



Arca Advisory Committee

Wednesday, March 1
10:00 AM – 11:30 AM (Pacific)
Virtual Meeting

In Attendance:

Camille Callison, University of the Fraser Valley, *Teaching Universities*
Renee Chalut, Vancouver Public Library, *Member-at-Large non-BC ELN*
Marc D'Avernas, Mount Royal University, *Member-at-Large non-BC ELN*
Trina Fyfe, University of Northern BC, *Small Universities*
Todd Mundle, Kwantlen Polytechnic University, *Chair*
Trish Rosseel, Douglas College, *Urban Colleges*
Hillary Webb, Emily Carr University of Art+Design, *Member-at-Large*

Administrative Centre:

Anita Cocchia
Sasha Gaylie (Recorder)
Leah Hopton (Facilitator)
Sunni Nishimura
Brandon Weigel

Regrets:

Michel Castagné, Capilano University, *Member-at-Large*
Brenda Mathenia, College of the Rockies, *Rural Colleges*

1. Adoption of Agenda

The agenda was adopted as tabled.

T. Mundle congratulated the committee on the exciting news shared in February that Arca will be receiving \$500,000 in capital funding from the Ministry to cover the migration from Islandora Legacy to Islandora 2. A. Cocchia noted that the official funding letter would be arriving in April, but that the anticipated timeline for use of the funds is two years.

2. Migration Update

B. Weigel shared migration updates with the committee.

At the November 2022 committee meeting, an updated estimate of \$320,000 USD (approximately \$440,000 CAD at the current exchange rate, plus unrecoverable GST) from discoverygarden was shared with the committee. This quote assumes significant contributions in staff time from the Arca Office and partner library staff for

tasks such as metadata remediation and the provision of sample content. The Arca Office is aiming to buy USD at a lower exchange rate if possible, to avoid currency fluctuations throughout the project.

B. Weigel reminded the committee that the targeted carryforwards from the Arca budget, amounting to about \$35,000, would also supplement the capital funding. The difference between this funding and the quote will ensure there is a buffer against unforeseen expenses, and will help fund a temporary position to support some of the migration work.

Once the official funding letter is received, the committee can expect to review plans for migration.

3. Expenditure Plan 2023-24

A. Cocchia presented an overview of the 2023/24 Arca Expenditure Plan.

Revenue Highlights

The year started with a projected carryforward of \$30,311, which includes the targeted funds saved over past years for migration.

When Arca first launched, BC ELN contributed start-up funds to support the new service. This contribution was gradually reduced over the years and was poised to be phased out the year that the pandemic started. In recognition of the challenges libraries faced at the onset of COVID-19, BC ELN extended this contribution beyond the original phase-out year of 2020. BC ELN will be contributing \$10,000 to Arca for one final year to support the migration project.

The Member Service Support Fee for 2023/24 has increased by 3%. The total amount listed includes contributions from four new sites: North Shore Digital Library, University Canada West, Nicola Valley Institute of Technology, and the College of New Caledonia (as part of the shared post-secondary site, Loupe). Over the next few years, the annual increase to the Base Support Fee will need to remain at a minimum of 3% or 4% in anticipation of the higher maintenance and technology costs for the new infrastructure.

With the suggested 3% increase for the Base Support Fee, the overall revenue for Arca for 2023/24 is \$220,276

Expenditure Highlights

Staffing and Coordination Infrastructure costs, which include the Arca Manager's salary and wages for co-op students supporting Arca work, are estimated at approximately \$126,000.

Costs for external funding exploration were much lower than anticipated due to the success in achieving capital funding early on, totaling \$307 as opposed to the anticipated \$5,000.

Discoverygarden provided a Vendor Support estimate to continue the current maintenance approach for Islandora Legacy for the year. A pro-rated amount for the months used under this plan will be paid until the switch to the new maintenance plan for Islandora 2. It is anticipated the Vendor Support contract for Islandora 2 will increase, though the precise amount won't be known until the environment is built.

For Software and Technology, SFU Cloud infrastructure costs are projected to increase over the course of the migration as hardware requirements grow significantly. Arca is fortunate to have a very good relationship with SFU Cloud, however, so costs are well below what they could be.

The year ends with an anticipated carryforward of approximately \$47,000, including the targeted amounts built up for migration. Once the migration budget is reviewed by the committee, the carryforward will be transferred to that budget.

There was a question about the increase in fees for Software and Technology and whether this was a confirmed quote. A. Cocchia noted that the figure in the expenditure plan is the higher end of the range given by SFU. B. Weigel reiterated that the SFU Cloud office is committed to keeping costs low despite Arca nearly doubling its need for services.

There was another question about the greater increase for Vendor Support and whether this fee would be continuing to rise at the same rate. B. Weigel reminded the committee that during the migration process, there will be a period where support is required for both Islandora Legacy and Islandora 2. Once support for Legacy is retired, fee increases in this area should return to normal levels.

MOTION: To endorse the 2023/24 Arca Expenditure Plan.

Moved: C. Callison

Seconded: H. Webb

Motion carried.

4. Terms of Reference Next Steps

L. Hopton provided an overview of amendments made to the Arca Advisory Committee Terms of Reference (TOR) redline document that captured committee decisions from the last meeting, as well as an update to reflect the committee's role in assessment of the service. She invited discussion on details pertaining to the new Indigenous Representative role on the committee.

The committee supported a recommendation to add more specific language to clarify that the Indigenous Representative should be from an Inuit, First Nations, or

Métis community, and that they may be nominated for the role by an Indigenous, GLAM (galleries, libraries, archives, museums), digital humanities, or technology community.

Appreciation was expressed for the addition of language in the “Mandate & Responsibilities” section affirming the committee’s commitment to being inclusive and responsive to evolving member needs.

MOTION: To endorse the proposed Terms of Reference.

Moved: C. Callison

Seconded: T. Rosseel

Motion carried.

L. Hopton reminded the committee that the endorsed Terms of Reference would be brought to the BC ELN Steering Committee for final approval at its meeting on May 19.

The committee expressed appreciation for the hard work of the facilitator and fellow committee members in making these revisions.

5. New Business

There was no new business.

6. Next Meeting

T. Mundle thanked the committee for their participation. The next meeting will take place in the spring or summer.