



<https://us06web.zoom.us/j/81955388306?pwd=VjIGQ0E5OERPRjgzZXVWTjJTRlhodz09>
Meeting ID: 819 5538 8306
Password: 260728

In attendance: K. Louro, A. Neijens, M. Paraschos, E. Larson, K. Sloan

Regrets: K. Razzo, D. Collins, M. Atkinson

Meeting Called to Order	E. Larson called the meeting to order at 6:04pm
1. Approval of Agenda	Motion to approve by A. Neijens Seconded by K. Louro
2. Approval of Meeting Minutes	June Executive Meeting Minutes <ul style="list-style-type: none"> - Motion to approve by M. Paraschos - Seconded by K. Sloan -
3. Business Arising	<p>Strategic Planning</p> <ul style="list-style-type: none"> - Final review before sharing the plan online - Exec has reviewed the current draft document - Action item: K. Sloan to review and finalize <ul style="list-style-type: none"> - Implementation plan <ul style="list-style-type: none"> - E. Larson drafted a planning document for Strategic Plan implementation with all goals/tactics and highlights for immediate priorities - Don't want to take on too much too fast. Areas of focus: <ul style="list-style-type: none"> - IAC - Environmental scan for funding opportunities - Updating JDs - Updating language on website - Pick 3 of these to start with and then identify individual areas of interest, roles, and responsibilities - Schedule an ad hoc working meeting to establish the implementation plan - Noting that all of the above goals connected to challenge of the structure of roles and responsibilities in JDs not aligning with the strategies <ul style="list-style-type: none"> - Consider a blank slate approach for roles and responsibilities - Look to amend bylaws to add an IAC representative to the Executive - Opportunity to open up the implementation planning process to all membership through a working group <ul style="list-style-type: none"> - At least one Executive member to chair, representatives from other committees, and general member - Give clear scope to this working group so that they have focus and can report back to the Exec



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	<p>BC Arts Council Operational Funding</p> <ul style="list-style-type: none"> - K. Louro setting up a meeting with BC Arts Council program contact to get more information <ul style="list-style-type: none"> - Action item: K. Louro to send A. Neijens information on financials portion of application - K. Louro drafting an application for review at the August Executive meeting and will be reaching out to the Executive for support as needed - Deadline is Sept. 15 so will have two week for review and revision one week before submission deadline - K. Louro provided an overview of grant and application requirements <ul style="list-style-type: none"> - Requires one staff member so need to clarify if contractors are considered staff - One section is the ability to plan programming activities up to two years in advance. <ul style="list-style-type: none"> - Can look to strategic planning - L. Glandt currently looking 2-3 years in advance so can provide some support - L. Snider may be able to make projections based on previous few years of MemoryBC activity - Application includes information on fair compensation - Priorities for operational budget focus <ul style="list-style-type: none"> - Contractors - Compensation for speakers, Elders, and Knowledge Keepers - Full-time permanent staff member role - Action item: K. Louro to prepare draft application for the August Executive meeting <p>BC Government Non-Profit Recovery and Resiliency Fund</p> <ul style="list-style-type: none"> - Contacted about a potential funding opportunity for B.C. charities and non-profit organizations disproportionately impacted by the COVID-19 pandemic - Previously applied for recovery funding through BC Arts Council - Action item: K. Louro to review the details to see if the AABC is eligible
<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"> - No updates <p>Provided coverage during L. Glandt's vacation, but didn't have any messages come through.</p>



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	<ul style="list-style-type: none"> - Seconded by K. Louro <p>May Financial Report</p> <ul style="list-style-type: none"> - Overall donation trend is low, but larger donations have led us to meet the yearly target - Expenses for Office & Admin raised for this fiscal year and noting that they will likely need to be raised again - Foreseeing that other areas will have lower expenses that help offset the projected overspending - Motion to approve by K. Sloan - Seconded by K. Louro <p>June Financial Report</p> <ul style="list-style-type: none"> - Includes Archives 101 for Students workshop revenue - Workshop on Describing Electronic Records provided more revenue than expected - Motion to approve by E. Larson - Seconded by K. Sloan <p>M. Otte has confirmed that he is interested in staying on the Financial Committee</p> <p>Action item: E. Larson to request amendments to Finance Committee membership list on AABC website</p> <p>A. Neijens did some training with K. Blimkie</p> <p>Signing authorities have been transferred to K. Sloan and A. Neijens. Both have access to a debit card and online banking</p> <p>End of September to mid-October A. Neijens away so K. Sloan will sign in her absence.</p>
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<p>7. Committee and Program Reports</p>	<p>Communications Committee</p> <ul style="list-style-type: none"> - Can set up recurring call for volunteers on social media - Consider opportunity to open up some volunteering opportunities to students - Action item: E. Larson to establish a monthly volunteer call-out system - Action item: E. Larson to send around previous examples of volunteer calls - Action item: E. Larson to put student volunteering on next month's agenda <p>Newsletter</p> <ul style="list-style-type: none"> - Summer issue was published in early July <p>Regional Representatives</p> <ul style="list-style-type: none"> - South Vancouver Island will have an upcoming vacancy - C. Dixon willing to stay on while seeking a replacement - Action item: Executive members with contacts in this region to put out a call for a new regional representative <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 (M. Atkinson on vacation and will report back in August) <p>Grants & Nominations Committees</p> <ul style="list-style-type: none"> - No updates (M. Atkinson on vacation and will report back in August) <p>Membership Committee</p> <ul style="list-style-type: none"> - M. Paraschos sent institutional membership list to E. Larson for the Communications committee - Still seeking a new committee member <ul style="list-style-type: none"> - Action item: M. Paraschos to send E. Larson call for volunteers text - Changing renewal process <ul style="list-style-type: none"> - In progress - M. Paraschos to connect with L. Glandt to identify next steps - C. Powell left a box of Membership records with K. Sloan. Should these be transferred to the archives? <ul style="list-style-type: none"> - Privacy concerns - Do we need to keep these lists with access restrictions for the archives or shred? - Information available in the current membership database - Executive decision to shred the membership lists when retention is passed - Action item: K. Sloan to set retention for membership lists and
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	<p style="text-align: center;">shred historical records as applicable</p> <p>ACA@UBC - No updates</p> <p>Other Business - No Updates</p> <p>E. Larson adjourned the meeting at 7:40pm.</p>
Next Meeting	August 18, 2022 6:00pm