

YUKON COUNCIL OF ARCHIVES (YCA)
Annual General Meeting Minutes
Yukon Archives Meeting Room
Wednesday, May 11, 2011
12:00 pm

Present: Ian Burnett, Lesley Buchan, Diane Chisholm, Gayle Corry, Tip Evans, Glenn Icceton, Linda Johnson, Natalie Pinter, David Porter, Jenn Roberts, Wendy Sokolon

Regrets: Patricia Cunning, Laura Mann, Rob Sutherland, Vanessa Thorson

Minutes recorded by Wendy Sokolon

1. Introductions
2. Review of agenda
3. Approval of minutes from September 16, 2010
Adopted by Lesley, seconded by Tip
4. No Business Arising
5. President's Report:

Jenn Roberts reported that she was unable to attend the CCA AGM this past October, and that Wendy Sokolon attended in her place. A report of this was circulated by email to YCA members on December 30, 2010. David Porter was thanked for his service as YCA Archival Advisor, and 2010 marked the completion of 15 years of the program. YCA has been successful with its NADP application for the Advisory Program for the 2011-2012 year. The YCA website has been refreshed and modified in early 2011. Wendy Sokolon will be attending NADP training offered by the CCA at this year's ACA in June. Jenn encouraged members to discuss and evaluate the role of YCA as an association. Such questions were asked: What are the roles of the various committees? Do we have enough enthusiasm from members to run publications and education committees? How active do we want YCA to be as a territorial link in the Canadian Archival System?

6. a) Financial Statements for 2010/11
Moved by Linda to accept the financial statements; seconded by Gail.
Approved.

b) Signing Authorities

The new Signing Authorities for the YCA bank account will be Linda Johnson, Jenn Roberts, and Wendy Sokolon, and Natalie Pinter. Lesley Buchan, Clara Rutherford and Heather LeDuc will be removed.

Moved by Tip to accept this motion; seconded by Ian.

- c) **Special Resolution: RESOLVED that the membership waives the requirement for review of the financial statements for 2010/11**

Moved by Diane to waive the review; seconded by Gail. Approved.

7. Committee Reports:

- a) NADP Adjudication Committee: verbal report given. There were five applications in 2010/2011 for the 2011/12 year (not including the application for the Yukon Archival Advisory Program) and all applications were approved by the CCA. A total of \$34, 010 was awarded to the applicants: Council of Yukon First Nations, Vuntut Gwitchin First Nation, Tr'ondek Hwech'in, Teslin Tlingit Council, and Yukon College.
- b) Publications Committee: verbal report given. Jenn is now on the committee. Nothing has been produced since 2005.
- c) Education Committee: verbal report given. Nothing to report from the past year. Raymond Frogner, Associate Archivist, University of Alberta Archives, may be coming in fall 2011 to provide a workshop on aboriginal archives.
- d) Membership Committee: Lesley is the only member on this committee and she reported that there are currently 12 members. She suggested that this committee probably does not need more members because if an organization applies for institutional membership Lesley can consult with the Board.

Moved by Diane to accept Committee reports; Tip seconds. Approved.

8. Yukon Archival Advisory Program

Written report provided (include in the physical file with the minutes.) David is resigning.

Moved by Ian to accept the report; Wendy seconds. Approved.

9. YAUL and Archives Canada

David took training with Carrie Lund (Archives Society of Alberta (ASA) network administrator) to be able to add and update descriptions directly into YAUL.

10. Institutional Reports

TTC: verbal report given. Northern Strategy MOU – agreement about access is being negotiated. NADP \$ being used for work on maps. Policy work being done.

CYFN: verbal report given. Sept 2010 – May 2011 – Phylis working on 42 boxes that contain records relating to Land Claim negotiations, DAP, devolution, post-Land Claim implementation, UFA

Yukon College: verbal report given. NADP – Rob and Linda sorted through boxes and came up with 16 series for YC Archives. 22 m of textual records date back to 1963, also includes maps and sound recordings. Descriptions were sent to ArchivesCanada. There is a new agreement between YA and YC for storage of their records at YA.

11. Elections

a) Executive and Board of Directors

- **President:** Jennifer Roberts embarking on the second year of her two year term.
- **Vice-President (VP):** Linda Johnson
- **Secretary/Treasurer:** Wendy Sokolon
- **Directors:** Natalie Pinter, Tip Evans, Glenn Iceeton

b) Appointments to NADP Adjudication Committee (and other committees)

- Jenn Roberts, as YCA President, will remain Individual member-at-large and she will join current members Patricia Cunning, Ian Burnett, and Sue Parsons. Wendy Sokolon will join NADP Adjudication Committee to share her experience from the training session at ACA 2011.
- David, Ian, and Jenn form the Publications Committee.
- Lesley (and Rob will be asked) to form the Education Committee
- Lesley is the Membership Committee.
- YAAP Liaison Committee – Ian, Wendy, Jenn

12. Other business

a) ACA 2012 – Host Committee in planning stages.

b) Upgrade to YCA's website.

This is a project that was embarked upon in March 2011. The site has been given a new, updated look and the goal is that the website will be used by the Advisory Service to provide information and best practices to YCA members. A members section has also been added. Right now this is just a hyperlink to each member institution but could be used, in future years, for member archives to provide information about themselves to the broader public.

c) Role of YCA – is it time to think about providing a workshop for basic records management/storage and archival advice?

d) Lesley thanked David Porter for the years of service he had provided as the Archives Advisor and wished him success in his new endeavours.

e) Jenn thanked Gayle, Patricia and Clara (in absentia) for their time on the Board.

13. Adjournment

Meeting adjourned at 1 pm.