



Present: J. Seeman (President); D. Collins (Vice-President); S. Gilkinson (Treasurer); K. Sloan (Member-at-Large); K. Louro (Member-at-Large)

Regrets: V. McAuley (Secretary); A. Routtenberg (Past-President)

Meeting Called to Order	6:05 pm
1. Approval of Agenda	- We did not approve the Agenda, note to do this at the next meeting
2. Approval of Meeting Minutes	<p>September</p> <ul style="list-style-type: none"> - Approved by: K. Louro - Seconded by: S. Gilkinson <p>October</p> <ul style="list-style-type: none"> - Approved by: D. Collins - Seconded by: J. Seeman
3. Business Arising	<p>Job Description Documents</p> <ul style="list-style-type: none"> - Have job descriptions by the Feb 2021 Exec meeting - V. McAuley can answer questions on the TOR facilitation - Begin thinking about people for filling roles: Secretary or Finance, Member at Large 1, Vice President <p>AABC Records</p> <ul style="list-style-type: none"> - To Do: <ul style="list-style-type: none"> - Evaluate & De-Duplicate Executive Records (Secretary to collect finals) - De-duplication needed between K. Blimke and S. Gilkinson records - L. Glandt records to be collected (5 boxes) - C. Powell membership lists to be evaluated for retention period & collection - J. Seeman to follow-up with L. Wilson & J. Morrison re: records collected and deposited at UVic - V. McAuley to investigate holdings at Provincial Archives & develop inventory/disposition schedule for all records as needed (UVic, Provincial Archives, & Committee/Exec Records) <ul style="list-style-type: none"> - L. Glandt last deposited records in April 2018 with help of contact, S. Butterfield - AABC has insurance for the UVic records -- contents details

	<ul style="list-style-type: none"> - may need to be updated - S. Gilkinson to check with K. Blimke about the exact insurance cost for housing records at the UVic and any details to be updated. <p>Strategic Planning</p> <ul style="list-style-type: none"> - Goal: engage in consultation meeting with third party facilitator by January 2020 to determine requirements, next steps, and funding needs. - A. Routtenberg provided details of Vantage Point Strategic Planning Facilitation proposal <ul style="list-style-type: none"> - 2-3 sessions of facilitated planning for Executive Committee & select committee members - Membership & Stakeholder Survey - Approximately \$2,500-4,000 - Complete proposal forthcoming - Can be put on the books for the 2021-2022 year - A. Routtenberg to collect proposals/estimates from other companies as per Roundtable request - To discuss further at the next meeting with A. Routtenberg for update. - Moved to the next meeting. <p>Email Transition/Login Information (link)</p> <ul style="list-style-type: none"> - J. Seeman created draft transition document - Transition document to be finalized in advance of 2021 AGM <p>Website</p> <ul style="list-style-type: none"> - Awaiting BC Arts Council application decision - J. Seeman contacted ACA@UBC reps re: potential student volunteer for website UX testing - Currently awaiting response from ACA@UBC reps (as of Nov 14, 2020) - Announcement for the BC Arts Council will be in the New Year
<p>4. President’s Report</p>	<p>Discussion around email from Emily Lonie to work on developing a register of tech equipment for smaller organizations to use.</p> <ul style="list-style-type: none"> - Could AABC coordinate something like this? - Regional reps could take the lead on reaching out to organizations in their regions to create inventories? - How to post this in a way that is secure? Login area for the website to facilitate this? Annual email that goes out? - J. Seeman to respond to E. Lonie confirming our interest in participating
<p>5. Vice-President and Programs Committee Report</p>	<p>AABC & GLAM</p> <ul style="list-style-type: none"> - MOU - BCMA Webinar - GLAM Webinar - GLAM Book Club

	<ul style="list-style-type: none"> - Discussion about renewing the AABC and GLAM MOU and ideas around programming <ul style="list-style-type: none"> o Winter/Spring discussion series. o Shared member benefits. o MOU has not been updated, so benefits are up in the air. o Agenda item moved to the next meeting. <p>Programs Committee/EAS Updates:</p> <ul style="list-style-type: none"> - Programs committee meeting is tomorrow. - Two new members: Devon Mordell & Susan Huval - Introductory meeting re shared teaching resources among provincial associations and third party sharing options forthcoming <p>Lisa update on webinar and distance ed.</p> <ul style="list-style-type: none"> - L. Glandt to provide a report re Disaster Planning and Conservation Workshop - The AABC has received the BCMA Resilience Grant <p>DHCP Funding Ideas:</p> <ul style="list-style-type: none"> - K. Louro: bolstering educational opportunities & L. Glandt's Indigenous Archiving Course, and/or website redesign - Decision to use the DHCP grant to support the expansion of distance ed through technology leveraging. - With awareness that the deadline is fast approaching, K. Louro offers D. Collins grant-writing support - D. Collins to follow-up with Exec after the Programs Committee meeting to get the grant submission in order. <p>Educational Content Creation/Hosting</p> <ul style="list-style-type: none"> - Uduu - K. Louro to connect D. Collins with Educational Consultant/Design colleague - Potentially seeking replacement for Zoom - Discussions are ongoing re DHCP supported software upgrade & provincial organizations partnership - D. Collins to provide the Executive with additional information re content hosting options after discussion with Programs Committee.
<p>6. Treasurer & Finance Committee Report</p>	<p>Financial Reports S. Gilkinson</p> <ul style="list-style-type: none"> - S. Gilkinson speaks to the success of L. Glandt's Disaster Planning course -- effective format, well-received course kits, and overall excellent course! - October Reports <ul style="list-style-type: none"> - Accepted by: Jenny Seeman - Seconded by: Kat Louro - Confirmation that the September reports were accepted at the October meeting <p>Donations</p> <ul style="list-style-type: none"> - Executive to send thank you postcards to donors moving forward

	<ul style="list-style-type: none"> - V. McAuley to provide update when promotional postcards are available - Please brainstorm in advance of Saturday's Donations Meeting (1pm) - Roundtable Brainstorming: <ul style="list-style-type: none"> - Giving Tuesday Drive (Social Media) - Piggybacking on BC Archives donations promotion campaign - Better highlight the work we do to give donors an idea of what they are supporting - Profile of student award recipients in Newsletter - Good turn-out to Archives Awareness Week. Thanks to V. McAuley for her hard work leading and making that event a success. <p>ARWG Bursary</p> <ul style="list-style-type: none"> - Status: AABC to offer 1 free bursary spot in each 2021-2022 distance education course; members & non-members are eligible to apply - Next Steps: <ul style="list-style-type: none"> - S. Gilkinson to draft a statement for L. Glandt to circulate with course advertisements; and, Executive to establish an equitable & low-barrier application process in partnership with Grants Committee and developing Anti-Racism Working Group (ARWG) - Will the bursary be open to non-BC residents? - V McAuley to reach out to ARWG volunteers - Notification of Bursary Draft Feedback: <ul style="list-style-type: none"> - Outline application and adjudication process - Both AABC members and non-members can apply - Priority given to BC residents, however, it is not an application requirement - Priority given to new applicants (vs those who have previously received funding) - Adjudication to take no longer than 1-week - Bursary Logistics <ul style="list-style-type: none"> - Bursary to be allocated through reimbursement model (spot is reserved, and funding reimbursed) - S. Gilkinson to confirm mechanism for attendance reservation with L. Glandt before December holidays - Course textbook reimbursement mechanism: L. Glandt to purchase course textbook and submit invoice to S. Gilkinson for repayment -- S. Gilkinson to confirm with L. Glandt - Process to be finalized at January Executive Meeting
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/Postcards)</p> <ul style="list-style-type: none"> - Update provided by J. Seeman on behalf of V. McAuley - January Newsletter forthcoming - Newsletter items needed from Exec: volunteer for executive profile (S. Gilkinson & K. Sloan), President's message, call for donations (if update required) - V. McAuley still figuring out TechSoup membership - New newsletter disclaimer: 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.

- New newsletter feedback template: Thank you for your interest in the Archives Association of BC's newsletter. We value your input and feedback. This information will be passed along to the article's author.
- RR TOR approved
- RR mid-year meeting to be scheduled
- V. McAuley creating regional reps toolkit (including investigating use of Memory BC as tentative directory)
- Postcards forthcoming (thank you for your patience)
- D. Reksten Letter -- to be circulated in January Newsletter

Archives Awareness Week & UnConference

- AAW 2021 & UnConference were great successes
- Wordpress site received 457 views from 147 visitors
- UnConference video has 15 views on YouTube
- Overall, very positive feedback
- Social media packets and UnConference video will remain online (YouTube, archived Wordpress, & possibly Archivists Toolkit)

Volunteers

- Volunteer coordinator role may be helpful moving forward
- S. Hervieux has been dispatched to the Programms Committee
- Will M. Diack be continuing as a volunteer? (TBD)
- ACA@UBC reps have been asked to support Communications
- D. Lang will be taking over as Newsletter Head Editor in 2021-2022 term
- E. Wright & T. Krause have expressed interest in taking part in the ARWG

PAAL

- It has been decided that the PAAL committee is not needed at this time

Conference Committee

- Call for Conference Committee Volunteers will go out in January (Newsletter & Online)
- K. Sloan has volunteered to support the Conference Committee (other executive welcome!!)
- 2021 conference to be held online
- K. Louro to begin reaching out directly to professionals to volunteer and serve as speakers
- Potential Partners:
 - K Sloan to follow-up with NorthWestern Archivist Association & ARMA Vancouver Island
 - Partnership would require revenue sharing

Anti-Racism Working Group

- 2 volunteers have been identified + S. Sellers
- First meeting to be established in new year
- Executive to collaborate with ARWG & Grants Committee to action

first tasks (TOR, develop bursary application process, adjudicate bursary applications, recruiting, revisit [GoC Anti-Racism Action Program Funding](#))

- Look into this funding stream in the new fiscal
- Goals: serve advisory role for AABC Executive, hold Executive accountable for Anti-Racism goals and work plan, advocate for needs of BIPOC communities in archiving in BC, adjudicate anti-racism bursary (subject to change)
- Executive Anti-Racism Training: \$200 budget available. Please let V McAuley know if you are taking any Anti-Racism training outside of the AABC
- Decision to meet with the new volunteers for the ARWG and orientate them to the Exec, walking through our process to begin the working group
- Report on any webinars we are taking as an exec to V. McAuley, and report on one key takeaway.

Indigenous Advocacy Committee

- MOU with First Peoples Cultural Council (FPCC)
- BCMA Repatriation Grant
- Continued discussions re: guidelines for facilitating discussion re photo use permissions
- FNTC Partnership
- Tandanya-Adelaide Declaration Viewing Party (Outreach Event)
- K. Louro has reached out to FPCC contact passed on by J. Seeman
- Planning to have a meeting with the IAC in January
- Reached out to ARMA Vancouver to begin working together to bolster information technology related to archives and records management through the First Nations Technology Council
- Spoke to Tandanya-Adelaide Declaration Viewing Party brought up by J. Rowe and L. Glandt. Will follow-up more at the donations meeting on Sunday as we could connect it to a donations landing page

Grants & Nominations Committees

- No updates

Membership & Conference Committees

- No updates

Programs Committee

- No updates

Nominations and Elections

- When should advertising start?
- New volunteer call-out in January -- K. Louro to draft. Seeking volunteers for finance committee, membership committee, & executive roles

Other business?

- D. Collins attended the Council of Canadian Archives AGM

Meeting Adjourned	Adjourned 7:15pm
Next Meeting	Meeting schedule to remain the same -- third Tuesday of every month at 10:30am