



<https://us06web.zoom.us/j/85830669667?pwd=YXFrdHVzTldSSzNxVFwZnNSbG4rQT09>
Meeting ID: 858 3066 9667
Password: 251076

In attendance: K. Sloan, M. Atkinson, K. Louro, D. Collins, A. Neijens, E. Larson

Regrets: K. Razzo, M. Paraschos

Meeting Called to Order	E. Larson called the meeting to order at 6:05pm
1. Approval of Agenda	Motion to approve the agenda by K. Louro - Seconded by K. Sloan
2. Approval of Meeting Minutes	January Executive Meeting Minutes - Motion to approve the minutes by K. Sloan - Seconded by K. Louro
3. Business Arising	<p>Strategic Planning</p> <ul style="list-style-type: none"> - Volunteer Strategy <ul style="list-style-type: none"> - Executive has written some new job descriptions - Suggestion to ask L. Glandt to add the committee job description blurbs to the website - Could add a banner to the website with an explicit call for volunteers and a page with the position descriptions - Action item: K. Sloan to ask L. Glandt to add volunteer call to the website - Action item: E. Larson to connect with K. Sloan about outstanding job descriptions - Reconciliation Framework Response <ul style="list-style-type: none"> - With the IAC for further discussion and next steps - Updating language <ul style="list-style-type: none"> - Raise at the AGM to form a working group <p>Virtual RoundTeas</p> <ul style="list-style-type: none"> - L. Glandt had a topic in mind, but may need to be changed so are looking into other ideas, including: personal archives, First Peoples Cultural Council, and implementing collection management systems - Goal is to schedule one more RoundTea before the end of the fiscal year - Topic suggestion: scientific records and data in archives for environmental analysis - Action item: K. Louro to connect with L. Glandt about the March RoundTea <p>Annual General Meeting</p> <ul style="list-style-type: none"> - Date and format <ul style="list-style-type: none"> - Confirmed that ARMA is not having their AGM during the conference so AABC can schedule the AGM at this time - Conference will be hybrid so have the option do the hybrid AGM on Apr. 28



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	<ul style="list-style-type: none"> - Until the submissions deadline has passed, will not be able to set the exact time for the AGM - AGM Package <ul style="list-style-type: none"> - Must go out to membership at least 2 weeks before (Apr. 14) - To meet this deadline, E. Larson will be requesting that all reports are submitted to her by the end of March - Action item: E. Larson to send out request for AGM package reports
<p>4. President’s Report</p>	<p>Technology Register</p> <ul style="list-style-type: none"> - No updates <p>GLAM</p> <ul style="list-style-type: none"> - BCLA has reached out to schedule a GLAM meeting <p>CCA Meeting</p> <ul style="list-style-type: none"> - No Executive attended the meeting, but K. Sloan submitted a report on behalf of AABC
<p>5. Vice-President and Programs Committee Report</p>	<p>Programs Committee/EAS Updates</p> <ul style="list-style-type: none"> - BC Thesaurus <ul style="list-style-type: none"> - L. Snider contacted by an individual who wanted to add a subject heading to the MemoryBC AtoM thesaurus - L. Snider looking into updating the thesaurus in AtoM and what is possible - Raised larger questions about opportunities for feedback on the BC Thesaurus - Programs Committee and Executive have the ability to approve changes, but there is not a specific workflow - Would like to have some text with the thesaurus explaining how to request changes to the BC Thesaurus and what the process of assessing requests is - Suggestion to add info on BC Thesaurus to the newsletter - Action item: K. Louro to draft a statement on the BC Thesaurus - L. Snider has redone the search tutorials on MemoryBC to improve accessibility - Updated to AtoM 2.7 - L. Snider would like to do a webinar on adding to MemoryBC - L. Glandt is getting increased requests for site visits <ul style="list-style-type: none"> - Grant applications have asked for money for L. Glandt to do more advisory trips - L. Glandt and L. Snider have submitted their work plans - Have added updated textbook costs to the anti-racism bursary budget



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	<p>line</p> <ul style="list-style-type: none"> - Planning on some webinars with external presenters - The webinar recordings are now bringing in passive income - L. Glandt and K. Louro meeting with E. Wright and G. Weber to follow up on work with the Ministry of Indigenous Relations and Reconciliation - Still waiting to hear back about outstanding grant applications <ul style="list-style-type: none"> - Action item: K. Louro to follow up with BC Arts Council about timelines - L. Glandt will be seeking additional admin hours in the upcoming budget (see budget discussion with Treasurer Report) - L. Glandt has funds in her office supplies budget line and would like to use those funds to purchase Emergency Response and Salvage Wheels for site visits and meetings <ul style="list-style-type: none"> - Executive approved this request over email <p>Conference committee</p> <ul style="list-style-type: none"> - Contract signed with Camosun - Conference will take place on April 28th - The format will be hybrid - In-person pricing is \$100 for members, \$150 for non-members, and \$75 for students - Hybrid pricing is \$75 for members, \$125 for non-members, and \$50 for students - Conference website and page on AABC website are live and includes a statement on financial hardship that tells people to reach out if they would like support attending the conference - Catering planning is in progress - Sponsorship requests in progress - Submissions are open and some are coming in - Noting that people can attend the AGM specifically without registering for the conference - Speakers will receive an honorarium <ul style="list-style-type: none"> - Have not decided if speakers will pay conference registration fees so will discuss at the next conference committee meeting
<p>6. Treasurer & Finance Committee Report</p>	<p>November 2022 Financial Report</p> <ul style="list-style-type: none"> - Paid for an accounting software subscription in this report - Includes gift cards for speakers - Still have some membership fees coming in - Motion to approve the November 2022 Financial Report by E. Larson <ul style="list-style-type: none"> - Seconded by K. Sloan <p>December 2022 Financial Report</p> <ul style="list-style-type: none"> - Includes sponsorship to the ACA@UBC - Motion to approve the December 2022 Financial Report by K. Sloan



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	<ul style="list-style-type: none"> - Seconded by E. Larson <p>January 2023 Financial Report</p> <ul style="list-style-type: none"> - L. Glandt did some consulting - Donations have officially passed the projections from the budget - Renewed our Directors and Officers insurance policy - Motion to approve the January 2023 Financial Report by M. Atkinson <ul style="list-style-type: none"> - Seconded by E. Larson <p>Insurance</p> <ul style="list-style-type: none"> - Current provider of commercial liability insurance is no longer offering this coverage so a new provider is required - A. Bain worked with an insurance broker who has found new policy for commercial liability with a higher premium, but more comprehensive coverage including cybersecurity - To offset the higher premium, the broker found a less expensive option for the Directors and Officers insurance policy <ul style="list-style-type: none"> - This policy was recently renewed in January 2023 so will need to be cancelled if switching - Overall, the budget will still increase by about \$1000 - A. Brain provided a clear breakdown of the insurance costs in the spreadsheet shared with the Executive, as well as information about policy coverage and broker advice - Seeking a decision on whether or not to move ahead with the proposed new commercial liability policy and the cancellation of the current Directors and Officers policy to switch to the cheaper option <ul style="list-style-type: none"> - Are there fees associated with cancelling the insurance? Fees have not been confirmed to date, but premium should be refunded at a prorated amount - Decision: Executive approves moving forward with the proposed policies - Action item: A. Neijens to confirm the Executive's approval with A. Bain <p>Budget</p> <ul style="list-style-type: none"> - Budget meeting took place on Feb. 19 - A. Neijens will send the budget for feedback and is accepting comments and feedback on the budget over the next few days - Confirming that the budgeted mileage rate is \$0.59/km - Noting the need for general longer term succession and leave planning - Raising webinar rates <ul style="list-style-type: none"> - Currently \$15 for members and \$30 for non-members - Suggestion to raise the rates to \$25 or \$30 for members and \$50-60 for members - Are there any intellectual property or related restrictions for licensing a webinar recording to a larger audience (ex. teacher in
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	<p>a classroom)? Is there a group rate for webinar viewings?</p> <ul style="list-style-type: none"> - Currently don't have a system in place for licensing - Noting that we should confirm speaker agreements to recordings - Could pursue a group rate <ul style="list-style-type: none"> - Previously discussed doing a gradual increase so that the prices suddenly double - Decision: Executive approves new webinar rates of \$20 for members and \$35 for non-members, with the intention to continue increasing year-over-year until the full increase is rolled out <ul style="list-style-type: none"> - Conference budget line updated <ul style="list-style-type: none"> - Changed to a more conservative net revenue because of the uncertainty with registrations for the hybrid format - Budget changed to include increases to office clerical expenses because of software, mail forwarding, and Canva Pro subscription - Budget must be approved by Feb. 28 - Action item: A. Neijens to circulate the budget for approval over email - Action item: All to review the budget and send questions/approval in advance of the Feb. 28 deadline <p>UBC Awards</p> <ul style="list-style-type: none"> - Clarifying the process for sending the scholarship funds to UBC - Currently assuming that UBC will reach out for the funds - If UBC does not reach out this fiscal year, A. Neijens to follow up <p>Term Deposits</p> <ul style="list-style-type: none"> - Switched to new cash term deposits with a higher interest rate
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<p>7. Committee and Program Reports</p>	<p>Communications Committee</p> <ul style="list-style-type: none"> - New platforms <ul style="list-style-type: none"> - After the Canva Pro subscription is purchased in the new fiscal year, will begin the process of launching an AABC Instagram account - Canva Pro subscription <ul style="list-style-type: none"> - Included in the next budget <p>Newsletter</p> <ul style="list-style-type: none"> - Summer 2023 Call for Submissions <ul style="list-style-type: none"> - E. Larson has prepared the call for submissions and will send it out in early March - Action item: E. Larson to share the call for submissions with L. Glandt in March <p>Regional Representatives</p> <ul style="list-style-type: none"> - Open positions remain <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"> - No updates <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - Open Executive roles will be: Vice-President, Secretary, and Member-at-Large 1 - Action item: K. Louro and K. Sloan to share nominations form with M. Atkinson - Action item: K. Louro and M. Atkinson to meet to discuss the nominations committee - Action item: All to share call for Executive roles with network <p>Membership Committee</p> <ul style="list-style-type: none"> - No updates <p>ACA@UBC</p> <ul style="list-style-type: none"> - Seminar and Symposium took place and it was great! <p>Other Business</p> <ul style="list-style-type: none"> - No other business <p>E. Larson adjourned the meeting at 7:21pm</p>
<p>Next Meeting</p>	<p>March 21, 2023 6:00pm</p>