

## **BCHF Council Meeting**

27 Oct 2021

7:00pm — 8:30pm

Via web conference

**Attendees:** Callie Anderson, Shannon Bettles, Doug Brigham, Rosa Flinton-Brown, Mark Forsythe, Anna Irwin, Greg Nesteroff, Emma Quan, K. Jane Watt, Kira Westby

**Regrets:** Gary Mitchell, Elwin Xie

### **The President called the meeting to order at 7:00 PM**

1. Review and adoption of previous meeting minutes: September 29 2021
  - a. MOVED (Callie, Greg) to adopt the minutes with changes. CARRIED
2. Adoption of agenda
  - a. MOVED (Anna, Kira) to adopt the agenda. CARRIED

### **Share and Tell**

Emma and Shannon presented the Federation's new brand, on behalf of the Communications team: what the assets are, where to find them on Sharepoint, how to use them and using Canva.

Next time: Jane and Rosa will lead a discussion on working effectively with Indigenous people.

### **Previous Business**

1. Council memberships to Canada's History / Kayak magazine (Elwin)
2. Meeting with BC Bookworld
  - a. After discussion, Council indicated it does not wish to proceed with sharing our mailing list. Council would be open to an advertising swap.
  - b. ACTION: Shannon will communicate this to Beverley Cramp.

### **Reports**

1. President
  - a. We continue to forge ahead with committee work, where very good things are happening. I have attended various meetings where we are making headway in many areas of our overall "modernization" if you want to call it that. I am sure we will hear of some of this work though tonight's committee reports.
  - b. I also want to take a minute to thank Doug for his excellent minutes. I was reminded about what a great job he is doing when I was reading over them recently. I am also impressed by the leadership around this table. The committee chairs are doing a great job of pulling together their teams.
  - c. I've now applied our brand to Wild Apricot member correspondence and our website.
  - d. I've set up our logos in Canva for comms to use, and I'm starting to clean up old content on our website too.

2. Membership
  - a. Council approved the following new members: Carlin Mirosław, Paula Pope, Marion P. Smith.
3. Governance & Policy Committee
  - a. As a starting point, we have drafted a new Purpose Statement that eventually will become part of the revised Constitution. We will continue to review that statement as we move on to other segments of policy to ensure that it represents BCHF and its goals appropriately. Our next project will be to create new bylaws by combining the Societies Act Model Bylaws with our outdated ones.
  - b. Callie will distribute some getting-to-know-you questions (from Kira), for inclusion in the board binder.
4. Communications Committee
  - a. Buzz Stats
    - i. Delivered: 430 / Opened: 291 (68%). Top links:
      1. BCHF YouTube channel = 13
      2. Nanaimo Museum looks at Brother XII = 13
      3. BCHF publishes new logo = 11
      4. Archived edition of Buzz = 11
      5. Fernie church for sale = 11
  - b. The team met on Oct 14th. We are working on supporting other committees and areas of work for the upcoming months. We've identified support of the awards, magazine and the memberships. Mark interviewed Greg for our next video. We've put together training for our new brand.
5. Magazine
  - a. We have pulled together some great content for Winter 2021. Greg is guest editor; "Local News" is the theme.
  - b. Other committees are feeding info to Magazine, which is great.
  - c. Callie has done great work converting to automatic subscription renewals. And has reduced the number of overdue accounts from 176 to 13. We have about 100 subscriptions that can't be fully converted to automatic renewals.
  - d. Have created a production schedule through end of 2022.
  - e. Greg is the new Production Editor. Congratulations, Greg!
  - f. We need to work on understanding the digital magazine better.
6. Awards & CLF Committee
  - a. The recognition committee met and has identified a few key areas of revision for existing awards for the upcoming awards season, including:
    - i. Moving towards a continually-open awards structure to allow for nominations to be bestowed year-round for some of the awards. Despite the change, deadlines would remain in place to allow reviewers to have adequate time to assess nominations. Any submissions sent in past the deadline for a given award season would be submitted for the next year.
      1. Council liked this approach.

- ii. Revisions and merger of the News and Media and Website awards are forthcoming to modernize the award and make it more reflective of our increasingly digital era.
    - b. The committee has also created two new awards for the upcoming year:
      - i. BCHF Advocacy Award: Created to recognize the sector's bright lights, the award recognizes groundbreaking initiatives and projects that create positive change in the world around us and improve the lives of all British Columbians. The theme of the award changes annually. The theme for 2023 will be announced at the BCHF Awards Gala. The theme for 2022 is: Truth and Reconciliation.
      - ii. BCHF Digitization Award: The BCHF Digitization Award recognizes excellence in digitization work being undertaken across British Columbia. Spurring increased accessibility and visibility for British Columbian history and heritage resources in the province, digitization work can include uploading collections databases, photographing collections for online access, scanning projects and more.
        - 1. Council suggested considering something like "Collections Accessibility" rather than "Digitization," to broaden the scope of the award. Also, lots of money is available for digitization efforts and not all access improvements involve digitization.
      - iii. ACTION: Anna will take the revisions to the proposed Digitization Award back to the committee and will bring it to next month's Council meeting for approval.
      - iv. MOVED (Anna, Mark): That we adopt the "BCHF Advocacy Award" as presented.
- CARRIED
7. Conference Committee
- a. I met with three members of the VHS this week (Paul, Frances and Ron). Paul is meeting with John Lutz of UVic to discuss ideas for conference, student involvement and potential facility use. VHS is experimenting with hybrid (virtual and in person) presentations these days. We may consider this for conference once we learn more about what's involved and VHS is a good test environment. Right now, we are planning for fully digital, but it could be that some presentations are open for people in Victoria to attend in person.
  - b. Paul is taking conference to the VHS board at their Nov 16 meeting for ideas and discussion. We are planning on adapting the same or similar schedule as we did last conference. We are aiming to have an ad for the spring magazine with registration opening in March or April as per usual.
8. Anniversary Committee
- a. The committee did not meet last month, but they might not meet monthly.

## **New business**

- 1. Potential UBC Project / Collaboration
  - a. We have been approached by the instructor for Sociology 383 again this year. Refano was one of the students who came to us from that course last year.
  - b. Does anyone have projects that would be suitable for the students? Shannon could take one student, but not more.
- 2. Agenda / Updates

- a. Doug asked Council to submit any agenda items, reports and committee updates by mid-day on the Monday of the week of our Council meeting, so he can send out the complete package out on Mon / Tue.
3. Setting a different time for Council meetings
- a. Council agreed to meet on the last Monday of each month at 7 PM, starting on 22 November.

**The meeting adjourned at 8:25 PM.**

**Next meeting 22 Nov 2021 at 7:00 PM.**