



<https://us06web.zoom.us/j/89436652138?pwd=d0daTzZnTkJWanIzNVNuQUUyTnBwdz09>

Meeting ID: 894 3665 2138  
Passcode: 044927

In attendance: K. Louro; K. Heikkila; K. Favrholt; M. Atkinson; E. Moros; K. Sloan; A. Neijens; L. Glandt.

Regrets:

<b>Meeting called to order</b>	K. Heikkila called to order 6:01
<b>1. Approval of Agenda</b>	<p>Approval of agenda for October Executive Meeting</p> <ul style="list-style-type: none"> <li>- Motion to approve the September Executive Meeting agenda by K. Louro; seconded by K. Favrholt.</li> <li>- Voted approved.</li> </ul>
<b>2. Approval of Meeting Minutes</b>	<p>September Executive Meeting Minutes</p> <ul style="list-style-type: none"> <li>- Motion to approve the August Executive Meeting Minutes by K. Favrholt, seconded by K. Louro.</li> <li>- Voted approved.</li> </ul>
<b>3. Business Arising</b>	<p>Archives Awareness Week</p> <ul style="list-style-type: none"> <li>- L. Glandt reported on the planning for AAW.</li> <li>- Executive and L. Glandt discussed timing and a theme.</li> <li>- <b>Action item:</b> Executive will decide on a theme for AAW by the end of October to allow for promotion of the events.</li> <li>- Executive voted to approve regular charges for the webinar during AAW.</li> </ul> <p>SVIRG records - follow up from BCA</p> <ul style="list-style-type: none"> <li>- K. Sloan reported on the current status of the transfer of AABC records to the BC Archives - currently semi-active records will be stored at UVic until deposit at BC Archives at the end of the retention period.</li> <li>- K. Louro and K. Sloan will be working on a policy for AABC records.</li> </ul> <p>Pathways Program</p> <ul style="list-style-type: none"> <li>- AABC accepted into the Pathways Program, furthering EDI in non-profits.</li> <li>- K. Louro will be reporting on it as part of the President's Report going forward.</li> </ul> <p>iSchool Bursary</p> <ul style="list-style-type: none"> <li>- Has been awarded the last few years at \$500 per year.</li> <li>- Executive agreed to maintain at least the current amount, and inquire about increasing the funds being awarded.</li> </ul>



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	<ul style="list-style-type: none"> <li>- <b>Action item:</b> A. Neijens to connect with iSchool about providing funds.</li> </ul> <p>ACA @ UBC</p> <ul style="list-style-type: none"> <li>- E. Moros reported on the ACA @ UBC, including the AGM and conference planning.</li> <li>- Students from the iSchool will be involved in AAW.</li> </ul> <p>Executive assistant</p> <ul style="list-style-type: none"> <li>- K. Heikkila asked for comment on the collated tasks for an executive assistant role.</li> <li>- K. Heikkila to draft a job description, including expected hours required.</li> <li>- <b>Action item:</b> K. Louro to provide previous job descriptions to K. Heikkila for reference.</li> </ul> <p>Conference Planning Committee</p> <ul style="list-style-type: none"> <li>- K. Louro reached out to several other organizations, will hear back from them in the next few weeks.</li> <li>- Continued planning for a virtual conference in late spring.</li> </ul>
<p><b>4. President's Report</b></p>	<p>Nothing more to report.</p>
<p><b>5. Vice-President and Programs Committee Report</b></p>	<p>Vice President recruit</p> <ul style="list-style-type: none"> <li>- Actively recruiting for VP role, K. Louro is speaking to an interested member.</li> <li>- If the role is not filled, an active recruiting campaign will be initiated.</li> </ul> <p>Programs committee</p> <ul style="list-style-type: none"> <li>- K. Sloan stepped up to chair the committee.</li> <li>- K. Louro reported on EAS updates.</li> </ul>
<p><b>6. Treasurer &amp; Finance Committee Report</b></p>	<p>July financial report</p> <ul style="list-style-type: none"> <li>- A. Neijens reported on the July Financial Report.</li> <li>- Motion to approve the July Financial Report by K. Louro, seconded by K. Heikkila. Voted approved.</li> </ul> <p>August financial report</p> <ul style="list-style-type: none"> <li>- A. Neijens reported on the August Financial Report.</li> <li>- Motion to approve the August Financial Report by K. Heikkila, seconded by K. Louro. Voted approved.</li> </ul>



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	<p>A. Neijans also reported that the financial statement was submitted to the CRA at the end of September; will next need to be reviewed with the finance committee.</p>
<p><b>7. Committee and Program Reports</b></p>	<p>Communications Committee</p> <ul style="list-style-type: none"> <li>- K. Heikkila reported that the Communications Committee are finalizing deadlines for next newsletter, with an expected publish date of end of February. The AABC will also be getting an Instagram account to promote the organization.</li> </ul> <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> <li>- K. Louro reported that the Pathways Program is going forward, with an IAC member sitting on as well. The IAC is updating their terms of reference and will be making them available to members via the website.</li> </ul> <p>Grants &amp; Nominations Committees</p> <ul style="list-style-type: none"> <li>- Report deferred to next month's meeting.</li> </ul> <p>Membership Committee</p> <ul style="list-style-type: none"> <li>- K. Favrholt to connect with L. Glandt for membership list.</li> <li>- K. Favrholt agreed to support the conference planning and AAW planning.</li> </ul> <p>Other Business</p> <ul style="list-style-type: none"> <li>- none</li> </ul>
<p><b>Next Meeting</b></p>	<p><b>Nov 16, 2023 12:00 PM</b></p>