

Salt Spring Archives
Coordination Committee Meeting: November 10, 2015
Minutes

Present: Paul Way, Pat Prouse, Barb DuMoulin, Adiel Pantoja, Susan Good, Monika Mayr, Gillian Watson. **Apologies:** Donna McWhirter, Frank Neumann

1) Processing Checklist

The revised Processing Checklist was accepted by the committee with one additional change: 'Name' replaces 'Initial' in the 2nd column.

2) Communication Book

The Communication Book will continue to be used to communicate with other Archive volunteers. It was placed in a more prominent position on the black shelves on the desk opposite the door. The Sign-in Book was placed next to it. Everyone is encouraged to use both books regularly.

3) Loan & Gift forms have been separated into different binders by Donna since the previous meeting.

4) Forms List

Adiel provided a list describing the forms used at the Archives. This list together with examples of the forms will eventually be placed in the volunteer booklet. Some revisions are needed:

- **Record of Transfer:** we need an example of this form as no-one was sure of its purpose.
- **Separation Sheet** : new description needed of this form
Gillian will look into the above two forms.
- **Interview forms** - Susan will look into these forms and whether revision is needed.

5) 2008 Volunteer Booklet and Acquisition Policy

were placed on line by Gillian so everyone can have access. Each form or policy that is revised will also be placed on the same site.

- **Volunteer Booklet Orientation** – Pat and Paul will work on revising this part of the booklet.
- **2008 Acquisition Policy** - Monika, Barb and Gillian will work on this revision. Barb suggested that the Mandate should also be revised.

6) Gift Form: The committee worked on revision of the form. Gillian will add a sentence related to assessment of gifts for tax purposes & it bring to the next meeting.

Next Meeting: Tuesday, December 8th 10:00am.