

**BCALS Executive Meeting**  
**November 16, 2020, 10:00 am (via Zoom)**

**Present:** Jennifer Bancroft, Estelle Frank, David Gill, Ean Henninger, Janet Hilts, Reba Ouimet, Melissa Smith

**Regrets:** Sajni Lacey

**Agenda:**

1. **Called to Order** at 10:02
2. **Adoption of Agenda (Ean)**
  - a. Adopted with no additional items.
3. **Minutes of Previous Meetings (October 19, Ean)**
  - a. Adopted with no amendments.
4. **Continuing Education Updates (Reba, Melissa, & David)**
  - a. Winter Meeting
    - Approximately 60 people registered for the Winter Meeting and donated over \$730.
    - Remaining funds from the meeting will be donated to Black Lives Matter.
    - The meeting was promoted on the BCALS listserv, the BCLA listserv, and to library schools and library tech schools across Canada.
    - The Continuing Education Coordinators (CECs) received and accepted three proposals for the lightning talks, but are still needing two more participants; the exec proposed Ean and Sajni as candidates.
    - The CECs are seeking 20 audience questions for the panel participants since there will not be a Q&A session after the panel discussion.
    - The exec discussed whether registration can remain open up until and on the day of the meeting and whether it is possible to send the Zoom link in batch through Eventbrite.
    - Registration on the day of the meeting may not be possible if the CECs have to send each registrant an individual email with a link to the meeting.
    - The panel discussion and lightning talks will be recorded (speakers are aware of this).
    - During the meeting's introductory remarks, David will tell participants that some parts of the meeting will be recorded.
    - Sajni will take minutes during the business meeting.
    - The CECs will send the meeting schedule in the reminder message to registrants that will also include the Zoom link.

- The exec discussed what is an appropriate honorarium for the speakers and decided on a minimum of \$150 per speaker (depending on donations received) to be sent by e-transfer; another suggestion was to provide speakers with a gift card to an independent bookstore owned by a member of a BIPOC community.
- Suggested using SFU's Zoom Webinar account so that more people can attend the meeting.
- All members of the exec will send a backup audience question for the panelists by November 18, 2020.
- Ean will ask BCLA's anti-racism committee for questions for the panelists.
- The CECs will speak to Sajni about the experience of the Keeping It ReAL organizers using Zoom for the conference.
- The CECs will ask Sajni if she is able to deliver a lightning talk at the meeting.
- Reba will request that lightning talk presenters send her slides their slides (will include Ean and Sajni in this message).

## 5. Old Business (Ean)

- a. Closing the loop on BCLA Perspectives submission - due Nov. 1
  - The interview with Sunni Nishimura for the "Getting to Know..." column was submitted and accepted for publication.
  - Ean will take responsibility for the "Getting to Know..." column of the next issue of *BCLA Perspectives*.
- b. Closing the loop on the message to the list of current BCLA members on joining the BCALS listserv
  - Ean will send the message to the BCLA listserv and Estelle and Janet will promote the message on Twitter.
- c. Update on Keeping It ReAL
  - No update.
- d. Update on BCALS logo?
  - No update.
- e. Update on BCLA questions:
  - BCLA cannot provide BCALS with a separate bank account, but is able to manage finances for future BCALS events.
  - BCLA does not provide funding for speaker honorariums.
  - BCLA recommends using Library Toolshed for hosting event recordings.
  - BCLA approved the BCALS Terms of Reference.

## 6. New Business (Ean)

- a. Planning meetings for next term: January-April
  - Ean will send the exec a quick survey to determine the best days and time of day for future meetings.

- b. Making a YouTube channel for video hosting
  - Estelle will create a BCALS YouTube channel and add the BCALS logo to the channel once it is finalized.

## **7. Social Media Updates (Estelle & Janet)**

- Promoted the Winter Meeting on Twitter and will tweet a few more times about it before the meeting.
- Janet will put out a call for audience questions for the panelists on Twitter.
- Janet will come up with a hashtag and will live tweet during the meeting.
- A hashtag for the meeting will be shared in messages to registrants and throughout the meeting (in the introductory remarks, on the powerpoint slides, etc.).
- Decided that at future events, CECs will ask speakers for photos of themselves and permission to post the photos on social media and in promotional materials.

## **8. Closing Remarks**

- a. At the December meeting, the exec will discuss next year's meetings and events.

## **9. Meeting Adjourned** at 10:54