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Executive Committee Meeting Minutes – April 16th, 2019 10:30am
Executive of the Archives Association of British Columbia
Location: Teleconference

Present:

- Emma Wright, President
- Robert McLelland, Secretary
- Dan Collins, Individual Member-at-Large
- Michelle Spelay, Institutional Member-at-Large

Regrets:

- Angeline Chirnside, Treasurer
- Alysa Routtenberg, Vice-President

E. Wright called meeting to order at 10:32am

1. Approval of Agenda

Vice-President Report moved to end of the meeting to facilitate late attendance by A. Routtenberg.
Agenda approved by consensus.

2. President's Report

E. Wright updated the committee on the GLAM Symposium in May. Submitted an invitation to AABC's patron to attend the AABC conference and GLAM Symposium.

E. Wright reported that the GLAM Symposium planning is going well, and A. Routtenberg will hopefully be able to attend at AABC President.

E. Wright reported that Royal BC Museum and Archives is undergoing a public consultation on modernization and that she thinks it's important that AABC submit a formal recommendation.

D. Collins suggested mentioning it at the AGM.

Executive resolves to send a message to membership, BC archives community, and bring it up at the AGM.

Action: E. Wright to draft message to members, R. McLelland to add item to AGM Agenda.

3. Treasurer and Finance Committee Report

No report submitted.

4. Committee and Program Reports

Communications Committee (Newsletter/Regional Representatives/PAAL)

R. McLelland provided a summary of the Canadian Cultural Property Export Review Board meeting he attended.

Grants & Nominations Committees

No report submitted.

Membership & Conference Committees

D. Collins reported that S. Rathjen reported that the new database is a priority for next year. Conference registration numbers are around 50 and that the workshop had just a few slots left. Conference registration will be extended to April 26, 2019. One speaker has dropped out. Committee resolved that the transition meeting date will be decided on at the AGM.

Action: R. McLelland to send email to likely Executive committee members to choose date for transition meeting.



First Nations Committee

M. Spelay reported that she has heard back from 2-3 people who want to remain on the committee.

5. Vice-President and Programs Committee Report

No report submitted.

6. Business Arising

Meeting adjourned.



AABC Executive Meeting Minutes

June 18, 2019 at 10:30am

Via Teleconference

Present: A. Routtenberg (President); S. Gilkinson (Treasurer); V. McAuley (Secretary); K. Sloan (Member-at-Large); and, E. Wright (Past-President)

Regrets: J. Seeman (Vice-President); and, M. Spelay (Member-at-Large)

<p>1. Approval of Agenda</p>	<p>Approved by S. Gilkinson Seconded by A. Routtenberg</p>
<p>2. Approval of Meeting Minutes</p>	<p>N/A</p>
<p>3. Business Arising</p>	<p>N/A</p>
<p>4. President’s Report</p>	<p>AtoM Foundation</p> <ul style="list-style-type: none"> - AABC to sign letter of support for AtoM foundation re: SSHRC Funding - A. Routtenberg to circulate letter of support and correspondence to executive for edits
<p>5. Vice-Presidents & Programs Committee Report</p>	<p>Provided by A. Routtenberg on behalf of J. Seeman</p> <p>DHCP</p> <ul style="list-style-type: none"> - Two grants underway - Final reporting for Year 1 of Grant A has been submitted & funding for Year 2 will be received shortly - January 2020 mid-term reporting for both Grant A and B - No action items
<p>6. Treasurer & Finance Committee Report</p>	<p>Financial Statements</p> <ul style="list-style-type: none"> - April, May, & June Financial Statements deferred to July 16, 2019 meeting <p>Contracts</p> <ul style="list-style-type: none"> - A. Routtenberg has signed contractor contracts & circulated to K. Blimkie



	<p>ARMA Conference</p> <ul style="list-style-type: none"> - A. Routtenberg will approve ARMA conference cheque (per K. Blimkie’s conference finance finals) <p>Wild Apricot</p> <ul style="list-style-type: none"> - K. Sloan to discuss implementation of new Wild Apricot membership system, and follow-up with K. Blimkie & S. Gilkinson re: credit card payment system <p>Email</p> <ul style="list-style-type: none"> - Please advise on any email difficulties & estimated dates of response
<p>7. Committee & Programs Reports</p>	<p>Communications Committee (Newsletter/Regional Representatives/ PAAL)</p> <ul style="list-style-type: none"> - Signing authority letter has been approved and will be sent out for signing – please keep A. Tarnawsky apprised of events/news items for sharing on social media - Please share any potential nominations for replacement Kootenay-Columbia Regional Representative - Please share any ideas of a Greater Vancouver Regional event - Please fill out revised scheduling poll for the July 2, 2019 meeting – 4:30pm has been proposed - A. Routtenberg and V. McAuley will be creating an email address for the Executive Committee Advisor (E. Wright) and will add E. Wright to weekly update emails <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - Report deferred to July 16, 2019 meeting <p>Membership & Conference Committees</p> <ul style="list-style-type: none"> - Report deferred to July 16, 2019 meeting <p>First Nations Engagement Committee</p> <ul style="list-style-type: none"> - A. Routtenberg to respond to feedback email - E. Wright will offer to meeting in-person re: feedback email - Proposed name change to: First Nations Advisory Committee to eliminate confusion regarding committee role - Suggestion presented that Executive Committee be more represented on the committee and that L. Glandt continue her work on the executive’s behalf in a formal capacity <p>Royal BC Museum Response Letter</p> <ul style="list-style-type: none"> - Formal response needed by June 27, 2019 - A. Routtenberg & E. Wright to collaborate on response



8. Adjournment	Meeting adjourned at 11:05am
9. Next Meeting	July 16, 2019 at 10:30am



AABC Executive Meeting Minutes

July 16, 2019 at 10:30am

Via Teleconference

Present: A. Routtenberg (President); J. Seeman (Vice-President); S. Gilkinson (Treasurer); V. McAuley (Secretary); M. Spelay (Member-at-Large); E. Wright (Past-President); and, L. Glandt (Advisor)

Regrets: K. Sloan (Member-at-Large); and, L. Snider (Advisor)

<p>1. Approval of Agenda</p>	<p>Approved by A. Routtenberg Seconded by S. Gilkinson</p>
<p>2. Approval of Meeting Minutes</p>	<p>Approved by A. Routtenberg Seconded by M. Spelay</p>
<p>3. Business Arising</p>	<p>AtoM Foundation Letter - Awaiting update from AtoM Foundation</p> <p>Contractor Letters - Complete</p> <p>Conference Cheque for ARMA - A. Routtenberg has mailed cheques - S. Gilkinson to sign and mail to ARMA</p> <p>New Membership Implementation (Wild Apricot) - Deferred to August 20, 2019 meeting</p> <p>Signing Authority Letter - Complete</p>
<p>4. President’s Report</p>	<p>All updates provided under Business Arising</p>
<p>5. Vice-President and Programs Committee Report</p>	<p>Programs Committee - First Programs Committee meeting was a success</p>
<p>6. Treasurer and Finance Committee Report</p>	<p>Contractors - All contractors have been paid</p> <p>Membership - Membership revenue strong</p>



	<p>AABC/ARMA Conference 2019</p> <ul style="list-style-type: none"> - Net Income: \$3,500 <p>Financial Statements</p> <ul style="list-style-type: none"> - April/May Financial Statements will be circulated and voted on for approval during the August Executive Meeting <p>DHCP Grant</p> <ul style="list-style-type: none"> - LAC payment will be received within 3 days - A. Routtenberg, K. Blimkie, and S. Gilkinson will liaise to complete documentation <p>Cheque Signing</p> <ul style="list-style-type: none"> - A. Routtenberg to circulate email confirming that S. Gilkinson can sign her own cheques (re: mailing financial review documents) <p>Northwest Clinic</p> <ul style="list-style-type: none"> - Executive voted to approve \$200 budget for L. Glandt’s Northwest Clinic <p>Member Income Tax Receipts</p> <ul style="list-style-type: none"> - J. Seeman to write thank-you letter to accompany member income tax receipts <p>CRA Reporting</p> <ul style="list-style-type: none"> - K. Blimkie will be on vacation in September - CRA reporting will be completed by August <p>Bank Account Details</p> <ul style="list-style-type: none"> - S. Gilkinson to circulate up-to-date account balance details - Questions arose regarding the dollar amount required to sustain a reserve fund - S. Gilkinson to request rationale from K. Blimkie
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Representatives/PAAL)</p> <ul style="list-style-type: none"> - Handover Meeting <ul style="list-style-type: none"> o Rescheduled to coincide with annual roundtable meeting (November) o Executive suggested that 2020 handover meeting should occur closer to the Annual General Meeting - President’s Message <ul style="list-style-type: none"> o A. Routtenberg to prepare a President’s Message for publication on the website – including an introduction of the new Executive Members



	<ul style="list-style-type: none"> - Past-President Email Address <ul style="list-style-type: none"> o Current Google Suite plan will not allow for another email address o V. McAuley to liaise with L. Snider & L. Glandt regarding combining existing email addresses - Annual General Meeting Minutes/By-Law Changes <ul style="list-style-type: none"> o V. McAuley has received relevant documentation o 2019 AGM minutes to be voted on at 2020 AGM o V. McAuley to fill out by-law change paperwork <p>Grants & Nominations Committee</p> <ul style="list-style-type: none"> - Terry Reksten Memorial Grant <ul style="list-style-type: none"> o To be adjudicated in the Fall <p>Membership & Conference Committees</p> <ul style="list-style-type: none"> - AABC Conference <ul style="list-style-type: none"> o Partnership with ARMA Vancouver Island was proposed and will be considered o Executive suggested an evening social before the conference & pre-conference workshop ideas (including: Digital Preservation, FOI for First Nations) <p>First Nations Advisory Committee</p> <ul style="list-style-type: none"> - Feedback Email <ul style="list-style-type: none"> o M. Spelay provided response o No public acknowledgement required - Meetings <ul style="list-style-type: none"> o First meeting was successful o Next steps: Terms of Reference/Visioning Document o M. Spelay to continue to investigate status of committee (standing vs. ad hoc), and procedure for establishing committee chair o Committee to schedule meeting with L. Glandt <p>Royal BC Museum Response Letter</p> <ul style="list-style-type: none"> - Formal response from AABC has been submitted and may be included in Royal BC Museum Fall Project Report <p>AABC & GLAM</p> <ul style="list-style-type: none"> - J. Seeman to take part in GLAM Symposium in-person meeting and will act as liaison between AABC & GLAM (including sitting on GLAM Conference Committee)



8. L. Glandt Advisor Report	CCI Workshop Proposal <ul style="list-style-type: none">- Executive voted in favour of L. Glandt’s proposal to create and circulate an application for a CCI Workshop Grant (2020-2021)- If granted, CCI Workshop to take place in Campbell River in conjunction with M. Purcell (Collection Manager, Museum of Campbell River)
9. Adjournment	Meeting adjourned at 11:35am
10. Next Meeting	August 20, 2019 at 10:30am



AABC Executive Meeting Minutes

August 20, 2019 at 10:30am

Via Teleconference

CANCELLED



AABC Executive Meeting Minutes
September 17, 2019 at 10:30am
Via Teleconference

Present: A. Routtenberg (President); J. Seeman (Vice-President); S. Gilkinson (Treasurer); V. McAuley (Secretary); M. Spelay (Member-at-Large); and, K. Sloan (Member-at-Large)

Regrets: E. Wright (Past-President)

<p>1. Approval of Agenda</p>	<p>Approved by J. Seeman Seconded by S. Gilkinson</p>
<p>2. Approval of Meeting Minutes</p>	<p>Approved by J. Seeman Seconded by S. Gilkinson</p>
<p>3. Business Arising</p>	<p>N/A</p>
<p>4. President’s Report</p>	<p>ARMA Conference Cheque - Issues, signed, and mailed in mid-July</p>
<p>5. Vice-President’s Report</p>	<p>Wild Apricot - Access Administrator needed – Executive Committee nominated L. Glandt - K. Sloan to follow-up with L. Glandt re: willingness to act as Access Administrator & implementation process - Credit card needed to pay monthly Wild Apricot fee (~\$90 USD/month) - S. Gilkinson to ask L. Glandt if she would be willing to use her personal credit card and be reimbursed by AABC, and inquire into procedure for acquiring AABC credit card</p> <p>BC Arts Council Grant - BC Arts Council Grant available for project funding, leading (in following years) to operational funding - J. Seeman to discuss potential application with Programs Committee - Follow-up meeting to be scheduled</p>
<p>6. Treasurer & Finance Committee Report</p>	<p>Financial Reports - April/May financial statements deferred to October 2019 meeting</p> <p>Contracts & DHCP Documentation</p>



	<ul style="list-style-type: none"> - A. Routtenberg and J. Seeman to coordinate contractor reporting and contract signing - Reminder: reporting due October 26, 2019 <p>ARMA Cheques</p> <ul style="list-style-type: none"> - Submitted <p>Wild Apricot</p> <ul style="list-style-type: none"> - Implementation timeline to be provided by Membership Committee <p>Financial Review Documents Cheque</p> <ul style="list-style-type: none"> - Complete <p>Income Tax Receipts</p> <ul style="list-style-type: none"> - J. Seeman wrote and sent all thank you letters <p>CRA Reporting</p> <ul style="list-style-type: none"> - All reporting submitted in mid-August <p>Reserve Funds</p> <ul style="list-style-type: none"> - \$55,000 has been reserved as contingency/restricted funds - This number was voted on by past-executive to ensure that the AABC has emergency funding (i.e. closing, litigation, etc.) - S. Gilkinson does not recommend changing that number under more complete financial reporting can be provided <p>Roundtable (November)</p> <ul style="list-style-type: none"> - Mileage and ferry tickets are eligible for reimbursement - Accommodations and food are not eligible for reimbursement
<p>7. Committee and Programs Report</p>	<p>Communications Committee (Newsletter/Regional Representatives/PAAL)</p> <ul style="list-style-type: none"> - President’s Message <ul style="list-style-type: none"> o A. Routtenberg to complete by October 2019 - Past-President Email Address <ul style="list-style-type: none"> o Combining existing email addresses is not a viable option o V. McAuley to discuss alternatives with E. Wright - AGM Minutes & By-Law Changes <ul style="list-style-type: none"> o Updates have been circulated - Roundtable Meeting <ul style="list-style-type: none"> o Updates pending - Social Media <ul style="list-style-type: none"> o J. Lu of the Yukon Council of Archives seeks a social media policy for community archives (specifically re: preventing



	<p>negative or misleading exposure of traditional knowledge and Indigenous culture)</p> <ul style="list-style-type: none"> ○ No current policy in place ○ M. Spelay to bring idea to First Nations Advisory Committee ○ V. McAuley to respond to J. Lu ○ A. Tarnawsky's new strategy to highlight 'TBT' (Throwback Thursday) posts – updates pending <p>- Monthly Executive Meeting</p> <ul style="list-style-type: none"> ○ Executive to re-evaluate meeting time ○ Meeting minutes to be produced and provided shortly <p>Grants & Nominations Committee</p> <ul style="list-style-type: none"> - M. Spelay serve on Terry Reksten Memorial Grant Adjudication Panel - Two winning applicants selected - Announcement of Prize Recipients pending <p>Membership & Conference Committee</p> <ul style="list-style-type: none"> - Questions re; planning and partnering with ARMA for AABC Conference 2020 - V. McAuley to investigate whether a Conference Committee exists, who the members are, and/or what steps will need to be taken to create a committee <p>First Nations Advisory Committee</p> <ul style="list-style-type: none"> - Terms of Reference were drafted and circulated - Follow-up meeting with L. Glandt to take place in October - No by-law or rules re: Ad Hoc Committees (ex. establishing length for the chair) - Need for draft rules and regulations for Ad Hoc Committees to be investigated - M. Spelay will attend FNPS Conference on behalf of the AABC Executive <p>AABC & GLAM</p> <ul style="list-style-type: none"> - Meeting re-scheduled to October 18, 2019 at the University of Victoria <p>CCI Workshop Proposal</p> <ul style="list-style-type: none"> - V. McAuley to circulate briefing materials - Vote via email to occur next week re: approval of lunch budget <p>Distance Education Payment</p> <ul style="list-style-type: none"> - Executive approved making credit card payment the primary option, with alternatives available from L. Glandt (cash/cheque/e-transfer will be accepted as needed)
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	<p>2020 Indigitization Workshop</p> <ul style="list-style-type: none">- To include Archives 101 Training (collaboration between L. Glandt and Erica Hernandez-Read)- Voting postponed until further information re: funding can be provided <p>First Nations Public Service Secretariat (FNPSS) Conference</p> <ul style="list-style-type: none">- Executive voted in favour of L. Glandt presenting at the conference (pending budgetary approval)
8. Adjournment	Meeting adjourned at 11:26am
9. Next Meeting	October 15, 2019 – 10:30am



AABC Executive Meeting Minutes

October 15, 2019 at 10:30am

Via Teleconference

Present: E. Wright (Vice-President); E. Wright (Past-President); S. Gilkinson (Treasurer); V. McAuley (Secretary); K. Sloan (Member-at-Large); and, N. Kapphahn (ACA@UBC Rep)

Regrets: A. Routtenberg (President); and, M. Spelay (Member-at-Large)

<p>1. Approval of Agenda</p>	<p>Approved by J. Seeman Seconded by E. Wright</p>
<p>2. Approval of Meeting Minutes</p>	<p>Approved by S. Gilkinson Seconded by J. Seeman</p>
<p>3. Business Arising</p>	<p>N/A</p>
<p>4. President's Report</p>	<p>Given by V. McAuley on behalf of A. Routtenberg</p> <p>President's Message</p> <ul style="list-style-type: none"> - To be completed in advance of November Roundtable <p>AtoM SSHRC Letter</p> <ul style="list-style-type: none"> - Information forthcoming (November)
<p>5. Vice-President and Programs Committee Report</p>	<p>BC Arts Council</p> <ul style="list-style-type: none"> - Application due October 16, 2019 - Request for \$3,125 for two-day Preservation and Emergency Planning Workshop - Potential collaboration with BC HERN and/or GLAM - Fees charged, location, and other expenses dependent on the success of the application. <p>Wild Apricot</p> <ul style="list-style-type: none"> - L. Glandt has agreed to act as Network Administrator - K. Sloan to check with S. Rathjen re: next implementation steps - No AABC credit card will be pursued at this time
<p>6. Treasurer & Finance Committee Report</p>	<p>Financial Statements (April-September 2019)</p> <ul style="list-style-type: none"> - September is unreconciled and therefore the numbers may change slightly



	<ul style="list-style-type: none"> - Motion to approve financial statements made by J. Seeman & seconded by V. McAuley - Funding available for reimbursed travel to November Roundtable (ferry tickets & mileage)
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/PAAL)</p> <ul style="list-style-type: none"> - Past-president email address: aabc.pastexec@gmail.com - Roundtable Meeting: Sunday November 3, 2019 from 11am-4pm at the Jewish Museum and Archives in Vancouver, BC. <ul style="list-style-type: none"> o Please RSVP with yes/no, dietary restrictions, and travel expenses o Due to limited availability of Past-Executives, the handover meeting has been cancelled for this year. In future, the outgoing Secretary will schedule the handover meeting at or near the annual conference/AGM o Catering options forthcoming o V. McAuley to create Google Drive folders for meeting minutes and conference planning <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - No updates <p>Membership & Conference Committees</p> <ul style="list-style-type: none"> - AABC Conference 2020 - Venue TBD - Traditionally, the conference location alternated between the Lower Mainland and Vancouver Island – because last year’s conference was in the Lower Mainland, this year’s conference will likely be held on Vancouver Island - Please send conference location ideas to V. McAuley <p>First Nations Advisory Committee</p> <ul style="list-style-type: none"> - No updates <p>AABC & GLAM</p> <ul style="list-style-type: none"> - Meeting to be held on Friday October 18, 2019
<p>8. Adjournment</p>	<p>Meeting adjourned at 11:10am</p>
<p>9. Next Meeting</p>	<p>Roundtable: Sunday November 3, 2019 at the Jewish Museum and Archives of BC (JMABC)</p>



AABC Executive Meeting & Roundtable Minutes

November 3, 2019 at 11am
at The Jewish Museum and Archives of BC

Present: A. Routtenberg (President); E. Wright (Past-President); J. Seeman (Vice-President); S. Gilkinson (Treasurer); V. McAuley (Secretary); K. Sloan (Member-at-Large); M. Splay (Member-at-Large); A. Tarnawsky (Social Media Manager); N. Kappahn (ACA@UBC Rep); and, L. Wilson (Past-President & Programs Committee Member)

Regrets: N/A

Executive Meeting
(11am-12:30pm)

<p>1. Approval of Agenda</p>	<p>Approved by S. Gilkinson Seconded by J. Seeman</p>
<p>2. Approval of Meeting Minutes</p>	<p>Approved by K. Sloan Seconded by E. Wright</p>
<p>3. Business Arising</p>	<p>N/A</p>
<p>4. President’s Report</p>	<p>President’s Message</p> <ul style="list-style-type: none"> - Drafted - Will be sent to L. Snider for publication on website & circulation via listserv <p>AtoM Foundation SSHRC Letter</p> <ul style="list-style-type: none"> - Being drafted - Will be circulated for Executive review (approval not necessary) <p>Strategic Planning</p> <ul style="list-style-type: none"> - Was proposed at last year’s Roundtable - Would involve the creation of a Committee of Past-Executive, Current Executives, and AABC Members, in addition to (ideally) a facilitator - Typically involves creation 1-, 5-, and 10-year plans for the association - J. Seeman has experience with this process - Current Executive decide that this process is a necessity - Action Items: <ul style="list-style-type: none"> o A. Routtenberg to begin researching a strategic planning process and speaking to heritage professionals with experience in this work



	<ul style="list-style-type: none"> ○ V. McAuley to place a rolling item on the agenda and bring forward proposals for planning facilitator at upcoming budget meetings.
<p>5. Vice-President and Programs Committee Report</p>	<p>AABC & GLAM</p> <ul style="list-style-type: none"> - At last meeting, it was proposed that the 2020 Symposium be linked with the Canadian Museums Association’s October Conference (theme: Climate Change) - AABC’s proposed Disaster/Emergency Recovery workshop would complement GLAM Symposium & Museum Association Conference - MOU was signed in 2017 and is up for renewal – current proposal: sign continuance MOU until Terms of Reference and goals can be enhanced, and more partners can (potentially) be added. - Awareness that 2021 is BC’s 150, and that signing the MOU then can coincide well with funding opportunities and Heritage Awareness work <p>AABC & GLAM (Current Executive Response to J. Seeman Report)</p> <ul style="list-style-type: none"> - AABC Executive Committee agreed with the ideas proposed at the GLAM meeting - Brainstorming potential partners: performance arts groups, Heritage BC, BC Historical Federation, genealogical societies; First Peoples’ Cultural Council; Vancouver Opera - Potential collaborations between GLAM groups re: BC Public Library Summer Reading Program – AABC raised concerns re: coordinating and funding - AABC ideas for GLAM collaborations: <ul style="list-style-type: none"> ○ Moving focus away from public programming/outreach and towards preservation (digital & analog); acquisition; linked-data; open-data; etc. ○ Moving symposium focus away from ongoing projects and towards case-studies & collaborative problem solving ○ Interest in: roundtables, workshops, networking events, community strengthening, building trust across heritage sectors, collaborations that strengthen all partners, and archival learning <p>DHCP Funding</p> <ul style="list-style-type: none"> - Applications opened: October 15, 2019 - Application deadline: January 7, 2020 - Brainstorming DHCP Application Projects: <ul style="list-style-type: none"> ○ Memory BC Workshops ○ FOI/Privacy



	<ul style="list-style-type: none"> ○ Archiving 101 (both for First Nations and for wider audiences) ○ Webinars
<p>6. Treasurer & Finance Committee Report</p>	<p>Budget</p> <ul style="list-style-type: none"> - Begin thinking about what we would like to include in the upcoming budget - A formal call for input will be circulated at the beginning of January (deadline: end of January) - Results of input will be discussed and brought to the Executive, financial committee, and program committee <p>Wild Apricot Implementation</p> <ul style="list-style-type: none"> - We have opted for a one-year subscription - Cheque will be signed and mailed in the next few weeks - A new method will be needed for processing credit card payments - New contractor time reporting: contractors will communication time-estimates to S. Rathjen. S. Rathjen & S. Gilkinson will approve time and send out cheques. <p>Vacation</p> <ul style="list-style-type: none"> - Please note S. Gilkinson will be on vacation from November 12-19, 2019
<p>7. Committee and Programs Report</p>	<p>Communications Committee (Newsletter, Regional Reps, PAAL)</p> <ul style="list-style-type: none"> - Proposal to create promotional material to be brought to Roundtable - Proposal to re-establish the Newsletter will be brought to the Roundtable <p>Grants & Nominations Committee</p> <ul style="list-style-type: none"> - Please begin recruiting for Member-at-Large 2 and Vice-President positions <p>Membership & Conference Committee</p> <ul style="list-style-type: none"> - AABC Conference will be held on Vancouver Island in April 2020 - UVic and Royal Roads University are being considered for conference venues - Transit options will be considered by the Executive <p>First Nations Advisory Committee</p> <ul style="list-style-type: none"> - Terms of Reference are being established



	<ul style="list-style-type: none"> - Questions re: serving those outside of the AABC’s membership – this committee works best when it reaches out to communities who are not represented in the AABC membership - M. Spelay will attend the First Nations Public Service Secretariat Conference next week on behalf of the AABC - M. Spelay is working to secure committee chair for after her term with the AABC ends in May - Terms of Reference and procedures created by FNAC may be used to create Ad Hoc Committee procedures at the 2020 AABC Conference
8. Meeting Adjourned	Meeting adjourned at 12:37pm
9. Next Meeting	December 10, 2019

Roundtable Meeting
(1:30pm-3:30pm)

Present: A. Routtenberg (President), E. Wright (Past-President); J. Seeman (Vice-President); V. McAuley (Secretary); K. Sloan (Member-at-Large); M. Spelay (Member-at-Large); A. Tarnawsky (Social Media Manager); N. Kapphahn (ACA@UBC Rep); L. Wilson (Past-President & Programs Committee Member); L. Snider (BC Archival Network Service & Website Administrator); L. Glandt (Archival Education and Advisory Service); and, M. Otte (Membership Committee Member)

Regrets: S. Gilkinson (Treasurer); and, S. Rathjen (Membership Committee Chair)

1. Approval of Agenda	Approved by A. Tarnawsky Seconded by J. Seeman
2. Housekeeping	N/A
3. Executive Reports	<p>AABC Annual Conference</p> <ul style="list-style-type: none"> - On Vancouver Island in April - Division of revenue with ARMA has been contentious – AABC has suggested that revenue should not be divided equally due to effort/participant divisions, but ARMA has not been receptive to this in the past - L. Glandt will be leading a pre-conference workshop - Notify A. Tarnawsky of social media needs - Aiming to begin promoting conference in January (allows organizations to budget for staff attendance)



	<ul style="list-style-type: none"> - Theme needs to be decided – please let Executive know if you have any ideas - Potential pre-conference workshop: ½ day on Memory BC use <p>GLAM/MOU</p> <ul style="list-style-type: none"> - Request for input from partner organizations - Potentially bringing in other associations as part of the partnership - Symposium will be held in October 2020 in conjunction with the Museum Association conference in Surrey - Potential to include AABC Disaster Recovery Workshop along with the symposium <p>DHCP Funding Application</p> <ul style="list-style-type: none"> - Looking for proposal ideas for the 2020 application - Growing number of training/workshop requests - Workshops are getting an increasing number of international students - At present, the AABCs DHCP funded workshops have had 113 participants from 59 First Nations communities/organizations, and facilitated 12 site visits - Demand for more “on-the-ground” training - L. Glandt to provide feedback report on this year’s DHCP workshops - L. Glandt can provide any/all resources she used/created for the workshops to the Executive - Ideas for future funding: <ul style="list-style-type: none"> o Taking L. Glandt’s existing workshops and providing it in the North East Central Region (Fort St. John) & Haida Gwaii o Week-long bootcamp workshop o Increasing site-visits o Memory BC workshops <p>Webinars</p> <ul style="list-style-type: none"> - Interest in re-vitalizing our webinars - They were cancelled in 2018 due to lack of hosting platform - UVic may have a platform that we can use - Vevo had expressed interest in hosting our webinars, but L. Glandt has had difficulty reaching them - Other options: <ul style="list-style-type: none"> o Social Media o BCMA o GLAM MOU o CCA/Adobe Connect o Zoom

<p>4. BC Archival Network Service & Website Update</p>	<p>Report</p> <ul style="list-style-type: none"> - Increase in work and interest - Google Analytics cannot be accessed – L. Snider to follow up - In coming years, workload may need to be re-evaluated as L. Snider’s services become increasingly-in demand
<p>5. Finance Committee Update</p>	<p>Wild Apricot</p> <ul style="list-style-type: none"> - Wild Apricot implementation continues - More information forthcoming
<p>6. Communications Committee Report</p>	<p>Updated Social Media Strategy</p> <ul style="list-style-type: none"> - FB gained 73 likes & 155 followers (total: 708) - Twitter gained 112 followers (total: 204) - Impressions on Twitter: 262% increase over the past 1.5 years - Strategy involves following all member orgs, re-tweeting member orgs (especially TBT posts), & promoting member/community events <p>Promotional Material</p> <ul style="list-style-type: none"> - Interest in creating AABC promotional material - Seeking volunteer for graphic design work - Requires budget - Could provide opportunity for member institutions to highlight their holdings (for use in promo material design) - Ideas for promotional material: <ul style="list-style-type: none"> o how to become an archivist o jobs in archives o bookmarks o brochures o magnets o business cards o pamphlet o booklet <p>Newsletter</p> <ul style="list-style-type: none"> - Desire to re-instate newsletter - General interest in increased outreach - Implementation may be tied to strategic plan - Brainstorming: <ul style="list-style-type: none"> o Comings/goings of staff positions around the province o Ongoing projects o Things to do o Celebrating Archival Work o Highlighting Regional Reps o Highlighting GLAM partnerships



	<ul style="list-style-type: none"> ○ Discussing GLAM partnership ○ Discussing DHCP ○ Highlighting behind-the-scenes work of archives & AABC
7. Membership Committee Update	<p>Wild Apricot Implementation</p> <ul style="list-style-type: none"> - Implementation initiated - Site population begins in a few weeks - Data will be migrated from old system - We will switch distance ed course payment from GitHub – details of migration forthcoming
8. Programs Committee Update	<p>BC Arts Council Funding</p> <ul style="list-style-type: none"> - Application submitted to BC Arts Council for Disaster Recovery & Preservation Planning Workshop - Decision will be made public in January 2020 - Collaboration with BC HERN (Heritage Emergency Response Network) <p>CCI</p> <ul style="list-style-type: none"> - Grant application submitted for Digital Preservation workshops - Decision will be made public in January 2020 - To be hosted in Campbell River
9. First Nations Advisory Committee Update	<p>Report</p> <ul style="list-style-type: none"> - Terms of Reference are being created - Final draft will be made available to the executive shortly
10. Grants and Nominations Committee	<p>Elections</p> <ul style="list-style-type: none"> - Please begin recruiting for 2020/2021 election (Member-at-Large & Vice-President) - Note: the election cycle has become 2019/2020-heavy
11. Database Committee	<p>Report</p> <ul style="list-style-type: none"> - This committee is no longer active - Committee will be removed from website and future meeting agendas
12. Other Items of Business	<p>CCA</p> <ul style="list-style-type: none"> - General Assembly in November 2020 - Has offered support in implementing Wild Apricot – may be a resource



13. Adjournment	Meeting adjourned at 3:37pm
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AABC Executive Meeting Minutes

December 10, 2019 at 10:30am

Via Teleconference

Present: A. Routtenberg (President); V. McAuley (Secretary); K. Sloan (Member-at-Large); and, M. Spelay (Member-at-Large)

Regrets: J. Seeman (Vice-President); E. Wright (Past-President); and, S. Gilkinson (Treasurer)

<p>1. Approval of Agenda</p>	<p>N/A</p>
<p>2. Approval of Meeting Minutes</p>	<p>N/A</p>
<p>3. Business Arising</p>	<p>N/A</p>
<p>4. President’s Report</p>	<p>President’s Message</p> <ul style="list-style-type: none"> - Forthcoming <p>AtoM Foundation SSHRC Letter</p> <ul style="list-style-type: none"> - No update - To be removed from agenda <p>Strategic Planning</p> <ul style="list-style-type: none"> - Vantage Point is a consultancy company that works with the Vancouver Heritage Foundation – they might be a good fit for strategic planning activities - Different packages are offered, ranging from \$1,500-5,000+ <p>CCA AGM (November 27, 2019)</p> <ul style="list-style-type: none"> - A. Routtenberg presented an AABC report - Two provinces have had their provincial funding cut and are moving to a funding model similar to the AABC’s <p>Royal BC Museum Focus Group</p> <ul style="list-style-type: none"> - A. Routtenberg and J. Seeman participated in the Royal BC Museum’s Focus Group - Much of the conversation was museum-related and little discussion was had re: archives <p>Recruiting</p> <ul style="list-style-type: none"> - A. Routtenberg may have found an interested person to fill the MAL or VP position for the 2020 election



<p>5. Vice-President & Programs Committee Report</p>	<p>Updated deferred to Jan 2020 meeting</p>
<p>6. Treasurer & Finance Committee Report</p>	<p>Budget</p> <ul style="list-style-type: none"> - Update deferred to Jan 2020 meeting <p>Wild Apricot/Payment Processing System</p> <ul style="list-style-type: none"> - The executive voted in favour of the use of Wild Apricot for our payment processing system
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/PAAL)</p> <ul style="list-style-type: none"> - Archives Week <ul style="list-style-type: none"> o Deferred to Jan 2020 meeting <p>Grants & Nominations Committee</p> <ul style="list-style-type: none"> - Update deferred to Jan 2020 meeting <p>Membership & Conference Committees</p> <ul style="list-style-type: none"> - Update deferred to Jan 2020 meeting <p>First Nations Advisory Committee</p> <ul style="list-style-type: none"> - Terms of Reference almost complete - Committee is reaching out to SUPP re: leadership transition - Executive support requested for creating a section on relationships to Executive & funding <ul style="list-style-type: none"> o A. Routtenberg suggested that two lines be added: “committee reports to executive through <u>(executive committee member)</u>” & “committee may request budgetary funds for honoraria, sponsorship, etc. before money is spend (subject to executive approval)”. o A. Routtenberg also suggested that the committee sponsor an award at conferences <p>Programs Committee</p> <ul style="list-style-type: none"> - Update deferred to Jan 2020 meeting <p>L. Glandt</p> <ul style="list-style-type: none"> - Seeking approval for DHCP 2020-2021 grant application (Haida Gwaii & Fort St. John) – using Prince Rupert Workshop format - Note: workshop fees may be higher due to travel costs associated with each location - Executive voted in favour of DHCP 2020-2021 grant application for Haida Gwaii & Fort St. John workshops - J. Seeman to aid in the application process



	L. Snider - Google Analytics Account has successfully been transferred to L. Snider
8. Adjournment	Meeting adjourned at 10:55am
9. Next Meeting	January 21, 2020



AABC Executive Meeting Minutes

January 21, 2020 at 10:30am

Via Teleconference

Present: J. Seeman (Vice-President); S. Gilkinson (Secretary); V. McAuley (Secretary); K. Sloan (Member-at-Large); and, M. Spelay (Member-at-Large)

Regrets: E. Wright (Past-President); and, A. Routtenberg (President)

<p>1. Approval of Agenda</p>	<p>Approved by J. Seeman Seconded by S. Gilkinson</p>
<p>2. Approval of Meeting Minutes</p>	<p>November (Roundtable):</p> <ul style="list-style-type: none"> - Approved by J. Seeman - Seconded by S. Gilkinson <p>December:</p> <ul style="list-style-type: none"> - Approved by K. Sloan - Seconded by V. McAuley
<p>3. Business Arising</p>	<p>BC Museum Association</p> <ul style="list-style-type: none"> - Providing bursary for Family Day activities for Heritage Institutions - Notification will be circulated to AABC Membership - BC Family Day 2020: February 17, 2020 <p>Wild Apricot</p> <ul style="list-style-type: none"> - Wild Apricot is switching our website hosting - While testing continues, we will need to maintain hosting from our current service provider - We will pay the \$45 invoice to our current service provider and may seek reimbursement as we transition to Wild Apricot
<p>4. President’s Report</p>	<p>President’s Message – postponed</p> <p>Strategic Planning – postponed</p> <ul style="list-style-type: none"> - S. Gilkinson requires budget information for hiring a strategic planning consultant
<p>5. Vice-President and Programs Committee Report</p>	<p>Wild Apricot</p> <ul style="list-style-type: none"> - Membership committee continues to test the platform and hopes to be live by the end of February 2020



	<p>Webinars</p> <ul style="list-style-type: none"> - BCMA Zoom Platform Collaboration <ul style="list-style-type: none"> o J. Seeman & L. Glandt will be liaising to put together a webinar o Updates forthcoming <p>AABC & GLAM</p> <ul style="list-style-type: none"> - January meeting postponed until results from AABC BC Arts Council Grant Application are received (end of January) - MOU is up for renewal – any ideas for additional partners should be brought to J. Seeman <p>AABC Conference</p> <ul style="list-style-type: none"> - Conference will be held at Royal Roads University on May 8, 2020 (pre-conference workshops offered May 7, 2020) - Livestream capabilities available - ARMA & AABC have been working towards a theme (possibly “Deconstructing and Building Metadata”) & pre-conference workshop (possible “Memory BC Walkthrough”) - Executive assistance is required in brainstorming potential themes/workshops, conference names, and joining conference committee - V. McAuley and K. Sloan joined conference committee
<p>6. Treasurer & Finance Committee Report</p>	<p>Financial Reports</p> <ul style="list-style-type: none"> - Executive voted to approve financial reports up to December 31, 2019 <p>Wild Apricot</p> <ul style="list-style-type: none"> - Membership Committee continues testing - S. Gilkinson & K. Blimkie have removed American Express as a payment option through Wild Apricot due to extra fee and paperwork required to initiate. American Express has not been a frequently used payment method. <p>2020 Budget Tentative Timeline</p> <ul style="list-style-type: none"> - Contractors to report “wish lists” for the upcoming year (Due: January 24, 2020) - Wish lists will be reviewed by the Programs Committee - S. Gilkinson & K. Blimkie to create draft budget - Draft budget to be circulated to Executive & Budget Committee (approx. February 14, 2020_ - Budget Meeting (Feb 16, 2020 – 1pm-3pm at City Centre Library, Surrey) <ul style="list-style-type: none"> o Required attendees: S. Gilkinson, K. Blimkie, & J. Seeman; however, all Executive and Budget Committee members are welcome

	<ul style="list-style-type: none"> - 2nd budget draft to be created & circulated to executive for approval - J. Seeman & S. Gilkinson to work on new contracts for contractors - All must be finished by <u>end of March 2020</u>
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/PAAL)</p> <ul style="list-style-type: none"> - Group Photo - Archives Awareness Week (April 6-12, 2020) and BC Archives Awareness Week (November) to recur on monthly executive agenda to brainstorm activities and themes for upcoming year. The executive would not like to create a specific committee - Promotional Material anticipated expenses to be suggested for a budget line item <p>Grants & Nominations Committee</p> <ul style="list-style-type: none"> - Recruiting for MAL & VP positions - Any interested parties should be given M. Spelay’s email address <p>Membership & Conference Committee</p> <ul style="list-style-type: none"> - AABC Conference 2020: Royal Roads University, March 7-8, 2020 <p>First Nations Advisory Committee</p> <ul style="list-style-type: none"> - No updated <p>Programs Committee</p> <ul style="list-style-type: none"> - No updated <p>L. Glandt</p> <ul style="list-style-type: none"> - EAS Final Report (2018-2020) <ul style="list-style-type: none"> o No Executive comments or edits - EAS Final Report (2019-2020) <ul style="list-style-type: none"> o Final financial reporting to occur later this year - EAS Proposed Workplan/Budget (2020-2021) <ul style="list-style-type: none"> o J. Seeman & S. Gilkinson to provide comments - EAS Custom Training Workshops <ul style="list-style-type: none"> o Executive is happy for L. Glandt to proceed as with other workshop requests - Revised CCI Workshop Budget <ul style="list-style-type: none"> o Executive voted in favour of registration fee including lunch - Webinar/Education Survey Report <ul style="list-style-type: none"> o No Executive comments or edits o Executive looks forward to hearing about L. Glandt’s meeting with BCMA - Indigitization Partnership Workshop <ul style="list-style-type: none"> o Moved to April 1-3, 2020



	<ul style="list-style-type: none">○ Executive looks forward to hearing more information as it becomes available
8. Adjournment	Meeting adjourned at 11:18am
9. Next Meeting	February 18, 2020 at 10:30am



AABC Executive Meeting Minutes

February 18, 2020 at 10:30am

Via Teleconference

Present: A. Routtenberg (President); E. Wright (Past-President); J. Seeman (Vice-President); S. Gilkinson (Treasurer); V. McAuley (Secretary); K. Sloan (Member-at-Large); and, M. Spelay (Member-at-Large)

Regrets: N/A

<p>1. Approval of Agenda</p>	<p>Approved by J. Seeman Seconded by M. Spelay</p>
<p>2. Approval of Meeting Minutes</p>	<p>Approved by S. Gilkinson Seconded by J. Seeman</p>
<p>3. Business Arising</p>	<p>N/A</p>
<p>4. President's Report</p>	<p>President's Message</p> <ul style="list-style-type: none"> - Drafted <p>ACA</p> <ul style="list-style-type: none"> - Official report created to accompany AGM provincial report <p>CCA</p> <ul style="list-style-type: none"> - No recent teleconferences - L. Snider reported on difficulties adding information to Memory BC - Inquiry to be made re: L. Snider AAO budget
<p>5. Vice-President and Programs Committee Report</p>	<p>Webinars</p> <ul style="list-style-type: none"> - L. Glandt and J. Seeman met with BCMA to discuss webinar partnerships 2020-2021 - No immediate concerns re: cost due to Lucidea's sponsorship of BCMA - Awaiting information re: registration details based on Arts BC/BCMA partnership - L. Glandt & J. Seeman to decide on 3 webinar topics for 2020-2021 based on L. Glandt's survey <p>AABC & GLAM</p> <ul style="list-style-type: none"> - Next meeting: February 20, 2020 - To be discussed: GLAM symposium (where & when)



	<ul style="list-style-type: none"> - J. Seeman to request information on GLAM MOU structure & troubleshooting on behalf of M. Spelay <p>AABC Conference</p> <ul style="list-style-type: none"> - Royal Roads University, May 8, 2020 - Revised and renewed contract given to ARMA Vancouver Island for signature (includes increase in post-conference timeline for paperwork and stipulation of ARMA VI financially contributing to K. Blimkie’s conference hours budget) - K. Sloan to follow-up with past MAL to discuss previous year’s sponsorship levels information - Seeking presentation proposals <p>Grants</p> <ul style="list-style-type: none"> - BC Arts Council Grant was successful - Disaster Management workshop forthcoming
<p>6. Treasurer & Finance Committee Report</p>	<p>January Financial Reports</p> <ul style="list-style-type: none"> - No Executive comments - Approximately \$5,000 in outstanding payments to be included in February report - Executive voted to approve January financial reports <p>Budget</p> <ul style="list-style-type: none"> - Final approval meeting: February 25, 2020 - Major changes: deficit has been reduced from \$13,000+ to under \$12,000 due to projected increase in revenue (+\$1,000), reducing DHCP coffee break budget, and adjusting contractor hours - One line added for promotional material (\$200) - 2% raise in contractor hourly wages - Next steps: J. Seeman to create contractor 2020-2021 contracts
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/PAAL)</p> <ul style="list-style-type: none"> - Group Photo - Archives Week Planning (June 9, 2020 Archives Day/November 2020 BC Archives Awareness Week) - Newsletter <p>Grant & Nominations Committees</p> <ul style="list-style-type: none"> - Recruiting for MAL & VP positions - Membership Committee requires a successor for S. Rathjen <p>Membership & Conference Committee</p> <ul style="list-style-type: none"> - No updates



	<p>First Nations Advisory Committee</p> <ul style="list-style-type: none"> - Discussions with First Peoples’ Cultural Council continue - Letter of Endorsement for FPCC documents, and MOU in progress - Letter of Endorsement will be drafted and submitted for executive review & President and/or VP signature(s) - Committee is currently presenting feedback on Terms of Reference document and will submit to executive for review - Future steps: announcement of partnership (digitally and at AABC Conference) - Proposal to extend complimentary AABC conference attendance to FPCC & host in-person meeting - J. Seeman to inquire re: BCMA interest in ongoing AABC/FPCC discussions - Committee to discuss procedures for establishing new committee chair as M. Spelay’s MAL term comes to a close <p>Programs Committee</p> <ul style="list-style-type: none"> - CCI Grant Application ongoing - AABC Conference Workshop: Archives 101, adapted from DHCP workshop – may specifically appeal to Indigenous Communities and Archives with Indigenous Community connections <p>Wild Apricot</p> <ul style="list-style-type: none"> - Testing continues - Rollout expected beginning of March
<p>8. Adjournment</p>	<p>Meeting adjourned at 11:16am</p>
<p>9. Next Meeting</p>	<p>Budget Meeting: February 24, 2020 at 10:30am</p> <p>Executive Meeting: March 17, 2020 at 10:30am</p>



AABC Executive Meeting Minutes

March 17, 2020 at 10:30am

Via Teleconference

Present: A. Routtenberg (President); J. Seeman (Vice-President); V. McAuley (Secretary); and, K. Sloan

Regrets: E. Wright (Past-President); S. Gilkinson (Treasurer); and, M. Spelay (Member-at-Large)

<p>1. Approval of Agenda</p>	<p>Approved by J. Seeman Seconded by K. Sloan</p>
<p>2. Approval of Meeting Minutes</p>	<p>N/A</p>
<p>3. Business Arising</p>	<p>N/A</p>
<p>4. President’s Report</p>	<p>No report at this time</p>
<p>5. Vice-President and Programs Committee Report</p>	<p>AABC & GLAM</p> <ul style="list-style-type: none"> - Visioning meeting postponed - Meeting proposed to connect with potential incoming MOU partners (First Nations, Arts & Heritage orgs, etc.) - Aim to re-sign MOU mid-2020 - Note: BC’s 150 Anniversary upcoming (2021) – proposals to administer grant money and distribute funds across BC Heritage Institutions - Meeting with GLAM & L. Weir (LAC) cancelled - Proposal for the AABC to put forward \$350 towards MOU partnership visioning <p>AABC Conference</p> <ul style="list-style-type: none"> - AABC/ARMA VI in-person conference to be cancelled due to COVID-19 - A. Routtenberg & J. Seeman to investigate potential to run conference talks & AGM digitally – update to be provided at next Executive meeting - J. Seeman to work with L. Glandt to provide conference update to members/attendees - A. Routtenberg to discuss constitutional requirements for potentially postponing AGM with E. Wright - Existing agreement with ARMA Vancouver Island to be nullified



	<p>Grants</p> <ul style="list-style-type: none"> - DHCP final reports (2018-2020) have been submitted <p>Contractor Contracts</p> <ul style="list-style-type: none"> - J. Seeman and S. Gilkinson are reviewing contractor contracts
<p>6. Treasurer & Finance Committee Report</p>	<p>Deferred to April meeting</p>
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/PAAL)</p> <ul style="list-style-type: none"> - Group Photo - Archives Week Planning (June 9, 2020 Archives Day & November 2020 Archives Awareness Week) - Newsletters - ACA information re: closing the archives due to COVID-19 to be circulated by A. Routtenberg for A. Tarnawsky for FB/TW <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - Recruiting for MAL & VP positions - C. Powell to chair the Membership Committee once S. Rathjen steps down <p>Membership & Conference Committees</p> <ul style="list-style-type: none"> - No updated <p>First Nations Advisory Committee</p> <ul style="list-style-type: none"> - Terms of Reference are under review - First Peoples’ Cultural Council Letter of Endorsement has been drafted and is under review by J. Seeman <p>Programs Committee</p> <ul style="list-style-type: none"> - No update <p>Wild Apricot</p> <ul style="list-style-type: none"> - Live (aabc.ca/membership) - Auto-renewal reminders have been sent out <p>L. Glandt Updates</p> <ul style="list-style-type: none"> - Distance Ed course registration for “Into Archival Practice” is now closed with 45 registrants (23 members/22 non-members), registration revenues are \$19,050.00. Course starts mid-April - The “Archives 101” workshop that I was teaching as part of the larger Indigitization workshop on April 8 in Kelowna has been postponed due to COVID-19. Unclear if rescheduling is



	<p>possible. L. Glandt to discuss and create a plan for dealing with hotel/flight bookings</p> <ul style="list-style-type: none"> - Archives 101 for Indigenous Organizations in Merritt (March 30-31, 2020) postponed due to COVID-19 - Executive requests the postponing of CCI Workshop (May 27-28, 2020) due to COVID-19 - J. Seeman to send an update on EAS budget/workplan; conference updates; and, executive webinar topic feedback <p>Webinars</p> <ul style="list-style-type: none"> - Executive agrees to \$20/month webinar service fee - Executive proposes the following as training topics (in no particular order) <ul style="list-style-type: none"> o AABC/ARMA Joint Training Topics: Outreach, Social Media, Communications, and Publicity; Community Engagement and Partnership; GLAM Cross-Sector Initiatives; Diversity in Archives/Marginalized Voices in Archives Collections (LGBTQQIAA2S+ Communities, Indigenous Communities, etc.); and, Decolonization Initiatives. o AABC Training Topics: Appraisal; How to Manage Small Archives; Getting Started & Setting Up Archives; Overview of Archives Hardware and Software; DIY Preservation/Supplies (linked to basic conversation tips for small budgets); Managing Different Types of Records/Best Practices; Digital Preservation Workflows/Best Practices; Managing Digital Collections; Copyright; and, FOI/Privacy/Access
<p>8. Adjournment</p>	<p>Meeting adjourned at 11:22am</p>
<p>9. Next Meeting</p>	<p>April 21, 2020 at 10:30am</p>



AABC Executive Meeting Minutes

April 21, 2020 at 10:30am

Via Teleconference

Present: J. Seeman (Vice-President); E. Wright (Past-President); S. Gilkinson (Treasurer); V. McAuley (Secretary); K. Sloan (Member-at-Large); and M. Spelay (Member-at-Large)

Regrets: A. Routtenberg (President)

<p>1. Approval of Agenda</p>	<p>Approved by J. Seeman Seconded by K. Sloan</p>
<p>2. Approval of Meeting Minutes</p>	<p>February 18, 2020 <ul style="list-style-type: none"> - Approved by J. Seeman - Seconded by S. Gilkinson <p>March 17, 2020 <ul style="list-style-type: none"> - Approved by K. Sloan - Seconded by J. Seeman </p> </p>
<p>3. Business Arising</p>	<p>N/A</p>
<p>4. President’s Report</p>	<p>Deferred to May 2020 meeting</p>
<p>5. Vice-President and Programs Committee Report</p>	<p>AABC & GLAM <ul style="list-style-type: none"> - On hold during COVID-19 <p>AABC Conference <ul style="list-style-type: none"> - Will be held May 8th, 2020 from 10am-12pm - 4 speakers (30 minutes each) - L. Glandt to moderate - Address to be given by President/Vice-President <p>Grants <ul style="list-style-type: none"> - DHCP going forward with flexible timeline - BC Arts Council – project postponed for the time being <p>Contractor Contracts <ul style="list-style-type: none"> - All contractors have signed and submitted their contracts <p>Webinars <ul style="list-style-type: none"> - Member BC refreshed course to be held - Appraisal topic proposed for early June </p></p></p></p></p>



	<ul style="list-style-type: none"> - BCMA join webinar discussions forthcoming <p>AGM</p> <ul style="list-style-type: none"> - Executive to review possibility of e-voting (survey monkey, notice required, communications guidelines, etc.) - Aiming to hold AGM no later than July 2020 - M. Spelay will remain on Executive until AGM vote can be held <p>L. Glandt</p> <ul style="list-style-type: none"> - J. Seeman to provide updates to L. Glandt on: EAS budget/workplan; conference updates for the website; and, Executive’s webinar topic feedback
<p>6. Treasurer and Finance Report</p>	<p>February 2020 Financial Reports</p> <ul style="list-style-type: none"> - Approved by V. McAuley - Seconded by J. Seeman <p>Year-End Financials</p> <ul style="list-style-type: none"> - Review of 2018/2019 financials to occur at 2020 AGM - S. Gilkinson has postponed June 2020 financial review due to COVID-19 meeting limitations <p>Archives Marketplace Pricing</p> <ul style="list-style-type: none"> - Request has been received for Lucidea to purchase advertising space on our website through Marketplace - Executive had previously discontinued Marketplace sponsorship opportunities due to lack of revenue - Counteroffer for webinar sponsorship has been proposed (\$50/webinar) - S. Gilkinson to follow-up on request
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/PAAL)</p> <ul style="list-style-type: none"> - Archives Week Planning (June 9, 2020 Archives Day & November 2020 Archives Awareness Week) - Newsletter/Promotional Materials – expecting Post-AGM rollout - SVIRG Contact Info <ul style="list-style-type: none"> o K. Sloan to inquire re: membership contract information change procedure o Membership Committee should have access to, and be responsible for, membership contact information <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - Nominations forms to be submitted from 2020-2021 executive committee nominees



	<ul style="list-style-type: none"> - E-signatures to be considered as needed <p>Membership & Conference Committees</p> <ul style="list-style-type: none"> - No updates <p>First Nations Advisory Committee</p> <ul style="list-style-type: none"> - Terms of Reference under review - First Peoples’ Cultural Council Letter of Endorsement in progress - Potential GLAM MOU partnership & visioning exercise participation - L. Glandt is working on developing Indigenous Archivist information for the Archives Toolkit <p>Programs Committee</p> <ul style="list-style-type: none"> - CCI workshop postponed until October 20-21, 2020
<p>8. Adjournment</p>	<p>Meeting adjourned at 11:23am</p>
<p>9. Next Meeting</p>	<p>May 19, 2020 at 10:30am</p>



AABC Executive Meeting Minutes

May 19, 2020 at 10:30am

Via Zoom Conference

Present: A. Routtenberg (President); J. Seeman (Vice-President); S. Gilkinson (Treasurer); V. McAuley (Secretary); M. Spelay (Member-at-Large); and, K. Sloan (Member-at-Large)

Regrets: E. Wright (Past-President)

<p>1. Approval of Agenda</p>	<p>Approved by J. Seeman Seconded by S. Gilkinson</p>
<p>2. Approval of Meeting Minutes</p>	<p>Approved by J. Seeman Seconded by S. Gilkinson</p>
<p>3. Business Arising</p>	<p>AGM</p> <ul style="list-style-type: none"> - AGM Package/Voting <ul style="list-style-type: none"> o Proxy-Voting form will be included in package o Membership will be notified of atypical AGM voting procedures, including process for proxy voting if needed o Voting will be held over Zoom (sharing Survey Monkey link, through chart/zoom poll, or through zoom “raise-hand” function) o E-Voting is allowed under exceptional circumstances - By-Law Changes <ul style="list-style-type: none"> o No by-law changes - Select Date <ul style="list-style-type: none"> o Tentative: Wednesday June 17, 2020 at 1pm - Election <ul style="list-style-type: none"> o K. Sloan to contact potential VP nominee o A. Routtenberg to continue on executive as Past-President o To re-balance executive turn-over, Treasurer or Secretary should consider staying on for a third year (committing to a second, two-year term and resigning after year one) o M. Spelay to investigate election procedure via Zoom (elections are typically performed in-person)
<p>4. President’s Report</p>	<p>No updates</p>



<p>5. Vice-President and Programs Committee Report</p>	<p>Webinars</p> <ul style="list-style-type: none"> - Next webinar is being advertised - BCMA webinar re: post-pandemic recovery link to be made available on our website <p>Wild Apricot</p> <ul style="list-style-type: none"> - Dual-membership issues are being ironed out <p>Workshops</p> <ul style="list-style-type: none"> - 4 upcoming 2020 workshops to be rescheduled - Archives 101 to be postponed
<p>6. Treasurer & Finance Committee Report</p>	<p>Archives Marketplace</p> <ul style="list-style-type: none"> - No update <p>April Financial Report</p> <ul style="list-style-type: none"> - Update & Vote deferred to next meeting <p>Donations</p> <ul style="list-style-type: none"> - Far fewer donations have been received that anticipated - These donations fund our UBC scholarships - Proposed solutions: requesting donations via the newsletter & regional representatives, or potential donation drive or symposium (linked to Archives Awareness Week – Fall 2020, with focus on archival users)
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/ PAAL)</p> <ul style="list-style-type: none"> - Archives Week Planning <ul style="list-style-type: none"> o Archives Day: June 9th, 2020 (ideas: social media posts, call-out to membership to highlight their Archives Day initiatives) o 2020 BC Archives Awareness Week: November - Newsletter <ul style="list-style-type: none"> o 2020: 3 issues – Fall, Winter, & Spring/Summer o Call-out for proposals/content at AGM - SVIRG Contact Info <ul style="list-style-type: none"> o K. Sloan to follow-up - Membership Lists – Complete - Regional Representatives <ul style="list-style-type: none"> o Intent to increase connection with membership and Regional Reps in 2020-2021



	<ul style="list-style-type: none"> ○ Regional Representatives meeting to be held via Zoom ○ Potential for creation of Regional Representatives Toolkit (including resources & reporting templates) and/or updated Terms of Reference (reporting & meeting guidance) ○ Offer to facilitate regular regional meetings/social meetups on our Zoom platform <p>Grants & Nominations Committee</p> <ul style="list-style-type: none"> - No updates <p>Membership & Conference Committee</p> <ul style="list-style-type: none"> - No updates <p>First Nations Advisory Committee</p> <ul style="list-style-type: none"> - No updates <p>Programs Committee</p> <ul style="list-style-type: none"> - No updates
<p>8. Adjournment</p>	<p>Meeting adjourned at 11:19am</p>
<p>9. Next Meeting</p>	<p>2020 Annual General Meeting: June 17, 2020 at 1pm</p>