



**DRAFT**

Present: J. Seeman (President), A. Routtenberg (Past-President), D. Collins (Vice-President), S. Gilkinson (Treasurer), V. McAuley (Secretary), K. Louro (Member-at-Large), L. Snider (BCANS), L. Glandt (EAS), K. Blimke (Financial Manager), C. Powell (Membership Committee Chair), A. Tarnawsky (Social Media Coordinator), E. Wright (Committee Member), D. Lang (Committee Member), T Hurley (Committee Member), M. Otte (Committee Member), K. Powell (ACA@UBC Rep), K. Kim (ACA@UBC Rep), & S. Van Herk (ACA@UBC Rep).

Regrets: K. Sloan (Member-at-Large)

<b>Meeting Called to Order</b>	1:35
<b>1. Approval of Agenda</b>	Approved: A. Routtenberg Seconded: S. Gilkinson
<b>2. Approval of Meeting Minutes</b>	N/A
<b>3. Business Arising</b>	<p>AABC Executive Job Descriptions</p> <ul style="list-style-type: none"> <li>- Job Descriptions &amp; Revised Committee Terms of Reference to be completed before 2021 AGM</li> </ul> <p>AABC Physical Records</p> <ul style="list-style-type: none"> <li>- To Do: <ul style="list-style-type: none"> <li>- Evaluate &amp; De-Duplicate Executive Records (Secretary to collect finals)</li> <li>- De-duplication needed between K. Blimke and S. Gilkinson records</li> <li>- L. Glandt records to be collected</li> <li>- C. Powell membership lists to be evaluated for retention period &amp; collection</li> <li>- J. Seeman to follow-up with L. Wilson &amp; J. Morrison re: records collected and deposited at UVic</li> <li>- V. McAuley to investigate holdings at Provincial Archives &amp; develop inventory/disposition schedule for all records as needed (UVic, Provincial Archives, &amp; Committee/Exec Records)</li> <li>- AABC has insurance for the UVic records -- contents details may need to be updated</li> </ul> </li> </ul> <p>Strategic Planning</p> <ul style="list-style-type: none"> <li>- A. Routtenberg provided details of Vantage Point Strategic Planning Facilitation proposal <ul style="list-style-type: none"> <li>- 2-3 sessions of facilitated planning for Executive Committee &amp; select committee members</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>- Membership &amp; Stakeholder Survey</li> <li>- Approximately \$2,500-4,000</li> <li>- Complete proposal forthcoming</li> <li>- Can be put on the books for the 2021-2022 year</li> <li>- Roundtable members requested additional proposals for comparison</li> <li>- A. Routtenberg strongly recommended facilitated process based on JMABC strategic planning process</li> <li>- A. Routtenberg to research other companies and provide quotes</li> </ul> <p>Email Transition Procedure (login info, etc.))</p> <ul style="list-style-type: none"> <li>- J. Seeman created draft transition document</li> <li>- Transition document to be finalized in advance of 2021 AGM</li> </ul> <p>Website Update</p> <ul style="list-style-type: none"> <li>- 2 avenues of funding were considered: Young Canada Works funding &amp; BC Arts Council Funding</li> <li>- Additional hiring infrastructure will be required for AABC to be YCW eligible, so an application was submitted to the BCAC</li> <li>- Application was submitted in October, and we are hoping to receive a response by January</li> <li>- BCAC funds will be used to hire a website design contractor</li> <li>- K. Blimke pointed out that we have a variety of large expenses this year, and that projects will need to be prioritized</li> <li>- S. Gilkinson supported K. Blimke’s point and added that without grant funding, the AABC executive will likely have to choose between a website update and strategic planning</li> <li>- E. Wright asked if the website will require content architecture updates, and whether we can get a volunteer to do content clean-up work</li> <li>- D. Collins shared that L. Glandt has been working on website content cleanup</li> <li>- J. Seeman suggested that volunteer support would be helpful in testing user experience</li> <li>- Both E. Wright and J. Seeman suggested that a UBC student might be a good fit for the website volunteer position</li> <li>- J. Seeman and V. McAuley to connect with ACA@UBC representatives to determine whether a UBC student would be interested in volunteering to help with the website refresh.</li> </ul> <p>Young Canada Works</p> <ul style="list-style-type: none"> <li>- Although the Executive was not able to put in place hiring infrastructure for a YCW intern this year, investigations will be made into infrastructure required to hire through YCW in future</li> </ul>
<p><b>4. President’s Report</b></p>	<p>Webinars</p> <ul style="list-style-type: none"> <li>- Ongoing</li> </ul> <p>Distance Education Courses</p>



	<ul style="list-style-type: none"> <li>- Managing Archival Photographs has been completed</li> </ul> <p>Workshops</p> <ul style="list-style-type: none"> <li>- CCI workshop planned for early this year re: digital preservation</li> <li>- delayed to last month</li> <li>- Transition to Online dissemination continues</li> <li>- Preservation and Disaster Planning Workshop going forward next week</li> </ul> <p>Communications</p> <ul style="list-style-type: none"> <li>- Reinstated Newsletter</li> <li>- Anti-Racism work continues (Anti-Racism Statement, Working Group, and Bursary)</li> </ul> <p>Grant Funding</p> <ul style="list-style-type: none"> <li>- BC Arts Council Funding             <ul style="list-style-type: none"> <li>- After 2 successful BCAC funded projects, operational funding is available -- this would be a great help to the AABC</li> <li>- We have received funding for the Disaster Recovery and Preservation Workshop</li> <li>- We are hoping to receive funding this year for a website redesign</li> </ul> </li> <li>- DHCP             <ul style="list-style-type: none"> <li>- Funding received for Indigenous and Community Capacity Building Workshop</li> <li>- The money is in place and the exact spending parameters are flexible</li> <li>- This workshop will be delayed until in-person attendance is feasible</li> <li>- Despite the course delay, we will be able to apply for funding in the next cycle</li> </ul> </li> </ul> <p>Programming</p> <ul style="list-style-type: none"> <li>- Planning for more programming is underway!</li> </ul> <p>Archives Awareness Week</p> <ul style="list-style-type: none"> <li>- November 15-21, 2020</li> </ul> <p>UnConference</p> <ul style="list-style-type: none"> <li>- November 16, 2020</li> </ul> <p>GLAM MOU</p> <ul style="list-style-type: none"> <li>- Expired in January 2020</li> <li>- GLAM Committee had decided to expand their memberships/partnerships and begin a visioning process, however, both the renewal and the visioning have been delayed until post-COVID</li> <li>- Potential additional partners include the First Peoples Cultural Council and other arts organizations</li> </ul>
<b>5. Vice-President's Report</b>	AABC & GLAM



	<ul style="list-style-type: none"> <li>- upcoming events: MOU, BCMA Webinar, GLAM Webinar, &amp; GLAM Book Club</li> </ul> <p>DHCP Funding</p> <ul style="list-style-type: none"> <li>- There is a great deal of flexibility in terms of program delay</li> <li>- Applications are open for next year's funding</li> <li>- Programs committee has been considering projects for the January application</li> <li>- Consensus is that investing in the ability to deliver online education and services is prudent</li> </ul> <p>Recruiting</p> <ul style="list-style-type: none"> <li>- Volunteers needed for Programs Committee</li> </ul> <p>Educational Content Dissemination</p> <ul style="list-style-type: none"> <li>- Uduku was suggested as a online program for creating/disseminating educational content</li> <li>- K Louro offered to connect D Collins with a colleague with an educational consulting/design background</li> <li>- L. Glandt suggested that it might be worth considering switching away from Zoom as our primary educational platform</li> </ul>
<p><b>6. Treasurer</b></p>	<p>Budget</p> <ul style="list-style-type: none"> <li>- Our original budget was projected to have a \$12,000 deficit</li> <li>- We lost revenue by offering free admission to our conference (-\$6,600)</li> <li>- Membership revenue saw no change</li> <li>- The Arts Council Resiliency Grant (\$5,000) contributed to a deficit reduction</li> <li>- Increased popularity in our Distance Education Courses has contributed to an increase in revenue (despite small additional costs)</li> <li>- The joint-BCMA Webinars have net revenue</li> <li>- There have been general savings (including savings from hosting the roundtable virtually)</li> <li>- The AABC is generally trending towards a deficit budget, but if we are able to hold the line on expenses, our deficit may be smaller than projected</li> </ul> <p>Anti-Racism Bursary</p> <ul style="list-style-type: none"> <li>- 1 complimentary admission to distance education courses will be offered to a successful applicant (starting April 2021)</li> </ul> <p>Donations</p> <ul style="list-style-type: none"> <li>- Our annual budget estimates \$12,000 in donations which goes towards two UBC iSchool Student Awards (\$500x2), and a \$200 donation to ACA@UBC</li> <li>- So far, we have only collected \$500 in donations (this is due partially to the our change in membership renewal, which now requires members to leave the membership portal to donate)</li> </ul>



	<ul style="list-style-type: none"> <li>- We have some carryforward from last year (\$447)</li> <li>- Total donations to date: \$940</li> <li>- Information will need to be collected on why members are hesitant to donate, and we will need to brainstorm ways in which to increase donation revenue</li> <li>- Ideas:             <ul style="list-style-type: none"> <li>- Profile of student award recipients in newsletter</li> <li>- UnConference is by donation</li> <li>- Funding raising during Archives Awareness Week</li> <li>- Giving Tuesday Drive (Social Media)</li> <li>- Piggybacking on BC Archives donations promotion campaign</li> <li>- Better highlight the work we do to give donors an idea of what they are supporting</li> </ul> </li> <li>- We are unable to use the donations module on Wild Apricot effectively</li> <li>- V. McAuley to arrange a Donation Planning Meeting</li> </ul>
<p><b>7. Contractors, Committees, and Programs Reports</b></p>	<p>Programs Committee</p> <ul style="list-style-type: none"> <li>- Volunteers are needed</li> </ul> <p>Archival Education and Advisory Service (EAS - L. Glandt)</p> <ul style="list-style-type: none"> <li>- This year's workplan is very different than previous years, however, there has been very positive feedback, an increase in advisory service requests, and contractor hours continue to be maxed out</li> <li>- Both L. Glandt and L. Snider participate in a monthly Archival Advisors Working Group monthly to discuss topics including: supporting DHCP, member institutions, supporting member institution funding and staffing, and provincial issues (including decreases in funding).</li> <li>- Workshops             <ul style="list-style-type: none"> <li>- 2 in-person workshops were transitioned to online dissemination                 <ul style="list-style-type: none"> <li>- The CCI Workshop was held in October for 18 registrants (14 members, 4-non members) and received positive feedback. It was the first CCI workshop held online. The instructor was pleased, and students requested additional training</li> <li>- BC Arts Council Preservation and Disaster Planning Workshop to be held later this month. It required a lot of work to transition to online learning; however, workshop kits have been created and circulated for the 4 sessions (held over 2 weeks), including homework, exercises, and revamped training material (which can now be used in future)</li> </ul> </li> </ul> </li> <li>- Distance Education Courses were scheduled (Introduction to Archival Practice -- 23 Members, 22 Non-Members; Managing Archival Photographs -- 20 Members, 15 Non-Members; and, Oral History Course -- registration current open)             <ul style="list-style-type: none"> <li>- 2021 Distance Education Course Lineup: Oral History: From Theory to Practice, Managing Archives, and Managing Plans and</li> </ul> </li> </ul>



	<p>Drawings</p> <ul style="list-style-type: none"> <li>- 2022 Distance Education Course Lineup: Introduction to Archival Preservation, Introduction to Archival Practice, and Managing Archival Photographs</li> <li>- Webinars have generally been very popular this year. So far we have hosted: Introduction to Memory BC, Archival Appraisal and Deaccessioning, and 2 BCMA Workshops</li> <li>- There are 2 forthcoming webinars: Accession Standards, and Accessibility in Archives</li> <li>- DHCP workshops are on hold and Haida Gwaii would like to hold an in-person workshop</li> <li>- A custom workshop has been requested for a First Nations Community near Prince Rupert (1 week of training has been transitioned to 6 “mini-sessions”)</li> <li>- Other custom workshop requests have come in from Northern BC and Saskatchewan</li> </ul> <p>Shipping</p> <ul style="list-style-type: none"> <li>- With additional shipping costs due to increase in distance education, the creation of a Canada Post Business Account was suggested</li> </ul> <p>BC Archival Network Service (BCANS - L. Snider)</p> <ul style="list-style-type: none"> <li>- Volume of requests has increased this year</li> <li>- There is concern re: number of available hours (8-10/month)</li> <li>- In the past month, 400 bulk upload descriptions and 100 manual descriptions have been uploaded to Memory BC</li> <li>- Since May 2020, 400 manual descriptions have been requested</li> <li>- Job postings have begun again, which increases hours needed for the job-board</li> <li>- L. Snider is also part of 2 working groups (hours not charged to AABC)</li> </ul> <p>Finance Committee</p> <ul style="list-style-type: none"> <li>- Updated provided by S. Gilkinson during Treasurer Report</li> </ul> <p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> <li>- The Executive continues its commitment to the creation of an Anti-Racism Working Group, Action Plan, and Bursary</li> <li>- Volunteer Members are currently being recruited</li> <li>- Executive Members are hoping to take part in Anti-Racism Training</li> </ul> <p>Communications Committee</p> <ul style="list-style-type: none"> <li>- We have re-established the Newsletter</li> <li>- We are in the process of creating new Promotional Materials (est. January release)</li> <li>- A Letter of Thanks for Don Reksten’s service to the AABC and BC Archival Community has been drafted and will be circulated shortly</li> <li>- We are requesting allowance in next year’s budget for InDesgin -- it was suggested that Tech Soup be used to secure discounted subscription</li> </ul> <p>Regional Representatives</p>
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	<ul style="list-style-type: none"> <li>- <b>Terms of Reference</b></li> <li>- V. McAuley is working to create a Regional Representatives Toolkit (including a map or directory of archival institutions), and collaborating with Regional Representatives to re-assess regional boundaries</li> </ul> <p>Events Committee (Archives Week 2020)</p> <ul style="list-style-type: none"> <li>- Archives Awareness Week 2020 (Social Media)</li> <li>- UnConference 2020</li> </ul> <p>Volunteer Updates</p> <ul style="list-style-type: none"> <li>- No updates provided by Communications Committee, Social Media, Newsletter/Graphics Design, Events, AA@UBC, or Regional Representative volunteers</li> </ul> <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> <li>- An MOU between the AABC IAC and the First Peoples Cultural Council is being developed as an extension of the Letter of Support/Policy Paper developed earlier this year</li> <li>- The AABC is requesting support with BCMA Reparations Grant Overview</li> <li>- The Committee (led by K. Louro) continues to discuss the creation of guidelines for use of Archival Materials belonging to or representing Indigenous Peoples</li> <li>- A potential partnership with the First Nations Technological Council Partnership is being fostered -- a larger conversation is still needed regarding the specific opportunities for collaboration (examples: preservation, IT, infrastructure training)             <ul style="list-style-type: none"> <li>- ARMA may be interested in being a part of this partnership</li> </ul> </li> </ul> <p>Grants Committee</p> <ul style="list-style-type: none"> <li>- K. Louro participated in the Terry Reksten Memorial Fund award adjudication</li> <li>- The two award recipients for 2020 were the Western Front Society Archives, and the Stó:lō Library and Archives</li> <li>- K. Louro was also instrumental in facilitating the creation of the Don Reksten Letter of Thanks</li> </ul> <p>Membership Committee</p> <ul style="list-style-type: none"> <li>- Sixteen new members have been added since the end of last year</li> <li>- The majority of new members are individuals</li> <li>- There is typically an influx in members around L. Glandt's workshops</li> <li>- Wild Apricot account will be expiring shortly</li> <li>- Total Members: 243             <ul style="list-style-type: none"> <li>- Institutional: 112</li> <li>- Individual: 72</li> <li>- Retired/Volunteer: 28</li> <li>- Sustaining: 4</li> <li>- Affiliate: 4</li> <li>- Honourary: 4</li> </ul> </li> </ul>
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	<p>Conference Committee</p> <ul style="list-style-type: none"><li>- Not currently active</li><li>- V. McAuley to begin recruiting in new year</li></ul> <p>Nominations &amp; Elections Committee</p> <ul style="list-style-type: none"><li>- Recruiting for committees and incoming executive needed</li></ul>
<b>Meeting Adjourned</b>	3:37pm