

Salt Spring Island Archives
Volunteers Meeting Minutes
April 16, 2015

Present: Frank Neumann, Paul Way, Adiel Pantoja, Agnes Cunningham, Donna McWhirter, Bob Rush, Bob McWhirter, Barb DuMoulin, Susan Good, Monica Mayr, Gale Buffet and Gillian Watson. Apologies: Patricia Prowse

Introduction: This was the first Archives meeting held for more than 3 years and there have been many changes in that time. Each person present introduced themselves and the projects and activities in which they were involved. In addition, each person voiced their concerns and ideas for change at the Archives.

Themes that emerged:

1) **INTAKE PROCEDURE:**

Concern was expressed by a number of people present that our procedure for intake of new material needs to be re-established and revised.

- a) **Vetting of materials** - Ensure that new materials fit our mandate and are of archival importance. Ensure that donors are selective in their gifts, provide a history and photo descriptions.
- b) **Proper documentation** – e.g., proper use of Gift & Loan Agreements.
- c) **Cataloguing** new material. Short history needed as well as a list of items according to RAD (Rules of Archival Description).
- d) **Scanning / Digitizing** needs to be part of the intake process – deciding whether material should be digitized and how it can be catalogued.

2) **THE PAPER & DIGITAL ARCHIVES:**

- a) **Relationship & communication** between these two archival areas needs clarification. A Communication Book was suggested.
- b) **Vertical Files:** The issue of whether and how Vertical Files should be maintained or digitized was raised. The subject list is currently being revised.

3) **INDUCTION / TRAINING FOR VOLUNTEERS**

- a) Need an orientation process for new volunteers:
 - a booklet will be revised;
 - a list of current projects to pique their interest.
- b) Training in dealing with the public and researching questions.
- c) Computer training sessions to be provided by Frank

An Archives Coordination Committee was formed to look at these issues consisting of Donna McWhirter, Adiel Pantoja, Barb DuMoulin, Monika Mayr and Gillian Watson. The committee will meet once a month on Tuesday.

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Further points raised:

Help Needed:

- 1) **Grant writing** – a second person (in addition to Barb) is required to write grant proposals
- 2) **Emails** - a second person (in addition to Gillian) is needed to answer emails

New Projects & Directions

- 1) Tamar Griggs photographs – Donna & Gillian
- 2) A History of Fernwood – Monika
- 3) Japanese Canadians on Salt Spring – Gillian
suggesting involvement in two UVic projects backed by SSHRC:
 - a) Landscapes of Injustice:- <http://www.landscapesofinjustice.com/>
 - b) Asian Canadians on Vancouver Island – funding possible.
- 4) High School Student recruitment.
- 5) Publicity for the Archives – e.g., Articles in the Driftwood