



<https://us06web.zoom.us/j/84702245480?pwd=cUd2d1Uza0h6ZmdtR2RzYTgxZWQxUT09>
Meeting ID: 847 0224 5480
Password: 937010

In attendance: E. Larson, K. Sloan, D. Collins, M. Paraschos, K. Louro, J. Seeman

Regrets: K. Razzo, S. Gilkinson

Meeting Called to Order	E. Larson called the meeting to order at 6:05pm
1. Approval of Agenda	<p>Additions</p> <ul style="list-style-type: none"> - Add Canada Helps donation campaign <p>Approval</p> <ul style="list-style-type: none"> - Approved by K. Louro - Seconded by E. Larson
2. Approval of Meeting Minutes	<p>January Executive Meeting Minutes</p> <ul style="list-style-type: none"> - Approved by D. Collins - Seconded by E. Larson
3. Business Arising	<p>Strategic Planning</p> <ul style="list-style-type: none"> - Edits have been made to the Strategic Planning document by the Executive since the last weekend - Changes will hopefully reflect the feedback from membership - Next step is to do one final review, but this will be a living document - Will share with the IAC and then post on the website - early March will be the next IAC meeting so if feedback is finalized by Mar. 1 will be ready for the IAC - Moving forward with actions from the Strategic Plan - Initial step could be rewriting the mission/vision statement via an ad hoc committee that is open beyond the Executive <ul style="list-style-type: none"> - Motion to establish this ad hoc committee brought by K. Louro and seconded by M. Paraschos - Discussion of Executive members of the ad hoc committee <ul style="list-style-type: none"> - D. Collins, M. Paraschos, and J. Seeman are available - K.. Louro can connect with IAC for an ad hoc committee and E. Larson for wider promotion <p>IRS Records Statement</p> <ul style="list-style-type: none"> - Likely best for the Executive to draft something and then facilitate feedback through the IAC - Could start with the Tk'emlups statement and expand it from there <p>Action Item: K. Louro to do a first revision of the original statement</p>



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	<p>Action Item: Executive to review the new draft statement</p> <p>Virtual RoundTeas</p> <ul style="list-style-type: none"> - Had some issues with the Zoom link for the RoundTea on precarity - Had 25 attendees - Difficult, but good discussion - L. Glandt and K. Louro interested in thank you cards and a small gift or honorarium <ul style="list-style-type: none"> - Have budget to provide gift cards to speakers <p>Updating the BC Thesaurus</p> <ul style="list-style-type: none"> - L. Glandt finished the first draft with her dedicated project hours - Cleaned up the language - L. Glandt will be in touch with the IAC to get their feedback and contribution <p>Technology Committee</p> <ul style="list-style-type: none"> - Would like the Programs Committee feedback specifically because it would be split out from their portfolio - Programs Committee has concerns because of the challenge of getting and retaining volunteers - Technology Committee could be a long-term project - Table this item for later as it will be covered in the Strategic Plan <p>Webinar Pricing</p> <ul style="list-style-type: none"> - Based on the budget, it would be a good idea to raise the webinar rates - Previously discussed raising the costs for non-membership rates to incentivize membership - Executive agrees to this in principle and will address at the budget meeting <p>LAC Legal Deposit</p> <ul style="list-style-type: none"> - LAC Legal Deposit Division reached out about receiving copies of the AABC Newsletter - Could add a disclaimer moving forward to let people know that the information is on the website and through LAC, but they are interested in all historical issues - There is a copyright statement on the old newsletter issues - If they want to share our materials, that is good - Some confusion over us not being a publisher with a formal publication <p>Action item: E. Larson to ask M. Haligowski to add a copyright statement to the latest newsletter</p> <p>Action item: E. Larson to follow up with LAC</p>
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	<p>AGM</p> <ul style="list-style-type: none"> - K. Sloan has gotten questions about the AGM - Have to schedule something before April 30 - Will need to get the reporting done - No by-law changes, but would require one month’s notice - Have everything finalized - Will aim to schedule something for the last week of April, likely Tuesday or Thursday evening <p>Action item: E. Larson to send out the AGM reporting deadlines Action item: E. Larson to schedule the AGM</p>
<p>4. President’s Report</p>	<p>Technology Register</p> <ul style="list-style-type: none"> - Met with BC Central Regional Reps and they are interested in the technology register - D. Collins working on setting up a Google space for the tech register document that regional reps can circulate amongst membership <p>Action item: D. Collins to follow up with other regional reps Action item: D. Collins to set up the technology register</p> <p>Reviving the Fonds D’Archives Journal (ASA)</p> <ul style="list-style-type: none"> - M. Paraschos able to help out if we are interested in pursuing - Was identified as a low priority in the strategic planning process - Could encourage people to submit to the newsletter instead - Ask about this at the AGM to see if there is interest, given the level of work and commitment required to start up a journal <p>Action item: D. Collins to connect with M. Paraschos over email</p> <p>GLAM</p> <ul style="list-style-type: none"> - No updates - Upcoming budget for the GLAM group can be used for the BC HERN fund <p>Action item: D. Collins to reach out to the new Executive Director of BCMA</p>
<p>5. Vice-President and Programs Committee Report</p>	<p>Programs Committee/EAS Updates</p> <ul style="list-style-type: none"> - 3 disaster kits have been mailed out to UVic, UNBC, and L. Glandt - Had an inquiry from the Okanagan about why that region didn’t get one so could consider it as an additional region moving forward <ul style="list-style-type: none"> - If there is additional budget, can consider creating a 4th kit for the Okanagan - Programs Committee has been updated on the Strategic Plan - L. Glandt and L. Snider have submitted work plans and budgets for the



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	<p>next year, which will be discussed at the budget meeting on Feb. 20</p> <ul style="list-style-type: none"> - L. Snider is struggling with keeping up with MemoryBC submissions <ul style="list-style-type: none"> - J. Morrison asking if a group of dedicated individuals/institutions could get direct access to upload themselves . Program Committee interested in this idea - Could focus L. Snider’s hours on helping smaller organizations while larger organizations manage their own work - It is a good idea, but potential concern that MemoryBC would then skew heavily towards larger institutions. Not a barrier because content is being submitted either way. - Will need to establish transparent criteria for who can be given access (based on training, years of experience working with the system, etc.) - L. Snider interested in doing more MemoryBC workshops, particularly heading into the summer student season - L. Glandt taught introduction to archival preservation, which had 27 registrants - L. Glandt’s Introduction to archival practice (April 2022) has opened registration - L. Glandt finished work on the BC Thesaurus and sent it to the IAC for their feedback - L. Snider has stepped down from the AAO - L. Glandt’s EAS equivalent position in Ontario has been cancelled. Role no longer exists through AAO so we may see an increase in interest <ul style="list-style-type: none"> - Should expect an increase in EAS hours this year and this will be reflected in the budget - Submitted a grant to the BC Arts Council for the Introduction to Indigenous Archives workshops - L. Glandt preparing for the Blue Quills certificate program - S. Gilkinson informed K. Sloan that there is outstanding budget for the EAS from this fiscal year <ul style="list-style-type: none"> - If there is outstanding money for supplies, consider putting it towards another disaster kit <p>Action item: K. Sloan to check in with L. Snider on criteria for users working in MemoryBC</p> <p>Action item: K. Sloan to follow up with S. Gilkinson and L. Glandt on the outstanding EAS hours</p> <p>Conference committee</p> <ul style="list-style-type: none"> - L. Glandt has posted YouTube links to last year’s conference on the website - M. Paraschos reviewed conference themes based on attendee feedback - Ability to partner on the conference again for this year is a top priority - Conference dates will depend on partner availability (if we partner) - Next steps will be reaching out to potential partners
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	<p>(provincial/territorial associations, other regional groups, Indigenous organizations)</p> <ul style="list-style-type: none"> - ACA and ARMA conferences both in June 2022 - Conference could be scheduled for early 2023 within the fiscal year <ul style="list-style-type: none"> - May give us a more reasonable timeline to host an in-person conference - Could return to the model of scheduling the AGM and conference together - In 2022, could build out programming around Archives Awareness Week and/or an Unconference <p>Action item: E. Larson to promote the conference videos through the Communications committee</p>
<p>6. Treasurer & Finance Committee Report</p>	<ul style="list-style-type: none"> - Meeting on Sunday February 20, 2022 - Open to the Executive and Programs Committee <p>Meeting for Executive Budget Approval</p> <ul style="list-style-type: none"> - Booked for Feb 23, 2022 @ 6pm <p>Action item: E. Larson to schedule and confirm with S. Gilkinson</p> <p>Canada Helps</p> <ul style="list-style-type: none"> - How to promote? <ul style="list-style-type: none"> - social media campaign - List serv <p>Action item: E. Larson to share with Communications committee and L. Glandt</p>



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<p>7. Committee and Program Reports</p>	<p>Communications Committee</p> <ul style="list-style-type: none"> - A. Tarnawsky stepping down as social media volunteer at the end of April <ul style="list-style-type: none"> - Executive acknowledging the wonderful work of A. Tarnawsky in this role - New call for volunteers has gone out and will be resent periodically until filled - M. Paraschos suggests reaching to the ACA@UBC <p>Action item: E. Larson to reach out to K. Razzo to promote the social media volunteer role</p> <p>Newsletter</p> <p>Action item: E. Larson to put together a call for submissions for the June 2022 issue</p> <p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> - no updates <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - Will review the revised Strategic Plan at the next meeting - Currently no interested volunteers from the IAC for the Member-at-Large 2 role - K. Louro continuing to extend the invitation to sit in on Executive meetings - Still see value in a dedicated Executive role for the IAC <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - E. Larson and K. Louro put out an initial call for the open Executive roles <p>Action item: All to promote open positions within their networks</p> <p>Membership Committee</p> <ul style="list-style-type: none"> - M. Paraschos meeting with C. Powell to discuss needs for the AGM <p>ACA@UBC</p> <ul style="list-style-type: none"> - Symposium funds - Call for speakers <p>Other Business</p>
<p>Meeting Adjourned</p>	<p>7:30pm</p>
<p>Next Meeting</p>	<p>March 15, 2022 – 18:00</p>