



**NATIONAL HERITAGE DIGITIZATION STRATEGY STEERING COMMITTEE
FINAL MINUTES OF THE MEETING**

TELECONFERENCE – November 27, 2020 (2:00 p.m. – 3:30 p.m. EST)

Approved: National Heritage Digitization Strategy Steering Committee, 2021-01-18

Members	Title & Institution/Organization	In attendance	Regrets
Paul Takala (Chair)	Chief Librarian/CEO Hamilton Public Library	✓	
David Alexander	Head of Partnerships, IT and Digital and Acting Head of Archives Royal BC Museum	✓	
Clare Appavoo	Executive Director CRKN	✓	
Jonathan Bengtson	University Librarian University of Victoria	✓	
Ern Bieman	Heritage Information Analyst Canadian Heritage Information Network (CHIN)	✓	
Paul Durand	Supervisor, Military History Research Centre Canadian War Museum	✓	
Loren Fantin	Executive Director OurDigitalWorld	✓	
Émilie Fortin	Chef de la section Production numérique, préservation et conservation des collections Université Laval	✓	
Geoffrey Harder	Associate University Librarian University of Alberta	✓	
Christopher Hives	Digitized Okanagan History Archivist (Emeritus) University of British Columbia	✓	
Caitlin Horrall	Director, Description Division Library and Archives Canada	✓	
Allison Lennox	Manager, Service Development: Special Collections Toronto Public Library	✓	
Loryl MacDonald	Associate Chief Librarian for Special Collections University of Toronto		✓
Andrea Mills	Digitization Program Manager Internet Archive	✓	
Lisa Miniaci	Directrice, Direction de la conservation et de la numérisation BAnQ		✓

Michael Moosberger	Associate Dean - Archives, Special Collections and Records Management and University Archivist Dalhousie University	✓	
Kathryn Rose	Humanities Research Liaison Librarian Memorial University		✓
Kathryn Ruddock	Manager - Digitization & Repository Services University of Calgary	✓	
Carole Urbain	Associate Dean, Academic Affairs McGill University	✓	
Leslie Weir	Librarian and Archivist of Canada Library and Archives Canada	✓	
Heather Wood	Second Vice-Chair Writers' Union of Canada National Council	✓	
Total attendance:		18	2

Staff:	In attendance	Regrets
Georgia Ashworth	✓	
Rebecca Ross	✓	
Francesca Brzezicki (recorder)	✓	

1. Welcome and adoption of the agenda

P. Takala called the meeting to order at 2:00 p.m. and a round of introductions was carried out. It was noted that Brewster Kahle is a special guest at this meeting and his presentation will take place following the Secretariat Report.

The motion was made to adopt the agenda.

Moved: E. Bieman
CARRIED.

2. Approval of the September 23, 2020 meeting minutes

The motion was made to adopt the September 23, 2020 meeting minutes as presented.

Moved: C. Hives
CARRIED.

3. Secretariat Report

G. Ashworth delivered the Secretariat Report. Highlights included:

- Recommendations for updates to the current NHDS website, including removing the 2018 funding call.
- Committee members are invited to share their ideas for a communications strategy for the NHDS. G. Ashworth will be managing the NHDS newsletter.
- The committee expressed a desire for the meeting minutes to continue to be bilingual and publicly available. A brief discussion was held on translation of meeting documents and it was determined that to avoid delays in sending meeting packages to members, meeting packages will be provided in English only.

Presentation from Brewster Kahle

B. Kahle gave a brief presentation on plans for Internet Archive to expand their infrastructure from the United States into Canada. Internet Archive is looking for a location to house hardware related to preservation and hosting. B. Kahle stated that Canadian institutions are invited to be partners in this initiative and that Internet Archive. Internet Archive is also interested in joining the CANARIE Network. He invited members to contact himself or A. Mills with questions or comments.

4. Governance (30)

4.1. NHDS Secretariat Terms of Reference

R. Ross presented a new draft of the NHDS Secretariat Terms of Reference based on discussion at the last meeting of the committee. The motion was called to accept the new Terms of Reference of the Secretariat.

Moved: E. Bieman

Seconded: J. Bengtson

CARRIED.

4.2. NHDS Executive Committee Terms of Reference

The Secretariat proposed converting the NHDS Steering Committee into an Advisory Committee and creating an Executive Committee to carry out focused work relating to the NHDS.

Responding to comments suggesting that the time allotment of 30 hours a year for the Executive Committee is too low, it was clarified that this allotment should be sufficient considering that the Advisory Committee and subgroups would be sharing the overall workload. The Terms of Reference also includes the capacity to call additional meetings as needed.

It was noted that the Executive Committee would be appointed from members of the Advisory Committee. Any Steering Committee members interested in serving should contact G. Ashworth. If enough nominations are received, an election will be held.

The motion was called to accept the Terms of Reference for the NHDS Executive Committee.

Moved: N. Moosberger

Seconded: L. Weir

CARRIED.

4.3. NHDS Advisory Committee Terms of Reference

R. Ross called attention to the highlighted items in the Responsibilities section of the Terms of Reference and asked the Steering Committee if these items should be listed as the Advisory Committee's responsibilities, or if there are subgroups responsible for these tasks. The highlighted items comprise:

- "Track digitization capacity in Canada, including but not limited to digitization projects, scanners and other technologies, strengths, gaps, and areas of expertise."
- "Develop, share, and determine future requirements in the area of standards."

It was determined that these responsibilities will stay with the Advisory Committee, but that subgroups may carry them out if the Advisory Committee has strained capacity or if it is decided that a subgroup would provide more focused support.

An amendment was proposed to remove the word "develop" from the above item and replace it with "endorse" and "disseminate." The motion was called to amend this item.

Moved: E. Bieman

Seconded: P. Durand

CARRIED.

An amendment was proposed to modify the item "Identify tools to help organizations identify documents of national, regional, and/or local significance" to read as "Identify strategies and tools..." The motion was called to amend this item.

Moved: G. Harder
Seconded: E Bieman
CARRIED.

An amendment was proposed to modify the item "Ensure that the NHDS is representative of the Canadian GLAM community and recommend consultation and outreach initiatives" to read as "Ensure that the NHDS is representative of the Canadian GLAM community, with respect to diversity, equity, and inclusion principles..." The motion was called to amend this item.

Moved: C. Urbain
Seconded: C. Appavoo
CARRIED.

It was highlighted that having a more diverse and representative membership for the Advisory Committee is an immediate priority for the NHDS. Developing a process to ensure that this is achieved would be an ideal initial priority.

The motion was called to approve the Terms of Reference as amended.

Moved: P. Durand
Seconded: E. Bieman
CARRIED.

5. Call for Nominations and Process for New Members

C. Appavoo opened a discussion on how to increase diversity within NHDS governance.

- C. Urbain offered to share calls for expressions of interest with contacts in Quebec. She also has contacts within public libraries and museums.
- D. Alexander suggested looking for Indigenous GLAM representation and offered to be a resource in this area.
- E. Bieman suggested sharing the call on the CanMuse and OnMuse listservs, and through Maskwacis Cultural College. He offered to ask his department for other possible dissemination channels.
- It was suggested that sharing the call within networks where the NHDS, or members of the NHDS Steering Committee, are already known is preferable to sending cold emails.

It was clarified that there is no stated limit on the size of the Advisory Committee as there was no size limit for the Steering Committee, however this may be worth discussing after the initial call for expression of interest is launched.

It was decided to hold another meeting soon to appoint the Executive Committee and approve the call for expressions of interest.

Action: When the call is approved, committee members to inform G. Ashworth where the call is distributed and identify gaps.

5.1. Sample Call for Expressions of Interest (PAC)

An example of a call for expressions of interest for CRKN's Preservation and Access Committee was shared.

6. Community Engagement & Business Plan

R. Ross invited members to discuss updating the NHDS business plan for 2021. The committee agreed this is an opportune time to update the plan.

7. New Business

There was no new business.

8. Next Meeting

The next meeting of the NHDS Steering Committee will be scheduled via Doodle poll for December or January. The next meeting will be an hour in length.

The meeting adjourned at 3:26 p.m.