

## National Heritage Digitization Strategy Steering Committee

### Minutes

Wednesday, September 23, 2020, 3:30 p.m.–4:30 p.m. Eastern Time (ET)

Chair: Paul Takala

#### Present

- Clare Appavoo, Canadian Research Knowledge Network
- Jonathan Bengtson, Canadian Association of Research Libraries
- Ern Bieman, Canadian Heritage Information Network
- Paul Durand, Canadian Museum of History
- Loren Fantin, OurDigitalWorld Organization
- Émilie Fortin, Bibliothèque de l'Université Laval
- Andrea Mills, Internet Archive
- Lisa Miniaci, Bibliothèque et Archives nationales du Québec
- Kathryn Ruddock, University of Calgary
- Paul Takala, Hamilton Public Library
- Carole Urbain, Association pour l'avancement des sciences et des techniques de la documentation
- Leslie Weir, Library and Archives Canada

#### Regrets

- David Alexander, Royal BC Museum
- Geoffrey Harder, University of Alberta
- Christopher Hives, University of British Columbia Archives
- Allison Lennox, Toronto Public Library
- Loryl MacDonald, University of Toronto Libraries
- Michael Moosberger, Dalhousie University
- Kathryn Rose, Memorial University of Newfoundland
- Heather Wood, The Writers' Union of Canada

#### Secretariat

- Caitlin Horrall, Library and Archives Canada
- Rebecca Ross, Canadian Research Knowledge Network (observer)
- Georgia Ashworth, Canadian Research Knowledge Network (observer)

#### 1. AGENDA AND MINUTES (Chair)

The Chair asked if there were any additions to the agenda. There were none.

The Chair then presented the minutes of the June 2020 meeting and asked for any comments. There were none, so the minutes were adopted as presented.

Moved by C. Urbain. Seconded by L. Fantin.

*That the minutes from the June 2020 meeting be approved.*

**CARRIED UNANIMOUSLY**

**2. UPDATE ON SECRETARIAT TRANSITION AND DISCUSSION (C. Appavoo, R. Ross)**

R. Ross introduced Georgia Ashworth who is new to CRKN and will be providing much of the secretariat support to the NHDS. R. Ross then presented draft terms of reference for the Secretariat and the Executive Committee for discussion.

For the Secretariat, members asked to add responsibilities around coordinating grant proposals, to move participation in national and international projects to the executive committee to leverage national expertise, to extend the cancellation time of the secretariat, and to include the transfer of documentation and dissemination of information. Members agreed to talk further about how legal advice would be handled when needed.

For the Executive Committee, members asked to add a role for managing funds, to reexamine the frequency of meetings, and to explore ways to balance the need for strategic input with the need to advance key activities.

Members agreed to discuss and adopt updated versions of the terms of reference at the next meeting. Draft terms of reference for the Steering Committee will also be discussed at that time.

**3. NHDS UPDATE AT CRKN CONFERENCE (Secretariat and R. Ross)**

The secretary and R. Ross said they will be giving a short update on the transition on October 15<sup>th</sup> at 1PM as part of the CRKN Virtual Conference.

**4. ITEMS OF INTEREST AND FURTHER BUSINESS (All)**

Member discussed a possible role for the NHDS in the [Canadian Collective Print Strategy](#). They agreed to discuss at a future meeting.

The Chair asked for a motion to transfer the secretariat to CRKN.

Moved by E. Bieman. Seconded by C. Urbain.

*That the NHDS Secretariat be transferred to CRKN.*

**CARRIED UNANIMOUSLY**

Committee members thanked the outgoing secretary and agreed to meet again in November.

The meeting adjourned at 4:25 PM.