

**British Columbia Historical Federation Council Meeting
01 October 2016
Commercial Drive Vancity Community Branch, Vancouver**

Present: Gary Mitchell, Shannon Bettles (*1st Vice President*) Barry Gough, Maurice Guibord (*2nd Vice President*), Ron Hyde, Judy Lam, Sandra Martins, Caroline Ross, Jane Watt (*President*), Ken Welwood (*Treasurer*) delivered his report by phone.

Roundtable of Reflections: 11.20am

Action Items: Caroline Ross will become the new web editor, and Shannon Bettles will become the webmaster. Caroline will receive all new and updated website content and monitor the site for any information gaps. Shannon will oversee the maintenance of the website.

*Maurice arrived at 11.25am
Gary and Barry arrived at 11.35am*

Call to Order: 11.45am

Adoption of Agenda:

Most committees tendered their reports ahead of time, and reports were distributed prior to the meeting.

Maurice Guibord moved acceptance of agenda and Ron Hyde seconded. Carried.

Adoption of Minutes:

February 27, 2016 Council meeting minutes and July 09, 2016 gathering notes:
Gary Mitchell moved acceptance of these minutes and Caroline Ross seconded. Carried.

Conference Program Report:

Shannon distributed a draft conference program. All were appreciative with the good work the conference committee has already accomplished. Council was asked to forward Shannon any ideas on a theme.

Treasurer's Report:

Ken Welwood delivered his report to the group by phone, and indicated the amount of work he has done to get the accounts in order. He presented the interim financial statements: April 1 to September 30th 2016, an analysis of costs for BC History Magazine Volumes 48.1 to 48.4, an analysis of Newsletter costs April 1 2015 to March 31 2016, a suggested Travel reimbursement policy, consideration of the Canadian

Periodical Fund Grant, the state of the Federation's GST refunds; and consideration of the future of the BCHF bookstore.

Travel Policy –

Moved that the BCHF Council Annual Conference Travel Policy include a non-payment or comp of the Base Conference Fee AS well \$250 for travel, hotel and incidentals. Additional fees will be approved in advance on a case by case basis by the Executive. Gary Mitchell moved and Judy Lam seconded. Carried.

Moved that the BCHF Council Meeting Travel Policy be \$50 daily attendance fee to cover gas, meals and incidentals. Ferry fare to be paid where applicable. Additional fares for members of council who travel from outside the Lower Mainland and Vancouver to be approved in advance. Ken Welwood moved and Gary Mitchell seconded. Carried.

Moved that the BCHF Travel Policy be reviewed every 2 years. Gary Mitchell moved and Ron Hyde seconded. Carried.

Notes: All disbursement requests must be made to the Treasurer in hard copy by mail and must include all relevant receipts.

Ron Hyde suggested that if an Executive member does not wish to accept his/her reimbursement, the said amount could be given back to BCHF in the form of a donation.

Bookstore -

Discussion on changing the function and role of the bookstore. BCHF will move away from the handling of transactions, and be the facilitator between vendor and supplier. Ways of how to profile books and publishers online will be researched.

Maurice will report back in January.
Bookstore discussion will continue at January 2017 Council Meeting.

Restricted Funds -

Discussion of need to restrict funds to enable grant applications deferred to January 2017 Council Meeting

Newsletter -

To save additional costs, the printing of the newsletter was reviewed.

Move to cease the printing of the BCHF Newsletter at the end of 2016. Note: the online newsletter will continue to be produced. Maurice Guibord moved Shannon Bettles seconded. Carried.

Membership:

Following on his written report, Ron Hyde noted that paid up membership, as of September 23rd 2016, stands at 399 (108 member societies, 27 affiliates, 4 corporate, 260 associate) representing 25,131 individual members. Dues collected to date for the 2016 membership year are \$13, 906 plus donations of \$480.00.

There are 46 membership applications, 3 member societies, 5 affiliate members, 38 associate members, as follows:

Member Societies:

Bamfield Historical Society
Courtenay & District Historical Society
Western Front Association

Affiliate Members:

BC Artifacts Mobile Museum Tour
Labour Heritage Centre
Roman Catholic Cemeteries
Sikh Heritage Museum
Village of New Denver

Associate Members:

John Anderson
Mitchell Anderson
Louise Barber
Kevin Beliveau
Jetta Bickford
Susan Bryant
Shirley Buckler
Colin Campbell
Jack Corstanje
Genora Eang
Chrystal Garuik
Carson Jones
Shah Raaj Kahlon

Shryl Kennedy
Lana Kettley
Angela Kleta
Barbara Krock
Ernest Kurbis
Dominic Leung
Thersa Mackey
Avery Madden
Brian Nichols
Peter Nobes
Mariona Noik
Jaroslav Polepil
Philip Rantucci

Belle Setynski
Beverley Sharpe
Joan Sherwood
Alena Sit
Sharon Stockdale
Nelson Taylor
Catherine Tylor
James Tylor
Charlene Venier
Brenda Wong
Alexandra Woodruff
Raymond Yu

*That these 46 membership applications be approved.
Duly moved and seconded by Maurice Guibord. Carried.*

Ron asked Council to talk up membership. The goal by AGM 2017 is to have 500 memberships.

Website Report

Following her report, Shannon shared the 4 feedback replies to date.

The Members' Stories has strong views. Contributions for this feature do not need to be from BCHF members (for both Facebook and website). Each submission will be vetted prior to posting.

Caroline will prepare a schedule assigning each Council Member a time frame in which he/she will need to share a story (video, text, images are welcome).

Social Media is working well.

Magazine Liaison Report

Looking forward to the upcoming special issue – *Canadian Before Canada*.

Working hard to hold up the numbers among larger historical societies.

Application for funding for the digitizing of the last 10 years of the magazine will be underway as soon as it is available.

Writing Awards Report

Two publications have already been received.

Newsletter Report

In Andrea's absence, her report was reviewed.

Andrea is always looking for newsletter material, so any potential contributions are to be forwarded to her.

Advocacy Report

Following her report, Sandra shared the Committee's plans around a toolkit, submission form and webinar. Drafted documents will be presented at January's meeting. Discussion of budget will be deferred to the January meeting.

Council and Sandra alike agreed that BCHF needs to speak with one voice on all matters, including advocacy matters.

Land Title Authority Report

In Jacqueline's absence, her report was reviewed.

Jacqueline's main request was to ask Council to distribute LTSA Historical Research Fee Exemption - New Policy to BCHF members (no feedback required).

Information on the new policy will be put in the December Newsletter -- and put on the website.

W. Kaye Lamb Essay Scholarship

No report.

Historic Trails and Sites Committee report

No report.

Constitution and Bylaws Committee

The first draft of the Constitution and Bylaws will be presented by Gary Mitchell at the January meeting.

Board Governance Manual

The first draft of the Governance Manual -- including the Code of Conduct --will be presented by Gary Mitchell at the January meeting.

Council Members are asked to contact Gary with any areas he/she wish considered.

Records Management

Emails are up and running. Council members are encouraged to use their BCHF address for outgoing mail and to check their accounts regularly.

Conference Handbook

Sandra thanked Maurice for passing on to her his conference notes and advised she will be updating the handbook.

Conference 2018 is confirmed for Arrow Lakes Historical Society in Nakusp. No location is confirmed for 2019 but some Council members suggested it is time to return to Vancouver Island.

Jane will send a letter of interest to BC Studies, inquiring about a joint conference.

Membership Drive

Refer to Membership Report

AGM Resolutions

Letter to Premier

Jane will send a letter to the Premier about the current woeful state of government heritage programming and urge government to recommitted to a strong heritage program in BC.

Ongoing Programming Ties to Important Dates

Executive will make 2021 (BC 150) and 2022 (BCHF Centennial) a part of all initiatives, planning and programs.

Provincial Pre-Election Pro-Heritage Campaign

Council tasked Sandra with talking with the Advocacy Committee about developing a pro-heritage campaign in advance of the 2017 provincial election. Council would like to see a campaign launched in February 2017 in which Federation members were called on to attend all candidates meetings across the province and to ask each candidate how he/she supports heritage. Judy Lam has pledged her help in this initiative.

Council will review the plans for this campaign at its January 2017 meeting.

Webinar

No report. Caroline would like to hear ideas from Council.

Recognition

That the BCHF change the “Newsletter Award” to the “News and Media Award” and adjust the current award description to read:

News and media resources published by BCHF Member Societies are eligible for an annual prize of \$250. News and media resources will be judged for presentation and content that is interesting, creative and informative. News and media resources include newsletters, blogs, social media campaigns, print media campaigns, videos, podcasts and etc.

Duly moved by Shannon Bettles and seconded by Maurice Guibord. Carried.

Road Trip 2017 – Discussion deferred to January meeting.

Community Legacy Boxes – The BCHF request for Canada 150 funding for this project was not approved; however, as per Council's resolution in July 2016, the pilot project with the Chilliwack Museum and Archives is underway. Next steps in this initiative will be brought to the January 2017 Council meeting.

Other

Caroline identified that the Community History Preservation Award program was on the website. This award will be taken off the website until a full description and procedures are developed and brought to the January 2017 meeting.

Adjournment: 4.20pm

Next Meeting: Saturday January 28th Union Club, Victoria.

Thank you to Maurice who led a great and informative walking tour following the meeting.

Sandra sent Vancity a ‘thank you’ note for allowing us the use of a wonderful space free of cost.