

# Minutes

## Archives Coordination Committee Meeting: March 8, 2016

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

- 1) **Minutes** from the December 8, 2015 Meeting were accepted. Our new volunteer, Ross, was welcomed.
- 2) **Progress since last meeting**
  - i) **Volunteer Booklet Orientation**

This revision was reviewed and accepted by the committee, with small format changes and additions. Thank you Paul & Pat.  
The two prior pages of the Volunteer Booklet were also revised by Gillian and accepted with a few corrections. These two sections will be posted together on the Committee website.
  - ii) **Revision of Appraisal Policy**

This was tabled to the next meeting and will be revised together with the **Accession Policy** by a sub-committee of Donna, Gillian, Monika & Adiel. Gillian will email the group to set a meeting date.

### **Forms:**

- iii) **Separation Sheet & Forms List**

The **Separation Sheet** revision was accepted by the committee and will be posted on the Committee website.  
Revision of the **Forms List** will be tabled until the Interview forms are revised.
  - iv) **Interview Forms Revision** – Susan & Barb  
This was tabled until the next meeting
- 3) **New Business**
    - i) **Loan Form** revision is tabled to the next meeting – Gillian
    - ii) Labeling the Archives' cupboards & stacks – tabled to next meeting
    - iii) **Trail and Nature Club collection** – Donna emphasized the need to rehouse the photos in the 18 TNC albums which are in an acidic context. The need to scan and properly describe the collection was also mentioned. Ross volunteered to work on this project. It was suggested that we could ask the TNC for a donation to finance the rehousing of their collection.
    - iv) The Bion collection – is tabled to the next meeting
    - v) Protection sheets have been ordered and their use was discussed. An inventory of current supplies will be made. Ross volunteered to help.
    - vi) Disposing of old equipment at the Archives – tabled to next meeting.

Next Meeting: Tuesday, April 12, 2016, 10:00am