

BC Historical Federation Council Meeting

16 March 2020

Special Topic: 2020 Conference and AGM

Attendees: Shannon Bettles, Mark Forsythe, Michael Gibbs, Andrea Lister, Gary Mitchell, Greg Nesteroff, K. Jane Watt

Regrets: Maurice, Gary, Caroline, Aimee, Rosa, Doug.

1. Discuss alternate arrangements for AGM and conference

- Shannon and Michael spoke about the thoughts of the SHS regarding postponing or cancelling conference and SHS agreed cancellation is appropriate.
 - SHS would like an opportunity to host next year.
 - Postponement to summer or fall not an option. Too difficult to pull volunteers together over the summer. Museum of Surrey is hosting BCMA conference in fall.
 - SHS disappointed and put much work into planning. They'd like to try again next June.
- Council will not decide today, but open to the possibility. A host is not yet identified for 2021.
- As per Society Act, an AGM needs to happen within 6 months of year end (15 months). This puts us to September. Council will work to have a virtual AGM. Details will be forthcoming.

2. Confirm communications approach

- Discussion ensued around the language to use, the messages to relay.
 - Keep messages about conference simple.
 - Events are changing so quickly, prompt readers to inform themselves of evolving events and to act quickly.
- Provide advice to member societies regarding Society Act and AGM options (virtual options); encourage them to support one another and pick up the phone to call or check in on elderly members.
- Start with website post March 17th. Follow with social media circulation, e-blast to members, newsletter.
 - Andrea will create a graphic to accompany the circulation.
 - Group will review/edit message before sending.

3. Discuss alternate plans for book awards, recognition awards, etc. as needed.

- Book Awards
 - Let's proceed with timeline
 - Presentations can be innovative – podcast/ webcast; shortlist reveal with authors?

- More thought can be put into this. Let's be creative and use technology to promote and communicate the awards.
- Book Auction
 - Can we move the auction online? Interest in doing this.
- Canadian Legacy Fund
 - Proceed with timeline, make presentation digitally/virtually
- Recognition Awards / Certificates of Merit
 - Proceed with timeline, make presentation digitally/virtually
- W. Kaye Lamb Scholarships
 - Doug's suggestion: Adjudication committee is in place. Complete the 2019 round as planned. Present certificates and cash awards virtually this year. Consider doing 2019 and 2020 combined award presentations at next Conference. (Group Agreed).

4. Delegate action items (who is doing what)

- a. Shannon
 - i. Craft draft message and circulate to group
 - ii. Create a shared business continuity document on Sharepoint
 - iii. Coordinate with Michael communications for informing partners/speakers/venues about conference cancellation.
 - iv. Update website – conference section, blogroll
 - v. Member e-blast
 - vi. Post Q&A's on website
- b. Doug
 - i. Nurse his squirrel bite back to good health
- c. Mark
 - i. Edit messaging
 - ii. Communications via Facebook
- d. Michael
 - i. Share BCHF messaging with the SHS
 - ii. Coordinate with Shannon re: Communicating to partners/speakers/venues on cancelling conference
- e. Maurice
 - i. Contact Lieutenant Governor to inform her about cancellation.
- f. Andrea
 - i. Create graphic for social media and website sharing
 - ii. Communications via Facebook
 - iii. Inform conference registrants, issue refunds
- g. Greg
 - i. Edit messaging
 - ii. Send out Buzz
 - iii. Update Twitter
- h. Jane
 - i. Edit messaging

5. Business continuity planning for the BCHF during the pandemic

- Council should think about their portfolios and BCHF work and prepare to be away from it for a period of time should they get sick or need to attend to family members, etc.
- A shared document will be created to keep track of alternates, passwords, contact numbers, critical dates etc. In other words, who can cover for you?

Shannon decided to cancel the meeting scheduled for 25 March in order to re-coup and prepare to pivot. Next meeting via teleconference will be April 15, 7pm.