Present: J. Seeman (VP); E. Wright (Past-President); S. Gilkinson (Treasurer); V. McAuley (Secretary); K. Sloan (Member-at-Large); M. Spelay (Member-at-Large) | Regrets: A. Routtenberg (President)

<p>| | |</p>
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</table>
| **1. Approval of Agenda** | Approved by J. Seeman  
Seconded by K. Sloan |
| **2. Approval of Meeting Minutes** | February 18, 2020: Approved by J. Seeman, Seconded by S. Gilkinson  
March 17, 2020: Approved by K. Sloan, Seconded by J. Seeman |
| **3. Business Arising** |   |
| **4. President’s Report** | Postponed |
| **5. Vice-President and Programs Committee Report** | AABC & GLAM  
- On hold during COVID-19  
AABC Conference  
- Will be held May 8th, 10am-12pm -- 4 speakers (30 min each)  
- Lisa G to moderate  
- Address to be given by President/VP  
Grants  
- DHCP going forward with flexible timeline  
- BC Arts Council -- project postponed for time being  
Contractor Contracts  
- All contractors have signed and submitted their contracts |
### Webinars
- Memory BC refreshed course to be held
- Appraisal topic proposed for early June
- BCMA joint webinar discussions forthcoming

### AGM
- Executive to review possibility of e-voting (survey monkey, notice required, communication guidelines, etc.)
- Aiming to hold AGM no later than July 2020
- Michelle is comfortable staying on executive until AGM vote can be held

### L. Glandt Update
- J. Seeman to provide updates to L. Glandt on: EAS budget/work plan; conference updates for the website; and, executives’ webinar topic feedback.

### February 2020 Financial Reports
- V. McAuley votes to approve
- J. Seeman votes to second

### Year End financials
- Review for 2018/2019 financials to occur at 2020 AGM
- S. Gilkinson has postponed June 2020 financial review due to COVID-19 meeting limitations

### Archives Marketplace Pricing
- Request has been received for Lucidea to purchase advertising space on our website through Marketplace
- Executive had previously discontinued Marketplace sponsorship opportunities due to
<table>
<thead>
<tr>
<th>7. Committee and Program Reports</th>
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</thead>
</table>

- Lack of revenue
  - Counteroffer for webinar sponsorship has been proposed ($50/webinar)
  - S. Gilkinson to follow-up on request

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<thead>
<tr>
<th>Communications Committee (Newsletter/Regional Reps/PAAL)</th>
</tr>
</thead>
</table>

- Archives Week Planning
  - 2020 Archives Day: June 9th
  - 2020 BC Archives Awareness: November

- Newsletter/Promotional Material -- expecting post-AGM rollout

- SVIRG Contact Info
  - K. Sloan to inquire re: membership contact information change procedure
  - Membership committee should have access to, and be responsible for membership contact information

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<thead>
<tr>
<th>Grants &amp; Nominations Committees</th>
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</table>

- Nominations forms to be submitted from 2020-2021 executive committee nominees
- E-signatures to be considered at needed

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<thead>
<tr>
<th>Membership &amp; Conference Committees</th>
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<thead>
<tr>
<th>First Nations Engagement Committee</th>
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</thead>
</table>

- Terms of Reference under review
- First Peoples’ Cultural Council Letter of Endorsement in progress
- Potential GLAM MOU partnership & visioning exercise participation
- L. Glant is working on Indigenous Archiving piece of Archives Toolkit

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<tr>
<th>Programs Committee</th>
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- CCI workshop postponed to Oct 20-21, 2020
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<tr>
<th></th>
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<tbody>
<tr>
<td><strong>8. Adjournment</strong></td>
<td>Meeting adjourned at 11:23am</td>
</tr>
<tr>
<td><strong>9. Next Meeting</strong></td>
<td>May 19, 2020 (10:30am)</td>
</tr>
</tbody>
</table>
Present: A. Routtenberg (President); J. Seeman (Vice-President); S. Gilkinson (Treasurer); V. McAuley (Secretary); M. Spelay (Member-at-Large); and, K. Sloan (Member-at-Large)

Regrets: E. Wright (Past-President)

| 1. Approval of Agenda | Approved by J. Seeman
Seconded by S. Gilkinson |
| 2. Approval of Meeting Minutes | Approved by J. Seeman
Seconded by S. Gilkinson |
| 3. Business Arising | AGM
- AGM Package/Voting
  o Proxy-Voting form will be included in package
  o Membership will be notified of atypical AGM voting procedures, including process for proxy voting if needed
  o Voting will be held over Zoom (sharing Survey Monkey link, through chart/zoom poll, or through zoom “raise-hand” function)
  o E-Voting is allowed under exceptional circumstances
- By-Law Changes
  o No by-law changes
- Select Date
  o Tentative: Wednesday June 17, 2020 at 1pm
- Election
  o K. Sloan to contact potential VP nominee
  o A. Routtenberg to continue on executive as Past-President
  o To re-balance executive turn-over, Treasurer or Secretary should consider staying on for a third year (committing to a second, two-year term and resigning after year one)
  o M. Spelay to investigate election procedure via Zoom (elections are typically performed in-person) |
| 4. President’s Report | No updates |
## 5. Vice-President and Programs Committee Report

<table>
<thead>
<tr>
<th>Webinars</th>
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<tbody>
<tr>
<td>- Next webinar is being advertised</td>
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<tr>
<td>- BCMA webinar re: post-pandemic recovery link to be made available on our website</td>
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<table>
<thead>
<tr>
<th>Wild Apricot</th>
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<tbody>
<tr>
<td>- Dual-membership issues are being ironed out</td>
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<thead>
<tr>
<th>Workshops</th>
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<tbody>
<tr>
<td>- 4 upcoming 2020 workshops to be rescheduled</td>
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<tr>
<td>- Archives 101 to be postponed</td>
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</table>

## 6. Treasurer & Finance Committee Report

<table>
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<tr>
<th>Archives Marketplace</th>
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<tbody>
<tr>
<td>- No update</td>
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<table>
<thead>
<tr>
<th>April Financial Report</th>
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<tbody>
<tr>
<td>- Update &amp; Vote deferred to next meeting</td>
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<thead>
<tr>
<th>Donations</th>
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<tbody>
<tr>
<td>- Far fewer donations have been received that anticipated</td>
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<tr>
<td>- These donations fund our UBC scholarships</td>
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<tr>
<td>- Proposed solutions: requesting donations via the newsletter &amp; regional representatives, or potential donation drive or symposium (linked to Archives Awareness Week – Fall 2020, with focus on archival users)</td>
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</table>

## 7. Committee and Program Reports

<table>
<thead>
<tr>
<th>Communications Committee (Newsletter/Regional Reps/PAAL)</th>
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<tbody>
<tr>
<td>- Archives Week Planning</td>
</tr>
<tr>
<td>o Archives Day: <strong>June 9th, 2020</strong> (ideas: social media posts, call-out to membership to highlight their Archives Day initiatives)</td>
</tr>
<tr>
<td>o 2020 BC Archives Awareness Week: November</td>
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<table>
<thead>
<tr>
<th>- Newsletter</th>
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<tbody>
<tr>
<td>o 2020: 3 issues – Fall, Winter, &amp; Spring/Summer</td>
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<tr>
<td>o Call-out for proposals/content at AGM</td>
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<thead>
<tr>
<th>- SVIRG Contact Info</th>
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<tbody>
<tr>
<td>o K. Sloan to follow-up</td>
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</tbody>
</table>

| - Membership Lists – Complete |
- Regional Representatives
  - Intent to increase connection with membership and Regional Reps in 2020-2021
  - Regional Representatives meeting to be held via Zoom
  - Potential for creation of Regional Representatives Toolkit (including resources & reporting templates) and/or updated Terms of Reference (reporting & meeting guidance)
  - Offer to facilitate regular regional meetings/social meetups on our Zoom platform

Grants & Nominations Committee
  - No updates

Membership & Conference Committee
  - No updates

First Nations Advisory Committee
  - No updates

Programs Committee
  - No updates

8. Adjournment
   Meeting adjourned at 11:19am

9. Next Meeting
   2020 Annual General Meeting: June 17, 2020 at 1pm
Minutes
AABC Executive & Transition Meeting
July 21, 2020 -- 10:30am
Via Zoom Meeting

Present: J. Seeman (President); D. Collins (Vice-President); S. Gilkinson (Treasurer); V. McAuley (Secretary); K. Louro (Member-at-Large); K. Sloan (Member-at-Large); A. Routtenberg (Past-President); and, M. Spelay (Outgoing Member-at-Large)

Regrets: D. Lang (Graphics Design Volunteer)

<table>
<thead>
<tr>
<th>Meeting Called to Order</th>
<th>10:31am</th>
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<tbody>
<tr>
<td>1. Approval of Agenda</td>
<td>Approved by J. Seeman</td>
</tr>
<tr>
<td></td>
<td>Seconded by K. Louro</td>
</tr>
<tr>
<td>2. Approval of Meeting Minutes</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Meeting Called to Order

10:31am

**1. Approval of Agenda**

Approved by J. Seeman
Seconded by K. Louro

**2. Approval of Meeting Minutes**

N/A

**3. Business Arising**

Transition Meeting

- Monthly Meetings
  - Third Tuesday of each month

- Societies BC
  - Annual Report has been filed

- Website
  - Officers & Committees & Minutes & Reports pages have been updated (includes compilation of last year’s minutes)
  - V. McAuley to notify L. Glandt of typo in K. Louro’s name

- Signing Authority
  - S. Gilkinson to report on documentation required to transfer signing authority from A. Routtenberg to J. Seeman

- Anti-Racism Working Group
  - Quick summary of actions taken
  - Action Needed:
    - Creation of BIPOC and/or Accessibility Bursary (including application form, procedure for submitting application, review/approval criteria/processes, and allocation procedure) -- S. Gilkinson to advise on financial requirements at August 2020 Executive meeting.
    - Establishment of Working Group/Committee -- A.
Routtenberg to liaise with S. Seller & K. Louro to draft working group volunteer recruitment letter for circulation to BC Archives

- Terms of Reference
- Development of Partnerships
  - J. Seeman put forward proposal for Executive to apply for Government of Canada Anti-Racism Action Program Funding
    - Rolling application process with 18 weeks notice required
    - D. Collins suggested that the working group take on this application
    - Executive agreed, but voiced concerns regarding delay
    - V. McAuley will place on September 2020 Executive Meeting agenda in the hopes that working group will have been formed

- Indigenous Advocacy Committee
  - 2020 Meeting Forthcoming
  - K. Louro to act as chair if no committee member is able to fulfil the role
  - Terms of Reference are under review
  - No AABC Ad Hoc Committee guidelines available
  - MOU with First People’s Cultural Council (FPCC) delayed due to COVID-19
  - Discussion regarding consultation protocols for use of archival records related to Indigenous Peoples underway

- AABC & GLAM
  - Meeting held first week of July
  - BCMA Webinar rescheduled to late November
  - Proposal raised to establish webinar series and/or virtual bookclub
  - Renewal of MOU and related visioning meeting postponed due to COVID-19 (MOU became up for renewal in January 2020)

- Job Description Documents
  - V. McAuley to post existing job descriptions on Executive shared drive, with intent to create template and uniform descriptions for each Executive position in late 2020-2021
<table>
<thead>
<tr>
<th>AABC Records</th>
<th>Strategic Planning</th>
<th>Email Transition/login information</th>
<th>AGM</th>
<th>GLAMR Invitation to Stratagem</th>
</tr>
</thead>
<tbody>
<tr>
<td>- AABC is overdue for donation of records to BC Archives</td>
<td>- Strategic planning proposed by 2018-2019 Executive</td>
<td>- J. Seeman proposed formalized procedures for email account transition in response to difficulties experiences regarding settings and recovery emails during this transition</td>
<td>- Minutes</td>
<td>- EDI (Equity, Diversity, &amp; Inclusion) information shared by A. Routtenberg</td>
</tr>
<tr>
<td>- Item to be added to November Roundtable Agenda for further discussion</td>
<td>- 2020-2021 Executive understand this work to be important, and require more information before assessing feasibility for 2021-2022</td>
<td></td>
<td>- Draft is ready, please review</td>
<td>- Executive interested in establishing annual EDI/Anti-Racism training for a member of the Executive (with stipulation of reporting to the Executive Committee).</td>
</tr>
<tr>
<td>- Executive to assess information for collection (including committee reports, conference records/programs, final reports for grants, contractor records, etc.)</td>
<td>- Item to be added to November Roundtable Agenda for discussion</td>
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<td></td>
<td>- S. Gilkinson brought forward that $200 added to this year’s budget may be used for this purpose</td>
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<td></td>
<td>- A. Routtenberg to circulate documents from JMABC’s recent Strategic Planning</td>
<td></td>
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<td>2020</td>
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<td></td>
<td>- Executive to engage in consultation meeting with third party facilitator by January 2020 to determine requirements, next steps, and funding needs.</td>
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<td>- AABC’s 30th Anniversary</td>
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<td></td>
<td>- Archives’ Awareness Week’s 20th Anniversary</td>
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<td>- Proposal to commemorate both milestones with by-donation Archives Week Symposium/Un-Conference/Speaker Series &amp; Week-long Social Media Events</td>
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<tr>
<td>4. President's Report</td>
<td>DHCP Workshop</td>
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<td></td>
<td>- On hold due to COVID-19</td>
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<tr>
<th>5. Vice-President and Programs Committee Report</th>
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<tbody>
<tr>
<td>BCMA Workshop</td>
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<tr>
<td>- to be held virtually in November/December</td>
</tr>
<tr>
<td>Managing Archival Photographs</td>
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<tr>
<td>- Registration closed (24 registrants)</td>
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<tr>
<td>- July 20, 2020</td>
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<tr>
<th>BCMA Privacy 101 Webinar</th>
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<tbody>
<tr>
<td>- July 29, 2020</td>
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<tr>
<td>- 99 participants</td>
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<tr>
<td>- To be held via BCMA Zoom platform</td>
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<tr>
<td>- BCMA to circulate event recording</td>
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<tr>
<th>BCMA Fall 2020 Webinar</th>
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<tbody>
<tr>
<td>- TBD</td>
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<tr>
<th>Emergency Preparedness/Disaster Recovery Workshop</th>
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<tbody>
<tr>
<td>- BC Arts Council Grant</td>
</tr>
<tr>
<td>- Rescheduled for November 2020</td>
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</table>
### Minutes

**AABC Executive & Transition Meeting**  
**July 21, 2020 -- 10:30am**  
**Via Zoom Meeting**

- Meeting last week with VP re: BC Arts council grant -- online for emergency disaster moving to November

**CCI-CHIN Workshop**
- L. Glandt provided updated workshop information
- Includes: 15 hours of L. Glandt work, max 22 participants, 6 hours of online training, 2.5 hours of homework, no cost for AABC (with exception of L. Glandt hours -- approx $800)
- S. Gilkinson to request additional budgetary information from L. Glandt (cc’ D. Collins)
- D. Collins to circulate finalized information in summary to Executive and call for e-vote

**COVID-19 Relief Fund**
- Open for AABC & memory organization applications
- Information to be circulated

**Young Canada Works**
- AABC eligible for funding
- K. Louro & undetermined second Executive member to design project proposal and YCW grant application (due mid-Jan/late-Mar)

**Website**
- Executive interest in moving to Wild Apricot hosting for 2021
- D. Collins proposed design update

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<tr>
<th>6. Treasurer &amp; Finance Committee Report</th>
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<tbody>
<tr>
<td><strong>Financial Reports</strong></td>
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<tr>
<td>- Revenue has increased due to online learning opportunities</td>
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<tr>
<td>- Executive unanimously accepted May 2020 Financial Report</td>
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<thead>
<tr>
<th>7. Committee and Program Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communications Committee (Newsletter/Regional Reps/PAAL)</strong></td>
</tr>
<tr>
<td>- Website Updates</td>
</tr>
<tr>
<td>- Complete</td>
</tr>
<tr>
<td>- Archives Week</td>
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<tr>
<td>- <a href="https://aabc.ca/events/">https://aabc.ca/events/</a></td>
</tr>
<tr>
<td>- Developed by AABC PAAL Ad Hoc Committee in 2000 &amp;</td>
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</table>
centered on Douglas Day (Nov 19th) -- [Douglas Day is named after British Columbia's first governor, James Douglas. On November 19, 1858, he made the proclamation which created the crown colony of BC at the Big House in Fort Langley, earning the community the title of “The Birthplace of BC” - via https://www.tol.ca/news/douglas-day/]

- BC Archives Awareness Week: Annually on the 3rd Week of November (November 15-21, 2020) & it’s Archives Week’s 20th Anniversary

- Newsletter & Promo Material
  - We have 2 new volunteers: Dave Lang (graphics design) & Chelsea Bailey (newsletter)
  - Executive decided on “exploring our past, embracing our future” postcard theme
  - Postcard final drafts to be circulated for Executive review at August 2020 Executive meeting
  - Fall 2020 Newsletter to include: 2 Project Highlights, 1 “Bright Ideas” Section, 2 Executive Member Profiles, 1 Student Profile, 1 President's Message, 1 Anti-Racism Working Group Update, 1 Executive Updates Section (including recruitment, donations, and future submissions)

- Regional Representatives
  - Updates deferred to August 2020 Meeting

- PAAL (Public Awareness, Advocacy, and Legislation Committee)
  - Discussion deferred to August 2020 Meeting

- Recruiting
  - D. Collins to draft call for volunteers for circulation on social media, website, & listserv as well as in the Newsletter

Grants & Nominations Committees
- Terry Reksten Memorial Fund: K. Louro to assist in adjudication on adjudication this week. Updates forthcoming

Membership & Conference Committees
- SVIRG Contact Info -- Complete
- VHEC Membership Renewal -- Complete

Indigenous Advocacy Committee
- Events & Advocacy Website Page
- Indigenous Peoples Day (June 21, 2021)
<table>
<thead>
<tr>
<th>Programs Committee</th>
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<tbody>
<tr>
<td>- N/A</td>
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<tr>
<td><strong>Meeting Adjourned</strong></td>
</tr>
<tr>
<td>Meeting Adjourned at 12:05pm</td>
</tr>
<tr>
<td><strong>Next Meeting</strong></td>
</tr>
<tr>
<td>August 18, 2020 -- 10:30am via Zoom</td>
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</table>
Present: D. Collins (Vice-President), S. Gilkinson (Treasurer), V. McAuley (Secretary), K. Sloan (Member-at-Large), and K. Louro (Member-at-Large).

Regrets: J. Seeman (President), and A. Routtenberg (Past-President)

### Meeting Called to Order
10:32am

<table>
<thead>
<tr>
<th>Meeting Called to Order</th>
<th>Time</th>
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<tbody>
<tr>
<td>1. Approval of Agenda</td>
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<tr>
<td>Approved by K. Louro</td>
<td></td>
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<tr>
<td>Seconded by S. Gilkinson</td>
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<tr>
<td>2. Approval of</td>
<td></td>
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<tr>
<td>Meeting Minutes</td>
<td></td>
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<tr>
<td>June 2020: Approved by S. Gilkinson, Seconded by D. Collings</td>
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<tr>
<td>July 2020: Approved by D. Collins, Seconded by K. Louro</td>
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<tr>
<td>3. Business Arising</td>
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<tr>
<td>- Signing Authority</td>
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<tr>
<td>○ S. Gilkinson reported that transfer of signing authority requires documentation to be signed by J. Seeman</td>
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<tr>
<td>○ S. Gilkinson to provide documentation for J. Seeman signature.</td>
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<tr>
<td>- Job Description</td>
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<tr>
<td>Documents</td>
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<tr>
<td>○ V. McAuley has collected Secretary and Treasurer job description documents</td>
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<tr>
<td>○ Executive to develop plan for formalizing job descriptions</td>
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<tr>
<td>- AABC Records</td>
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<tr>
<td>○ To be discussed at November Roundtable</td>
<td></td>
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<tr>
<td>○ Executive to assess information for collection (including committee reports, conference records/programs, final reports for grants, contractor records, etc.)</td>
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<tr>
<td>- Strategic Planning</td>
<td></td>
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<tr>
<td>○ To be discussed at November Roundtable</td>
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<tr>
<td>○ Goal: engage in consultation meeting with third party facilitator by January 2020 to determine requirements, next steps, and funding needs.</td>
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<tr>
<td>○ A. Routtenberg provided JMABC strategic planning information. Executive feels that concrete goals are required to justify cost of planning.</td>
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<tr>
<td>- Email Transition/login information</td>
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<tr>
<td>○ Executive to develop plan to formalized procedures for email account transition to be created (settings and recovery emails)</td>
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<tr>
<td>4. President’s Report</td>
<td>DHCP Workshop</td>
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<td>-----------------------</td>
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<tr>
<td></td>
<td>- On hold due to COVID-19</td>
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| 5. Vice-President and Programs Committee Report |  
|------------------------------------------------|--------------------------------------------------|
| AABC & GLAM                                         | **DHCP Workshop**                                |
| - Collaboration on BCMA Webinar, GLAM Webinar Series/Book Club, and MOU ongoing | - On hold due to COVID-19 |
| - Please provide ideas for webinar series to D Collins |  
| - MOU has officially expired. Existing partners will likely update the MOU as needed and add additional partners as able. |  
| Ongoing Projects/Workshops/Webinars: |  
| - Managing Archival Photographs |  
| - BCMA Privacy 101 Webinar |  
| - BCMA Fall 2020 Webinar |  
| - Emergency Preparedness/Disaster Recovery Workshop |  
| - CCI-CHIN Workshop |  
| - COVID-19 Relief Fund |  
| Young Canada Works |  
| - K. Louro & undetermined second Executive member to design project proposal and YCW grant application for AABC (due mid-Jan 2021/late-Mar 2021) |  

| 6. Treasurer & Finance Committee Report |  
|----------------------------------------|--------------------------------------------------|
| Financial Reports                      | **ARWG Bursary**                                  |
| - June 2020 Financial Reports: Accepted by K. Louro, seconded by D. Collins. | - Maximum cost to AABC: $1,050 (m) or 1,500 (nm) (based on non-member participation in 3 distance education courses per year -- $1,500 x 3) |
| Donations                              | - Grant-funded workshops may not be applicable for bursary based on funding stipulations |
| - Executive to send thank you postcards to donors moving forward | - Executive agreed that non-members be eligible for ARWG Bursary |
| - V. McAuley to provide update when promotional postcards are available. | - Next steps: draft statement that L. Glandt can circulate with course advertisements, decide on application process, and establish liaison with Grants committee). |
Communications Committee (Newsletter/Regional Reps/PAAL) Archives Week

- [https://aabc.ca/events/](https://aabc.ca/events/)
- Developed by AABC PAAL Ad Hoc Committee in 2000 & centered on Douglas Day (Nov 19th) -- [Douglas Day is named after British Columbia’s first governor, James Douglas. On November 19, 1858, he made the proclamation which created the crown colony of BC at the Big House in Fort Langley, earning the community the title of “The Birthplace of BC” - via [https://www.tol.ca/news/douglas-day/](https://www.tol.ca/news/douglas-day/)]
- BC Archives Awareness Week: Annually on the 3rd Week of November (November 15-21, 2020) & it’s Archives Week’s 20th Anniversary
- Proposal to commemorate 20th AAW & 30th Anniversary of AABC with by-donation Archives Week Symposium/Un-Conference/Speaker Series & Week-long Social Media Events
- Executive to discuss theme via email for August 24th deadline
- Focus on a variety of speakers (academics, volunteers, researchers, archivists, stakeholders, etc.) and social media events (scavenger hunt, photo contest, etc.)

- Newsletter & Promo Material
  - Postcard Drafts -- forthcoming
  - Newsletter Content Drafts -- to be circulated via email for Executive review

- Regional Representatives
  - Executive to review Terms of Reference and Map in advance of September 2020 meeting

- PAAL (Public Awareness, Advocacy, and Legislation Committee)
  - Discussion deferred to September 2020 Meeting

- Roundtable
  - First Saturday in November: November 7, 2020
  - Venue: virtual

Anti-Racism Working Group
- Recruitment Letter Draft (Review)
- Action Needed:
  - Creation of BIPOC and/or Accessibility Bursary (including application form, procedure for submitting application, review/approval criteria/processes, and allocation procedure)
  - Establishment of Working Group/Committee -- A. Routtenberg to liaise with S. Seller & K. Louro to draft working group volunteer recruitment letter for circulation to BC Archives Listserv
- Roles to be specified
- Goal: develop space for BIPOC professionals to speak, collaborate, and discuss
- Purpose: to keep executive accountable over time
  - Terms of Reference
  - Development of Partnerships
- Government of Canada Anti-Racism Action Program Funding
  - On hold until working group can be formed -- Executive to revisit September 2020
- Executive Committee Anti-Racism Training
  - $200 budget available
  - Wait to release info in newsletter

Indigenous Advocacy Committee
- Ongoing Work:
  - 2020 Meeting
  - Terms of Reference
  - AABC Ad Hoc Committee Guidelines
  - MOU with FPCC
  - Consultation Protocols for records of Indigenous Peoples
  - Waiting on permissions from Chief Mungo Martin (discussions forthcoming)

Grants & Nominations Committees
- Terry Reksten Memorial Fund
- Adjudication complete, announcement forthcoming
- K. Louro to reach out to D Reksten family regarding possible letter of condolence from AABC Executive

Membership & Conference Committees

Programs Committee

Nominations and Elections

<table>
<thead>
<tr>
<th>Meeting Adjourned</th>
<th>Meeting Adjourned at 11:17am</th>
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<tbody>
<tr>
<td>Next Meeting</td>
<td>September 15, 2020 -- 10:30am via Zoom</td>
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</table>
Minutes
AABC Executive Meeting
September 15, 2020 -- 10:30am
Via Google Hangout

Present: J. Seeman (President); A. Routtenberg (Past-President); D. Collins (Vice-President) S. Gilkinson (Treasurer); V. McAuley (Secretary); K. Louro (Member-at-Large); and, K Sloan (Member-at-Large)

Regrets: N/A

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<thead>
<tr>
<th>Meeting Called to Order</th>
<th>10:31</th>
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| 1. Approval of Agenda | Approved by J. Seeman  
               Seconded by A Routtenberg |
| 2. Approval of Meeting Minutes | Approved by S. Gilkinson  
               Seconded by K. Louro |

3. Business Arising

- Signing Authority  
  ○ J. Seeman to sign documentation  
  ○ Submitted to bank and waiting for confirmation from accounts manager

- Job Description Documents  
  ○ V. McAuley has collected Secretary and Treasurer job description documents  
  ○ Executive to develop plan for formalizing job descriptions

- AABC Records  
  ○ To be discussed at November Roundtable  
  ○ Executive to assess information for collection (including committee reports, conference records/programs, final reports for grants, contractor records, etc.)

- Strategic Planning  
  ○ To be discussed at November Roundtable  
  ○ Goal: engage in consultation meeting with third party facilitator by January 2020 to determine requirements, next steps, and funding needs.  
  ○ A. Routtenberg provided JMABC strategic planning information. Executive feels that concrete goals are required to justify cost of planning.  
  ○ A. Routtenberg to provide update on Vantage Point estimate (if available) and circulate send Vantage Point proposal (2 or 3 3-hour sessions would be required -- mandate, mission, objectives, etc.) $2,000 - 2,7000  
  ○ To be discussed at October 2020 meeting
## Minutes

**AABC Executive Meeting**  
September 15, 2020 -- 10:30am  
Via Google Hangout

### 4. President’s Report

- **Email Transition/login information**
  - Formalized procedures for email account transition to be created (settings and recovery emails)

- **Website**
  - K. Sloan to take lead on project to move website to Wild Apricot and update design
  - Executive to discuss possibility of acquiring budgetary and personnel support through grant applications

#### DHCP Workshop
- On hold due to COVID-19
- L. Glandt would prefer to hold the workshop in-person

**AABC Disaster & Salvage Workshop Update/Budget Approval (L. Glandt email Sept 9, 2020)**
- Executive approves of format and budget
- Summary: a 4-day workshop (Nov 9, 10, 13, & 20) via Zoom. Participants will be sent a box of supplies and be expected to complete take-home assignments
- Planning documents provided: timeline and tasks for workshop; workshop outline/promo material; and, supply list for homework kit
- **Budget:**
  - Executive approves of budget and suggests the following:
  - L. Glandt may use the “Materials: Photocopies” budget of $192.00 to send print materials to participants
  - Extra budget should be kept as cushion for additional expenses (i.e. mileage, shipping costs, etc.)
  - With BCAC’s permissions, coffee break money could be re-allocated to teaching costs
  - Could traditional welcome be performed online?

**BC Arts Council Grant**
- D. Collins to request extension on reporting (originally due September 2020), and will circulate interim reporting
- $5,000 relief funding has been provided (S. Gilkinson can provide reporting if required)

### 5. Vice-President and Programs Committee Report

**AABC & GLAM**
- MOU: officially expired -- partners will likely update as needed and add additional partners as able
- Collaborations continue on BCMA Webinar, GLAM webinar series, & November GLAM book club (please provide ideas to D. Collins)

**Programs Committee/EAS Updates:**
- 2 Webinars scheduled for this spring, D. Collins requests brainstorming via email
- Notice: UVic Libraries has hired an expert on reconciliation
- Programs and Membership Committee are hoping to fill vacant volunteer positions

**Young Canada Works**
- K. Louro & undetermined second Executive member to design project proposal and YCW grant application for AABC (due mid-Jan 2021/late-Mar 2021)
- The AABC is eligible for funding with the following stipulations: the project must end of March 31, 2021 as the culmination of 4-months of work; and, the AABC would pay 15% (approx) of the employee’s salary
- A follow-up meeting will be set to further discuss this opportunity, and the Summer Assistant Program
- Potential projects: website update & AABC paper-files transfer to BC Archives

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<th>6. Treasurer &amp; Finance Committee Report</th>
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<tr>
<td><strong>Financial Reports</strong></td>
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<tr>
<td>- July 2020 Financial Reports</td>
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<tr>
<td>- Accepted by: A. Routtenberg</td>
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<td>- Seconded by: D. Collins</td>
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<tr>
<td>- August 2020 Financial Reports</td>
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<td>- Accepted by: A. Routtenberg</td>
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<td>- Seconded by: V. McAuley</td>
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<tr>
<td><strong>Donations</strong></td>
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<tr>
<td>- Executive to send thank you postcards to donors moving forward</td>
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<td>- V. McAuley to provide update when promotional postcards are available.</td>
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**ARWG Bursary**
- Maximum cost to AABC: $4,500 (based on non-member participation in 3 distance education courses per year – $1,500 x 3)
- Grant-funded workshops may not be applicable for bursary based on funding stipulations
- Executive agreed that non-members be eligible for ARWG Bursary
- Next steps: draft statement that L. Glandt can circulate with course advertisements, decide on application process, and establish liaison with Grants committee).
- **To be discussed:** ideas for promotion, equitable adjudication/application processes
  - S. Gilkinson to create a draft letter to be circulated with L. Glandt coursework
  - 1 bursary position to be made available for each course in 2021-2022 (3 total)
  - Grants committee to adjudicate bursary applications until Anti-Racism Working Group (ARWG) is formalized

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<th>7. Committee and Program Reports</th>
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<tr>
<td>Communications Committee (Newsletter/Regional Reps/PAAL)</td>
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<tr>
<td>Archives Week</td>
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### MINUTES

**AABC Executive Meeting**  
**September 15, 2020 -- 10:30am**  
**Via Google Hangout**

#### 1. BC Archives Awareness Week: Annually on the 3rd Week of November (November 15-21, 2020) & it’s Archives Week’s 20th Anniversary

- Proposal to commemorate 20th AAW & 30th Anniversary of AABC with by-donation Archives Week Symposium/Un-Conference/Speaker Series & Week-long Social Media Events

#### 2. Unconference (November 16, 2020 at 10am; theme: Archiving Activism; focus on variety of speaker [including academics, volunteers, researchers, archivists, stakeholders, etc] and social media events)

- V. McAuley to circulate call for participants by end of week with goal of submitting to the listserv and Friends of the AABC by October 1, 2020

#### 3. Newsletter & Promo Material

- Postcard Drafts -- forthcoming
- Newsletter Content Drafts -- to be circulated via email for Executive review

#### 4. Regional Representatives

- Executive to review Terms of Reference and Map in advance of September 2020 meeting
- Next steps: approval of TOR, establishing protocol for building directory/map, creating toolkit, arranging mid-year RR meeting, inviting RRs to Roundtable.

#### 5. PAAL (Public Awareness, Advocacy, and Legislation Committee)

- Discussion deferred to September 2020 Meeting
- November roundtable

#### 6. Roundtable

- First Saturday in November: November 7, 2020
- Venue: virtual

### Anti-Racism Working Group

#### Action Needed:

- Creation of BIPOC and/or Accessibility Bursary (including...
application form, procedure for submitting application, review/approval criteria/processes, and allocation procedure)

○ Establishment of Working Group/Committee -- A. Routtenberg to liaise with S. Seller & K. Louro to draft working group volunteer recruitment letter for circulation to BC Archives Listserv
  ● Roles to be specified
  ● Goal: develop space for BIPOC professionals to speak, collaborate, and discuss
  ● Purpose: to keep executive accountable over time

○ Terms of Reference
○ Development of Partnerships
  - Government of Canada Anti-Racism Action Program Funding
    ○ On hold until working group can be formed -- Executive to revisit October 2020
    ○ https://www.google.com/url?q=https://www.canada.ca/en/canadian-heritage/services/funding/community-multiculturalism-anti-racism/events.html&sa=D&ust=1595352731291000&usg=AFQjCNGffqJlco66NgFxebHl5sDq1ou-Dg
    ○ Letter for volunteers ready for circulation
  - Executive Committee Anti-Racism Training
    ○ $200 budget available
    ○ Executive to research for October 2020 meeting

Indigenous Advocacy Committee
  - 2020 Meeting was held last week
  - K. Louro to chair committee over coming year
  - Chief Mungo Martin picture has been discussed and the committee recommends that the picture not be used, and that Chief Martin not be contacted (priorities currently lie elsewhere)
  - Committee to look into more formalized channels for seeking use permissions for archival material in which Indigenous Peoples are represented
  - Priorities: MOU with First Peoples Cultural Council (FPCC); BCMA Repatriation Grant; and, a potential First Nation Technology Council partnership

Grants & Nominations Committees
  - Terry Reksten Memorial Fund -- adjudication complete and announcement forthcoming
  - K. Louro reached out to D. Reksten’s family regarding a potential letter of condolence from the AABC Executive -- Reksten family responded favourably and K. Louro to connect with Communications Committee

Membership & Conference Committees

Programs Committee
  - D. Collins to keep S. Gilkinson in the loop re: distance education program advertising
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<tr>
<td>Nominations and Elections</td>
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<tr>
<td>Meeting Adjourned</td>
<td>11:26pm</td>
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<tr>
<td>Next Meeting</td>
<td>October 20, 2020 at 10:30am</td>
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</table>
Present: J. Seeman (President); A. Routtenberg (Past-President); D. Collins (Vice-President) S. Gilkinson (Treasurer); V. McAuley (Secretary); K. Louro (Member-at-Large)

Regrets: K Sloan (Member-at-Large)

### Meeting Called to Order

1. **Approval of Agenda**

2. **Approval of Meeting Minutes**

   - Signing Authority
     - Updated with appropriate Exec members
   
   - Job Description Documents
     - Roundtable: V. McAuley has collected Secretary and Treasurer job description documents. Remaining Exec members to draft job descriptions ahead of roundtable
   
   - AABC Records
     - Please assess before roundtable, particularly any physical records. Note that EAS also has some material ready to transfer to archives.
     - Roundtable: Executive to assess information for collection (including committee reports, conference records/programs, final reports for grants, contractor records, etc.)
     - Information from L. Glandt: Lisa deposited some records from EAS in April 2018. Her contact was S. Butterfield (sbutterfield@royalbcmuseum.bc.ca). Lisa currently has approximately 5 boxes that are ready for archival storage.

3. **Business Arising**

   - Strategic Planning
     - To be discussed at November Roundtable
     - Goal: engage in consultation meeting with third party facilitator by January 2020 to determine requirements, next steps, and funding needs.
     - A. Routtenberg provided JMABC strategic planning information. Executive feels that concrete goals are required to justify cost of planning.
     - A. Routtenberg to provide update on Vantage Point estimate (if available) and circulate send Vantage Point proposal (2 or 3 3-hour sessions would be required -- mandate, mission, objectives, etc.) $2,000 - 2,7000
     - A. Routtenberg has also asked Vantage Point for quotes that include member/key stakeholder surveys.
<table>
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<tr>
<th>4. President's Report</th>
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<tbody>
<tr>
<td>- Email Transition/login information</td>
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<tr>
<td>○ Formalized procedures for email account transition to be created (settings and recovery emails) (Action: J. Seeman)</td>
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<tr>
<td>- Website</td>
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<tr>
<td>○ D. Collins provided an update on a grant application submitted to BC Arts Council for support to upgrade the website. The grant would cover the cost of hiring a web developer with matching funds coming from budget and from in kind hours by Exec team.</td>
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<tr>
<th>5. Vice-President and Programs Committee Report</th>
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<tr>
<td>DHCP Workshop</td>
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<td>- On hold due to COVID-19, the preference remains to hold these workshops in person but it may be possible to hold Haida Gwaii workshop online.</td>
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<td>- Next round of applications is open. Despite the delays in this year’s project, AABC still plans to submit an application for next year. Exact project to be determined</td>
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<tr>
<td>AABC Disaster &amp; Salvage Workshop Update/Budget Approval (L. Glandt email Sept 9, 2020)</td>
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<tr>
<td>- Proposal to use the $100 allocated to Traditional Welcome as a donation to Musqueam Cultural Centre. Question: Is this permitted as part of grant funding?</td>
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<td>- MOU, BCMA Webinar, GLAM Webinar, GLAM Book Club</td>
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<tr>
<td>Programs Committee/EAS Updates:</td>
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<tr>
<td>- 2 upcoming webinars, one with SFU</td>
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<td>- Programs and Membership Committee volunteer vacancies</td>
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<tr>
<td>Young Canada Works</td>
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<tr>
<td>- AABC has assessed that we are not currently eligible to hire staff. Executive to discuss whether putting in place structures for future hiring should be a priority over the next year</td>
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<tr>
<td>ARWG Bursary</td>
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<tr>
<td>- Status: AABC to offer 1 free bursary spot in each 2021-2022 distance education course; members &amp; non-members are eligible to apply; grants</td>
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</table>
### Communications Committee (Newsletter/Regional Reps/PAAL)

#### Archives Week
- Status of volunteers: volunteer coordinator needed?; new volunteer -- Suzanne; procedure for incoming ARWG volunteers; ACA@UBC reps
- Status of committees: PAAL, Events, AAW, Communications, Newsletter
- UnConference: Nov 16, 10am; theme: Archiving Activism; hoping to highlight researchers, volunteers, academics, archivists, stakeholders, etc. -- 2 submissions received. Next steps: approach people directly who might have a good presentation topic
- Will L. Glandt be moderating? She needs to know for her hours reporting. Answer: Yes, please.
- AAW Social Media Plan: 5 days of activities; each day focused on different aspect of archives & activism (racial justice, environmental justice, sexual orientation & gender-based justice, accessibility, etc.); **plan**: create a daily packet that provides a definition, a current projects/reading guide, and activity/activities for social media sharing.

#### Newsletter & Promo Material
- Postcard Drafts -- forthcoming
- Fall 2020 Newsletter released; feedback mostly good; disclaimer for future newsletters
- Draft: The articles published in the aabc newsletter do not reflect the aabc's position on archival practice and issues. The newsletter instead provides a platform for discussion and dissemination of ideas regarding archival practice and issues from heritage practitioners and stakeholders.
- Draft procedure for responding to article feedback: Thank you, I will forward your response to the article's author.

#### Regional Representatives
- Executive to review Terms of Reference and Map
- Next steps: approval of TOR, establishing protocol for building directory/map, creating toolkit, arranging mid-year RR meeting, inviting RRs to Roundtable.

#### Roundtable
- November 7, 2020, 1:30pm-4:30pm via Zoom
- Agenda & Zoom link to be circulated shortly

### Committee and Program Reports

- committee to adjudicate bursary applications until Anti-Racism Working Group (ARWG) is formalized
- Next Steps: S. Gilkinson to draft a statement for L. Glandt to circulate with course advertisements; and, Executive to establish an equitable & low-barrier application process, as well as liaison with Grants Committee
### Anti-Racism Working Group

- **Action Needed:**
  - Creation of BIPOC and/or Accessibility Bursary (including application form, procedure for submitting application, review/approval criteria/processes, and allocation procedure)
  - Establishment of Working Group/Committee -- A. Routtenberg to liaise with S. Seller & K. Louro to draft working group volunteer recruitment letter for circulation to BC Archives Listserv
    - Roles to be specified
    - Goal: develop space for BIPOC professionals to speak, collaborate, and discuss
    - Purpose: to keep executive accountable over time
  - Terms of Reference
  - Development of Partnerships

- **Government of Canada Anti-Racism Action Program Funding**
  - On hold until working group can be formed -- Executive to revisit October 2020
  - Letter for volunteers ready for circulation

- **Executive Committee Anti-Racism Training**
  - $200 budget available
  - Please let V. McAuley know if you are taking anti-racism training (personal, professional, free, etc.)

### Indigenous Advocacy Committee

- **Current Priorities:** MOU with First Peoples Cultural Council (FPCC); BCMA Repatriation Grant; formalized channels for seeking permissions for use of archival materials in which Indigenous Peoples are represented; and, a potential First Nation Technology Council partnership

### Grants & Nominations Committees

- **Terry Reksten Memorial Fund** -- adjudication complete and announcement forthcoming
  - Please review draft

### Membership & Conference Committees

### Programs Committee

- D. Collins to keep S. Gilkinson in the loop re: distance education program advertising

### Nominations and Elections
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<tr>
<td><strong>Next Meeting</strong></td>
<td>Roundtable: November 7th, 2020 -- 1:30pm-4:30pm via Zoom</td>
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DRAFT

Present: J. Seeman (President), A. Routtenberg (Past-President), D. Collins (Vice-President), S. Gilkinson (Treasurer), V. McAuley (Secretary), K. Louro (Member-at-Large), I. Snider (BCANS), L. Glandt (EAS), K. Blimke (Financial Manager), C. Powell (Membership Committee Chair), A. Tarnawsky (Social Media Coordinator), E. Wright (Committee Member), D. Lang (Committee Member), T Hurley (Committee Member), M. Otte (Committee Member), K. Powell (ACA@UBC Rep), K. Kim (ACA@UBC Rep), & S. Van Herk (ACA@UBC Rep).

Regrets: K. Sloan (Member-at-Large)

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<td>2. Approval of Meeting Minutes</td>
<td>N/A</td>
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<tr>
<td>3. Business Arising</td>
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AABC Executive Job Descriptions
   - Job Descriptions & Revised Committee Terms of Reference to be completed before 2021 AGM

AABC Physical Records
   - To Do:
     - Evaluate & De-Duplicate Executive Records (Secretary to collect finals)
     - De-duplication needed between K. Blimke and S. Gilkinson records
     - L. Glandt records to be collected
     - C. Powell membership lists to be evaluated for retention period & collection
     - J. Seeman to follow-up with L. Wilson & J. Morrison re: records collected and deposited at UVic
     - V. McAuley to investigate holdings at Provincial Archives & develop inventory/disposition schedule for all records as needed (UVic, Provincial Archives, & Committee/Exec Records)
     - AABC has insurance for the UVic records -- contents details may need to be updated

Strategic Planning
   - A. Routtenberg provided details of Vantage Point Strategic Planning Facilitation proposal
     - 2-3 sessions of facilitated planning for Executive Committee & select committee members
- Membership & Stakeholder Survey  
  - Approximately $2,500-4,000  
  - Complete proposal forthcoming  
  - Can be put on the books for the 2021-2022 year  
  - Roundtable members requested additional proposals for comparison  
  - A. Routtenberg strongly recommended facilitated process based on JMABC strategic planning process  
  - A. Routtenberg to research other companies and provide quotes  

Email Transition Procedure (login info, etc.))  
- J. Seeman created draft transition document  
- Transition document to be finalized in advance of 2021 AGM  

Website Update  
- 2 avenues of funding were considered: Young Canada Works funding & BC Arts Council Funding  
- Additional hiring infrastructure will be required for AABC to be YCW eligible, so an application was submitted to the BCAC  
- Application was submitted in October, and we are hoping to receive a response by January  
- BCAC funds will be used to hire a website design contractor  
- K. Blimke pointed out that we have a variety of large expenses this year, and that projects will need to be prioritized  
- S. Gilkinson supported K. Blimke’s point and added that without grant funding, the AABC executive will likely have to choose between a website update and strategic planning  
- E. Wright asked if the website will require content architecture updates, and whether we can get a volunteer to do content clean-up work  
- D. Collins shared that L. Glandt has been working on website content cleanup  
- J. Seeman suggested that volunteer support would be helpful in testing user experience  
- Both E. Wright and J. Seeman suggested that a UBC student might be a good fit for the website volunteer position  
- J. Seeman and V. McAuley to connect with ACA@UBC representatives to determine whether a UBC student would be interested in volunteering to help with the website refresh.  

Young Canada Works  
- Although the Executive was not able to put in place hiring infrastructure for a YCW intern this year, investigations will be made into infrastructure required to hire through YCW in future  

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<th>4. President's Report</th>
<th>Webinars</th>
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<tr>
<td>Distance Education Courses</td>
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Workshops
- CCI workshop planned for early this year re: digital preservation
  - delayed to last month
- Transition to Online dissemination continues
- Preservation and Disaster Planning Workshop going forward next week

Communications
- Reinstated Newsletter
- Anti-Racism work continues (Anti-Racism Statement, Working Group, and Bursary)

Grant Funding
- BC Arts Council Funding
  - After 2 successful BCAC funded projects, operational funding is available -- this would be a great help to the AABC
  - We have received funding for the Disaster Recovery and Preservation Workshop
  - We are hoping to receive funding this year for a website redesign
- DHCP
  - Funding received for Indigenous and Community Capacity Building Workshop
  - The money is in place and the exact spending parameters are flexible
  - This workshop will be delayed until in-person attendance is feasible
  - Despite the course delay, we will be able to apply for funding in the next cycle

Programming
- Planning for more programming is underway!

Archives Awareness Week
- November 15-21, 2020

UnConference
- November 16, 2020

GLAM MOU
- Expired in January 2020
- GLAM Committee had decided to expand their memberships/partnerships and begin a visioning process, however, both the renewal and the visioning have been delayed until post-COVID
- Potential additional partners include the First Peoples Cultural Council and other arts organizations

5. Vice-President's Report

AABC & GLAM
- upcoming events: MOU, BCMA Webinar, GLAM Webinar, & GLAM Book Club

DHCP Funding
- There is a great deal of flexibility in terms of program delay
- Applications are are open for next year’s funding
- Programs committee has been considering projects for the January application
- Consensus is that investing in the ability to deliver online education and services is prudent

Recruiting
- Volunteers needed for Programs Committee

Educational Content Dissemination
- Udutu was suggested as a online program for creating/disseminating educational content
- K Louro offered to connect D Collins with a colleague with an educational consulting/design background
- L. Glandt suggested that it might be worth considering switching away from Zoom as our primary educational platform

6. Treasurer

Budget
- Our original budget was projected to have a $12,000 deficit
- We lost revenue by offering free admission to our conference (-$6,600)
- Membership revenue saw no change
- The Arts Council Resiliency Grant ($5,000) contributed to a deficit reduction
- Increased popularity in our Distance Education Courses has contributed to an increase in revenue (despite small additional costs)
- The joint-BCMA Webinars have net revenue
- There have been general savings (including savings from hosting the roundtable virtually)
- The AABC is generally trending towards a deficit budget, but if we are able to hold the line on expenses, our deficit may be smaller than projected

Anti-Racism Bursary
- 1 complimentary admission to distance education courses will be offered to a successful applicant (starting April 2021)

Donations
- Our annual budget estimates $12,000 in donations which goes towards two UBC iSchool Student Awards ($500x2), and a $200 donation to ACA@UBC
- So far, we have only collected $500 in donations (this is due partially to the our change in membership renewal, which now requires members to leave the membership portal to donate)
- We have some carryforward from last year ($447)
- Total donations to date: $940
- Information will need to be collected on why members are hesitant to donate, and we will need to brainstorm ways in which to increase donation revenue
- Ideas:
  - Profile of student award recipients in newsletter
  - UnConference is by donation
  - Funding raising during Archives Awareness Week
  - Giving Tuesday Drive (Social Media)
  - Piggybacking on BC Archives donations promotion campaign
  - Better highlight the work we do to give donors an idea of what they are supporting
- We are unable to use the donations module on Wild Apricot effectively
- V. McAuley to arrange a Donation Planning Meeting

### Programs Committee
- Volunteers are needed

Archival Education and Advisory Service (EAS - L. Glandt)
- This year’s workplan is very different than previous years, however, there has been very positive feedback, an increase in advisory service requests, and contractor hours continue to be maxed out
- Both L. Glandt and L. Snider participate in a monthly Archival Advisors Working Group monthly to discuss topics including: supporting DHCP, member institutions, supporting member institution funding and staffing, and provincial issues (including decreases in funding).
- Workshops
  - 2 in-person workshops were transitioned to online dissemination
    - The CCI Workshop was held in October for 18 registrants (14 members, 4-non members) and received positive feedback. It was the first CCI workshop held online. The instructor was pleased, and students requested additional training
    - BC Arts Council Preservation and Disaster Planning Workshop to be held later this month. It required a lot of work to transition to online learning; however, workshop kits have been created and circulated for the 4 sessions (held over 2 weeks), including homework, exercises, and revamped training material (which can now be used in future)
- Distance Education Courses were scheduled (Introduction to Archival Practice -- 23 Members, 22 Non-Members; Managing Archival Photographs -- 20 Members, 15 Non-Members; and, Oral History Course -- registration current open)
  - 2021 Distance Education Course Lineup: Oral History: From Theory to Practice, Managing Archives, and Managing Plans and
Drawings
- 2022 Distance Education Course Lineup: Introduction to Archival Preservation, Introduction to Archival Practice, and Managing Archival Photographs
- Webinars have generally been very popular this year. So far we have hosted: Introduction to Memory BC, Archival Appraisal and Deaccessioning, and 2 BCMA Workshops
- There are 2 forthcoming webinars: Accession Standards, and Accessibility in Archives
- DHCP workshops are on hold and Haida Gwaii would like to hold an in-person workshop
- A custom workshop has been requested for a First Nations Community near Prince Rupert (1 week of training has been transitioned to 6 “mini-sessions”)
- Other custom workshop requests have come in from Northern BC and Saskatchewan

Shipping
- With additional shipping costs due to increase in distance education, the creation of a Canada Post Business Account was suggested

BC Archival Network Service (BCANS - L. Snider)
- Volume of requests has increased this year
- There is concern re: number of available hours (8-10/month)
- In the past month, 400 bulk upload descriptions and 100 manual descriptions have been uploaded to Memory BC
- Since May 2020, 400 manual descriptions have been requested
- Job postings have begun again, which increases hours needed for the job-board
- L. Snider is also part of 2 working groups (hours not charged to AABC)

Finance Committee
- Updated provided by S. Gilkinson during Treasurer Report

Anti-Racism Working Group
- The Executive continues its commitment to the creation of an Anti-Racism Working Group, Action Plan, and Bursary
- Volunteer Members are currently being recruited
- Executive Members are hoping to take part in Anti-Racism Training

Communications Committee
- We have re-established the Newsletter
- We are in the process of creating new Promotional Materials (est. January release)
- A Letter of Thanks for Don Reksten’s service to the AABC and BC Archival Community has been drafted and will be circulated shortly
- We are requesting allowance in next year’s budget for InDesign -- it was suggested that Tech Soup be used to secure discounted subscription

Regional Representatives
- **Terms of Reference**
  - V. McAuley is working to create a Regional Representatives Toolkit (including a map or directory of archival institutions), and collaborating with Regional Representatives to re-assess regional boundaries

Events Committee (Archives Week 2020)
- Archives Awareness Week 2020 (Social Media)
- UnConference 2020

Volunteer Updates
- No updates provided by Communications Committee, Social Media, Newsletter/Graphics Design, Events, AA@UBC, or Regional Representative volunteers

Indigenous Advocacy Committee
- An MOU between the AABC IAC and the First Peoples Cultural Council is being developed as an extension of the Letter of Support/Policy Paper developed earlier this year
- The AABC is requesting support with BCMA Reparations Grant
- The Committee (led by K. Louro) continues to discuss the creation of guidelines for use of Archival Materials belonging to or representing Indigenous Peoples
- A potential partnership with the First Nations Technological Council Partnership is being fostered -- a larger conversation is still needed regarding the specific opportunities for collaboration (examples: preservation, IT, infrastructure training)
  - ARMA may be interested in being a part of this partnership

Grants Committee
- K. Louro participated in the Terry Reksten Memorial Fund award adjudication
- The two award recipients for 2020 were the Western Front Society Archives, and the Stó:lō Library and Archives
- K. Louro was also instrumental in facilitating the creation of the Don Reksten Letter of Thanks

Membership Committee
- Sixteen new members have been added since the end of last year
- The majority of new members are individuals
- There is typically an influx in members around L. Glandt’s workshops
- Wild Apricot account will be expiring shortly
- Total Members: 243
  - Institutional: 112
  - Individual: 72
  - Retired/Volunteer: 28
  - Sustaining: 4
  - Affiliate: 4
  - Honourary: 4
<table>
<thead>
<tr>
<th>Conference Committee</th>
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<tr>
<td>- Not currently active</td>
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<td>- V. McAuley to begin recruiting in new year</td>
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<tr>
<th>Nominations &amp; Elections Committee</th>
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<tr>
<td>- Recruiting for committees and incoming executive needed</td>
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| Meeting Adjourned        | 3:37pm |
Present: J. Seeman (President); D. Collins (Vice-President); S. Gilkinson (Treasurer); K. Sloan (Member-at-Large); K. Louro (Member-at-Large)

Regrets: V. McAuley (Secretary); A. Routtenberg (Past-President)

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<thead>
<tr>
<th>Meeting Called to Order</th>
<th>6:05 pm</th>
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<tr>
<td><strong>1. Approval of Agenda</strong></td>
<td>- We did not approve the Agenda, note to do this at the next meeting</td>
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<tr>
<td><strong>2. Approval of Meeting Minutes</strong></td>
<td>September - Approved by: K. Louro - Seconded by: S. Gilkinson</td>
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<td></td>
<td>October - Approved by: D. Collins - Seconded by: J. Seeman</td>
</tr>
<tr>
<td><strong>3. Business Arising</strong></td>
<td>Job Description Documents - Have job descriptions by the Feb 2021 Exec meeting - V. McAuley can answer questions on the TOR facilitation - Begin thinking about people for filling roles: Secretary or Finance, Member at Large 1, Vice President</td>
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<tr>
<td></td>
<td>AABC Records - To Do:</td>
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<tr>
<td></td>
<td>- Evaluate &amp; De-Duplicate Executive Records (Secretary to collect finals)</td>
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<td></td>
<td>- De-duplication needed between K. Blimke and S. Gilkinson records</td>
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<td></td>
<td>- L. Glandt records to be collected (5 boxes)</td>
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<td></td>
<td>- C. Powell membership lists to be evaluated for retention period &amp; collection</td>
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<td></td>
<td>- J. Seeman to follow-up with L. Wilson &amp; J. Morrison re: records collected and deposited at UVic</td>
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<td></td>
<td>- V. McAuley to investigate holdings at Provincial Archives &amp; develop inventory/disposition schedule for all records as needed (UVic, Provincial Archives, &amp; Committee/Exec Records)</td>
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<td></td>
<td>- L. Glandt last deposited records in April 2018 with help of contact, S. Butterfield</td>
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<td></td>
<td>- AABC has insurance for the UVic records -- contents details</td>
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may need to be updated
- S. Gilkinson to check with K. Blimke about the exact insurance cost for housing records at the UVic and any details to be updated.

Strategic Planning
- Goal: engage in consultation meeting with third party facilitator by January 2020 to determine requirements, next steps, and funding needs.
- A. Routtenberg provided details of Vantage Point Strategic Planning Facilitation proposal
  - 2-3 sessions of facilitated planning for Executive Committee & select committee members
  - Membership & Stakeholder Survey
  - Approximately $2,500-4,000
  - Complete proposal forthcoming
  - Can be put on the books for the 2021-2022 year
- A. Routtenberg to collect proposals/estimates from other companies as per Roundtable request
- To discuss further at the next meeting with A. Routtenberg for update.
- Moved to the next meeting.

Email Transition/Login Information (link)
- J. Seeman created draft transition document
- Transition document to be finalized in advance of 2021 AGM

Website
- Awaiting BC Arts Council application decision
- J. Seeman contacted ACA@UBC reps re: potential student volunteer for website UX testing
- Currently awaiting response from ACA@UBC reps (as of Nov 14, 2020)
- Announcement for the BC Arts Council will be in the New Year

4. President's Report

Discussion around email from Emily Lonie to work on developing a register of tech equipment for smaller organizations to use.
- Could AABC coordinate something like this?
- Regional reps could take the lead on reaching out to organizations in their regions to create inventories?
- How to post this in a way that is secure? Login area for the website to facilitate this? Annual email that goes out?
- J. Seeman to respond to E. Lonie confirming our interest in participating

5. Vice-President and Programs Committee Report

AABC & GLAM
- MOU
- BCMA Webinar
- GLAM Webinar
- GLAM Book Club
- Discussion about renewing the AABC and GLAM MOU and ideas around programming
  - Winter/Spring discussion series.
  - Shared member benefits.
  - MOU has not been updated, so benefits are up in the air.
  - Agenda item moved to the next meeting.

Programs Committee/EAS Updates:
- Programs committee meeting is tomorrow.
- Two new members: Devon Mordell & Susan Huval
- Introductory meeting re shared teaching resources among provincial associations and third party sharing options forthcoming

Lisa update on webinar and distance ed.
- L. Glandt to provide a report re Disaster Planning and Conservation Workshop
- The AABC has received the BCMA Resilience Grant

DHCP Funding Ideas:
- K. Louro: bolstering educational opportunities & L. Glandt’s Indigenous Archiving Course, and/or website redesign
- Decision to use the DHCP grant to support the expansion of distance ed through technology leveraging.
- With awareness that the deadline is fast approaching, K. Louro offers D. Collins grant-writing support
- D. Collins to follow-up with Exec after the Programs Committee meeting to get the grant submission in order.

Educational Content Creation/Hosting
- Udutu
- K. Louro to connect D. Collins with Educational Consultant/Design colleague
- Potentially seeking replacement for Zoom
- Discussions are ongoing re DHCP supported software upgrade & provincial organizations partnership
- D. Collins to provide the Executive with additional information re content hosting options after discussion with Programs Committee.

6. Treasurer & Finance Committee Report

Financial Reports S. Gilkinson
- S. Gilkinson speaks to the success of L. Glandt’s Disaster Planning course -- effective format, well-received course kits, and overall excellent course!
- October Reports
  - Accepted by: Jenny Seeman
  - Seconded by: Kat Louro
- Confirmation that the September reports were accepted at the October meeting

Donations
- Executive to send thank you postcards to donors moving forward
- V. McAuley to provide update when promotional postcards are available
- Please brainstorm in advance of Saturday’s Donations Meeting (1pm)
- Roundtable Brainstorming:
  - Giving Tuesday Drive (Social Media)
  - Piggybacking on BC Archives donations promotion campaign
  - Better highlight the work we do to give donors an idea of what they are supporting
  - Profile of student award recipients in Newsletter
  - Good turn-out to Archives Awareness Week. Thanks to V. McAuley for her hard work leading and making that event a success.

ARWG Bursary
- Status: AABC to offer 1 free bursary spot in each 2021-2022 distance education course; members & non-members are eligible to apply
- Next Steps:
  - S. Gilkinson to draft a statement for L. Glandt to circulate with course advertisements; and, Executive to establish an equitable & low-barrier application process in partnership with Grants Committee and developing Anti-Racism Working Group (ARWG)
  - Will the bursary be open to non-BC residents?
- V McAuley to reach out to ARWG volunteers
- Notification of Bursary Draft Feedback:
  - Outline application and adjudication process
  - Both AABC members and non-members can apply
  - Priority given to BC residents, however, it is not an application requirement
  - Priority given to new applicants (vs those who have previously received funding)
  - Adjudication to take no longer than 1-week
- Bursary Logistics
  - Bursary to be allocated through reimbursement model (spot is reserved, and funding reimbursed)
  - S. Gilkinson to confirm mechanism for attendance reservation with L. Glandt before December holidays
  - Course textbook reimbursement mechanism: L. Glandt to purchase course textbook and submit invoice to S. Gilkinson for repayment -- S. Gilkinson to confirm with L. Glandt
  - Process to be finalized at January Executive Meeting

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<thead>
<tr>
<th>7. Committee and Program Reports</th>
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<tbody>
<tr>
<td>Communications Committee (Newsletter/Regional Reps/Postcards)</td>
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<tr>
<td>- Update provided by J. Seeman on behalf of V. McAuley</td>
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<tr>
<td>- January Newsletter forthcoming</td>
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<tr>
<td>- Newsletter items needed from Exec: volunteer for executive profile (S. Gilkinson &amp; K. Sloan), President’s message, call for donations (if update required)</td>
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<tr>
<td>- V. McAuley still figuring out TechSoup membership</td>
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<td>- New newsletter disclaimer: The articles published in the aabc newsletter do not reflect the aabc’s position on archival practice and issues. The</td>
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</table>
newsletter instead provides a platform for discussion and dissemination of ideas regarding archival practice and issues from heritage practitioners and stakeholders.

- New newsletter feedback template: Thank you for your interest in the Archives Association of BC's newsletter. We value your input and feedback. This information will be passed along to the article's author.
- RR TOR approved
- RR mid-year meeting to be scheduled
- V. McAuley creating regional reps toolkit (including investigating use of Memory BC as tentative directory)
- Postcards forthcoming (thank you for your patience)
- D. Reksten Letter -- to be circulated in January Newsletter

Archives Awareness Week & UnConference
- AAW 2021 & UnConference were great successes
- Wordpress site received 457 views from 147 visitors
- UnConference video has 15 views on YouTube
- Overall, very positive feedback
- Social media packets and UnConference video will remain online (YouTube, archived Wordpress, & possibly Archivists Toolkit)

Volunteers
- Volunteer coordinator role may be helpful moving forward
- S. Hervieux has been dispatched to the Programms Committee
- Will M. Diack be continuing as a volunteer? (TBD)
- ACA@UBC reps have been asked to support Communications
- D. Lang will be taking over as Newsletter Head Editor in 2021-2022 term
- E. Wright & T. Krause have expressed interest in taking part in the ARWG

PAAL
- It has been decided that the PAAL committee is not needed at this time

Conference Committee
- Call for Conference Committee Volunteers will go out in January (Newsletter & Online)
- K. Sloan has volunteered to support the Conference Committee (other executive welcome!!)
- 2021 conference to be held online
- K. Louro to begin reaching out directly to professionals to volunteer and serve as speakers
- Potential Partners:
  - K Sloan to follow-up with NorthWestern Archivist Association & ARMA Vancouver Island
  - Partnership would require revenue sharing

Anti-Racism Working Group
- 2 volunteers have been identified + S. Sellers
- First meeting to be established in new year
- Executive to collaborate with ARWG & Grants Committee to action
first tasks (TOR, develop bursary application process, adjudicate
bursary applications, recruiting, revisit GoC Anti-Racism Action
Program Funding)
- Look into this funding stream in the new fiscal
- Goals: serve advisory role for AABC Executive, hold Executive
accountable for Anti-Racism goals and work plan, advocate for needs
of BIPOC communities in archiving in BC, adjudicate anti-racism
bursary (subject to change)
- Executive Anti-Racism Training: $200 budget available. Please let V
McAuley know if you are taking any Anti-Racism training outside of
the AABC
- Decision to meet with the new volunteers for the ARWG and
orientate them to the Exec, walking through our process to begin the
working group
- Report on any webinars we are taking as an exec to V. McAuley, and
report on one key takeaway.

Indigenous Advocacy Committee
- MOU with First Peoples Cultural Council (FPCC)
- BCMA Repatriation Grant
- Continued discussions re: guidelines for facilitating discussion re
photo use permissions
- FNTC Partnership
- Tandanya-Adelaide Declaration Viewing Party (Outreach Event)
- K. Louro has reached out to FPCC contact passed on by J. Seeman
- Planning to have a meeting with the IAC in January
- Reached out to ARMA Vancouver to begin working together to
bolster information technology related to archives and records
management through the First Nations Technology Council
- Spoke to Tandanya-Adelaide Declaration Viewing Party brought up by
J. Rowe and L. Glandt. Will follow-up more at the donations meeting
on Sunday as we could connect it to a donations landing page

Grants & Nominations Committees
- No updates

Membership & Conference Committees
- No updates

Programs Committee
- No updates

Nominations and Elections
- When should advertising start?
- New volunteer call-out in January -- K. Louro to draft. Seeking
volunteers for finance committee, membership committee, &
executive roles

Other business?
- D. Collins attended the Council of Canadian Archives AGM
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<tr>
<th><strong>Meeting Adjourned</strong></th>
<th>Adjourned 7:15pm</th>
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<tbody>
<tr>
<td><strong>Next Meeting</strong></td>
<td>Meeting schedule to remain the same -- third Tuesday of every month at 10:30am</td>
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Present: J. Seeman (President), A. Routtenberg (Past-President), D. Collins (Vice-President), L. Glandt (EAS Coordinator), S. Gilkinson (Treasurer), V. McAuley (Secretary), K. Sloan (Member-at-Large), K. Louro (Member-at-Large)

Regrets: N/A

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<thead>
<tr>
<th>Meeting Called to Order</th>
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<tr>
<td>1. Approval of Agenda</td>
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<tr>
<td></td>
<td>- December 2020</td>
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<tr>
<td></td>
<td>- Approved by K. Louro</td>
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<td>- Seconded by S. Gilkinson</td>
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<td></td>
<td>- January 2021 Agenda</td>
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<td>- Approved by J. Seeman</td>
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<td>- Seconded by K. Louro</td>
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<tr>
<th>2. Approval of Meeting Minutes</th>
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<tbody>
<tr>
<td></td>
<td>- November Executive Meeting</td>
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<tr>
<td></td>
<td>- Approved by J. Seeman</td>
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<td>- Seconded by S. Gilkinson</td>
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<td></td>
<td>- December Executive Meeting</td>
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<td>- Approved by J. Seeman</td>
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<td>- Seconded by K. Sloan</td>
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<th>3. Business Arising</th>
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<tr>
<td>Job Description Documents</td>
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<tr>
<td></td>
<td>- Summary: Exec committed to creating job descriptions &amp; updated TOR for all positions &amp; committees by 2021 AMG</td>
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<td>- Deadlines: Drafts by Feb Exec Meeting</td>
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<td>- Outstanding items: Committee TOR &amp; MAL job description</td>
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<td>- Note: ACA@UBC reps will not have TOR -- tasks will be negotiated annually</td>
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<tr>
<th>AABC Records</th>
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<td>- Summary: Roundtable expressed interest in organizing association records this year, including: organizing executive records (secretary to collect finals), deduplication of financial records (K Blimke &amp; S Gilkinson are custodians), ensuring adequate insurance coverage for records (K Blimke &amp; S Gilkinson), getting L. Glandt records (2.5 boxes) to archives, evaluating retention periods (C. Powell to review membership list schedules), &amp; creating inventory of holdings (at both UVic &amp; Provincial Archives -- J. Seeman contacting J. Wilson &amp; J. Morrison re: UVic &amp; V. McAuley to investigate Provincial Archives records &amp; create inventory/retention schedule as needed). L. Glandt last deposited records in 2018 through contact S. Butterfield.</td>
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</table>
- Update: J. Morrison provided a draft records policy document to J. Seeman & confirmed that approx. 30 boxes are housed at UVic. Post-COVID next steps involve compiling or finding box lists for records at UVic & BC Archives, transitioning relevant boxes from storage to accession, and depositing 2.5 boxes of EAS records (L. Glandt is comfortable storing EAS boxes for the short term). S. Gilkinson to discuss UVic records insurance policy with K. Blimke.

**Strategic Planning**

- Summary: the goal is to engage in consultation meetings with a third party facilitator by January 2021 to determine requirements, next steps, and funding needs for much needed strategic planning. A. Routtenberg provided a Vantage Point Strategic Planning Facilitation proposal at the roundtable, and will be providing information for additional options in January 2021.
- Update: A. Routtenberg is in discussions with Vantage Point, but anticipates that this project will be put on hold due to COVID & current AABC financial constraints. S. Gilkinson required estimates for budgetary ‘wish list’ and future reference.

**Email Transition/Login Information**

- J. Seeman created draft transition document which is to be finalized in advance of the 2021 AGM

**Website**

- BC Arts Council Application Decision
  - Update: decision will likely not be available until February. BCAC grant application centers on website update & DHCP grant application focuses on delivering online education programs -- both could be completed independently on simultaneously. Once funding decision has been circulated, V McAuley to follow-up with ACA@UBC reps re: finding a student to provide UX testing

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<th>4. <strong>President’s Report</strong></th>
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<td>E. Lonie proposal re tech register (available throughout province)</td>
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<td>- Executive voted to move forward coordinating with RR to put together a list of resources that institutions have and are willing to loan out</td>
</tr>
<tr>
<td>- J. Seeman to move project forward</td>
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E. Lonie potential reviving the Fonds D'Archives Journal (ASA)

- Executive agreed to support initiative
- J. Seeman & L. Glandt will connect E. Lonie with Yukon & Saskatchewan representatives, and suggest the production of 1 issue in 2021

**Liberal Party Roundtable**

- K. Louro will attend on behalf of AABC Executive, and create/circulate
### Tourism Minister Meeting
- K. Black (President, Friends of the BC Archives) invited AABC to a discussion with the Minister of Tourism re: BC Archives digital record licensing and use fees.
- Executive members expressed a common understanding of the AABC’s mission as one of support for BC archival institutions and AABC members
- J. Seeman to provide a response to the invitation

### GLAM
- Spirit of MOU continues despite expiry -- including renewed interest in expanding GLAM partner organization, and a visioning process

### Programs Committee/EAS Updates:
- **Tandanya-Adelaide Declaration Viewing Party (Outreach Event)**
  - Report: Participants enjoyed the event and expressed interest in similar events/conversations in future. Donations received: $170 via Wild Apricot and Canada Helps. K. Blimke is currently preparing tax receipts for Wild Apricot donations. Wild Apricot was a helpful donation tool despite additional financial admin efforts required. K. Louro is happy to work on similar future events (speaker events, watch-parties, article discussion forums, etc.)

- **DHCP application**
  - Results will likely be available in May 2021

- **Zoom Upgrade**
  - An upgrade from Zoom Meeting (current platform) to Zoom Webinar would be helpful for future educational events
  - D. Collins to provide S. Gilkinson with a formal request for (approx.) $530 Zoom Webinar fee

- **EAS External HardDrive**
  - L. Glandt has purchased external harddrive for EAS files

- **L. Glandt Report**
  - Oral History course has started
  - Managing Archives registration opens on Monday
  - Canadian Accession Standard Presentation (re: new app) is in the works
  - Accessibility Webinar (Part 2) with Heritage BC & BCMA is forthcoming
  - 2021-2022 Workplan & Budget have been submitted to S. Gilkinson
### Additions to Programs Committee
- Executive voted unanimously in favour of accepting D. Mordell & S. Huvall to Programs Committee

### BCAC Heritage Grant
- D. Collins submitted application for $5,000 Grant

### Financial Reports
- November 2020
  - Accepted by K. Louro
  - Seconded by D. Collins
- December 2020
  - Accepted by V. McAuley
  - Seconded by K. Louro

### Donations
- Summary of December Donations Meeting -- postponed to Feb 2021 meeting
- Approval of thank-you/promotional postcards -- to be conducted via email

### ARWG Bursary
- Summary: AABC to offer 1 free bursary spot in each 2021-2022 distance education course (members, non-members, BC residents, & non-BC residents are all eligible to apply). Applications to be adjudicated by ARWG & Grants Committee, and bursary will be administered to the successful applicant through promo-code.
- Draft statement for approval
- Areas for future growth: including annual AABC membership with bursary (not feasible for 2021)
- Textbook dissemination: Executive and L. Glandt decided to provide physical copy textbook with bursary to promote information sharing within bursary recipient organization/community
- Timeline: Executive and L. Glandt agreed to the following timeline -- application submission period will be open for four weeks, starting from the date of registration opening. Upon closing the application submission period, the ARWG/Grants Committee/Executive will have 1 week to select the bursary recipient. All applicants will be notified of the outcome of their application, and L. Glandt will approach the successful applicant to collect necessary registration information. This process will provide the applicant with enough time to receive the physical copy of their textbook, and allow unsuccessful applicants to decide if they will be registering for the course without bursary support.
- i.e. registration and the bursary application form will open on February 1, 2021. The bursary application form will close on March 1, 2021, and the AABC will provide adjudication results
### Committee and Program Reports

<table>
<thead>
<tr>
<th>Communications Committee (Newsletter/Regional Reps/Postcards)</th>
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<tbody>
<tr>
<td>- Forthcoming deliverables: winter newsletter (including S Gilkinson &amp; K Sloan profiles, &amp; D Reksten letter), RR mid-year meeting, RR toolkit (including tentative Memory BC Directory)</td>
</tr>
<tr>
<td>- V. McAuley to provide TechSoup InDesign information to S. Gilkinson by Sunday January 31, 2021 (although we may be able to rely on the generosity of incoming Newsletter Head Editor D. Lang for continued use of individual subscription)</td>
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<tr>
<td>- K. Louro to provide additional information on Canva membership &amp; capabilities to V. McAuley</td>
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<td>- V. McAuley to follow-up with ACA@UBC reps re: communications committee participation</td>
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<tr>
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<tr>
<td>- UnConference CC transcriptions in progress</td>
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<tr>
<th>Volunteers</th>
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<tbody>
<tr>
<td>- Recruiting continues</td>
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<tr>
<td>- Recent volunteer additions: S. Hervieux, E. Wright, T. Krause, ACA@UBC reps, D. Mordell, &amp; S. Huvall</td>
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<thead>
<tr>
<th>Conference Committee</th>
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<tr>
<td>- Update: K. Sloan reached out to ARMA VI, ARMA Vancouver, &amp; a US Archival Association re: potential partnerships without success. Executive decided to begin conference planning without partnership. Executive members will participate in the Conference Committee, and decided to hold a conference planning meeting on February 11 at 2pm. Executive decided to separate the 2021 AGM &amp; Conference, and to</td>
</tr>
</tbody>
</table>

- K. Louro to arrange the application submission via Google Forms and will provide link to L. Glandt and V. McAuley (S. Gilkinson & V. McAuley can provide support as needed).

- Promotion: Executive will promote bursary via social media & executive member networks. Potential interested parties include: Indigenous Advocacy Committee, First Peoples Cultural Council, J. Webber, J. Rowe, Yukon Council of Archives, and Indigitization (UBC)

- J. Seeman proposed change from BIPOC to IBPOC, and Executive members approved the change in language based on understandings of the evolution of appropriate/inclusive terminology

**Budget Planning**

- Budget Meeting: Saturday February 20 at 1pm via Zoom (all executive welcome!)

- Second budget meeting to be scheduled for the last week of February

- S. Gilkinson to connect with V. McAuley re: scheduling

by March 7, 2021. Successful candidates will be notified by March 8, 2021.
Minutes
AABC Executive Meeting
January 27, 2021 – 6:00pm
Via Zoom Meeting

(tentatively) hold the conference on June 25, 2021.
- Next steps: K. Sloan to draft a call for volunteers, assess Yukon Council of Archives interest in partnership, and hold the first conference committee meeting to begin theme discussions.

Anti-Racism Working Group
- Summary: the creation of a working group to serve an advisory role for the AABC executive; hold executive accountable for Anti-Racism goals & workplan; advocate for needs of BIPOC communities in BC Archiving; & adjudicate anti-racism bursary (specifics subject to change). First meeting with E Wright, T Krause, & S Sellers to take place in 2021. First tasks: orient working group with Exec, TOR, bursary adjudication, recruiting, & revisiting GoC Anti-Racism Action Program Funding.
- Note: $200 still available for Executive Anti-Racism training. If executive members take training (through or outside the AABC), please notify V McAuley & provide key takeaways
- Funding?
- V McAuley to reach out to volunteers to try and get a meeting set up for the first 2 weeks of February to set up TOR & bursary disbursement
- K. Louro is the only current grants committee member. The Anti-Racism Bursary will therefore be adjudicated by the ARWG & the Grants Committee/Executive

Indigenous Advocacy Committee
- Forthcoming MOU/Partnership with First Peoples Cultural Council (FPCC) in February
- BCMA Repatriation Grant
- FNITC/ARMA Partnership -- no current updates, but others may already be filling this need
- IAC Meeting

Grants & Nominations Committees
- K. Louro to draft a call-out for volunteers for the finance committee and membership committee, as well as executive roles (VP, MAL, & Secretary)

Membership & Conference Committees

Nominations and Elections
AndorNot
- K. Sloan & S. Gilkinson renewed the AABC’s membership for 6 months until transition can be made to Wild Apricot

Meeting Adjourned 7:39pm

Next Meeting
Meeting schedule to continue at 10:30am on the 3rd Tuesday of each Month
February 16, 2021 at 10:30am
Minutes
AABC Executive Meeting
February 16, 2021 --10:30am
Via Zoom Meeting

Present: J. Seeman (President), D. Collins (Vice-President), V. McAuley (Secretary), K. Sloan (Member-at-Large)

Regrets: S. Gilkinson (Treasurer), K. Louro (Member-at-Large), A. Routtenberg (Past-Executive)

<table>
<thead>
<tr>
<th>Meeting Called to Order</th>
<th>10:35</th>
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<tbody>
<tr>
<td>1. Approval of Agenda</td>
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<td></td>
<td>- Approved by J. Seeman</td>
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<td>- Seconded by V. McAuley</td>
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<tr>
<td>2. Approval of Meeting Minutes</td>
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<td></td>
<td>- January Executive Meeting</td>
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<td>- Approved by J. Seeman</td>
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<td>- Seconded by D. Collins</td>
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<tr>
<th>3. Business Arising</th>
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<td></td>
<td>Job Description Documents</td>
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<tr>
<td></td>
<td>- All Executive Descriptions Received</td>
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<td>- Committee TORs Outstanding</td>
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<td>- Note: ACA@UBC reps will not have TOR -- tasks will be negotiated annually</td>
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<tr>
<td></td>
<td>AABC Records</td>
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<td></td>
<td>- Summary: Roundtable expressed interest in organizing association records this year, including: organizing executive records (Secretary to collect finals), deduplication of financial records (K Blimke &amp; S Gilkinson are custodians), ensuring adequate insurance coverage for records (K Blimke &amp; S Gilkinson), getting L Glandt records (2.5 boxes) to archives, evaluating retention periods (C Powell to review membership list schedules), &amp; creating inventory of holdings (at both UVic &amp; Provincial Archives -- J Seeman contacting L. Wilson &amp; J Morrison re: UVic &amp; V McAuley to investigate Provincial Archives records &amp; create inventory/retention schedule as needed). L. Glandt last deposited records in 2018 through contact S Butterfield. J. Morrison provided a draft records policy document to J. Seeman &amp; confirmed that approx. 30 boxes are housed at UVic.</td>
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<td></td>
<td>- Post-COVID next steps involve compiling or finding box lists for records at UVic &amp; BC Archives, transitioning relevant boxes from storage to accession, and depositing 2.5 boxes of EAS records (L. Glandt is comfortable storing EAS boxes for the short term). S. Gilkinson to discuss UVic records insurance policy with K. Blimke.</td>
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<td>Strategic Planning</td>
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<td>- Summary: the goal is to engage in consultation meetings with a third party facilitator by January 2021 to determine requirements, next steps, and funding needs for much needed strategic planning. A. Routtenberg</td>
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<tr>
<td>Minutes</td>
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<tr>
<td>AABC Executive Meeting</td>
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<tr>
<td>February 16, 2021 --10:30am</td>
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<tr>
<td>Via Zoom Meeting</td>
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<th></th>
<th>provided a Vantage Point Strategic Planning Facilitation proposal at the roundtable, and will be providing information for additional options in January 2021. A. Routtenberg is in discussions with Vantage Point, but anticipates that this project will be put on hold due to COVID &amp; current AABC financial constraints. S. Gilkinson required estimates for budgetary ‘wish list’ and future reference.</th>
</tr>
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<tbody>
<tr>
<td>Email Transition/Login Information</td>
<td>Email Transition/Login Information - J. Seeman created draft transition document which is to be finalized in advance of the 2021 AGM</td>
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<tr>
<td>Website</td>
<td>Website - BC Arts Council Application Decision - Update: decision will likely not be available until February. BCAC grant application centers on website update &amp; DHCP grant application focuses on delivering online education programs -- both could be completed independently on simultaneously. Once funding decision has been circulated, V McAuley to follow-up with ACA@UBC reps re: finding a student to provide UX testing</td>
</tr>
<tr>
<td>4. President’s Report</td>
<td>4. President’s Report - E. Lonie proposal re tech register (available throughout province) - E. Lonie and L. Glandt to work with J. Seeman to circulate email to regional reps re: tech available for loan by institutions across BC - E Lonie potential reviving the Fonds D’Archives Journal (ASA) - J. Seeman &amp; L. Glandt will connect E. Lonie with Yukon &amp; Saskatchewan representatives, and suggest the production of 1 issue in 2021 - Updates pending (Jenny provided update on support with low financial implications to Emily, no further information provided) - Liberal Party Roundtable - K. Louro to attend on behalf of AABC Executive - Update forthcoming - Tourism Minister Meeting - J. Seeman to participate in discussion as it’s focus has shifted to BC 150 acknowledgement (not celebration) &amp; funding planning - Potential idea for BC 150: 150 words on 150 BC archival institutions - GLAM - Spirit of MOU continues despite expiry -- including renewed interest in expanding GLAM partner organization, and a visioning process</td>
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</table>
Advocacy Support for Closure of National Archives Seattle
- J. Seeman to write letter on behalf of AABC to condemn the decision to close the National Archives in Seattle, and request additional support for archives

Programs Committee/EAS Updates:
- DHCP application
  - Results will likely be available in May 2021
  - Re-allocating travel funds to workshop resources -- in-person workshops will not be possible
- Zoom Upgrade
  - An upgrade from Zoom Meeting (current platform) to Zoom Webinar would be helpful for future educational events
  - D. Collins to provide S. Gilkinson with formal request for (approx.) $530 Zoom Webinar fee
- BCAC Expanded Arts and Culture Resilience Supplement Award
  - Grant received for $18,000
  - No specific project
  - Final reporting will have to be submitted
- L. Snider
  - Notes that budgeted hours have run out
  - This is likely due to archives’ focus on digital work as a result of COVID work-from-home procedures

Donations
- Summary of December Donations Meeting
- Approval of thank-you/promotional postcards -- to be conducted via email

ARWG Bursary
- Summary: AABC to offer 1 free bursary spot in each 2021-2022 distance education course (members, non-members, BC residents, & non-BC residents are all eligible to apply). Applications to be adjudicated by ARWG & Grants Committee, and bursary will be administered to the successful applicant through promo-code.
- Areas for future growth: including annual AABC membership with bursary (not feasible for 2021)
- Bursary has opened, application form will close on March 1, 2021, and the AABC will provide adjudication results by March 7, 2021. Successful candidates will be notified by March 8, 2021.
- We have received 3 applications so far!!!
- Executive to adjudicate with ARWG member & potential IAC support
Budget Planning
- **Budget Meeting**: Saturday February 20 at 1pm via Zoom (all executive welcome)
- Discuss availability for executive budget approval meeting (by end of Feb)
- S. Gilkinson to connect with V. McAuley re: scheduling

Communications Committee (Newsletter/Regional Reps/Postcards)
- Forthcoming deliverables: winter newsletter (including S Gilkinson & K Sloan profiles, & D Reksten letter), RR mid-year meeting, RR toolkit (including tentative Memory BC Directory)
- K. Louro to provide additional information on Canva membership & capabilities to V. McAuley
- V. McAuley to follow-up with ACA@UBC reps re: communications committee participation
- UBC Award Student Profile?

AAW/UnConference
- UnConference CC transcriptions in progress

Volunteers
- Recruiting continues
- Recent volunteer additions: S. Hervieux, E. Wright, T. Krause, ACA@UBC reps, D. Mordell, & S. Huvall

Conference Committee
- This year the AABC will likely be partnering with the Yukon to put on a virtual conference in late October
- Possible conference workshop topics -- archives 101, oral history, etc.
- AGM will still be held in late April/early May (preferably not the last week of April)
- Intended audience: community & small archives (vs. academic/institutional archives). To support this, it would be preferable to keep admission/participation costs low (crowd-funding, sliding scale, pay-what-you-can, ‘nobody turned away’, sponsorships, public/government funding, free livestream, etc.)
- K. Sloan to schedule next meeting

Anti-Racism Working Group
- Summary: the creation of a working group to serve an advisory role in for the AABC executive; hold executive accountable for Anti-Racism goals & workplan; advocate for needs of BIPOC communities in BC Archiving; & adjudicate anti-racism bursary (specifics subject to change).
  First meeting with E Wright, T Krause, & S Sellers to take place in 2021.
  First tasks: orient working group with Exec, TOR, bursary adjudication, recruiting, & revisiting GoC Anti-Racism Action Program Funding.
- Note: $200 still available for Executive Anti-Racism training. If executive
members take training (through or outside the AABC), please notify V McAuley & provide key takeaways
- V. McAuley to arrange meeting for interested ARWG members & executive to adjudicate Anti-Racism Bursary in the first week of March
- Executive committee will continue to support ARWG & Grants Committee until more volunteers can be secured

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<tr>
<td>- K. Sloan to provide maternity leave coverage for K. Louro</td>
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<tr>
<th>Meeting Adjourned</th>
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<tr>
<td>11:22am</td>
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<thead>
<tr>
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<tbody>
<tr>
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