



Present: D. Collins (Vice-President), S. Gilkinson (Treasurer), V. McAuley (Secretary), K. Sloan (Member-at-Large), and K. Louro (Member-at-Large).

Regrets: J. Seeman (President), and A. Routtenberg (Past-President)

Meeting Called to Order	10:32am
1. Approval of Agenda	Approved by K. Louro Seconded by S. Gilkinson
2. Approval of Meeting Minutes	June 2020: Approved by S. Gilkinson, Seconded by D. Collings July 2020: Approved by D. Collins, Seconded by K. Louro
3. Business Arising	<ul style="list-style-type: none"> - Signing Authority <ul style="list-style-type: none"> o S. Gilkinson reported that transfer of signing authority requires documentation to be signed by J. Seeman o S. Gilkinson to provide documentation for J. Seeman signature. - Job Description Documents <ul style="list-style-type: none"> o V. McAuley has collected Secretary and Treasurer job description documents o Executive to develop plan for formalizing job descriptions - AABC Records <ul style="list-style-type: none"> o To be discussed at November Roundtable o Executive to assess information for collection (including committee reports, conference records/programs, final reports for grants, contractor records, etc.) - Strategic Planning <ul style="list-style-type: none"> o To be discussed at November Roundtable o Goal: engage in consultation meeting with third party facilitator by January 2020 to determine requirements, next steps, and funding needs. o A. Routtenberg provided JMABC strategic planning information. Executive feels that concrete goals are required to justify cost of planning. - Email Transition/login information <ul style="list-style-type: none"> o Executive to develop plan to formalized procedures for email account transition to be created (settings and recovery emails)



	<ul style="list-style-type: none"> - Website <ul style="list-style-type: none"> - K. Sloan to take lead on project to move website to Wild Apricot and update design
4. President's Report	<p>DHCP Workshop</p> <ul style="list-style-type: none"> - On hold due to COVID-19
5. Vice-President and Programs Committee Report	<p>AABC & GLAM</p> <ul style="list-style-type: none"> - Collaboration on BCMA Webinar, GLAM Webinar Series/Book Club, and MOU ongoing - Please provide ideas for webinar series to D Collins - MOU has officially expired. Existing partners will likely update the MOU as needed and add additional partners as able. <p>Ongoing Projects/Workshops/Webinars:</p> <ul style="list-style-type: none"> - Managing Archival Photographs - BCMA Privacy 101 Webinar - BCMA Fall 2020 Webinar - Emergency Preparedness/Disaster Recovery Workshop - CCI-CHIN Workshop - COVID-19 Relief Fund <p>Young Canada Works</p> <ul style="list-style-type: none"> - K. Louro & undetermined second Executive member to design project proposal and YCW grant application for AABC (due mid-Jan 2021/late-Mar 2021)
6. Treasurer & Finance Committee Report	<p>Financial Reports</p> <ul style="list-style-type: none"> - June 2020 Financial Reports: Accepted by K. Louro, seconded by D. Collins. <p>Donations</p> <ul style="list-style-type: none"> - Executive to send thank you postcards to donors moving forward - V. McAuley to provide update when promotional postcards are available. <p>ARWG Bursary</p> <ul style="list-style-type: none"> - Maximum cost to AABC: \$1,050 (m) or 1,500 (nm) (based on non-member participation in 3 distance education courses per year -- \$1,500 x 3) - Grant-funded workshops may not be applicable for bursary based on funding stipulations - Executive agreed that non-members be eligible for ARWG Bursary - Next steps: draft statement that L. Glandt can circulate with course advertisements, decide on application process, and establish liaison with Grants committee).



<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/PAAL) Archives Week</p> <ul style="list-style-type: none"> ○ https://aabc.ca/events/ ○ Developed by AABC PAAL Ad Hoc Committee in 2000 & centered on Douglas Day (Nov 19th) -- [Douglas Day is named after British Columbia's first governor, James Douglas. On November 19, 1858, he made the proclamation which created the crown colony of BC at the Big House in Fort Langley, earning the community the title of "The Birthplace of BC" - via https://www.tol.ca/news/douglas-day/] ○ BC Archives Awareness Week: Annually on the 3rd Week of November (November 15-21, 2020) & it's Archives Week's 20th Anniversary ○ Proposal to commemorate 20th AAW & 30th Anniversary of AABC with by-donation Archives Week Symposium/Un-Conference/Speaker Series & Week-long Social Media Events ○ Executive to discuss theme via email for August 24th deadline ○ Focus on a variety of speakers (academics, volunteers, researchers, archivists, stakeholders, etc.) and social media events (scavenger hunt, photo contest, etc.) <ul style="list-style-type: none"> - Newsletter & Promo Material <ul style="list-style-type: none"> ○ Postcard Drafts -- forthcoming ○ Newsletter Content Drafts -- to be circulated via email for Executive review - Regional Representatives <ul style="list-style-type: none"> ○ Executive to review Terms of Reference and Map in advance of September 2020 meeting - PAAL (Public Awareness, Advocacy, and Legislation Committee) <ul style="list-style-type: none"> ○ Discussion deferred to September 2020 Meeting - Roundtable <ul style="list-style-type: none"> ○ First Saturday in November: November 7, 2020 ○ Venue: virtual <p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> - Recruitment Letter Draft (Review) - Action Needed: <ul style="list-style-type: none"> ○ Creation of BIPOC and/or Accessibility Bursary (including application form, procedure for submitting application, review/approval criteria/processes, and allocation procedure) ○ Establishment of Working Group/Committee -- A. Routtenberg to liaise with S. Seller & K. Louro to draft working group volunteer recruitment letter for circulation to BC Archives Listserv
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	<ul style="list-style-type: none"> ● Roles to be specified ● Goal: develop space for BIPOC professionals to speak, collaborate, and discuss ● Purpose: to keep executive accountable over time <ul style="list-style-type: none"> ○ Terms of Reference ○ Development of Partnerships <ul style="list-style-type: none"> - Government of Canada Anti-Racism Action Program Funding <ul style="list-style-type: none"> ○ On hold until working group can be formed -- Executive to revisit September 2020 ○ https://www.google.com/url?q=https://www.canada.ca/en/canadian-heritage/services/funding/community-multiculturalism-anti-racism/events.html&sa=D&ust=1595352731291000&usg=AFQjCNGffqdJeo66NgFxebHl5sDqlou-Dg - Executive Committee Anti-Racism Training <ul style="list-style-type: none"> ○ \$200 budget available ○ Wait to release info in newsletter <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - Ongoing Work: <ul style="list-style-type: none"> ○ 2020 Meeting ○ Terms of Reference ○ AABC Ad Hoc Committee Guidelines ○ MOU with FPCC ○ Consultation Protocols for records of Indigenous Peoples ○ Waiting on permissions from Chief Mungo Martin (discussions forthcoming) <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - Terry Reksten Memorial Fund - Adjudication complete, announcement forthcoming - K. Louro to reach out to D Reksten family regarding possible letter of condolence from AABC Executive <p>Membership & Conference Committees</p> <p>Programs Committee</p> <p>Nominations and Elections</p>
Meeting Adjourned	Meeting Adjourned at 11:17am
Next Meeting	September 15, 2020 -- 10:30am via Zoom