

McGill University
Student
Association of Canadian Archivists
2023-2024

Executive Meeting

April 4, 2024 @12pm SIS Mansion/Zoom

In person: Dominique, Kate, Amelia, Riley

On Zoom: Natasha, Kevin, Tatiana, Kyra, Georgia

Election Updates

- 2024/25 Election Updates Dominique and Kate have both been nominated and are running for positions on the council. As is Gabrielle Archambault who was invited to attend this meeting. Gabrielle is running unopposed for the 2024/25 2nd year rep position.

Tour Updates

- Georgia - BAnQ tour update, would be a good idea to do it at a less busy time of year. Dominique wanted to add that this tour was added in 645 so this is something to keep in mind to avoid scheduling two tours close together
- Tatiana - AGQ tour update, Simone did a great walk through but a walk through would be better planned for earlier in the year or around.
- Kevin suggested sending a poll out to the ACA members to understand people's touring wants/needs. Tatiana added that the archivists were very open to giving tours.

McGill Archives ACA accessioning

- Riley - McGill Archives replied to Riley to let him know that they are open to taking records from the ACA student chapter. Polaroid photographs of the execs were envisioned for this year as well as polaroid photographs of the execs and events going forward. Question regarding adding constitution, posters and other printed ephemera from the ACA answered in the affirmative- McGill archives will take these items.

Updates on activities

- Dominique & Gabby - A report is due by the end of April which Dominique will follow up on with Gabby who is absent.
- Amelia - Updates on meeting minutes & year-end activities report
- Kate - Updates on MyInvolvement, learning outcomes currently being updated. It's been noticed that some of the roles have been expanded. Should we consider amending the

roles in the constitution because people have taken on more and this should be reflected in the learning outcomes. Invitation to let Kate know if they have realized a specific learning outcome as the updates on the website will otherwise be quite general.

Discussion on roles

- Updating our [Executive Role Definitions](#) from our first meeting to help next year's execs understand the scope & responsibilities of each role. Invitation to take 5 minutes to update roles directly in the linked document. Everyone at the meeting took the time to look over their roles and the discussion was as follows;
Treasurer- unnecessary and somewhat difficult to have two people managing such a small budget.
Communications- prepares an end of semester newsletter and a monthly brief of activities that can be used as an end of year report was not done. Perhaps for the future it would be ideal to have a newsletter sent out with a global picture and emails to follow up after activities. Amelia and Kyra to collab on an end of year recap newsletter. Kyra can also print off a phone selfie for the McGill Archive. An ACA calendar is a great idea for future planning of activities and tasks. This could be added to the communications officers job. Facebook page should be under the purview of the comms. Instagram might be a better social media platform. Meta business suite could be ideal for posting to two platforms. LinkedIn could be an ideal platform. Two communications officers to manage different aspects of this role.
Reps- Two first year reps was helpful as the large workload could be split. The position could be managed with just one rep though. Event coordination can be left in the position. Second year rep could be a shared position- second year rep was in mostly library classes this year.
Assistant coordinator position- two people collaborating in the role worked well. Meetings with the coordinators felt efficient and the team aspect was enjoyable. There were enough specific tasks to be responsible for in this role.
Coordinator- the assistant coordinator role was very supportive. Ramping up at the beginning of the year means that a lot of the events took place later in the year but it would be better for everyone to get an earlier start on the planning and spread it out. Discord was good and the different channels were appreciated.

Handing over rolls/ suggestions for next year

Riley to look into passing on the management of the Discord. Google drive has been ordered with a subject classification- next executive recommended to have more transparent access. Add a secure channel to Discord for platform/drive information. Riley to make this channel.

Suggestions for next year- Chapter started with just three people, Kevin found it useful to speak to previous ACA chapter members- recommends keeping in contact to set up tours etc for knowledge continuity. Friends of the ACA chapter channel in Discord. Archived channels on Discord for archiving previous years discussions.

Add professional contacts in the field spreadsheet for future archive tours.
Monthly meetings- have been inclusive but people were not really aware of what being a member who isn't on the executive committee entails for the meetings. There was only one meeting that was a town hall style and there is a lack of understanding of the purpose or function of these meetings. There was blurriness around membership with invitations to tours as the invite was often extended to all SIS meetings. Perhaps some more exclusive membership events could help with. This is also where the poll might be useful.

Thank you to all executive members for their input and efforts. Thanks especially Natasha for coordinating this year.