



<https://us06web.zoom.us/j/84477398937?pwd=058kqb5PvjOXEttoxbnmFPxPTEJhIL.1>

Meeting ID: 844 7739 8937
Passcode: 482778

In attendance: K. Louro; K. Heikkila; K. Sloan; M. Atkinson

Regrets: K. Favrholt; E. Moros; A. Neijens.

Meeting called to order	K. Heikkila called to order 12:02
1. Approval of Agenda	<p>Approval of agenda for December Executive Meeting</p> <ul style="list-style-type: none"> - Motion to approve the November Executive Meeting agenda by M. Atkinson; seconded by K. Louro - Voted approved.
2. Approval of Meeting Minutes	<p>November Executive Meeting Minutes</p> <ul style="list-style-type: none"> - Motion to approve the November Executive Meeting Minutes by K. Louro, seconded by M. Atkinson. - Voted approved.
3. Business Arising	<p>AABC Roundtable follow up</p> <ul style="list-style-type: none"> - Discussion of points that came out of the recent roundtable with Executive, committee members, regional representatives, and contractors. The discussion included improvements to onboarding executive members and other volunteers, improved communication to members and volunteers, the role of an executive assistant, recruitment and retention of volunteers, and the role of regional representatives. - Executive discussed meeting more frequently with regional representatives who have felt underserved and lack communication. - Contractors Lisa Glandt and Lisa Snider took initiative out of the roundtable and are working on areas of improvement. - Action item: K. Louro to work on a statement from the Executive on where we are in relation to the strategic plan. - Executive discussed the administrative role and how to make it feasible for a remote contractor and how to attract BIPOC candidates. <p>ACA @ UBC</p> <ul style="list-style-type: none"> - E. Moros submitted a request from UBC @ ACA for sponsorship for their annual conference, requesting \$200. Voted approved by Executive. - Action item: K. Heikkila to email E. Moros with the response. - Executive expressed interest in feedback from students regarding membership changes and barriers to membership. - Action item: K. Heikkila to reach out to E. Moros for comment from ACA@UBC.



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	<p>Administrative job description</p> <ul style="list-style-type: none"> - K. Heikkila sent out a draft job description prior to the meeting, and asked for comments. - Executive discussed various aspects of the position, including potential for travel, distribution of labour throughout the year, professional development, budget, and mentorship. - Question of whether other provincial organizations have similar positions. Action item: K. Louro to reach out to BCMA, K. Sloan to reach out to BCLA, K. Heikkila to reach out to FBCA. - Action item: K. Heikkila to update job description with feedback and share out again. <p>Conference Planning</p> <ul style="list-style-type: none"> - K. Louro reported that the AABC has partnered with ARMA VI for this year's virtual conference. They will meet in early January to begin planning.
<p>4. President's Report</p>	<p>Pathways Program</p> <ul style="list-style-type: none"> - K. Louro reported that the first Pathways Program meeting was held, and onboarding will be January 9. - K. Louro also reports that there has been good feedback from the first cohort through the program about the Pathways Program generally. <p>Updating membership levels</p> <ul style="list-style-type: none"> - K. Louro shared a proposed update to membership fees to include a community membership level and solicited comments, also reminded executive that any changes to membership fees had to be voted on by membership at the AGM. - Executive discussed the fee structure, and will solicit committee members for further input. - M. Atkinson proposed additional donor options, including the potential to sponsor memberships for students or community archives. Action item: K. Louro will raise this question with A. Neijens.
<p>5. Vice-President and Programs Committee Report</p>	<p>Vice President recruit</p> <ul style="list-style-type: none"> - K. Louro reported that Jamie Sanford has been voted in as the new Vice President, and will be starting in January. <p>Programs Committee</p> <ul style="list-style-type: none"> - K. Sloan reported that the committee will be meeting in January.



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<p>6. Treasurer & Finance Committee Report</p>	<p>Deferred to January.</p>
<p>7. Committee and Program Reports</p>	<p>Communications Committee</p> <ul style="list-style-type: none"> - K. Heikkila reported on the communications committee and upcoming newsletter. K. Heikkila will send request for contributions from Executive in January, including a space for the strategic plan. <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - K. Louro reported that the IAC met yesterday and that the IAC wants to be involved with grant writing when the AABC applies for grants. <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - Nothing to report <p>Membership Committee</p> <ul style="list-style-type: none"> - Report deferred. <p>Other Business</p> <ul style="list-style-type: none"> - nothing to report. <p>Meeting adjourned at 1:07</p>
<p>Next Meeting</p>	<p>January 18, 2024 12:00pm</p>