

NWT Archives Council  
AGM Minutes  
May 8, 2013  
11 am

1. Call to Order: 11:02 AM  
The meeting was chaired by Erin Suliak, President

2. Introductions

Sarah Colbeck	Norman Wells Historical Society
Ingrid Kritsch	Gwich'in Social and Cultural Institute (GSCI)
Alestine Andre	Gwich'in Social and Cultural Institute (GSCI)
Giselle Marion	Tlicho Government
Rosaline Coyen	Dene Cultural Institute
Ian Moir	NWT Archives
Erin Suliak	NWT Archives

Regrets: Mathieu Doucet, Northern Life Museum and Cultural Centre

3. Approval of the Agenda, no changes.

Motion: Alestine Andre  
Seconded: Giselle Marion

4. Approval of minutes from last AGM: September 13, 2012.

Alestine suggests that minutes be amended to include page numbers. No other changes suggested.

Motion: Ingrid Kritsch  
Seconded: Ian Moir

5. Report from the President: see attached.

Discussion resulting from the President's report:

Ingrid asks about the descriptions submitted by NWT Archives to national federal search sites. What platform was ASA using? What platform are they switching to?

Erin responds that while she does not know what they have been using, ASA will be moving to ICAtoM, which is being adopted by other archives and councils across the country. Archives Canada is also moving to this platform.

Ingrid asks what the NWT Archives will do – will NWT Archives adopt this platform as well?

Ian states that data is currently hosted on the PWNHC website. He had put in a capital funding proposal for a replacement system but the proposal was turned down. He is working on a new proposal. The current system has a lifespan of 3-5 more years, and replacing it should take about 2 years. The platform that the NWT Archives adopts will depend in part on the IT specialists in the GNWT.

Ingrid asks if it would add strength to the NWT Archives proposal if NWTAC were part of it, and if the database was to be shared by the member groups?

Ian states that he is not sure if this will increase the strength of the NWT Archives' proposal, but it is certainly an option that can be explored.

Giselle asks what kind of materials are catalogued?

Erin states that archival material has been catalogued, this excludes books and resource material. A shared database would bring pressures to administer the database and assist with description, and providing these services would be difficult without funding.

Giselle states that the Tlicho Gov't received federal MAP funding to for all photos, audio and Google Maps to be moved to a redesigned, updated Tlicho History website. The Museum Assistance Program has funded 75% of this project. The website will be in French and Tlicho.

Ingrid states that working together might increase our funding options, as organizations could pool individual funding opportunities for central projects.

Erin suggests to discuss shared database issues at another date.

## 6. Results from Membership Survey

Erin explains that the Yukon Council Archives did a needs assessment in 2012. It was much more exhaustive than this survey, but Erin saw some questions that might be useful for the NWTAC to consider. See attached report.

Thanks to all who responded to the survey.

## 7. Review and Approval of Financial Statement

Erin explained the disbursements from last year: fees for ACA annual conference and banking fees. As recommended earlier, the NWTAC could possibly switch to a community bank account and avoid these banking fees in future.

Motion: Ingrid Kritsch

Seconded: Ian Moir

## 8. 2013-2014 Membership renewal.

Because of diminished activity within the Council, Erin suggests that we continue to not charge existing members a fee to renew membership.

Ian moves that current paid members for 2011/12 (the year prior to "hibernation") will pay no fees for 2013/14. New members would pay according to the 2011/12 fee structure.

Motion: Ingrid Kritsch  
 Seconded: Giselle Marion

9. Election of new board.

Erin and Ingrid agree to continue on as President/Vice President. It is necessary to elect 2 new directors as Ian and Alestine step down to allow for new members.

Ian reminds members that these positions are not big commitments, and it would be beneficial to have three or four organisations represented in signing authority. Giselle puts her name forward, although she is unsure for how long she can commit given the re-organization of the Tlich government. Rosaline puts her name forward tentatively as she needs further permission to commit. She requests that someone emails her information re: what is needed. Erin agrees to do so.

This meeting elects:  
 Erin Suliak – President  
 Ingrid Kritsch – Vice President  
 Giselle Marion – Director  
 Rosaline Cayen – Director

Motion: Alestine Andre  
 Seconded: Ian Moir

Thank you to Alestine and Ian for their years of service on board, and welcome to new board members!

10. Signing Authorities

The new signing authorities for NWTAC are the newly elected board.

Erin Suliak – President  
 Ingrid Kritsch – Vice President  
 Giselle Marion – Director  
 Rosaline Cayen – Director

Motion to approve new signing authorities (new Board members): Ingrid Kritsch  
 Seconded: Sarah Colbeck

11. Other business

Erin recognizes an interest in discussing a council-wide database for archival materials. The board will decide upon a time to discuss this issue in the coming months.

No other issues were raised.

## 12. Adjournment

Erin invites members to call or email if they have any issues or questions after the meeting is adjourned.

Motion to adjourn: Erin Suliak

Seconded: Ian Moir

Meeting adjourned at 11:42 am.