



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

Regrets: N/A

<b>Meeting Called to Order</b>	10:31
<b>1. Approval of Agenda</b>	Approved by J. Seeman Seconded by A Routtenberg
<b>2. Approval of Meeting Minutes</b>	Approved by S. Gilkinson Seconded by K. Louro
<b>3. Business Arising</b>	<ul style="list-style-type: none"> <li>- Signing Authority               <ul style="list-style-type: none"> <li>o J. Seeman to sign documentation</li> <li>o Submitted to bank and waiting for confirmation from accounts manager</li> </ul> </li> <li>- Job Description Documents               <ul style="list-style-type: none"> <li>o V. McAuley has collected Secretary and Treasurer job description documents</li> <li>o Executive to develop plan for formalizing job descriptions</li> </ul> </li> <li>- AABC Records               <ul style="list-style-type: none"> <li>o To be discussed at November Roundtable</li> <li>o Executive to assess information for collection (including committee reports, conference records/programs, final reports for grants, contractor records, etc.)</li> </ul> </li> <li>- Strategic Planning               <ul style="list-style-type: none"> <li>o To be discussed at November Roundtable</li> <li>o Goal: engage in consultation meeting with third party facilitator by January 2020 to determine requirements, next steps, and funding needs.</li> <li>o A. Routtenberg provided JMABC strategic planning information. Executive feels that concrete goals are required to justify cost of planning.</li> <li>o A. Rounttenberg to provide update on Vantage Point estimate (if available) and circulate send Vantage Point proposal (2 or 3 3-hour sessions would be required -- mandate, mission, objectives, etc.) \$2,000 - 2,7000</li> <li>o To be discussed at October 2020 meeting</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>- Email Transition/login information               <ul style="list-style-type: none"> <li>o Formalized procedures for email account transition to be created (settings and recovery emails)</li> </ul> </li> <li>- Website               <ul style="list-style-type: none"> <li>o K. Sloan to take lead on project to move website to Wild Apricot and update design</li> <li>o Executive to discuss possibility of acquiring budgetary and personnel support through grant applications</li> </ul> </li> </ul>
<p><b>4. President's Report</b></p>	<p>DHCP Workshop</p> <ul style="list-style-type: none"> <li>- On hold due to COVID-19</li> <li>- L. Glandt would prefer to hold the workshop in-person</li> </ul> <p>AABC Disaster &amp; Salvage Workshop Update/Budget Approval (L. Glandt email Sept 9, 2020)</p> <ul style="list-style-type: none"> <li>- Executive approves of format and budget</li> <li>- Summary: a 4-day workshop (Nov 9, 10, 13, &amp; 20) via Zoom. Participants will be sent a box of supplies and be expected to complete take-home assignments</li> <li>- Planning documents provided: timeline and tasks for workshop; workshop outline/promo material; and, supply list for homework kit</li> <li>- Budget:           <ul style="list-style-type: none"> <li>- Executive approves of budget and suggests the following:</li> <li>- L. Glandt may use the "Materials: Photocopies" budget of \$192.00 to send print materials to participants</li> <li>- Extra budget should be kept as cushion for additional expenses (ie. mileage, shipping costs, etc.)</li> <li>- With BCAC's permissions, coffee break money could be re-allocated to teaching costs</li> <li>- Could traditional welcome be performed online?</li> </ul> </li> </ul> <p>BC Arts Council Grant</p> <ul style="list-style-type: none"> <li>- D. Collins to request extension on reporting (originally due September 2020), and will circulate interim reporting</li> <li>- \$5,000 relief funding has been provided (S. Gilkinson can provide reporting if required)</li> </ul>
<p><b>5. Vice-President and Programs Committee Report</b></p>	<p>AABC &amp; GLAM</p> <ul style="list-style-type: none"> <li>- MOU: officially expired -- partners will likely update as needed and add additional partners as able</li> <li>- Collaborations continue on BCMA Webinar, GLAM webinar series, &amp; November GLAM book club (please provide ideas to D. Collins)</li> </ul> <p>Programs Committee/EAS Updates:</p> <ul style="list-style-type: none"> <li>- 2 Webinars scheduled for this spring, D. Collins requests brainstorming via email</li> </ul>



	<ul style="list-style-type: none"> <li>- Notice: UVic Libraries has hired an expert on reconciliation</li> <li>- Programs and Membership Committee are hoping to fill vacant volunteer positions</li> </ul> <p>Young Canada Works</p> <ul style="list-style-type: none"> <li>- K. Louro &amp; undetermined second Executive member to design project proposal and YCW grant application for AABC (due mid-Jan 2021/late-Mar 2021)</li> <li>- The AABC is eligible for funding with the following stipulations: the project must end of March 31, 2021 as the culmination of 4-months of work; and, the AABC would pay 15% (approx) of the employee's salary</li> <li>- A follow-up meeting will be set to further discuss this opportunity, and the Summer Assistant Program</li> <li>- Potential projects: website update &amp; AABC paper-files transfer to BC Archives</li> </ul>
<p><b>6. Treasurer &amp; Finance Committee Report</b></p>	<p>Financial Reports</p> <ul style="list-style-type: none"> <li>- July 2020 Financial Reports             <ul style="list-style-type: none"> <li>- Accepted by: A. Routtenberg</li> <li>- Seconded by: D. Collins</li> </ul> </li> <li>- August 2020 Financial Reports             <ul style="list-style-type: none"> <li>- Accepted by: A. Routtenberg</li> <li>- Seconded by: V. McAuley</li> </ul> </li> </ul> <p>Donations</p> <ul style="list-style-type: none"> <li>- Executive to send thank you postcards to donors moving forward</li> <li>- V. McAuley to provide update when promotional postcards are available.</li> </ul> <p>ARWG Bursary</p> <ul style="list-style-type: none"> <li>- Maximum cost to AABC: \$4,500 (based on non-member participation in 3 distance education courses per year -- \$1,500 x 3)</li> <li>- Grant-funded workshops may not be applicable for bursary based on funding stipulations</li> <li>- Executive agreed that non-members be eligible for ARWG Bursary</li> <li>- Next steps: draft statement that L. Glandt can circulate with course advertisements, decide on application process, and establish liaison with Grants committee).</li> <li>- <b>To be discussed:</b> ideas for promotion, equitable adjudication/application processes</li> <li>- S. Gilkinson to create a draft letter to be circulated with L. Glandt coursework</li> <li>- 1 bursary position to be made available for each course in 2021-2022 (3 total)</li> <li>- Grants committee to adjudicate bursary applications until Anti-Racism Working Group (ARWG) is formalized</li> </ul>
<p><b>7. Committee and Program Reports</b></p>	<p>Communications Committee (Newsletter/Regional Reps/PAAL) Archives Week</p>



	<ul style="list-style-type: none"> <li>○ <a href="https://aabc.ca/events/">https://aabc.ca/events/</a></li> <li>○ Developed by AABC PAAL Ad Hoc Committee in 2000 &amp; 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 <a href="https://www.tol.ca/news/douglas-day/">https://www.tol.ca/news/douglas-day/</a>]</li> <li>○ BC Archives Awareness Week: Annually on the 3rd Week of November (November 15-21, 2020) &amp; it's Archives Week's 20th Anniversary</li> <li>○ Proposal to commemorate 20th AAW &amp; 30th Anniversary of AABC with by-donation Archives Week Symposium/Un-Conference/Speaker Series &amp; Week-long Social Media Events</li> <li>○ <b>Unconference</b> (November 16, 2020 at 10am; theme: Archiving Activism; focus on variety of speaker [including academics, volunteers, researchers, archivists, stakeholders, etc] and social media events)</li> <li>○ V. McAuley to circulate call for participants by end of week with goal of submitting to the listserv and Friends of the AABC by October 1, 2020</li> <li>○ V. McAuley with Communications, Newsletter, and Event volunteers to begin planning AAW social media events</li> <li>- Newsletter &amp; Promo Material             <ul style="list-style-type: none"> <li>○ Postcard Drafts -- forthcoming</li> <li>○ Newsletter Content Drafts -- to be circulated via email for Executive review</li> </ul> </li> <li>- Regional Representatives             <ul style="list-style-type: none"> <li>○ Executive to review Terms of Reference and Map in advance of September 2020 meeting</li> <li>○ Next steps: approval of TOR, establishing protocol for building directory/map, creating toolkit, arranging mid-year RR meeting, inviting RRs to Roundtable.</li> </ul> </li> <li>- PAAL (Public Awareness, Advocacy, and Legislation Committee)             <ul style="list-style-type: none"> <li>○ Discussion deferred to September 2020 Meeting</li> <li>○ November roundtable</li> </ul> </li> <li>- Roundtable             <ul style="list-style-type: none"> <li>○ First Saturday in November: November 7, 2020</li> <li>○ Venue: virtual</li> </ul> </li> </ul> <p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> <li>- Recruitment Letter Draft Approvals Needed</li> <li>- Action Needed:             <ul style="list-style-type: none"> <li>○ Creation of BIPOC and/or Accessibility Bursary (including</li> </ul> </li> </ul>
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	<p>application form, procedure for submitting application, review/approval criteria/processes, and allocation procedure)</p> <ul style="list-style-type: none"> <li>○ Establishment of Working Group/Committee -- A. Routtenberg to liaise with S. Seller &amp; K. Louro to draft working group volunteer recruitment letter for circulation to BC Archives Listserv             <ul style="list-style-type: none"> <li>● Roles to be specified</li> <li>● Goal: develop space for BIPOC professionals to speak, collaborate, and discuss</li> <li>● Purpose: to keep executive accountable over time</li> </ul> </li> <li>○ Terms of Reference</li> <li>○ Development of Partnerships</li> <li>- Government of Canada Anti-Racism Action Program Funding             <ul style="list-style-type: none"> <li>○ On hold until working group can be formed -- Executive to revisit October 2020</li> <li>○ <a href="https://www.google.com/url?q=https://www.canada.ca/en/canadian-heritage/services/funding/community-multiculturalism-anti-racism/events.html&amp;sa=D&amp;ust=1595352731291000&amp;usg=AFQjCNGffqdJeo66NgFxebHl5sDqlou-Dg">https://www.google.com/url?q=https://www.canada.ca/en/canadian-heritage/services/funding/community-multiculturalism-anti-racism/events.html&amp;sa=D&amp;ust=1595352731291000&amp;usg=AFQjCNGffqdJeo66NgFxebHl5sDqlou-Dg</a></li> <li>○ Letter for volunteers ready for circulation</li> </ul> </li> <li>- Executive Committee Anti-Racism Training             <ul style="list-style-type: none"> <li>○ \$200 budget available</li> <li>○ Executive to research for October 2020 meeting</li> </ul> </li> </ul> <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> <li>- 2020 Meeting was held last week</li> <li>- K. Louro to chair committee over coming year</li> <li>- Chief Mungo Martin picture has been discussed and the committee recommends that the picture not be used, and that Chief Martin not be contacted (priorities currently lie elsewhere)</li> <li>- Committee to look into more formalized channels for seeking use permissions for archival material in which Indigenous Peoples are represented</li> <li>- Priorities: MOU with First Peoples Cultural Council (FPCC); BCMA Repatriation Grant; and, a potential First Nation Technology Council partnership</li> </ul> <p>Grants &amp; Nominations Committees</p> <ul style="list-style-type: none"> <li>- Terry Reksten Memorial Fund -- adjudication complete and announcement forthcoming</li> <li>- K. Louro reached out to D. Reksten's family regarding a potential letter of condolence from the AABC Executive -- Reksten family responded favourably and K. Louro to connect with Communications Committee</li> </ul> <p>Membership &amp; Conference Committees</p> <p>Programs Committee</p> <ul style="list-style-type: none"> <li>- D. Collins to keep S. Gilkinson in the loop re: distance education program advertising</li> </ul>
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	Nominations and Elections
<b>Meeting Adjourned</b>	11:26pm
<b>Next Meeting</b>	October 20, 2020 at 10:30am