

BCHF Council Meeting

April 15, 2020

7:00pm — 8:45pm

Via web conference

Attendees: Shannon Bettles, Mark Forsythe, Andrea Lister, Greg Nesteroff, K. Jane Watt, Maurice Guibord, Caroline Ross, Aimee Greenaway, Rosa Flinton-Brown, Doug Brigham

Regrets: Michael Gibbs, Gary Mitchell

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

1. Review and adoption of March 16, 2020 meeting minutes.
 - a. MOVED (Mark Forsythe, Rosa Flinton-Brown) to adopt the minutes. CARRIED.
2. Adoption of agenda
 - a. MOVED (Maurice Guibord, Caroline Ross) to adopt the agenda. CARRIED.

Previous Business

3. Business continuity plan (Shannon)
 - a. We have been putting a document together that captures essential business information. Thanks to those who have filled it out.
4. COVID-19 pandemic (Shannon)
 - a. Council members expressed concern at how our members are coping. Not all societies have an online or social media presence.
 - b. Maurice indicated he is deluged with offers of webinars. We should take advantage of those as appropriate.
 - c. Mark pointed out that Heritage BC have created an impressive list of resources for non-profits in these times.
 - d. Council felt that we should reach out to our member societies to see how they are faring and what we can do to support them.
 - i. ACTION: Shannon will put together a spreadsheet of contact information for our members societies. Council members are encouraged to select societies to contact. We will share the results of our discussions and see what themes and potential actions emerge.
5. Conference 2021 (Shannon)
 - a. Council has received a proposal from the Surrey Historical Society to host our 2021 Conference. Surrey put a lot of effort into planning the 2020 Conference, which was unfortunately cancelled.
 - b. Council discussed whether to keep the BCHF Roadshow idea alive and agreed that it would be a good idea to keep it going. The Roadshow could become part of a new structure of BCHF events, rather than just having a single, annual conference.

6. AGM 2020 (Shannon)
 - a. The Federation is required to hold an AGM it no later than 15 months after the 2019 AGM: September 2020 at the latest.
 - b. Heritage BC and the Canadian Museums Association are both holding virtual AGMs. We will attend those meetings and see how they work.
 - c. ACTION: Council members to do some individual research about how virtual AGMs can be done.
7. Annual reports (Andrea) - due April 30
 - a. We are still planning on doing an annual report. Council members' submissions should cover the period April 2019 – March 2020 and are due by April 30.
 - b. The timing of the report, and the format (print / digital), will depend on the date and format of the AGM.
 - c. ACTION: Council members will submit their reports to Andrea by April 30. See Andrea's email for details.

Roundtable

8. President (Shannon, previously circulated)
9. Membership (Caroline)
 - a. 75% of member societies have already renewed, but we're having problems reaching the outstanding societies.
 - b. Payments are either by cheque or through AffiniPay via Wild Apricot. This has reduced the administrative burden considerably.
 - c. We should look at standardizing data entry in Wild Apricot.
 - i. ACTION: Doug will connect with Caroline to look into this.
10. Newsletter (Greg)
 - a. The March issue was delivered to 598 addresses; 353 (59%) opened it.
 - b. Some societies forward the Newsletter to their members but many seem not to.
 - c. 120 link clicks: the BC Studies index was the most popular link, then our COVID-19 message and the BC regional history site.
 - d. Twitter: 625 followers, 1800 tweets / re-tweets.
11. Scholarship awards (Doug)
 - a. We have received 10 entries (3 junior + 7 senior). Adjudicators' comments are due by 30 April. Doug will announce the winners to Council.
12. Book Prize and auction (Maurice)
 - a. The process is complete and the winners have been informed.
 - b. We need to decide how and when to announce the winners and how and when to do the prizes.
 - c. Maurice would like announcements about winners to appear in the April newsletter.
 - d. ACTION: Shannon will set up a meeting to talk about the communications plan for these awards.
 - e. There was a discussion about holding the book auction for the 2019 round during Conference 2021. There was general agreement to that to that plan.
13. Awards (Aimee)

- a. The Yandle award is with the shortlist judges and the Best Website award has two viable entries. News & Media has 6 total entries. Recognition has four nominations, all very worthy.
 - b. Jane suggested that we could recognize people who win awards this year at next year's banquet. Shannon agreed that we should find ways to recognize winners. Council will discuss further.
14. Centennial Legacy Fund (Shannon, previously circulated)
- a. The winner has been selected. Shannon will follow up with the winner.
 - b. As a point of clarification: Membership in the Federation is not a criterion for eligibility to receive a CLF award.
15. Magazine (Jane, Andrea)
- a. Andrea
 - i. Zinio has been running two promotions to give free issues away and gain subscribers.
 - ii. Andrea has been working with the organization that manages magazine subscriptions for BC schools. BC History is included in the package of online materials that EBSCO is currently making available gratis to schools. It is not yet part of the regular (paid) EBSCO package for schools.
 - b. Jane
 - i. The Spring 2020 magazine was a real hit because of the Tashme article. A Centennial Legacy Fund grant made the translations possible.
 - ii. We have not yet heard from the National Magazine Awards.
 - iii. We are still working on resolving our account balance issue with Zinio.
16. Communications, social media, projects (Mark)
- a. Mark is working to contribute material to Facebook. He posted a story today about the passing of a former writing award finalist passing away, Neil Sterritt.
 - b. Mark is looking at doing a virtual tour of one of our northern member societies.
 - c. He has written a summary for the Roadshow.
 - d. The Communications Committee needs a reboot and renewed focus. Council members agreed.
17. Financials (Rosa, previously circulated)
- a. Rosa presented a working budget for FY 2020.

New business

18. Communications plan
- a. The Communications team will work on planning the announcements of awards, book prizes and scholarships.
19. Pivoting due to COVID-19
- a. What will we drop this year, what will we change, what will we initiate?
 - b. Deferred to our next meeting because of time.

The meeting adjourned at 8:45 PM.