



Present: J. Seeman (President), D. Collins (Vice-President), V. McAuley (Secretary), K. Sloan (Member-at-Large)

Regrets: S. Gilkinson (Treasurer), K. Louro (Member-at-Large), A. Routtenberg (Past-Executive)

Meeting Called to Order	10:35
1. Approval of Agenda	<ul style="list-style-type: none"> - Approved by J. Seeman - Seconded by V. McAuley
2. Approval of Meeting Minutes	<ul style="list-style-type: none"> - January Executive Meeting <ul style="list-style-type: none"> - Approved by J. Seeman - Seconded by D. Collins
3. Business Arising	<p>Job Description Documents</p> <ul style="list-style-type: none"> - All Executive Descriptions Received - Committee TORs Outstanding - 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. 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



	<p>provided a Vantage Point Strategic Planning Facilitation proposal at the roundtable, and will be providing information for additional options in January 2021. 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> <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"> - E. Lonie and L. Glandt to work with J. Seeman to circulate email to regional reps re: tech available for loan by institutions across BC <p>E Lonie potential reviving the Fonds D'Archives Journal (ASA)</p> <ul style="list-style-type: none"> - J. Seeman & L. Glandt will connect E. Lonie with Yukon & Saskatchewan representatives, and suggest the production of 1 issue in 2021 - Updates pending (Jenny provided update on support with low financial implications to Emily, no further information provided) <p>Liberal Party Roundtable</p> <ul style="list-style-type: none"> - K. Louro to attend on behalf of AABC Executive - Update forthcoming <p>Tourism Minister Meeting</p> <ul style="list-style-type: none"> - J. Seeman to participate in discussion as it's focus has shifted to BC 150 acknowledgement (not celebration) & funding planning - Potential idea for BC 150: 150 words on 150 BC archival institutions <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>Advocacy Support for Closure of National Archives Seattle</p> <ul style="list-style-type: none"> - J. Seeman to write letter on behalf of AABC to condemn the decision to close the National Archives in Seattle, and request additional support for archives
<p>5. Vice-President and Programs Committee Report</p>	<p>Programs Committee/EAS Updates:</p> <ul style="list-style-type: none"> - DHCP application <ul style="list-style-type: none"> - Results will likely be available in May 2021 - Re-allocating travel funds to workshop resources -- in-person workshops will not be possible - 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 formal request for (approx.) \$530 Zoom Webinar fee - BCAC Expanded Arts and Culture Resilience Supplement Award <ul style="list-style-type: none"> - Grant received for \$18,000 - No specific project - Final reporting will have to be submitted - L. Snider <ul style="list-style-type: none"> - Notes that budgeted hours have run out - This is likely due to archives' focus on digital work as a result of COVID work-from-home procedures
<p>6. Treasurer & Finance Committee Report</p>	<p>Donations</p> <ul style="list-style-type: none"> - Summary of December Donations 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. - Areas for future growth: including annual AABC membership with bursary (not feasible for 2021) - Bursary has opened, application form will close on March 1, 2021, and the AABC will provide adjudication results by March 7, 2021. Successful candidates will be notified by March 8, 2021. - We have received 3 applications so far!!! - Executive to adjudicate with ARWG member & potential IAC support



	<p>Budget Planning</p> <ul style="list-style-type: none"> - Budget Meeting: Saturday February 20 at 1pm via Zoom (all executive welcome!) - Discuss availability for executive budget approval meeting (by end of Feb) - 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 Rekiten letter), RR mid-year meeting, RR toolkit (including tentative Memory BC Directory) - 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 - UBC Award Student Profile? <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"> - This year the AABC will likely be partnering with the Yukon to put on a virtual conference in late October - Possible conference workshop topics -- archives 101, oral history, etc. - AGM will still be held in late April/early May (preferably not the last week of April) - Intended audience: community & small archives (vs. academic/institutional archives). To support this, it would be preferable to keep admission/participation costs low (crowd-funding, sliding scale, pay-what-you-can, 'nobody turned away', sponsorships, public/government funding, free livestream, etc.) - K. Sloan to schedule next meeting <p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> - Summary: the creation of a working group to serve an advisory role in 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



	<p>members take training (through or outside the AABC), please notify V McAuley & provide key takeaways</p> <ul style="list-style-type: none"> - V. McAuley to arrange meeting for interested ARWG members & executive to adjudicate Anti-Racism Bursary in the first week of March - Executive committee will continue to support ARWG & Grants Committee until more volunteers can be secured <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 - No update <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> <ul style="list-style-type: none"> - K. Sloan to provide maternity leave coverage for K. Louro
Meeting Adjourned	11:22am
Next Meeting	March 16, 2021 -- 10:30am via Zoom