



<https://us06web.zoom.us/j/88031976548?pwd=INhoanpugWJSJNVYITu7TBxTaPCbWk.1>

Meeting ID: 880 3197 6548
Passcode: 365507

In attendance: K. Louro; K. Heikkila; K. Sloan; M. Atkinson, ; E. Moros; A. Neijens.

Regrets: J. Sanford, K. Favrholt.

Meeting called to order	K. Heikkila called to order 12:04
1. Approval of Agenda	<p>Approval of agenda for January Executive Meeting</p> <ul style="list-style-type: none"> - Motion to approve the January Executive Meeting agenda by A. Neijens; seconded by K. Louro. - Voted approved.
2. Approval of Meeting Minutes	<p>December Executive Meeting Minutes</p> <ul style="list-style-type: none"> - Motion to approve the December Executive Meeting Minutes by A. Neijens, seconded by K. Louro. - Voted approved.
3. Business Arising	<p>Introduction to VP</p> <ul style="list-style-type: none"> - Executive welcomed the incoming Vice President, despite absent from this meeting. - K. Sloan will be introducing them to the Programs Committee - Executive discussed the process of recruiting an unelected Vice President. - Action item: K. Louro will check the AABC bylaws to ensure the Vice President can become President without being elected by the membership. <p>Executive meeting schedule</p> <ul style="list-style-type: none"> - Executive discussed changing the regular meeting date. - Action item: Executive to fill out the doodle poll to determine a new time. <p>Membership category changes</p> <ul style="list-style-type: none"> - K. Louro will be proposing changes to the membership fee structure at the AGM, to be voted on by membership. The proposed changes include a community archives membership fee level, and an individual community member level to further drop financial barriers to membership - Executive discussed how to explicitly write the language to direct members to the appropriate categories, as well as the potential financial impact of these changes.



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	<ul style="list-style-type: none"> - Executive requested that E. Moros ask the ACA @ UBC membership to comment on the changes. <p>Anti-Racism working group - bursary procedure</p> <ul style="list-style-type: none"> - The Anti-Racism working group met to discuss further standardizing the process for administering the bursary, which would allow for more oversight into the process. - The working group drafted a procedure and assessment matrix, which will be made available for applicants. - Member-at-Large (second) will assist the Treasurer in adjudicating the bursary. - Post to the website by Feb 1st - Motion to accept the Anti- Racism bursary procedure. Voted approved. <p>Executive Assistant job description</p> <ul style="list-style-type: none"> - Executive discussed the current draft job description. - Executive discussed the stability of funding for this position, potential changes to membership fee structure impacting income, the AABC financial standing, and other programs that may impact funding for this role. - Next step is for A. Neijens to work on the budget for next year, factoring in this position. <p>ACA @ UBC</p> <ul style="list-style-type: none"> - E. Moros reports that the ACA @ UBC are working on conference planning - virtually on February 16. - E. Moros expresses thanks to AABC for providing funds towards the conference. - The ACA @ UBC are also planning events in conjunction with the virtual conference.
<p>4. President's Report</p>	<p>Conference planning</p> <ul style="list-style-type: none"> - K. Louro reports that the AABC will be partnering with ARMA Vancouver Island. K. Louro and K. Favrholt will be meeting with ARMS VI soon. - Call for volunteers will also go out soon. <p>Pathways Program</p> <ul style="list-style-type: none"> - K. Louro reports that the Pathways Program is underway.



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<p>5. Vice-President and Programs Committee Report</p>	<p>Vice President recruit</p> <ul style="list-style-type: none"> - Update in Business Arising. <p>Programs Committee</p> <ul style="list-style-type: none"> - K. Sloan reported that the committee is meeting this week. K. Sloan will chair until able to hand off to the incoming Vice President. - This meeting will discuss work plans, which will go to the Treasurer for budgeting once completed.
<p>6. Treasurer & Finance Committee Report</p>	<p>Finance reports - September, October & November</p> <p>A. Neijens reported on the September financial statement Motion to approve by M. Atkinson, seconded by K. Heikkila Voted approved.</p> <p>A. Neijens reported on the October financial statement Motion to approve by M. Atkinson, seconded by K. Heikkila Voted approved.</p> <p>A. Neijens reported on the November financial statement Motion to approve by M. Atkinson, seconded by K. Louro Voted approved.</p> <p>A. Neijens will be working on the budget next month.</p>
<p>7. Committee and Program Reports</p>	<p>Communications Committee</p> <ul style="list-style-type: none"> - K. Heikkila reported on the upcoming newsletter. - Action item: K. Heikkila to include a request for comment regarding accessibility barriers in the newsletter. <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - K. Louro reported on IAC. - The IAC completed a review of the terms of reference for the committee, and are participating in the Pathways Program. <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - Nothing to report. <p>Membership Committee</p> <ul style="list-style-type: none"> - Deferred to next month - The former membership chair has left the AABC, Executive to follow up on current status. <p>Other Business</p>



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	Meeting adjourned at 1:12.
Next Meeting	February TBA