

Minutes

Archives Coordination Committee Meeting: April 12, 2016

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

- 1) **Minutes** from the March 08, 2016 Meeting were accepted.
- 2) **Progress since last meeting**
 - i) **Volunteer Booklet**
A 2nd Draft of the **Volunteer Booklet** was presented to the meeting. New sections in this booklet – revisions of the **Appraisal Policy**, the **Accession Process** and the **Loan Agreement** form – were reviewed by the committee and accepted with a few changes. Gillian will make the corrections and post the booklet on the Committee web page. The revision of the Archives' policies and booklet is almost complete – Thanks to everyone who attended these meetings in the past year.
 - ii) **Trail & Nature Club Collection.** Ross will begin to scan, sort and rehouse this collection, once he has finished his current work with the presentation.
 - iii) **Inventory of Supplies** – an initial order of supplies was placed in the past month. A more in depth inventory will be completed in due course by Ross & Donna.

Forms:

- i) **Interview Forms Revision** – Susan & Barb are both away. This was tabled until the next meeting.

3) New Business

- i) **Labeling the Archives'** cupboards & stacks – Gillian will begin labeling the stacks.
- ii) **The Bion Collection** – this is tabled to the next meeting as Donna had had to leave.
- iii) **Disposing of old equipment** at the Archives – Monica & Frank will begin examination of all aging equipment. Ross will help with the removal.
- iv) **Archives opening hours** – The committee extended opening hours to include Mondays 10-12pm to allow for increases in the number of volunteers.
- v, vi) Discussion of the **vertical files & non-archival reference** material is tabled to the next meeting.

Next Meeting: Tuesday, May 17, 2016, 10:00am