

**ICH Executive  
Meeting Minutes  
29 June 2009  
Newman Building, 1 Springdale St, St, John's, NL**

In attendance:

Anna Guigné , Chair, Training Cttee; Diana Quinton, Chair, Celebration and Transmission Cttee, Mary Ellen Wright, Chair, Documentation and Inventory Cttee; Dale Jarvis, ICH Development Officer; recording: Lara Maynard

1. ICH Training Cttee report:

Anna reported that the Training Committee met and about training program priorities, with Project Planning agreed upon as the essential first course. The committee also agreed that training should be offered regionally, and for a registration fee - with \$50 per participating organization per day as a base cost.

Dale submitted an application to the Dept. of TCR's Cultural Economic Development Program (CEDP), which will contribute \$15,000 of the \$19,000 cost of the Project Planning training over the next year (up to March 31st). The goal is to hold 7 workshops, regionally, including one in Labrador.

One workshop may be held during the St. John's Storytelling Festival in the first week of November.

Ideally, the first workshop would be held in St. John's in the fall, so that committee members would have the opportunity to participate and provide feedback.

The committee or a representative should meet with Service Canada regarding the relevance of this training to project proposals and execution.

*Actions: Dale to check with MANL and ANLA regarding their AGM and training schedules. Anna to contact Service Canada, and compile contacts such as well as RED boards, municipalities, seniors' organizations, etc. , which might participate in training. After Dale is back from holidays around mid-July, hold a working session to go over the workshop content, work on syllabus.*

2. ICH Documentation & Inventory Cttee report:

Mary Ellen explained that this committee will work in two main directions: to inventory relevant work that has been done (ex. oral history projects, sound recordings, video), and to foster good practices in the documentation of ICH. Regarding the former, inventorying will start with a survey using a combination of Survey Monkey and phone calls. The survey will cover MANL and ANLA members, as well as other holders of ICH documented material. Questions should include,

in some fashion: “Have you started to digitize ICH material?”, “Are you interested in digitizing ICH material?” and “Are you using consent forms?”.

Dale suggested that Newfoundland Historic Trust summer staff might be able to help with the survey.

*Actions: Mary Ellen to draft survey questions and circulate them to committee for input.*

## 2. ICH Celebration & Transmission Cttee report:

Diana reported that this committee has set up two subcommittees to work on a “living treasures” type award program: one to work on criteria and nominations, and one to work on promotion. The program will be rolled out in the fall, with individual awardees then announced in the spring.

The award could potentially become an annual program.

Anna suggested that a booklet be produced highlight the program and awardees, and that it could be funded via corporate sponsorship.

- LM, 29 June 2009