



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

Regrets: N/A

Meeting Called to Order	6:03pm
<p>1. Approval of Agenda</p>	<ul style="list-style-type: none"> - December 2020 <ul style="list-style-type: none"> - Approved by K. Louro - Seconded by S. Gilkinson - January 2021 Agenda <ul style="list-style-type: none"> - Approved by J. Seeman - Seconded by K. Louro
<p>2. Approval of Meeting Minutes</p>	<ul style="list-style-type: none"> - November Executive Meeting <ul style="list-style-type: none"> - Approved by J. Seeman - Seconded by S. Gilkinson - December Executive Meeting <ul style="list-style-type: none"> - Approved by J. Seeman - Seconded by K. Sloan
<p>3. Business Arising</p>	<p>Job Description Documents</p> <ul style="list-style-type: none"> - Summary: Exec committed to creating job descriptions & updated TOR for all positions & committees by 2021 AMG - Deadlines: Drafts by Feb Exec Meeting - Outstanding items: Committee TOR & MAL job description - Note: ACA@UBC reps will not have TOR -- tasks will be negotiated annually <p>AABC Records</p> <ul style="list-style-type: none"> - Summary: Roundtable expressed interest in organizing association records this year, including: organizing executive records (secretary to collect finals), deduplication of financial records (K Blimke & S Gilkinson are custodians), ensuring adequate insurance coverage for records (K Blimke & S Gilkinson), getting L Glandt records (2.5 boxes) to archives, evaluating retention periods (C Powell to review membership list schedules), & creating inventory of holdings (at both UVic & Provincial Archives -- J Seeman contacting L Wilson & J Morrison re: UVic & V McAuley to investigate Provincial Archives records & create inventory/retention schedule as needed). L Glandt last deposited records in 2018 through contact S Butterfield.



	<ul style="list-style-type: none"> - Update: J. Morrison provided a draft records policy document to J. Seeman & confirmed that approx. 30 boxes are housed at UVic. Post-COVID next steps involve compiling or finding box lists for records at UVic & BC Archives, transitioning relevant boxes from storage to accession, and depositing 2.5 boxes of EAS records (L. Glandt is comfortable storing EAS boxes for the short term). S. Gilkinson to discuss UVic records insurance policy with K. Blimke. <p>Strategic Planning</p> <ul style="list-style-type: none"> - Summary: the goal is to engage in consultation meetings with a third party facilitator by January 2021 to determine requirements, next steps, and funding needs for much needed strategic planning. A. Routtenberg provided a Vantage Point Strategic Planning Facilitation proposal at the roundtable, and will be providing information for additional options in January 2021. - Update: A. Routtenberg is in discussions with Vantage Point, but anticipates that this project will be put on hold due to COVID & current AABC financial constraints. S. Gilkinson required estimates for budgetary 'wish list' and future reference. <p>Email Transition/Login Information</p> <ul style="list-style-type: none"> - J. Seeman created draft transition document which is to be finalized in advance of the 2021 AGM <p>Website</p> <ul style="list-style-type: none"> - BC Arts Council Application Decision <ul style="list-style-type: none"> - Update: decision will likely not be available until February. BCAC grant application centers on website update & DHCP grant application focuses on delivering online education programs -- both could be completed independently on simultaneously. Once funding decision has been circulated, V McAuley to follow-up with ACA@UBC reps re: finding a student to provide UX testing
<p>4. President's Report</p>	<p>E. Lonie proposal re tech register (available throughout province)</p> <ul style="list-style-type: none"> - Executive voted to move forward coordinating with RR to put together a list of resources that institutions have and are willing to loan out - J. Seeman to move project forward <p>E Lonie potential reviving the Fonds D'Archives Journal (ASA)</p> <ul style="list-style-type: none"> - Executive agreed to support initiative - J. Seeman & L. Glandt will connect E. Lonie with Yukon & Saskatchewan representatives, and suggest the production of 1 issue in 2021 <p>Liberal Party Roundtable</p> <ul style="list-style-type: none"> - K. Louro will attend on behalf of AABC Executive, and create/circulate



	<p>a Google Doc for brainstorming discussion topics</p> <p>Tourism Minister Meeting</p> <ul style="list-style-type: none"> - K. Black (President, Friends of the BC Archives) invited AABC to a discussion with the Minister of Tourism re: BC Archives digital record licensing and use fees. - Executive members expressed a common understanding of the AABC's mission as one of support for BC archival institutions and AABC members - J. Seeman to provide a response to the invitation <p>GLAM</p> <ul style="list-style-type: none"> - Spirit of MOU continues despite expiry -- including renewed interest in expanding GLAM partner organization, and a visioning process
<p>5. Vice-President and Programs Committee Report</p>	<p>Programs Committee/EAS Updates:</p> <ul style="list-style-type: none"> - Tandanya-Adelaide Declaration Viewing Party (Outreach Event) <ul style="list-style-type: none"> - Report: Participants enjoyed the event and expressed interest in similar events/conversations in future. Donations received: \$170 via Wild Apricot and Canada Helps. K. Blimke is currently preparing tax receipts for Wild Apricot donations. Wild Apricot was a helpful donation tool despite additional financial admin efforts required. K. Louro is happy to work on similar future events (speaker events, watch-parties, article discussion forums, etc.) - DHCP application <ul style="list-style-type: none"> - Results will likely be available in May 2021 - Zoom Upgrade <ul style="list-style-type: none"> - An upgrade from Zoom Meeting (current platform) to Zoom Webinar would be helpful for future educational events - D. Collins to provide S. Gilkinson with a formal request for (approx.) \$530 Zoom Webinar fee - EAS External HardDrive <ul style="list-style-type: none"> - L. Glandt has purchased external harddrive for EAS files - L. Glandt Report <ul style="list-style-type: none"> - Oral History course has started - Managing Archives registration opens on Monday - Canadian Accession Standard Presentation (re: new app) is in the works - Accessibility Webinar (Part 2) with Heritage BC & BCMA is forthcoming - 2021-2022 Workplan & Budget have been submitted to S. Gilkinson



	<ul style="list-style-type: none"> - Additions to Programs Committee <ul style="list-style-type: none"> - Executive voted unanimously in favour of accepting D. Mordell & S. Huvall to Programs Committee - BCAC Heritage Grant <ul style="list-style-type: none"> - D. Collins submitted application for \$5,000 Grant
<p>6. Treasurer & Finance Committee Report</p>	<p>Financial Reports</p> <ul style="list-style-type: none"> - November 2020 <ul style="list-style-type: none"> - Accepted by K. Louro - Seconded by D. Collins - December 2020 <ul style="list-style-type: none"> - Accepted by V. McAuley - Seconded by K. Louro <p>Donations</p> <ul style="list-style-type: none"> - Summary of December Donations Meeting -- postponed to Feb 2021 meeting - Approval of thank-you/promotional postcards -- to be conducted via email <p>ARWG Bursary</p> <ul style="list-style-type: none"> - Summary: AABC to offer 1 free bursary spot in each 2021-2022 distance education course (members, non-members, BC residents, & non-BC residents are all eligible to apply). Applications to be adjudicated by ARWG & Grants Committee, and bursary will be administered to the successful applicant through promo-code. - Draft statement for approval - Areas for future growth: including annual AABC membership with bursary (not feasible for 2021) - Textbook dissemination: Executive and L. Glandt decided to provide physical copy textbook with bursary to promote information sharing within bursary recipient organization/community - Timeline: Executive and L. Glandt agreed to the following timeline -- application submission period will be open for four weeks, starting from the date of registration opening. Upon closing the application submission period, the ARWG/Grants Committee/Executive will have 1 week to select the bursary recipient. All applicants will be notified of the outcome of their application, and L. Glandt will approach the successful applicant to collect necessary registration information. This process will provide the applicant with enough time to receive the physical copy of their textbook, and allow unsuccessful applicants to decide if they will be registering for the course without bursary support. <ul style="list-style-type: none"> - i.e. registration and the bursary application form will open on February 1, 2021. The bursary application form will close on March 1, 2021, and the AABC will provide adjudication results



	<p>by March 7, 2021. Successful candidates will be notified by March 8, 2021.</p> <ul style="list-style-type: none"> - K. Louro to arrange the application submission via Google Forms and will provide link to L. Glandt and V. McAuley (S. Gilkinson & V. McAuley can provide support as needed). - Promotion: Executive will promote bursary via social media & executive member networks. Potential interested parties include: Indigenous Advocacy Committee, First Peoples Cultural Council, J. Webber, J. Rowe, Yukon Council of Archives, and Indigitization (UBC) - J. Seeman proposed change from BIPOC to IBPOC, and Executive members approved the change in language based on understandings of the evolution of appropriate/inclusive terminology <p>Budget Planning</p> <ul style="list-style-type: none"> - Budget Meeting: Saturday February 20 at 1pm via Zoom (all executive welcome!) - Second budget meeting to be scheduled for the last week of February - S. Gilkinson to connect with V. McAuley re: scheduling
<p>7. Committee and Program Reports</p>	<p>Communications Committee (Newsletter/Regional Reps/Postcards)</p> <ul style="list-style-type: none"> - Forthcoming deliverables: winter newsletter (including S Gilkinson & K Sloan profiles, & D Reksten letter), RR mid-year meeting, RR toolkit (including tentative Memory BC Directory) - V. McAuley to provide TechSoup InDesign information to S. Gilkinson by Sunday January 31, 2021 (although we may be able to rely on the generosity of incoming Newsletter Head Editor D. Lang for continued use of individual subscription) - K. Louro to provide additional information on Canva membership & capabilities to V. McAuley - V. McAuley to follow-up with ACA@UBC reps re: communications committee participation <p>AAW/UnConference</p> <ul style="list-style-type: none"> - UnConference CC transcriptions in progress <p>Volunteers</p> <ul style="list-style-type: none"> - Recruiting continues - Recent volunteer additions: S. Hervieux, E. Wright, T. Krause, ACA@UBC reps, D. Mordell, & S. Huvall <p>Conference Committee</p> <ul style="list-style-type: none"> - Update: K. Sloan reached out to ARMA VI, ARMA Vancouver, & a US Archival Association re: potential partnerships without success. Executive decided to begin conference planning without partnership. Executive members will participate in the Conference Committee, and decided to hold a conference planning meeting on February 11 at 2pm. Executive decided to separate the 2021 AGM & Conference, and to



	<p>(tentatively) hold the conference on June 25, 2021.</p> <ul style="list-style-type: none"> - Next steps: K. Sloan to draft a call for volunteers, assess Yukon Council of Archives interest in partnership, and hold the first conference committee meeting to begin theme discussions. <p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> - Summary: the creation of a working group to serve an advisory role for the AABC executive; hold executive accountable for Anti-Racism goals & workplan; advocate for needs of BIPOC communities in BC Archiving; & adjudicate anti-racism bursary (specifics subject to change). First meeting with E Wright, T Krause, & S Sellers to take place in 2021. First tasks: orient working group with Exec, TOR, bursary adjudication, recruiting, & revisiting GoC Anti-Racism Action Program Funding. - Note: \$200 still available for Executive Anti-Racism training. If executive members take training (through or outside the AABC), please notify V McAuley & provide key takeaways - Funding? - V McAuley to reach out to volunteers to try and get a meeting set up for the first 2 weeks of February to set up TOR & bursary disbursement - K. Louro is the only current grants committee member. The Anti-Racism Bursary will therefore be adjudicated by the ARWG & the Grants Committee/Executive <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - Forthcoming MOU/Partnership with First Peoples Cultural Council (FPCC) in February - BCMA Repatriation Grant - FNTC/ARMA Partnership -- no current updates, but others may already be filling this need - IAC Meeting <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - K. Louro to draft a call-out for volunteers for the finance committee and membership committee, as well as executive roles (VP, MAL, & Secretary) <p>Membership & Conference Committees</p> <p>Nominations and Elections</p> <p>AndorNot</p> <ul style="list-style-type: none"> - K. Sloan & S. Gilkinson renewed the AABC's membership for 6 months until transition can be made to Wild Apricot
Meeting Adjourned	7:39pm
Next Meeting	Meeting schedule to continue at 10:30am on the 3rd Tuesday of each Month



	February 16, 2021 at 10:30am
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