Minutes
AABC Executive Meeting
January 17, 2023 – 18:00

Archives Association of British Columbia

https://us06web.zoom.us/j/89746917429?pwd=ekZmTHh1MGowbFordzZpVW1QeElnUT09
Meeting ID: 897 4691 7429
Password: 780563

In attendance: L. Glandt, K. Louro, A. Neijens, K. Sloan, M. Atkinson, E. Larson

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

Meeting Called to Order	E. Larson called the meeting to order at 6:02pm
1. **Approval of Agenda**	Motion to approve the agenda by A. Neijens - Seconded by M. Atkinson
2. **Approval of Meeting Minutes**	December Meeting Minutes - Motion to approve the minutes by K. Louro - Seconded by K. Sloan

3. **Business Arising**	Anti-Racism Bursary Program (L. Glandt)
	- It has been 2 years since bursary program began and we have cycled through all 6 course offerings so it is a good time to check in
	- Extended the call for bursary applications the last time around because there were no applicants
	- Current bursary recipient is international and have run into some technical issues that should be resolved soon
	- L. Glandt not part of the initial bursary discussions so would like clarity on any previous discussion/decision regarding bursary applicants not finishing the course
	  - One bursary recipient did not finish the course
	  - L. Glandt's teaching has associated, tangible costs as well
	  - Because these courses are not for credit, unclear what specific obligations are in place
	  - Do not want to rescind bursary funding from recipients
	  - Given that course non-completion is a one-off occurrence, okay to accept the cost and monitor on an ongoing basis
	    - The bursary is intended to be reduce barriers to access the courses for marginalized communities so Executive okay with accepting some costs to further this goal
	- Initial bursary template email expanded to include request to accept the bursary with the commitment to finish the course
	- Other pathways for the bursary: open up beyond distance education courses to include other offerings, such as workshops
	  - Has implications for the budget
	  - Originally chose the distance education courses because they are longer and more substantive than the workshops
	- Noting that bursary application is left intentionally open and low barrier, but may need to add a few provisions to provide more structure to the offering
	- L. Glandt quite flexible with accommodating different student needs
	- Noting that we already prioritize new applicants for the bursary

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- Could consider noting which applicants don't finish the course for the purposes of adjudicating future applications, but noted that there are challenges with this approach
- **Action item**: A. Neijens to work with L. Glandt to create a complete list of bursary recipients

RoundTable Debrief
- K. Louro has noted action items for the IAC and Programs Committee
- M. Paraschos and K. Louro meeting with the IAC to discuss fee restructuring
- By-law changes regarding new Executive roles will need a long lead time to meet with the AGM deadlines (2024 AGM at the earliest)
- BC Arts Council has grant funding opportunities for hiring staff, which could support the discussions of bringing on an administrative staff member, summer student(s), etc.
- Follow-ups on the Roundtable dependent on the grant funding that comes in
    - Should hear from the BC Arts Council in early February
- Consider other options that aren't dependent on funding, such as an iSchool internship, professional experience, etc.
- For additional funding opportunities, could consider Mitacs grants as well (partial funding for student internship that is split between academic and industry partners)
- **Action item**: K. Sloan to reach out to the iSchool about student opportunities

Strategic Planning
- Volunteer Strategy
    - K. Sloan had one person reach out who was interested in volunteering for the membership or grants committee, but haven't heard back yet
    - **Action item:** K. Sloan to follow up with the interested individual
    - Noting that with job descriptions, we can more easily promote the roles on various channels previously identified
    - Would like to have job descriptions for the roles that are up for election at the AGM
    - **Action item**: All to continue drafting job descriptions in advance of the AGM
- Reconciliation Framework Response
    - K. Louro and M. Paraschos meeting with the IAC to discuss fee restructuring
- Updating language
    - E. Larson began an initial project planning document noting the key areas to update: Mission, Objectives, and Home Page text
    - Recognize that it is substantive work to redo these statements,

		but also noting that we have gone through the strategic planning process, which can inform the updates
		- Do not want to make updates without consulting membership
		- Will need to get updates approved at an AGM so can bring up this work at the 2023 AGM and assemble a working group to do this throughout the year
		- **Action item**: E. Larson to start the AGM agenda and add this item
		
		Virtual RoundTeas
		- No updates
		
		Annual General Meeting
		- Should the AGM be connected to the conference this year?
		   - Unclear if the conference is going to be hybrid
		- AGM should be scheduled in April, but have flexibility in the by-laws to do it in early May if desired
		- K. Sloan will have more details on hybrid feasibility soon
		- Conference tentatively scheduled around Apr. 27-28 so could plan AGM around that
		- If the conference is in-person, the AGM would be less available to membership
		   - Would like to have a virtual component to the AGM
		   - Could have virtual options for voting (potentially an in advance election period)
		- Tentatively planning for a 2-day conference that can be reduced to a one-day conference if needed
		- Tentative date for the AGM will be Friday Apr. 28, 2023
		- **Action item**: K. Sloan to confirm ARMA's AGM plans
		- **Action item**: E. Larson to confirm the AGM submission deadlines

4.	**President's Report**	Technology Register - No updates GLAM - No updates

5.	**Vice-President and Programs Committee Report**	Programs Committee/EAS Updates
		- Should be hearing from the BC Arts Council on the Operational and Accelerant grants in a few weeks
		- 2 grants submitted to DHCP
		   - One smaller one to redevelop and deliver the Arrangement and Description and Digitization in Small Archives workshops
		   - One larger one to continue Archives 101 and do EAS site visits

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	- L. Glandt would like to confirm the deadline for the EAS work plan in regards to the budget
	  - **Action item**: A. Neijens to confirm the EAS work plan budget deadline with K. Louro
	- Programs Committee meeting to be planned shortly
	- L. Glandt and K. Louro met with FPCC to leverage our programming and support
	- May be doing a Roundtea with FPCC to highlight their services and continue relationship building
	- L. Glandt and K. Louro to plan one more Roundtea before the end of the fiscal year
	- One disaster kit was sent to Prince George for use a couple weeks ago
	  - K. Stathers writing a report about the disaster kit that will be submitted to K. Louro and L. Glandt
	
	Conference committee
	- K. Sloan circulated the conference description in December
	- Continuing to work on booking the venue and intend to have the venue by Jan. 20 or else will pivot to a virtual conference
	- May be booking Camosun as the venue in the coming days
	- A call for conference volunteers has gone out and have some interested people
	- Call for papers and proposals will go out at the end of the week after the venue/date are set
	  - Will be open until the end of February
	- **Action item**: All to contact conference committee if they are interested in volunteering

6. Treasurer & Finance Committee Report	November and December Financial reports will be circulated for the February meeting
	
	Term deposits
	- A. Bain has noted that Vancity cashable term deposits with low interest rates could be ended early and renewed with a higher interest rate if desired
	- A. Neijens began looking into it and received questions from Vancity over email.
	  - Do we want to add additional funds?
	  - How long of a lockout do we want? (30 days, 90 days, etc.)
	- Currently have two different term deposits set up last year that could potentially be combined into a single term deposit
	- Unclear on the history of these term deposits
	- **Action item**: A. Neijens to check in with K. Blimkie for the context of the term deposits
	- **Action item**: A .Neijens to share the email with A. Bain for input

7. Committee and Program Reports	Communications Committee
	- New platforms
	  - E. Robertson has confirmed interest in Instagram so we can proceed
	- Canva Pro subscription
	  - The Communications committee is requesting a Canva pro subscription
	  - Canva pro would support the Social Media Volunteer (particularly with the launch of Instagram) and the newsletter
	    - Noting that the newsletter is currently dependent on the Graphic Designer's own Adobe Illustrator access
	  - Costs about $150 CAD/year
	  - The Executive approves this request to ensure ongoing sustainability and support for Communications Committee volunteers
	  - Proposed adding this as a recurring budget line beginning in the next fiscal year
	  - **Action item**: E. Larson to follow up with A. Neijens on this budget item
	
	Newsletter
	- Summer 2023 Call for Submissions
	- **Action item**: E. Larson to promote the call for submissions
	
	Regional Representatives
	- Vacancies remain open
	
	Anti-Racism Working Group
	- No updates
	
	Indigenous Advocacy Committee
	- The IAC will be meeting shortly
	
	Grants & Nominations Committees
	- Vice-President, Secretary, and Member-at-Large 1 roles will be turning over at the AGM
	- Begin the communications and recruitment process now
	- **Action item**: M. Atkinson and E. Larson to work on the calls for Executive roles
	
	Membership Committee
	- No updates
	- There is a potential volunteer for this committee
	
	ACA@UBC
	- Seminar & Symposium will be on February 17-18th, 2023

| | Other Business
- Expenses for Executive travel to the AGM/Conference
    - Is it feasible to add a budget line to cover Executive travel to the conference/AGM?
    - Noting that travel between Vancouver and Victoria previously covered, but this wouldn't make sense for the current Executive
    - Can consider this in the upcoming budget planning
    - **Action item**: A. Neijens to note for budget planning
- Heritage Week 2023 coming up
    - **Action item**: E. Larson to confirm the dates for Heritage week 2023
- Compensation for S. Gilkinson during the Financial Manager hiring process
    - **Action item:** A. Neijens and K. Sloan to follow up on this conversation over email

Meeting adjourned at 7:41pm |
| **Next Meeting** | February 21, 2023 \| 6:00pm |