

BCALS Executive Meeting
October 19, 2020, 10:00 am (via Zoom)

Present: Jennifer Bancroft, David Gill, Ean Henninger, Janet Hilts, Sajni Lacey, Reba Ouimet, Melissa Smith

Regrets: Estelle Frank

Agenda:

1. **Called to Order** at 10:03
2. **Adoption of Agenda (Ean)**
 - a. Adopted with one additional item.
3. **Minutes of Previous Meetings (September 21, Ean)**
 - a. Adopted with no amendments.
4. **Old Business (Ean)**
 - a. Check-in for BCLA Perspectives submission - due Nov. 1
 - Jennifer contacted a number of library workers nominated at an earlier date, but did not find one available to be interviewed.
 - Next will reach out to a colleague at the BC Electronic Library Network for an interview.
 - b. Check-in for message to the list of current BCLA members on joining the BCALS listserv
 - Wanted to wait for the Terms of Reference to be approved before sending out the message, so as to include a link to the updated Terms of Reference
 - Since the Terms of Reference will not be brought forth for approval until the BCLA December meeting, will instead send the message now with information about the Winter Meeting.
 - Ean will finalize the draft message and post it to the BCALS listserv.
 - c. Update on Keeping It ReAL
 - Approved the BCALS slide to be displayed at the Keeping It ReAL event.
 - Will promote the Keeping It ReAL event on the BCALS Twitter account.
 - Sajni will send Janet and Estelle Keeping It ReAL registration details to tweet.
 - d. Finalizing and submitting of draft [BCALS Terms of Reference](#)--needs to be approved by BCLA before we can share
 - Approved the draft Terms of Reference.
 - Ean will send BCLA the Terms of Reference to approve at their December meeting.

- Ean will add the BCALS EDI statement to the BCALS Constitution and Bylaws.

5. New Business (Ean)

- a. Notification - BCLA migrated the BCALS email account to portal.office.com
 - The address and password remain the same.
- b. Action - rehost and publicize the 2016 [T&R panel video](#) by December
 - The BCALS exec was contacted because someone was not able to access the T&R video recording from a 2016 BCALS panel.
 - The platform where the video is hosted is outdated and will be sunsetted this year.
 - The exec discussed where to host the video; several ideas mentioned were YouTube, [Library Toolshed](#), [Arca](#), or an institutional repository.
 - Wondered whether BCLA has a plan for archiving presentations and would like to advocate for additional technical infrastructure from BCLA.
 - Will promote the T&R panel video after we find a place to archive it.
 - Ean will contact BCLA to see if they have a centralized platform where sections of the association can archive their presentations.
- c. Discussion - BCLA AGM, BCALS AGM, and terms of service
 - Discussed when to hold the BCALS AGM and whether to align it with the BCLA AGM.
 - The BCALS Chair sits on the BCLA Board so it would be easier if the two AGMs were aligned.
 - The exec agreed to hold the BCALS AGM within a week of the BCLA AGM.
 - The exec were asked to commit to serve for longer than a year and to contact Ean if they are unable to make this commitment.
 - The next BCLA AGM is tentatively scheduled for June, 2020.
 - The new BCALS Chair will begin their term before the June 23 BCLA AGM.
 - BCALS must give four-months' notice of upcoming elections and send the agenda one month before the AGM.
- d. Discussion - BCALS bank account
 - BCALS does not have its own bank account.
 - Chair has all the BCALS funds at their house (\$25 cash buffer).
 - In past years, Winter Meetings were paid for in cash and Continuing Education Directors would get reimbursed for buying speaker gifts.
 - Last year, BCALS lost money on the Winter Meeting.
 - This year, the CE Directors are using Evenbrite to accept payments for the Winter Meeting.
 - BCALS should have its own bank account so that members of the exec do not need to use their own bank accounts and personal funds for financial transactions.
 - Ean will speak with BCLA about obtaining a BCALS bank account.

6. Continuing Education Updates (Reba, Melissa, & David)

a. Winter Meeting

- A Save the Date message was sent to the BCALS listserv.
- Janet and Estelle will promote the event to UBC iSchool students.
- The event was promoted to Langara and UFV Library & Information Technology students.
- There is a cap of 300 who can participate in the Winter Meeting.
- The CE Directors are waiting for confirmation from one panelist for the Q&A session.
- Will not be doing a live Q&A, but will instead screen questions in advance.
- The topic of the lightning talks is EDI.
- The CE Directors are looking for library workers interested in participating in the lightning talks.
- All remaining funds from the Winter Meeting will be donated to Black Lives Matter.
- Ean will request that BCLA provide a base amount for the speakers.

b. Other events

- The exec discussed when to hold the next resume clinic.
- BCALS does organize annual resume clinics, open to all library and library tech students.
- Discussed holding the next resume clinic virtually, in conjunction with the BC Library Conference.
- One idea is to open the resume clinic to all library workers, not only academic library workers; to do this, would need to coordinate with the other BCLA sections.
- The exec will discuss the resume clinic at the next meeting.

7. Social Media Updates (Estelle & Janet)

- Estelle and Janet are creating graphics to use to promote the Winter Meeting on social media.
- David will add the graphics they create to the Eventbrite page.
- BCALS does not have its own logo and uses the BCLA logo on its Twitter account.
- Sajni will draft a BCALS logo.

8. Closing Remarks

- a. Ean thanked the exec for a productive discussion with great ideas to raise with BCLA.

9. Meeting Adjourned at 10:57