



<https://us06web.zoom.us/j/82585845312?pwd=S2pLOENiblNPSEkzbStFTFoxUi8yZz09>
Meeting ID: 825 8584 5312
Password: 831111

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

Regrets: D. Collins, J. Seeman, S. Gilkinson

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| Meeting Called to Order | E. Larson called the meeting to order at 6:14pm |
| 1. Approval of Agenda | <ul style="list-style-type: none"> - K. Louro moved to approve the agenda. - Seconded by K. Sloan |
| 2. Approval of Meeting Minutes | <p>March Executive Meeting Minutes</p> <ul style="list-style-type: none"> - K. Sloan moved to approve the March Executive Meeting Minutes. - Seconded by K. Louro |
| 3. Business Arising | <p>Strategic Planning</p> <ul style="list-style-type: none"> - Tabled for next meeting <p>IRS Records Statement</p> <ul style="list-style-type: none"> - IAC reviewed and K. Louro incorporating comments - When statement is available, update will be added to the June 2022 newsletter - Action item: K. Louro to send final statement to L. Glandt for website and E. Larson for newsletter <p>Virtual RoundTeas</p> <ul style="list-style-type: none"> - K. Louro and L. Glandt brainstorming potential ideas and speakers for this year: <ul style="list-style-type: none"> - Climate anxiety with S. Winn - Professional identity with T. Lee - Archival education with J. Douglas - Reconciliation Framework with E. Hernandez-Read - Non-traditional archives (L. Glandt connecting to potential speakers) - Action item: K. Louro to share the spreadsheet with topics/potential speakers <p>Technology Committee</p> <ul style="list-style-type: none"> - Table for the next meeting <p>AGM</p> <ul style="list-style-type: none"> - L. Glandt unable to attend so E. Larson requesting backup tech support while she runs the meeting <ul style="list-style-type: none"> - K. Louro to provide tech support - Screen sharing <ul style="list-style-type: none"> - Confirmed that no specific slides needed, but can screenshare |



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| | <p>the AGM package</p> <ul style="list-style-type: none"> - Action item: E. Larson to ask L. Glandt for her Zoom housekeeping slide - Confirmed that 23 members are required for quorum (10% of the membership) - Reviewed the agenda and noted that there won't be a standalone update for the anti-racism working group (part of grants report), which can be addressed during the meeting - All open Executive positions have one candidate running - Noting that K. Louro can't run the nomination while running for an open position <ul style="list-style-type: none"> - K. Sloan to do the nominations - Action item: E. Larson to share the script/cheat sheet with relevant Exec members before the AGM - Action item: E. Larson to share login instructions with Exec (join 15 minutes before) <p>AABC Google Workspace Account</p> <ul style="list-style-type: none"> - L. Snider was able to get a free Workspace account, but can't get new accounts because only the current ones can transfer over <p>Reconciliation Framework: The Response to the Report of the Truth and Reconciliation Commission Taskforce</p> <ul style="list-style-type: none"> - 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" - Tabled for next meeting when there is larger group for discussion <p>Invitation to Regional Roundtable with Parliamentary Secretary for Arts and Film, Bob D'Eith and the BC Arts Council</p> <ul style="list-style-type: none"> - Would like to have someone from the AABC attend - Taking place on Apr. 26 at 3pm - K. Sloan can attend - Action item: E. Larson to forward the invitation and RSVP to K. Sloan |
| <p>4. President's Report</p> | <p>Technology Register</p> <ul style="list-style-type: none"> - Tabled for next meeting <p>GLAM</p> <ul style="list-style-type: none"> - K. Sloan updating that the group has been quiet, but are looking into scheduling a meeting |



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| <p>5. Vice-President and Programs Committee Report</p> | <p>Programs Committee/EAS Updates</p> <ul style="list-style-type: none"> - Got the BC Arts Council grant for about \$14,000 to run Introduction to Archives for Indigenous Organizations - Discussed charging a minimal fee (\$10-15) so that there is an incentive for attendance. Executive agrees with this idea. - L. Glandt would like to cap these courses at 25 so that they're manageable - L. Glandt teaching at Blue Quills, which is going well, and there is demand for similar programming. BC Arts Council grant will partially support this. - L. Snider upgraded the Google account - L. Snider working on criteria for organizations to upload their own content to MemoryBC - L. Wilson and J. Morrison would like to step down from the programs committee when there are new committee members - Action item: K. Sloan to follow up on potential new recruits for the programs committee - Next distance education course will be the Introduction to Archival Practice (25 registrants, majority from Canada) <p>Conference committee</p> <ul style="list-style-type: none"> - M. Paraschos started a spreadsheet for potential partners - Next step to develop an email template for reaching out to potential conference partners - Tentatively schedule conference for April 2023 to line up with the AGM again - Pick up this conversation in earnest when the new executive comes in - Action item: M. Paraschos to work on email template |
| <p>6. Treasurer & Finance Committee Report</p> | <p>Tabled updates for next meeting.</p> |



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| <p>7. Committee and Program Reports</p> | <p>Communications Committee</p> <ul style="list-style-type: none"> - Social Media Volunteer position still open - Will promote the vacancy at the upcoming AGM - E. Larson to take on minimal social media management in the interim if a new volunteer isn't found <p>Newsletter</p> <ul style="list-style-type: none"> - Internal submissions can still be sent to the communications committee - Action item: E. Larson to send call for submissions for exec after the AGM <p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> - Revisit with the new executive to see if we keep the working group or restructure efforts through other committees and initiatives - K. Louro suggested reaching out to We Here for directions on embedding anti-racism work - Have received feedback on expanding the scope of the anti-racism bursary - M. Paraschos suggested connecting with IDEAS@UBC, whom she has previously reached out to - Action item: M. Paraschos to share email address for IDEAS@UBC <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - Met in April - With S. Dupont, discussed potential joint subject heading and indexing project with Xwi7xwa library <ul style="list-style-type: none"> - Outcome is that IAC members will attend NIKLA meeting on May 2nd to think through a national strategy for this work - Would like to consider creating an MOU with Xwi7xwa <ul style="list-style-type: none"> - Potential to align Archives 101 for Indigenous Organizations with Indigitization so that there's better support for the other archival work required to support digitization - 2 new members have joined the IAC: C. Nord and A. Kay Eldridge <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - Finished the paperwork for the new candidates - Executive transition <ul style="list-style-type: none"> - Outgoing members have job descriptions for their roles - Outgoing members to create a report summarizing the past 2 year term - Outgoing members to meet with incoming members, if desired - Will have a transition meeting for entire Executive in May - Action item: K. Louro, K. Sloan, and S. Gilkinson to finish executive transition documentation (job description and report on past term) - Action item: E. Larson to schedule a handoff meeting with the |
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| | <p>old and new executive members</p> <ul style="list-style-type: none"> - Action item: E. Larson to schedule the new recurring Executive meetings <p>Membership Committee</p> <ul style="list-style-type: none"> - Changing renewal process <ul style="list-style-type: none"> - M. Paraschos reached out to S. Rathjen, L. Glandt, and C. Powell about whether rolling renewal is possible - Previously, static date easier for K. Blimkie to track - Previously waited for the Wild Apricot system to rollout before looking into rolling memberships - Have heard from some membership that a rolling model is desired - ACA switched to a rolling model when they went to Wild Apricot - Action item: K. Sloan to connect with ACA on rolling membership through Wild Apricot - What is the mechanic of making this change: Executive vote, by-law change, or other? - Action item: M. Paraschos and K. Sloan to review the by-laws for any points related to membership renewal updates - Could survey users in interest for rolling membership - Action item: M. Paraschos to set up a Google survey for membership - C. Powell looking to step down from the membership committee and M. Paraschos can take over in the interim while seeking new members - Action item: M. Paraschos to confirm if C. Powell has any potential new committee candidates - K. Sloan has membership committee records from C. Powell. K. Sloan connected with E. Wright at RBCM about transferring records to the AABC funds. <ul style="list-style-type: none"> - L. Glandt and UVic also have records that can be transferred - Action item: K. Sloan to put out a call for AABC records for transfer to RBCM after hearing from E. Wright - Action item: M. Paraschos to get new fiscal year membership update for the next Executive meeting <p>ACA@UBC</p> <ul style="list-style-type: none"> - Symposium and Seminar coming up next week: Apr. 28-29, 2022 - K. Razzo staying on in this role for the next term - Action item: E. Larson to send volunteer roles to K. Razzo - Action item: K. Razzo to share volunteer positions with iSchool <p>Other Business</p> <p>Regional representatives</p> |
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| | - Action item: E. Larson to check in with D. Collins about following up with individuals who have expressed an interest in regional rep roles |
| Meeting Adjourned | E. Larson adjourned the meeting at 7:11pm |
| Next Meeting | May 17, 2022 – 18:00 [TBC pending new Executive availability] |



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Meeting ID: 811 0980 9225
Password: 631587

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

Regrets: K. Razzo

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| Meeting Called to Order | E. Larson called the meeting to order at 6:01pm |
| 1. Approval of Agenda | Approved by K. Louro Seconded by E. Larson |
| 2. Approval of Meeting Minutes | May Executive Meeting Minutes <ul style="list-style-type: none"> - Approved by K. Sloan - Seconded by M. Atkinson |
| 3. Business Arising | <p>L. Glandt introductions</p> <ul style="list-style-type: none"> - L. Glandt introduced herself to the new Executive members - K. Sloan will be L. Glandt’s backup during L. Glandt’s vacation in July <p>Strategic Planning</p> <ul style="list-style-type: none"> - Sharing the plan online <ul style="list-style-type: none"> - Should we post this on the public website or in the members-only portion of the website? - Possibility of a summary version that is publicly available with the full document available upon request - At minimum, need the Executive Summary to be publicly available for transparency and to connect with potential members, but details may not be as relevant - If only sharing the Executive Summary, include invitation to connect with the AABC for the full document <ul style="list-style-type: none"> - Access not exclusive to membership - Embed the at-a-glance on the webpage with a link to the full PDF on the website - Wait to post the full document until we’ve fully scoped the work through the implementation plan (see discussion below) - Action item: All to review the strategic plan document and edit in preparation for final publication - Implementation plan <ul style="list-style-type: none"> - Key areas of focus: <ul style="list-style-type: none"> - Financial support/funding <ul style="list-style-type: none"> - Environmental scan for funding opportunities will be for internal use initially, but can be shared as an external resources - Key to find a stable funding source - Noting that this plan will help with the application for BC Arts Council operational |



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| | <p style="text-align: center;">funding</p> <ul style="list-style-type: none"> - Volunteer strategy <ul style="list-style-type: none"> - First step to write JDs for all volunteer roles and committees - Strengthening the Indigenous Advocacy Committee - Funding the top priority, followed by growing the volunteer base - Begin an implementation planning document to break the tactics down into smaller tasks with responsible persons and deadlines attached. - Action item: E. Larson to confirm with L. Glandt which committees currently have Terms of Reference - Action item: E. Larson to circulate a working document for developing the implementation plan - Technology Committee <ul style="list-style-type: none"> - Tabled for implementation plan work - Anti-Racism Working Group <ul style="list-style-type: none"> - Tabled for implementation plan work <p>Virtual RoundTeas</p> <ul style="list-style-type: none"> - Last RoundTea went well - Will continue with scheduling new, regular RoundTeas - Suggested topics: dialogue with historians, archival research support for Indigenous organizations, OCAP - Action item: K. Louro to reshare the spreadsheet for topic and speakers ideas <p>Reconciliation Framework: The Response to the Report of the Truth and Reconciliation Commission Taskforce</p> <ul style="list-style-type: none"> - 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” - Address this in the Strategic Plan implementation plan <p>Ministry Indigenous Relations and Reconciliation</p> <ul style="list-style-type: none"> - Met with MIRR regarding how AABC can support these initiatives - Shared the spreadsheet from BCMA and need to add any additional archives that we are aware of in the geographic areas - Membership database, MemoryBC membership list, and regional representatives - Action item: E. Larson to put the BCMA spreadsheet into the Executive Drive - Action item: M. Paraschos to get the membership list and send to K. Sloan - Action item: K. Sloan to reply to MIRR |
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| | <ul style="list-style-type: none"> - Action item: E. Larson to reach out to the regional representatives <p>Regional Representatives</p> <ul style="list-style-type: none"> - A. Ruscoff joining as a new regional rep for Central & North Vancouver Island - Last year duties split between E. Larson and D. Collins. Clarifying roles and responsibilities moving forward - E. Larson to take over regional representative responsibilities again - Action item: E. Larson to confirm regional rep appointment with A. Ruscoff |
| <p>4. President's Report</p> | <p>Technology Register</p> <ul style="list-style-type: none"> - No updates <p>GLAM</p> <ul style="list-style-type: none"> - Working on scheduling a meeting |
| <p>5. Vice-President and Programs Committee Report</p> | <p>Programs Committee/EAS Updates</p> <ul style="list-style-type: none"> - L. Wilson and J. Morrison have offered to stay until we find new members - L. Glandt has ideas for potential members and K. Louro will be reaching out - L. Snider MemoryBC uploads at normal, busy levels - L. Glandt wrapping up her current intro to archives course and registration open for the next course - L. Glandt wrapped up Blue Quills course in May and is collecting student feedback - L. Glandt and K. Louro meeting soon to set up more RoundTeas - Fraser Valley regional representative asked for a Disaster Kit <ul style="list-style-type: none"> - If there is surplus funding at the end of the year, should we put together another kit (would cost around \$300)? - Add this to the budget wish list - Revisit this conversation later - Region currently covered by other kits in Lower Mainland and Kelowna - National Archives Appraisal Board is doing a survey of appraisal values and asked us to share the link through the AABC listserv/membership <ul style="list-style-type: none"> - Executive agrees to proceed with sending this out to membership - Action item: E. Larson and K. Louro to connect on social media promotion for these roles <p>Conference committee</p> <ul style="list-style-type: none"> - No updates |



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| | <ul style="list-style-type: none"> - Action item: K. Louro and M. Paraschos |
| <p>6. Treasurer & Finance Committee Report</p> | <p>February 2022 Financial Report</p> <ul style="list-style-type: none"> - Quiet month with the budget on track - Was a surplus last year after the budgeted deficit - Approved by K. Louro - Seconded by E. Larson <p>Meeting with K. Blimkie next week to review the financial reports. April and May to be discussed at the next meeting.</p> <p>Finance Committee</p> <ul style="list-style-type: none"> - Reaching out to M. Otte and V. McAulely to confirm committee membership - S. Gilkinson staying on the finance committee <p>K. Sloan and A. Neijens in the process of cleaning up access to the bank accounts. S. Gilkinson to be removed and K. Sloan and A. Neijens to be added.</p> |
| <p>7. Committee and Program Reports</p> | <p>Communications Committee</p> <ul style="list-style-type: none"> - New Social Media Volunteer <p>Newsletter</p> <ul style="list-style-type: none"> - June issue - Cover photo ideas - Action item: E. Larson to add strategic plan link to the text - Action item: E. Larson to circulate the text for the Executive to review <p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> - Integrated into the strategic plan implementation plan <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - No updates - Action item: M. Atkinson to review the transition documentation and connect with K. Louro on any outstanding questions <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - No updates <p>Membership Committee</p> <ul style="list-style-type: none"> - Changing renewal process - No updates <p>ACA@UBC</p> <ul style="list-style-type: none"> - No updates <p>Other Business</p> |



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| | <ul style="list-style-type: none"> - E. Larson on vacation Jul. 8-17 - M. Atkinson will be away in July - K. Sloan connected with E. Wright about transferring the AABC records <ul style="list-style-type: none"> - K. Sloan in touch with L. Glandt, K. Blimkie, and J. Morrison and will coordinate the box pickup and transfer to AABC fonds at BC Archives <p>E. Larson adjourned meeting at 7:50pm</p> |
| Next Meeting | July 21, 2022 6-8pm |



<https://us06web.zoom.us/j/81955388306?pwd=VjIGQ0E5OERPRjgzZXVWTjJTRlhodz09>
Meeting ID: 819 5538 8306
Password: 260728

In attendance: K. Louro, A. Neijens, M. Paraschos, E. Larson, K. Sloan

Regrets: K. Razzo, D. Collins, M. Atkinson

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| Meeting Called to Order | E. Larson called the meeting to order at 6:04pm |
| 1. Approval of Agenda | Motion to approve by A. Neijens Seconded by K. Louro |
| 2. Approval of Meeting Minutes | June Executive Meeting Minutes <ul style="list-style-type: none"> - Motion to approve by M. Paraschos - Seconded by K. Sloan - |
| 3. Business Arising | <p>Strategic Planning</p> <ul style="list-style-type: none"> - Final review before sharing the plan online - Exec has reviewed the current draft document - Action item: K. Sloan to review and finalize <ul style="list-style-type: none"> - Implementation plan <ul style="list-style-type: none"> - E. Larson drafted a planning document for Strategic Plan implementation with all goals/tactics and highlights for immediate priorities - Don't want to take on too much too fast. Areas of focus: <ul style="list-style-type: none"> - IAC - Environmental scan for funding opportunities - Updating JDs - Updating language on website - Pick 3 of these to start with and then identify individual areas of interest, roles, and responsibilities - Schedule an ad hoc working meeting to establish the implementation plan - Noting that all of the above goals connected to challenge of the structure of roles and responsibilities in JDs not aligning with the strategies <ul style="list-style-type: none"> - Consider a blank slate approach for roles and responsibilities - Look to amend bylaws to add an IAC representative to the Executive - Opportunity to open up the implementation planning process to all membership through a working group <ul style="list-style-type: none"> - At least one Executive member to chair, representatives from other committees, and general member - Give clear scope to this working group so that they have focus and can report back to the Exec |



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| | <ul style="list-style-type: none"> - Noting that there are already challenges with recruitment for pre-existing committees - Given challenges with volunteer recruitment and retention, propose that the Executive works on the volunteer strategy first and then follows through on additional 3 priorities (IAC, environmental scan, language) through a working group - K. Sloan as the AABC records in preparation for transfer to the BC Archives. - Action item: K. Sloan to review AABC physical records for JDs - Action item: K. Louro to review AABC digital records for JDs - Action item: E. Larson to create a shared folder in the Executive Drive for JD storage - Action item: All Executive to review (or create) JDs for their role and their committees and make recommendations for discussion <p>Virtual RoundTeas</p> <ul style="list-style-type: none"> - L. Glandt and K. Louro met to select two RoundTeas topics for October and late January <ul style="list-style-type: none"> - Inviting previous potential speaker to speak about archival professional identity - Reaching out to external researchers for a discussion of user experience in archives <ul style="list-style-type: none"> - Noting that LAC has a user experience designer - Action item: M. Paraschos and K. Louro to connect about potential RoundTea speaker - Topic brainstorming still open for Executive feedback - Looking for new topics or ones that can be revisited with updates <p>Reconciliation Framework Responses</p> <ul style="list-style-type: none"> - 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” - Council of Nova Scotia Archives Reconciliation Working Group Report: https://www.councilofnsarchives.ca/reconciliation-working-group-report-request-for-feedback/ <ul style="list-style-type: none"> - Action item: Executive to review the Council of Nova Scotia Archives report to determine if we have feedback to share <p>Ministry of Indigenous Relations & Reconciliation (MIRR)</p> <ul style="list-style-type: none"> - Spreadsheet with archives by location sent to MIRR - Regional representatives have sent in updates - Noting that there are other local organizations supporting some of this work and may be opportunity for knowledge sharing |
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| | <p>BC Arts Council Operational Funding</p> <ul style="list-style-type: none"> - K. Louro setting up a meeting with BC Arts Council program contact to get more information <ul style="list-style-type: none"> - Action item: K. Louro to send A. Neijens information on financials portion of application - K. Louro drafting an application for review at the August Executive meeting and will be reaching out to the Executive for support as needed - Deadline is Sept. 15 so will have two week for review and revision one week before submission deadline - K. Louro provided an overview of grant and application requirements <ul style="list-style-type: none"> - Requires one staff member so need to clarify if contractors are considered staff - One section is the ability to plan programming activities up to two years in advance. <ul style="list-style-type: none"> - Can look to strategic planning - L. Glandt currently looking 2-3 years in advance so can provide some support - L. Snider may be able to make projections based on previous few years of MemoryBC activity - Application includes information on fair compensation - Priorities for operational budget focus <ul style="list-style-type: none"> - Contractors - Compensation for speakers, Elders, and Knowledge Keepers - Full-time permanent staff member role - Action item: K. Louro to prepare draft application for the August Executive meeting <p>BC Government Non-Profit Recovery and Resiliency Fund</p> <ul style="list-style-type: none"> - Contacted about a potential funding opportunity for B.C. charities and non-profit organizations disproportionately impacted by the COVID-19 pandemic - Previously applied for recovery funding through BC Arts Council - Action item: K. Louro to review the details to see if the AABC is eligible |
| <p>4. President's Report</p> | <p>Technology Register</p> <ul style="list-style-type: none"> - No updates <p>GLAM</p> <ul style="list-style-type: none"> - No updates <p>Provided coverage during L. Glandt's vacation, but didn't have any messages come through.</p> |



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| <p>5. Vice-President and Programs Committee Report</p> | <p>Programs Committee/EAS Updates</p> <ul style="list-style-type: none"> - Still seeking new members for the Programs Committee - K. Louro has reached out to suggested contacts - Positions have been shared on social media - K. Louro resolving questions regarding changing processes for submitting contractor invoices <ul style="list-style-type: none"> - Temporary pilot for pro rating time in advance, rather than tracking specific hours - K. Blimkie raised concerns regarding potential lack of data on specific program costs and reconciling situations where hours are over/under - K. Blimkie noting that if piloting the pro rated approach, would like a separate report on specific hours going to the VP and Programs Committee - Given timeline of monthly invoices, seeking an Executive decision - Executive identifying the need to follow the terms of the contract regarding reporting - Can look for options to provide additional support if requested - Action item: K. Louro to loop K. Sloan into these conversations - Theory and Craft of Describing Electronic workshop went well and will have a profit - Distance education Intro to Archival Practice completed - Promo for next distant education course coming up in August - L. Glandt pulled together archival introduction for students sessions, which had over 50 registrants - L. Glandt finalizing the workshop for Indigenous organizations. First one will be held in October - Site visits are picking up for L. Glandt again both over the phone and in-person <p>Conference committee</p> <ul style="list-style-type: none"> - ARMA VI partnership request <ul style="list-style-type: none"> - Contacted AABC to see if there's an opportunity to partner on a hybrid conference on Vancouver Island - Executive interested in continuing this conversation - Action item: K. Sloan to follow up with ARMA VI about a potential partnership |
| <p>6. Treasurer & Finance Committee Report</p> | <p>April Financial Report</p> <ul style="list-style-type: none"> - Large portion of revenue came in through membership fees - Revenue from distance education course also reflected - Motion to approve by E. Larson |



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| | <ul style="list-style-type: none"> - Seconded by K. Louro <p>May Financial Report</p> <ul style="list-style-type: none"> - Overall donation trend is low, but larger donations have led us to meet the yearly target - Expenses for Office & Admin raised for this fiscal year and noting that they will likely need to be raised again - Foreseeing that other areas will have lower expenses that help offset the projected overspending - Motion to approve by K. Sloan - Seconded by K. Louro <p>June Financial Report</p> <ul style="list-style-type: none"> - Includes Archives 101 for Students workshop revenue - Workshop on Describing Electronic Records provided more revenue than expected - Motion to approve by E. Larson - Seconded by K. Sloan <p>M. Otte has confirmed that he is interested in staying on the Financial Committee</p> <p>Action item: E. Larson to request amendments to Finance Committee membership list on AABC website</p> <p>A. Neijens did some training with K. Blimkie</p> <p>Signing authorities have been transferred to K. Sloan and A. Neijens. Both have access to a debit card and online banking</p> <p>End of September to mid-October A. Neijens away so K. Sloan will sign in her absence.</p> |
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Meeting ID: 819 5538 8306
Password: 260728

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| <p>7. Committee and Program Reports</p> | <p>Communications Committee</p> <ul style="list-style-type: none"> - Can set up recurring call for volunteers on social media - Consider opportunity to open up some volunteering opportunities to students - Action item: E. Larson to establish a monthly volunteer call-out system - Action item: E. Larson to send around previous examples of volunteer calls - Action item: E. Larson to put student volunteering on next month's agenda <p>Newsletter</p> <ul style="list-style-type: none"> - Summer issue was published in early July <p>Regional Representatives</p> <ul style="list-style-type: none"> - South Vancouver Island will have an upcoming vacancy - C. Dixon willing to stay on while seeking a replacement - Action item: Executive members with contacts in this region to put out a call for a new regional representative <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"> - No updates (M. Atkinson on vacation and will report back in August) <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - No updates (M. Atkinson on vacation and will report back in August) <p>Membership Committee</p> <ul style="list-style-type: none"> - M. Paraschos sent institutional membership list to E. Larson for the Communications committee - Still seeking a new committee member <ul style="list-style-type: none"> - Action item: M. Paraschos to send E. Larson call for volunteers text - Changing renewal process <ul style="list-style-type: none"> - In progress - M. Paraschos to connect with L. Glandt to identify next steps - C. Powell left a box of Membership records with K. Sloan. Should these be transferred to the archives? <ul style="list-style-type: none"> - Privacy concerns - Do we need to keep these lists with access restrictions for the archives or shred? - Information available in the current membership database - Executive decision to shred the membership lists when retention is passed - Action item: K. Sloan to set retention for membership lists and |
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| | <p style="text-align: center;">shred historical records as applicable</p> <p>ACA@UBC - No updates</p> <p>Other Business - No Updates</p> <p>E. Larson adjourned the meeting at 7:40pm.</p> |
| Next Meeting | August 18, 2022 6:00pm |



<https://us06web.zoom.us/j/89081075656?pwd=V0tMR0NpNDkzeWp0c1JSVGx5Nm1Wdz09>
Meeting ID: 890 8107 5656
Password: 056898

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

Regrets: M. Atkinson, K. Razzo

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| Meeting Called to Order | E. Larson called the meeting to order at 6:02pm |
| 1. Approval of Agenda | <ul style="list-style-type: none"> - Motion to approve by K. Louro - Seconded by E. Larson |
| 2. Approval of Meeting Minutes | <p>June Executive Meeting Minutes</p> <ul style="list-style-type: none"> - Revised version - Motion to approve by A. Neijens - Seconded by K. Sloan <p>July Executive Meeting Minutes</p> <ul style="list-style-type: none"> - Motion to approve by K. Louro - Seconded by K. Sloan |
| 3. Business Arising | <p>EAS Coordinator Planning and Updates</p> <ul style="list-style-type: none"> - Indigenous RoundTeas with IAC <ul style="list-style-type: none"> - With programs committee, discussed AABC-hosted Indigenous forum through our Zoom account. - Through Blue Quills course, people asking if there are networking spaces for Indigenous archives - AABC could facilitate something (not BC-specific, but perhaps Western/Northern) - IAC previously interested in pursuing this network - Would be super informal and could be passively moderated by IAC member and/or L. Glandt - Clarify the time requirement for this role <ul style="list-style-type: none"> - 1 hour meeting quarterly during the workday - Option to start in November with the Unconference - L. Glandt could take this on if needed - Could do 1 or 2 pilot sessions - Consider a listserv <ul style="list-style-type: none"> - People may not be available to meet - Would need to be moderated, either the contents and/or participation <ul style="list-style-type: none"> - Other platforms other than a listserv? Trauma-Informed Archives Community of Practice Discord as an example - Will ask the IAC what forum would work best for them - Archives Week & the Unconference <ul style="list-style-type: none"> - No plans yet, but need to let L. Glandt know soon to begin planning |



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| | <ul style="list-style-type: none"> - Use the Unconference as a platform for Indigenous-oriented sessions with the IAC - Smaller sessions that week with asynchronous resources - L. Glandt has hours in budget for conference that can go towards an unconference now that there isn't a conference this year - L. Glandt available to run stuff behind the scenes even if someone else is hosting specific events - Archives week is the third week in November (Nov. 13 - 19) - In addition to IAC/BIPOC events, can provide support for archives in the province who may be getting more requests for residential school records in their holdings <ul style="list-style-type: none"> - Potential to collaborate with Ministry of Indigenous Relations and Reconciliation (MIRR) on a member engagement session - Action item: E. Larson to connect with MIRR - Action item: K. Louro to reach out to E. Hernandez-Read about potential interest in a presentation - Action item: K. Louro to connect with the IAC and coordinate a session with L. Glandt - Action item: K. Louro to start a Google doc for Unconference brainstorming with 5 days of programming - BCMA conference <ul style="list-style-type: none"> - 3 days in November in different locations with one day for a vendor trade show (Nov. 3 at Royal BC Museum) <ul style="list-style-type: none"> - \$500 sponsorship fee plus travel costs - Executive decision that this is out of budget this year - Archives 101 <ul style="list-style-type: none"> - 21 registered so far and anticipating that the October sessions will fill up - If October session is full, will direct interested people to the January session - September distance education course has good registration to date <p>Strategic Planning</p> <ul style="list-style-type: none"> - Sharing the plan online <ul style="list-style-type: none"> - Tabled for next meeting - Implementation plan <ul style="list-style-type: none"> - K. Louro writing these pieces into the operational grant - E. Larson sharing updates and ideas on behalf of M. Atkinson <p>Volunteer Strategy</p> <ul style="list-style-type: none"> - Student opportunities <ul style="list-style-type: none"> - Action item: E. Larson to connect with UBC iSchool - Action item: E. Larson to ask Communications committee to work on promotional poster for digital signage |
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| | <ul style="list-style-type: none"> - Incentives <ul style="list-style-type: none"> - Tabled for next meeting - Job descriptions <ul style="list-style-type: none"> - Action item: All to develop job descriptions for their roles and committees for discussion at September Executive meeting - Webpage <ul style="list-style-type: none"> - Tabled for next meeting - K. Sloan doing some outreach to GLAM organizations and ACA to see what options are available - Action item: K. Sloan to circulate promotional materials with other education programs <p>Virtual RoundTeas</p> <ul style="list-style-type: none"> - T. Lee giving a talk at the Roundtea in September about professional archival identity - M. Paraschos connected with UX contact at LAC for a Roundtea in January - Action item: M. Paraschos to contact K. Louro regarding potential Roundtea speaker <p>Reconciliation Framework Responses</p> <ul style="list-style-type: none"> - 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” - Council of Nova Scotia Archives Reconciliation Working Group Report: https://www.councilofnsarchives.ca/reconciliation-working-group-report-request-for-feedback/ <p>BC Arts Council Operational Funding</p> <ul style="list-style-type: none"> - Draft application review - L. Glandt suggests building in funding for in-person site visits <ul style="list-style-type: none"> - Executive agrees with this idea - L. Glandt’s role has flexibility in schedule and work plan for site visits, but will take some time to plan out exactly what is feasible based on region - Define scope of this project: hands-on work only, include a follow-up report, etc. - Based on current understanding, can have some flexibility around what the grant funds go towards - K. Louro wrapping up the narrative section soon and will continue contacting the Executive as specific questions arise - Key areas requiring feedback: <ul style="list-style-type: none"> - Projected budget: L. Glandt can assist with this part - After receiving the numbers from L. Glandt, K. Louro can meet |
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| | <p>with A. Neijens and K. Blimkie to review the application</p> <ul style="list-style-type: none"> - K. Louro to finish the narrative by Sept. 5 so that there is one week for final review - Action item: All to review the draft Narrative and provide feedback <p>BC Government Non-Profit Recovery and Resiliency Fund</p> <ul style="list-style-type: none"> - K. Louro briefly reviewed - Need to check information in BC Societies online to confirm eligibility - Action item: K. Louro to send information needs from BC Societies to E. Larson - Action item: E. Larson to confirm information in BC Societies |
| <p>4. President's Report</p> | <p>Technology Register</p> <ul style="list-style-type: none"> - No updates <p>GLAM</p> <ul style="list-style-type: none"> - K. Sloan reaching out to discuss collaborative opportunities - No other updates <p>Finance Manager Position</p> <ul style="list-style-type: none"> - Will extend the job posting until after Labour Day (end of day Sept. 6) to open up for more applications - Extending the position shortens the timeline for interviews, hiring, and transition with K. Blimkie - Action item: K. Sloan and K. Louro to extend job posting to Sept. 6 and continue sharing |
| <p>5. Vice-President and Programs Committee Report</p> | <p>Programs Committee/EAS Updates</p> <ul style="list-style-type: none"> - Updates from L. Glandt provided in business arising - Contractor invoicing workflow resolved <p>Conference committee</p> <ul style="list-style-type: none"> - ARMA VI partnership request - ARMA Vancouver also reached out about a collaboration - After K. Sloan connects with ARMA VI and/or ARMA Vancouver, Conference committee to meet and begin planning - Action item: K. Sloan to follow up with ARMA VI and ARMA Vancouver on partnership requests |
| <p>6. Treasurer & Finance Committee Report</p> | <p>July Financial Report</p> <ul style="list-style-type: none"> - Quiet month - Some registration fees from the Archives 101 workshop <ul style="list-style-type: none"> - Credit card fees from Wild Apricot not covered by the grant budget so keep this in mind for future grant applications - A. Neijens will update on this next meeting |



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| | <ul style="list-style-type: none"> - Motion to approve by K. Louro - Seconded by E. Larson <p>K. Blimkie leaving at the end of September</p> <ul style="list-style-type: none"> - A. Neijens is beginning the financial review process. - A. Neijens on vacation Sept. 23 to Oct. 24. Finance committee available after Sept. 8 so will meet virtually between the two dates. <p>Anti-racism bursary</p> <ul style="list-style-type: none"> - Bursary has been adjudicated and L. Glandt reached out to the successful applicant <p>A. Neijens working on the Finance Committee job description</p> <ul style="list-style-type: none"> - Reviewed Treasurer job description |
| <p>7. Committee and Program Reports</p> | <p>Communications Committee</p> <ul style="list-style-type: none"> - Will work on promotional materials for the AABC <p>Newsletter</p> <ul style="list-style-type: none"> - Fall submission deadline is Oct. 7 - Action item: E. Larson to circulate the call for submissions <p>Regional Representatives</p> <ul style="list-style-type: none"> - South Vancouver Island has an upcoming vacancy <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"> - Action item: K. Sloan to reach out to the IAC to provide an update <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - Terry Reksten Memorial Fund adjudication will take place in early September <p>Membership Committee</p> <ul style="list-style-type: none"> - Seeking new members - M. Paraschos looking into updating the membership renewal process <ul style="list-style-type: none"> - Can put this on hold until the new Financial Manager is in place and onboarded <p>ACA@UBC</p> <ul style="list-style-type: none"> - No updates <p>Other Business</p> <ul style="list-style-type: none"> - K. Sloan attended the Platinum Jubilee Reception Honouring Patronage |



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| | Organizations and Awardees reception and passed on kind message from the Lieutenant Governor |
| | Meeting adjourned at 7:50pm |
| Next Meeting | September 15, 2022 6:00pm |



<https://us06web.zoom.us/j/81434970152?pwd=RFQyVkpObVhYVkJweG9Eci9zZlY3Zz09>
Meeting ID: 814 3497 0152
Password: 863702

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

Regrets: K. Louro, A. Neijens

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| Meeting Called to Order | E. Larson called the meeting to order at 6:02pm |
| 1. Approval of Agenda | Motion to approve by K. Sloan Seconded by E. Larson |
| 2. Approval of Meeting Minutes | August Executive Meeting Minutes <ul style="list-style-type: none"> - Motion to approve by M. Paraschos - Seconded by E. Larson |
| 3. Business Arising | <p>New Meeting Time</p> <ul style="list-style-type: none"> - Executive meetings now take place on the third Tuesday of each month at 6pm <p>Volunteer Strategy</p> <ul style="list-style-type: none"> - JDs <ul style="list-style-type: none"> - Will table this discussion in full for next month when the full Executive is available - Student opportunities <ul style="list-style-type: none"> - E. Larson connected with iSchool and has the information to submit future volunteer opportunities, communications, and events - Incentives <ul style="list-style-type: none"> - Will table this discussion in full for next month when the full Executive is available - Webpage - Action item: All to continue generating JDs <p>Strategic Planning</p> <ul style="list-style-type: none"> - Sharing the plan online - Implementation plan - Will table this discussion in full for next month when the full Executive is available <p>Virtual RoundTeas</p> <ul style="list-style-type: none"> - September RoundTea cancelled - L. Glandt looking to do a replacement event with those hours <p>Reconciliation Framework Responses</p> <ul style="list-style-type: none"> - The Response to the Report of the Truth and Reconciliation Commission Taskforce: Strategy 3.2.4: “Reconsider fee structures for |



<https://us06web.zoom.us/j/81434970152?pwd=RFQyVkpObVhYVkJZweG9Eci9zZlY3Zz09>
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| | <p>individual and institutional association memberships, conference registrations, and workshops to increase participation by First Nations, Inuit, and Métis archivists, recordkeepers, and heritage professionals”</p> <ul style="list-style-type: none"> - Council of Nova Scotia Archives Reconciliation Working Group Report: https://www.councilofnsarchives.ca/reconciliation-working-group-report-request-for-feedback/ - Tabled as part of strategic planning discussion <p>BC Arts Council Operational Funding</p> <ul style="list-style-type: none"> - K. Louro submitted the grant - Project grants now open and due Oct. 15 <ul style="list-style-type: none"> - Ideas: Workshops (arrangement and description; describing electronic records; Indigenous organization site visits; updating BC Thesaurus) - Does L. Glandt have capacity to take on additional projects through this funding? - Look to the strategic plan to guide what members want - Suggestion to hire a student for a project with this funding to help with the strategic plan implementation - Action item: Send thoughts and suggestions to K. Louro by Sept. 30 <p>Archives Awareness Week</p> <ul style="list-style-type: none"> - MIRR event confirmed for the Wednesday with UBC Indian Residential School History and Dialogue Centre - Action item: Put out a listserv call for member activities in October/November - Action item: K. Sloan to schedule an IAC meeting with M. Atkinson for October - Action item: E. Larson to start Google Doc for brainstorming - Action item: All to add to Google doc <p>MIRR Collaboration</p> <ul style="list-style-type: none"> - Role of AABC in putting together events, advisory around archives resources, content management systems, etc. - Is there a database of professional contractors that can be consulted? <ul style="list-style-type: none"> - Noting that usually when there is a specific need, a call can go out on AABC listserv and similar - We can’t maintain a list as that would be an endorsement - Action item: E. Larson to connect with K. Louro and L. Glandt on more concrete programming/support ideas <p>Office Manager position</p> <ul style="list-style-type: none"> - Expanded the advertising range of the position (Indeed, LinkedIn, etc.) - Received many applications once the position advertising was broader - K. Louro, K. Sloan, and A. Neijens identified the three top candidates |
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| | <p>based in BC</p> <ul style="list-style-type: none"> - K. Blimkie, S. Gilkinson, and K. Sloan will form the interview panel - Hoping to do interviews next week - K. Sloan and K. Blimkie developing interview questions - M. Atkinson noting that she is available for interview support if needed - K. Blimkie staying on until Oct. 15 until we fill the new position to help with the transition <ul style="list-style-type: none"> - Created a knowledge transfer document - S. Gilkinson available to answer questions in A. Neijens' absence in October |
| <p>4. President's Report</p> | <p>Technology Register</p> <ul style="list-style-type: none"> - No updates <p>GLAM</p> <ul style="list-style-type: none"> - Contacted by past BCLA president because Ministry of Arts, Culture, and Tourism is looking to update the Heritage Act <ul style="list-style-type: none"> - To date, primarily archaeology/historical sites that have been involved in discussions - Seeking to bring in librarians, archivists, etc. to the working group so that it's not just heritage site workers involved - K. Sloan has connected the chair of the working group to see if the AABC can join the conversation - K. Sloan recommended connecting with BCMA as well |
| <p>5. Vice-President and Programs Committee Report</p> | <p>Programs Committee/EAS Updates</p> <ul style="list-style-type: none"> - Discussed option to have a fee for service model with AABC contractors <ul style="list-style-type: none"> - Primarily a question of capacity. If contractors have capacity, could pursue as a potential revenue opportunity - What is the line between AABC intellectual property and independent contract work? - Noting that more broadly, could connect to bigger question of professional accreditation and database of professionals who can be hired as contractors - Discussed process for allowing for feedback on the BC Thesaurus <ul style="list-style-type: none"> - Decided to add a sentence or two to the BC Thesaurus resource that invites feedback and provides an email address to contact - Decisions regarding content of the BC Thesaurus sit with the AABC - Confirm if the Programs Committee was involved in previous revision and if they'd be interested in reviewing future edits - Could discuss this general process as part of strategic planning - Noting that certain terms may require peer review, but others |



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| | <p>may be easier to implement</p> <ul style="list-style-type: none"> - Possibility of a thesaurus revision committee in the future - L. Snider work continues at a regular pace - L. Glandt's courses have full registration - L. Glandt's next webinar is "Archival Exhibits" on Oct. 25 <p>Conference committee</p> <ul style="list-style-type: none"> - ARMA VI partnership request <ul style="list-style-type: none"> - If pursuing, would look to put on the conference in April - Executive in agreement with pursuing this partnership - Who is available for the conference committee? <ul style="list-style-type: none"> - M. Paraschos indicating interest - Action item: K. Sloan to confirm partnership with ARMA VI and formalize the relationship - Action item: All to send expressions of committee interest to K. Sloan |
| <p>6. Treasurer & Finance Committee Report</p> | <p>Finance committee met for the 2021/22 financial review.</p> <ul style="list-style-type: none"> - A. Neijens finalizing the review with K. Blimkie |
| <p>7. Committee and Program Reports</p> | <p>Communications Committee</p> <ul style="list-style-type: none"> - No updates <p>Newsletter</p> <ul style="list-style-type: none"> - Fall submission deadline (Oct. 7 external, Nov. 4 internal) - Received one submission, which is a series proposal - Action item: Emily to send a reminder about the submission deadline reminder on the listserv <p>Regional Representatives</p> <ul style="list-style-type: none"> - South Vancouver Island upcoming vacancy <p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> - Will discuss with strategic planning <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - Looking to schedule a meeting in October - Action item: K. Sloan to submit a written report from the Executive <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - Terry Reksten Memorial Fund <ul style="list-style-type: none"> - M. Atkinson participated in the adjudication process - Two successful institutions have been selected and notified <p>Membership Committee</p> <ul style="list-style-type: none"> - M. Paraschos is working on the job descriptions and is getting input |



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Meeting ID: 814 3497 0152
Password: 863702

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| | <p>from L. Glandt and C. Powell</p> <ul style="list-style-type: none"> - Changing renewal process <ul style="list-style-type: none"> - Reached out to L. Glandt who noted that we don't have an automated system for determining the membership fees so this would be a new task for the incoming Office Manager - Supported the BC Arts Council grant application so member stats are readily available now <p>ACA@UBC</p> <ul style="list-style-type: none"> - In initial stages of planning the Symposium - General Meeting with elections taking place tomorrow - Noting that there is an ACA@UBC meeting in October <ul style="list-style-type: none"> - Could send an AABC rep to a future meeting <p>Other Business</p> <ul style="list-style-type: none"> - E. Larson away Oct. 10 - 25 and will miss the next Executive meeting - Action item: E. Larson to find a replacement to chair/minute the October meeting <p>Meeting adjourned at 7: 36pm</p> |
| Next Meeting | October 18, 2022 6:00pm |



<https://us06web.zoom.us/j/84214328943?pwd=NHZBbXh4NWF1blQzM0ZaZjZmYUJJPQT09>
Meeting ID: 842 1432 8943
Password: 783980

In attendance: L. Glandt, A. Brain, E. Larson, M. Atkinson, K. Louro, K. Sloan, A. Neijens, K. Razzo, M. Paraschos

Regrets: D. Collins

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| Meeting Called to Order | E. Larson called the meeting to order at 6:03pm |
| 1. Approval of Agenda | No additions to the agenda <ul style="list-style-type: none"> - Motion to approve by A. Neijens - Seconded by E. Larson |
| 2. Approval of Meeting Minutes | September Executive Meeting Minutes <ul style="list-style-type: none"> - Motion to approve by K. Sloan - Seconded by A. Neijens |
| 3. Business Arising | <p>Welcome to new Financial Manager, Angela Brain</p> <ul style="list-style-type: none"> - Roundtable introductions with the Executive Committee and L. Glandt - Confirming that AABC mailbox will stay the same with mail forwarding to A. Brain <p>Volunteer Strategy</p> <ul style="list-style-type: none"> - Continue working on the JDs - Volunteer strategy will be a good topic for the Roundtable - Action item: All to continue the JDs - Action item: E. Larson to add the volunteer strategy to the Roundtable agenda <p>Annual Roundtable Planning</p> <ul style="list-style-type: none"> - Typically held in November, but may need to go into early December depending on scheduling and availability - Agenda item suggestions: <ul style="list-style-type: none"> - Volunteer strategy - Strategic planning - Celebration/ 'lightness' team building activity to bring up what is going well - Funding priorities - Programming priorities (ideas from the BC Arts Council Operational Funding Grant) - M. Atkinson noting interest in connecting with regional representatives and being more involved in this aspect of the AABC <ul style="list-style-type: none"> - Action item: K. Sloan to connect M. Atkinson with D. Collins and E. Larson about transitioning the regional rep portfolio - Action item: E. Larson to send the Doodle poll to all invitees for dates in late November/early December |



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| | <p>Strategic Planning</p> <ul style="list-style-type: none"> - To be discussed at the Roundtable <p>Virtual RoundTeas</p> <ul style="list-style-type: none"> - Did not proceed with September RoundTea - Working with the National Film Board for the Unconference as the November programming - Next RoundTea is planned for late January on user experience in archives <ul style="list-style-type: none"> - Alternative topic (or panel option): Supporting Indigenous researchers’ experiences in archives - Action item: L. Glandt and K. Louro to connect about the January RoundTea topic/structure - After the Archives Awareness Week Indigenous forum, will see if there is interest in setting up regular sessions starting in the new year <ul style="list-style-type: none"> - L. Glandt getting interest from many different regions - Executive approves making this a regular session offering if there is interest <p>Reconciliation Framework Responses</p> <ul style="list-style-type: none"> - 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” - Council of Nova Scotia Archives Reconciliation Working Group Report: https://www.councilofnsarchives.ca/reconciliation-working-group-report-request-for-feedback/ <p>BC Arts Council Project Grant</p> <ul style="list-style-type: none"> - K. Louro met with project officer who indicated that it would be difficult to get funding for an archival project - AABC did not submit an application this year - Another BC Arts Council grant coming up in November - DHCP grant due Jan. 15 <ul style="list-style-type: none"> - M. Paraschos to be recused for any AABC discussions of this grant due to a conflict of interest - K. Louro will connect with the Executive for more information as the grants progress - Noting that project ideas generated for BC Arts Council Operational Funding Grant can be integrated into more targeted upcoming grants <p>Archives Awareness Week – L. Glandt</p> <ul style="list-style-type: none"> - Need to finalize the schedule by Oct. 31 to begin promotion - Discussed brainstorming document |
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| | <ul style="list-style-type: none"> - NFB film screening event with Q&A <ul style="list-style-type: none"> - G. Weber made the connections that allowed this event to happen - Joint event that K. Louro and L. Glandt are organizing with ACA - NFB sent promotional materials - ACA supporting questions and chat moderation - Free screening is okay with the NFB and there won't be fees - Logistics in progress; NFB to send a screening link once the community screening form is done - Can we offer an honorarium to panel Q&A participants? <ul style="list-style-type: none"> - Confirmed that there is room in the budget - ACA will also likely contribute to the honorarium budget - ACA can provide the webinar platform with a capacity for 500 participants - Action item: L. Glandt and K. Louro to confirm panel participants - Action item: K. Louro to complete the NFB community screening form - Action item: K. Louro to share NFB promotional package with E. Larson for distribution through the Communications Committee - Student forum idea <ul style="list-style-type: none"> - Student presentations on research and/or roundtable discussion for networking with archival professionals - Action item: K. Razzo to determine best time on Nov. 18 - Action item: L. Glandt to send event description to K. Razzo on Wednesday morning - Noting that call for donations can be incorporated into promotion <ul style="list-style-type: none"> - Action item: A. Neijens to send promotional blurb text to L. Glandt - Discussed overall theme for the week <ul style="list-style-type: none"> - Action item: All to add ideas for titles/descriptive copy to the brainstorming document by Saturday - L. Glandt will run the Zoom sessions all week - Action item: E. Larson to reshare the brainstorming document with the Executive - Action item: Send promo text calling for other Archives Awareness Week initiatives to L. Glandt by the end of the week - Action item: When ready, send information to Communications Committee for promotion <p>MIRR Collaboration</p> <ul style="list-style-type: none"> - E. Larson connected L. Glandt and K. Louro with MIRR contacts to discuss programming |
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| <p>4. President’s Report</p> | <p>Technology Register - No updates</p> <p>GLAM - No updates</p> <p>K. Sloan attended meeting about revising the Heritage Act - Noting importance of opportunities for advocating for the role of archives in the heritage sector and legislative recognition</p> |
| <p>5. Vice-President and Programs Committee Report</p> | <p>Programs Committee/EAS Updates - Webinar on archival exhibits went well - Programs Committee to meet in November - Seeking volunteers for Programs Committee</p> <p>Conference committee - Had first meeting this month - M. Paraschos and K. Sloan met with ARMA VI to discuss dates (tentatively a one day session the last week in April) - ARMA VI would like an in-person conference and AABC suggesting a hybrid approach because of positive feedback on virtual conference formats from AABC conference attendees - Looking into venue options in Victoria - Brainstorming themes, including accessibility in archives - Meeting again in early November - L. Glandt needs to know if she will be running a session and/or Zoom - Confirming to plan on running Zoom for the conference - Tentatively slot in a workshop for work plan purposes and will confirm with ARMA VI - Action item: All to share conference theme ideas and thoughts on conference format with M. Paraschos and K. Sloan</p> |
| <p>6. Treasurer & Finance Committee Report</p> | <p>Finance Committee finished the financial review - A. Neijens will work with A. Brain for the end of year financial statement</p> <p>August financial report will be available for the November Executive Meeting</p> |



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| <p>7. Committee and Program Reports</p> | <p>Communications Committee</p> <ul style="list-style-type: none"> - No updates <p>Newsletter</p> <ul style="list-style-type: none"> - Received several external submissions that will be included in the Winter 2022 issue - Final submission deadline is Nov. 4 <ul style="list-style-type: none"> - L. Glandt to submit EAS updates - K. Sloan to submit Financial Manager update and President’s letter <p>Regional Representatives</p> <ul style="list-style-type: none"> - South Vancouver Island upcoming vacancy <p>Anti-Racism Working Group</p> <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - Meeting time has been set - K. Louro writing a report for the IAC to update them on Executive activities - Action item: K. Louro to send the meeting invite to M. Atkinson and L. Glandt <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - No updates <p>Membership Committee</p> <ul style="list-style-type: none"> - No updates - Connected with L. Glandt about rolling memberships - Noting that there are many logistical challenges and potential budget forecasting/management issues <p>ACA@UBC</p> <ul style="list-style-type: none"> - No updates <p>Other Business</p> <ul style="list-style-type: none"> - No other business <p>E. Larson adjourned the meeting at 8:33pm</p> |
| <p>Next Meeting</p> | <p>November 15, 2022 6:00pm</p> |



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

Regrets: K. Razzo

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



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



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| | <p>Anti-racism bursary</p> <ul style="list-style-type: none"> - Nov. 30 deadline for the bursary application for the January course. <ul style="list-style-type: none"> - No applications to date so deadlines may be extended <p>Hiring Honourarium</p> <ul style="list-style-type: none"> - Honourarium for S. Gilkinson to compensate for her support with hiring the Financial Manager - Action item: K. Sloan to connect with A. Neijens on the honourarium |
| <p>7. Committee and Program Reports</p> | <p>Communications Committee</p> <ul style="list-style-type: none"> - Twitter account <ul style="list-style-type: none"> - Consider archiving/backing up the AABC Twitter account - Consider new platform(s) for the AABC - Action item: E. Larson to backup Twitter account - Consider reviewing the accounts we follow and see where they are also online - Expanding the AABC's social presence <ul style="list-style-type: none"> - Consider creating new account(s): Instagram, TikTok, Discord server, Mastodon, etc. - Action item: E. Larson to connect with E. Robertson about social platforms she is comfortable working on <p>Newsletter</p> <ul style="list-style-type: none"> - Working on the Winter 2022 issue <p>Regional Representatives</p> <ul style="list-style-type: none"> - Vacancies <p>Anti-Racism Working Group</p> <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - K. Louro will remain the Executive liaison for the IAC and providing administrative support for the meetings - IAC chair will be selected from the committee - Beginning an MOU with Xwi7xwa to recognize the pre-existing relationship and potentially scaffold Indigitization program with resources available through the AABC - 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"> - 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 |



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



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Meeting ID: 897 9948 3172
Password: 860126

In attendance: K. Sloan, K. Louro, A. Neijens, E. Larson, K. Razzo, D. Collins

Regrets: M. Paraschos, M. Atkinson

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| Meeting Called to Order | E. Larson called the meeting to order at 6:02pm |
| 1. Approval of Agenda | Motion to approve the agenda by A. Neijens - Seconded by K. Louro |
| 2. Approval of Meeting Minutes | November Executive Meeting Minutes - Motion to approve by K. Sloan - Seconded by A. Neijens Roundtable Meeting Minutes - Motion to approve by E. Larson - Seconded by K. Louro |
| 3. Business Arising | RoundTable Debrief - Tabled for the new year Volunteer Strategy - Tabled for the new year Strategic Planning - Tabled for the new year EAS January Programming - L. Glandt planning for a webinar with E. Lonie in January - Next Roundtea moved to March Virtual RoundTeas - As noted, next one will be scheduled for March Reconciliation Framework Responses - 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” - Council of Nova Scotia Archives Reconciliation Working Group Report: https://www.councilofnsarchives.ca/reconciliation-working-group-report-request-for-feedback/ - Tabled for the new year BC Arts Council Project Grant |



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Meeting ID: 897 9948 3172
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| | <ul style="list-style-type: none"> - Submitted by K. Louro - K. Louro now working on the Documentary Heritage Communities Program (DHCP) grant <p>MIRR Collaboration</p> <ul style="list-style-type: none"> - Web page with resources from the Ministry of Indigenous Relations and Reconciliation and the UBC Indian Residential School History and Dialogue Centre Archives Awareness Week presentation now live on the AABC website <p>Climate change open letter</p> <ul style="list-style-type: none"> - Executive approves adding the AABC as a signatory - Action item: E. Larson to reply to C. Malek confirming the AABC as a signatory <p>Renewing Canadian Museum Policy information session (Dec. 8, 12-1)</p> <ul style="list-style-type: none"> - No members of the Executive were able to attend |
| <p>4. President’s Report</p> | <p>Technology Register</p> <ul style="list-style-type: none"> - No updates <p>GLAM</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"> - Reviewing L. Snider and L. Glandt hours for end of year and everything is on track - Programs Committee to meet in January and will review the DHCP grant application <p>Conference committee</p> <ul style="list-style-type: none"> - Theme is “Access Ability: exploring themes of access in archives and information management” - Still working on confirming a venue <ul style="list-style-type: none"> - Tentative yes from Laurel Point in Victoria, but are exploring more affordable options - Tentative yes from Sunset Labs in Victoria as well, but need to receive more details before confirming - Conference date: tentatively May 4 (may include May 5), but will be finalized once the venue is booked - Will be sending a save the date and call for proposals out soon - Action item: K. Sloan to distribute conference description - Action item: All to send back feedback on conference description |



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| <p>6. Treasurer & Finance Committee Report</p> | <p>A. Neijens reviewing the latest financial report and will bring to the Executive for approval in January</p> <p>Managing Plans and Drawings Distance Education Course Anti-Racism Bursary</p> <ul style="list-style-type: none"> - Currently no applications received - Course starts in January - Registration open until Jan. 5 - Action item: All to promote the bursary to anyone interested |
| <p>7. Committee and Program Reports</p> | <p>Communications Committee</p> <ul style="list-style-type: none"> - Twitter account data downloaded and saved in the drive - Reached out to E. Robertson about thoughts on adding new social media platforms for the AABC, but will pick up the conversation in the new year <p>Newsletter</p> <ul style="list-style-type: none"> - Winter 2022 Issue has been launched <ul style="list-style-type: none"> - Thank you to M. Haligowski for graphic design and newsletter editing <p>Regional Representatives</p> <ul style="list-style-type: none"> - Vacant positions remain <p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> - Tabled for the new year <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - No updates <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - AGM planning to begin in the new year <p>Membership Committee</p> <ul style="list-style-type: none"> - No updates <p>ACA@UBC</p> <ul style="list-style-type: none"> - Symposium planning and promotions underway - Symposium registration now open <p>Other Business</p> <ul style="list-style-type: none"> - Happy Holidays! <p>Meeting adjourned at 6:33pm</p> |
| <p>Next Meeting</p> | <p>January 17, 2023 6:00pm</p> |



<https://us06web.zoom.us/j/89746917429?pwd=ekZmTHh1MGowbFordzZpVW1QeElnUT09>
Meeting ID: 897 4691 7429
Password: 780563

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

Regrets: D. Collins, M. Paraschos, K. Razzo

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| Meeting Called to Order | E. Larson called the meeting to order at 6:02pm |
| 1. Approval of Agenda | Motion to approve the agenda by A. Neijens - Seconded by M. Atkinson |
| 2. Approval of Meeting Minutes | December Meeting Minutes - Motion to approve the minutes by K. Louro - Seconded by K. Sloan |
| 3. Business Arising | Anti-Racism Bursary Program (L. Glandt) <ul style="list-style-type: none"> - It has been 2 years since bursary program began and we have cycled through all 6 course offerings so it is a good time to check in - Extended the call for bursary applications the last time around because there were no applicants - Current bursary recipient is international and have run into some technical issues that should be resolved soon - L. Glandt not part of the initial bursary discussions so would like clarity on any previous discussion/decision regarding bursary applicants not finishing the course <ul style="list-style-type: none"> - One bursary recipient did not finish the course - L. Glandt's teaching has associated, tangible costs as well - Because these courses are not for credit, unclear what specific obligations are in place - Do not want to rescind bursary funding from recipients - Given that course non-completion is a one-off occurrence, okay to accept the cost and monitor on an ongoing basis <ul style="list-style-type: none"> - The bursary is intended to be reduce barriers to access the courses for marginalized communities so Executive okay with accepting some costs to further this goal - Initial bursary template email expanded to include request to accept the bursary with the commitment to finish the course - Other pathways for the bursary: open up beyond distance education courses to include other offerings, such as workshops <ul style="list-style-type: none"> - Has implications for the budget - Originally chose the distance education courses because they are longer and more substantive than the workshops - Noting that bursary application is left intentionally open and low barrier, but may need to add a few provisions to provide more structure to the offering - L. Glandt quite flexible with accommodating different student needs - Noting that we already prioritize new applicants for the bursary |



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| | <ul style="list-style-type: none"> - Could consider noting which applicants don't finish the course for the purposes of adjudicating future applications, but noted that there are challenges with this approach - Action item: A. Neijens to work with L. Glandt to create a complete list of bursary recipients <p>RoundTable Debrief</p> <ul style="list-style-type: none"> - K. Louro has noted action items for the IAC and Programs Committee - M. Paraschos and K. Louro meeting with the IAC to discuss fee restructuring - By-law changes regarding new Executive roles will need a long lead time to meet with the AGM deadlines (2024 AGM at the earliest) - BC Arts Council has grant funding opportunities for hiring staff, which could support the discussions of bringing on an administrative staff member, summer student(s), etc. - Follow-ups on the Roundtable dependent on the grant funding that comes in <ul style="list-style-type: none"> - Should hear from the BC Arts Council in early February - Consider other options that aren't dependent on funding, such as an iSchool internship, professional experience, etc. - For additional funding opportunities, could consider Mitacs grants as well (partial funding for student internship that is split between academic and industry partners) - Action item: K. Sloan to reach out to the iSchool about student opportunities <p>Strategic Planning</p> <ul style="list-style-type: none"> - Volunteer Strategy <ul style="list-style-type: none"> - K. Sloan had one person reach out who was interested in volunteering for the membership or grants committee, but haven't heard back yet - Action item: K. Sloan to follow up with the interested individual - Noting that with job descriptions, we can more easily promote the roles on various channels previously identified - Would like to have job descriptions for the roles that are up for election at the AGM - Action item: All to continue drafting job descriptions in advance of the AGM - Reconciliation Framework Response <ul style="list-style-type: none"> - K. Louro and M. Paraschos meeting with the IAC to discuss fee restructuring - Updating language <ul style="list-style-type: none"> - E. Larson began an initial project planning document noting the key areas to update: Mission, Objectives, and Home Page text - Recognize that it is substantive work to redo these statements, |
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| | <p>but also noting that we have gone through the strategic planning process, which can inform the updates</p> <ul style="list-style-type: none"> - Do not want to make updates without consulting membership - Will need to get updates approved at an AGM so can bring up this work at the 2023 AGM and assemble a working group to do this throughout the year - Action item: E. Larson to start the AGM agenda and add this item <p>Virtual RoundTeas</p> <ul style="list-style-type: none"> - No updates <p>Annual General Meeting</p> <ul style="list-style-type: none"> - Should the AGM be connected to the conference this year? <ul style="list-style-type: none"> - Unclear if the conference is going to be hybrid - AGM should be scheduled in April, but have flexibility in the by-laws to do it in early May if desired - K. Sloan will have more details on hybrid feasibility soon - Conference tentatively scheduled around Apr. 27-28 so could plan AGM around that - If the conference is in-person, the AGM would be less available to membership <ul style="list-style-type: none"> - Would like to have a virtual component to the AGM - Could have virtual options for voting (potentially an in advance election period) - Tentatively planning for a 2-day conference that can be reduced to a one-day conference if needed - Tentative date for the AGM will be Friday Apr. 28, 2023 - Action item: K. Sloan to confirm ARMA's AGM plans - Action item: E. Larson to confirm the AGM submission deadlines |
| <p>4. President's Report</p> | <p>Technology Register</p> <ul style="list-style-type: none"> - No updates <p>GLAM</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"> - Should be hearing from the BC Arts Council on the Operational and Accelerant grants in a few weeks - 2 grants submitted to DHCP <ul style="list-style-type: none"> - One smaller one to redevelop and deliver the Arrangement and Description and Digitization in Small Archives workshops - One larger one to continue Archives 101 and do EAS site visits |



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| | <ul style="list-style-type: none"> - L. Glandt would like to confirm the deadline for the EAS work plan in regards to the budget <ul style="list-style-type: none"> - Action item: A. Neijens to confirm the EAS work plan budget deadline with K. Louro - Programs Committee meeting to be planned shortly - L. Glandt and K. Louro met with FPCC to leverage our programming and support - May be doing a Roundtea with FPCC to highlight their services and continue relationship building - L. Glandt and K. Louro to plan one more Roundtea before the end of the fiscal year - One disaster kit was sent to Prince George for use a couple weeks ago <ul style="list-style-type: none"> - K. Stathers writing a report about the disaster kit that will be submitted to K. Louro and L. Glandt <p>Conference committee</p> <ul style="list-style-type: none"> - K. Sloan circulated the conference description in December - Continuing to work on booking the venue and intend to have the venue by Jan. 20 or else will pivot to a virtual conference - May be booking Camosun as the venue in the coming days - A call for conference volunteers has gone out and have some interested people - Call for papers and proposals will go out at the end of the week after the venue/date are set <ul style="list-style-type: none"> - Will be open until the end of February - Action item: All to contact conference committee if they are interested in volunteering |
| <p>6. Treasurer & Finance Committee Report</p> | <p>November and December Financial reports will be circulated for the February meeting</p> <p>Term deposits</p> <ul style="list-style-type: none"> - A. Bain has noted that Vancity cashable term deposits with low interest rates could be ended early and renewed with a higher interest rate if desired - A. Neijens began looking into it and received questions from Vancity over email. <ul style="list-style-type: none"> - Do we want to add additional funds? - How long of a lockout do we want? (30 days, 90 days, etc.) - Currently have two different term deposits set up last year that could potentially be combined into a single term deposit - Unclear on the history of these term deposits - Action item: A. Neijens to check in with K. Blimkie for the context of the term deposits - Action item: A. Neijens to share the email with A. Bain for input |



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| <p>7. Committee and Program Reports</p> | <p>Communications Committee</p> <ul style="list-style-type: none"> - New platforms <ul style="list-style-type: none"> - E. Robertson has confirmed interest in Instagram so we can proceed - Canva Pro subscription <ul style="list-style-type: none"> - The Communications committee is requesting a Canva pro subscription - Canva pro would support the Social Media Volunteer (particularly with the launch of Instagram) and the newsletter <ul style="list-style-type: none"> - Noting that the newsletter is currently dependent on the Graphic Designer’s own Adobe Illustrator access - Costs about \$150 CAD/year - The Executive approves this request to ensure ongoing sustainability and support for Communications Committee volunteers - Proposed adding this as a recurring budget line beginning in the next fiscal year - Action item: E. Larson to follow up with A. Neijens on this budget item <p>Newsletter</p> <ul style="list-style-type: none"> - Summer 2023 Call for Submissions - Action item: E. Larson to promote the call for submissions <p>Regional Representatives</p> <ul style="list-style-type: none"> - Vacancies remain open <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"> - The IAC will be meeting shortly <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - Vice-President, Secretary, and Member-at-Large 1 roles will be turning over at the AGM - Begin the communications and recruitment process now - Action item: M. Atkinson and E. Larson to work on the calls for Executive roles <p>Membership Committee</p> <ul style="list-style-type: none"> - No updates - There is a potential volunteer for this committee <p>ACA@UBC</p> <ul style="list-style-type: none"> - Seminar & Symposium will be on February 17-18th, 2023 |
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| | <p>Other Business</p> <ul style="list-style-type: none"> - Expenses for Executive travel to the AGM/Conference <ul style="list-style-type: none"> - Is it feasible to add a budget line to cover Executive travel to the conference/AGM? - Noting that travel between Vancouver and Victoria previously covered, but this wouldn't make sense for the current Executive - Can consider this in the upcoming budget planning - Action item: A. Neijens to note for budget planning - Heritage Week 2023 coming up <ul style="list-style-type: none"> - Action item: E. Larson to confirm the dates for Heritage week 2023 - Compensation for S. Gilkinson during the Financial Manager hiring process <ul style="list-style-type: none"> - Action item: A. Neijens and K. Sloan to follow up on this conversation over email <p>Meeting adjourned at 7:41pm</p> |
| Next Meeting | February 21, 2023 6:00pm |



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

Regrets: K. Razzo, M. Paraschos

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| Meeting Called to Order | E. Larson called the meeting to order at 6:05pm |
| 1. Approval of Agenda | Motion to approve the agenda by K. Louro - Seconded by K. Sloan |
| 2. Approval of Meeting Minutes | January Executive Meeting Minutes - Motion to approve the minutes by K. Sloan - Seconded by K. Louro |
| 3. Business Arising | <p>Strategic Planning</p> <ul style="list-style-type: none"> - Volunteer Strategy <ul style="list-style-type: none"> - Executive has written some new job descriptions - Suggestion to ask L. Glandt to add the committee job description blurbs to the website - Could add a banner to the website with an explicit call for volunteers and a page with the position descriptions - Action item: K. Sloan to ask L. Glandt to add volunteer call to the website - Action item: E. Larson to connect with K. Sloan about outstanding job descriptions - Reconciliation Framework Response <ul style="list-style-type: none"> - With the IAC for further discussion and next steps - Updating language <ul style="list-style-type: none"> - Raise at the AGM to form a working group <p>Virtual RoundTeas</p> <ul style="list-style-type: none"> - L. Glandt had a topic in mind, but may need to be changed so are looking into other ideas, including: personal archives, First Peoples Cultural Council, and implementing collection management systems - Goal is to schedule one more RoundTea before the end of the fiscal year - Topic suggestion: scientific records and data in archives for environmental analysis - Action item: K. Louro to connect with L. Glandt about the March RoundTea <p>Annual General Meeting</p> <ul style="list-style-type: none"> - Date and format <ul style="list-style-type: none"> - Confirmed that ARMA is not having their AGM during the conference so AABC can schedule the AGM at this time - Conference will be hybrid so have the option do the hybrid AGM on Apr. 28 |



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| | <ul style="list-style-type: none"> - Until the submissions deadline has passed, will not be able to set the exact time for the AGM - AGM Package <ul style="list-style-type: none"> - Must go out to membership at least 2 weeks before (Apr. 14) - To meet this deadline, E. Larson will be requesting that all reports are submitted to her by the end of March - Action item: E. Larson to send out request for AGM package reports |
| <p>4. President's Report</p> | <p>Technology Register</p> <ul style="list-style-type: none"> - No updates <p>GLAM</p> <ul style="list-style-type: none"> - BCLA has reached out to schedule a GLAM meeting <p>CCA Meeting</p> <ul style="list-style-type: none"> - No Executive attended the meeting, but K. Sloan submitted a report on behalf of AABC |
| <p>5. Vice-President and Programs Committee Report</p> | <p>Programs Committee/EAS Updates</p> <ul style="list-style-type: none"> - BC Thesaurus <ul style="list-style-type: none"> - L. Snider contacted by an individual who wanted to add a subject heading to the MemoryBC AtoM thesaurus - L. Snider looking into updating the thesaurus in AtoM and what is possible - Raised larger questions about opportunities for feedback on the BC Thesaurus - Programs Committee and Executive have the ability to approve changes, but there is not a specific workflow - Would like to have some text with the thesaurus explaining how to request changes to the BC Thesaurus and what the process of assessing requests is - Suggestion to add info on BC Thesaurus to the newsletter - Action item: K. Louro to draft a statement on the BC Thesaurus - L. Snider has redone the search tutorials on MemoryBC to improve accessibility - Updated to AtoM 2.7 - L. Snider would like to do a webinar on adding to MemoryBC - L. Glandt is getting increased requests for site visits <ul style="list-style-type: none"> - Grant applications have asked for money for L. Glandt to do more advisory trips - L. Glandt and L. Snider have submitted their work plans - Have added updated textbook costs to the anti-racism bursary budget |



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| | <p>line</p> <ul style="list-style-type: none"> - Planning on some webinars with external presenters - The webinar recordings are now bringing in passive income - L. Glandt and K. Louro meeting with E. Wright and G. Weber to follow up on work with the Ministry of Indigenous Relations and Reconciliation - Still waiting to hear back about outstanding grant applications <ul style="list-style-type: none"> - Action item: K. Louro to follow up with BC Arts Council about timelines - L. Glandt will be seeking additional admin hours in the upcoming budget (see budget discussion with Treasurer Report) - L. Glandt has funds in her office supplies budget line and would like to use those funds to purchase Emergency Response and Salvage Wheels for site visits and meetings <ul style="list-style-type: none"> - Executive approved this request over email <p>Conference committee</p> <ul style="list-style-type: none"> - Contract signed with Camosun - Conference will take place on April 28th - The format will be hybrid - In-person pricing is \$100 for members, \$150 for non-members, and \$75 for students - Hybrid pricing is \$75 for members, \$125 for non-members, and \$50 for students - Conference website and page on AABC website are live and includes a statement on financial hardship that tells people to reach out if they would like support attending the conference - Catering planning is in progress - Sponsorship requests in progress - Submissions are open and some are coming in - Noting that people can attend the AGM specifically without registering for the conference - Speakers will receive an honorarium <ul style="list-style-type: none"> - Have not decided if speakers will pay conference registration fees so will discuss at the next conference committee meeting |
| <p>6. Treasurer & Finance Committee Report</p> | <p>November 2022 Financial Report</p> <ul style="list-style-type: none"> - Paid for an accounting software subscription in this report - Includes gift cards for speakers - Still have some membership fees coming in - Motion to approve the November 2022 Financial Report by E. Larson <ul style="list-style-type: none"> - Seconded by K. Sloan <p>December 2022 Financial Report</p> <ul style="list-style-type: none"> - Includes sponsorship to the ACA@UBC - Motion to approve the December 2022 Financial Report by K. Sloan |



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| | <ul style="list-style-type: none"> - Seconded by E. Larson <p>January 2023 Financial Report</p> <ul style="list-style-type: none"> - L. Glandt did some consulting - Donations have officially passed the projections from the budget - Renewed our Directors and Officers insurance policy - Motion to approve the January 2023 Financial Report by M. Atkinson <ul style="list-style-type: none"> - Seconded by E. Larson <p>Insurance</p> <ul style="list-style-type: none"> - Current provider of commercial liability insurance is no longer offering this coverage so a new provider is required - A. Bain worked with an insurance broker who has found new policy for commercial liability with a higher premium, but more comprehensive coverage including cybersecurity - To offset the higher premium, the broker found a less expensive option for the Directors and Officers insurance policy <ul style="list-style-type: none"> - This policy was recently renewed in January 2023 so will need to be cancelled if switching - Overall, the budget will still increase by about \$1000 - A. Brain provided a clear breakdown of the insurance costs in the spreadsheet shared with the Executive, as well as information about policy coverage and broker advice - Seeking a decision on whether or not to move ahead with the proposed new commercial liability policy and the cancellation of the current Directors and Officers policy to switch to the cheaper option <ul style="list-style-type: none"> - Are there fees associated with cancelling the insurance? Fees have not been confirmed to date, but premium should be refunded at a prorated amount - Decision: Executive approves moving forward with the proposed policies - Action item: A. Neijens to confirm the Executive's approval with A. Bain <p>Budget</p> <ul style="list-style-type: none"> - Budget meeting took place on Feb. 19 - A. Neijens will send the budget for feedback and is accepting comments and feedback on the budget over the next few days - Confirming that the budgeted mileage rate is \$0.59/km - Noting the need for general longer term succession and leave planning - Raising webinar rates <ul style="list-style-type: none"> - Currently \$15 for members and \$30 for non-members - Suggestion to raise the rates to \$25 or \$30 for members and \$50-60 for members - Are there any intellectual property or related restrictions for licensing a webinar recording to a larger audience (ex. teacher in |
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| | <p>a classroom)? Is there a group rate for webinar viewings?</p> <ul style="list-style-type: none"> - Currently don't have a system in place for licensing - Noting that we should confirm speaker agreements to recordings - Could pursue a group rate <ul style="list-style-type: none"> - Previously discussed doing a gradual increase so that the prices suddenly double - Decision: Executive approves new webinar rates of \$20 for members and \$35 for non-members, with the intention to continue increasing year-over-year until the full increase is rolled out <ul style="list-style-type: none"> - Conference budget line updated <ul style="list-style-type: none"> - Changed to a more conservative net revenue because of the uncertainty with registrations for the hybrid format - Budget changed to include increases to office clerical expenses because of software, mail forwarding, and Canva Pro subscription - Budget must be approved by Feb. 28 - Action item: A. Neijens to circulate the budget for approval over email - Action item: All to review the budget and send questions/approval in advance of the Feb. 28 deadline <p>UBC Awards</p> <ul style="list-style-type: none"> - Clarifying the process for sending the scholarship funds to UBC - Currently assuming that UBC will reach out for the funds - If UBC does not reach out this fiscal year, A. Neijens to follow up <p>Term Deposits</p> <ul style="list-style-type: none"> - Switched to new cash term deposits with a higher interest rate |
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| <p>7. Committee and Program Reports</p> | <p>Communications Committee</p> <ul style="list-style-type: none"> - New platforms <ul style="list-style-type: none"> - After the Canva Pro subscription is purchased in the new fiscal year, will begin the process of launching an AABC Instagram account - Canva Pro subscription <ul style="list-style-type: none"> - Included in the next budget <p>Newsletter</p> <ul style="list-style-type: none"> - Summer 2023 Call for Submissions <ul style="list-style-type: none"> - E. Larson has prepared the call for submissions and will send it out in early March - Action item: E. Larson to share the call for submissions with L. Glandt in March <p>Regional Representatives</p> <ul style="list-style-type: none"> - Open positions remain <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"> - No updates <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - Open Executive roles will be: Vice-President, Secretary, and Member-at-Large 1 - Action item: K. Louro and K. Sloan to share nominations form with M. Atkinson - Action item: K. Louro and M. Atkinson to meet to discuss the nominations committee - Action item: All to share call for Executive roles with network <p>Membership Committee</p> <ul style="list-style-type: none"> - No updates <p>ACA@UBC</p> <ul style="list-style-type: none"> - Seminar and Symposium took place and it was great! <p>Other Business</p> <ul style="list-style-type: none"> - No other business <p>E. Larson adjourned the meeting at 7:21pm</p> |
| <p>Next Meeting</p> | <p>March 21, 2023 6:00pm</p> |



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In attendance: K. Louro, A. Neijens, K. Sloan, M. Atkinson

Regrets: M. Paraschos, D. Collins, K. Razzo

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| Meeting Called to Order | E. Larson called the meeting to order at 6:11pm |
| 1. Approval of Agenda | Motion to approve the agenda by A. Neijens - Seconded by K. Louro |
| 2. Approval of Meeting Minutes | February Executive Meeting Minutes - Motion to approve the February Executive Meeting minutes by A. Neijens - Seconded by M. Atkinson February In-Camera Executive Meeting Minutes - Motion to approve the February In-Camera Executive Meeting Minutes by M. Atkinson - Seconded by A. Neijens |
| 3. Business Arising | Strategic Planning - Volunteer Strategy - Executive JDs are submitted - Action item: All to review the drive for outstanding Committee job descriptions or terms of reference that should be added and send to E. Larson as soon as possible - Reconciliation Framework Response - With the Indigenous Advocacy Committee - Updating language - Tabled for the AGM Virtual RoundTeas - RoundTea on Monday about nursing archives in BC - K. Louro and L. Glandt continuing the plan the next fiscal year of RoundTea planning Annual General Meeting - Apr. 28, 2023 - AGM Package - Reports are due Mar. 31, 2023 - Can reuse a previous report as a template - Confirming that we can share the recipients of the Terry Reksten grant ACA Public Advocacy and Awareness Committee Request: International Archives Week |



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| | <ul style="list-style-type: none"> - E. Larson is on the ACA Public Advocacy and Awareness Committee and is sharing a request for the AABC - If interested, the AABC is invited to submit a blog post on the topic of “Enriching Knowledge Societies” in support of the International Council on Archives’ International Archives Awareness Week in early June <p>Societies Act Amendments</p> <ul style="list-style-type: none"> - Received an update from the BC Government that the Societies Act has been amended - Summary FAQs document outlines the changes - Biggest change for AABC may be the explicit requirement to have a designated Record Keeper if the society dissolves <ul style="list-style-type: none"> - Records of the AABC are kept by the BC Archives - Noting that currently the Secretary is managing the current AABC materials - Action item: E. Larson to check Societies Online to see if there are any updates to the portal for the next filing |
| <p>4. President’s Report</p> | <p>Technology Register</p> <ul style="list-style-type: none"> - No updates - Moving forward, will remove that item from agenda - Action item: K. Sloan to note the technology register as a future project for incoming President in the transition report <p>GLAM</p> <ul style="list-style-type: none"> - On behalf of the AABC, K. Sloan attended a GLAM organization open house hosted by BCLA and BCMA - Organizations are all facing similar challenges: funding issues, volunteer burnout, etc. - Discussed how GLAM organizations can prepare for the climate emergency and what we can do to assist smaller/rural organizations that will not receive the same funding as large, urban centres <ul style="list-style-type: none"> - K. Sloan discussed the AABC Disaster Response Kits - Issues of copyright a prevalent topic <ul style="list-style-type: none"> - Discussions of how organizations can help patrons get access to information while respecting creator rights - Noted that many other BC organizations are hosting in-person conferences so AABC is unique in keeping the hybrid format |
| <p>5. Vice-President and Programs Committee Report</p> | <p>Programs Committee/EAS Updates</p> <ul style="list-style-type: none"> - Programs Committee will meet soon to discuss the successful BC Arts Council grant application - K. Louro and L. Glandt met with G. Weber to discuss the ongoing work |



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| | <p>with MIRR and the role of archives and opportunity for better communications about archival work</p> <ul style="list-style-type: none"> - Suggested project: 1 pagers for the press and other groups about archives that can be shared on the AABC website - Continuing to discuss ways the AABC can support BC Archives in this work <p>Conference committee</p> <ul style="list-style-type: none"> - Submission deadline has passed and committee will be selecting speakers on Thursday - On Thursday also aiming to set the program schedule - To date, have received over \$2000 of sponsorships - E. Robertson reached out to K. Sloan to discuss the social media/communications strategy for the conference and will join the Thursday meeting - ARMA VI is leading the social committee <ul style="list-style-type: none"> - Planning social events for the conference, including a pre-conference reception and post-conference beer night - Will be open to records professionals in the area, regardless of conference registration - K. Sloan working with AV/Tech expert to learn the technical specs and conference set up |
| <p>6. Treasurer & Finance Committee Report</p> | <p>February Financial Report</p> <ul style="list-style-type: none"> - Met and exceeded our budgeted membership amount - Textbooks purchased using the anti-racism bursary fund - As of February, AABC is still in a surplus - Motion to approve the February Financial report by K. Louro <ul style="list-style-type: none"> - Seconded by M. Atkinson <p>2023/24 Budget</p> <ul style="list-style-type: none"> - Need to set the budget before the end of the month - A. Neijens caught an error on the original budget, which has now been amended - Budget also updated to include the new grant funding - CCA has changed their fees from \$52 to \$400 so the budget has been amended to reflect this update - Action item: K. Louro and A. Neijens to meet to finalize the budget |



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| <p>7. Committee and Program Reports</p> | <p>Communications Committee</p> <ul style="list-style-type: none"> - New platforms <ul style="list-style-type: none"> - Tabled until the new fiscal year - Canva Pro subscription <ul style="list-style-type: none"> - Tabled until the new fiscal year <p>Newsletter</p> <ul style="list-style-type: none"> - Summer 2023 Call for Submissions <ul style="list-style-type: none"> - Submission deadline is Mar. 31 - Have received submissions and will have several internal AABC updates to include as well <p>Regional Representatives</p> <ul style="list-style-type: none"> - Open vacancies remain <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"> - No updates <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - K. Louro and M. Atkinson met to review the nominations process - Action item: E. Larson to share the open positions with E. Robertson for social media promotion <ul style="list-style-type: none"> - Use the AABC President or Info email as the primary contact - All: Share open Executive positions with network <p>Membership Committee</p> <ul style="list-style-type: none"> - No updates <p>ACA@UBC</p> <ul style="list-style-type: none"> - No updates <p>Other Business</p> <ul style="list-style-type: none"> - A. Neijens will be out of office in early April <p>Meeting adjourned 7:09pm</p> |
| <p>Next Meeting</p> | <p>April 18, 2023 6:00pm</p> |