



Archives Association
of British Columbia

Archives Association of British Columbia

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

AABC Annual General Meeting

Wednesday June 21, 2023 via Zoom



Man and two women standing by their car in front of Takakkaw Falls, Yoho National Park, British Columbia.

Photo Credit: Library and Archives Canada



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1.0 2023 Agenda

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

AABC Annual General Meeting
Wednesday June 21, 2023 via Zoom

- 1. Approval of Agenda**
- 2. Approval of Minutes of April 27, 2022 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**
 - 6.1. Language Update Working Group
- 7. Other Business**
- 8. 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 2022 AGM Minutes

Archives Association of British Columbia
Annual General Meeting
Wednesday April 27, 2022
5:30 p.m. via Zoom Conference
Draft -- Not Approved

Chair: Emily Larson (Secretary)

1. Approval of Agenda

E. Larson called the meeting to order at 5:34pm

Motion: K. Speak moved to approve the agenda of the 2022 Annual General Meeting. J. Seeman seconded the motion. Motion carried.

2. Approval of Minutes of April 29, 2021 Annual General Meeting

Motion: L. Wilson moved to approve the minutes of the 2021 Annual General Meeting. K. Louro seconded the motion. Motion carried.

3. Moment of Silence

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

4. Executive, Committee, and Program Annual Reports

D. Collins discussed the President's Report.

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

S. Gilkinson discussed the Treasurer Report and 2019-2020, 2020-2021 Financial Statements

I. Forsyth requests that the anti-racism bursary line be modified to include a footnote explaining the foregone income through waiving the registration fees.

S. Gilkinson noted agreement with this suggestion.

E. Larson discussed the Communications Committee Report.



M. Paraschos discussed the Membership Committee Report

K. Sloan discussed the Conference Committee Report.

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

E. Larson discussed the Anti-Racism Working Group.

Motion: M. Atkinson moved to accept all 2020 Executive Reports except the Treasurer and Financial reports. J. Seeman seconded the motion. Motion carried.

Motion: K. Louro moved to accept the AABC 2022 Treasurer's Report. J. Seeman seconded the motion. Motion carried.

Motion: C. Powell moved to accept the AABC 2019-2020, 2020-2021 Financial Statements. K. Stathers seconded 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:

- Vice President (2 year term, second year as President): **Kathryn Louro**
- Member-at-Large (2 year term): **Maureen Atkinson**
- Treasurer (2 year term): **Alexandra Neijens**

K. Sloan presented the nomination of **Kathryn Louro** to serve as **Vice-President** of the Archives Association of British Columbia for the 2022-2024 term and called thrice for nominations from the floor.

K. Louro presented the nomination of **Maureen Atkinson** to serve as **Member-at-Large** of the Archives Association of British Columbia for the 2022-2024 term and called thrice for nominations from the floor.

K. Louro presented the nomination of **Alexandra Neijens** to serve as **Treasurer** of the Archives Association of British Columbia for the 2022-2024 term and called thrice for nominations from the floor.

Motion: A. Tarnawsky moved to accept the nomination of Kathryn Louro to serve as Vice-President, Maureen Atkinson to serve as Member-at-Large, and Alexandra Neijens to serve as Treasurer of the Archives Association of British Columbia for the 2022-2024 term. E. Larson seconded the motion. Motion carried.

7. Strategic Plan

D. Collins discussed the new AABC Strategic Plan.

J. Rowe requested further action to ensure that the Strategic Plan is actionable as a living document.



D. Collins noted that the current language in the Strategic Plan indicating that it is a living document will be updated with an email address for receiving feedback. Will also implement a review cycle for the Strategic Plan on an ongoing basis.

8. Other Business

E. Larson called for Other Business from the floor.

M. Atkinson requested information regarding related professional associations that AABC is affiliated with.

D. Collins noted that the AABC is not officially affiliated with any other organization, but is in regular contact with the Association of Canadian Archivists and is a standing member of the Canadian Council of Archives (to whom the AABC reports annually). The AABC is also connected with the BC GLAM Association (AABC, BC Museums Association, and BC Libraries Association) through an MOU that is in the process of being renewed.

9. Adjournment

Motion: K. Louro moved to adjourn the 2022 Annual General Meeting of the Archives Association of British Columbia. J. Rowe seconded the motion. Motion carried.

Meeting adjourned at 6:41pm.

3.0 AABC Executive Committee Annual Reports

3.1 President's Report

It has been a pleasure serving as the AABC President and sitting on the AABC Executive in various roles for the past four years. I would first like to extend my gratitude and appreciation to the Executive and volunteers of the Association, whose efforts cannot be commended enough: Kat Louro (Vice-President), Emily Larson (Secretary), Alex Neijens (Treasurer), Maria Paraschos (Member-at-Large), Maureen Atkinson (Member-at-Large), and Dan Collins, (Past-Executive); Chloe Powell (Membership Committee Chair); Jane Morrison (Programmes Committee); Stacey Gilkinson and Maxwell Otte (Finance Committee); Joy Rowe, Genevieve Weber, Kelly Speak, Celia Nord, Anna Kay Eldridge (Indigenous Advocacy Committee); Manda Haligowski and Elizabeth Robertson (Communications Committee); and our ACA@UBC rep, Kira Razzo. I would also like to extend a heartfelt thank you to the AABC's fantastic contractors, Lisa Glandt, Lisa Snider and Angela Brain; the AABC could not deliver the world class services to members and the wider community without their dedication and expertise. Thank you to all volunteers and contractors that make the AABC so great!



Although the world slowly moved towards establishing a new “normal” and returning to pre-pandemic activities, 2022-2023 remained to be a challenging year for the AABC. Despite adversities, the AABC Executive and volunteers accomplished the following milestones:

- Set the Strategic Plan in motion: specifically, the AABC Executive has started working on establishing a volunteer strategy and reviewing and updating language in the Association’s bylaws, mission statement, and objectives. Watch for opportunities to join a working group dedicated to working towards this important initiative;
- Was successful in applications to two BC Arts Council Grants, including the Arts and Culture Resilience Supplement Grant and the Operating Assistance and Arts & Cultural Service Organizations Grant. These grants were successful largely in part to the hard work of Kat Louro, Alex Neijens, and past Financial Manager, Karen Blimkie. Thanks Kat, Alex and Karen!
- Reported out to and attended meetings with heritage partners and peers: Canadian Council of Archives, BCMA, and BCLA;
- Said a bittersweet farewell to long time Financial Manager, Karen Blimkie, who retired from the Association in September 2022. We welcomed Angela Brain into the role in the same month, and she has been a fantastic addition to our team;
- Partnered with Blue Quills College in Alberta to deliver the “Archives 101: Archival Practice for Indigenous Organizations” programme to their students;
- Continued to deliver our world class educational programs and advisory services, including workshops on describing electronic records, archival practices for Indigenous organizations, and managing oral history programs;
- Expanded our active presence on social media, sharing stories and news from members and cultural facilities across the province, with two newsletters published over the year; and
- Are thrilled to offer a hybrid conference with an in-person component, the first time since 2019! The AABC has partnered with ARMA Vancouver Island for the annual conference and under the theme of “Access ability: Exploring Themes of Access in Archives and Information Management” providing the opportunity for information professionals to explore the meaning of accessibility to records in today’s world and improve the findability of records.

While the services of the AABC continue to be highly sought after, I will again reiterate that this demand far outweighs what the Association can provide. Every Committee within the Association has an open call for volunteers. Some regions have no regional representatives; some have been vacant for months, even years. In order to continue to carry on the important work and initiatives of the Association, the AABC needs volunteers like you to join. The AABC wants to hear from you, however you are able and have the capacity to. The voices of all archivists and heritage keepers from every corner of British Columbia, regardless of educational backgrounds, experiences, and current career level, are welcome!

I still have a hard time believing that four years have passed since I first joined the AABC as a Member at Large (where has the time gone?!). It has been a genuine honour to have served the archival and heritage community in this capacity. I have no doubt that the Association will grow and thrive under the leadership of Kat Louro.



Respectfully submitted,
Katie Sloan
President, 2022/2023

3.2 Vice-President's Report

I want to be honest. I think a lot of us are burnt out, myself very much included. This is not a very inspiring way to start a report on the AABC, but I think it's important to recognize the constraints on the GLAM sector post-Covid. It seems everyday I read about another museum shuttering, or catch up with a colleague to find they have left the field due to low opportunity, or find my colleagues perpetually in situations where they are underappreciated and underpaid. However, in many ways, serving as the AABC's Vice-President has been an anecdote to my personal burnout. Everyday I'm inspired by what this small organization manages to do on the back of three part-time contractors and the goodwill and volunteer time of many individuals. I was unsure if I wanted to run for another role as my term as Member at Large drew to a close, mainly because I worried people would get sick of me, but also because I was navigating being a new(ish) parent and returning to work fulltime. When it comes down to it, this organization means a heck of a lot to me, starting ten years ago when I was embarking on my journey into the archival field by taking the Introduction to Archives Distance Education courses offered by the AABC.

I'm glad I stuck around, and I think we've achieved a lot amidst collective burnout. First though, I'd like to give thanks to my fellow board members: Dan Collins for his sage advice and institutional knowledge as past executive, Katie Sloan for her gracious leadership and determination as President, Emily Larson for keeping us all on track with her incredible organization skills, Maria Parachos for her kind and thoughtful mindset, Alex Neijens for her willingness to learn new things (and exceed at them, naturally), and Maureen Atkinson for keeping us archivists in check with her wry historian wit. Likewise, this organization lives and breathes because of our contractors. Lisa Glandt continues to deliver an education and advisory service that is the envy of other provincial archival organizations, Lisa Snider for her expertise of the technology that hums us along and for deftly managing MemoryBC, and new face Angela Brain for, well, making sure everyone is getting paid and the metaphorical lights stay on. I'd also like to take a moment to thank long time contractor Karen Blimkie for her dedicated service as our financial manager for close to twenty years. We are of course thrilled Karen is pursuing new and exciting opportunities, but miss her immensely. I will never forget her patience and grace as I asked her question after question while submitting a grant application. Lastly, thank you to our committee members, our regional reps, and to our membership for their continued support in all forms.

I don't want to replicate what is being explored in other reports, but we, as usual, did a whole lot for an organization that doesn't technically have a full-time staff member. Several grants were submitted to bolster our programs and support our strategic plan. It is with great happiness that I report that the AABC was successful in procuring an operating grant from the BC Arts Council. This is huge news, and means sustained funding to cover our operations for the next two years and into the future. This grant will allow



us to restart our once popular site visit program. As someone who was once a lone archivist processing in a windowless basement, I know how valuable this type of support is. The AABC is thrilled we will be able to provide archival workers around the province with much needed support and solidarity at no cost. The operational grant will also free up funds to do the sustained and constant work of Reconciliation in our province. We recognize we are a predominately white board with immense privilege and blindspots when it comes to offering support and relevant services for IBPOC archivist, archival workers, and organizations. The operational funding gives us more space to compensate these communities for their insights and guidance.

I look forward to becoming your President for the 2023-24 year, and continuing to give back to an organization that put me on the path I am on today.

In kindness,
Kat Louro, AABC Vice-President

3.3 Treasurer and Finance Committee Report

The AABC has once again maintained a solid financial position for the 2022-2023 fiscal year. Our budget for the year projected a deficit of \$18,700.64 which included plans to spend a small surplus from 2021-2022. These surplus funds were put into expanding the AABC's services through the EAS program and disaster response kits. We finished 2022-2023 with a smaller deficit than projected 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 UBC iSchool 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 2021-2022

The Treasurer met with Finance Committee members Max Otte and Stacey Gilkinson over Zoom on September 11, 2022, to perform the annual review of the Association's finances. The Financial Manager Karen Blimkie provided all financial paperwork for the 2021-2022 fiscal year. The financial statements and report from the volunteers is attached to the AGM Package as Appendix A.

B. Financial Statements for 2022-2023

The current financial statements for the year ending March 31, 2023 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 2024 AGM.



Budget for 2023-2024:

Members of the AABC Executive, the Finance Committee, and the Financial Manager met on February 19, 2023 to discuss the budget for 2023-2024. Due to the expansion of the EAS and ANS programs and some additional budget lines, we are projecting a deficit of \$18,335.40. The AABC has received an operational grant of \$20,000 from the BC Arts Council for the 2023-2024 fiscal year, which has allowed us to further expand the EAS program. Webinar fees have been adjusted to be \$20 for members and \$35 for non-members. Roundteas will continue to be free. The Executive approved the 2023-2024 budget on March 28, 2023. A comparison of the 2022-2023 and 2023-2024 budgets may be found in Appendix B.

Anti-Racism Bursary

The AABC was 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: Introduction to Archival Practice, Managing Archival Photographs, and Managing Archival Drawings.

Thank you

This was my first year as Treasurer and I would like to thank Stacey Gilkinson, former Treasurer for the AABC, and Max Otte for staying on as part of the Finance Committee this year. I would also like to express my gratitude to Karen Blimkie, who worked as Financial Manager for the AABC for over twenty years, for her guidance and help during the first few months of my term, and for her service to the Association these past 20+ years. Lastly, please join me in welcoming Angela Brain, who started as the AABC's new Financial Manager in October 2022.

Respectfully submitted, Alex Neijens
AABC Treasurer
Chair, Finance Committee

4.0 AABC Committee and Program Annual Reports

4.1 Programs Committee Report

It has been a great year as the Programs Committee Chair amid changes and successes. It was with great sadness that we said goodbye to long-term Program Committee member Lara Wilson. After many years of service, Lara stepped down from the committee to make room for new voices and ideas. I commend Lara for her service, and her thoughtful and knowledgeable guidance of the programming and direction of the AABC. Her insights will be greatly missed.

It was a busy year for the committee assisting with grant writing and overseeing the amazing programming run by the EAS and the ANS coordinators. The AABC Disaster Kits, a program to connect



AABC regional representatives with a kit of emergency disaster supplies to aid archival, library, museum and heritage sites mitigate fire and flood. Unfortunately, one of the kits was needed earlier this year to remediate a flood in a regional archival organization. Although we of course hope the Disaster Kits won't have to be used, we were thrilled to hear that it was useful in addressing a disaster! We will continue to make room to distribute more Disaster Kits, and ensure the ones that are used are restocked.

Continuing our role as a leader in GLAM education in the province, the AABC ran three distance education courses, reached the registration limit (and made additional seats) for two additional offerings of the Archives 101: Archival Practice for Indigenous Organizations workshops, offered three webinars, and additionally offered courses by outside experts on copyright and electronic records arrangement and description. 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!

The Programs Committee gave indispensable advice on several grant applications to bolster our ability to offer educational opportunities and maintain MemoryBC. Because of the work of Program Committee members, our wonderful contractors, and the Executive we were successful in procuring an ongoing operational grant from the BC Arts Council. We look forward to restarting our popular site visit program as a result of the funding, and thinking through new and exciting ways to leverage MemoryBC, and operationalize more aspects of our strategic plan.

We were also able to plan some exciting outreach and engagement events. I'm particularly proud of the event we co-led with the great folks over at the ACA, where we had a group viewing of the documentary film *Unarchived* from the National Film Board of Canada. The film explores underrepresented community archives, and the fight to represent and preserve marginalized voices in British Columbia. After the viewing, we led a panel discussion with the creators of the film, and several archivists and archival workers featured in the film. A very special thank you to Andréa Tarnawsky, Robert McLelland, and Erica Hernandez-Read of the ACA and the Public Awareness and Advocacy Committee for initiating the event and being amazing co-hosts. Additional thanks to all our panelists, Genevieve Weber, Hayley Gray, Elad Tzadok, Lou-Ann Neel, Ron Dutton, Tzu-i Chung, and Sandra Marion.

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 join us for a low barrier and fun way to learn about committee work with a minimal monthly time commitment.

Respectfully submitted,
Kat Louro, Programs Committee Chair

Education and Advisory Services

The April 2022 - March 2023 Education and Advisory Service Program continued to support the AABC membership and Executive team as we started to return to more normal operations post-Covid. Building upon the online training format that was started in mid-2020, professional development offerings were strongly attended by AABC members and non-members alike. I am pleased to report on an active year of EAS events!

EAS Advisory Services Program

Advisory inquiries have continued to remain an important deliverable of the EAS program and support for members included assistance with questions by email, phone, and virtual meeting (Zoom) on a range of topics: arrangement and description, appraisal, processing challenging collections, digitization, environmental conditions, grant applications, project workflows, conservation best practices, MemoryBC assistance, and access to training opportunities. Each year continues to see an increase from non-members (librarians, museum professionals, and other heritage workers) reaching out to the AABC to participate in events and/or request access to our series of pre-recorded webinars and distance education courses. Three in-person site visit meetings were held and we hope to schedule more of these important opportunities that let us engage with our membership and provide onsite assistance.

The past year has 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 British Columbia. We were also contacted by Indigenous organizations and archival programs located in the Yukon, Alberta, Saskatchewan, Manitoba, and Ontario, along with tribal organizations from the United States.

2022-2023 Advisory statistics:

- Education inquiries – 60 emails
- Education inquiries from Indigenous organizations – 12 emails
- General inquiries – 96 emails
- General inquiries from Indigenous organizations – 35 emails

Distance Education Courses

The AABC is pleased to be a leader in offering cost effective and high-quality distance education courses to local, national, and international student participants. Over the year, 71 students completed their course work and included international students from Australia, Belize, Democratic Republic of Congo, Hong Kong and India.

The AABC Anti-Racism Bursary was offered for each course, which allowed the 3 successful applicants free registration and course textbook(s).

The three distance education courses offered in 2022-2023 included:

- Introduction to Archival Practice (April – June 2022)
- Managing Archival Photographs (Sept – Nov 2022)
- Managing Plans and Drawings (Jan – March 2023)

Professional Development

Throughout the year, a number of different workshops, webinars, and roundteas were offered and well attended. These events were held online, and while not the same as in-person training, the virtual format allowed a greater number of participants as there were no associated travel costs. We were also mindful of post-Covid budgets and where possible, tried to keep registration fees as economical as possible for these events.

In 2022 the AABC successfully received grant funding from the BC Arts Council to teach two offerings of the “Archives 101: Archival Practice for Indigenous Organizations” workshop. This workshop was attended by 61 participants representing 28 different Indigenous communities and organizations

throughout BC and from across Canada. This workshop has an organic format and is continually being updated and revised each time it is offered as workshop content is developed based on discussions with community knowledge keepers and pre/post-workshop surveys that identify training priorities, questions, and issues that participants are managing. The Fall 2022 and Winter 2023 workshops both had energetic participants with lots of questions and provided an opportunity to network, share resources, and engage in discussion about Indigenous issues within an archival framework. Workshop participants have continued to reach out with questions as they start to integrate parts of the training into their daily work. I am grateful for the opportunity to learn from our Indigenous colleagues each time this workshop is held. We would like to thank the BC Arts Council for the funding to make this training opportunity and the subsidized registration rate possible.

AABC-sponsored workshops throughout the year included:

1. “Describing Electronic Records: From Theory to Practice” (1/2 day workshop, online), Instructors Annalise Berdini and Shira Peltzman; June 2022 (30 participants)
2. “Managing an Oral History Program” (1 day workshop, online), Instructor Lisa Glandt, November 2022 (12 participants)
3. "Archives 101: Archival Practice for Indigenous Organizations"; (2 day workshop taught online over 4 sessions), Instructor Lisa Glandt, October 2022 (26 participants)
4. "Archives 101: Archival Practice for Indigenous Organizations"; (2 day workshop taught online over 4 sessions), Instructor Lisa Glandt, Jan-Feb 2023 (35 participants)

Custom EAS workshops were also delivered for external organizations including:

1. University Blue Quills, Alberta: “Archives 101: Archival Practice for Indigenous Organizations”, (12 sessions, online); March-May 2022 (40 registered participants from across Canada)
2. Scw'exmx Tribal Council, Merritt, BC: "Archives 101" (2 day, in-person), September 2022 (15 participants)

Webinars

The continued use of online webinars has allowed the AABC offer an increased range of different training topics and best practices 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. The pre-recorded webinars continue to bring in a passive revenue source for the AABC each month. Webinars offered this past year include:

1. “Archives 101 for Summer Students!” June 2022; presenter Lisa Glandt (53 participants)
2. “Creating Archival Exhibits” October 2022; presenters Lisa Glandt and Krisztina Laszlo (24 participants)
3. “A+ Teaching with Primary Sources from the Archives” presenters Lisa Glandt and Emily Lonie (22 participants)

Roundteas

Roundteas have continued to be well-received events over the past year. These free and informal online gatherings are an opportunity to talk about emerging archival issues and learn about different types of archival collections that are managed by Archivists throughout the province. I would like to thank Kat Louro, AABC Vice-President, for her continued assistance with planning these sessions. When possible,



Roundteas are recorded and are available (for free) on the AABC website. Roundteas held this year include:

1. “Artist Archives From A to Z” May 2022; speakers Emily Guerrero (VIVO Media Arts); Alissa Cherry (MOA Archives)
2. “Nursing Archives in BC” March 2023; speakers Naomi Constant (VGH School of Nursing Alumnae Association); Krisztina Laszlo (UBC Rare Books & Special Collections, BC History of Nursing Society Archives)

I am most appreciative of the Archivists who have joined me during the Webinars and Roundteas to share their experience and examples to help ground the topics in real-world applications. We all know that archives work is never “black and white” so learning and getting inspiration from each other is a valuable part of ongoing education within our profession! The EAS Program will continue to offer Webinars and Roundteas in 2023-2024...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.

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:

- Joint AABC and ACA promotion and screening of the NFB film “Unarchived” followed by an online and interactive Q&A session with the film directors and film participants (160 film viewing links, 89 Q&A participants)
- “MIRR Engagement Session” - presentations by representatives from the Ministry of Indigenous Relations and Reconciliation and the Indian Residential School History and Dialogue Centre (IRSHDC) at the University of British Columbia
- “Indigenous Forum” – an opportunity for Indigenous Archivists and cultural knowledge keepers to gather together and network, pose questions, and share resources
- “AABC Networking & Updates” – a casual, open forum for members, students, and interested heritage colleagues to network, ask questions, and provide updates on projects and staffing

Links and resources related to 2022 BC Archives Awareness Week are available on the AABC [website](#).

Behind-the-Scenes-EAS Projects

In addition to education and advisory services, the EAS Coordinator assists with a number of other administrative tasks. Over the past year this has included 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 BCMA counterparts, and supporting members of the Executive with various tasks as needed, including work on two grant applications. In November the EAS Coordinator was invited to the Ex Libris Association AGM as a special guest speaker.

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 2023-2024 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, continues to provide impeccable services in relation to the running of MemoryBC and the technology that is essential to the operations of the AABC. Lisa is also responsible for uploading job postings to the AABC's job board, and managing listserv requests. As always, Lisa is prompt with her service and responses to the executive and membership. Over the past year Lisa was instrumental in pulling together statistical and website usage data as part of an operational grant application. Within Memory BC, she also:

- Deleted authority records
- Deleted 4 descriptions
- Published 138 descriptions

Lisa also assisted with numerous grant projects, such as surfacing Indigenous archival descriptions in MemoryBC. Lisa also worked on the usability of Memory BC by creating public help pages on searching, cleaning up institutional profiles, and creating webinars on using MemoryBC.

Kindly,

Kat Louro, Programs Committee Chair

4.2 Communications Committee & Secretary Report

I have had the pleasure of serving as the Communications Committee Chair for the past two years. I am very grateful to committee members Elizabeth Robertson 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. This year the Communications Committee extended a warm welcome to Elizabeth Robertson, who joined the AABC as the Social Media Volunteer. Elizabeth has done an excellent job running the AABC's social media platforms (Twitter and Facebook). In the coming year, the Communications Committee intends to start an Instagram account to further connect with the archival community and share updates from the AABC.

After the revival of the AABC Newsletter in 2020, establishing a structured publication schedule has been a key focus for the Communications Committee. The Newsletter will be published biannually, with Summer and Winter issues coming out each year. In addition to the back catalog, the Summer 2022 and Winter 2022 newsletters from this past year are available on the [AABC website](#). A huge thank you to everyone who contributed their stories and reflections. Also, the newsletters simply would not be possible



without the meticulous graphic design work of Manda Haligowski, thank you Manda! 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 the Communications Committee team directly at aabc.secretary@aabc.ca. While my term has come to an end, I look forward to staying connected with this community. It has been my honour to serve as Secretary and I would like to take a moment to wholeheartedly thank the AABC contractors, volunteers, and membership for a wonderful couple of years.

Respectfully submitted,
Emily Larson
AABC Secretary & Communications Committee Chair

Social Media Volunteer Report

Overview

On May 24, 2022, Elizabeth Robertson took over the role of Social Media Volunteer (SMV) from the AABC's previous volunteer Andréa Tarnawsky, who served in the role from 2018–2022. Elizabeth took up 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.

Social media content over the course of the 2022–23 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.

Notably, the incoming SMV experimented in using a social media strategy 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. This shift follows the SMV's observation that content with graphical components achieve higher engagement on the AABC's social media accounts, as well as general trends across the social media landscape toward visually engaging content. Furthermore, content with more graphical components is easily portable to other platforms, such as LinkedIn, and could also easily be extended to platforms such as Instagram, should the AABC decide to expand its presence there in the future.



AABC event graphics created through Canva

Continuing from previous years, the SMV increased the AABC’s scheduled content leading up to and during Archives Awareness Week in November 2022. The SMV designed a family of visually related content templates to share Archives Awareness Week events and encourage engagement across the community.

Since April 2022 the Facebook page has gained 24 new followers and the Twitter account gained 20 followers. Engagement on the Facebook platform also increased. However, the average reach decreased on Twitter this year, likely due to a number of combined factors: there was an interruption in regular posting between late March and early June 2022 that may have impacted the AABC account’s discoverability priority in Twitter’s algorithms; the SMV transitioned to a strategy of fewer posts per week, but more engaging and shareable content; and finally, October 2022 saw a significant upheaval on Twitter as the firm’s ownership changed, and there were several concerted efforts among GLAM professionals to coordinate movement away from the Twitter platform. The long-term viability of Twitter as a space to foster a professional community continues to be considered.

Statistics

Facebook

The AABC Facebook Page is followed by 900 accounts, and remains the principal social media platform for the AABC with the largest number of followers and the most consistent engagement.

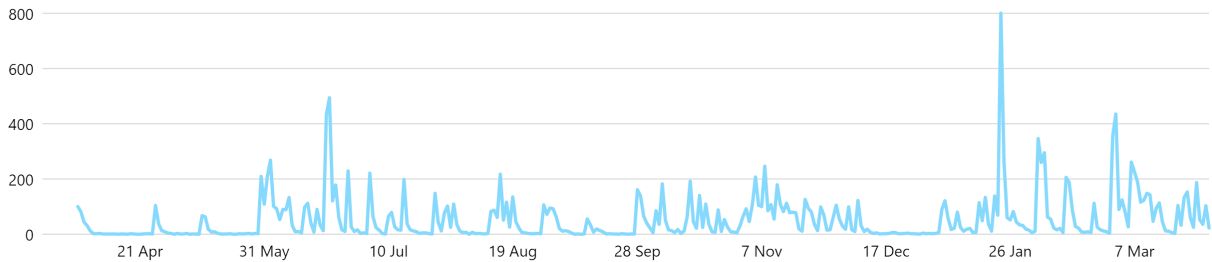
Facebook Page Reach: The number of Accounts Centre accounts that saw any content from your Page or about your Page, including posts, stories, ads, social information from Accounts Centre accounts that interact with your Page and more.



Between April 1, 2022 and March 31, 2023, the AABC Facebook Page reach was 5,418 accounts, which represents an increase of 130.8% from the previous year.

Facebook Page reach ⓘ

5,418 ↑ 130.8%



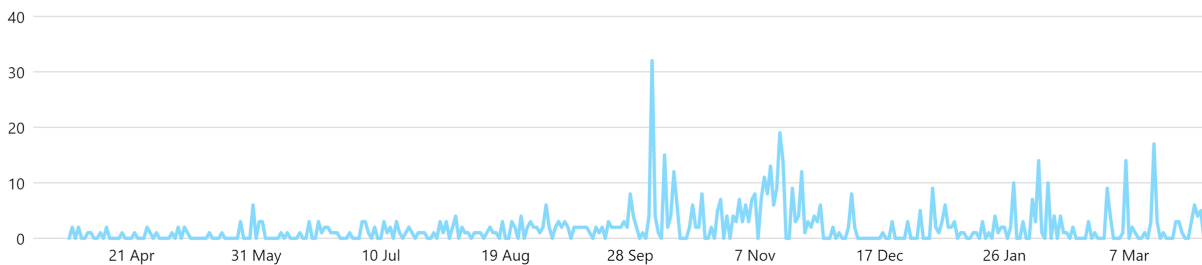
Facebook Page reach, April 1 2022–March 31 2023

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 711 times, which represents an increase of 70.1% from the previous year.

Facebook Page visits ⓘ

711 ↑ 70.1%



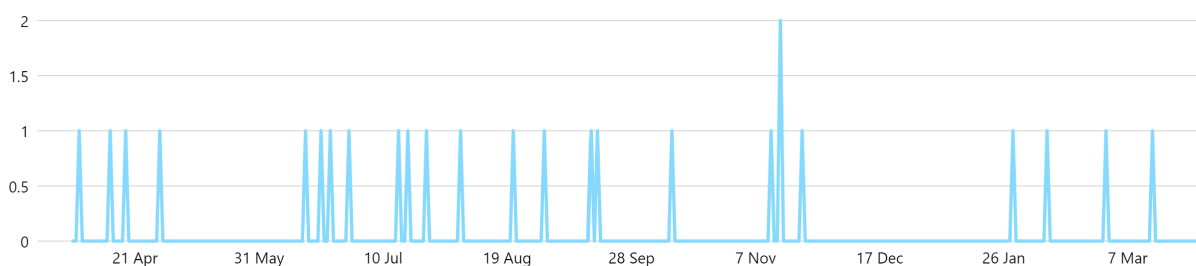
AABC Facebook Page visits, April 1 2022–March 31 2023

New Facebook Page likes: The number of new likes of a Facebook Page. A Facebook Page like has a similar functionality as an account “follow.”

Between April 1, 2022 and March 31, 2023, the AABC Facebook Page gained 23 new followers. While the total number of Facebook Page likes increased, it increased by a smaller number than over the same period the previous year.

Facebook Page new likes ①

24 ↓ 40%



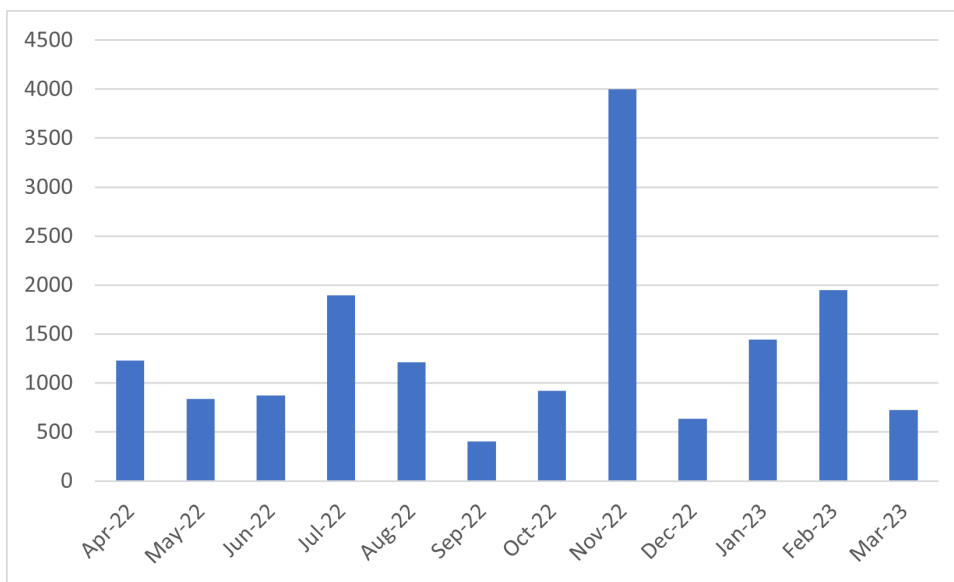
AABC Facebook Page likes, April 1 2022–March 31 2023

Twitter

The AABC Twitter account is followed by 381 Twitter users. Between April 1, 2022 and March 31, 2023, the Twitter profile gained 20 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 lower over the 2022–2023 year as compared with 2021–2022. Twitter Impressions were highest in November 2022, the month during which Archives Awareness Week #BCAAW2022 took place.



AABC Twitter Impressions, April 1 2022–April 1 2023

AABC Monthly Twitter Impressions, Current vs Previous Year

Month	Impressions	
	2022-23 Year	2021-22 Year
April	1,228	8,257



May	836	1,423
June	872	13,700
July	1,897	6,198
August	1,212	3,846
September	405	6,866
October	919	23,100
November	3,998	7,718
December	637	2,453
January	1,441	3,115
February	1,951	4,931
March	723	5,565
Total Impressions	16,119	87,172
Average Monthly	1,343	7,264

Respectfully submitted,

Elizabeth Robertson
Social Media Volunteer

4.3 Regional Representatives Report

Central Interior Region

In 2022/2023, archives in the Central Interior region have been adjusting to the “new normal”. Although our regional group met in early 2022, few other regional outreach activities have occurred.

Notably, a number of regional GLAM institutions participated in a salvage training workshop provided by BC HERN. This workshop proved immensely valuable when our colleagues at Carrier Sekani Tribal Council Archives experienced a significant flood event. Local Prince George GLAM institutions rallied to assist in immediate salvage response. We were able to make use of the new AABC Disaster Response kit, held for our region at the UNBC Northern BC Archives & Special Collections. This AABC Disaster Response Kit is an incredible resource for under-resourced archival institutions. This is a program absolutely worth AABC’s continued support. The key to its continued success will be advertisement, outreach, and professional development opportunities focussed on disaster response.

Respectfully submitted,

Kim Stathers
Central Interior AABC Regional Representative

Thompson-Okanagan Region



The region’s archives are returning to a new normal after the challenges of the COVID-19 pandemic. Researchers are returning for in-person research as well as taking advantage of virtual research appointments. This has brought about a number of requests for advice and guidance from across the region pertaining to copyright, digitization, conservation, arrangement and description and policies and procedurals. Whenever possible the region’s archivists are participating in on-line opportunities such as AABC webinars, workshops and conferences. The increased opportunity for on-line learning and participation has provided enhanced accessibility for archivists who do not have the capacity to be away from their institutions.

Respectfully submitted,
Tara Hurley, Archivist, Kelowna Museums Society
Regional Representative, Thompson-Okanagan

4.4 Membership Committee Report

The Membership Committee for 2022-2023 consisted of the chair Chloe Powell. The executive liaison (Member-at-Large) was Maria Paraschos and Katie Sloan.

Mandate & Responsibilities:

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

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

Membership statistics:

	2022 -2023	2021 -2022	2020 -2021	2019 -2020	2018 -2019	2017 -2018	2016 -2017	2015 -2016	2014 -2015	2013 -2014	2012 -2013
Institutional	125	77	114	68	68	64	67	69	69	69	77
Associate Institutional	n/a*	n/a	n/a	53	55	46	45	42	45	45	42
Sustaining	6	5	4	4	4	6	5	4	5	5	4



Individual	116	81	82	59	54	54	65	56	60	60	55
Student/ Volunteer	100	63	50	36	48	34	50	41	37	36	30
Honorary Life	6	6	6	6	6	6	6	7	6	6	2
Honorary Patron	1	1	1	1	1	1	1	1	1	1	1
Total Members	362	233	263	227	236	211	238	220	217	216	211

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

Committee update:

The Membership Committee has faced several challenges over the 2022-23 year. The Chair position is currently vacant, and has been since last year, despite active recruitment efforts. A heartfelt thank you to Chloe Powell, the past Chair, who has graciously kept the lights on for the Membership Committee, despite her having moved from the Province in 2020. If you are interested in the position, or volunteering on the Membership Committee, please contact the AABC.

Despite these difficulties, the AABC saw an unprecedented increase in membership from last year, from 233 in 2022 to 362 in 2023. This increase could not have been possible without the contributions and continued support from Lisa Glandt and Karen Blimkie/Angela Brain; thank you both for your assistance in managing the membership portfolio of the AABC. Thank you, Lisa, for your continued help with navigating Wild Apricot and promoting AABC membership. Thank you to Karen and Angela for continuing to support membership renewals and answering any questions relating to these renewals with ease. Thanks also to Maria Paraschos for being the Member-At-Large and Executive sponsor of the Membership Committee; your support of the Committee cannot be understated.

Lastly, thank you to all 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,
Katie Sloan
Acting Executive Liaison, Membership Committee

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 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 successful applicants for the 2022 funding cycle were the Princeton and District Museum and Archives for the purchase of a museum quality storage cabinet for materials from its First Nations Belongings repository, and the Lillooet District Historical Society for the purchase of an archival quality photo and document scanner.

Respectfully submitted,
Maureen Atkinson, Member at Large

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. This year was one of reflection and starting to think through ways the committee could be better integrated into the operations of the AABC.

The committee began working on an intentions document when developing partnerships and MOUs with other Indigenous groups and organizations in the province. The committee also began considering the AABC’s positionality when designing and offering courses for Indigenous archives and archival workers, and how to respectfully participate in metadata and subject heading review work being undertaken on a provincial and national level.

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 Cecila Nord for their time and generous feedback.

Kindly,
Kat Louro, Indigenous Advocacy Committee Chair

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	



Member-at-Large 1	Kenneth Favrholt
Secretary	Kate Heikkila

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

Respectfully submitted,
Maureen Atkinson, Member-at-Large

Attachments

Appendix A

Financial Review for year ending March 31, 2022

On September 11, 2022, 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 Karen Blimkie.

Statement of Revenues and Expenses

Verified to actual budget figures. Noted surplus of \$8,522.59 for this year, largely due to increased course and workshop registration, sponsored workshop revenues, and strong membership revenues. Noted that DHCP funding came in under budget and excess of \$1,750.14 was returned to the government.

Contractor invoices

This year's ANS expenses were slightly over budget (\$222.09). This year's EAS expenses were under budget (\$1,046.31), partially due to unused travel expenses. The program also generated more revenue than expected. This year's internal accounting fees were under budget (\$689.76).

Bank reconciliations

Checked that these were verified by the Treasurer.

Conference documents

Verified back to source documents for reasonableness.

Statement of revenue

Verified back to source documents for reasonableness.

Donations

Noted that donations were \$57.90 over budget this year.

Trace items on bank statements



Verified bank statements for June, November, and March. 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:

Alex Neijens, Treasurer & Finance Committee Chair

Stacey Gilkinson, Finance Committee Member

Max Otte, Finance Committee Member

2021-2022 Financial Statements for Approval

ARCHIVES ASSOCIATION OF BRITISH COLUMBIA			
Statement of Revenue and Expenses by Fund (Unaudited)			
For the Year Ended March 31, 2022			
	ACTUAL (TOTAL YEAR)	BUDGET (TOTAL YEAR)	VARIANCE (TOTAL YEAR)
REVENUE			
General Fund	\$ 48,912.03	\$ 23,674.62	\$ 25,237.41
Archival Network Service	10,741.83	10,519.74	222.09
Education and Advisory Services	43,337.33	44,783.64	(1,446.31)
DHCP Single Year	14,171.36	-	14,171.36
TOTAL REVENUE	117,162.55	78,978.00	38,184.55
EXPENSES			
General Fund	40,389.44	37,241.00	3,148.44
Archival Network Service	10,741.83	10,519.74	222.09
Education and Advisory Services	43,337.33	44,783.64	(1,446.31)
DHCP Single Year	14,171.36	250.00	13,921.36
TOTAL EXPENSES	108,639.96	92,794.38	15,845.58
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 8,522.59	\$ (13,816.38)	\$ 22,338.97



ARCHIVES ASSOCIATION OF BRITISH COLUMBIA	
Balance Sheet (Unaudited)	
As at March 31, 2022	
ASSETS	
Current Assets:	
Bank - Vancity Chequing Account	\$ 142,241.37
Bank - Vancity Shares	5.73
Total Cash	142,247.10
Term Deposits - Vancity	40,000.00
Accounts Receivable	7,543.20
GST Receivable	620.30
Total Receivable	8,163.50
Prepaid Expenses	4,260.24
Total Current Assets	194,670.84
TOTAL ASSETS	\$ 194,670.84
LIABILITIES AND MEMBERS' EQUITY	
Current Liabilities:	
Account Payable	\$ 15,751.50
Prepaid Membership Fees	12,176.00
Prepaid Donations	890.10
Prepaid Donations - SLAIS Awards	500.00
Deferred Revenue - Workshop/Distance Ed Fees	12,400.00
Deferred Revenue – Other	43.20
Total Deferred Revenue	26,009.30
Total Current Liabilities	41,760.80
TOTAL LIABILITIES	41,760.80
EQUITY	
Members' Equity:	
Surplus - General	89,387.45
Surplus - Restricted	55,000.00
Current Earnings	8,522.59
Total Members' Equity	152,910.04
TOTAL MEMBERS' EQUITY	152,910.04



ARCHIVES ASSOCIATION OF BRITISH COLUMBIA	
Balance Sheet (Unaudited)	
As at March 31, 2022	
TOTAL LIABILITIES AND MEMBERS' EQUITY	\$ 194,670.84

Appendix B

Budgets

<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</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: 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</p>
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<p>Internal Program Funding – ANS: \$10,519.74 Internal Program Funding – BCEAS: \$44,783.64 Regional Rep Supplies: \$1,500.00 Anti-Racism Bursary: \$1,800.00 DHCP Clinic coffee breaks: \$250.00 GLAM Partnership & Events: \$1,000.00</p> <p>Total Expenses: \$92,794.38 Excess (Deficiency) of Revenues over Expenses: -\$13,816.38</p>	<p>Anti-Racism Bursary: \$750.00¹ 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 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</p> <p>Total Revenue: \$60,600.00</p> <p>Expenses: 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</p>	<p>Budget 2023-2024 Approved March 29, 2023</p> <p>General Fund 2023-2024</p> <p>Revenues 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 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</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.



Systems Support: \$5,430.00	Internal Program Funding – ANS: \$12,103.20
Internal Program Funding – ANS: \$11,292.04	Internal Program Funding – BCEAS: \$59,525.00
Internal Program Funding – BCEAS: \$45,055.20	Anti-Racism Bursary: \$600.00
Anti-Racism Bursary: \$750.00	Disaster Fund: \$2,000
Disaster Fund: \$1,000	
Total Expenses: \$80,700.64	Total Expenses: \$103,085.40
Excess (Deficiency) of Revenues over Expenses: -\$18,700.64	Excess (Deficiency) of Revenues over Expenses: -\$18,335.40



Appendix C

PROXY VOTING FORM
ANNUAL GENERAL MEETING

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

Wednesday, June 21, 2023 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 Wednesday, June 21, 2023 via Teleconference

Dated this _____ day of _____, 2023

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.