3:30-5:00 pm PST via Zoom



I-04758 Pedal Cab Victoria, Beautiful British Columbia Magazine photographs GR-3265, British Columbia Archives.



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1.0 2023 Agenda

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

AABC Annual General Meeting
Thursday May 30, 2024 3:30-5:00 pm PST via Zoom

- 1. Approval of Agenda**
- 2. Approval of Minutes of June 21, 2023 Annual General Meeting**
- 3. Moment of Silence**
- 4. Executive Reports**
 - 4.1. President
 - 4.2. Vice-President
 - 4.3. Treasurer and Finance Committee
 - 4.3.1. Financial Statements
- 5. Committee and Program Annual Reports**
 - 5.1. Programs Committee and EAS Report
 - 5.2. Communications Committee Report
 - 5.3. Regional Representatives Report
 - 5.4. Membership & Conference Committees Report
 - 5.5. Grants & Fundraising Committee Report
 - 5.6. Indigenous Advocacy Committee Report
 - 5.7. Nominations Committee Report
- 6. Strategic Plan**
- 7. Membership Category Changes**
- 8. Other Business**
- 9. Adjournment**

Attachments

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



2.0 2023 AGM Minutes

Archives Association of British Columbia
Annual General Meeting
Wednesday June 21, 2023
12:00 p.m. via Zoom Conference
Draft -- Not Approved

Chair: Emily Larson (Secretary)

1. Approval of Agenda

E. Larson called the meeting to order at 12:05pm

Motion: E. Larson motioned to change the order of agenda items so that the Treasurer and Finance Committee Reports and Election of Executive Committee Members occur immediately after the Moment of Silence. M. Atkinson seconded the motion. Motion carried.

Motion: K. Louro moved to approve the agenda of the 2023 Annual General Meeting. M. Atkinson seconded the motion. Motion carried.

2. Approval of Minutes of April 27, 2022 Annual General Meeting

Motion: L. Wilson moved to approve the minutes of the 2022 Annual General Meeting. K. Louro seconded the motion. Motion carried.

3. Moment of Silence

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

4. Treasurer and Finance Committee Reports

A. Neijens discussed the Treasurer Report and 2021-2022 Financial Statements.

Motion: E. Larson moved to approve the Treasurer's Report. J. Sargent seconded by the motion. Motion carried.

Motion: K. Louro moved to approve the Financial Statements for 2021-22. D. Collins seconded by the motion. Motion carried.



5. Election of Executive Committee Members

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

- Member-at-Large (2 year term): **Kenneth Favrholdt**
- Secretary (2 year term): **Kate Heikkila**

No member let their name stand for the Vice-President position. M. Atkinson called thrice for nominations from the floor. The Vice-President position is currently vacant.

M. Atkinson presented the nomination of **Kenneth Favrholdt** to serve as **Member-at-Large** of the Archives Association of British Columbia for the 2023-2025 term and called thrice for nominations from the floor.

M. Atkinson presented the nomination of **Kate Heikkila** to serve as **Secretary** of the Archives Association of British Columbia for the 2023-2025 term and called thrice for nominations from the floor.

Motion: E. Larson moved to accept the nomination of Kenneth Farvholdt to serve as Member-at-Large and Kate Heikkila to serve as Secretary of the Archives Association of British Columbia for the 2023-2025 term. K. Sloan seconded the motion. Motion carried.

6. Executive, Committee, and Program Annual Reports

K. Sloan discussed the President's Report.

K. Louro discussed the Vice-President's Report and Programs Committee Report.

E. Larson discussed the Communications Committee Report.

K. Sloan discussed the Membership Committee Report and the Conference Committee Report.

K. Louro discussed the Grants and Fundraising Committee Report and Indigenous Advocacy Committee Report.

Motion: T. Quiring moved to accept all 2022 Executive Reports except the Treasurer and Financial reports. J. Sargent seconded the motion. Motion carried.

7. Strategic Plan

K. Sloan discussed the new AABC Strategic Plan.

7.1 Language Update Working Group

K. Sloan discussed the AABC's plans to strike a new working group to revise the language used in AABC communications.



8. Other Business

E. Larson called for Other Business from the floor. No Other Business was raised.

9. Adjournment

Motion: M. Atkinson moved to adjourn the 2023 Annual General Meeting of the Archives Association of British Columbia. A. Neijens seconded the motion. Motion carried.

Meeting adjourned at 1:00pm

3.0 AABC Executive Committee Annual Reports

3.1 President's Report

Hello! It's been an honor serving on the AABC Executive for the past four years, first as a Member-at-Large, then the Vice-President, and now the President for the 2023-24 year. My biggest thanks go out to the Executive and volunteers of the Association, who work off the side of their desks to continue delivering services and events to our membership and beyond. Thank you Executive members who have served this past year: Jamie Sanford (Vice-President), Kate Heikkila (Secretary), Alex Neijens (Treasurer), Maureen Atkinson and Kenneth Favrholt (Members-at-Large), Katie Sloan (Past-Executive), and Emma Moros (Student member and ACA@UBC rep).

A thank you to all the committee members who serve with us: Indigenous Advocacy Committee members Joy Rowe, Genevieve Weber, Kelly Speak, Celia Nord, Anna Kay Eldridge, and Shelby Meyer; Membership Committee members Maxwell Otte; Programs Committee members Jacob Loyd and Megan Purcell; Finance Committee members Stacey Gilkinson and Maxwell Otte; Communications Committee members Manda Haligowski and Elizabeth Robertson (Social Media Volunteer); And last but not least our Regional Representatives Dovelie Buie (Greater Vancouver), Kim Stathers (Central Interior), Jean Eiers-Page (B.C. Northwest), Tara Hurley (Thompson-Okanagan), and Justine Soles (South Vancouver Island); Conference Planning Committee Members Linda Nobrega, Mel Denys, Justine Soles, Will Cahoon, Ken Favrholt, Lisa Glandt, Elizabeth Robertson, and Zannelle Iwen. I also extend a heartfelt thank you to our wonderful contractors: Lisa Glandt (Education and Advisory Service Coordinator), Lisa Snider (Archival Network Service and MemoryBC Coordinator), and Angela Brain (Financial Manager). And, finally, a thank you to you, our membership, for joining us for another AGM and year!

We had another full year:

- Managed and updated provincial AtoM service, *MemoryBC*



- Have restarted initiatives to engage with our regional members, with a series of regional meetings being hosted virtually
- Ran numerous distance education courses, workshops, forums, First Nations gatherings, roundteas, and webinars, as detailed in Lisa Glandt's Program report
- Ran our first year under the BC Arts Council Operating Assistant grant, allowing us to:
 - Restart the free in-person site visits to members that were lost when the Federal Government removed the NADP program and the BC Government cut assistance to archives. The site visits were conducted in the Greater Vancouver, Fraser Valley and South Vancouver Island region. We will be continuing this program in the 2024/25 year in the Thompson-Okanagan and Central-North Vancouver Island regions and our wish is to continue to use this funding to go to the interior and Northern BC in future years
 - Hire an administrative position for the 2024/25 year to help build management capacity and continuum at the Association, hopefully allowing volunteers to focus their time and energy on strategic initiatives instead
- Were successful in procuring a Documentary Heritage Communities Program grant to run another two offerings of our successful multi-day workshop *Archives 101: Archival Practice for Indigenous Organizations* at a reduced registration rate
- We also used the DHCP funding to support another set of free virtual and in-person site visits targeting Indigenous communities and organizations that requested support
- Continued to administer and award our Anti-Racism Bursary, which is a program where self-identifying IPBOC individuals have the registration and textbook costs to our multi-week distance education courses paid by the association
- Continued to provide funds for a bursary at the UBC iSchool for MAS and dual MLIS/MAS students, supporting emerging professional in our field
- Discussed and approved a new membership fee structure, to be voted on during this AGM, to remove financial barriers for IPBOC communities, organizations, and archivists, as well as to respond to precariously and under employed professionals in our field
- Ran another successful "unconference" BC Archives Awareness Week event the week of November 12th
- Provided more disaster kit supplies to regional hubs
- Released two new issues of our newsletter for [Summer 2023](#) and [Winter 2024](#) highlighting archival projects and professionals across the province
- Begun the Pathways Program which seeks to guide GLAM nonprofits become more equitable and accessible
- Circulated and administered a detailed membership survey and a survey on our educational offerings to plan our next few years of programming and initiatives, we've heard your call for more mid and late career archivist training and support!
- Hosted another members roundtable with our volunteers to gain insights on what main focuses the AABC Executive should be focusing on
- Continued to work through the main goals of our strategic plan, in-which we have procured a stable funding stream, and expanded our educational opportunities



- Participated in provincial GLAM sector meetings to advocate for the archival profession, and work with Museums, Libraries, arts, and heritage organizations to further our collective goals
- Enhanced our social media presence across Facebook and Instagram, with Social Media Elizabeth Robertson creating a number of excellent dynamic content pieces
- Successfully (I hope, I'm writing this from the past) led a virtual joint conference with ARMA Vancouver Island: *Going further together: Connectivity and partnerships in the information profession*

Echoing the words of the predecessor, Katie Sloan, from last year, while the services and mandate of the AABC continues to expand, the demand far outweighs what the Association can provide and the capacity of the volunteers who run the Association. Many of our regional representative roles remain empty, and we've had a challenging time recruiting Executive members. We understand that perhaps the existing structure of the organization is not effective for our membership, or even welcoming to new members or marginalized folks.

It's been lovely getting to work with this organization for so many years. I look forward to taking a restorative break and hopefully returning, in some capacity, in the future.

In Kindness

Kat Louro (she/her)

AABC President, 2023/24 Year

3.2 Vice-President's Report

I came on board as Vice President just after Christmas, so this report will be somewhat brief. I would like to thank Kat for contacting me and asking me if I wanted to become more involved with the AABC. I have been a member for many years and I always made sure the institution I managed had AABC institutional membership. I have been an Archivist for 14 years now and my children are growing up. As a result, I have more time on my hands to volunteer. All of a sudden I am a mid-career archivist entering the last stretch. How did it that happen?

As a newbie Archivist, I was lucky enough to work with former long-time AABC Archives Advisor Bill Purver at the City of Richmond. Therefore I was keenly aware of the AABC's history of providing excellent service to its members.

It's has been great to see, at close quarters, all the fine work that gets done by Lisa Glandt who delivers an amazing education and advisory service. It has been to nice catch up with Lisa Snider, a former UBC classmate, whose technical expertise keeps Memory BC ticking over. I also wanted to thank Katie Sloan, Alex Neijens, and Kate Heikkila for getting me quickly up to speed. I am excited and honoured to take on the role of President for 2024-2025 and to keeping the AABC moving forward.

Respectfully submitted,



Jamie Sanford
AABC Vice President

3.3 Treasurer and Finance Committee Report

The AABC has continued to maintain a solid financial position for the 2023-2024 fiscal year. Our budget for the year projected a deficit of \$9,386.40 which included plans to spend a small surplus the AABC accumulated over the past few years. These surplus funds were put into expanding the AABC's services through the EAS program and disaster response kits. We finished 2023-2024 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. The AABC also received both an operational grant as well as a resilience supplement from the BC Arts Council, as well as DHCP funding, which allowed the Association to further expand its services.

We thank our donors for their continued support, which funds our two scholarships for SLAIS students. We encourage would-be donors to follow the example of some other members and consider signing up for monthly donations through Canada Helps. Anyone can sign up and donate any amount. We hope that those who can will continue to support the AABC.

Financial Statements:

A. Financial Statements for 2022-2023

The Treasurer met with Finance Committee members Max Otte and Stacey Gilkinson over Zoom on November 4, 2023, to perform the annual review of the Association's finances. The Financial Manager Angela Brain provided all financial paperwork for the 2022-2023 fiscal year. The financial statements and report from the volunteers is attached to the AGM Package as Appendix A.

B. Financial Statements for 2023-2024

The current financial statements for the year ending March 31, 2024 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 2025 AGM.

Budget for 2024-2025:

Members of the AABC Executive, the Finance Committee, and the Financial Manager met on February 24, 2023 to discuss the budget for 2024-2025. Due to the expansion of the EAS and ANS programs and the creation of a new contractor position (Executive Assistant), we are projecting a deficit of \$48,225.99. The AABC has once again received an operational grant of \$20,000 from the BC Arts Council for the 2024-2025 fiscal year, which has allowed us to further expand the EAS program and partially fund the



new contractor position. The Executive approved the 2024-2025 budget on February 28, 2024. A comparison of the 2023-2024 and 2024-2025 budgets may be found in Appendix B.

Anti-Racism Bursary

The AABC continues to be 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. This year the AABC formalized a matrix and selection procedure for the bursary, which we have posted to our website. We are pleased to report that this past year we awarded the bursary to one applicant for all three of our distance education offerings: Managing Archives, Oral History: From Theory to Practice, and Introduction to Archival Preservation.

Thank You

I would like to thank Stacey Gilkinson, former Treasurer for the AABC, and Max Otte for staying on as part of the Finance Committee for another year. Thank you as well to Angela Brain, AABC's Financial Manager, for her help and guidance over the past year.

Respectfully submitted,
Alex Neijens
AABC Treasurer
Chair, Finance Committee

4.0 AABC Committee and Program Annual Reports

4.1 Programs Committee Report

The Programmes Committee underwent some changes over this past year. The Committee is typically chaired by the Vice President: due to the vacancy of this position, Past President Katie Sloan stepped in as Chair. The Committee also saw the departure of long-term member Jane Morrison who stepped down in the fall of 2023. Jane's thoughtful and knowledgeable advice and contributions will be greatly missed.

This year also saw two new members, Megan Purcell and Jacob Loyd, join the Committee. Jamie Sanford, the AABC VP, also joined the Committee in early 2024. Having these members onboard has brought new perspectives and ideas to the Programmes Committee; welcome Megan, Jacob, and Jamie!

The Programmes Committee continues to plan, develop, and implement training and education opportunities for the archival and information management communities. The Committee took the results of the 2024 AABC Member and Education surveys to assist with the planning of training over the next year. Some themes of training people indicated they were interested in learning more about include: more options regarding electronic records (preservation, description, and access), use of AI in the heritage industry, and more courses focused on supporting mid-career archivists. The Programmes Committee is



exploring how we can offer our regular programming while including some new courses to meet these areas of interest.

The AABC remains a leader in GLAM education in the province and around Canada. The AABC ran three distance education courses, offered two webinars, and additionally hosted roundteas on Demystifying Databases, Climate Change and Archives, and an Introduction to BC Jewish Queer & Trans Oral History Project and the Transgender Archives at UVic. Please remember you can always request a workshop from the AABC based on our list of developed topics, or we invite you to recommend a topic for us to develop to help with your professional development.

As always, we are seeking volunteers to sit on the committee and give us feedback on the Education and Advisory, and the Archival Network Services program of the AABC. Please consider joining the Committee to continue in planning and providing world class programming for the archival community for years to come.

Respectfully submitted,

Katie Sloan
Outgoing Programmes Committee Chair

Education and Advisory Services

The April 2023 - March 2024 Education and Advisory Service (EAS) Program continued to support the AABC membership and Executive team with a dynamic range of advising services, professional development events, and outreach activities.

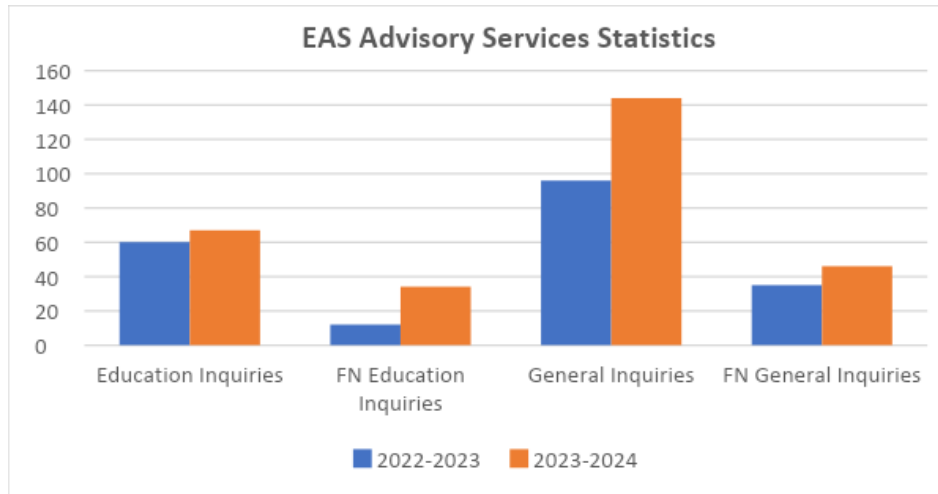
EAS Advisory Services Program

Advisory inquiries remain as an important deliverable of the EAS program and support for our provincial members included assistance with questions by email, phone, and virtual meeting (Zoom) on a wide range of topics including appraisal, copyright, disaster kit supplies, grant sources, video reformatting, user restrictions, conservator recommendations, cloud storage vendors, digitization vendors, how to handle contaminated records, microfiche readers, record retention schedules, collections management, processing workflows, deaccessioning, and *MemoryBC* support.

Assistance was also provided to colleagues from throughout BC's larger heritage industry (librarians, museum professionals and other cultural staff) working with archival records. Relationships with Indigenous cultural knowledge keepers and archival programs continues to grow and support was provided on topics including education opportunities, appraisal, organization, storage, starting an archives program, and creating job postings.

The AABC further receives education inquiries from archivists throughout Canada, the United States and international organizations and our pre-recorded webinars on the website remain as a passive revenue source throughout the year.

Over the year, there was an increase in the number of requests in all categories of advising services.



- Education inquiries: 2023-2024 (67); 2022-2023 (60)
- Education inquiries from First Nations/Indigenous organizations: 2023-2024 (34); 2022-2023 (12)
- General inquiries: 2023-2024 (144); 2022-2023 (96)
- General inquiries First Nations/Indigenous organizations: 2023-2024 (46); 2022-2023 (35)

Distance Education Courses

The AABC is pleased to be a leader in offering high-quality, yet cost-effective distance education courses to local, national, and international participants. Over the year, 65 students completed their course work and this year, all were students from various locations across Canada, except 1 student from The Hague.

The three distance education courses offered in 2023-2024 included:

- Managing Archives (April – June 2023)
- Oral History: From Theory to Practice (Sept – Nov 2023)
- Introduction to Archival Preservation (Jan – March 2024)

The AABC Anti-Racism Bursary was offered which allowed 1 successful applicant per course free registration and course textbook(s). The Bursary adjudication matrix was reviewed, updated and posted on the AABC website for greater transparency for applicants. It can be found at: <https://aaobc.wildapricot.org/AABC-Anti-Racism-Bursary>.



A new distance education course on the topic of “Managing Audio Visual and Sound Records” will be developed in 2024 and offered as part of the 2025-2026 course calendar cycle.

Professional Development

Throughout the year, a number of different workshops, webinars, roundteas, and First Nations gathering forums were offered and well attended. These events were held online via Zoom and the virtual format allowed for strong participation from members and non-members alike.

Workshops

AABC-sponsored workshops throughout the year included:

1. “Records Management 101” (1 day), Instructor Lisa Glandt, April 2023; (18 participants)
2. “Copyright Basics” (1 day), Instructor Jean Dryden, May 2023; (25 participants)
3. “Introduction to Digital Records” (2 day), Instructor Jeremy Heil, Sept 2023; (25 participants)

Webinars

The continued use of online webinars has allowed the AABC to offer an increased range of different training opportunities that are meant to help support daily work in archival settings. The webinars are recorded and for a small fee, are accessible afterwards for those who missed the original session. Webinars offered this past year included:

1. “Expanding Accessibility” June 2023 (rescheduled conference sessions due to Ottawa strike); presenters Jen Wishloff, Andrea Edinger, Robyn Feres-Cameron; (51 participants)
2. “Lone Arranger: Making Sense of Arrangement” Nov 2023; presenter Lisa Glandt; (12 participants)
3. “Telling Community Stories thru Private Records” Feb 2024; co-presenters Lisa Glandt & Sonia Nicholson; (26 participants)

Roundteas

AABC Roundteas are free and informal online gatherings that are an opportunity to talk about emerging archival issues and learn about different types of archival collections throughout the province. I would like to thank Kat Louro, AABC President, and members of the Programs Committee for their continued assistance with planning these sessions. When possible, Roundteas are recorded and are made available on the AABC website. Roundteas held this year include:

1. “Demystifying Databases!” May 2023; co-speakers Ben Chung (First Peoples Cultural Council) & Lisa Glandt; (33 participants)
2. “Climate Change & Archives” Nov 2023, speaker Amanda Oliver (Archives and Special Collections, Wilfrid Laurier University); (34 participants)
3. “An Introduction to BC Jewish Queer & Trans Oral History Project and the Transgender Archives at UVic”, Jan 2024; co-speakers Lara Wilson (UVic Archives) & Alysa Routtenberg (Jewish Museum and Archives of BC); (22 participants)



I am most appreciative for the guest speakers who have joined me throughout the year in various Webinars and Roundteas to share their experience and practical examples. The EAS Program is working on a schedule of topics and speakers for Webinars and Roundteas in 2024-2025 - if you have any suggestions for a theme that you think would make a good discussion, please don't hesitate to contact the EAS Coordinator!

First Nations Gathering Forums

Three First Nations Forums were held over the past year. These events are hosted as informal gathering opportunities for Indigenous archival practitioners to network and learn from each other. We were pleased to invite guest speakers for the October 2023 forum to speak about the BCMA *CARE Resources and the Reconciliation Workbook*. For this event, we invited all interested non-Indigenous colleagues to participate as presenters Lorenda Calvert and Leia Patterson from the BCMA, and Elizabeth McManus and Jasmine Wilson from Musqueam First Nation Archives, spoke about the history of, and how to use this valuable resource. This was an engaging sessions with 48 participants learning together. More information about the BCMA CARE Resources can be found at:

<https://museum.bc.ca/brain/candid-actionable-reconciliation-education-care-for-museums/>

Documentary Heritage Communities Program (DHCP) grant funding

In early 2023 the AABC successfully received DHCP grant funding to teach two offerings of the "Archives 101: Archival Practice for Indigenous Organizations" 2-day workshop. The grant allowed the AABC to offer a subsidized workshop registration rate of \$50.00 per person.

The workshops delivered training for a total of 62 participants from 40 different organizations/Indigenous communities from throughout British Columbia, across Canada, and internationally. Participants were given the opportunity to identify their training priorities and questions and this feedback was integrated into the workshop materials. Thus, each workshop was slightly different and customized, as shaped by the needs of the participants.

- The Fall 2023 session (Oct 10 – 19, 2023) was attended by 23 participants (British Columbia: 11; other Canadian provinces/territories 11; Trinidad & Tobago: 1).
 - A representation of 17 different Indigenous communities and organizations were represented in the Fall 2023 workshop cohort.
- The Winter 2024 session (March 4 – 13, 2024) received a lot of registration interest and additional spots were opened up for a total of 39 participants (British Columbia: 24; Ontario: 7; Quebec: 3; Alberta: 4; USA: 1).
 - A representation of 23 different Indigenous communities and organizations were represented in the Fall 2024 workshop cohort.



A number of workshop participants have remained in touch to ask further questions about records and other heritage materials in their care.

The grant funding also allowed the AABC to undertake 8 site visits to regional Indigenous communities/archives programs to learn about their cultural heritage. These meetings were a valuable opportunity to reach out and make new connections with our Indigenous colleagues and build the foundation for respectful relationships and support. I am grateful for the opportunity to learn from our Indigenous colleagues and would like to thank the DHCP for the funding support to make these training opportunities and meetings possible.

Site Visits

The AABC was also pleased to receive operational funding from the BC Arts Council that allowed the return of no-cost site visits to Institutional members. Funding allowed for the planning of, and travel for meetings in the South Vancouver Island region (6 meetings); Greater Vancouver region (8 meetings); and Fraser Valley region (3 meetings). Institutions were provided with a follow-up report containing useful recommendations and resources that can be used for planning, advocacy and outreach.

Site visits will continue in 2024-2025 in the Thompson-Okanagan region (9 meetings) and Central-North Vancouver Island region (6 meetings).

Post-Covid it is wonderful to be able to reconnect with our membership throughout the province! We hope to be able to demonstrate the value of this in-person advising and support service for our membership to the BC Arts Council to gain further funding so we can continue to offer this benefit.

Archives Awareness Week

BC Archives Awareness Week, held annually during the 3rd week in November, provides an opportunity to promote and celebrate the work we do as archival practitioners. The EAS Coordinator participated in planning, online support, and moderating sessions for the different online events that included:

- “BC Place Names Office: Indigenous Naming Project”; speaker Genevieve Weber (Provincial Heritage Branch); (47 participants)
- “Climate Change & Archives”; speaker Amanda Oliver (Archives and Special Collections, Wilfrid Laurier University); (34 participants)
- “Student Engagement Session: What are you now? What do you hope to do?”; various student speakers and AABC members; (18 participants)

Links and resources related to 2023 BC Archives Awareness Week are available on the AABC website at:

<https://aaobc.wildapricot.org/2023-Archives-Awareness-Week>

Behind-the-Scenes-EAS Projects

In addition to education and advisory services, the EAS Coordinator assists with a number of other administrative tasks. This includes managing website content and links (*Archivist's Toolkit* and *BC*



Historical Photographs Online), setting up and managing all event registrations in the Wild Apricot database system, assisting with Membership inquiries, attending Committee meetings, liaising with GLAM counterparts, and supporting members of the Executive with various tasks as needed. Additional work included EAS project planning and assistance on DHCP and BC Arts Council grant applications and mid-grant operational reports.

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.

Thank you to those members who completed the recent Membership and Education surveys. Your feedback is a valuable part of helping the AABC to develop programs, events, and training opportunities that meet your needs and interests.

I am looking forward to the 2024-2025 EAS workplan and continuing to support the AABC membership with renewed regional engagement and projects.

Respectfully submitted,

Lisa Glandt
EAS Coordinator

Network Services

The AABC Archival Network Services Coordinator, Lisa Snider, continues to provide services in relation to the running of MemoryBC, and the technologic components that are essential to the operations of the AABC. Lisa is also responsible for uploading job postings to the AABC job board, and managing listserv requests.

Highlights from the 2023/24 year:

- Attended and gave presentation at 2023 AABC Conference
- Worked on Google Analytics old data and how to save it
- Cleaned up website and maintained Gmail Admin side
- Attended Programs Committee meetings and Archives Advisor Working Group Meetings
- Posted 64 jobs and maintained job posting area
- Processed 49 listserv requests
- Answered researcher emails about MemoryBC descriptions
- Checked memoryBC after AtoM 2.7.2 upgrades
- Started clean up of institutional profiles and member information on MemoryBC
- Updated profiles and created new profiles on MemoryBC for existing and new members
- Published descriptions for members, reviewed authority records and answered questions about existing and new descriptions and authority records for members



- Provided MemoryBC virtual training for new members, and existing ones.

Some website statistics include:

- We had over 129k views in the last year
- Google is still the main way people are finding us
- Top users are from Vancouver, Victoria and Toronto
- Over the last 30 days, we have had 3.8k views
- Most users come from Canada, but then the others in the top 3 are the US and UK.

Kindly,

Kat Louro

AABC President

4.2 Communications Committee & Secretary Report

Thank you to the Communications Committee - Manda Haligowski, Elizabeth Robertson, and incoming Social Media Volunteer Lily Liu - for a rewarding first term as Communications Committee Chair.

The Communications Committee works to connect the AABC to you, the members, and the archival community within the province, across Canada, and wherever our services find relevance. I want to issue a heartfelt thank you to Elizabeth Robertson who came on board as our Social Media Volunteer in 2022, and has done amazing work with shaping the AABC's social media presence and look, as well as expanding us into the world of Instagram. Elizabeth has created fantastic, informative content, and I know her successor Lily Liu will handily take over the reins, and put her own stamp on the organization. Thank you Elizabeth!

We have published two newsletters this year, Summer 2023 and Winter 2023/2024, featuring the work of the AABC and information professionals across the Province. This will continue in 2024/2025 - the Committee is always eager to read your submissions and we are actively seeking content for the upcoming newsletters. Thank you to everyone who has contributed this past year, it has been a real pleasure reading about your work! An enormous thank you to Manda Haligowski whose editing skills and eye for design shapes the content of the publication. These newsletters are always available for perusal at your leisure on the [AABC website](#).

It has been a busy year as Secretary as I get up to speed with the cyclical schedule of our organization. Thank you to the Executive Committee and our phenomenal contractors for bearing with me as I got my bearings! On top of the regular secretarial duties I've also been busy with Jamie Sanford and Ken Favrholt on the ad-hoc Hiring Committee to contract an Executive Assistant. The process is underway, and we're certain we'll have an excellent candidate who can help us serve the membership's needs better and with more efficiency.



Please continue to share your ideas and opinions with us on Facebook, X (Twitter), Instagram or with the Communications Committee team directly at aabc.secretary@aabc.ca. I look forward to our next year of great publications and connecting with our members. Thank you for allowing me to be a part of the AABC!

Respectfully submitted,
Kate Heikkila
AABC Secretary & Communications Committee Chair

Social Media Volunteer Report

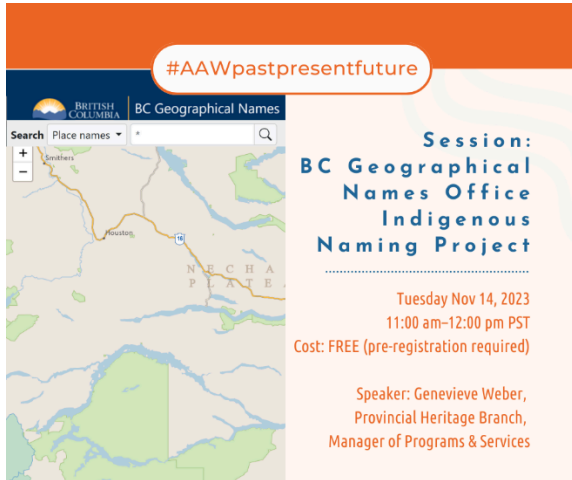
Overview

Between May 2023 and May 2024, Elizabeth Robertson continued in the Social Media Volunteer (SMV) role within the AABC Communications Committee, which she has carried out since May 2022. Elizabeth continued the work of managing the AABC's official Facebook and Twitter pages, which continue to garner engagement from followers in the form of posts, likes, shares, comments, and use of AABC-initiated hashtags. In November 2023, Elizabeth (together with AABC Secretary Kate Heikkala) initiated an AABC presence on Instagram, which has seen steady growth and engagement.

Social media content over the 2023–24 fiscal year was generated from a variety of sources. Posts were created to advertise upcoming AABC workshops and events; inform followers about resources on the AABC website; share employment opportunities on the AABC Job Board; boost attention to posts from other B.C.-based archival institutions and community members; and share archives-related news stories.

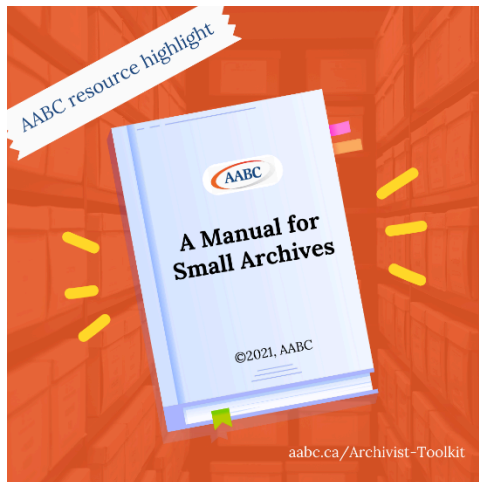
The SMV continued the strategy employed in the 2022–23 year that placed more focus on visually engaging content, produced at a lower volume but with more effort and intention behind each post. This was done using the graphic design application Canva, together with photo sources such as Shutterstock and Unsplash. Notably, this year saw the AABC's first use of stories (short, temporary videos) on Instagram and Facebook.

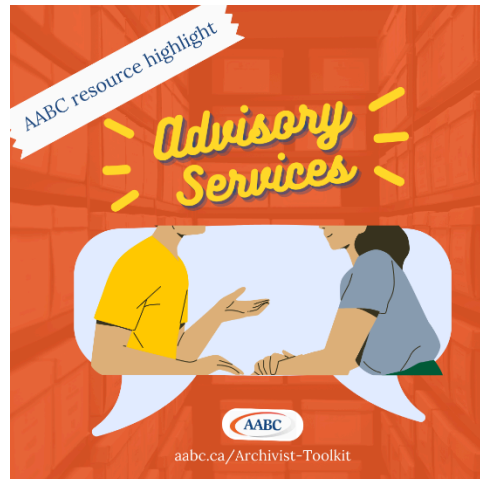
Continuing from previous years, the SMV produced scheduled content leading up to and during Archives Awareness Week in November 2023. The SMV designed a family of visually related content templates to share Archives Awareness Week events and encourage engagement across the community.



Content shared on social media in B.C. in support of Archives Awareness Week 2024

The 2023–24 year also saw a social media feature series promoting awareness of several AABC resources available to members and non-members. Four AABC resources were featured in this series: *A Manual for Small Archives*, the BC Thesaurus, disaster kits, and advisory services.





“AABC resource highlights” Social media series

Since April 2023 the Facebook page has gained 60 new followers, the Instagram account has gained its first 124 followers, and the Twitter account gained 6 followers. Engagement on Facebook increased as compared with the previous year. Average reach of posts on Twitter slightly decreased this year compared with the previous year.

Elizabeth will be stepping down from the Social Media Volunteer role as of May 2024. She is being succeeded by Lily Liu.

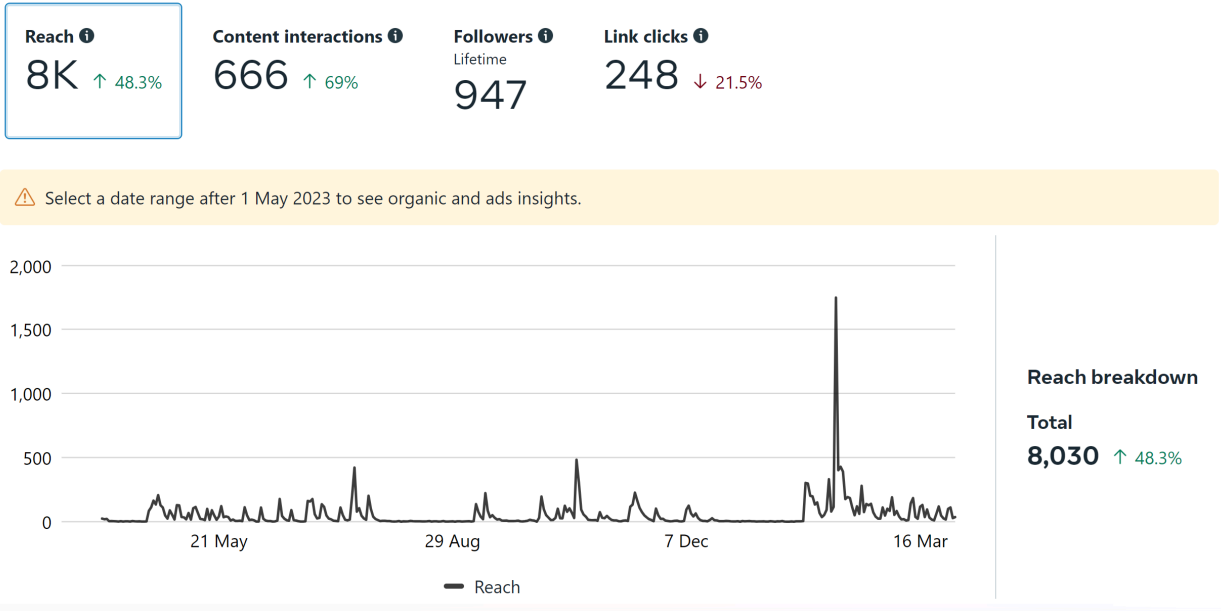
Statistics

Facebook

The AABC Facebook Page is followed by 947 accounts, and remains the principal social media platform for the AABC with the largest number of followers and the most consistent engagement.

Facebook Page Reach: This metric counts reach from the organic or paid distribution of your Facebook content, including posts, stories and ads. It also includes reach from other sources, such as tags, check-ins and Page or profile visits. This number also includes reach from posts and stories that were boosted. Reach is only counted once if it occurs from both organic and paid distribution. This metric is estimated.

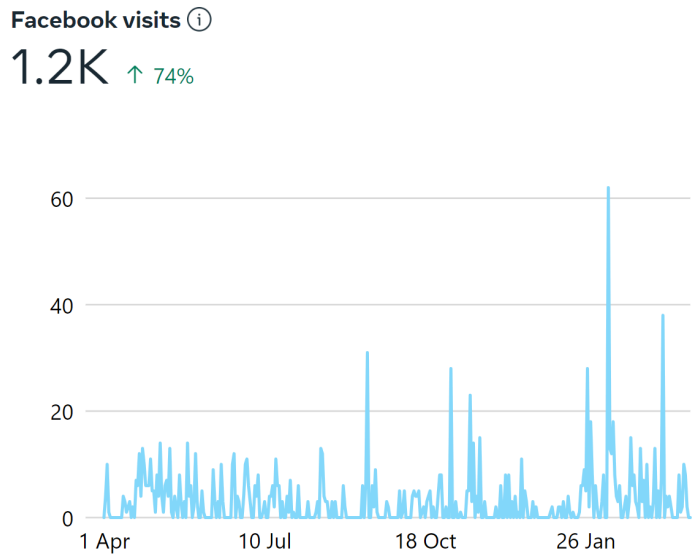
Between April 1, 2023 and March 31, 2024, the AABC Facebook Page reach was 8,030, which represents an increase of 48.3% from the previous year.



Facebook Page reach, April 1 2023–March 31 2024

Facebook Page visits: The number of times that your Page was visited.

Between April 1, 2022 and March 31, 2023, the AABC Facebook Page was visited 1,200 times, which represents an increase of 74% from the previous year.

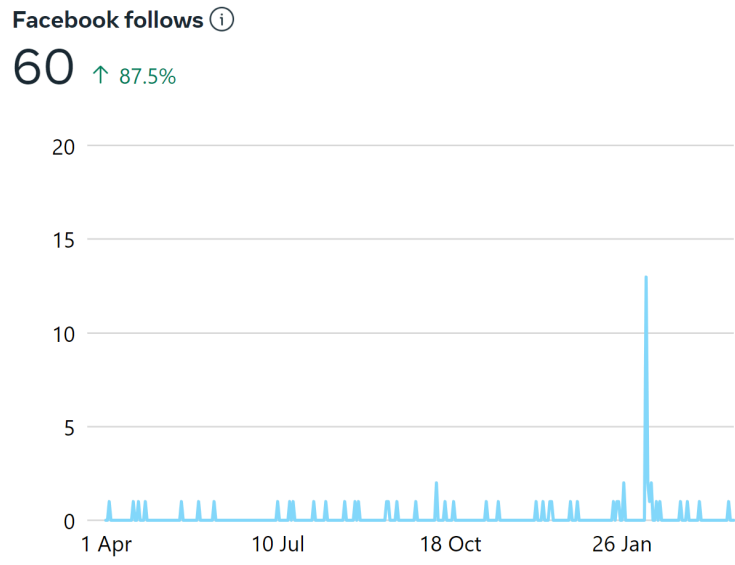


AABC Facebook Page visits, April 1 2023–March 31 2024

New Facebook follows: The number of times that accounts followed you in the selected time period.



Between April 1, 2023 and March 31, 2024, the AABC Facebook Page gained 60 new followers. This represents an increase of 87.5% as compared with the number of new Facebook page follows over the same period the previous year.



AABC Facebook Page follows, April 1 2023–March 31 2024

Instagram

The AABC Instagram page was launched in November 2023, and is currently followed by 124 accounts.

Instagram reach: This metric counts reach from the organic or paid distribution of your Instagram content, including posts and stories that were boosted. Reach is only counted once if it occurs from both organic and paid distribution. This metric is estimated.

Between its launch and March 31, 2024, the AABC Instagram account reached 125 accounts.



Instagram reach ⓘ

125 ↑ 100%



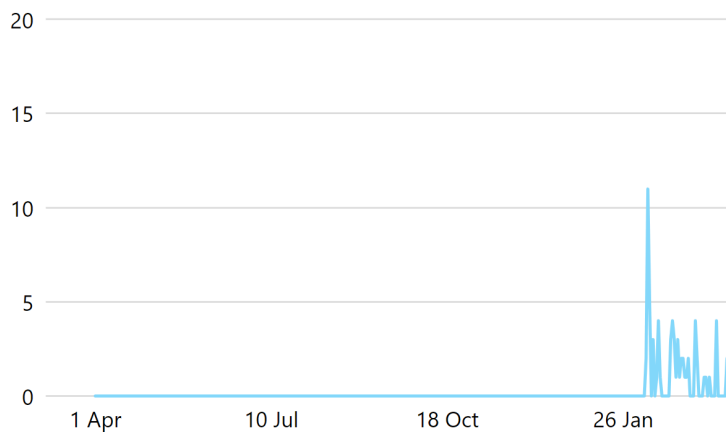
Instagram page reach, April 1 2023–March 31 2024

Instagram profile visits: The number of times that your profile was visited.

Between its launch and March 31, 2024, the AABC Instagram profile was visited 75 times.

Instagram profile visits ⓘ

75 ↑ 100%



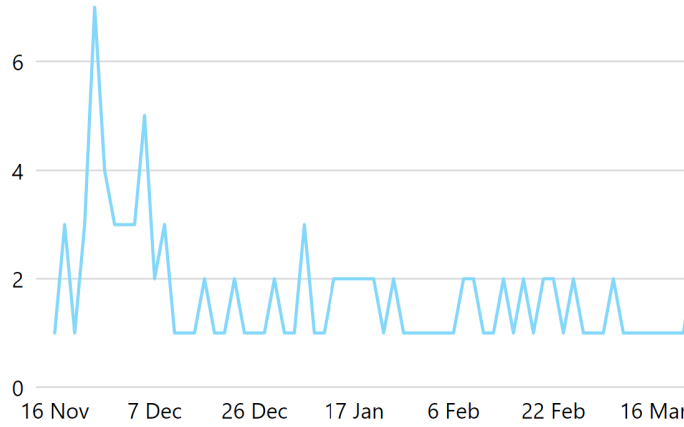
Instagram profile visits, April 1 2023–March 31 2024

Instagram follows: The number of times that accounts followed you in the selected time period.

Between its launch and March 31, 2024, the AABC Instagram account was followed 111 times.

Instagram follows ⓘ

111



Instagram follows, April 1 2023–March 31 2024

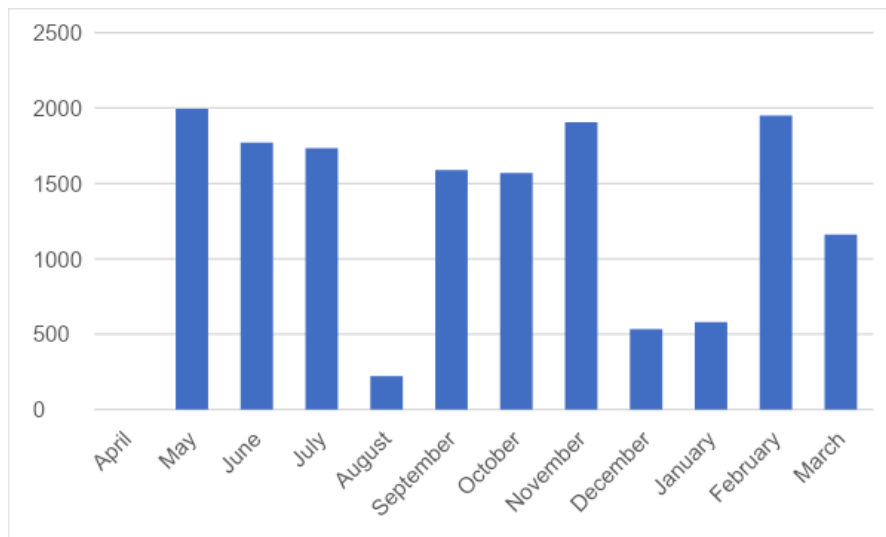
Twitter

The AABC Twitter account is followed by 387 Twitter users. Between April 1, 2023 and March 31, 2024, the Twitter profile gained 6 new followers.

Twitter Impressions: Times a user is served a Tweet in timeline or search results.

Overall, Twitter Impressions on the AABC Twitter account were slightly lower over the 2023–24 year as compared with 2022–23.

AABC Twitter Impressions, April 1 2023–April 1 2024





AABC Monthly Twitter Impressions, Current vs Previous 2 Years

Month	Impressions		
	2023-24 Year	2022-23 Year	2021-22 Year
April	0	1,228	8,257
May	1,996	836	1,423
June	1,770	872	13,700
July	1,735	1,897	6,198
August	222	1,212	3,846
September	1,588	405	6,866
October	1,569	919	23,100
November	1,906	3,998	7,718
December	534	637	2,453
January	580	1,441	3,115
February	1,950	1,951	4,931
March	1,161	723	5,565
Total Impressions	15,011	16,119	87,172
Average Monthly	1,250	1,343	7,264

Respectfully submitted,

Elizabeth Robertson
Social Media Volunteer

4.3 Regional Representatives Report

The AABC Executive would like to express our gratitude to Val Billesberger, who stepped down from her role as Fraser Valley Regional Representative after numerous years in the position. Thank you for your dedication to the AABC, Val! We also welcomed Justine Soles as the new South Vancouver Island Representative - welcome Justine.

The purpose of the Regional Representatives is to offer assistance to the archival community in the various regions of the province to: encourage the growth and development of an effective archival network; advise on the use of accepted archival principles and practices for the administration of archives; advocate for the region and the region’s archival organization; and promote the activities and programs of the AABC. The AABC’s EAS Coordinator is meeting with Regional Representatives in the coming months.



There are several vacancies in Regional Representative roles: Fraser Valley, Central and North Vancouver Island, BC Northeast, and Kootenay-Columbia. If you are interested in stepping in to any of these regional positions, please reach out to aabc.president@aabc.ca.

Respectfully submitted,
Kate Heikkila, AABC Secretary

4.4 Membership Committee Report

[Will be released closer to the AGM]

4.5 Grants & Fundraising Committee

The Grants & Fundraising Committee, chaired by a Member-at-Large is responsible for the adjudication of grant funding.

This year, I was pleased once again to participate in the award selection 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 FBCA announced the two successful applicants for 2023, on their website as the BC Aviation Museum and the Cumberland and District Museum, and the BC Aviation Museum Society. For more information please see <https://friendsofbcarchives.wordpress.com/trmf>.

Respectfully submitted,
Maureen Atkinson, Member at Large 2

4.6 Indigenous Advocacy Committee

The Indigenous Advocacy Committee's (IAC) purpose is to review the programming, operations and governance of the AABC to review and critique its alignment to Truth and Reconciliation initiatives, and its service to Indigenous archives and archival workers. The committee and its members also has a responsibility to establish and maintain relationships with Indigenous recordkeepers and communities, and inform the AABC Executive on any landscape changes related to Indigenous communities that need response to.

This year the committee began to work on a revised Terms of Reference to guide the actions and intent of the Committee after assessing where the committee has been, and where it can go last year. A number of structures were put in place to ensure better communication between the IAC and other standing committees of the organization, as well as respond to ongoing admin challenges. The AABC Executive has also created a budget line for the IAC to use to further their initiatives, which can be used for honoraria, training, or sponsorships as requested by IAC members. Currently, the Committee is



considering an honorarium structure to compensate Indigenous individuals for their time away from their communities spent serving on the AABC Executive and committees.

Because of an application spearheaded by Joy Rowe and Kelly Speak of the IAC, the AABC is now a participant in the Pilot Pathways Program, co-created and led by the BC Museums Association, Rural Arts Inclusion Lab, Greater Vancouver Professional Theatre Alliance and Arts BC. The purpose of this program is to “support arts, culture, and heritage practitioners to learn, reflect and integrate equity and access more deeply into their work.” IAC Member Kelly Speak is going through the program, and is excited to become a more responsive and effective member of the IAC as a result.

IAC member Genevieve Weber and myself also met with a group of archivists working within Indigenous communities and organizations to hear about challenges unique to their positions, and how aspects of the archival profession and theory are incongruent with Indigenous protocol and practice. As a result, a new membership fee structure is being proposed at this AGM to remove a financial barrier highlighted by the group. The meeting also revealed several priority areas in the realm of education and program offerings, professional support, and advocacy to government bodies. The insights produced by this meeting

Lastly, an ongoing meeting structure was devised to keep the IAC looped into key AABC planning junctures (programming, contractor work plans, and budget). Although this wasn’t always successful in the past year, we are hopeful that moving forward the IAC will have a larger role in articulating the directives and priorities of the organization based on the flow of meetings.

As always, we are thankful for the IAC’s time and input on our strategic plan, our operations, and programming. A big thank you to Joy Rowe, Kelly Speak, Genevieve Weber, Anna Kay Eldridge, and Cecilia Nord for their time and generous feedback.

In kindness,
Kat Louro (she/her)

4.7 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	Bryan Bance
Member-at-Large 2	
Treasurer	



If you are interested in learning more about the positions or running for a position, please contact aabc.president@aabc.ca.

Respectfully submitted,
Kat Louro, AABC President

Attachments

Appendix A

Financial Review for year ending March 31, 2023

On November 4, 2023, Treasurer Alexandra Neijens met with Finance Committee member Maxwell Otte and Stacey Gilkinson over Zoom to conduct the annual financial review of the files provided by Financial Manager Angela Brain.

Statement of Revenues and Expenses

Verified to actual budget figures. Noted deficit of \$6,372.75 for this year. Deficit was lower than the \$18,700.64 budgeted due to additional workshops.

Contractor invoices

This year's ANS expenses were on budget. This year's EAS expenses were under budget (\$2,395.43), partially due to unused travel expenses and lower workshop registration for distance education courses, resulting in less time spent on marking. The program also generated more revenue than expected due to sponsored workshops and consulting. This year's internal accounting fees were over budget (\$670.51) due to additional training and transition time required for the new Financial Manager.

Bank reconciliations

Checked that these were verified by the Treasurer.

Conference documents

No conference for the 2022-2023 year.

Statement of revenue

Verified back to source documents for reasonableness.

Donations

Noted that donations were \$85.50 over budget this year.

Trace items on bank statements

Verified bank statements for June, November, and March. Checked and confirmed that the cheques and electronic deposits were clearing the bank account.

Check entries in GL back to source document



Reviewed selection of General Ledger transactions for reasonableness.

Respectfully submitted by:
Alex Neijens, Treasurer & Finance Committee Chair
Stacey Gilkinson, Finance Committee Member
Max Otte, Finance Committee Member

2022-2023 Financial Statements for Approval

ARCHIVES ASSOCIATION OF BRITISH COLUMBIA			
Statement of Revenue and Expenses by Fund (Unaudited)			
For the Year Ended March 31, 2023			
	ACTUAL (TOTAL YEAR)	BUDGET (TOTAL YEAR)	VARIANCE (TOTAL YEAR)
REVENUE			
General Fund	\$ 30,917.88	\$ 19,422.76	\$ 11,495.12
Archival Network Service	11,292.03	11,292.04	(0.01)
Education and Advisory Services	42,659.77	45,055.20	(2,395.43)
DHCP Single Year	-	-	-
TOTAL REVENUE	84,869.68	75,770.00	9,099.68
EXPENSES			
General Fund	37,290.63	38,123.40	(832.77)
Archival Network Service	11,292.03	11,292.04	(0.01)
Education and Advisory Services	42,659.77	45,055.20	(2,395.43)
DHCP Single Year	-	-	-
TOTAL EXPENSES	91,242.43	94,470.64	(3,228.21)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (6,372.75)	\$ (18,700.64)	\$ 12,327.89

ARCHIVES ASSOCIATION OF BRITISH COLUMBIA	
Balance Sheet (Unaudited)	
As at March 31, 2023	
ASSETS	



ARCHIVES ASSOCIATION OF BRITISH COLUMBIA	
Balance Sheet (Unaudited)	
As at March 31, 2023	
Current Assets:	
Bank - Vancity Chequing Account	\$ 153,399.99
Bank - Vancity Shares	7.41
Total Cash	153,407.40
Term Deposits - Vancity	40,248.59
Accounts Receivable	0.00
GST Receivable	773.14
Total Receivable	773.14
Prepaid Expenses	6,543.51
Prepaid Conference Expenses	500.00
Total Current Assets	201,472.64
TOTAL ASSETS	\$ 201,472.64
LIABILITIES AND MEMBERS' EQUITY	
Current Liabilities:	
Account Payable	\$ 6,255.35
Deferred Membership Revenue	14,070.00
Deferred Conference Fee Revenue	2,750.00
Deferred Conference Sponsorship Revenue	1,600.00
Deferred Revenue - Workshop/Distance Ed Fees	10,260.00
Deferred Revenue – Grants	20,000.00
Total Deferred Revenue	48,680.00
Total Current Liabilities	54,935.35
TOTAL LIABILITIES	54,935.35
EQUITY	
Members' Equity:	
Surplus - General	97,910.04
Surplus - Restricted	55,000.00
Current Earnings (Loss)	- 6,372.75
Total Members' Equity	146,537.29
TOTAL MEMBERS' EQUITY	146,537.29
TOTAL LIABILITIES AND MEMBERS' EQUITY	\$ 201,472.64

Appendix B

Budgets

<p>Budget 2022-2023 Approved February 28, 2022</p> <p>General Fund 2022-2023</p> <p>Revenues</p> <p>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</p> <p>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: \$750.00 Disaster Fund: \$1,000</p> <p>Total Expenses: \$80,700.64</p> <p>Excess (Deficiency) of Revenues over Expenses: (\$18,700.64)</p>	<p>Budget 2023-2024 Approved March 29, 2023</p> <p>General Fund 2023-2024</p> <p>Revenues</p> <p>Membership Fees: \$25,000.00 Conference fees and sponsorship revenue: \$8,000.00 Conference workshop: \$\$ BC Arts Council Operational Assistance Grant: \$20,000.00 Workshop Fees: \$29,150.00 Donations: \$1,200.00 Interest Income: \$1,100.00 GST Revenue – all funds: \$300.00</p> <p>Total Revenue: \$84,750.00</p> <p>Expenses</p> <p>Conference: \$6,000.00 Awards and donations: \$1,200.00 Insurance Expense: \$4,500.00 Office and Clerical: \$2,630.00 Membership System: \$2,500.00 Admin – Internal Accounting: \$6,427.20 Indigenous Advocacy Committee: \$2,000 Executive/Programs/Finance Committee: \$1,370.00 CCA fees: \$400.00 Systems Support: \$1,830.00 Internal Program Funding – ANS: \$12,103.20 Internal Program Funding – BCEAS: \$59,525.00 Anti-Racism Bursary: \$600.00 Disaster Fund: \$2,000</p> <p>Total Expenses: \$103,085.40</p> <p>Excess (Deficiency) of Revenues over Expenses: (\$18,335.40)</p>
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<p>Budget 2023-2024 Approved March 29, 2023</p> <p>General Fund 2023-2024</p> <p>Revenues</p> <p>Membership Fees: \$25,000.00 Conference fees and sponsorship revenue: \$8,000.00 Conference workshop: \$\$ BC Arts Council Operational Assistance Grant: \$20,000.00 Workshop Fees: \$29,150.00 Donations: \$1,200.00 Interest Income: \$1,100.00 GST Revenue – all funds: \$300.00</p> <p>Total Revenue: \$84,750.00</p> <p>Expenses</p> <p>Conference: \$6,000.00 Awards and donations: \$1,200.00 Insurance Expense: \$4,500.00 Office and Clerical: \$2,630.00 Membership System: \$2,500.00 Admin – Internal Accounting: \$6,427.20 Indigenous Advocacy Committee: \$2,000 Executive/Programs/Finance Committee: \$1,370.00 CCA fees: \$400.00 Systems Support: \$1,830.00 Internal Program Funding – ANS: \$12,103.20 Internal Program Funding – BCEAS: \$59,525.00 Anti-Racism Bursary: \$600.00 Disaster Fund: \$2,000</p> <p>Total Expenses: \$103,085.40</p> <p>Excess (Deficiency) of Revenues over Expenses: (\$18,335.40)</p>	<p>Budget 2024-2025 Approved February 28, 2024</p> <p>General Fund 2024-2025</p> <p>Revenues</p> <p>Membership Fees: \$25,000.00 Conference fees and sponsorship revenue: \$1,000.00 Conference workshop: \$1,500.00 BC Arts Council Operational Assistance Grant: \$20,000.00 Workshop Fees: \$30,000.00 Donations: \$1,200.00 Interest Income: \$1,100.00 GST Revenue – all funds: \$400.00</p> <p>Total Revenue: \$80,200.00</p> <p>Expenses</p> <p>Conference: \$\$ Awards and donations: \$1,200.00 Insurance Expense: \$4,500.00 Office and Clerical: \$2,700.00 Membership System: \$2,500.00 *External Accounting & Legal: \$2,000.00 Admin – Internal Accounting: \$6,620.02 *Admin – Executive Assistant: \$20,000.00 Indigenous Advocacy Committee: \$2,000 Executive/Programs/Finance Committee: \$1,500.00 CCA fees: \$400.00 Systems Support: \$2,610.00 Internal Program Funding – ANS: \$13,499.82 Internal Program Funding – BCEAS: \$56,531.15 Anti-Racism Bursary: \$365.00 Disaster Fund: \$2,000</p> <p>Total Expenses: \$128,425.99</p> <p>Excess (Deficiency) of Revenues over Expenses: (\$48,225.99)</p> <p>*denotes new budget items for 2024-2025.</p>

Appendix C

New AABC Membership Categories and Benefits - Overview

Membership level	Fee	Benefits
Institutional <i>Institutional membership is open to those institutions that are engaged in the identification, preservation, and use of archival records and have paid the annual membership fee of the Association. An institutional member in good standing shall designate only one representative to vote at all meetings and to be eligible to hold office in the Association</i>		<ul style="list-style-type: none"> • Advisory services by phone, email, and onsite visits • Access to MemoryBC to post and edit descriptions • Access to emergency recovery supplies • Member rate for educational opportunities, including distance education workshops (up to 3 employees) • Member rate for conferences (up to 3 employees) • Membership directory • Professional development and networking opportunities • Eligibility to run for executive office and vote in the Annual General Meeting (for designated representative)
Institutional (Community)	\$35	
Institutional (\$0 - \$30,000)	\$72	
Institutional (\$30,001 - \$75,000)	\$120	
Institutional (\$75,001 - \$150,000)	\$200	
Institutional (\$150,001 - \$300,000)	\$260	
Institutional (\$300,001 - \$500,000)	\$380	
Institutional (\$500,001+)	\$500	
Affiliate <i>Affiliate membership is open to those organizations that support the constitution of the Association, are engaged in or interested in archival work, and have paid the annual membership fee of the Association. This membership category is non-voting and members are not eligible for advisory services or MemoryBC.</i>	\$72	<ul style="list-style-type: none"> • Member rate for conference (for 1 employee) • Professional development and networking opportunities • Discounted rates on trade tables and sponsorships for conferences • Profile listing and linked logo in the online directory of service providers
Individual <i>Individual membership is open to people who support the objectives of the Association and/or who are engaged in archival work.</i>	\$72	
Student	\$72 for three years	<ul style="list-style-type: none"> • Member rate for educational opportunities, including distance education workshops • Member rate for conferences • Membership directory • Professional development and networking opportunities • Eligibility to run for executive office and vote in the Annual General Meeting
Community Individual	\$25	



Membership level	Fee	Benefits
Sustaining <i>Sustaining members are individuals who wish to support the work of the AABC by contributing an annual fee in excess of the standard individual membership fee</i>	\$96	
Individual (retired or unpaid volunteer) <i>This special category of individual membership is open to individuals who are retired or who are working in an unpaid, volunteer capacity in an archives.</i>	\$30	
Student (year by year) <i>Student membership is open to individual who are currently registered full-time in a Community College or University program.</i>	\$30	
Honorary Life <i>Honorary life membership shall be accorded by a majority vote to persons who are distinguished for their archives work, or who have rendered distinguished service to the Association, or who are otherwise deemed worthy of the honour.</i>	No fee	



Appendix D

PROXY VOTING FORM
ANNUAL GENERAL MEETING

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

Thursday, May 30, 2024 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 Thursday, May 30, 2024 via Teleconference

.

Dated this _____ day of _____, 2024

Member Signature

Member Name (Print)

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

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



Appendix E

Consent to Act as a Director

Instructions: If you are intending to stand for election to the Executive Committee *in absentia*, please fill out this section.

Please note that in addition to section 44 regarding director qualifications quoted below, per section 56(2) of the Societies Act of British Columbia you will be required to declare all conflicts of interest to the Executive Committee if elected.

I hereby consent to act as a director for the Archives Association of British Columbia if elected and certify that I am qualified to be a director under section 44 of the Societies Act of British Columbia.

Member Signature

Date

Member Name (Print)

Section 44 of the Societies Act of British Columbia

Persons qualified to be directors

44 (1)A person is qualified to be a director of a society only if the person is an individual who is at least 18 years of age.

(2)Despite subsection (1), an individual who is 16 or 17 years of age is qualified to be a director of a society if provided for in the regulations.

(3)Despite subsections (1) and (2), an individual is not qualified to be a director of a society if the individual is

- (a)found by any court, in Canada or elsewhere, to be incapable of managing the individual's own affairs,
- (b)an undischarged bankrupt, or
- (c)convicted in or out of British Columbia of an offence in connection with the promotion, formation or management of a corporation or unincorporated entity, or of an offence involving fraud, unless
 - (i)the court orders otherwise,
 - (ii)5 years have elapsed since the last to occur of
 - (A)the expiration of the period set for suspension of the passing of sentence without a sentence having been passed,
 - (B)the imposition of a fine,
 - (C)the conclusion of the term of any imprisonment, and
 - (D)the conclusion of the term of any probation imposed, or
 - (iii)a pardon was granted or issued, or a record suspension was ordered, under the *Criminal Records Act* (Canada) and the pardon or record suspension, as the case may be, has not been revoked or ceased to have effect.