

Steering Committee on Canada's Archives

MEETING NOTES

May 31, 2016
4:00 p.m. to 6:00 p.m.
Montreal, Quebec

Present:

Lara Wilson, Canadian Council of Archives (Chair)
Christina Nichols, Canadian Council of Archives
Duncan Grant, Association of Canadian Archivists
Kathryn Harvey, Association of Canadian Archivists
Carol Couture, Association des archivistes du Québec
Carole Saulnier, Association des archivistes du Québec
John Roberts, Council of Provincial and Territorial Archivists
Fred Farrell, Council of Provincial and Territorial Archivists
Guy Berthiaume, Library and Archives Canada

Observer:

Emilie Chirip, Library and Archives Canada (Secretary)

1. Arrival and Welcome

The Chair of the Steering Committee on Canada's Archives opened the meeting by welcoming all participants and asked each member to introduce themselves.

2. Introductions and Meeting Objectives

Next, the Chair walked participants through the meeting objectives:

- i. Finalizing all administrative follow-ups;
- ii. Informing members of the Taskforce leads for Workforce and Awareness;
- iii. Selecting a Taskforce lead for TRC response;
- iv. Discussing the Project Charter template that will be shared with Taskforce leads;
- v. Discussing and confirming the Taskforce creation strategy;
- vi. Learning about community's response to Conference presentations and modifying presentation, if need-be;

- vii. Identifying requirements for the Steering Committee Website and discussing possible launch date.
- viii. Establishing the date/time for the fall meeting.

Additionally, the Chair mentioned that she wished to devote some time to the *Association des archivistes du Québec* (AAQ), since they were not present during the February 8, 2016 meeting.

3. Administrative Follow-ups and approvals from the last meeting

A) February 8th meeting notes

The Chair asked members if they had any changes to bring to the February 8th meeting notes and reminded members that the notes had been shared with them secretarially, for review and approval in the early spring and all changes had been incorporated since that time. Members did not have any changes and meeting minutes were finalized.

ACTION: Secretariat to share final meeting minutes with members.

B) Action Items

The Chair walked the members through the outstanding action items, which included asking members to share past documents on their respective websites. However, the Chair highlighted the fact that this is no longer a priority since all past and future content will be added to the Steering Committee's future websites.

The Chair did ask the Secretariat to research Canadian funding streams that could potentially fund Steering Committee projects.

ACTION: Secretariat to research Canadian funding streams for the fall meeting.

C. Steering Committee Mandate

The Chair presented the Steering Committee Mandate, which had been approved during the last meeting, with changes. However, the Chair asked the AAQ if they had any comments, given their absence during the conversation at the last meeting. The AAQ did not have any comments.

The Chair wondered if the role of the Members at Large should be expanded upon and other members questioned whether they are to be considered voting members. However, members agreed that the Steering Committee would choose to reach consensus rather than vote. The Steering Committee agreed to remind the Members at Large that they were chosen for their expertise and as such, may provide their opinions anytime. However, it was concluded that the

Members at Large would not vote, should the Steering Committee ever need to vote. The Steering Committee mandate was then approved by members.

ACTION: Secretariat to make the Steering Committee Mandate available to Steering Committee members.

It was also noted by Library and Archives Canada (LAC) that there second representative was not present at the meeting, and that the Secretariat, although an employee of LAC does not constitute as a member. LAC did mention that they would likely ask the Chief Operating Officer to attend as the second member, in the future.

D. Secretariat Mandate

The Chair reminded members that this had been approved with a minor change to the role of the secretariat and the Canadian archival community, during the February 8th meeting. Again, the Chair asked the AAQ whether they had any comments. The AAQ did not have any objections to the mandate.

The Secretariat Mandate was considered final.

ACTION: Secretariat to make the Secretariat Mandate available to Steering Committee members.

E) Taskforce Responsibilities

The Chair pointed out that the Taskforces can have one to two leads, who will be selected by the Steering Committee. Once the Taskforce leads are selected, the Chair and the leads will publish a joint expression of interest to solicit participation from the Canadian archival community and those with an interest in Canadian archives.

The members agreed that the Taskforce leads will be responsible for selecting members of the taskforces, in collaboration with the Steering Committee. It was also agreed that the names of the other potential leads that the Steering Committee discussed but who were not selected, will be shared with the taskforce lead in order for them to participate as members.

Members also agreed to post updates on the Taskforce activities on their future website.

ACTION: Steering Committee to share the names of the other potential leads with the selected Taskforce lead, in order for them to participate as members.

ACTION: Secretariat to modify Taskforce Responsibilities to clarify that members will be selected by the Lead in collaboration with the Steering Committee.

4. Taskforce Discussion

D) Review Taskforce creation strategy

The Chair suggested that the discussion begin with section “4D) Review Taskforce creation strategy”. Members agreed, and the Chair explained the process and timelines.

Discussion then proceeded to whether a Term of Reference for each taskforce should be created or if the Steering Committee should leave this open. The members agreed to not over burden the Taskforces in the development of supporting documentation or to over specify requirements for each taskforce. Instead, members agreed to have the taskforces develop a general scope statement that can be reviewed by the Steering Committee.

ACTION: Steering Committee to ask Taskforce leads to develop a general scope statement before October meeting.

4A) Update on the Leads for the Awareness and Workforce Taskforces

The Chair informed the AAQ that during the February 8th meeting, the Association of Canadian Archivists (ACA) was identified as selecting the two leads for the Workforce and Awareness priorities. The AAQ did not have any objections. The ACA then introduced their suggestions for Taskforce leads, but informed members that neither of these potential leads have been approached. For Workforce, the ACA suggested Scott Goodine, Archivist of Manitoba, given his work with surveys of a similar nature, undertaken by the Canadian library community. For the Awareness Strategy, the ACA suggested Laura Millar, Independent archival consultant, given her experience writing and researching the Canadian archival system. Members were in agreement with these suggestions. Although some members suggested asking both candidates to write a statement of interest, others felt that momentum should not be lost and members agreed that the ACA would ask both candidates throughout the week about their interest.

ACTION: ACA to contact Scott Goodine and Laura Millar to inquire about their interest in becoming Taskforce leads, during the ACA Conference.

In regards to priority on Workforce, the AAQ informed members of the significant work that they have undertaken on this subject, which they will share with the Steering Committee after the AAQ conference in mid-June. The AAQ did share the name of their lead in this research, Catherine Fournier, who undertook employer and archivist surveys to learn the needs of both in terms of training.

ACTION: AAQ to share report on Workforce after the AAQ Conference.

4B) Discussion on the Response to the Truth and Reconciliation Commission Report Taskforce Lead

The Chair confirmed that Erica Hernandez-Read was interested, as was the future archivist of the Center for Truth and Reconciliation, Raymond Frogner and Ian Moir, Territorial Archivist of the Northwest Territories.

Members were asked who they wish to select as the lead and members agreed to select Erica Hernandez-Read but to provide her with the names of both Raymond Frogner and Ian Moir, so that she can either select a co-lead or ask them to participate as members.

ACTION: Chair to contact Erica Hernandez-Read to invite her to be the lead of the taskforce.

4C) Review Project Charter

Next, the Chair introduced the draft Project Charter and opened the discussion around the document and the process. Members felt that there should be an area for a “Terms of Reference” or “Statement of Intent”.

ACTION: Secretariat to change section “1.1. Project Summary” to “1.1. Statement of Intent” and add the description from the Generic Conference Deck.

In section “3.2 Project Cost Estimate” members felt that the wording could lead Taskforces to believe that there is funding for the projects, when there is none. However, members did feel it was important to capture the cost of collaboration. Members agreed to rename section 3.2 to “Cost and Funding Approaches”.

Members agreed that the Project Charter template will be shared with each Taskforce lead, who can choose to use it or modify it, but that the general structure should be the same amongst all Taskforces. Members agreed to schedule a conference call with Taskforce leads, once chosen, to discuss the process and Project Charter.

ACTION: Secretariat to change the name of section 3.2.

ACTION: Secretariat to organize a conference call with all Taskforce leads to allow Steering Committee to discuss the objectives and processes.

5. Upcoming Conference Planning

The conversation turned to the conference presentations that have already occurred. The Chair asked members to discuss their experiences with the generic conference deck and the questions they received. Two members provided some feedback on their joint presentation in May 2016 during the

Archives Association of Ontario (AAO) and the Association of Manitoba Archives (AMA) joint conference. Members described how there was a lot of interest in the Taskforce on the response to the TRC and that a lot of people, during the AAO-AMA conference, presented on topics related to TRC. It was suggested that these presenters be approached to work on the taskforce.

The Chair also informed members that there will be a formal presentation on June 14th at the *Association des archivistes du Québec*'s Conference, from the Chair and LAC. Additionally, the ACA will provide an update on the Steering Committee during the ACA's Conference. Other presentations included one with the Prince-Edward-Island Council, the Archives Association of British-Columbia, and the National, Provincial and Territorial Archivists Conference.

ACTION: Once Taskforce Leads have accepted their role, the Secretariat will update the Generic Conference Deck.

6. Website Presentation

The Chair then presented the strategy for the Steering Committee website creation. The Chair explained that the Canadian archival community could discover information about the Steering Committee and taskforces and leave comments. The Chair inquired how the Steering Committee members felt about allowing unmoderated comments, which some news sites have recently begun limiting. Members felt that comments should be permitted, with a moderation policy. It was agreed that the Secretariat would monitor comments and develop a response tree.

ACTION: Secretariat to develop moderation policy for the Steering Committee's review and a response tree.

The Chair informed members of the cost for hosting the websites and domain names and LAC offered to cover the costs.

ACTION: Secretariat to work with LAC to receive approval to pay for website and domain name registration.

LAC did mention that internal capacity to personalize any WordPress site is limited and asked if other members had experience with the platform. Many members offered help and members agreed to inquire within their respective organizations and associations.

ACTION: Steering Committee members to inquire within their respective organizations and associations about WordPress experience.

ACTION: Secretariat to work on website throughout the summer for a late summer launch.

7. Round Table

During the roundtable, most members did not have any additional information to share. However, the AAQ informed the Steering Committee that they will share the results from their working group on advocacy to support the Taskforce.

8. Conclusion and Next Steps

The Chair informed Steering Committee members that the next in-person meeting will be held in Ottawa, Ontario at LAC's 395 Wellington Street Building. The meeting will take place on October 12, 2016 from 9:00 a.m. to Noon. The Chair informed members that this meeting will occur the day before LAC's Stakeholder Forum and the morning of the National Provincial and Territorial Archivists Teleconference (NPTAC). As such, LAC invited members of NPTAC to take the conference call together.