

NWT Archives Council  
Annual General Meeting Minutes  
July 16, 2015  
1:30 p.m.

**1. Call to Order: 1:43 p.m.**

The meeting was chaired by Erin Suliak, President.

**2. Introductions**

Erin Suliak	NWT Archives
Ian Moir	NWT Archives
Alestine Andre	Gwich'in Social and Cultural Institute (GSCI)
Ingrid Kritsch	Gwich'in Social and Cultural Institute (GSCI)
Giselle Marion	Tłıchq Government
Sharon Pekok	Yamózha Kúé Society

Regrets:

Peggy Chubb	Norman Wells Historical Society
-------------	---------------------------------

Observers:

Rebecca Mahler	NWT Archives (minutes)
Karen Pollock	NWT Archives

**3. Approval of the Agenda**

Sharon clarifies that the date of the previous AGM in the original agenda sent to members was incorrect (June 2013). Erin confirms and clarifies that the date in the agenda should read June 19, 2014.

**4. Approval of minutes from AGM: June 19, 2014**

No changes suggested.

Motion to approve AGM minutes: Erin Suliak

Seconded: Giselle Marion

Motion carried.

**5. Report from the President – see attached for further details.**

Erin reminds members of the decision to remain in “hibernation” mode that took place at the previous AGM. She informs members of the sad news of the passing of Rosaline Cayen from Yamózha Kúé Society in the fall of 2014. Rosaline was a Director of the Council.

Erin reports on activities which included attending CCA national council meetings, Council of Presidents teleconference meetings, and initiating teleconference meetings with the two other territorial Archives Councils.

Erin reports that the Board initiated discussions about strategic planning for the Council but did not complete these discussions. Part of this delay was due to federal funding that was “soon” to be announced but was introduced following the end of the Council’s fiscal year. The Council was pleased to receive news of the Documentary Heritage Communities Program (DHCP) launched by Library and Archives Canada. The funding deadline for the first year of the five-year DHCP is September 4, 2015. The Board has recommended that the Council reactivate its status and apply for DHCP funding to facilitate archival training workshops for members. Erin highlights the fact that the DHCP marks the beginning of a new role of the Council vis-a-vis federal funding (NWTAC no longer adjudicating or acting as an intermediary) and encourages members to apply directly to the DHCP for funding.

Ingrid asks if there have been any inquiries from other members regarding the new DHCP funding.

Erin replies that there have been no inquiries yet but that she has passed along information regarding how government-sponsored programs and Aboriginal governments and organizations are applicable for funding. She encourages all groups interested in applying to contact the DHCP directly.

Ian states that he understands the DHCP as a national pot of funding and that there are no longer provincial and territorial allocations. He suggests that this can be interpreted in two ways: negatively, as there is no longer dedicated source of funds for the NWT, and positively, as there are now no specific limits to the amount of funding that groups in the NWT can access.

On the topic of funding, Giselle informs members that the Council changed banks this fiscal year.

Erin informs members that she will send a copy of the President’s Report to members via email.

## **6. Review and approval of financial statement.**

Erin reports that the Council switched bank providers in April (new FY), allowing for an account with annual fees of only \$24 instead of \$96. The one expenditure for the year was banking fees (\$96) from the old account. Erin anticipates more activity in the coming year. Balance holds at around \$3000.

Motion to approve financial statement: Ian Moir

Seconded: Ingrid Kritsch

Motion carried.

## **7. 2015-2016 Membership renewal.**

Erin states that the request for membership renewal is usually distributed before the end of the fiscal year. However, since the new funding announcement came in the 2015/16 year, the decision to reactivate and send out membership notices happened in June 2015. Invitations were also sent to organizations who have recently requested or received Archives training either via the Council or NWT Archives.

Membership for 2015-2016 (current to June 16/15):

“Grandfathered” members:

Gwich’in Social and Cultural Institute – paid  
Tlicho Government – paid  
Norman Wells Historical Society – paid  
Northern Life Museum – paid  
Yamózha Kúé Society – replied  
NWT Archives – replied  
Native Communications Society – no reply

Invitations:

Sahtu Renewable Resources Board/Deline Knowledge Centre – paid  
Inuvialuit Cultural Resource Centre – declined  
Dene Nation – no reply  
Goyatiko Language Society – no reply  
NWT Mining Heritage Society – replied, interested

Giselle asks why the Inuvialuit Cultural Resource Centre declined membership. Erin states they did not give a reason. Erin hopes the Board can reach out to more potential members this year.

Giselle suggests sending letters regarding membership directly to Aboriginal self-governments. Erin agrees that this is a good idea for the new Board to pursue.

Ingrid asks if the Sahtu Secretariat Incorporated (SSI) would qualify as an organization to pursue. Giselle explains that the SSI is more of an “umbrella” organization and suggests it would be better to contact the land corporations directly. Ian states that he understands informing the land corporations as a responsibility of the SSI.

Ingrid suggests that the Council has an opportunity to educate and promote the value of archives to organizations and governments that are not necessarily aware of their value. She asks if other jurisdictions have pursued education and promotion, particularly in regards to Aboriginal governments. Erin responds that Yukon Council of Archives has Aboriginal governments represented on their Council.

Ian asks if ACA’s Aboriginal Archives special interest section (SIS) has information for Aboriginal governments. Erin responds that there is an information pamphlet put out by the SIS which does mention Aboriginal government record keeping practices, but no particular resources solely regarding Aboriginal governments.

Giselle states that she sees the Council’s role as that of an educator for other organizations. Erin suggests that the new Board do a membership drive in hopes of reaching more organizations.

**8. Election of new Board.**

Erin, Giselle, and Ingrid offer to continue in their current roles. Erin suggests that while she is happy to continue in her role as President for the coming year, it would be good to change up the leadership of the Board next year. Erin states that she would be happy to serve as a Director

and/or act as a mentor to the next member serving as President if such a relationship is desired to help with continuity.

Erin notes the second Director position has been empty since the passing of Rosaline Cayen. She asks for nominations from the floor.

Sharon asks what is involved in being a Director. Erin responds that it involves approximately four (4) meetings per year, mostly by phone, and suggests that this may increase somewhat with funding. Ingrid adds that the Board could also use Skype and email in addition to phone meetings. Sharon offers to stand as Director.

This meeting elects:

Erin Suliak – President

Ingrid Kritsch – Vice President

Giselle Marion – Director

Sharon Pekok – Director

Motion: Alestine Andre

Seconded: Ian Moir

Motion carried.

Ian thanks Erin for her commitment to the Council. He states that he is happy to have NWT Archives staff serve leadership roles on the Board as has been the tradition with NWTAC, but encouraged other organizations to consider serving that position in future.

Giselle asks if the representation of NWT Archives staff on the Board diminishes, will there still be in-kind support from the NWT Archives?

Ian responds that there would certainly still be support from the NWT Archives. Erin reiterates that she would be happy to assist with continuity. Ian offers continuing assistance from the NWT Archives in the form of logistical support.

## **9. Signing authorities.**

The signing authorities for the Council are the newly elected Board. Erin will ensure the authorities are set up with the bank.

Erin Suliak – President

Ingrid Kritsch – Vice President

Giselle Marion – Director

Sharon Pekok – Director

## **10. Other Business.**

### **a) Overview of DHCP funding and NWTAC proposal to host training workshops**

Erin states that funding for training workshops is certainly something the Council can apply for. She informs members that AABC's Kelly Stewart is interested in hosting some workshops. Erin suggests that workshops could be held in a couple of locations. She also suggests applying for

other sources of funding if possible. This will not necessarily allow for all-expenses paid trips for members but may offset some costs, as will holding workshops in regional centres. It is up to the newly elected Board to take the next steps.

Giselle asks if the DHCP funding is only for one (1) year and states that the paperwork for funding opportunities was challenging to navigate in the past.

Erin clarifies that the program is slated for five (5) years, and that multi-year funding for larger projects (\$15K+) is available. She adds that the DHCP representatives have been very prompt in responding to questions.

Ingrid asks if there are upper limits for DHCP funding?

Erin replies that she understands there are two (2) funding options:

- 1) \$15,000 with potentially reduced reporting requirements, and potentially no holdbacks, and
- 2) \$15,000-\$100,000 with increased reporting requirements.

She hopes that the new relationship between funders and recipients (now 1:1) will be more streamlined than in the past.

## **11. Adjournment.**

Motion to adjourn: Erin Suliak

Seconded: Ian Moir

Meeting adjourned at 2:16 p.m.