

Archives & Heritage Committee – Objectives for 2011

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| <b>Objective</b>                                              | <b>Strategies-what actions will you take to achieve each objective</b>                                                                                                                                 | <b>Action Plan-what steps will you take to implement the actions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Desired Outcomes-how will you measure that you have been successful</b>                                                                                                                                                                                                                     | <b>Monetary costs</b> |
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| <p>1. Privacy guidelines with respect to archival records</p> | <p>1. Gather information about church policies and legislation.<br/>2. Propose guidelines based on legislation, Church Archives' responsibilities for protection of records and reference service.</p> | <p>1a. Ask Church Council what directives they have received from B.C. Conference and/or General Council regarding protection of policy and what action, if any, they have taken so far.<br/>1b. Contact B.C. Conference Archivist for guidance on establishing guidelines.<br/>2. Draw up guidelines for archival records and submit to Council with a proposal that they be made p of a general First Metropolitan policy on privacy.</p>                                                                                                                                                   | <p>1. Acceptance of guidelines by Church Council.<br/>2. Solicitation of the Archives and Heritage Team's help in developing a First Metropolitan policy on privacy.</p>                                                                                                                       | <p>None foreseen.</p> |
| <p>2. Records transfer guidelines</p>                         | <p>1. Statement of current status of records transfers to the archives.<br/>2. Propose to Council guidelines for orderly transfer of inactive records to the Church Archives/</p>                      | <p>1a. Identify vital church records.<br/>1b. From the Archives accession database create a table showing holdings of vital records.<br/>1c. From the Archives accession database create a table showing holdings of records of currently active church bodies and organizations.<br/>2a. Based on 1b-c inform Church Council of gaps in vital records and records of active church bodies in the Archives and request a search for and transfer to the archives of inactive records in these categories.<br/>2b. Submit to Council guidelines for orderly transfer of records in future.</p> | <p>1.The transfer of inactive vital and other records identified in 2a.<br/>2. Engagement by Council on the subject of records management. AHC does not propose to develop a records management policy for the church, but we wish to be involved in Council-led initiatives in this area.</p> | <p>None foreseen.</p> |

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| <b>Objective</b>                                                        | <b>Strategies-what actions will you take to achieve each objective</b>                                                                                                                                                                                                                                                                     | <b>Action Plan-what steps will you take to implement the actions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Desired Outcomes-how will you measure that you have been successful</b>                                                                                  | <b>Monetary costs</b>            |
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| <p>3. Update Book of Memory</p>                                         | <p>1. Determine current status of the Book of Memory.<br/>                     2. Propose to Council a plan for gathering and submitting information for making entries in the Book of Memory.<br/>                     3. Bring the Book of Memory up to date.<br/>                     4. Plan format and process of future volumes.</p> | <p>1. Determine date of last entry and actions taken since then to solicit information for entries.<br/>                     2a. Meet with Council to educate them on the history and purpose of the Book of Memory.<br/>                     2b. Discuss privacy concerns, if any.<br/>                     2c. Discuss with Council whom to contact for data require for entries and set timelines for collecting and submitting the information.<br/>                     3. Engage a calligrapher for inscribing the current volume.<br/>                     4. Proposal to Council for future volumes.</p> | <p>1. Book of Memory entries current as of 2010.<br/>                     2. Rededication of Books of Memory at a service with the theme of stewardship</p> | <p>Materials costs possible.</p> |
| <p>4. Repatriation of Metropolitan and First Congregational records</p> | <p>1. Determine which records of Metropolitan United Church and First Congregational Church were transferred to B.C. Conference Archives.<br/>                     2. Make case for repatriation of records.</p>                                                                                                                           | <p>1a. Obtain descriptions of Metropolitan and First Congregational records in the MemoryBC database.<br/>                     1b. Find any correspondence, minutes, etc. which document these transfers.<br/>                     2a. Draft a letter for Council to send to the BC Conference Archives requesting return of these records.<br/>                     2b. Discuss the proposal with Council.<br/>                     2c. Negotiate terms of return with the BC Conference Archives.</p>                                                                                                          | <p>Return of records of Metropolitan United Church and First Congregational Church to the First Metropolitan United Church Archives.</p>                    | <p>Cost of transport.</p>        |

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| Objective                                                             | Strategies-what actions will you take to achieve each objective                                                                                                                                                                                                                                      | Action Plan-what steps will you take to implement the actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Desired Outcomes-how will you measure that you have been successful                                                                                                                                                                                                             | Monetary costs       |
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| <p>5. Plan AHC activities for 150<sup>th</sup> anniversary (2012)</p> | <p>1. Propose activities to be undertaken, (eg. display/s, Book of Memory re-dedication, Archives open-house, etc.)<br/>                     2. Inform other Church teams of AHC proposal/s<br/>                     3. Finalize choice/s<br/>                     4. Plan, research and produce</p> | <p>1. Meet to discuss/select options<br/>                     2. Prepare and send open letter to administration and teams<br/>                     3. Select personnel to work on chosen activity/s<br/>                     4a. Develop timeline / set dates<br/>                     4b. Develop storyline (display option)<br/>                     4c. Research and select content<br/>                     4d. Display or event preparations (i.e. procure supplies, mount display etc.)<br/>                     4e. Promote event or display</p> | <p>1. Celebrate Church sesquicentennial<br/>                     2. Promote and celebrate the First Metropolitan Archives<br/>                     3. Educate First Met community about the Church history, Church records, the archives program and the value of Archives.</p> | <p>\$100</p>         |
| <p>6. Migrate database to new software</p>                            | <p>1. Select new software<br/>                     2. Move database from current software to new software.<br/>                     3. Develop forms in new software.</p>                                                                                                                            | <p>1. Completed. FileMaker Pro selected.<br/>                     2a. Research and select export and import formats.<br/>                     2b. Export structure and records from current software.<br/>                     2c. Import structure and records to new software.<br/>                     3. Develop edit, search and display forms in new database software.</p>                                                                                                                                                                       | <p>Broader and easier access to data (access to descriptions available to all team members)</p>                                                                                                                                                                                 | <p>None foreseen</p> |