



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

Regrets: K Sloan (Member-at-Large)

<b>Meeting Called to Order</b>	
<b>1. Approval of Agenda</b>	
<b>2. Approval of Meeting Minutes</b>	Edit: President's report refers to BC Arts Council grant, not BCMA.
<b>3. Business Arising</b>	<ul style="list-style-type: none"> <li>- Signing Authority               <ul style="list-style-type: none"> <li>o Updated with appropriate Exec members</li> </ul> </li> <li>- Job Description Documents               <ul style="list-style-type: none"> <li>o Roundtable: V. McAuley has collected Secretary and Treasurer job description documents. Remaining Exec members to draft job descriptions ahead of roundtable</li> </ul> </li> <li>- AABC Records               <ul style="list-style-type: none"> <li>o <b>Please assess before roundtable, particularly any physical records.</b> Note that EAS also has some material ready to transfer to archives.</li> <li>o Roundtable: Executive to assess information for collection (including committee reports, conference records/programs, final reports for grants, contractor records, etc.)</li> <li>o Information from L. Glandt: Lisa deposited some records from EAS in April 2018. Her contact was S. Butterfield (<a href="mailto:sbutterfield@royalbcmuseum.bc.ca">sbutterfield@royalbcmuseum.bc.ca</a>). Lisa currently has approximately 5 boxes that are ready for archival storage.</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. Routtenberg 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 A. Routtenberg has also asked Vantage Point for quotes that include member/key stakeholder surveys.</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) (Action: J. Seeman)</li> </ul> </li> <li>- Website               <ul style="list-style-type: none"> <li>o D. Collins provided an update on a grant application submitted to BC Arts Council for support to upgrade the website. The grant would cover the cost of hiring a web developer with matching funds coming from budget and from in kind hours by Exec team.</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, the preference remains to hold these workshops in person but it may be possible to hold Haida Gwaii workshop online.</li> <li>- Next round of applications is open. Despite the delays in this year's project, AABC still plans to submit an application for next year. Exact project to be determined</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>- Proposal to use the \$100 allocated to Traditional Welcome as a donation to Musqueam Cultural Centre. Question: Is this permitted as part of grant funding?</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, BCMA Webinar, GLAM Webinar, GLAM Book Club</li> </ul> <p>Programs Committee/EAS Updates:</p> <ul style="list-style-type: none"> <li>- 2 upcoming webinars, one with SFU</li> <li>- Programs and Membership Committee volunteer vacancies</li> </ul> <p>Young Canada Works</p> <ul style="list-style-type: none"> <li>- AABC has assessed that we are not currently eligible to hire staff. Executive to discuss whether putting in place structures for future hiring should be a priority over the next year</li> </ul>
<p><b>6. Treasurer &amp; Finance Committee Report</b></p>	<p>Financial Reports</p> <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>- Status: AABC to offer 1 free bursary spot in each 2021-2022 distance education course; members &amp; non-members are eligible to apply; grants</li> </ul>



	<p>committee to adjudicate bursary applications until Anti-Racism Working Group (ARWG) is formalized</p> <ul style="list-style-type: none"> <li>- Next Steps: S. Gilkinson to draft a statement for L. Glandt to circulate with course advertisements; and, Executive to establish an equitable &amp; low-barrier application process, as well as liaison with Grants Committee</li> </ul>
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/PAAL) Archives Week</p> <ul style="list-style-type: none"> <li>o Status of volunteers: volunteer coordinator needed?; new volunteer -- Suzanne; procedure for incoming ARWG volunteers; ACA@UBC reps</li> <li>o Status of committees: PAAL, <a href="#">Events</a>, AAW, Communications, Newsletter</li> <li>o UnConference: Nov 16, 10am; theme: Archiving Activism; hoping to highlight researchers, volunteers, academics, archivists, stakeholders, etc. -- 2 submissions received. Next steps: approach people directly who might have a good presentation topic</li> <li>o Will L. Glandt be moderating? She needs to know for her hours reporting. Answer: Yes, please.</li> <li>o AAW Social Media Plan: 5 days of activities; each day focused on different aspect of archives &amp; activism (racial justice, environmental justice, sexual orientation &amp; gender-based justice, accessibility, etc.); <b>plan:</b> create a daily packet that provides a definition, a current projects/reading guide, and activity/activities for social media sharing.</li> </ul> <ul style="list-style-type: none"> <li>- Newsletter &amp; Promo Material             <ul style="list-style-type: none"> <li>o Postcard Drafts -- forthcoming</li> <li>o Fall 2020 Newsletter released; feedback mostly good; disclaimer for future newsletters</li> <li>o Draft: The articles published in the aabc newsletter do not reflect the aabc's position on archival practice and issues. The newsletter instead provides a platform for discussion and dissemination of ideas regarding archival practice and issues from heritage practitioners and stakeholders.</li> <li>o Draft procedure for responding to article feedback: Thank you, I will forward your response to the article's author.</li> </ul> </li> <li>- Regional Representatives             <ul style="list-style-type: none"> <li>o Executive to review Terms of Reference and Map</li> <li>o 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>- Roundtable             <ul style="list-style-type: none"> <li>o November 7, 2020, 1:30pm-4:30pm via Zoom</li> <li>o Agenda &amp; Zoom link to be circulated shortly</li> </ul> </li> </ul>



	<p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> <li>- Action Needed:             <ul style="list-style-type: none"> <li>o Creation of BIPOC and/or Accessibility Bursary (including application form, procedure for submitting application, review/approval criteria/processes, and allocation procedure)</li> <li>o 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>o Terms of Reference</li> <li>o Development of Partnerships</li> </ul> </li> <li>- Government of Canada Anti-Racism Action Program Funding             <ul style="list-style-type: none"> <li>o On hold until working group can be formed -- Executive to revisit October 2020</li> <li>o <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>o Letter for volunteers ready for circulation</li> </ul> </li> <li>- Executive Committee Anti-Racism Training             <ul style="list-style-type: none"> <li>o \$200 budget available</li> <li>o Please let V. McAuley know if you are taking anti-racism training (personal, professional, free, etc.)</li> </ul> </li> </ul> <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> <li>- Current Priorities: MOU with First Peoples Cultural Council (FPCC); BCMA Repatriation Grant; formalized channels for seeking permissions for use of archival materials in which Indigenous Peoples are represented; 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>- Please review draft</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> <p>Nominations and Elections</p>
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<b>Meeting Adjourned</b>	
<b>Next Meeting</b>	Roundtable: November 7th, 2020 -- 1:30pm-4:30pm via Zoom