



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

TELECONFERENCE – January 18, 2021 (11:00 a.m. – 12:00 p.m. EST)

Approved: National Heritage Digitization Strategy Advisory Committee, 2021-05-20

Members	Title & Institution/Organization	In attendance	Regrets
Paul Takala (Chair)	Chief Librarian/CEO Hamilton Public Library	✓	
David Alexander	Acting VP of Collections and Research 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		
Ry Moran	Associate University Librarian – Reconciliation University of Victoria	✓	
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:		16	6

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 11:01 a.m. ET and the motion was made to adopt the agenda.

Moved: C. Urbain

CARRIED.

2. Approval of the November 27, 2020 meeting minutes

The motion was made to approve the minutes as presented.

Moved: D. Alexander

CARRIED.

3. Governance

3.1. NHDS Advisory Committee Membership Update

P. Durand has stepped down from the Advisory Committee due to changing professional responsibilities.

The motion was made to accept R. Moran's expression of interest in joining the Advisory Committee.

Moved: E. Bieman

Seconded: C. Hives

CARRIED.

R. Moran thanked the committee and introduced himself.

3.2. Executive Committee Appointments

The proposed slate of Executive Committee members was presented. The motion was made to approve the slate.

Moved: E. Bieman
Seconded: C. Urbain
CARRIED.

3.3. Call for Expressions of Interest

3.3.1. Draft Call for Expressions of Interest (NHDS AC)

CRKN's call for nominations process was presented as an example of a call for nominations. It was noted that once the process is approved, the call will be finalized, translated, and distributed within the heritage community. Advisory Committee members were invited to share the channels in which they will distribute the call, or suggestions for where to distribute it, by contacting G. Ashworth. Discussion included:

- It was stated that the response to the call for nominations will determine in part how large the committee will be.
- It was suggested to include language in the call to indicate that a balance of sectors and expertise is desired for the committee, and that the Executive Committee will make final decisions on membership.
- It was suggested to indicate in the call that Advisory Committee members may be called upon to participate in working groups, and that this may increase time commitment.
- Results of the call and next steps will be discussed at the next Advisory Committee meeting.

Actions:

- Secretariat to make suggested changes to the call and send final version and tracking sheet to the Advisory Committee via email prior to distribution.
- C. Urbain to review the French translated call for accuracy.

3.3.2. Draft Form for Expression of Interest (NHDS AC)

The draft form for expressions of interest was shared.

4. Update on Working Groups and Task Groups

The current slate of NHDS Working Groups, comprising the Technical Working Group, the Content Working Group, and the Communications Working Group, was presented for review and discussion.

- The Technical Working Group has not met since the onset of the pandemic, when it was planning a 2020 Metadata Summit. It was suggested that this working group can be reactivated, and the Summit held virtually.
- It was also suggested that video digitization and preservation be considered by the Technical Working Group, with the possibility of the NFB being consulted. R. Moran offered to act as a liaison with the National Centre for Truth and Reconciliation as they have a large video archive.
- It was suggested to reach out to Technical Working Group members to assess their capacity to continue participating in the working group, and inquire about related efforts which may have begun over the past year.
- The Advisory Committee was reminded that the original objective of the group was metadata and shared search, and this should be revisited.
- The Content Working Group has not been active since the early days of the NHDS due to a lack of funding. It was suggested to continue to pause this group until the Executive Committee makes a decision about its future. Having an active Content Working Group may aid in gaining funding, especially as there is an increased need for digital content during the pandemic.
- It was suggested that the Content Working Group, if reactivated, acknowledge and discuss vicarious trauma that may be experienced when working with Indigenous content, particularly audiovisual content.
- The Communications Working Group has not been active. Its purpose had been to maintain the NHDS website and organize calls for funding, however this work now falls under the Secretariat's responsibilities.
- It was determined that revising the NHDS business plan is an important first step before resuming this group. In the meantime, communications tasks will be handled by the Secretariat.

Actions:

- Capacity building, opportunities for national involvement, and the status of the NHDS Working Groups to be discussed by the Executive Committee.

5. New Business

C. Horrall updated the group that the CLIR-funded project on Moravians in Labrador is ongoing. A website is being created to share digitized content, which will also be distributed in institutional catalogues.

C. Appavoo thanked P. Takala for extending his duties as Chair to account for this meeting.

6. Next Meeting

The next Advisory Committee meeting will be held in March. In the meantime, an Executive Committee meeting will take place in February.

The meeting adjourned at 11:45 a.m. ET.