1. Call to Order and Approval of the Agenda (Caroline Brown, chair):
   Meeting called to order at 13:33, with 30 attendees.

2. Presentation from Meg Phillips, Vice-President, Programme, ICA Secretariat, "An introduction to the work of the ICA’s Programme Commission, PCOM"
   Goal of the presentation was to introduce herself, the role of PCOM within ICA, and what it can do for sections like SUV.
   - Phillips outlined how PCOM operated previously, and changes that have been made to foster greater inclusivity, including expansion of eligibility of PCOM membership from Category A members to all members; replacement of system of appointment and ex-officio members to elected membership, and clearly defined duties for elected members. Also, eligibility for those who can attend has expanded, to encompass members of the Secretariat, Programme Leads, and guests. Latter can contribute to discussions, but only elected PCOM members can vote.
   - Outlined three strategic programme areas: Training, New Professionals, and Africa. PCOM works on supporting professional programmes and conferences, workshops, and special projects submitted by Sections and Branches.
   - Distinction was made between the Executive Board, which is concerned with governance and policy setting, and PCOM, which supports professional activities of ICA and seeks to create direct benefits for its membership.
   - PCOM project funding opportunities: Phillips noted that the process and timeline for submitting applications for funding of projects has recently been revised, with the goal of establishing a predictable yearly schedule by 2023.
What gets funded and how: 10000 Euros is made available across the Sections this year, and projects likely to get funded are those that result in re-usable ICA products, which benefit the Sections and membership as a whole, and not just individual institutions. Also, successful applications tend to be responsive to the priorities of ICA and PCOM, as spelled out in the strategic planning document “Empowering Archives and the Profession.”

3. Discussion:
   One question was posed asking for examples of “reusable ICA products,” which Phillips addressed, noting that these tend to be things that persist at the end of a project, such as training programmes. Brown added that although the Section Bureau members have been thinking of specific projects that the Section could apply for funding to support, she would really welcome ideas and participation from the SUV membership at large, and encouraged the submission of ideas.

4. Approval of Minutes from the Annual General Meeting, 30 September 2020, held via Zoom (Brown)
   Since the members had not yet received a copy of the minutes from that meeting prior to this meeting, and the Secretary had just posted a link to that document in chat, Brown suggested waiting until the end of the meeting to approve those minutes, in case those in the meeting wished to quickly review the minutes during the meeting.

5. Report of the Chair (Brown):
   Brown explained that as chair of ICA-SUV, she participates in Executive Board meetings, and provided a brief update on developments from the recent Annual General Assembly. Those included the changes that Phillips described that pertained to PCOM, a new staggered election schedule for top officers in ICA, and the opening of the vote to Category D members for the first time. Also, annual conferences (as opposed to the quadrennial Congresses) will now take place every other year, beginning with the conference scheduled for Barcelona in 2025 (which will follow an annual meeting in Rome in 2022 and a Congress in Abu Dhabi in 2023).

6. Secretary’s Report (Brad Bauer)
   - Budget: as had already been mentioned by Phillips, the sections will share 10,000 Euros allocated by PCOM and can apply for a portion of the 10,000 Euros allocated by ICA to Sections for governance.
   - Expenditures: SUV had received 1,000 Euros for governance in 2021, but had not spent any of it since no travel was involved for Section Bureau meetings. [Note: these funds were only available for this year, and cannot be rolled over to next year]. SUV had received 1,600 Euros from PCOM, which was applied to simultaneous translation for the Bogota conference in early 2021.
   - Balance: funds that had been in separate accounts in Illinois, USA and Dundee, UK, have now been merged into one bank account in Dundee, with a balance around 6,500 British pounds sterling, or 7,650 Euros.
7. Nominations and Elections (Susanne Belovari, Vice-Chair)
Belovari reported that there will be an election in 2022, as a number of Section Bureau members will be finishing their current term. Section Bureau members can run for two consecutive terms. The Nominations and Elections Committee will organize the election next year, and both Brown and Belovari encourage members to nominate themselves or others.

8. Committee and Program Reports

a. Membership (Anne-Flore Laloë and Ellen Engseth, Members-at-Large)
Laloë reported on activities of the committee, noting that we have 160 members in the database, and that members can choose which sections to join when they become members of ICA. Engseth noted that they will be looking at how the section can improve its geographic diversity. Brown asked attendees to type into chat their wishes for services that SUV can provide to its members, and what value most from it. Several responded, noting the opportunity to network and learn from international colleagues about developments in university archives.

b. Communication (Maryna Chernyavska, Member-at-Large)
Chernyavska noted that SUV used to have an independent website that was hosted by the University of Illinois (USA), but which has since been replaced by a website hosted as part of ICA’s central website. ICA uses various social media platforms, primarily as a way to share news about upcoming events, with Chernyavska noting an increase in Facebook likes this past year (to 198), Brown noting that the Twitter account has 259 followers, and Member-at-Large Garfield-Lam has been actively managing the blog site, as well as authoring some of the posts. There have been 1,018 visitors to the blog site, and 1,070 views, since this past spring.

c. Committee on Archives of Science and Technology (CAST) (Laloë)
Laloë reported on the recent CAST workshop, held virtually but hosted by Hamburg XFL, which had 15 papers presented over three days. They are currently planning the next conference, and welcome ideas from SUV members. Funding for bursaries to attend has also been provided by the European Molecular Biology Laboratory (EMBL) in Heidelberg.

d. Reading Group (Section Bureau Members-at-Large Engseth and Laloë, and SUV member Venkat Srinivasan):
Engseth reported on recent and planned readings, and noted that participation is open to anybody, but that they may be introducing pre-registration. Are also looking at providing open-access versions of texts selected for readings, and are looking to broaden the leadership group and enlist further volunteers to lead or
host discussions, suggest readings, etc.

e. ICA-SUV Archive (Bauer and Chernyavska)
Bauer noted that began process of collecting materials this past year.
Chernyavska set up a location in a Google Drive site to collect documents, and
created an account in Preservica Starter to migrate them to for long-term
storage. Currently have documents going back to 2008-2009, and are soliciting
further contributions from SUV members, past and present.

f. Projects: Archives and Civil Society; Advocacy; Ethics:
Brown noted that the topic of ethics was the main theme at the
Heidelberg virtual conference, and the section had applied for PCOM funding to
explore further events or workshops around this theme.
A group led by Engseth and Section Bureau Member-at-Large Gabriele Mohale
have focused on the topic of Archives and Civil Society, with an emphasis on the
role of university archives in the global south. Brown mentioned the need for
further translation work to be done within SUV, and has been in discussions with
Section Bureau Member-at-Large Henry Rengifo Sanchez about how to achieve
this in Spanish. Brown referenced advocacy as a topic as well, in particular
matching it with SUV’s 30th anniversary next year. Garfield Lam also mentioned
the idea of creating a book with contributions from various archivists from around
the world, noting the role that their own archives play within their own social
context, cultures, etc. Brown and Belovari supported this idea, the latter
suggesting it could extend to archival practices as well.

9. Annual Conferences
   a. Report on Bogota and Heidelberg: Brown provided an overview of both
      conferences noting that for Bogota there were 22 papers from 7 countries and
      948 attendees. The link to the papers was shared. Laloë gave further information
      on the Heidelberg virtual conference, where 200 had registered, and over 120
      attended during the four days of the event, which included 10 sessions with 30
      speakers.
   b. Future conferences: Montreal has been chosen as the site for next year’s
      conference, and Yves Lapointe, of McGill University, gave further information
      about the planning, including that the theme will be “commemoration.” Lapointe
      noted he was present at the first ICA-SUV conference, which was held in
      Montreal as an adjunct to the ICA annual meeting that year. Next year’s
      conference will likely be a hybrid of in-person and online content.

10. Governing documents:
changes to bylaws, a link to which was provided in chat:
Brown introduced and summarized the changes, which were about activities of members
of the Section Bureau in planning. Changes were approved by acclamation.

11. Minutes of AGM:
At this point, the approval of the minutes of last year’s meeting was reintroduced. Chernyavska moved that they be approved, Pepita Raventos seconded, and they were approved by acclamation.

12. Member feedback: none was provided
13. Any other business: no other business was presented, and the meeting adjourned at 15:00 GMT.

Respectfully submitted: Brad Bauer