



<https://us06web.zoom.us/j/84214328943?pwd=NHZBbXh4NWFFIblQzM0ZaZjZmYUJJPQT09>  
Meeting ID: 842 1432 8943  
Password: 783980

**In attendance:** D. Collins, E. Larson, K. Sloan, K. Louro, M. Atkinson, A. Neijens, M. Paraschos, L. Glandt

**Regrets:** K. Razzo

<b>Meeting Called to Order</b>	E. Larson called the meeting to order at 2:33pm
<b>1. Approval of Agenda</b>	<p>Additions to the agenda</p> <ul style="list-style-type: none"> <li>- Added the Financial Reports from the Treasurer</li> <li>- Business arising               <ul style="list-style-type: none"> <li>- Climate change open letter</li> <li>- Renewing Canadian Museum Policy information session</li> </ul> </li> </ul> <p>Approval of the agenda</p> <ul style="list-style-type: none"> <li>- Motion to approve by A. Neijens</li> <li>- Seconded by K. Louro</li> </ul>
<b>2. Approval of Meeting Minutes</b>	<p>October Executive Meeting Minutes</p> <ul style="list-style-type: none"> <li>- Motion to approve by A Neijens</li> <li>- Seconded by E. Larson</li> </ul>
<b>3. Business Arising</b>	<p>AABC Environmental Monitoring Equipment review</p> <ul style="list-style-type: none"> <li>- Equipment has been with L. Glandt since 2015</li> <li>- Takes up a lot of space and needs a final decision from the Executive on what to do with it</li> <li>- L. Glandt circulated a report of the current equipment with notes from consultants</li> <li>- Newer software is available azon with much lower price points and higher quality</li> <li>- L. Glandt recommendation is that most of the equipment can be recycled               <ul style="list-style-type: none"> <li>- Equipment would need to be rebalanced and if needed, would likely be better to purchase updated equipment as needed</li> <li>- This equipment may be on the books as official AABC holdings so needs official approval for deaccessioning</li> </ul> </li> <li>- Access to equipment was offered as a membership service, but we have not done it recently</li> <li>- Have not received any requests for this equipment in the past 5 years               <ul style="list-style-type: none"> <li>- loaning it out has associated costs (shipping, mileage, etc.)</li> </ul> </li> <li>- Now when people reach out with equipment requests, L. Glandt referring them to newer, cheaper equipment</li> <li>- M. Atkinson motions to vote to approve the deaccessioning of the environmental monitoring equipment               <ul style="list-style-type: none"> <li>- Seconded by K. Sloan</li> <li>- Vote passed unanimously by the Executive</li> </ul> </li> <li>- L. Glandt to deaccession the equipment</li> </ul>



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	<p>Roundtable Debrief</p> <ul style="list-style-type: none"> <li>- To be discussed at next Executive meeting after reflection</li> <li>- <b>Action item:</b> E. Larson to circulate minutes</li> </ul> <p>Volunteer Strategy</p> <ul style="list-style-type: none"> <li>- A. Neijens located a more recent Treasurer job description</li> <li>- E. Larson has draft job descriptions for Social Media Volunteer, Graphic Designer, Secretary, and Regional Reps, but needs clarity on document structure</li> <li>- A. Neijens confirming that Finance Committee job descriptions are good to go</li> <li>- <b>Action item:</b> All to continue working on job descriptions</li> </ul> <p>Strategic Planning</p> <ul style="list-style-type: none"> <li>- Tabled for next meeting after reviewing Roundtable feedback</li> <li>- Top priorities are the volunteer strategy and funding, which are currently in progress</li> <li>- Noting that updating language was another high priority item and would need to be done in advance of the April AGM if we want to do it this year             <ul style="list-style-type: none"> <li>- Language changes on website, by-laws</li> <li>- Updates are raised at the AGM as work in progress if that's more feasible</li> <li>- E. Larson to tentatively lead through the Communications committee                 <ul style="list-style-type: none"> <li>- Consider ad hoc committee/working group</li> <li>- Could recruit AABC members and/or students to contribute</li> </ul> </li> <li>- <b>Action item:</b> E. Larson to set up a shared Google document for brainstorming with initial work plan</li> <li>- Review current content and flag areas for review, reach out for discussion on social media in micro doses                 <ul style="list-style-type: none"> <li>- Feedback via Google Form with excerpts</li> <li>- Reach out to students on Discord (or consider an AABC Discord)</li> </ul> </li> <li>- Host a RoundTea on the broader topic of how we talk about archives that is both an open discussion/educational opportunity and a membership engagement session.                 <ul style="list-style-type: none"> <li>- Also a chance to recruit people to do this work with AABC</li> </ul> </li> </ul> </li> </ul> <p>Virtual RoundTeas</p> <ul style="list-style-type: none"> <li>- Topics and dates TBD</li> <li>- M. Paraschos and K. Louro connected about potential speaker for user design in archives</li> </ul>
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	<ul style="list-style-type: none"> <li>- K. Louro touching base with L. Glandt soon about the Roundtea topic for January</li> <li>- When topics are set, the Executive can reach out in their networks for speakers</li> <li>- D. Collins noting that we haven't covered privacy in a while so could be a good topic to revisit (in various formats, including Roundteas and workshops)             <ul style="list-style-type: none"> <li>- If desired, K. Sloan can check with colleagues in FOI about interest/availability</li> </ul> </li> </ul> <p>Reconciliation Framework Responses</p> <ul style="list-style-type: none"> <li>- The Response to the Report of the Truth and Reconciliation Commission Taskforce: Strategy 3.2.4: "Reconsider fee structures for individual and institutional association memberships, conference registrations, and workshops to increase participation by First Nations, Inuit, and Métis archivists, recordkeepers, and heritage professionals"</li> <li>- Council of Nova Scotia Archives Reconciliation Working Group Report: <a href="https://www.councilofnsarchives.ca/reconciliation-working-group-report-request-for-feedback/">https://www.councilofnsarchives.ca/reconciliation-working-group-report-request-for-feedback/</a></li> <li>- Based on Roundtable discussions, will be moving this forward through the IAC</li> <li>- Changes need to be approved by the membership at the AGM, which means the final fee structure would need to be done by March</li> <li>- Timing with the budget may also impact implementation             <ul style="list-style-type: none"> <li>- Can implement for the following fiscal year once approved</li> </ul> </li> <li>- Need to initiate the conversation, but may be more feasible to implement throughout the year</li> </ul> <p>BC Arts Council Accelerate Grant</p> <ul style="list-style-type: none"> <li>- Smaller version of the operational funding grant</li> <li>- K. Louro working on it this weekend so keep an eye out for requests related to the application</li> </ul> <p>MIRR Collaboration</p> <ul style="list-style-type: none"> <li>- Archives Awareness Week event went well</li> </ul> <p>Climate change open letter</p> <ul style="list-style-type: none"> <li>- Request to sign the BC Climate Emergency open letter for distribution to the Premier</li> <li>- <b>Action item:</b> E. Larson to circulate to Executive</li> <li>- <b>Action item:</b> All to review and provide feedback on signing before December Executive meeting</li> </ul> <p>Renewing Canadian Museum Policy information session (Dec. 8, 12-1)</p> <ul style="list-style-type: none"> <li>- <b>Action item:</b> E. Larson to circulate invitation to Executive</li> </ul>
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<p><b>4. President's Report</b></p>	<p>Technology Register</p> <ul style="list-style-type: none"> <li>- No updates</li> </ul> <p>GLAM</p> <ul style="list-style-type: none"> <li>- No updates</li> </ul>
<p><b>5. Vice-President and Programs Committee Report</b></p>	<p>Programs Committee/EAS Updates</p> <ul style="list-style-type: none"> <li>- Very successful Archives Awareness Week</li> <li>- Seeking new committee members</li> <li>- L. Glandt wrapping up programming through to March and hours are in good shape</li> </ul> <p>Conference committee</p> <ul style="list-style-type: none"> <li>- Met with ARMA Vancouver Island</li> <li>- Waiting phase while location is being finalized             <ul style="list-style-type: none"> <li>- K. Sloan investigating academic venues in the Victoria region</li> <li>- M. Paraschos investing private venues in the region</li> <li>- Looking for a venue that can accommodate up to 100 attendees</li> </ul> </li> <li>- Tentative date of the last Friday in April (Apr. 28, 2023)</li> </ul>
<p><b>6. Treasurer &amp; Finance Committee Report</b></p>	<p>August Financial Report</p> <ul style="list-style-type: none"> <li>- Majority of L. Glandt's work on the grant application charged this month</li> <li>- Credit card fees for Archives 101 included in the grant application so the fees come out of the general budget             <ul style="list-style-type: none"> <li>- Need to include these fees in future grant applications</li> </ul> </li> <li>- Motion to approve by K. Louro             <ul style="list-style-type: none"> <li>- Seconded by M. Paraschos</li> </ul> </li> </ul> <p>September Financial Report</p> <ul style="list-style-type: none"> <li>- Some membership revenue still coming in</li> <li>- Increased expected membership revenue in the budget, but may not hit the target exactly this year, but will get close</li> <li>- L. Gladnt's additional grant application work included in this month</li> <li>- Credit card fees for Archives 101 also included for this month</li> <li>- Motion to approve by E. Larson             <ul style="list-style-type: none"> <li>- Seconded by K. Sloan</li> </ul> </li> </ul> <p>October Financial Report</p> <ul style="list-style-type: none"> <li>- In-person Archives 101 workshop revenue included</li> <li>- Wild Apricot invoice paid</li> <li>- Motion to approve by K. Louro             <ul style="list-style-type: none"> <li>- Seconded by E. Larson</li> </ul> </li> </ul>



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	<p>Anti-racism bursary</p> <ul style="list-style-type: none"> <li>- Nov. 30 deadline for the bursary application for the January course.             <ul style="list-style-type: none"> <li>- No applications to date so deadlines may be extended</li> </ul> </li> </ul> <p>Hiring Honourarium</p> <ul style="list-style-type: none"> <li>- Honourarium for S. Gilkinson to compensate for her support with hiring the Financial Manager</li> <li>- <b>Action item:</b> K. Sloan to connect with A. Neijens on the honourarium</li> </ul>
<p>7. Committee and Program Reports</p>	<p>Communications Committee</p> <ul style="list-style-type: none"> <li>- Twitter account             <ul style="list-style-type: none"> <li>- Consider archiving/backing up the AABC Twitter account</li> <li>- Consider new platform(s) for the AABC</li> <li>- <b>Action item:</b> E. Larson to backup Twitter account</li> <li>- Consider reviewing the accounts we follow and see where they are also online</li> </ul> </li> <li>- Expanding the AABC's social presence             <ul style="list-style-type: none"> <li>- Consider creating new account(s): Instagram, TikTok, Discord server, Mastodon, etc.</li> <li>- <b>Action item:</b> E. Larson to connect with E. Robertson about social platforms she is comfortable working on</li> </ul> </li> </ul> <p>Newsletter</p> <ul style="list-style-type: none"> <li>- Working on the Winter 2022 issue</li> </ul> <p>Regional Representatives</p> <ul style="list-style-type: none"> <li>- Vacancies</li> </ul> <p>Anti-Racism Working Group</p> <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> <li>- K. Louro will remain the Executive liaison for the IAC and providing administrative support for the meetings</li> <li>- IAC chair will be selected from the committee</li> <li>- Beginning an MOU with Xwi7xwa to recognize the pre-existing relationship and potentially scaffold Indigitization program with resources available through the AABC</li> <li>- IAC member working with an Elder on a language project and would like to digitize the collection. As an individual, Elder does not qualify for funding. Recommended working with the Elder's Nation, but wondering if there are ways that the AABC could be an organization representative for a grant             <ul style="list-style-type: none"> <li>- Concerns about the logistics of this type of collaboration and support, but more broadly is there a way for the AABC to support individuals with projects like this</li> </ul> </li> </ul>



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	<ul style="list-style-type: none"> <li>- E. Larson to confirm with colleague about any known opportunities for individuals looking for project funding</li> </ul> <p>Grants &amp; Nominations Committees</p> <ul style="list-style-type: none"> <li>- No updates</li> </ul> <p>Membership Committee</p> <ul style="list-style-type: none"> <li>- Working on the job description</li> </ul> <p>ACA@UBC</p> <ul style="list-style-type: none"> <li>- E. Larson attended an ACA@UBC meeting             <ul style="list-style-type: none"> <li>- Ideas on how to connect with students: iSchool Digest, ACA@UBC mailing list, iSchool Discord</li> </ul> </li> <li>- Student request to have continued opportunities to connect with professionals and learn more about the practical, day-to-day work</li> <li>- Will be providing funding for the ACA@UBC Conference</li> </ul> <p>Other Business</p> <ul style="list-style-type: none"> <li>- December meeting is scheduled for Dec. 20, which is quite late in the holiday season             <ul style="list-style-type: none"> <li>- Plan to have a quick meeting. If substantial items come up, will schedule a week earlier for a longer discussion.</li> <li>- <b>Action item:</b> E. Larson to check in in early December for any pressing action items</li> </ul> </li> </ul> <p>Meeting adjourned at 3:58pm</p>
<b>Next Meeting</b>	December 20, 2022   6:00pm