



<https://us06web.zoom.us/j/83331463609?pwd=VlpyUEs1QlZlNUpDTWJ3eWYwc3Nldz09>
Meeting ID: 833 3146 3609
Password: 934258

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

Regrets: K. Razzo

Meeting Called to Order	E. Larson called the meeting to order at 6:03pm
1. Approval of Agenda	Approved by: K. Louro Seconded by: S. Gilkinson
2. Approval of Meeting Minutes	February Executive Meeting Minutes - Approved by: D. Collins - Seconded by: E. Larson
3. Business Arising	<p>Strategic Planning</p> <ul style="list-style-type: none"> - K. Louro looped in the Indigenous Advocacy Committee on the Strategic Plan edit. Awaiting their feedback as the committee meeting was rescheduled to mid-April. - When should the published strategic plan be posted to the website? <ul style="list-style-type: none"> - If possible, wait until we receive feedback from the IAC. - It is a living document so can be edited after putting it on the website - Would like to have the strategic plan available for the AGM so timing may not allow for IAC feedback before it's shared out again <p>IRS Records Statement</p> <ul style="list-style-type: none"> - Statement sent to the IAC for review - K. Louro received some IAC feedback that will be incorporated into the document - K. Louro seeking to approve the statement at the next IAC meeting in mid-April - Action item: Exec to submit any feedback before next IAC meeting <p>Virtual RoundTeas</p> <ul style="list-style-type: none"> - No short-term updates while there are Executive members outgoing - RoundTea topics will be on the Programs Committee agenda in April <p>Technology Committee</p> <ul style="list-style-type: none"> - No updates <p>AGM</p> <ul style="list-style-type: none"> - Finalized date: Wednesday April 27, 2022 5:30-7:30pm



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	<ul style="list-style-type: none"> - Deadlines <ul style="list-style-type: none"> - Inform membership 4 weeks in advance (Mar. 30) - Send AGM package out 2 weeks in advance (Apr. 13). - Deadline for reports: End of March. - Action item: E. Larson to connect with L. Glandt about promoting the date - Action item: E. Larson to send out the reporting deadlines to AABC team <p>AABC Google Workspace Account</p> <ul style="list-style-type: none"> - Current Google account comes from a legacy program that Google is no longer continuing - Previously got 10 free business accounts as a non-profit charity - Program shutting down permanently in July 2022 - L. Snider did research and there is a paid option to transfer over to the equivalent Google service of what we have now - L. Snider suggesting a business starter account, which could be about \$25-\$50/month. L. Snider confirming pricing with Google. - Won't be charged until July if we do pursue this option. - Possible that there is still a free option available, but L. Snider to do more research to see if we are eligible. May also not be feasible because of account and storage size restrictions - S. Gilkinson confirming that the costs are okay within the budget - If we are renegotiating our account type, can we look into adding more accounts if it's within the same price range? <ul style="list-style-type: none"> - Past-executive and certain committees don't have official AABC email addresses - D. Collins trying to get official email accounts for the regional representatives so need this to be resolved - Action item: K. Sloan to confirm options with S. Gilkinson once they are confirmed. - Action item: K. Sloan to ask L. Snider to research adding more AABC email accounts <p>Special Committee on Freedom of Information and Protection of Privacy Act</p> <ul style="list-style-type: none"> - D. Collins got an email today from the BCLA Executive informing us that this committee is accepting submissions until Mar. 30 - If we have any points of discussion, we can submit them to the committee as an association - K. Sloan recused herself from conversation due to conflict of interest - Action item: D. Collins to draft a statement for Executive to review
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<p>4. President’s Report</p>	<p>Technology Register</p> <ul style="list-style-type: none"> - Working on this with the regional representatives - Would like to have the official Google accounts, but if that won’t be in place until July then can set up a shared spreadsheet - Will send one register for each representative that we host in our Google space - Many regional representatives are busy during this team so hopefully can discuss further at the AGM <p>Reviving the Fonds D’Archives Journal (ASA)</p> <ul style="list-style-type: none"> - Low on the priority list of the membership survey - Will raise this at the AGM (tabled until then) to determine interest and potential volunteer base <p>GLAM</p> <ul style="list-style-type: none"> - D. Collins set up a meeting with the new BCLA Executive
<p>5. Vice-President and Programs Committee Report</p>	<p>Programs Committee/EAS Updates</p> <ul style="list-style-type: none"> - Sent off the last disaster kit to T. Hurley in Kelowna so there are now 4 throughout the province - Archival preservation distance education course is wrapping up this week - L. Glandt is preparing for the upcoming distance education course on Introduction to Archival Practice coming up in April (currently 24 people registered) - Anti-racism bursary awarded for Introduction to Archival Practice course - L. Glandt recently finished the second session with Blue Quills on archival practices for Indigenous archives. 40 attendees at the first course and other colleges in multiple provinces are expressing interest in the training. - If we don’t get funding from the BC Arts Council, could consider running a one or two day course on introductions to Indigenous archives as there is a lot of demand - BC Thesaurus project <ul style="list-style-type: none"> - S. Dupont at Xwi7xwa Library may be interested in supporting this project - L. Glandt to meet with the IAC - L. Snider remains busy with MemoryBC uploads - L. Snider working on criteria for members to do their own MemoryBC uploads that should be shared with Programs Committee and Executive



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	<p>in April</p> <ul style="list-style-type: none"> - L. Snider will be working on 1-2 minute tutorials for working in MemoryBC <ul style="list-style-type: none"> - AABC has a YouTube page with private content - Would like these videos to only be available to members as MemoryBC is also a portal for members-only - MemoryBC will be undergoing an update to a new version shortly - Working with S. Gilkinson on contracts for L. Glandt, L. Snider, and K. Blimkie <p>Conference committee</p> <ul style="list-style-type: none"> - No updates - Next steps are to reach out to potential partners for a conference in 2023 - Action item: M. Paraschos to create a spreadsheet for potential conference partners and themes
<p>6. Treasurer & Finance Committee Report</p>	<p>Anti-Racism Bursary</p> <ul style="list-style-type: none"> - For this round, randomly selected a candidate from within BC - This selection process has now been added to the website for transparency - Can revisit this assessment criteria - L. Glandt received feedback on the anti-racism bursary to consider potential expansions: <ul style="list-style-type: none"> - Surveying BIPOC membership to identify priority needs - Holding space for BIPOC archivists to come together (ex. RoundTea) <ul style="list-style-type: none"> - Noting that the ACA holds similar space at their annual conference - Have run this program for one year and it has always been used - Through strategic planning, can expand the AABC's anti-racism work <p>January 2022 Financial Report</p> <ul style="list-style-type: none"> - Will see a small surplus this year so we are in a good position - Motion to accept the report by: K. Louro - Seconded by: E. Larson <p>February Financial Report should be ready next month</p>



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<p>7. Committee and Program Reports</p>	<p>Communications Committee</p> <ul style="list-style-type: none"> - Still seeking a social media volunteer - Will focus on AGM promotion <p>Action item: E. Larson to send AGM information to communications committee for promotion</p> <p>Newsletter</p> <ul style="list-style-type: none"> - Legal deposit confirmed with LAC - K. Sloan to write the next President's letter - Call for submissions went out <ul style="list-style-type: none"> - No responses yet - Call to be resent - If not submissions, will still publish with internal updates in June 2022 <p>Action item: E. Larson to repromote the newsletter call for submissions</p> <p>Anti-Racism Working Group</p> <ul style="list-style-type: none"> - No updates (see bursary discussion with Treasurer report) <p>Indigenous Advocacy Committee</p> <ul style="list-style-type: none"> - Meeting rescheduled for mid-April - S. Dupont offering to help with the thesaurus project - Confirmed that AGM report likely needed before the next meeting <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - Received one submission of interest for the Member-at-Large role - S. Gilkinson offering to be on the finance committee for the first year if it helps with the Treasurer transition - Action item: All to promote the Treasurer and Vice-President roles to networks <p>Membership Committee</p> <ul style="list-style-type: none"> - M. Paraschos met with C. Powell in February - C. Powell would like to hand off her membership committee role - C. Powell suggested considering a rolling membership model, rather than doing them all once a year <ul style="list-style-type: none"> - Renewal dates tied to legacy practices with old payment systems that are no longer requirements through Wild Apricot - Noting that ACA also does an annual renewal - If Wild Apricot allows for rolling membership and there are no
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	<p>other constraints, should explore this</p> <ul style="list-style-type: none"> - Have received questions about updating membership through the website. Do we have any FAQs or guidelines? - Action item: M. Paraschos to see if C. Powell has any contacts in mind for the Membership Committee - Action item: M. Paraschos to share a call for volunteers with E. Larson and L. Glandt for promotion - Action item: M. Paraschos to reach out to S. Rathjen (previous chair) to confirm why the renewal was annual and not year-round - Action item: M. Paraschos to reach out to L. Glandt about annual vs. year-round renewal <p>ACA@UBC</p> <ul style="list-style-type: none"> - Symposium is happening Apr. 28-29, 2022 <p>Other Business</p> <ul style="list-style-type: none"> - Steering Committee on Canada’s Archives Reconciliation Framework <ul style="list-style-type: none"> - Includes a section on archival associations and membership, conference, and workshop fee structures (section 3.2.4.) - Can include this in our strategic planning - D. Collins noting that the membership structure is built into the by-laws so any revisions will take some time to implement, but can pursue - Action item: M. Paraschos to circulate the document - Action item: E. Larson to add this discussion point to the next agenda
Meeting Adjourned	E. Larson adjourned the meeting at 7:01pm
Next Meeting	March 15, 2022 – 18:00