

Hidden Histories Board and Executive Meeting

January 19, 2021.

12:00-1:00, by Skype

Present: Lillian Nakamura Maguire, Charlotte Hrenchuk, Peggy D'Orsay, Midori Kirby, Paul Gowdie, Karen Routledge.

1. Letterhead: We need one for HHSY official business
 - a. Action items: Paul to provide template
2. Signing authority: Lillian moves to add Karen as a signing authority. Midori seconds.
3. Website content:
 - a. Bibliographies: we will put them on the website as PDFs for now. Maybe think about putting them in a searchable database going forward.
 - i. Paul: Once we get it into a tab delimited format that opens up a lot of options for making it searchable.
 - ii. Action item: Peggy to take a look at biographies and start the process of turning them into a database.
 - b. Newspaper articles: we need permission to use them. We would have to check directly with the papers, so mainly *Yukon News* and *Whitehorse Star*. Action item: Peggy to check her notes for contact people and share with others.
 - c. Transcripts: Not sure where they all are and if the releases give us permission to post online. Action item: Charlotte and Linda to check if they have transcripts. (Paul will check in with Linda about this).
 - d. Minutes: group agrees not to publicly post them on website.
 - e. Background info on HHSY: Action item: Charlotte to draft a statement about the founding of Hidden Histories, what we do, and why we matter. 1-2 paragraphs.
 - f. Other content:
 - i. Action item: if anyone has anything else they want on the website, please let Paul know.
 - ii. Charlotte to send Paul the Powerpoint presentation she did at the MacBride about Lucile. (Paul: we could think about getting it animated in the future). Peggy to look for presentation she did about soldiers, not sure what consent forms allow to be shared.
 - iii. Paul will have more questions about content later.
4. Website design/layout:
 - a. See updated website architecture document by Paul at the end of these minutes.
 - b. Lillian: For the heading "Interviews," can we use "Oral Histories" instead? No disagreement on this.
 - c. Membership form and donations: Membership form is easy to do. Donations component and paying membership fees online might be more challenging. Usually there is an intermediary that runs the online payment platform. Fees are more expensive, as we are a non-profit not a charity.
 - i. Discussion that we might want to sell things on the website one day, agree to cross that bridge if we come to it.

- ii. Discussion about e-transfers. I think we agree that it's easier if we can just accept money directly through our website (one less step, clear who the money is coming from, potentially more secure).
 - iii. Action item: Paul to look into if it is feasible to process membership fees online.
 - iv. Paul: if we have a donation section, we need to answer some questions about how we use donations, etc. Action item: Paul to send Karen the suggested guidelines and she can draft something for review by the Board.
 - v. Karen: can we have a backend to the website where we can archive our minutes, etc.? Action item: Paul to recirculate Dropbox link, and it would be easy to add this repository to the website. Lillian notes that sometimes we may not have old grant applications digitally, only as hardcopies.
- 5. CDF grant application: Board decided not to apply this time, will look at grant deadlines in spring.
 - 6. Letter from Yukon Words Program Committee: they are no longer going ahead with Black History Month programming, so will not need support from us this time.

Next board meeting: Feb 2, 12-1 online? For discussion with Georgianna and Linda over email.

HHSY 2021 Website Update - website architecture

Content Management System: Wordpress

Theme style: stylish and clean, fluid full frame that adjust to screen size; volunteer and user friendly; mobile ready

Colour themes: same as before



Example websites: <https://www.digitalmuseums.ca>; <https://stclairwest-oralhistory.com>; <http://yukonlegislaturespeaks.ca/index.php/credits>; <https://wordpress.com/theme/pena>; <https://www.workshouldntsuck.co/podcast2/ep04>;

Number of pages: four key pages, with multiple secondary pages

Key goals for the website:

- To build community
- To clearly detail what we do and can offer the public (research and outreach presentation)
- To share our research: audio and video files, as well as images, collected newspaper articles, Yukon Asian and Black people bibliography
- To be clear why we matter
- Sell our brand/service: a bit abstract at this time but we would like to be present in the minds of our Yukon cultural community

Top navigation menu (static):

HHSY logo; Home (About Us); Digital Collection; Community Board; Profiles; **Search**; Social Media icons (Facebook and Instagram in the upper right);

Bottom navigation menu (static):

Contact; Links (websites and resources that are aligned with documenting and disseminating multicultural groups contributions, experiences, and stories in Canada):

<https://centre.nikkeiplace.org/exhibits/broken-promises/>

Home and About Us:

Page Info: A brief history of the formation of HHSY (the foundation of why we matter); Concise mandate and vision; Defining our research criteria and interests (Objectives); Services available to the public; membership form or link; Donations (some weight to place on this as it could be more costly to administer than we receive); contact; images of members in action

Mission:

HHSY is dedicated to uncovering previously underrepresented histories in the Yukon, with a particular focus on the history of Black and Asian people. We conduct and support research, contribute to community education, and collaborate with other community groups. We foster increased understanding and awareness of diverse contributions to the social, economic, and cultural fabric of the Yukon.

Vision:

People of diverse backgrounds will be fully included in the documentation and interpretation of Yukon history.

Principles:

Hidden Histories Yukon adheres to the principle of using first voice whenever possible. We conduct research in a professional manner and respect the dignity of individuals and families we are researching. We consult and collaborate with descendants when possible.

Digital Collection:

Page Info: Our digital collection consist of materials that have been conceived and created digitally or by converting analogue materials to a digital format. Hidden Histories Society Yukon's digital collection is a combination of:

- Interviews: Rev. Philpotts (story from live presentation about Cantun, any other story from the private interview (may need family permission for this). Any other interviews we can include????
- Presentations: Power point presentations; public gatherings with audio or video recordings
- Articles of Interest Archive: Stand-alone photos, newspaper clippings, audio and or video clips with a narrative about a place, people, and their connection to Yukon and their place in the world. These would also include items from the What's New page.
- transcripts:
- an Asian and Black people in Yukon bibliographies: intro and context, as well as files for download
- Asian and Black history timeline: this may take a while to flush out and create

Community Board:

HHSY goals for the year; Current or Recent Projects updates; Meeting Minutes; Archives (News and Events, meeting minutes); What's New! (featured items posted to social media – e.g.: Peggy's newspaper findings with a bit of commentary, and anything that fits within our mandate and values.)

Profiles: <https://www.squarespace.com/templates/malone-demo>;

Six secondary pages with more to be added as time goes on