



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

Regrets: A. Routtenberg (Past-President) & K. Louro (Member-at-Large)

Meeting Called to Order	
1. Approval of Agenda	<ul style="list-style-type: none"> - Approved by S. Gilkinson - Seconded by K. Sloan
2. Approval of Meeting Minutes	<ul style="list-style-type: none"> - K. Sloan's name is misspelled in the April Minutes - March Executive Meeting Minutes <ul style="list-style-type: none"> - Approved by S. Gilkinson - Seconded by D. Collins
3. Business Arising	<p>AABC Records -- deferred until after COVID</p> <p>Strategic Planning -- added to the past-executive portfolio</p> <p>Email transition & login -- done</p> <p>BC Arts Council Decision -- D. Collins to discuss</p> <p>AGM</p> <ul style="list-style-type: none"> - L. Glandt will act as tech support - V. McAuley to chair - J. Seeman to hold nominations - V. McAuley to circulate cheat sheet & script - Executive to log in 30min early - Please review membership list prior to voting to ensure everyone is able to vote - Zoom polls may be used to facilitate voting -- J. Seeman to review
4. President's Report	<p>E. Lonie proposal re tech register (available throughout province)</p> <ul style="list-style-type: none"> - E. Lonie has prepared a google spreadsheet to share among regional representatives - Institutions do not want to publicly advertise the equipment they have available (safety concerns) - J. Seeman to follow-up <p>Reviving the Fonds D'Archives Journal (ASA)</p> <ul style="list-style-type: none"> - E. Lonie is still interested in revival, and will create a call-out for volunteers over the summer



	<ul style="list-style-type: none"> - Anticipated start date: Fall 2021 - New Executive will need to decide on a liaison member <p>Liberal Party Roundtable</p> <ul style="list-style-type: none"> - K. Louro attended <p>Tourism Minister Meeting</p> <ul style="list-style-type: none"> - Has been postponed <p>GLAM</p> <ul style="list-style-type: none"> - No movement other than email re potential BCMA webinar platform partnership <p>Advocacy Support for Closure of National Archives Seattle</p> <ul style="list-style-type: none"> - Building no longer being sold - Federal government has saved it for now <p>South Vancouver Island Regional Reps Meeting</p> <ul style="list-style-type: none"> - Will use the AABC Zoom platform on Apr 26, 2021 - D. Collins to attend and provide tech support
<p>5. Vice-President and Programs Committee Report</p>	<p>Programs Committee/EAS Updates:</p> <ul style="list-style-type: none"> - Programs Committee meeting held last week - D. Collins revitalized regular monthly meetings which will continue into the new year - Transition meeting will be put in place with the new VP - An online survey for the regional representatives and membership re educational offering feedback forthcoming (to be created & circulated by L. Glandt) - L. Snider has been working through the memory bc descriptions backlog & doing some website redesign <p>Website Upgrade</p> <ul style="list-style-type: none"> - funds in place - L. Glandt & L. Snider are ready to being working - First meeting between D. Collins, C. Powell, K. Sloan, L. Glandt, & L. Snider was held two weeks ago - First order of business will be a content remap -- executive input will be required - Executive committee members will be consulted at key points in the process - ACA@UBC Reps have offered to provide support re testing & feedback - Website will be hosted on Wild Apricot <p>Surrey Archives Heritage Event</p> <ul style="list-style-type: none"> - Fed 19, 2022 (1-4pm at the Museum of Surrey) - Table and brochure event - L. Glandt to participate



<p>6. Treasurer & Finance Committee Report</p>	<p>Budgets</p> <ul style="list-style-type: none"> - Contingency fund: \$55,000 - General fund: \$85,000 - Projected deficit: \$12,000 - Project deficit ended up being a surplus of \$16,000 - S. Gilkinson to find out if contingency fund needs to be increased <p>Donations</p> <ul style="list-style-type: none"> - We have received 1 donation which is low for this time of year - S. Gilkinson to encourage donations at the AGM
<p>7. Committee and Program Reports</p>	<p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> - More volunteers needed - Executive to encourage volunteers to join at the AGM <p>Communications Committee (Newsletter/Regional Reps/Postcards)</p> <ul style="list-style-type: none"> - Newsletter forthcoming - D. Collins to write revised President's Message - Executive has no changes to postcards, but COVID has not provided an opportunity to use them -- maybe they can be circulated virtually or for Archives Awareness Week 2021? - V. McAuley to confirm that D. Lang and A. Tarnawsky will be continuing with the Newsletter/Communications Committee <p>Volunteers</p> <ul style="list-style-type: none"> - Volunteer coordinator discussion to be deferred until next Executive Meeting -- would a volunteer coordinator be helpful over the coming year? <p>Conference Committee</p> <ul style="list-style-type: none"> - "We Walk Many Paths" Conference - K. Sloan has created a write-up which can be circulated by the end of the week -- executive to review <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - Committee to meet again once K. Louro has returned from leave <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - No updates <p>Membership Committees</p> <ul style="list-style-type: none"> - C. Powell shared that a few members have not yet paid their dues; however, their payments are forthcoming -- these members can attend the AGM, but are not eligible to vote - C. Powell may be leaving the membership committee this year, but is able to stay on until a new chair can be found - The incoming Member-at-Large may be able to take over the position of



	chair Nominations and Elections - By-laws will need to be reviewed to establish process for competition
Meeting Adjourned	
Next Meeting	May 18, 2021 Transition Meeting -- 10:30am-12:30pm



<https://zoom.us/j/91883386588?pwd=bUZJUFJFWG1TNNV3bVhCZHltY1B0Zz09>

Meeting ID: 918 8338 6588
Passcode: 798234

Present: D. Collins, K. Sloan, S. Gilkinson, E. Larson, K. Louro, M. Paraschos, J. Seeman

Regrets: V. McAuley (outgoing Secretary), A. Routtenberg (outgoing Past President)

Meeting Called to Order	D. Collins called meeting to order at 1:04 pm
1. Approval of Agenda	<ul style="list-style-type: none"> - Approved by M. Paraschos - Seconded by K. Louro
2. Approval of Meeting Minutes	<ul style="list-style-type: none"> - April Executive Meeting Minutes <ul style="list-style-type: none"> - Approved by J. Seeman - Seconded by S. Gilkinson
3. Business Arising	<p>Transition</p> <ul style="list-style-type: none"> - Introductions / Ice-breaker - AGM <ul style="list-style-type: none"> - went well - congrats everyone! - Monthly Meetings <ul style="list-style-type: none"> o Third Tuesday of each month <ul style="list-style-type: none"> ● M. Paraschos asked to move meetings to late afternoons/evenings ● D Collins to send Doodle poll to find a time that works for everyone o Meeting chair <ul style="list-style-type: none"> ● E. Larson to take on role for future meetings o Strategic planning <ul style="list-style-type: none"> ● Funding is available this year - move ahead asap ● Vantage Point - \$2400 to work with AABC to review and analyze AABC's current plan and workflows, and come up with a plan for the future ● Write up a basis for the strategic planning, afternoon session with J. Seeman, D. Collins, and maybe L. Glandt ● K. Louro suggested waiting until the round table to start the planning in order to give other AABC Members a chance to comment and get involved <ul style="list-style-type: none"> - Exec decided November would be too late to start project - will send out communication to membership about the planning



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	<ul style="list-style-type: none"> ● J. Seeman to reach out to Vantage Point to reestablish contact and get project running for late summer - Transition updates / questions - Website upgrade <ul style="list-style-type: none"> - L. Glandt & L. Snider are ready to being working on project - Second meeting between D. Collins, K. Sloan, L. Glandt, & L. Snider held earlier this week - L. Snider has begun preparing the new website layout - L. Glandt has begun going through web pages - Executive committee members will be consulted at key points in the process - ACA@UBC Reps have offered to provide support re testing & feedback - Website will be hosted on Wild Apricot - Roundtable - First Saturday in November? <ul style="list-style-type: none"> - Agreement on date - Keep as a Zoom meeting - Executive Photo <ul style="list-style-type: none"> - Look your Zoom best for the next Executive meeting!
<p>4. President's Report</p>	<p>E. Lonie proposal re tech register (available throughout province)</p> <ul style="list-style-type: none"> - Spreadsheet of contact information sent to regional reps to update and maintain - Discussion whether regional reps would be interested in this or not - E. Larson to follow up with V. McAuley about regional rep meetings <p>Reviving the Fonds D'Archives Journal (ASA)</p> <ul style="list-style-type: none"> - Meant to be a less formal, theoretical journal - Goal: have the 3 Western Archival Associations to work together to host and publish Fonds D'Archive Journal <ul style="list-style-type: none"> - To be hosted through Archives Society of Alberta - Someone from AABC to sit on the editorial board? <ul style="list-style-type: none"> - M. Paraschos volunteered to sit on Board <p>GLAM</p> <ul style="list-style-type: none"> - Very quiet on the GLAM front, particularly since COVID hit - MOU has expired - Want to include more organizations to join GLAM (Indigenous organizations, arts groups, etc.) - D. Collins to reach out to Ryan Hunt (GLAM president) to get the group up and going again



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	<p>UBC Mentorship Proposal</p> <ul style="list-style-type: none"> - J. Douglas of UBC emailed D. Collins and L. Glandt about possibility of UBC iSchool partnering with AABC to reach out to membership of setting up potential projects with AABC organizations and iSchool students - K. Sloan shared her experience as a student who participated in this project - Executive in agreement to move forward with this proposal - AABC to hold an info session with L. Glandt and J. Douglas
<p>5. Vice-President and Programs Committee Report</p>	<p>Contacts list (Karen)</p> <ul style="list-style-type: none"> - Please provide contact information to Victoria - K. Sloan to circulate contact sheet to rest of the group <p>Programs Committee/EAS Updates:</p> <ul style="list-style-type: none"> - An online survey for the regional representatives and membership re educational offering feedback forthcoming (to be created & circulated by L. Glandt) <ul style="list-style-type: none"> - This has been sent out - K. Sloan to follow up at next programming meeting - L. Glandt has completed DCHIP workshops for Haida Gwaii and Fort St. John - Upcoming programming - Lisa G. proposed Copyright Workshop facilitated by Jean Dryden <ul style="list-style-type: none"> - 1 day workshop, \$1200 to cover J. Dryden's expenses, as well as covering L. Glandt's costs in providing support to Workshop - AABC Executive in agreement - K.Sloan to notify L. Glandt to go ahead and get workshop organized with J. Dryden - Questions of "licensing" AABC course content to other organizations? <p>Website Upgrade</p> <ul style="list-style-type: none"> - Covered in Business arising section
<p>6. Treasurer & Finance Committee Report</p>	<p>Update Contact sheet for K. Blimkie</p> <p>Advertising Bursary</p> <ul style="list-style-type: none"> - L. Glandt wants to advertise workshop and Anti-Racism bursary - Deadline for bursary <ul style="list-style-type: none"> - Application is first 4 weeks of course registration - Gives time to adjudicate applications, give time for unsuccessful applications to register if desired, and for L. Glandt to mail



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	<p>textbook to successful participant</p> <p>Update</p> <ul style="list-style-type: none"> - no financial reports to report this month - forthcoming in next meeting - new monthly donor has come forward <ul style="list-style-type: none"> - S. Gilkinson to send thank you letter to donor
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/Postcards)</p> <ul style="list-style-type: none"> - V. McAuley to follow up with E. Larsen about Communications Committee early the week of May 24 <p>Newsletter</p> <ul style="list-style-type: none"> - D. Lang will not longer be acting as graphic design volunteer/ newsletter head editor this year <ul style="list-style-type: none"> - D. Lang published the newsletter through his subscription to InDesign. K. Sloan asked for suggestions for replacement software? - M. Paraschos mentioned Canva.com as a possible replacement - is freely available or can pay for a professional membership - D. Collins asked S. Gilkinson if there is funding available for Office subscriptions - S. Gilkinson agreed there is - S. Gilkinson also mentioned that V. McAuley was looking at getting access to InDesign through a subscription to Tech-Soup - need to follow up with V. McAuley - K. Sloan mentioned that the Secretary is also Editor of newsletter - asked E. Larson to follow up with V. McAuley - Recruitment will be required for new newsletter volunteers <ul style="list-style-type: none"> - M. Haligowski willing to volunteer - E. Larson to follow up with - D. Collins to write revised President's message for outgoing newsletter <p>Conference Committee</p> <ul style="list-style-type: none"> - K. Sloan gave update/ introduction - No proposals as of the last meeting - Working towards promoting the Conference and seeking speakers - who to approach? <ul style="list-style-type: none"> - UBC iSchool - Send Andrea material so she can promote through AABC socials - Listservs (AABC, Arcan-L, BCMA, maybe BCLA?) - K.Sloan working on drafting material to send to potential speakers if others know of any and want to send out material - D. Collins working on creating a sponsorship letter template to send out by next month



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	<p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> - \$500 donation from Friends of BC Archives. - D. Collins to send a thank you letter to follow. <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - Upcoming meeting on May 25, 2021 - K. Sloan to join meeting to support K. Louro - K. Louro to work with First Nations Leadership Council to develop MOU - IAC planning on organizing a roundtable to reach out to Indigenous members and professionals around BC <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - Terry Rekastan Grant - K. Louro to sit on adjudication panel <p>Membership Committees</p> <ul style="list-style-type: none"> - Chair updates - C. Powell will remain Chair for the time being but that may change - C. Powell gave K. Sloan a box of Membership Committee files to be archived <ul style="list-style-type: none"> - K. Sloan to follow up with UVIC - Discussion about possible future project for an iSchool student to work on an AABC Archives project <ul style="list-style-type: none"> - Physical files from Membership Committee, Financial Committee, and L. Glandt - L. Glandt may be able to supervise? <p>Nominations and Elections</p> <ul style="list-style-type: none"> - Elections were accepted at AGM - welcome Katie, Emily, and Maria to their new positions - Review by-laws will to establish process for competition <ul style="list-style-type: none"> - Confusion on bylaw wording in terms of the nomination process <ul style="list-style-type: none"> - K. Sloan suggested that this be a future agenda item, to discuss whether to the Bylaws need to be reviewed and possibly updated for clarity - D. Collins stated that the AABC needs to circulate proposed changes to the Bylaws a month before the AGM to explain changes to the AABC membership - D. Collins mentioned that the Bylaws on the AABC website are outdated - will email L. Glandt to update
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Meeting Adjourned	D. Collins adjourned the meeting at 2:55 pm.
Next Meeting	TBD - D. Collins to send out Doodle poll



<https://zoom.us/j/93408813381?pwd=SW1HT1VkVTA2SXd4UDRvczdmSDZKdz09>
Meeting ID: 934 0881 3381
Passcode: 705727

Present: E. Larson (Secretary), S. Gilkinson (Treasurer), K. Louro (Member-at-Large), K. Sloan (Vice-President), J. Seeman (Past-President), M. Paraschos (Member-at-Large), D. Collins (President)

Regrets:

Meeting Called to Order	E. Larson called meeting to order at 6:02pm
1. Approval of Agenda	<ul style="list-style-type: none"> - Approved by K. Louro - Seconded by S. Gilkinson
2. Approval of Meeting Minutes	<ul style="list-style-type: none"> - May Executive Meeting Minutes <ul style="list-style-type: none"> - Approved by J. Seeman - Seconded by D. Collins
3. Business Arising	<p>Monthly Meetings</p> <ul style="list-style-type: none"> - Confirmed recurring time of third Tuesday of the month at 6:00pm <p>Tk'emlúps te Secwépemc Draft Statement</p> <ul style="list-style-type: none"> - Draft statement by K. Louro circulated for executive and IAC feedback - Noted circulation of AAO statement - Agreement on taking a strong tone - Will add text speaking to records/gaps in records with an explicit call to action for archives (including the Catholic church archives) to release records - Advocacy will put pressure on institutions, not individual archivists - Suggestion to include the framework of records as evidence - G. Weber will send statement to community for review when appropriate - Timing is still unclear. Will tentatively aim to share in 2-3 weeks - Action item: Executive to add edits/suggestions to the draft document <p>Tk'emlúps te Secwépemc Additional Responses</p> <ul style="list-style-type: none"> - Make support resources available on an ongoing basis (ex. Discord group, Coping with Emotions in Archives, Australian Society of Archivists course, UBC trauma-informed certification, etc.) <ul style="list-style-type: none"> - Identify free resources whenever possible - Add a new section to the Archivists Toolkit for trauma-informed practice (both for archivists and for providing services to visitors) <ul style="list-style-type: none"> - Action item: M. Paraschos, K. Sloan, and E. Larson to compile resources



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	<ul style="list-style-type: none"> - Hold virtual events to provide support <ul style="list-style-type: none"> - If a support group, need to hire a support worker - Also pursue a more casual drop-in social (e.g. tea/crafts) on a regular (e.g. quarterly) basis - E. Larson, K. Louro, and M. Paraschos willing to lead these informal sessions - Can use informal sessions to gauge interest in formal support event(s) - Action item: E. Larson to check costs for IRSSS - IAC discussing ways to provide pro bono archivist services for communities - Share resources on grants and other funding sources that support capacity building in communities - Pursue adding a standing line item to the budget for the IAC. K. Louro discussing budget requests with IAC. - Separate from the statement of support, pursue a letter writing campaign to put pressure on specific institutions <ul style="list-style-type: none"> - Agreement that most effective approach is to partner with other associations, like the BC Glam group - Action item: D. Collins to reach out to the BC GLAM group to discuss a coordinate statement <p>Strategic planning</p> <ul style="list-style-type: none"> - JP at Vantage Point is going to be our point person. - Vantage Point can lead gathering feedback from members at an additional cost <ul style="list-style-type: none"> - If there is room in the budget, agreement that we should pursue this service - Vantage Point recommends 7-15 people in a session - Vantage Point can send information in advance for everyone to review - Timeline: Earliest would be late August/September. - Vantage Point will update the proposal as it is 2 years old - Aim to have something to bring back to the membership at the next AGM - Prefer a survey for member feedback to a roundtable session for making feedback more accessible - Action item: J. Seeman to continue liaising with Vantage Point <p>Website upgrade</p> <ul style="list-style-type: none"> - L. Snider working on the new website. Will be ready at the end of June so we can review in July - L. Glandt has been reviewing the website and cleaning up content
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	<ul style="list-style-type: none"> - J. Morrison at UVic will archive the old AABC website before it gets updated - Extension on final report for the funding from BC Arts Council until the end of August - L. Snider wants to get everything transferred over by early-mid July. - Renewed our hosting license until the end of August so need everything off the old site by the end of August. <p>Roundtable</p> <ul style="list-style-type: none"> - Second Saturday of November (Nov. 13) - Conference coming up last week of October <p>Executive Photo</p>
<p>4. President’s Report</p>	<p>E. Lonie proposal re tech register (available throughout province)</p> <ul style="list-style-type: none"> - No updates <p>Reviving the Fonds D’Archives Journal (ASA)</p> <ul style="list-style-type: none"> - No updates <p>GLAM</p> <ul style="list-style-type: none"> - BCLA undergoing a leadership change so want to wait until they’re settled - D. Collins will reach out to the group re: Tk’emlúps te Secwépemc statement <p>UBC Mentorship Proposal</p> <ul style="list-style-type: none"> - No updates
<p>5. Vice-President and Programs Committee Report</p>	<p>Programs Committee/EAS Updates:</p> <ul style="list-style-type: none"> - Met with the programs committee 2 weeks ago - Copyright workshop is now full and has a waiting list - Jean Dryden is available in September. Executive agreement to put on a second workshop - Discussing the education survey and planning other offerings - D. Collins suggests courses on digital initiatives (digitization, digital preservation, etc.) - Consider offering another set of Lisa’s Indigenous archives clinics - K. Louro suggests course for archives doing respectful outreach to Indigenous communities - IAC to suggest course topics - Genealogy webinar coming up



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	<ul style="list-style-type: none"> - Share ideas for other webinars with K. Sloan and L. Glandt - K. Louro offers to do a by donation webinar on digitization for small archives. <ul style="list-style-type: none"> o Turn into a roundtable with a how-to component and a panel discussion. <p>Conference committee</p> <ul style="list-style-type: none"> - Haven't met since the executive met, but will have an update in July - No submissions yet, but anticipating delays due to recent ARMA and ACA conferences
<p>6. Treasurer & Finance Committee Report</p>	<p>Donation to the IRSSS</p> <ul style="list-style-type: none"> - Received the cheque and it will be mailed out tomorrow <p>Financial reports</p> <ul style="list-style-type: none"> - Circulated to executive - No questions at this time <p>Approval of April financial report</p> <ul style="list-style-type: none"> - Approved by D. Collins - Seconded by J. Seeman <p>Approval of May financial report</p> <ul style="list-style-type: none"> - Approved by E. Larson - Seconded by K. Sloan <p>Thank you letter to Friends of the BC Archives</p> <ul style="list-style-type: none"> - D. Collins sent the letter
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/Postcards)</p> <ul style="list-style-type: none"> - Website has updated contact information - Action item: E. Larson to convene comms committee - E. Larson confirming committee members - Action item: E. Larson to reach out to the regional reps <p>Newsletter</p> <ul style="list-style-type: none"> - Have the current newsletter content - Lost InDesign subscription, but can see that we have a TechSoup subscription for Adobe Photoshop <ul style="list-style-type: none"> o Action item: E. Larson to confirm if Adobe subscription includes InDesign - D. Collins can do the design once we have the software



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	<ul style="list-style-type: none"> - Action item: D. Collins to update President’s Letter <p>Conference Committee</p> <ul style="list-style-type: none"> - Updates covered in Vice-President and Programs Committee Report <p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> - No updates <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - Meeting to discuss desired budget items - K. Louro reaching out to ATALM for a potential partnership - G. Weber and K. Louro looking into more watch circle events, including on for the SCCA TRC-tf report - K. Louro meeting with FPCC to discuss a stronger partnership - Discussion on refining the bursary selection process to make the criteria more transparent <ul style="list-style-type: none"> - Recommendation to develop a clearer rubric for assessment - Executive agreement to randomize selection amongst pool of eligible applicants <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - Call for the Terry Reksten Memorial Fund out and will be adjudicated in the coming months - Received question about previous anti-racism bursary recipient being eligible to apply again. <ul style="list-style-type: none"> o As per grant description, first-time applicants would be given priority, but people can apply again. - <p>Membership Committees</p> <ul style="list-style-type: none"> - Action item: M. Paraschos to reach out to C. Powell - Action item: M. Paraschos to monitor the membership email while C. Powell is unavailable. Can forward any questions/requests to L. Glandt <p>By-law updates</p> <ul style="list-style-type: none"> - Will update the by-laws on the website when the website itself is launched this summer - Process for competition: revisit later so that it is in place 1 month before the AGM <p>Contact Information for K. Blimke</p> <ul style="list-style-type: none"> - Action item: S. Gilkinson to confirm <p>Thank you cards for the outgoing executive members</p> <ul style="list-style-type: none"> - Executive agreement to send thank you cards - Action item: K. Sloan to coordinate
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Meeting Adjourned	E. Larson adjourned the meeting at 7:42pm
Next Meeting	July 20, 2021 – 18:00



<https://zoom.us/j/96803897312?pwd=QkNMN1BEUVVKQ3hnS1E4ZWpoMmF0Zz09>
Meeting ID: 968 0389 7312
Passcode: 064680

Present: K. Louro (Member-at-Large), E. Larson (Secretary), J. Seeman (Past-President), D. Collins (President), K. Sloan (Vice-President), M. Paraschos (Member-at-Large)

Regrets: S. Gilkinson (Treasurer)

Meeting Called to Order	E. Larson called meeting to order at 6:04pm
1. Approval of Agenda	<ul style="list-style-type: none"> - Approved by J. Seeman - Seconded by K. Louro
2. Approval of Meeting Minutes	<p>June Executive Meeting Minutes</p> <ul style="list-style-type: none"> - Approved by K. Sloan - Seconded by J. Seeman
3. Business Arising	<p>Tk'emlúps te Secwépemc Statement</p> <ul style="list-style-type: none"> - K. Louro has a complete draft with more information on other schools - K. Louro reached out to the UBC IRSHDC and got approval to share their support resources page - K. Louro reaching out to G. Weber for community approval - K. Louro will work with the Communications Committee and L. Glandt to share the statement: website, social media, and AABC listserv - Statement primarily addresses Tk'emlúps te Secwépemc, but includes more general statements for other communities and affirmations of commitment to the TRC - Should we address the gap between the initial announcement and our statement, particularly in relation to the call for the release of records recognizing that progress has been made, but there's a long way to go - Will proceed with one response with broader commitments and calls to action for archives - To address why now, can note that we followed community requests and align with the Tk'emlúps te Secwépemc press conference on July 15, 2021 - Won't release the statement without community approval - Action item: K. Louro to make edits to the statement <p>Toolkit Resources</p> <ul style="list-style-type: none"> - Trauma-informed archival resources have been added to the website - Contact L. Glandt if anything should be added <p>Informal Sessions</p>



<https://zoom.us/j/96803897312?pwd=QkNMN1BEUVVKQ3hnS1E4ZWpoMmF0Zz09>
Meeting ID: 968 0389 7312
Passcode: 064680

	<ul style="list-style-type: none"> - G. Weber willing to speak about her work with the community and gratitude in archival work. - Aim to schedule in September pending G. Weber’s schedule - Advertise it for a date in September - Action item: K. Louro to schedule a date for the first virtual tea <p>BC GLAM</p> <ul style="list-style-type: none"> - No response from the group on a coordinated Tk’emlúps te Secwépemc statement yet <p>Lytton Fire Response</p> <ul style="list-style-type: none"> - Donation to GoFundMe not feasible for the AABC given our non-profit status <ul style="list-style-type: none"> - Can make donations as a non-profit, but only to other registered charities and in alignment with our mandate - Could do a Lytton fundraiser in the Fall/Winter, pending more research on what would be appropriate. - Lytton Museum & Archives are longstanding members - Will continue to make efforts to reach out and support colleagues - Disaster recovery kits available for members not sufficient in this context - Brainstorming ideas for a Fall fundraiser will be on the agenda - Action item: S. Gilkinson and K. Blimke research what we can do <p>Strategic planning</p> <ul style="list-style-type: none"> - Told Vantage Point that we are interested in the facilitated survey for membership and focus groups for the strategic planning participants - Waiting to get a revised quote from Vantage Point <p>Website upgrade</p> <ul style="list-style-type: none"> - L. Glandt and L. Snider sent the new website link to the executive for review - Most content has been migrated over - Seeking feedback on the homepage - Colours, font, etc. are already set so looking for feedback focused on the content - Trying to close the old website by July 31 - D. Collins and K. Sloan meeting L. Glandt and L. Snider on Friday to discuss next steps - University of Victoria has archived the old AABC site - Review site on desktop and mobile - Website is built on Wild Apricot, which provides the templates and themes - Confirming that accessibility has been considered in the design
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	<ul style="list-style-type: none"> - Most of the content has not changed from the old site. May want to shorten text or reorganize so key information is more visible - Previously discussed putting out a call for archival photos from archives across BC. Would be helpful to get assistance sourcing images. - August 1st is not a hard deadline for launching the website so can take more time if needed - Action item: D. Collins to set up a shared document for the executive to consolidate feedback - Action item: Executive to review website and provide feedback by Tuesday, July 27 <p>Roundtable</p> <ul style="list-style-type: none"> - No updates
<p>4. President’s Report</p>	<p>E. Lonie proposal re tech register (available throughout province)</p> <ul style="list-style-type: none"> - D. Collins talked to E. Lonie about the tech register - E. Lonie has shared the register with the membership - Currently a private list. When complete, will add to the closed part of the website. <p>Reviving the Fonds D’Archives Journal (ASA)</p> <ul style="list-style-type: none"> - No updates, will circle back in September <p>GLAM</p> <ul style="list-style-type: none"> - Reached out about the IRS and Lytton fire - Will follow up on offers of support for Lytton when appropriate - No updates on IRS response <p>UBC Mentorship Proposal</p> <ul style="list-style-type: none"> - D. Collins setting up a meeting with J. Douglas in the next couple of weeks
<p>5. Vice-President and Programs Committee Report</p>	<p>Programs Committee/EAS Updates:</p> <ul style="list-style-type: none"> - Copyright course in June was full (25 people) and went well <ul style="list-style-type: none"> - By the time the course ran, there was a 12 person waiting list so opened a September offering (Sept. 15) - Currently 21 out of 25 possible people registered for the September course - Distance Education course on managing plans and drawings starts on Sept. 13.



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	<ul style="list-style-type: none"> - 8 people registered so far. - Anti-racism bursary was awarded - Course registration for maps extended to Aug. 20 - L. Glandt is out of town next week and 1st week of August. Send questions to K. Sloan - Fall programming discussions <ul style="list-style-type: none"> - Major interest area is digitization <ul style="list-style-type: none"> - Propose a roundtable in September or October. Brainstorming people to approach. - Looking at what topics come up through the conference committee to support future programming <p>Conference committee</p> <ul style="list-style-type: none"> - Call for submissions closed on Jul. 15 - Some people sent in expressions of interest, but needed an extended deadline of Jul. 30 - Got submissions from both the Yukon and BC that will be reviewed shortly - May have enough proposals for a multi-day conference - Have already received some vendor donations for the conference - Robust speakers package has been created
<p>6. Treasurer & Finance Committee Report</p>	<p>Donation to the Lytton Museum & Archives and Lytton Chinese History Museum</p> <ul style="list-style-type: none"> - No updates
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/Postcards)</p> <p>Newsletter</p> <ul style="list-style-type: none"> - TechSoup subscription for Adobe does not include InDesign - Wait until the statement is released before doing the newsletter - D. Collins working on the President’s Letter - Aim for a Fall/September launch - M. Paraschos notes this free tool is available: https://beefree.io/templates/ - M. Haligowski has access to InDesign - Action item: E. Larson to follow up with M. Haligowski on InDesign and timeline



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	<p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> - No updates <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - Connected with FPCC, but have not been able to meet yet - Action item: K. Louro will reach out to FPCC to try and reschedule the meeting <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - No updates on elections and nominations - Terry Reksten adjudication is upcoming - Action item: K. Louro to get in touch with Friends of the BC Archives on scheduling an adjudication meeting <p>Membership Committees</p> <ul style="list-style-type: none"> - Action item: M. Paraschos to meet with Chloe <p>Executive vacation</p> <ul style="list-style-type: none"> - J. Seeman away first week of August and last few days - D. Collins away in August, will confirm dates later - If away, let the executive know over email
Meeting Adjourned	E. Larson adjourned the meeting at 7: 15pm
Next Meeting	Aug. 17, 2021 – 18:00



<https://zoom.us/j/99419904603?pwd=a2xCNjQ0VlBDVGpITkUzTytINzdldz09>
Meeting ID: 994 1990 4603
Passcode: 630619

In attendance: E. Larson, S. Gilkinson, K. Louro, K. Sloan, J. Seeman, D. Collins, M. Paraschos

Regrets:

Meeting Called to Order	E. Larson called the meeting to order at 6:03pm
1. Approval of Agenda	<ul style="list-style-type: none"> - Approved by K. Louro - Seconded by E. Larson
2. Approval of Meeting Minutes	<p>July Executive Meetings</p> <ul style="list-style-type: none"> - Approved by K. Sloan - Seconded by D. Collins
3. Business Arising	<p>Tk'emlúps te Secwépemc Draft Statement</p> <ul style="list-style-type: none"> - K. Louro made final edits and sent to community for approval - Received small edits from G. Weber - Awaiting community response - K. Louro may send gentle reminder soon - When approved, will work with E. Larson on communications <p>Virtual Tea</p> <ul style="list-style-type: none"> - Sept. 17th at 12pm - G. Weber will speak about gratitude in archival work - Casual 12-2pm drop-in - K. Louro to work with E. Larson to share the invitation - K. Louro working with L. Glandt to set up the Zoom meeting - Tea will be free to attend, but can suggest a donation to IRSSS - Noting that Wild Apricot donation site will be the main page on the new website, rather than Canada Helps. Both options can be shared. <ul style="list-style-type: none"> - Canada Helps likely the best link for this event - Action item: M. Paraschos to make an event poster <p>Lytton Fire Response</p> <ul style="list-style-type: none"> - L. Glandt found a contact for the Lytton Museum and Archives, but haven't heard a response - Disaster planning distance education course was well received last year. Could we run something similar (1 day session) and offer the proceeds to the Lytton disaster relief? <ul style="list-style-type: none"> - Depends on L. Glandt's capacity and schedule - S. Gilkinson would need a proposal on how much it would cost before approving - Options for translating workshop into a self-directed learning



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	<ul style="list-style-type: none"> - kit available for purchase? - Can it be reduced to a one-hour information session that takes less of L. Glandt’s time and is more affordable? - Would like to be able to offer something by donation on the theme of disaster planning - Consider hosting a disaster planning webinar with L. Glandt and other speakers with a donation link - L. Glandt and K. Louro discussing a webinar on digitization for small organizations <ul style="list-style-type: none"> - Could a Canada Helps and/or GoFundMe link be incorporated into this webinar? - Publicize the Lytton Museum & Archives GoFundMe on our channels <ul style="list-style-type: none"> - Previously done, but can share again - K. Louro was in separate discussions with colleagues in Northern BC about a regional disaster relief group <ul style="list-style-type: none"> - AABC to check in with regional reps - Future virtual tea could be about disaster planning. <ul style="list-style-type: none"> - Less moderated opportunity to talk about ideas casually - Have money in the budget to reup the disaster planning kits - GLAM group is meeting in September so K. Sloan will raise this topic with them - Action item: D. Collins to reach out to the regional reps <p>Strategic planning</p> <ul style="list-style-type: none"> - J. Seeman shared the revised proposal from Vantage Point - Proposal includes a stakeholder survey - Proposal including the survey is now over budget for the project - Option to run the survey ourselves if the funding isn’t available - Action item: S. Gilkinson to review the budget and then send options to the executive for a vote <p>Website upgrade</p> <ul style="list-style-type: none"> - K. Sloan met with L. Snider and L. Glandt on Friday - everything is ready to go for the switch to Wild Apricot - Website has been archived by University of Victoria - L. Glandt is doing a final review of the website - Put out a call to archives across the province for photos to update the banner content <ul style="list-style-type: none"> - Have had a few responses - Inspired by other organizations that share galleries of archival photos with some metadata that click through to the repository’s website (ex. NorthWest Archivists) <ul style="list-style-type: none"> - Action item: D. Collins to see if this is possible to implement before the launch or if it is an ongoing update
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Meeting ID: 994 1990 4603
Passcode: 630619

	<ul style="list-style-type: none"> - D. Collins reviewed homepage text - Website will be converted after the maps and drawings course registration closes on Friday Aug. 20 at 12pm <ul style="list-style-type: none"> - Website will be down all weekend and relaunch on Monday - Will announce the new website after initial launch and bug testing - Action item: Executive to check the website on Monday and review for bugs <p>Roundtable</p> <ul style="list-style-type: none"> - No updates this month
<p>4. President’s Report</p>	<p>E. Lonie proposal re tech register (available throughout province)</p> <ul style="list-style-type: none"> - Meeting in September <p>Reviving the Fonds D’Archives Journal (ASA)</p> <ul style="list-style-type: none"> - Meeting E. Lonie in September <p>GLAM</p> <ul style="list-style-type: none"> - The Federal Government is releasing a resiliency fund at the end of August <ul style="list-style-type: none"> - GLAM group to coordinate around how to share this funding announcement - Action item: E. Larson to inform A. Tarnawsky about upcoming announcement and ensure it’s shared <p>UBC Mentorship Proposal</p> <ul style="list-style-type: none"> - No updates - Won’t be feasible to start until January at the earliest - Action item: D. Collins to follow up with J. Douglas
<p>5. Vice-President and Programs Committee Report</p>	<p>Programs Committee/EAS Updates</p> <ul style="list-style-type: none"> - Managing Plans and Drawings distance education course has 15 students registered - Textbook no longer published in hardcopy format, but e-copy now available for students - Registration is open until 12pm on Aug. 20 - Copyright course on Sept. 15 is full with a waitlist - L. Glandt planning and scheduling Fall webinars and roundtables - Next roundtable is scheduled for Oct. 6 on the topic of volunteer engagement



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	<p>Conference committee</p> <ul style="list-style-type: none"> - Received 13 proposals - Meeting on Aug. 18 to review the proposals - Likely looking at a 2-day conference <ul style="list-style-type: none"> - BCMA conference is spread out over October so if multi-day consider spreading ours out as well to avoid scheduling conflict
<p>6. Treasurer & Finance Committee Report</p>	<ul style="list-style-type: none"> - June and July financial reports shared with the Executive - No unexpected expenses this fiscal year outside of the IRSSS donation - Motion to accept June and July financial reports <ul style="list-style-type: none"> - Approved by D. Collins - Seconded by E. Larson
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/Postcards)</p> <ul style="list-style-type: none"> - A. Tarnawsky has updated institutional membership list and will stay up to date on their social media channels <p>Newsletter</p> <ul style="list-style-type: none"> - M. Haligowski on board as the graphic designer - Will schedule the president’s letter and publication date after the Kamloops statement is finalized <p>Some regional reps meetings set up with D. Collins in Sept.</p> <p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> - No updates <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - K. Louro followed up with FPCC and awaiting a response <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - K. Louro reached out to Friends of the BC Archives contact for the Terry Reksten grant <ul style="list-style-type: none"> - Informed that L. Wilson will be the AABC rep on the adjudication committee - Adjudication committee has met - Noting that the AABC rep was previously the Member at Large - Action item: K. Sloan to ask L. Wilson for a report on the grant adjudication to the executive



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	<p>Membership Committee</p> <ul style="list-style-type: none"> - Sent a list of institutional members to the communications committee for social media team - Action item: M. Paraschos to connect with C. Powell when scheduling allows <p>Other Business</p> <ul style="list-style-type: none"> - After reviewing by-laws, noting that the Past-President role doesn't have a vote on the executive - Noting upcoming vacation dates for S. Gilkinson, D. Collins, and K. Sloan
Meeting Adjourned	E. Larson adjourned the meeting at 7:00pm
Next Meeting	September 21, 2021 – 18:00



<https://us06web.zoom.us/j/84426754726?pwd=c0NjN1JubW5xdHg5VHAvODZuNExBZz09>
Meeting ID: 844 2675 4726
Passcode: 866035

In attendance: E. Larson, K. Louro, K. Sloan, D. Collins, M. Paraschos

Regrets: S. Gilkinson, J. Seeman

Meeting Called to Order	E. Larson called the meeting to order at 6:04pm
1. Approval of Agenda	<ul style="list-style-type: none"> - Approved by K. Louro - Seconded by M. Paraschos
2. Approval of Meeting Minutes	<p>August Executive Meetings</p> <ul style="list-style-type: none"> - Approved by E. Larson - Seconded by K. Sloan
3. Business Arising	<p>Tk'emlúps te Secwépemc Draft Statement</p> <ul style="list-style-type: none"> - K. Louro sent a gentle reminder - Connected with the archivist E. Brown - Won't publish the statement without community approval - Will draft some content for the AABC newsletter that can go out in the interim - Action item: D. Collins to draft president's letter by early next week <p>Virtual Tea</p> <ul style="list-style-type: none"> - About 50 people attended September's tea - K. Louro and L. Glandt discussing hosting more roundtable/teas, where the initial discussion/talk is recorded and shared - Topics to consider: <ul style="list-style-type: none"> - Interacting with journalists and advocacy from archivists to the media <ul style="list-style-type: none"> - Brainstorming panelists to invite: A. Jones and K. Ng from <i>Organizing Ideas</i>, A. Tarnawsky in relation to ACA media work - Precarity in the archival profession <ul style="list-style-type: none"> - Hold space for consolation - Could treat this topic like an unconference with a more creative structure - Share resources on where people can find support (e.g. applying for EI, etc.) - Trauma-informed user design <ul style="list-style-type: none"> - How to respect users of archives - Action item: K. Louro to create a shared document to brainstorm ideas about topics and speakers



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	<p>Lytton Fire Response</p> <ul style="list-style-type: none"> - D. Collins reached out to T. Hurley (regional rep) who has been in touch with team at the Lytton Museum & Archives - Still an opportunity to support them however we can - Disaster planning workshop as a fundraiser <p>Action item: D. Collins to reach out to L. Glandt</p> <p>Strategic planning</p> <ul style="list-style-type: none"> - Survey <ul style="list-style-type: none"> - Draft survey looks good in Google Forms - Action item: E. Larson confirm with J. Seeman that the survey can be distributed - Focus Group <ul style="list-style-type: none"> - D. Collins has focus group attendees from the regional reps - K. Louro can invite members from Indigenous Advocacy Committee - Action item: Executive to send invitees to J. Seeman for Vantage Point coordination - Executive sessions <ul style="list-style-type: none"> - Nov. 6 and 7th is the preferred weekend - Action item: E. Larson to confirm preferred dates with J. Seeman <p>Website upgrade</p> <ul style="list-style-type: none"> - New website is up and running - K. Sloan submitted final report to the BC Arts Council - L. Glandt and L. Snider are working on a backend user manual <p>Roundtable</p> <ul style="list-style-type: none"> - Confirming that it will take place on Nov. 13, 2021 via Zoom <p>BC Arts Council Program Assistance grant</p> <ul style="list-style-type: none"> - Project Assistance: Museums and Indigenous Cultural Centres - Supports development and creation of artistic, cultural, and/or human cultural history programming - K. Sloan met with the programs committee last week to review the grant and brainstorm ideas - Discussion about whether or not AABC is eligible for this grant because it excludes purely archival organizations, but eligibility has been confirmed as AABC serves a larger group - Because AABC has previously applied for this grant, it opens up operational grant opportunity <ul style="list-style-type: none"> - Confirmed that at this time they are not accepting new applicants into the operating program, but will be next year and
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	<p>the AABC would be eligible</p> <ul style="list-style-type: none"> - Must have successfully completed 2 projects within the last 5 years to be eligible - Currently eligible, but can go for a third grant as well - Current idea is to build on DCHP workshops that L. Glandt did focusing on Indigenous Archives/Archives 101 for Indigenous archives and cultural centres. Ideas include: <ul style="list-style-type: none"> - Hiring a contract Indigenous archivist to work with L. Glandt on a better Indigenous Archives 101 course - If consultant unavailable, continue strengthening the Indigenous Archives material in the toolkit with other resources from across the country - Partner with E. Hernandez-Read at UNBC to build a certification program for Indigenous Archives (e.g. arrangement and description, preservation, etc.) - BC Arts Council confirmed that funding cannot be used to directly buy supplies for Indigenous archives through the AABC - Programs committee meeting tomorrow (Sept. 29) to discuss again - Can AABC combine the consultant role with another education project to gather information on what specific programming would best serve Indigenous communities? - Would like to hire somebody through the operational budget, which will be more sustainable than grant-funded positions - Certification program may not be feasible on the timeline - Still interest in Archives 101 - extending this a good starting point for this grant, which then gets expanded through consultants and broader programming through operational funding - Combine running Archives 101 for Indigenous organizations with gaining feedback to build out the Indigenous Archives Toolkit - Deadline is Oct. 15 <p>Regional Reps</p> <ul style="list-style-type: none"> - D. Collins met with K. Stathers, T. Hurley, and J. Eiers-Page and scheduled a meeting with V. Billesberger - Out of 8 regional representation spots, 5 are active - Vacant positions; Kootenay-Columbia, Greater Vancouver, Central & North Vancouver Island, B.C. Northwest, Central Interior - B. C. Northeast - Central Interior - B.C. Northeast and B.C. Northwest have been asking to each split into two regions and then put out a call for more regional reps as the areas are quite large - Would be searching for 5 new regional reps - something to discuss at the roundtable - The network is really valuable and would be great to expand it and have people meet more regularly
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	<ul style="list-style-type: none"> - Important to build up the regional rep group again and make the connections - Invited regional reps to the focus groups - Action item: D. Collins to write up notes from discussions and share with executive <p>Disaster Planning Kits</p> <ul style="list-style-type: none"> - One on the Island and one in Prince Rupert . No more kits will be tracked down. - Have \$1500 to spend on them - Would like to move forward with this quickly - Quicker to send from Vancouver to an affected location rather than within the regions? Consider having a set of kits on hand in Vancouver or Victoria that we can quickly send as needed <ul style="list-style-type: none"> - Make sure there is funding for expedited shipping - Next steps are to buy the supplies and find a good distribution centre, and set aside courier money
<p>4. President’s Report</p>	<p>E. Lonie proposal re tech register (available throughout province)</p> <ul style="list-style-type: none"> - Believe it was started with some work done on it - R. Dancy at SFU previously worked on it - Regional reps confirmed that the tech register would be a helpful resource - Best means to revive this likely through the regional reps group - Put a call out in or around the roundtable <p>Reviving the Fonds D’Archives Journal (ASA)</p> <ul style="list-style-type: none"> - E. Lonie won’t have time to continue this work - Not clear that AABC has capacity to take this on - If not feasible to revive a journal at this time, can we shift it into a blog format that is easier to manage? - Can discuss during strategic planning - Discuss again in January when the conference and strategic planning has been completed <p>GLAM</p> <ul style="list-style-type: none"> - Call put out for a meeting in October <p>UBC Mentorship Proposal</p> <ul style="list-style-type: none"> - No updates - Noting that L. Glandt shared the call for mentors from the iSchool IDEAS group - Helpful if we can facilitate connections - Share it on our communication channels and potentially through the



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	<p>roundtable</p> <ul style="list-style-type: none"> - Can we give them some space during the program if desired? - Opportunity to feature them on the website
<p>5. Vice-President and Programs Committee Report</p>	<p>Programs Committee/EAS Updates</p> <ul style="list-style-type: none"> - Copyright workshop sold out and went well - Drawings and Planning course has good registration - Talking about potential workshops or roundtables on MemoryBC as L. Snider has been getting a lot of questions about it <ul style="list-style-type: none"> - Could run a 1 or 2 hour MemoryBC refresher - Can we pursue the option to allow people to upload their own descriptions up to MemoryBC if they've completed the course? <p>Conference committee</p> <ul style="list-style-type: none"> - Conference website and program is available - Registration is open - Meeting tomorrow to review registration and tie up loose ends - Committee will be doing some conference moderating - 15 hours from curriculum development budget will be moved to conference planning to cover L. Glandt's hours
<p>6. Treasurer & Finance Committee Report</p>	<p>No updates</p>
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/Postcards)</p> <ul style="list-style-type: none"> - Newsletter is in progress - Action item: E. Larson to confirm timeline with M. Haligowski - Action item: E. Larson confirm image selections with M. Haligowski <p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> - Table for the roundtable <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - Reached out to ATALM because IAC was curious about a Canadian branch or potential partnership - K. Louro meeting ATALM tomorrow - Opportunity to participate in the strategic planning - Can share National Day for Truth and Reconciliation statement for communication channels <p>Grants & Nominations Committees</p>



<https://us06web.zoom.us/j/84426754726?pwd=c0NjN1JubW5xdHg5VHAvODZuNExBZz09>
Meeting ID: 844 2675 4726
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	<ul style="list-style-type: none"> - L. Wilson gave a report over email to K. Sloan and K. Louro on the Terry Reksten Memorial Fund - Confirmed that moving forward it should be an AABC executive member on the adjudication committee - Action item: K. Louro to connect with L. Wilson about sharing the grant news on communication channels <p>Membership Committee</p> <ul style="list-style-type: none"> - Action item: M. Paraschos to connect with C. Powell <p>Other Business</p> <ul style="list-style-type: none"> - Digitization and small archives workshop happening on Nov. 9 with K. Lar-Son
	E. Larson adjourned the meeting at 7:40pm
Next Meeting	October 19, 2021 – 18:00



<https://us06web.zoom.us/j/88033387893?pwd=M2NLTWNGcFpEU2ZwM1NqNzlxSWlrUT09>
Meeting ID: 880 3338 7893

In attendance: E. Larson, K. Sloan, D. Collins, M. Paraschos, S. Gilkinson, J. Seeman, K. Louro, K. Razzo

Regrets:

Meeting Called to Order	E. Larson called the meeting to order at 3:21pm
1. Approval of Agenda	<ul style="list-style-type: none"> - Approved by K. Louro - Seconded by S. Gilkinson
2. Approval of Meeting Minutes	<p>October Executive Meeting Minutes</p> <ul style="list-style-type: none"> - Approved by K. Sloan - Seconded by E. Larson
3. Business Arising	<p>Roundtable Follow-Up</p> <ul style="list-style-type: none"> - Add a discussion to the December meeting about the webinar pricing <p>Action item: E. Larson to add webinar pricing to the December Executive meeting agenda</p> <p>Strategic Planning</p> <ul style="list-style-type: none"> - Next steps: <ul style="list-style-type: none"> - Share the one-pager with membership for feedback - To give membership time to review, pick this work up again in January - Main next step is focused on communication - See the main membership engagement starting up now - For executives with committees, set up a meeting to review in more detail <p>Action item: D. Collins to circulate the information</p> <p>Action item: All committee chairs to set up committee meetings to review the strategic planning</p> <p>Tk'emlúps te Secwépemc Draft Statement</p> <ul style="list-style-type: none"> - Haven't heard back yet - Acknowledging that other disasters continue to emerge - If we don't hear back soon, should we consider staying with the original messaging put out and the newsletter - If not in the community's interest to approve, then we shouldn't continue to pursue - Decision not to proceed and to use other messaging, like the President's letter in the newsletter - Draft a more general message towards advocacy around the release of records



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	<ul style="list-style-type: none"> - Could address this in an upcoming newsletter (not the current issue) <p>Virtual RoundTeas</p> <ul style="list-style-type: none"> - 35 people attended the session on Wednesday - Got more components for the Archivists Toolkit, including a step-by-step presentation from CBC on how to connect with the media - K. Louro connecting with L. Glandt about one in January on precarity - Other topics could include disaster planning and this may be more timely <p>Disaster Response</p> <ul style="list-style-type: none"> - Disaster planning event could include links to affected member organizations - Like the idea from E. Wright during the Roundtable for disaster planning funding. May need more sustainable funding to create something reliable and robust, but there are things we can do in the meantime - Like the idea of providing both funds and kits, which should better address disaster situations - L.Glandt will continue with the disaster planning toolkits <p>Updating the BC Thesaurus</p> <ul style="list-style-type: none"> - Part of the impetus for this update was the suggestion that this could be updated to AtOM, which requires funding - DHCP funding is open now until January so could potentially consider this as a project funding source - Could reach out to Artefactual to see if they'll work with us if we want to apply for DHCP funding - DHCP funding historically directed by the Programs Committee - Noting that establishing a technology committee can support this <p>Action item: Share thesaurus resources with L. Glandt</p> <p>Action item: K. Sloan to bring the DHCP grant to the programs committee for feedback</p> <p>Action item: E. Larson to add the tech committee to the December agenda</p>
<p>4. President's Report</p>	<p>E. Lonie proposal re tech register (available throughout province)</p> <p>Action item: D. Collins to connect with L. Glandt about reaching out to membership for submissions.</p> <p>Reviving the Fonds D'Archives Journal (ASA)</p> <ul style="list-style-type: none"> - Note: on hold until 2022



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	<p>GLAM</p> <ul style="list-style-type: none"> - Next meeting will be in Spring 2022 <p>UBC Mentorship Proposal</p> <ul style="list-style-type: none"> - AABC will promote the opportunity for mentoring/hiring UBC iSchool students - Know that there would be interest amongst the students once it is promoted - Can go to ACA@UBC to help promote <p>Action item: D. Collins to follow-up with J. Douglas about the mentorship proposal</p> <p>Action item: D. Collins to share mentorship program description with K. Rizzo for review</p> <p>Action item: K. Rizzo to promote the mentorship opportunities through ACA@UBC when information is available</p>
<p>5. Vice-President and Programs Committee Report</p>	<p>Programs Committee/EAS Updates</p> <ul style="list-style-type: none"> - L. Snider catching up on MemoryBC submission backlogs - L. Snider contacted by R. Arias-Hernandez at the UBC iSchool about a potential partnership with MemoryBC for a class assignment <ul style="list-style-type: none"> - Students will be working with institutions and can upload content into MemoryBC - Course will be offered next semester - Positive feedback from the archives awareness Roundtea - Would like to continue to keep the Roundteas free or low-cost as a place for archivists to gather and informally discuss - Would like to pursue honorariums for speakers at all events as discussed at Roundtable - L. Snider had a MemoryBC workshop in October with 30 attendees - L. Glandt has upcoming courses for Saskatchewan Council for Archives and Archivists and Blue Quills University - Discussed how to share information about the anti-racism bursary <ul style="list-style-type: none"> - Share with the UBC iSchool - Share with other library schools in BC - Reaching out to the Indigenous Advisory Committee when courses and the bursary are coming up for promotion - Discussed the highlights of the strategic planning session at the November meeting - Had 14 people at the pre-conference workshop from BC, Yukon, Alberta, and Manitoba - Distance education course on managing maps, plans, and drawings will be wrapping up soon



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	<ul style="list-style-type: none"> - Preservation course hours may be scaled back depending on registration as we budget for 30 registrants and do not have that many registered <p>Conference committee</p> <ul style="list-style-type: none"> - Conference went really well and had good attendance throughout - L. Glandt uploaded sessions to the AABC private YouTube channel - Will make these videos publicly available on the website in early 2022 - Got 31 responses to the post-conference survey with primarily positive feedback <ul style="list-style-type: none"> - Majority of respondents would like a hybrid conference in the future - Got positive feedback on the accessibility of Zoom as a platform - Have data on how people heard about the conference, which will inform future promotion - Indigenous and rural/Northern focus was a key reason that people attended - Room for improvement: reconsider event schedule (e.g. half days, breaks, etc.) - L. Glandt will review feedback on future topics to inform future webinars, roundteas, and conferences - Provided speaker gifts and honorariums to Elders - Made some revenue - Positive feedback on offering the live-tweeting - Had a fantastic experience partnering with the Yukon Council of Archives and would like to continue working with them when other opportunities arise
<p>6. Treasurer & Finance Committee Report</p>	<p>October 2021 Financial Reports</p> <ul style="list-style-type: none"> - Will address at the next meeting
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/Postcards)</p> <ul style="list-style-type: none"> - C. Bailey is no longer on the Communications Committee - Archives Awareness Week Nov. 15-20, 2021 <ul style="list-style-type: none"> - A. Tarnawksy and M. Haligowski developed content and graphics for social media campaign <p>Newsletter</p> <ul style="list-style-type: none"> - Waiting for edits for one submission and then almost ready to go <p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> - No updates - Will pick up as part of strategic planning follow-up



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	<p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - Advocacy request from G. Weber on FOIPPA updates and its impacts on Indigenous people researching their heritage. How can we assist? <ul style="list-style-type: none"> - Letter writing campaign to Government - Don't see this going ahead without substantial changes after the first reading - ARMA Vancouver and BCLA and others have already put forward feedback - Concerns that legislative updates, including charging for access to records, is in violation of UNDRIP and DRIPA - When do archivists speak up when legislation conflicts with Indigenous people seeking information about themselves? - BC Privacy's Commissioner website will have more information on these updates - Note: K. Sloan excused from this discussion due to conflict of interest - Next meeting in January <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - No updates <p>Membership Committee</p> <ul style="list-style-type: none"> - Connected with C. Powell - M. Paraschos has reviewed the current membership information <p>ACA@UBC</p> <ul style="list-style-type: none"> - Met this past week and there are no substantial updates - Symposium topic will be archival pedagogy and planning for it has begun <p>Other Business</p> <ul style="list-style-type: none"> - Agree to hold a short meeting in December to check-in - Will move the date up a week to avoid conflict with holidays <p>Concluded 4:26pm</p>
Meeting Adjourned	E. Larson adjourned the meeting at 4:26pm
Next Meeting	December 14, 2021 – 18:00



<https://us06web.zoom.us/j/89006134256?pwd=RGZSQnBIR2dReE9LVzI5Vis0WjRUdz09>
Meeting ID: 890 0613 4256
Password: 991626

In attendance: E. Larson, K. Sloan, D. Collins, M. Paraschos, S. Gilkinson, K. Louro, K. Razzo

Regrets: J. Seeman

Meeting Called to Order	E. Larson called the meeting to order 6:06pm
<p>1. Approval of Agenda</p>	<p>Amendments</p> <ul style="list-style-type: none"> - Add FOI request - Add History Expo at Museum of Surrey <p>Approval</p> <ul style="list-style-type: none"> - Approved by K. Louro - Seconded by M. Paraschos
<p>2. Approval of Meeting Minutes</p>	<p>November Executive Meeting Minutes</p> <ul style="list-style-type: none"> - Approved by K. Sloan - Seconded by S. Gilkinson
<p>3. Business Arising</p>	<p>Strategic Planning</p> <ul style="list-style-type: none"> - Received feedback from committees - Information will be combined into one document for the Executive to review before sending to membership - Suggestion to hold a review session in January (one hour over lunch as part of the webinar series) <p>Action item: D. Collins to send for review</p> <p>IRS Records Statement</p> <ul style="list-style-type: none"> - Revisit in January <p>Virtual RoundTeas</p> <ul style="list-style-type: none"> - RoundTea on precarity in the new year <p>Action item: All to send speaker suggestions to Kat</p> <p>Disaster Response</p> <ul style="list-style-type: none"> - L. Glandt purchased 3 kits - Workshop in the new year to begin fundraising and raising awareness of the kits that are available <p>Updating the BC Thesaurus</p> <ul style="list-style-type: none"> - Revisit in January



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	<p>Technology Committee</p> <ul style="list-style-type: none"> - To set up, will need a member of the Executive to chair - E. Larson interested in chairing this committee <p>Webinar Pricing</p> <ul style="list-style-type: none"> - Previous one was free for members and \$15 for non-members - Like the idea of free attendance for members to incentivize membership - Budget planning kicking off in the new year <p>History Expo at the Museum of Surrey (Sat. Feb. 19, 1-5pm)</p> <ul style="list-style-type: none"> - AABC can have a table at this event - L. Glandt no longer able to attend - D. Collins may be available - S. Gilkinson will be there for Surrey Archives so can't represent AABC, but can help with the AABC table set up <p>Action item: D. Collins to confirm availability with L. Glandt</p> <p>FOI Request</p> <ul style="list-style-type: none"> - Received an FOI request, but appears to be a misunderstanding of who we are - Request is for records that we do not have - Request came to L. Snider's email - Likely do not need a legal opinion before sending the reply <p>Action item: D. Collins and K. Sloan to review and respond</p>
<p>4. President's Report</p>	<p>E. Lonie proposal re tech register (available throughout province)</p> <ul style="list-style-type: none"> - Will be on the agenda for the regional reps meetings that are being planned for January alongside strategic planning and disaster planning kits <p>Action item: D. Collins to set up meetings with regional reps and loop in E. Larson</p> <p>Reviving the Fonds D'Archives Journal (ASA)</p> <ul style="list-style-type: none"> - Revisit in the new year <p>GLAM</p> <ul style="list-style-type: none"> - BCLA has a new President - Meeting in early January - BCMA entered into partnership with BC HERN for a disaster fund for GLAM organizations <ul style="list-style-type: none"> - See if we can contribute to this instead of setting up a separate fund



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	<ul style="list-style-type: none"> - Previously had money set aside for GLAM activities in the budget so can build it back in next year <p>UBC Mentorship Proposal</p> <ul style="list-style-type: none"> - L. Glandt put out a call through the listserv - Don't know if anyone has signed up because it's managed through the UBC iSchool
<p>5. Vice-President and Programs Committee Report</p>	<p>Programs Committee/EAS Updates</p> <ul style="list-style-type: none"> - Meeting on Friday - L. Glandt taught a one day RAD refresher workshop for Saskatchewan Council of Archives and Archivists - L. Glandt hosted the Digitization for Small Archives webinar, which had 38 participants - Upcoming webinar on Disaster Prep and Response on Jan. 26th, taught by L. Glandt - Planning a Roundtea on Precarity for Feb. 15 moderated by L. Glandt and K. Louro - L. Glandt meeting with Blue Quills University to discuss teaching Archives 101. Approximately 12 sessions between March - May 2022 - Intro to Archival Preservation starting in January with 29 students currently registered - L. Glandt has everything for the Disaster Kits on hand except materials from Carr McLean. Project is on budget and once finished will be promoted on the website to members. - Will be discussing the Arts Impact grant from the BC Arts Council, which provides continued support during Covid-19: https://www.bcartscouncil.ca/program/arts-impact-grant/ <p>Conference committee</p> <ul style="list-style-type: none"> - Debriefed in November - Received almost all of the sponsorships - Recordings will be available in January
<p>6. Treasurer & Finance Committee Report</p>	<p>October 2021 Financial Reports</p> <ul style="list-style-type: none"> - Approved by E. Larson - Seconded by K. Louro <p>November reports delayed, but will be available in January.</p> <p>Some conference revenue in the October reports, but will receive a complete overview in January when all funds are in</p> <p>Received a \$150 donation and S. Gilkinson has sent a thank you letter.</p>



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	<p>2022/2023 budget will be developed in January</p> <ul style="list-style-type: none"> - Will contact contractors in early January - Stacey and Katie will work closely on this - Ensure that strategic planning is reflected in the budget <p>Action item: Committee chairs to communicate with committees in early January about budget requests</p>
<p>7. Committee and Program Reports</p>	<p>Communications Committee</p> <ul style="list-style-type: none"> - Committee members submitted strategic planning feedback <p>Newsletter</p> <ul style="list-style-type: none"> - Newsletter almost ready - Will meet in new year to set up a publication schedule <p>Action item: E. Larson to send to Exec for review before publishing</p> <p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> - Revisit in January <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - Revisit in January <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - Revisit in January as several roles will need to be filled <p>Membership Committee</p> <ul style="list-style-type: none"> - Revisit in January <p>ACA@UBC</p> <ul style="list-style-type: none"> - Continuing to plan the Symposium <p>Other Business</p> <ul style="list-style-type: none"> - No other business
<p>Meeting Adjourned</p>	<p>E. Larson adjourned the meeting at 6:44pm</p>
<p>Next Meeting</p>	<p>January 18, 2021 – 18:00</p>



<https://us06web.zoom.us/j/85916011373?pwd=b3dyMnVZRURZZGtPQlJnV1pvYmFHZz09>
Meeting ID: 859 1601 1373
Password: 626364

In attendance: E. Larson, K. Sloan, D. Collins, M. Paraschos, S. Gilkinson

Regrets: J. Seeman, K. Louro, K. Razzo

Meeting Called to Order	E. Larson called the meeting to order at 6:10pm
1. Approval of Agenda	Amendment: Can remove the Mentorship proposal from the President’s report Approval <ul style="list-style-type: none"> - Approved by S. Gilkinson - Seconded by E. Larson
2. Approval of Meeting Minutes	December Executive Meeting Minutes <ul style="list-style-type: none"> - Approved by K. Sloan - Seconded by M. Paraschos
3. Business Arising	Strategic Planning <ul style="list-style-type: none"> - K. Louro met with the IAC and there is a desire to see more opportunities for the AABC to be at the forefront of Truth and Reconciliation <ul style="list-style-type: none"> - S. Gilkinson in discussion with K. Louro and IAC members around funding and budget - Executive agreement to provide more financial support for the IAC - Feedback includes: <ul style="list-style-type: none"> - Mismatch between passion of focus group and resulting strategic plan - Lack of narrative around dismantling/reviewing systemic barriers that hold AABC back from meaningful engagement or participation in Truth and Reconciliation actions - Concerns about lack of urgency in response to calls to action - Suggestion to have the IAC more involved in the strategic planning process and documentation moving forward - Executive agrees with the feedback and notes that it is in alignment with the discussions held during the strategic planning session - Communication may be a key issue here: ensuring that we both have concrete plans and actions, and that it is communicated clearly and transparently - See that these are first steps. We are all learning and can continue with the process by following up on the suggestions



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	<ul style="list-style-type: none"> - Noting that we have not completed the strategic plan - this is an ongoing process for contributions - Membership forum is happening tomorrow from 12-1pm <ul style="list-style-type: none"> - D. Collins facilitating and other members of the exec attending - Will explain the process and how we got here - Could review strategic plan point by point and invite discussion <ul style="list-style-type: none"> - Suggestion to identify key discussion points : <ul style="list-style-type: none"> - Education - Digital Services - Indigenous Advocacy Committee - Diversity and Inclusion - Volunteers and General Capacity - Funding and Finances - Can have an open round table discussion with people dropping in and out <ul style="list-style-type: none"> - Discussion points will be dependent on the attendees - Would like to gain feedback on document development and funding allocation - Clarify what the purpose of feedback is at this stage: develop the initial document vs. setting clearly actionable and concrete steps - Emphasize that this is a guiding document - Can also look at organizational structure, including the Executive, to identify gaps <ul style="list-style-type: none"> - This is represented to some degree in the current plan, but can be expanded upon - Dedicated Executive position for the IAC as an option - What comes next? <ul style="list-style-type: none"> - Sharing with membership and inviting feedback - Continue developing as a living document - Put plans in place through the budget - Beyond goals, identify 3-4 tasks that can accomplish the goals and allocate to the appropriate year - Know that there are very concrete things that we can do this year, in addition to multi-year items - Keep this as the main agenda item for the February meeting <p>IRS Records Statement</p> <ul style="list-style-type: none"> - K. Louro noted that the IAC should be looped in to this work and the Executive agrees <p>Virtual RoundTeas</p> <ul style="list-style-type: none"> - K. Louro and L. Gland planning a Roundtea on precarity in mid-February - Currently connecting with speakers <p>Disaster Response</p>
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	<ul style="list-style-type: none"> - L. Glandt has assembled the kits and sent two of them off to Vancouver Island/Prince George - Letter of context sent with the disaster kits stating that it's the property of AABC and we are responsible for its management and distribution in the event of a disaster - Around \$330 left in the budget after the purchases were made <ul style="list-style-type: none"> - Can hold on to this and use for distribution costs if kits are required - Kits are done for now <p>Updating the BC Thesaurus</p> <ul style="list-style-type: none"> - L. Glandt continuing this work - Research underway and connecting with other organizations who have done similar work <p>Action item: K. Sloan is to connect with L. Glandt about collaborating on the thesaurus with the IAC</p> <p>Technology Committee</p> <ul style="list-style-type: none"> - Postpone fulsome discussion to after the membership forum on strategic planning - Noting that this was previously a standalone committee, but looped in to the programming committee - Will need to consider capacity (budget, Executive, and volunteers) and whether there are sufficient initiatives underway <p>Webinar Pricing</p> <ul style="list-style-type: none"> - Not a major source of revenue (unlike workshops) so don't see a significant financial impact either way - Currently free for members and \$15 for non-members - Considering a fee increase for the next fiscal year - Kept fees low for the pandemic and accessibility - Increased fees would support honorariums for speakers, but we may already absorb this in the budget - Could keep membership pricing free and make a small fee increase for non-members to incentivize membership - Make a discussion at the next Executive meeting <p>History Expo at the Museum of Surrey (Sat. Feb. 19, 1-5pm)</p> <ul style="list-style-type: none"> - Event got cancelled
<p>4. President's Report</p>	<p>E. Lonie proposal re tech register (available throughout province)</p> <ul style="list-style-type: none"> - Topic of discussion for the regional representative meetings that are upcoming



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	<p>Action item: D. Collins to follow up on the regional rep meeting invites</p> <p>Reviving the Fonds D’Archives Journal (ASA)</p> <ul style="list-style-type: none"> - No updates - M. Paraschos noting that she has capacity to take this on - Do we have the option of approaching it more informally (like ACA Scope & Content)? - Initial idea is for it to be a multi-provincial journal - Identified as a really low priority for members - Can revisit this in February after the membership forum tomorrow <p>GLAM</p> <ul style="list-style-type: none"> - Upcoming meeting - Have a new BCLA representative - Following the establishment of the BCMA’s disaster fund, would like to pursue collaboration on this and set aside budget in the coming fiscal year - Revisit budget set aside for GLAM and contribute it to the disaster fund
<p>5. Vice-President and Programs Committee Report</p>	<p>Programs Committee/EAS Updates</p> <ul style="list-style-type: none"> - Met in early January - BC Council Arts Grant due this week <ul style="list-style-type: none"> - Submitting a proposal for 2 more Archives for Indigenous Organizations workshops at no to low cost - Other grant project ideas: <ul style="list-style-type: none"> - Hiring a summer student to clean up the AABC records (currently dispersed and should all be at the BC archives) <ul style="list-style-type: none"> - There is a pre-existing finding aid at BC Archives so would need to talk to them about project scope, student supervision, logistics for moving the records, etc. - L. Snider has a large amount of MemoryBC work coming in and could have doubled hours (10 to 20) to meet the demand <ul style="list-style-type: none"> - Can’t be funded through the BC Arts Council - Consider other models for MemoryBC that spread out the capacity requirements (example: allow users to upload directly to MemoryBC) - L. Glandt Introduction to Archival Preservation course has 30 registrants and is now full - L. Glandt beginning preparatory work for course with Blue Quills - Are we doing an online conference again? If so, will need more hours for L. Glandt planning and facilitation <ul style="list-style-type: none"> - For budgeting purposes, should plan as if it will be virtual - Possible that the conference will be online due to both Covid and accessibility - Benefits of in-person that haven’t translated to the online format:



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	<ul style="list-style-type: none"> - Revenue through sponsorship and attendance - Networking - Is it a greater benefit to have L. Glandt's hours go towards specific courses - Benefits of virtual conference include: <ul style="list-style-type: none"> - Accessibility - Opportunity to partner with the YCA - More diverse options for speakers - Consider raising prices - Noting that the ACA has virtual social events for their conference <ul style="list-style-type: none"> - could look into the Whova app - Consider a hybrid conference where in-person sessions are streamed - potential options for levels of pricing <p>Conference committee</p> <ul style="list-style-type: none"> - Time for planning to start again - Look into opportunities to partner with one or more organizations <p>Action item: M. Paraschos and K. Sloan to connect and begin discussing conference planning</p>
<p>6. Treasurer & Finance Committee Report</p>	<p>Total conference revenue for the AABC is \$582.28</p> <p>Currently in the pre-stages of planning the 2022/23 budget</p> <p>Action item: Everyone to talk to committees and send budget requests to S. Gilkinson</p> <p>Budget meeting in the third week of February</p> <ul style="list-style-type: none"> - Treasurer, VP, and president to attend - Will then schedule a budget approval meeting <p>November 2021 Financial Reports</p> <ul style="list-style-type: none"> - Accepted by E. Larson - Seconded by D. Collins <p>December 2021 Financial Reports</p> <ul style="list-style-type: none"> - Accepted by K. Sloan - Seconded by M. Paraschos



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<p>7. Committee and Program Reports</p>	<p>Communications Committee</p> <ul style="list-style-type: none"> - Had a meeting to discuss planning for the year ahead <p>Newsletter</p> <ul style="list-style-type: none"> - Published the Winter 2021 newsletter in December - Proposing a twice-a-year publication schedule (June/December) <p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> - Confirmed that we will proceed with the anti-racism bursary funding as an ongoing budget item <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - Executive agrees with IAC proposal to do an adjacent strategic plan document <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - No grants updates <p>Action item: K. Louro to connect with Communications Committee to promote vacant positions</p> <p>Action item: Everyone to promote the AABC vacancies with networks</p> <p>Membership Committee</p> <ul style="list-style-type: none"> - No updates <p>ACA@UBC</p> <ul style="list-style-type: none"> - Symposium save the date available for Apr. 28-29, 2022 <p>Other Business</p> <ul style="list-style-type: none"> - No other business
<p>Meeting Adjourned</p>	<p>E. Larson adjourned the meeting at 7:41pm</p>
<p>Next Meeting</p>	<p>February 15, 2021 – 18:00</p>



<https://us06web.zoom.us/j/84702245480?pwd=cUd2d1Uza0h6ZmdtR2RzYTgxZWQxUT09>
Meeting ID: 847 0224 5480
Password: 937010

In attendance: E. Larson, K. Sloan, D. Collins, M. Paraschos, K. Louro, J. Seeman

Regrets: K. Razzo, S. Gilkinson

Meeting Called to Order	E. Larson called the meeting to order at 6:05pm
1. Approval of Agenda	<p>Additions</p> <ul style="list-style-type: none"> - Add Canada Helps donation campaign <p>Approval</p> <ul style="list-style-type: none"> - Approved by K. Louro - Seconded by E. Larson
2. Approval of Meeting Minutes	<p>January Executive Meeting Minutes</p> <ul style="list-style-type: none"> - Approved by D. Collins - Seconded by E. Larson
3. Business Arising	<p>Strategic Planning</p> <ul style="list-style-type: none"> - Edits have been made to the Strategic Planning document by the Executive since the last weekend - Changes will hopefully reflect the feedback from membership - Next step is to do one final review, but this will be a living document - Will share with the IAC and then post on the website - early March will be the next IAC meeting so if feedback is finalized by Mar. 1 will be ready for the IAC - Moving forward with actions from the Strategic Plan - Initial step could be rewriting the mission/vision statement via an ad hoc committee that is open beyond the Executive <ul style="list-style-type: none"> - Motion to establish this ad hoc committee brought by K. Louro and seconded by M. Paraschos - Discussion of Executive members of the ad hoc committee <ul style="list-style-type: none"> - D. Collins, M. Paraschos, and J. Seeman are available - K.. Louro can connect with IAC for an ad hoc committee and E. Larson for wider promotion <p>IRS Records Statement</p> <ul style="list-style-type: none"> - Likely best for the Executive to draft something and then facilitate feedback through the IAC - Could start with the Tk'emlups statement and expand it from there <p>Action Item: K. Louro to do a first revision of the original statement</p>



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	<p>Action Item: Executive to review the new draft statement</p> <p>Virtual RoundTeas</p> <ul style="list-style-type: none"> - Had some issues with the Zoom link for the RoundTea on precarity - Had 25 attendees - Difficult, but good discussion - L. Glandt and K. Louro interested in thank you cards and a small gift or honorarium <ul style="list-style-type: none"> - Have budget to provide gift cards to speakers <p>Updating the BC Thesaurus</p> <ul style="list-style-type: none"> - L. Glandt finished the first draft with her dedicated project hours - Cleaned up the language - L. Glandt will be in touch with the IAC to get their feedback and contribution <p>Technology Committee</p> <ul style="list-style-type: none"> - Would like the Programs Committee feedback specifically because it would be split out from their portfolio - Programs Committee has concerns because of the challenge of getting and retaining volunteers - Technology Committee could be a long-term project - Table this item for later as it will be covered in the Strategic Plan <p>Webinar Pricing</p> <ul style="list-style-type: none"> - Based on the budget, it would be a good idea to raise the webinar rates - Previously discussed raising the costs for non-membership rates to incentivize membership - Executive agrees to this in principle and will address at the budget meeting <p>LAC Legal Deposit</p> <ul style="list-style-type: none"> - LAC Legal Deposit Division reached out about receiving copies of the AABC Newsletter - Could add a disclaimer moving forward to let people know that the information is on the website and through LAC, but they are interested in all historical issues - There is a copyright statement on the old newsletter issues - If they want to share our materials, that is good - Some confusion over us not being a publisher with a formal publication <p>Action item: E. Larson to ask M. Haligowski to add a copyright statement to the latest newsletter</p> <p>Action item: E. Larson to follow up with LAC</p>
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	<p>AGM</p> <ul style="list-style-type: none"> - K. Sloan has gotten questions about the AGM - Have to schedule something before April 30 - Will need to get the reporting done - No by-law changes, but would require one month’s notice - Have everything finalized - Will aim to schedule something for the last week of April, likely Tuesday or Thursday evening <p>Action item: E. Larson to send out the AGM reporting deadlines Action item: E. Larson to schedule the AGM</p>
<p>4. President’s Report</p>	<p>Technology Register</p> <ul style="list-style-type: none"> - Met with BC Central Regional Reps and they are interested in the technology register - D. Collins working on setting up a Google space for the tech register document that regional reps can circulate amongst membership <p>Action item: D. Collins to follow up with other regional reps Action item: D. Collins to set up the technology register</p> <p>Reviving the Fonds D’Archives Journal (ASA)</p> <ul style="list-style-type: none"> - M. Paraschos able to help out if we are interested in pursuing - Was identified as a low priority in the strategic planning process - Could encourage people to submit to the newsletter instead - Ask about this at the AGM to see if there is interest, given the level of work and commitment required to start up a journal <p>Action item: D. Collins to connect with M. Paraschos over email</p> <p>GLAM</p> <ul style="list-style-type: none"> - No updates - Upcoming budget for the GLAM group can be used for the BC HERN fund <p>Action item: D. Collins to reach out to the new Executive Director of BCMA</p>
<p>5. Vice-President and Programs Committee Report</p>	<p>Programs Committee/EAS Updates</p> <ul style="list-style-type: none"> - 3 disaster kits have been mailed out to UVic, UNBC, and L. Glandt - Had an inquiry from the Okanagan about why that region didn’t get one so could consider it as an additional region moving forward <ul style="list-style-type: none"> - If there is additional budget, can consider creating a 4th kit for the Okanagan - Programs Committee has been updated on the Strategic Plan - L. Glandt and L. Snider have submitted work plans and budgets for the



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	<p>next year, which will be discussed at the budget meeting on Feb. 20</p> <ul style="list-style-type: none"> - L. Snider is struggling with keeping up with MemoryBC submissions <ul style="list-style-type: none"> - J. Morrison asking if a group of dedicated individuals/institutions could get direct access to upload themselves . Program Committee interested in this idea - Could focus L. Snider’s hours on helping smaller organizations while larger organizations manage their own work - It is a good idea, but potential concern that MemoryBC would then skew heavily towards larger institutions. Not a barrier because content is being submitted either way. - Will need to establish transparent criteria for who can be given access (based on training, years of experience working with the system, etc.) - L. Snider interested in doing more MemoryBC workshops, particularly heading into the summer student season - L. Glandt taught introduction to archival preservation, which had 27 registrants - L. Glandt’s Introduction to archival practice (April 2022) has opened registration - L. Glandt finished work on the BC Thesaurus and sent it to the IAC for their feedback - L. Snider has stepped down from the AAO - L. Glandt’s EAS equivalent position in Ontario has been cancelled. Role no longer exists through AAO so we may see an increase in interest <ul style="list-style-type: none"> - Should expect an increase in EAS hours this year and this will be reflected in the budget - Submitted a grant to the BC Arts Council for the Introduction to Indigenous Archives workshops - L. Glandt preparing for the Blue Quills certificate program - S. Gilkinson informed K. Sloan that there is outstanding budget for the EAS from this fiscal year <ul style="list-style-type: none"> - If there is outstanding money for supplies, consider putting it towards another disaster kit <p>Action item: K. Sloan to check in with L. Snider on criteria for users working in MemoryBC</p> <p>Action item: K. Sloan to follow up with S. Gilkinson and L. Glandt on the outstanding EAS hours</p> <p>Conference committee</p> <ul style="list-style-type: none"> - L. Glandt has posted YouTube links to last year’s conference on the website - M. Paraschos reviewed conference themes based on attendee feedback - Ability to partner on the conference again for this year is a top priority - Conference dates will depend on partner availability (if we partner) - Next steps will be reaching out to potential partners
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	<p>(provincial/territorial associations, other regional groups, Indigenous organizations)</p> <ul style="list-style-type: none"> - ACA and ARMA conferences both in June 2022 - Conference could be scheduled for early 2023 within the fiscal year <ul style="list-style-type: none"> - May give us a more reasonable timeline to host an in-person conference - Could return to the model of scheduling the AGM and conference together - In 2022, could build out programming around Archives Awareness Week and/or an Unconference <p>Action item: E. Larson to promote the conference videos through the Communications committee</p>
<p>6. Treasurer & Finance Committee Report</p>	<ul style="list-style-type: none"> - Meeting on Sunday February 20, 2022 - Open to the Executive and Programs Committee <p>Meeting for Executive Budget Approval</p> <ul style="list-style-type: none"> - Booked for Feb 23, 2022 @ 6pm <p>Action item: E. Larson to schedule and confirm with S. Gilkinson</p> <p>Canada Helps</p> <ul style="list-style-type: none"> - How to promote? <ul style="list-style-type: none"> - social media campaign - List serv <p>Action item: E. Larson to share with Communications committee and L. Glandt</p>



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<p>7. Committee and Program Reports</p>	<p>Communications Committee</p> <ul style="list-style-type: none"> - A. Tarnawsky stepping down as social media volunteer at the end of April <ul style="list-style-type: none"> - Executive acknowledging the wonderful work of A. Tarnawsky in this role - New call for volunteers has gone out and will be resent periodically until filled - M. Paraschos suggests reaching to the ACA@UBC <p>Action item: E. Larson to reach out to K. Razzo to promote the social media volunteer role</p> <p>Newsletter</p> <p>Action item: E. Larson to put together a call for submissions for the June 2022 issue</p> <p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> - no updates <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - Will review the revised Strategic Plan at the next meeting - Currently no interested volunteers from the IAC for the Member-at-Large 2 role - K. Louro continuing to extend the invitation to sit in on Executive meetings - Still see value in a dedicated Executive role for the IAC <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - E. Larson and K. Louro put out an initial call for the open Executive roles <p>Action item: All to promote open positions within their networks</p> <p>Membership Committee</p> <ul style="list-style-type: none"> - M. Paraschos meeting with C. Powell to discuss needs for the AGM <p>ACA@UBC</p> <ul style="list-style-type: none"> - Symposium funds - Call for speakers <p>Other Business</p>
<p>Meeting Adjourned</p>	<p>7:30pm</p>
<p>Next Meeting</p>	<p>March 15, 2022 – 18:00</p>



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Meeting ID: 833 3146 3609
Password: 934258

In attendance: E. Larson, K. Sloan, D. Collins, M. Paraschos, K. Louro, J. Seeman, S. Gilkinson

Regrets: K. Razzo

Meeting Called to Order	E. Larson called the meeting to order at 6:03pm
1. Approval of Agenda	Approved by: K. Louro Seconded by: S. Gilkinson
2. Approval of Meeting Minutes	February Executive Meeting Minutes - Approved by: D. Collins - Seconded by: E. Larson
3. Business Arising	<p>Strategic Planning</p> <ul style="list-style-type: none"> - K. Louro looped in the Indigenous Advocacy Committee on the Strategic Plan edit. Awaiting their feedback as the committee meeting was rescheduled to mid-April. - When should the published strategic plan be posted to the website? <ul style="list-style-type: none"> - If possible, wait until we receive feedback from the IAC. - It is a living document so can be edited after putting it on the website - Would like to have the strategic plan available for the AGM so timing may not allow for IAC feedback before it's shared out again <p>IRS Records Statement</p> <ul style="list-style-type: none"> - Statement sent to the IAC for review - K. Louro received some IAC feedback that will be incorporated into the document - K. Louro seeking to approve the statement at the next IAC meeting in mid-April - Action item: Exec to submit any feedback before next IAC meeting <p>Virtual RoundTeas</p> <ul style="list-style-type: none"> - No short-term updates while there are Executive members outgoing - RoundTea topics will be on the Programs Committee agenda in April <p>Technology Committee</p> <ul style="list-style-type: none"> - No updates <p>AGM</p> <ul style="list-style-type: none"> - Finalized date: Wednesday April 27, 2022 5:30-7:30pm



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	<ul style="list-style-type: none"> - Deadlines <ul style="list-style-type: none"> - Inform membership 4 weeks in advance (Mar. 30) - Send AGM package out 2 weeks in advance (Apr. 13). - Deadline for reports: End of March. - Action item: E. Larson to connect with L. Glandt about promoting the date - Action item: E. Larson to send out the reporting deadlines to AABC team <p>AABC Google Workspace Account</p> <ul style="list-style-type: none"> - Current Google account comes from a legacy program that Google is no longer continuing - Previously got 10 free business accounts as a non-profit charity - Program shutting down permanently in July 2022 - L. Snider did research and there is a paid option to transfer over to the equivalent Google service of what we have now - L. Snider suggesting a business starter account, which could be about \$25-\$50/month. L. Snider confirming pricing with Google. - Won't be charged until July if we do pursue this option. - Possible that there is still a free option available, but L. Snider to do more research to see if we are eligible. May also not be feasible because of account and storage size restrictions - S. Gilkinson confirming that the costs are okay within the budget - If we are renegotiating our account type, can we look into adding more accounts if it's within the same price range? <ul style="list-style-type: none"> - Past-executive and certain committees don't have official AABC email addresses - D. Collins trying to get official email accounts for the regional representatives so need this to be resolved - Action item: K. Sloan to confirm options with S. Gilkinson once they are confirmed. - Action item: K. Sloan to ask L. Snider to research adding more AABC email accounts <p>Special Committee on Freedom of Information and Protection of Privacy Act</p> <ul style="list-style-type: none"> - D. Collins got an email today from the BCLA Executive informing us that this committee is accepting submissions until Mar. 30 - If we have any points of discussion, we can submit them to the committee as an association - K. Sloan recused herself from conversation due to conflict of interest - Action item: D. Collins to draft a statement for Executive to review
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<p>4. President’s Report</p>	<p>Technology Register</p> <ul style="list-style-type: none"> - Working on this with the regional representatives - Would like to have the official Google accounts, but if that won’t be in place until July then can set up a shared spreadsheet - Will send one register for each representative that we host in our Google space - Many regional representatives are busy during this team so hopefully can discuss further at the AGM <p>Reviving the Fonds D’Archives Journal (ASA)</p> <ul style="list-style-type: none"> - Low on the priority list of the membership survey - Will raise this at the AGM (tabled until then) to determine interest and potential volunteer base <p>GLAM</p> <ul style="list-style-type: none"> - D. Collins set up a meeting with the new BCLA Executive
<p>5. Vice-President and Programs Committee Report</p>	<p>Programs Committee/EAS Updates</p> <ul style="list-style-type: none"> - Sent off the last disaster kit to T. Hurley in Kelowna so there are now 4 throughout the province - Archival preservation distance education course is wrapping up this week - L. Glandt is preparing for the upcoming distance education course on Introduction to Archival Practice coming up in April (currently 24 people registered) - Anti-racism bursary awarded for Introduction to Archival Practice course - L. Glandt recently finished the second session with Blue Quills on archival practices for Indigenous archives. 40 attendees at the first course and other colleges in multiple provinces are expressing interest in the training. - If we don’t get funding from the BC Arts Council, could consider running a one or two day course on introductions to Indigenous archives as there is a lot of demand - BC Thesaurus project <ul style="list-style-type: none"> - S. Dupont at Xwi7xwa Library may be interested in supporting this project - L. Glandt to meet with the IAC - L. Snider remains busy with MemoryBC uploads - L. Snider working on criteria for members to do their own MemoryBC uploads that should be shared with Programs Committee and Executive



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	<p>in April</p> <ul style="list-style-type: none"> - L. Snider will be working on 1-2 minute tutorials for working in MemoryBC <ul style="list-style-type: none"> - AABC has a YouTube page with private content - Would like these videos to only be available to members as MemoryBC is also a portal for members-only - MemoryBC will be undergoing an update to a new version shortly - Working with S. Gilkinson on contracts for L. Glandt, L. Snider, and K. Blimkie <p>Conference committee</p> <ul style="list-style-type: none"> - No updates - Next steps are to reach out to potential partners for a conference in 2023 - Action item: M. Paraschos to create a spreadsheet for potential conference partners and themes
<p>6. Treasurer & Finance Committee Report</p>	<p>Anti-Racism Bursary</p> <ul style="list-style-type: none"> - For this round, randomly selected a candidate from within BC - This selection process has now been added to the website for transparency - Can revisit this assessment criteria - L. Glandt received feedback on the anti-racism bursary to consider potential expansions: <ul style="list-style-type: none"> - Surveying BIPOC membership to identify priority needs - Holding space for BIPOC archivists to come together (ex. RoundTea) <ul style="list-style-type: none"> - Noting that the ACA holds similar space at their annual conference - Have run this program for one year and it has always been used - Through strategic planning, can expand the AABC's anti-racism work <p>January 2022 Financial Report</p> <ul style="list-style-type: none"> - Will see a small surplus this year so we are in a good position - Motion to accept the report by: K. Louro - Seconded by: E. Larson <p>February Financial Report should be ready next month</p>



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<p>7. Committee and Program Reports</p>	<p>Communications Committee</p> <ul style="list-style-type: none"> - Still seeking a social media volunteer - Will focus on AGM promotion <p>Action item: E. Larson to send AGM information to communications committee for promotion</p> <p>Newsletter</p> <ul style="list-style-type: none"> - Legal deposit confirmed with LAC - K. Sloan to write the next President's letter - Call for submissions went out <ul style="list-style-type: none"> - No responses yet - Call to be resent - If not submissions, will still publish with internal updates in June 2022 <p>Action item: E. Larson to repromote the newsletter call for submissions</p> <p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> - No updates (see bursary discussion with Treasurer report) <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - Meeting rescheduled for mid-April - S. Dupont offering to help with the thesaurus project - Confirmed that AGM report likely needed before the next meeting <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - Received one submission of interest for the Member-at-Large role - S. Gilkinson offering to be on the finance committee for the first year if it helps with the Treasurer transition - Action item: All to promote the Treasurer and Vice-President roles to networks <p>Membership Committee</p> <ul style="list-style-type: none"> - M. Paraschos met with C. Powell in February - C. Powell would like to hand off her membership committee role - C. Powell suggested considering a rolling membership model, rather than doing them all once a year <ul style="list-style-type: none"> - Renewal dates tied to legacy practices with old payment systems that are no longer requirements through Wild Apricot - Noting that ACA also does an annual renewal - If Wild Apricot allows for rolling membership and there are no
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	<p>other constraints, should explore this</p> <ul style="list-style-type: none"> - Have received questions about updating membership through the website. Do we have any FAQs or guidelines? - Action item: M. Paraschos to see if C. Powell has any contacts in mind for the Membership Committee - Action item: M. Paraschos to share a call for volunteers with E. Larson and L. Glandt for promotion - Action item: M. Paraschos to reach out to S. Rathjen (previous chair) to confirm why the renewal was annual and not year-round - Action item: M. Paraschos to reach out to L. Glandt about annual vs. year-round renewal <p>ACA@UBC</p> <ul style="list-style-type: none"> - Symposium is happening Apr. 28-29, 2022 <p>Other Business</p> <ul style="list-style-type: none"> - Steering Committee on Canada’s Archives Reconciliation Framework <ul style="list-style-type: none"> - Includes a section on archival associations and membership, conference, and workshop fee structures (section 3.2.4.) - Can include this in our strategic planning - D. Collins noting that the membership structure is built into the by-laws so any revisions will take some time to implement, but can pursue - Action item: M. Paraschos to circulate the document - Action item: E. Larson to add this discussion point to the next agenda
Meeting Adjourned	E. Larson adjourned the meeting at 7:01pm
Next Meeting	March 15, 2022 – 18:00