



# Hidden Histories Society Yukon, Board and Executive Meeting Minutes

## Call to order

A meeting of Hidden Histories Society Yukon was held online via Skype on 19 January 2021. Meeting was called to order at 12:00 p.m.

## Attendees

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

Regrets: Linda Johnson, Georgianna Low, Kaitlin Normandin.

## Action items from last meeting:

1. **CDF grant application:** The Board decided not to apply this time.
2. **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.

## New business:

1. **Letterhead:** We need one for HHSY official business.
  - Action item: Paul to provide template
2. **Signing authority:**
  - Charlotte, Lillian, Midori, and Kaitlin currently have signing authority.
  - **Lillian Nakamura Maguire moved that Karen Routledge be added as a signing authority for HHSY RBC bank account. Midori Kirby seconded the motion. The motion was acclaimed and adopted.**
3. **Website content:**
  - **Bibliographies:** We will put them on the website as PDFs for now. Think about putting them in a searchable database going forward.
    - Paul: Once we get them into a tab delimited format that opens up a lot of options for making it searchable.
    - Action item: Peggy to take a look at biographies and start the process of turning them into a database.
  - **Newspaper articles:** We need permission to use them. We would have to check directly with the papers, mainly *Yukon News* and *Whitehorse Star*.

- Action item: Peggy to check her notes for contact people and share with others.
- **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.
- **Minutes:** The group agrees not to publicly post them on website.
- **Background info on HHSY:** This is needed for the website.
  - **Action item:** Charlotte to draft a 1-2 paragraph statement about the founding of Hidden Histories, what we do, and why we matter.
- **Other content:**
  - Action item: if anyone has anything they want on the website, please let Paul know.
  - Charlotte to send Paul the Powerpoint presentation she did at the MacBride Museum about Lucile Hunter. Peggy to look for presentation she did about soldiers, not sure what consent forms allow to be shared.

#### 4. Website design/layout:

- **Heading:** Members agree to use the heading “Oral Histories” instead of “Interviews.”
- **Membership form and donations:** Membership form is easy to include. Donations 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.
  - Discussion about e-transfers. Agreed 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).
  - Action item: Paul to look into if it is feasible to process membership fees online.
  - 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.
  - Karen: Can we have a back end 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.

5. Next meeting date: February 1, 12-1 p.m.

Meeting adjourned at 1:09 p.m.



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Karen Routledge, Secretary

January 18, 2021.

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Date of approval