



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

Regrets: D. Lang (Graphics Design Volunteer)

Meeting Called to Order	10:31am
1. Approval of Agenda	Approved by J. Seeman Seconded by K. Louro
2. Approval of Meeting Minutes	N/A
3. Business Arising	<p>Transition Meeting</p> <ul style="list-style-type: none"> - Monthly Meetings <ul style="list-style-type: none"> o Third Tuesday of each month - Societies BC <ul style="list-style-type: none"> o Annual Report has been filed - Website <ul style="list-style-type: none"> o Officers & Committees & Minutes & Reports pages have been updated (includes compilation of last year's minutes) o V. McAuley to notify L. Glandt of typo in K. Louro's name - Signing Authority <ul style="list-style-type: none"> o S. Gilkinson to report on documentation required to transfer signing authority from A. Routtenberg to J. Seeman - Anti-Racism Working Group <ul style="list-style-type: none"> o Quick summary of actions taken o 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) -- S. Gilkinson to advise on financial requirements at August 2020 Executive meeting. ● Establishment of Working Group/Committee -- A.



	<p>Routtenberg to liaise with S. Seller & K. Louro to draft working group volunteer recruitment letter for circulation to BC Archives</p> <ul style="list-style-type: none"> ● Terms of Reference ● Development of Partnerships <ul style="list-style-type: none"> ○ J. Seeman put forward proposal for Executive to apply for Government of Canada Anti-Racism Action Program Funding <ul style="list-style-type: none"> ● Rolling application process with 18 weeks notice required ● D. Collins suggested that the working group take on this application ● Executive agreed, but voiced concerns regarding delay ● V. McAuley will place on September 2020 Executive Meeting agenda in the hopes that working group will have been formed ● 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 <ul style="list-style-type: none"> - Indigenous Advocacy Committee <ul style="list-style-type: none"> ○ 2020 Meeting Forthcoming ○ K. Louro to act as chair if no committee member is able to fulfil the role ○ Terms of Reference are under review ○ No AABC Ad Hoc Committee guidelines available ○ MOU with First People’s Cultural Council (FPCC) delayed due to COVID-19 ○ Discussion regarding consultation protocols for use of archival records related to Indigenous Peoples underway - AABC & GLAM <ul style="list-style-type: none"> ○ Meeting held first week of July ○ BCMA Webinar rescheduled to late November ○ Proposal raised to establish webinar series and/or virtual bookclub ○ Renewal of MOU and related visioning meeting postponed due to COVID-19 (MOU became up for renewal in January 2020) - Job Description Documents <ul style="list-style-type: none"> ○ V. McAuley to post existing job descriptions on Executive shared drive, with intent to create template and uniform descriptions for each Executive position in late 2020-2021
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	<ul style="list-style-type: none"> - AABC Records <ul style="list-style-type: none"> o AABC is overdue for donation of records to BC Archives o Item to be added to November Roundtable Agenda for further discussion 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 Strategic planning proposed by 2018-2019 Executive o 2020-2021 Executive understand this work to be important, and require more information before assessing feasibility for 2021-2022 o Item to be added to November Roundtable Agenda for discussion o A. Routtenberg to circulate documents from JMABC's recent Strategic Planning o Executive to engage in consultation meeting with third party facilitator by January 2020 to determine requirements, next steps, and funding needs. - Email Transition/login information <ul style="list-style-type: none"> o J. Seeman proposed formalized procedures for email account transition in response to difficulties experiences regarding settings and recovery emails during this transition <p>AGM</p> <ul style="list-style-type: none"> - Minutes <ul style="list-style-type: none"> o Draft is ready, please review <p>GLAMR Invitation to Stratagem</p> <ul style="list-style-type: none"> - EDI (Equity, Diversity, & Inclusion) information shared by A. Routtenberg - Executive interested in establishing annual EDI/Anti-Racism training for a member of the Executive (with stipulation of reporting to the Executive Committee). - S. Gilkinson brought forward that \$200 added to this year's budget may be used for this purpose <p>2020</p> <ul style="list-style-type: none"> - AABC's 30th Anniversary - Archives' Awareness Week's 20th Anniversary - Proposal to commemorate both milestones with by-donation Archives Week Symposium/Un-Conference/Speaker Series & Week-long Social Media Events
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	<ul style="list-style-type: none"> - Executive to decide on theme at August 2020 Executive Meeting and call for proposals shortly after - Focus on variety of speakers (academics, volunteers, researchers, archivists, stakeholders, etc.) and social media events (scavenger hunt, photo contest, etc.) <p>Roundtable</p> <ul style="list-style-type: none"> - First Saturday in November: November 7, 2020 - Venue: virtual <p>CCI-CHIN Workshop Meeting (Jul 6, 2020)</p> <ul style="list-style-type: none"> - Outcome: attendees decided on online learning with structured content solution - Executive in favour of extending complimentary registration to Megan Purcell for willingness to offer in-person meeting space free of charge - Additional information forthcoming on: participant cost & reimbursements; session structure; number of sessions; and, content adaptations <p>Executive Photo</p> <ul style="list-style-type: none"> - To be shared in Newsletter and on Website
<p>4. President's Report</p>	<p>DHCP Workshop</p> <ul style="list-style-type: none"> - On hold due to COVID-19
<p>5. Vice-President and Programs Committee Report</p>	<p>BCMA Workshop</p> <ul style="list-style-type: none"> - to be held virtually in November/December <p>Managing Archival Photographs</p> <ul style="list-style-type: none"> - Registration closed (24 registrants) - July 20, 2020 <p>BCMA Privacy 101 Webinar</p> <ul style="list-style-type: none"> - July 29, 2020 - 99 participants - To be held via BCMA Zoom platform - BCMA to circulate event recording <p>BCMA Fall 2020 Webinar</p> <ul style="list-style-type: none"> - TBD <p>Emergency Preparedness/Disaster Recovery Workshop</p> <ul style="list-style-type: none"> - BC Arts Council Grant - Rescheduled for November 2020



	<ul style="list-style-type: none"> - meeting last week with VP re: BC Arts council grant -- online for emergency disaster moving to november <p>CCI-CHIN Workshop</p> <ul style="list-style-type: none"> - L. Glandt provided updated workshop information - Includes: 15 hours of L. Glandt work, max 22 participants, 6 hours of online training, 2.5 hours of homework, no cost for AABC (with exception of L G.landt hours -- approx \$800) - S. Gilkinson to request additional budgetary information from L. Glandt (cc' D. Collins) - D. Collins to circulate finalized information in summary to Executive and call for e-vote <p>COVID-19 Relief Fund</p> <ul style="list-style-type: none"> - Open for AABC & memory organization applications - Information to be circulated <p>Young Canada Works</p> <ul style="list-style-type: none"> - AABC eligible for funding - K. Louro & undetermined second Executive member to design project proposal and YCW grant application (due mid-Jan/late-Mar) <p>Website</p> <ul style="list-style-type: none"> - Executive interest in moving to Wild Apricot hosting for 2021 - D. Collins proposed design update
<p>6. Treasurer & Finance Committee Report</p>	<p>Financial Reports</p> <ul style="list-style-type: none"> - Revenue has increased due to online learning opportunities - Executive unanimously accepted May 2020 Financial Report <p>Donations</p> <ul style="list-style-type: none"> - Lower than average (annually) - Proposals: Archives Week 2020/30th Anniversary Events by-donation - K. Blimke Suggestion: Personal Thank You Letters to Donors
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/PAAL)</p> <ul style="list-style-type: none"> - Website Updates <ul style="list-style-type: none"> o Complete - Archives Week <ul style="list-style-type: none"> o https://aabc.ca/events/ o Developed by AABC PAAL Ad Hoc Committee in 2000 &



	<p>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/]</p> <ul style="list-style-type: none"> ○ BC Archives Awareness Week: Annually on the 3rd Week of November (November 15-21, 2020) & it's Archives Week's 20th Anniversary <ul style="list-style-type: none"> - Newsletter & Promo Material <ul style="list-style-type: none"> ○ We have 2 new volunteers: Dave Lang (graphics design) & Chelsea Bailey (newsletter) ○ Executive decided on "exploring our past, embracing our future" postcard theme ○ Postcard final drafts to be circulated for Executive review at August 2020 Executive meeting ○ Fall 2020 Newsletter to include: 2 Project Highlights, 1 "Bright Ideas" Section, 2 Executive Member Profiles, 1 Student Profile, 1 President's Message, 1 Anti-Racism Working Group Update, 1 Executive Updates Section (including recruitment, donations, and future submissions) - Regional Representatives <ul style="list-style-type: none"> ○ Updates deferred to August 2020 Meeting - PAAL (Public Awareness, Advocacy, and Legislation Committee) <ul style="list-style-type: none"> ○ Discussion deferred to August 2020 Meeting - Recruiting <ul style="list-style-type: none"> ○ D. Collins to draft call for volunteers for circulation on social media, website, & listserv as well as in the Newsletter <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - Terry Reksten Memorial Fund: K. Louro to assist in adjudication on adjudication this week. Updates forthcoming <p>Membership & Conference Committees</p> <ul style="list-style-type: none"> - SVIRG Contact Info -- Complete - VHEC Membership Renewal -- Complete <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - Events & Advocacy Website Page - Indigenous Peoples Day (June 21, 2021)
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	Programs Committee - N/A
Meeting Adjourned	Meeting Adjourned at 12:05pm
Next Meeting	August 18, 2020 -- 10:30am via Zoom