Archives Association of British Columbia

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Meeting ID: 868 2672 5471
Passcode: 088439

In attendance: K. Louro; K. Heikkila; K. Sloan; A. Neijens..

Regrets: K. Favrholdt; E. Moros; M. Atkinson.

Meeting called to order	K. Heikkila called to order 12:06
1. **Approval of Agenda**	**Approval of agenda for November Executive Meeting** - Motion to approve the November Executive Meeting agenda by K. Louro; seconded by A. Neijens. - Voted approved.
2. **Approval of Meeting Minutes**	**October Executive Meeting Minutes** - Motion to approve the October Executive Meeting Minutes by A. Neijens, seconded by K. Louro. - Voted approved.
3. **Business Arising**	**December meeting** - **Action item:** K. Heikkila to send out a poll about the December meeting date. **Roundtable** - Executive discussed attendance and how to accommodate those that could not make it to the Roundtable. - Agreed that an agenda would be sent well in advance to allow for feedback. - **Action item:** K. Heikkila to draft an agenda. **Archives Awareness Week** - It was reported that AAW was going well, with good turnout to events. - K. Louro thanked Executive and Lisa Glandt for arranging and working out logistics. - **Action item**: K. Heikkila to send out a thank you through social media, asking for feedback. **iSchool Bursary** - A. Neijens reported on connecting with the iSchool, and will be sending a cheque for the scholarship.

	- A. Neijens will begin sending the funding consistently in the spring going forward. **First Nations membership fee structure** - K. Louro met with a group of Indigenous archives workers regarding being more responsive to Indigenous members and archives. - One recommendation was to create a lower membership fee, explicitly for marginalized communities. - **Action item:** K. Louro will loop in K. Favrholdt for comment and updating fee structure. **ACA @ UBC** - K. Heikkila will connect with E. Moros to communicate about membership fees and upcoming events. **Conference Planning** - K. Louro has reached out to several partnership organizations who could be interested in planning a joint conference. - Another organization may be interested in helping with funding rather than co-hosting. - K. Louro will continue working with these groups into the new year. **Grant Reporting** - K. Louro reported that reporting went in for the Documentary Heritage program and the operational funding portal was updated. - K. Louro mentions that she will need to meet in May about the operational funding reporting.
4. **President's Report**	**Pathways Program** - No update at this time; waiting on response from the program.
5. **Vice-President and Programs Committee Report**	**Vice President recruit** - K. Louro reached out to several people, who were not interested in the VP role, but one was interested in becoming a regional representative. - K. Louro is meeting with additional people interested in the role soon. **Programs Committee** - K. Sloan met with the Programs Committee. There are two new

		members, and they are now meeting every two months.
6.	**Treasurer & Finance Committee Report**	A. Neijens met twice with the Financial Committee to review the financial statement, which is now complete for the year. A. Neijens will report on two financial reports at the next meeting.
7.	**Committee and Program Reports**	**Communications Committee** - K. Heikkila reported on the communications committee. - Executive extended thanks to social media volunteer E. Robertson for their work around Archives Awareness Week. **Indigenous Advocacy Committee** - K. Louro reported that the IAC is meeting bi-weekly, and that the IAC is focusing on updating the terms of reference for the committee. **Grants & Nominations Committees** - Report deferred. **Membership Committee** - Report deferred. **Other Business** - Current membership chair volunteer want to step down - Executive discussed of the role of membership chair - A. Neijens and K. Louro to meet with the membership chair to discuss succession planning for the role Meeting adjourned at 12:54
Next Meeting		**December 14, 2023 12:00pm**