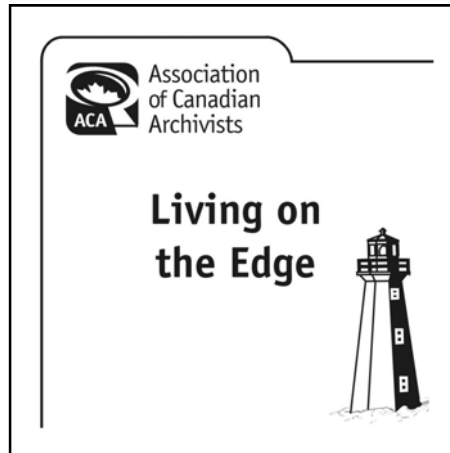




ACA AGM & Archivists 2006 Conference in St. John's, NL

Over 200 delegates, including representatives from 14 countries, will assemble in St. John's, NL from June 28th through July 1st for the annual conference and annual general meeting of the ACA.

Notable presenters include Newfoundland authors Michael Crummey and Kevin Major, while the roster of international archivists includes Sarah Tyacke from the UK, Richard Pearce-Moses, SAA President, Olafur Ásgeirsson from Iceland, Tom Adami with the UN's International Tribunal for Rwanda, Fiorella Foscarini, European Central Bank, Krystal Thompson, Special Court for Sierra Leone, Terry Cook, University of Manitoba, Sarah Horton, University of Wales, Joan van Albada, International Council on Archives, John Roberts, Archives of New Zealand and several others. The Program Committee, chaired by Michael Moosberger, has developed an outstanding package of 25 sessions and successfully responded to the significant challenge presented with the



overwhelming response to the call for submissions. A total of 39 session proposals and 24 individual papers were received – sufficient to fill two full conferences!

The Host Committee is opening the City to the delegates with receptions at The Rooms and at Government House. Delegates will be received by VIPs including Hon. Tom Hedderson, the Minister of Tourism, Culture and Recreation, Chief Justice Clyde Wells

on behalf of Hon. Edward M. Roberts Lieutenant Governor of Newfoundland and Labrador, the Deputy Mayor of St. John's, and more.

This issue of the ACA Bulletin contains the Board and Committee reports which will be presented at the AGM, as well as the latest audited financial statements for the association. Over 170 ACA members are in attendance at ACA 2006 and eligible to participate at the AGM in Salon C at 4 pm on July 1st.

The three pre-conference workshops as well as the Hugh Taylor themed ACA Institute are all going forward with very strong registrations for Legal & Virtual exhibits while the CCA is working with ACA to finalize its financial support for a portion of the Institute expenses. While final figures are not available as this article goes to print, all those eligible individuals who applied for SSHRC travel assistance and/or an Institute bursary will receive funds from ACA.

Following is the list of delegates & their institutions

- Adami, Tom - *Int'l Criminal Tribunal for Rwanda*
- Aldred, Tania - *McGill University*
- Asgeirsson, Olafur - *National Archives of Iceland*
- Atkinson, Lisa
- Atkinson, Edward - *Nunavut Archives*
- Austin, Lynn
- Badeau, Mary-Ellen - *Prov Archives of NB*
- Badgley, Kerry - *Cdn Food Inspection Agency*
- Baier, Linda - *Univ of New Brunswick Archives*
- Bailey, Catherine - *Library and Archives Canada*
- Baillargeon, Diane - *Université de Montréal*
- Bannister, Patti - *Sisters of Charity*

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President's Report



My two-year term as President of the Association of Canadian Archivists (ACA) ends July 1, 2006. During this 2 year term my responsibilities included:

- Managing Board of Directors activities in concert with Executive Director to ensure effective execution of priorities.
- Assisting liaison between Board of Directors, Office staff and community.
- Managing human resources issues.
- Managing advocacy issues in concert with Board of Directors and Executive Director.
- Serving as the ACA's representative when required.
- Managing and supervising the *Review and Renewal Project* and direct Steering Committee activities.
- Serving with Linda Fraser, ACA Vice President, on the Bureau of Canadian Archivists (BCA) Board.

In reading this report please note that leadership team members 2005-06 annual reports and the *President's Report 2004-2005* are excellent references in providing details and perspective.

ACA responded to an Archives Association of Ontario (AAO) invitation to hold a joint ACA/AAO Conference. ACA and AAO signed an agreement to jointly hold their annual conferences as well as associated professional development sessions and social activities at Queen's University in Kingston, ON, from June 21-24, 2007. In 2006-07 ACA will continue applying Review and

Renewal Project priorities while AAO begins its own renewal process in advance of new strategic plan. It is therefore an opportune time for both associations to give their members the opportunity to participate in a joint conference and discuss issues shared by both communities. The program theme for 2007 is *As Others See Us: Archivists and Society*.

This year our conference is held in St. John's, Newfoundland and Labrador, June 28 - July 1, 2006. St. John's is a picturesque and attractive site for our Conference and the experience is sure to create lasting memories. *Living on the Edge, the Place of Archives in the Heritage and Cultural Community* is our Conference theme and should lead to interesting discussion. These times of reduced fiscal and human resources, of pressing advocacy issues, and of struggles to raise awareness lead us to meet to create innovative solutions and define how our profession fits within the heritage community.

Our Program Committee, led by Michael Moosberger, put together an excellent program of more than twenty concurrent sessions over three days and four plenary sessions. Sessions will be led by experts from Newfoundland, the rest of Canada, and from around the world. The roster of sessions and speakers is impressive. Larry Dohey and his Local Host Committee colleagues have planned an impressive array of activities. Delegates will undoubtedly experience warm hospitality, be exposed to the fascinating history of a most remarkable place, and be afforded the opportunity to join in social events and tours, which will undoubtedly enhance our awareness and knowledge of this Atlantic province. The archival community in Newfoundland is a dedicated and dynamic group and our thanks are extended for their warm welcome and hospitality.

I served as Bureau of Canadian Archivist Acting General Secretary, June 2005-December 31, 2006. Shelley Sweeney, University of Manitoba, succeeded on January 1, 2006. I participated in the process to transfer management and administrative responsibility of Copyright

Committee from BCA to CCA. Two ACA members and two members de l'Association des Archivistes du Quebec sit on the Committee and represent the interests of both associations.

I served as Chair of the ACA Review and Renewal Project Committee and I am indebted to expert and patient committee members: Jerry O'Brien; Terry Eastwood; Sharon Larade; and Lisa Daulby.

The consensus among ACA's members and prospective members is clear: ACA needs to be more actively engaged in lobbying activities, must raise the profile of the profession among members of the public and institutions with archives, and enhance professional development. The membership is satisfied on the whole with the association's traditional tangible offerings though there is room for improvement to increase satisfaction levels. There was widespread recognition that these kind of strategic initiatives speak to member priorities and the issues and challenges facing the sector. Advocacy, Public Relations and Outreach, and Professional Development are Review and Renewal Project strategic priorities. ACA activities in the areas of the strategic priorities will be undertaken in concert with other associations, particularly those at the provincial/territorial level.

The Review and Renewal Committee devised a strategy for the execution of strategic priorities.

Advocacy:

ACA monitors issues as funding, copyright, access to information, census, innovative tax incentives and cultural property, amongst others, and speaks out on the interests of all archivists in Canada. We plan to present a statement regarding the advocacy roles and responsibilities of the ACA. i) To set forth the principal objectives and aims of leadership in the promotion and support of the archival profession in Canada. ii) To distinguish the position occupied by the ACA in this activity from that of other institutions and associations in the archival and heritage community. The intent is to identify the interests, needs, audiences, partners, and anticipated results.

Our document should define the basic components of the methods and approach to the advocacy function, which segments of the archival and heritage community, and of Canadian society are included in its realm of activities and, who within the ACA is responsible for the administration of the advocacy function. The document will not specify procedures for the delivery of this service. The aim of the statement is to assert the ACA's stance as an active and outward-looking member of the Canadian archival and heritage community dedicated to the promotion and advancement of its members and of the archival profession. It is the voice of archivists and the profession at the national level and speaks on their behalf to audiences across the country.

Our goal is to use the statement as a starting point in building an effective advocacy program for the community. The statement will be used as a building block and input from partners is encouraged. Consultation with others is key to design effective structural and process models. In the end, we seek to develop key messages and strategies, and produce a guide to advocacy including such topics as advice on meeting with politicians, senior government staff, and the media.

Public Relations and Outreach:

Interplay Creative Media was contracted to create a communications strategy. We seek to complete an assessment of the current situation, identify recommended communications objectives, design a strategy to achieve objectives using messages targeted to specific audiences conveyed through the most effective communications products, design an approach to measure results, and provide estimates for budgetary purposes. The hope is to develop key thematic messages and provide a guide for meeting with media and public groups. The following communications objectives and strategy are being considered:

- Inform the ACA membership, as well as other national, provincial and territorial associations and councils of its public awareness and outreach plans
- Create dialogue and invite the participation of other national, provincial and territorial archival

associations and councils in an integrated archival awareness campaign

- Educate members on promoting the value of archives to resource allocators, within their organizations, in order to secure a much needed increase in budgets and human capital
- Raise the awareness of current and prospective archive users about the role of archives and the archival profession, their importance, and how to access them.

The ACA should communicate its key messages and clearly distinguish itself by communicating its unique role within the Canadian archival community. To shape the perceptions of its strategic constituencies we will need to use an overall positioning concept. The ACA should position itself as the professional association that represents the interests of the archival profession, in matters of national importance. The ACA should also continuously promote its role in encouraging cooperation within the archival community, namely coordination and collaboration on public awareness initiatives to advance the interests of the Canadian archival system and, ultimately, that of Canadians.

Wherever possible, the ACA will evaluate the effectiveness of its communications programming and adjust its strategy or tactics as needed to ensure that the programming supports the association's objectives. It is proposed that the strategic and tactical elements of the communications plan be divided into phases. A set of strategies is recommended, some of which will require simultaneous implementation. While recommendations fall within the mandate of the association's Public Awareness Committee, the full support of the board is of crucial importance if the strategies are to be successfully implemented. The board will need to commit as much financial and time resources as possible. Our goal is to use the strategy as a starting point in building an effective communications program for the community. The strategy will be used as a building block and input from partners will be encouraged. Consultation with others is key to design effective structural and process models.

Professional Development:

We are working in communicating with Provincial and Territorial councils and academic institution representatives to prepare an inventory of what professional development opportunities are available and to list the professional development needs of the community. We hope to create an Education plan in concert with partners.

Several tactical initiatives progressed with good results. Highlights include:

Financial:

A briefing note and resolution was created regarding change of timing for membership and fiscal year. The ACA Foundation, a charitable foundation/trust that will collect funds to support scholarship program & research projects, was established. The Foundation should be operational in Fall 2006.

e- Archivaria:

Launched at Conference 2006. Issues 1 – 59 will be available as searchable PDF's on the web site, with 1-53 open to public, while 54-on will be reserved for subscribers and members. A searchable index will also be available to members and subscribers. In the near future the collection may also be available on CD.

Conference Hosting Guide:

Existing policies, procedures, and operations practices are being adjusted with the goal to maintain or reduce delegate fees. We seek to identify method and objective measures to incorporate location cost considerations (e.g. travel & hotel) and proximity to geographic concentrations of members in site selection review for future sites. Must use staff expertise in negotiation of services and rates, and achieve operational efficiencies to decrease hosting expenses. We seek to adjust practices and policies to create non-fee revenues using partner and sponsor support, advertising, and trade show income.

Existing Communications Programs:

Co-editors of *the Bulletin*, with assistance from staff and contributions from chairs and committees are working to improve

(Continued on page 6)

Vice President's Report by Linda Fraser

Thank you for allowing me the opportunity to serve as Vice President of the Association of Canadian Archivists. It has been my great pleasure to serve my first year on the Board. The Vice President, upon request, assists the President in furthering the goals of the Association. In addition, the Standing Committees on Nominations, Publications, Public Awareness, and Constitutional Review report to the Vice President.

In addition to participating in regular Board meetings and liaising with Committee chairs, over the past year I have been involved in the following activities:

- Attended a two day National Archival Development Program meeting at Library and Archives Canada to learn about the new funding program, participate in discussions, and provide feedback and suggestions for improvement;
- Wrote a report on the National Archival Development Program for the ACA Board and Standing Committees;
- Served as Board member for the Bureau of Canadian Archivists and participated in monthly conference calls;
- As member of BCA Board participated in decision to dissolve the BCA Standing Committee on Copyright and relocate it under the jurisdiction of the Canadian Council of Archives;
- Participated in the adjudication of AAQ, ACA, and BCA requests to the National Archival Development Program;
- Represented the ACA as a resource partner in a Social Sciences and Humanities Research Council (SSHRC)

of Canada research project to be based at the University of British Columbia;

- Organized and chaired the Council of Presidents meeting.

I would like to take this opportunity to thank my Board colleagues for their generosity, humour, and professionalism over the past year. It has been my pleasure to serve on a Board that has been chaired so efficiently and effectively by our current President, Mark Lerman. I would also like to thank the Committee Chairs and members for all their hard work over the past year. In conclusion, I would like to thank Duncan Grant and Judy Laird. Their hard work and dedication have made a significant contribution to the success of this organization.

Director without Portfolio Annual Report

It has been an honour and pleasure to serve my first term as the ACA Director without Portfolio. The Director without Portfolio is responsible for the Special Interest Sections, the Student Chapters, as well as the Education, Membership, and Ethics Committees. The Director without Portfolio also carries out supportive duties and special assignments as determined by the Board of Directors.

In addition to participating in regular Board meetings and liaising with SIS, Student Chapters, and Committee chairs, I have worked on the following activities in 2005-2006:

- took part as the ACA representative in a Library Archives Canada teleconference consultation concerning its discussion paper, "Conceptual Framework for the National Role of Library and Archives Canada and its Partnership with the Library and Archival Network" on 8 December 2005.
- assisted Duncan Grant, the Executive Director, in identifying and interviewing candidates for the Archives Project Assistant position in December 2005.
- worked with Scott Goodine, the Secretary Treasurer, and Duncan Grant in drafting the governing documents for incorporation and the application for charitable status of the charitable arm of the ACA, the ACA Foundation.
- prepared briefs for the ACA Board concerning amendments to the federal Access to Information Act and the Federal Accountability Act.
- manned the ACA exhibit at Step Into Your Archives at the City of Toronto Archives on 27 May 2006.

I am also very pleased to report that the Municipal Archives Special Interest Section, the McGill University ACA Student Chapter, and the University of Toronto ACA Student Chapter were established this spring. The Board is delighted to have a new special interest section and two new student chapters and I very much look forward to working with them in the upcoming year.

Before closing, I wish to thank my colleagues on the ACA Board for their insight, collegiality, and, most importantly, senses of humour during deliberations. I also extend my appreciation to all of the SIS, student chapter, and Committee chairs and members who volunteer their time, energy, and expertise on behalf of the ACA. I am especially grateful to Denise Jones, the Education Committee Chair, and to David Mawhinney, the Membership Chair, for their hard work and dedication. I also wish to offer a special thanks to Tom Nesmith who, after eight years, will be stepping down from the Education Committee. Finally, I thank Duncan Grant and Judy Laird for their ongoing devotion to the interests of our members and to the success of the ACA.

Respectfully submitted,
Loryl MacDonald
Director without Portfolio

Annual Report of the Secretary-Treasurer for 2005-2006

Introduction

The operation and administration of the Association of Canadian Archivists (ACA) changed dramatically in the summer of 2003 when the ACA hired its first full-time Executive Director, Duncan Grant. My term as Secretary-Treasurer is the first term that has benefited from having an executive director for the entirety of its term. Duncan's arrival has benefited all aspects of the ACA's operations and perhaps the most affected is the position of Secretary-Treasurer where Duncan has competently taken on tasks such as preparing budgets and financial statements that previously would have been the responsibility of the Secretary-Treasurer. As a result of this development the time commitment involved for the position of Secretary-Treasurer has been greatly reduced throughout my term. The primary responsibilities of the Secretary-Treasurer for the year 2005-06 were:

- Overseeing and monitoring the financial operations of the Association
- Board liaisons for annual conferences in Saskatoon and St. John's
- Participation in monthly conference calls and twice yearly planning and priorities meetings
- Participating in board matters including advocacy
- Creation of a functioning finance committee to increase member participation in the financial matters of the association
- Assisting in the creation of the ACA foundation to allow charitable donations to the association

In 2005-06 the ACA finalized changes to the investment policy that was approved and implemented in 2004. In accordance with the auditor's

suggestions and Board input, ACA continued its investment in fixed income funds, government bonds and other stable investment vehicles. Investment income for fiscal year 2004-05 totalled \$8,621 including a loss on the sale of the remaining two equity funds. This loss was less than the gain realized on the sale of the first three funds the previous spring. Coupled with the stability of knowing our financial position and avoiding fluctuations, these investment vehicles provide the Association with a source of income to:

- Support ACA activities (web site development, future scholarships, etc.)
- Hold in reserve in case of unforeseen expenses (e.g. cancellation of a conference because of a SARS-type virus, weather disaster, etc.), and
- Cover contractual obligations and outstanding bills in the event the Association ceased operations.



Actual Results from Fiscal 2004-05

In September 2005, Ouseley Hanvey Clipsham Deep LLP submitted the final audited statements for the year ending 30 June 2005. ACA's financial position for that year is summarized in the box below.

The 2004-05 ACA budget, prepared a year earlier in June 2004, predicted a deficit of \$27,925. Instead we realized a profit of \$43,281. Much of this profit can be attributed to higher than expected revenues from *Archivaria*, which has rebounded in subscriptions since international subscriber rates were revised in 2004. The annual conference remains the prime generator of profit for the association. ACA Saskatoon 2005 generated an audited profit of \$54,437.

Latest Estimate for 2005-06 Compared to the Budget for 2004-05

Projects for 2005-06 included the review and renewal project, website development of a member's only portion, creation of student chapters, the formation of a charitable foundation for the ACA, other web development such as *E-Archivaria* and the organization of the annual conference. This year marked an increase in revenues from membership and *Archivaria* as a result of the new fee rates. As the fiscal year is not over until the end of June, the following observations are based on the income statements as at the end of April 2006:

- membership revenues (\$93,880.37) will be above membership budget of \$96,000
- *Archivaria* revenue at \$119,418.76 is on target for the revised budget and marginally over the members' budget/year.
- Conference revenues and expenses are relatively on target. Note that conference revenues should increase by about \$40,000 by June 30th while conference expenses should be about \$60,000- 65,000 by the time they are audited.
- Conference Grants refers to SSHRC travel funding. confirmed for St. John's conference.
- Reduced communication expenses as more material is disseminated via the Internet.
- Standing committee expenses are lower due to lower than expected travel expenses and reduced spending for Standing Committees/ Special projects. The reduced spending reflects uncompleted projects, savings at Planning & Priorities meetings and by the Education committee.....

- Website expenses are on target.

The overall financial position of the Association is better than expected and we currently have a net income of \$66,521.12 (April 2006 financial statements). With expected changes in May and June, ACA should have a net profit of about \$20,000 which is \$30,000 better than budgeted, and reflects better than expected membership and *Archivaria* revenue. ACA reserves are in good shape as a result of following the auditor's advice regarding the Sovereign fund. ACA continues to invest in vehicles suited to its mission and non-profit status; these bonds will produce good returns to assist strategic initiatives of the Association. In addition, accumulated surpluses from past years will also support the continuing development of the ACA website, the review and renewal project and the possible implementation of scholarships and bursaries in the future.

Budget, 2006-07

Preparing next year's budget is always a challenge because it is difficult to predict the revenues and expenditures for the annual conference a year in advance. The proposed change of fiscal year to mirror a calendar year (January 1 to December 31) will improve the situation; make planning easier and improving the ability to undertake multi-year planning. The Finance Committee has played a lead role in developing the strategy and implementing the change in fiscal year.

The ACA will continue attempting to create value for members through projects such as *e-Archivaria*, the members' only site, on-line payment of fees and conference registrations, and the creation of the ACA Foundation. The budget for 2006-07 indicates a projected surplus of about \$20,000.

Conclusion

In the past year, ACA was able to re-establish the finance committee as a

functioning committee through the recruitment of two members, Lisa Atkinson and Linda Nobrega. Through the implementation of this committee, members are able to ensure greater accountability through broader review of the ACA's financial documents such as income and bank statements. Both Linda and Lisa have generously agreed to stay on to aid the new Secretary-Treasurer with familiarizing themselves with ACA's financial process. Additionally I will stay on as a member of the finance committee until the new Secretary-Treasurer is comfortable with the position. Though happy to be finishing up my term as Secretary-Treasurer, I am indebted to all my fellow board members over the past two years; Larry Dohey and Wayne Crockett who greatly aided the first year of my term, and Loryl MacDonald and Linda Fraser who have been a pleasure to work with this last year. Most of all, I would like to thank my two-year board colleague Marc Lerman for his guidance as president, as well as his efficient and rigorous control of our meetings. I also wish to thank Duncan Grant and Judy Laird. When I was contacted about this position, I talked to two previous Secretary-Treasurers who told me that while it was a rewarding position, it was also quite a demanding one. However, through the efficient work of Duncan and Judy much of the workload has been reduced through their work on financial matters, meeting minutes, and the organization of the conference. Next year should be a very exciting year for the ACA as the review and renewal project develops, the member's services section of the website continues to grow and expand member value, *e-Archivaria* and *The Canadian Archivist* go on-line, the ACA charitable foundation becomes a reality, and we prepare for a joint conference with the Archives Association of Ontario in Kingston.

Scott Goodine
Secretary-Treasurer

(President's Report, continued from page 3)
consistency in delivering 6 issues per year with improved content reflecting practical and front-line developments across Canada. The Web site is being enhanced. The public site is improved to meet 3-click maximum for content; multiple levels, outdated and highly detailed content have been removed. A Members' only site is now available with content relevant to members' needs and increase functionality. e-commerce and e-payment are being developed and offered.

I will continue serving as Chair of the Review and Renewal Committee post Presidency and hope to apply much of the planning in 2006-07.

It is difficult to put into words the marvelous contributions of ACA's leadership team. Each and every member of the Board, committee chairs, and SIS chairs has supported ACA's agenda with conviction and commitment. We are indebted to all who served as volunteers on our committees, interest groups, and consultation bodies. Our contract staff was excellent. I experienced my Presidency in an environment of good will and collegiality. Scott Goodine, Loryl MacDonald, and Linda Fraser were wonderful Board colleagues and I will miss working with them.

It should never be forgotten that our achievements during my term could not have happened without the expertise of Duncan Grant, Executive Director, and Judy Laird, Administrative Coordinator. Their diligence, dedication to our cause, and outstanding performance is a source of inspiration.

It was a privilege to serve our community. Hopefully, I served the membership adequately and helped in some small way to create an environment conducive to a bright future for ACA.

Respectfully submitted,

Marc Lerman
ACA President



AUDITORS' REPORT

To the Members,
Association of Canadian Archivists:

We have audited the balance sheet of the Association of Canadian Archivists as at June 30, 2005 and the statements of changes in net assets and revenue and expenditure for the year then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at June 30, 2005 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

The comparative figures are based on financial statements that were audited by another firm of accountants.

OUSELEY HANVEY CLIPSHAM DEEP LLP

Chartered Accountants

Ottawa, Ontario
September 26, 2005.

ASSOCIATION OF CANADIAN ARCHIVISTS

BALANCE SHEET AS AT JUNE 30, 2005

	<u>2005</u>	<u>2004</u>
ASSETS		
CURRENT		
Cash	\$ 125,929	\$ 77,142
Investments (note 4)	286,000	278,667
Accounts receivable	<u>7,021</u>	<u>17,427</u>
	418,950	373,236
PROPERTY AND EQUIPMENT (note 5)	<u>13,612</u>	<u>11,361</u>
	<u>\$ 432,562</u>	<u>\$ 384,597</u>
CURRENT LIABILITIES		
Accounts payable	\$ 12,201	\$ 32,353
Deferred revenue (note 6)	<u>137,265</u>	<u>112,429</u>
	<u>149,466</u>	<u>144,782</u>
NET ASSETS		
Invested in property and equipment	13,612	11,361
Restricted for Scholarship fund	985	-
Unrestricted	<u>268,499</u>	<u>228,454</u>
	<u>283,096</u>	<u>239,815</u>
	<u>\$ 432,562</u>	<u>\$ 384,597</u>

Approved on behalf of the Board:

Director



Director



ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED JUNE 30, 2005

	<u>2005</u>	<u>2004</u>
INVESTED IN PROPERTY AND EQUIPMENT		
Balance - beginning of year	\$ 11,361	\$ -
Purchase of property and equipment	7,296	12,933
Amortization	<u>(5,045)</u>	<u>(1,572)</u>
Balance - end of year	<u>\$ 13,612</u>	<u>\$ 11,361</u>
RESTRICTED FOR SCHOLARSHIP FUND		
Transferred from unrestricted and balance - end of year	<u>\$ 985</u>	<u>\$ -</u>
UNRESTRICTED		
Balance - beginning of year	\$ 228,454	\$ 273,758
Net revenue (expenditure) for the year	43,281	(33,943)
Purchase of property and equipment	(7,296)	(12,933)
Amortization	5,045	1,572
Transferred to restricted for Scholarship fund	<u>(985)</u>	<u>-</u>
Balance - end of year	<u>\$ 268,499</u>	<u>\$ 228,454</u>

ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF REVENUE AND EXPENDITURE FOR THE YEAR ENDED JUNE 30, 2005

	<u>2005</u>	<u>2004</u>
REVENUE		
Archivaria	\$ 126,946	\$ 75,055
Conference	121,684	82,941
Donations	985	-
Education	5,015	15,574
Grants	28,428	11,978
Investment income	8,626	14,331
Membership	93,513	89,384
Other	643	3,553
Promotional items	-	67
Publication	1,488	491
	<u>387,328</u>	<u>293,374</u>
EXPENDITURE		
Amortization	5,045	1,572
Archivaria	72,499	78,057
Bulletin	4,971	6,814
Committees and special interest section	41,725	33,263
Conference	67,147	61,245
Contributions to the BCA	2,000	2,000
Education	2,018	10,140
Executive committee	5,097	10,308
Office and general	23,034	21,423
Professional fees	2,330	2,354
Support services	83,049	79,431
Website	35,132	20,710
	<u>344,047</u>	<u>327,317</u>
NET REVENUE (EXPENDITURE) FOR THE YEAR	<u>\$ 43,281</u>	<u>\$ (33,943)</u>

ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2005

1. PURPOSE OF THE ORGANIZATION

The purpose of the organization is to provide leadership to everyone engaged in the presentation of Canada's documentary heritage, to encourage awareness of archival activities and developments and the importance of archives to modern society, to advocate the interests and needs of professional archivists before government and other regulatory agencies and to communicate to further the understanding and cooperation amongst members of the Canadian archival system, and other information and cultured based professions.

The organization is incorporated under the Canada Corporations Act as a not-for-profit organization, and is not subject to income taxes.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles and include the following significant accounting policies:

a) Estimates and assumptions

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditure during the reporting period. Actual results may differ from those estimates.

b) Investments

Investments are valued at the lower of cost and fair value.

c) Property and equipment

Property and equipment are recorded at cost less accumulated amortization. Amortization is provided on the reducing balance basis as follows:

Computers	30%
Furniture and equipment	20%

d) Scholarship fund

The organization accepts contributions in support of its scholarship initiatives and plan. Until such time as the organization obtains charitable status, tax receipted contributions to the Stan Hanson and Kent Haworth funds are held by the Canadian Council of Archives and reported in its financial statements. The Scholarship fund is internally restricted and is under the direction of the Board.

e) Revenue recognition

The organization follows the deferral method of accounting for revenue. Restricted revenue is recognized in the year in which the related expenditure is incurred. Unrestricted revenue is recognized when it is received or becomes receivable.

ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2005

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

f) Grants

Grants received are subject to specific terms and conditions regarding the expenditure of the funds. The organization's records are subject to audit by the grantor to identify instances, if any, in which amounts charged against contributions have not complied with the agreed terms and conditions and which, therefore, would be refundable to the grantor. In the event that adjustments to prior years' contributions are requested, they would be recorded in the year in which the grantor requests the adjustments.

3. FINANCIAL INSTRUMENTS

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant interest rate, currency or credit risks arising from its financial instruments and the carrying amount of the financial instruments approximate their fair value.

4. INVESTMENTS

Investments consist of Federal and Provincial bonds and investment certificates, and their fair value approximates cost.

5. PROPERTY AND EQUIPMENT

			2005	2004
	Cost	Accumulated amortization	Net	Net
Computers	\$ 9,998	\$ 3,834	\$ 6,164	\$ 4,734
Furniture and equipment	10,231	2,783	7,448	6,627
	<u>\$ 20,229</u>	<u>\$ 6,617</u>	<u>\$ 13,612</u>	<u>\$ 11,361</u>

6. DEFERRED REVENUE

	2005	2004
Grants	\$ 34,829	\$ 27,232
Archivaria subscriptions	78,171	72,737
Memberships	24,265	12,460
	<u>\$ 137,265</u>	<u>\$ 112,429</u>

7. ARCHIVARIA

All members of the organization receive a subscription to Archivaria, which is funded by the allocation to Archivaria of \$18 per membership fee. In addition to support services directly related to Archivaria, approximately 20% of the management and office support services are allocated to Archivaria.

ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2005

8. COMMITMENTS

a) Lease

The organization has leased premises to December 31, 2005 at approximately \$12,000 per annum.

b) Conference

Prior to the year-end the organization entered into an agreement with a hotel to provide accommodation for the attendees of the Conference to be held in June 2006. The cost will be approximately \$46,000 and will be expensed in the June 30, 2006 fiscal period.

Education Committee Annual Report



Denise Jones, Education Chair and her cat, Ollie

Members of the 2005/06 Education Committee are: Denise Jones (chair), Deidre Simmons, Johanna Smith, Tom Belton, and Tom Nesmith.

Review, Renewal, and Research

The committee is in contact with Terry Eastwood (Review and Renewal Committee) so that our efforts in regards to professional development are coordinated and so that we can be of help to each other in relation to our respective mandates. The committee looks forward to working with Terry more closely as the Review and Renewal process continues.

As per the committee's mandate, we will be continuing to promote areas of archival research as the summer and our second year progress. In the coming months we will be researching what other archives associations are doing in terms of professional development. This will result in recommendations to the Board for more educational opportunities which will help us continue to serve the professional development needs of Canadian archivists. Ideas and comments from the membership (and non-members) are always welcome!

ACA Website Review

In the early Spring the committee began to look at the ACA websites (public and members' only) to review content related to the work we do and to evaluate whether it needs to remain and if so, where it would be best placed. This work has been added to our work plan and will be an ongoing task for the

committee in order to keep our content relevant and clear.

2006 ACA Institute & Workshops

The committee is responsible for the Institute and Workshops. Our work with these events includes the development, evaluation and recommendation of event proposals, development and promotion of topics, establishment of event structure and duration in collaboration, development of event budgets, and, in the case of the Institute, onsite coordination of the events. All of this work is done in collaboration with the event leaders and instructors, the ACA Office, the ACA Board, the ACA Web Editor, and the Local Host Committee. This year, the Institute and Workshops will be held on June 26th & 27th in St. John's, Newfoundland at Memorial University.

The 2006 ACA Institute, Archives in the Wake of Hugh Taylor: Shaping Archival Programmes for the 21st Century, will be an opportunity for professional renewal and rethinking. Drawing on Taylor's imaginative insights, the Institute will discuss how archiving could be conceived and done in new ways. The Institute will be led by Terry Cook and Tom Nesmith and will focus on 4 elements: new understandings of archival work, appraisal, description, and electronic archives programmes.

We have 3 excellent pre-conference ACA Workshops lined up this year, each to be led by exceptional instructors – "Law and Original Order: Legal Aspects of Archives" with Loryl MacDonald; "Awareness & Advocacy" with Christina Nichols & Lois York; and "Just Scan It All! Making Archival Holdings Available Online" with Paul Maxner & Lois Yorke.

Thanks

I would like to thank the members of the Education Committee for their time and energy this past year. Specifically, thanks to Deidre Simmons for her work with the workshops, Johanna Smith for her upcoming work with the committee procedures, and Tom Belton for his work with the Institute Finances. After last year's conference Tom Nesmith

indicated that he was ready to step away from the Education Committee but when I asked him to stay on for the sake of continuity and to help me get oriented to the work ahead he graciously said he would. Thank you, Tom, for sticking out the year with us and for all of the time and energy you have given to the ACA Education Committee over the last 8 years.

The committee would like to thank the Board and Office for their cooperation and support this past year. In particular, we would like to thank Loryl MacDonald, our Director without Portfolio, for always having time for our calls and emails and for providing us with unwavering support. The committee is looking forward to an exciting and productive 2nd year!

Respectfully submitted by
Denise Jones, Chair

Constitutional Review Committee Annual Report

The Constitutional Review Committee is a Standing Committee of the corporation. The Committee is responsible for receiving proposals for enacting, amending and repealing of the By-laws of the Corporation and for preparing revised articles and By-laws for member's approval.

Given its mandate the work of the Committee has been limited in this as in previous years. However, it is anticipated that some work may be required in the next program year as a result of the Review and Renewal Process.

Recommendations regarding the status of this Committee were made to the Board in 2003/2004.

Respectfully submitted
Diane Haglund
Chair

Report of the ACA Membership Committee



David Mawhinney,
Membership & Ethics Chair

During the fall of 2005 we conducted our annual visits to the universities across the country that have Archival Studies programs in order to advise students about the benefits of ACA Membership and to tell them about the Mentorship Program. The results were promising with a significant increase in the number of students who took out memberships with the Association. The other membership statistics have remained consistent with previous years.

The third year of the Mentorship Program began and we were able to make 8 matches with mentors across the country. This initiative is a great way for fledgling archivists or students to obtain help and expertise from archival professionals with a minimum of five years experience in the field. Please feel free to contact either myself (dmaha@hotmail.com) or the ACA Office in Ottawa (aca@archivists.ca) for further details.

The members of my Committee also undertook an extensive review of the ACA web site to locate inconsistencies, bad links, and dated material to make the web site more streamlined and current for members and visitors to the site. We also assisted with the proofing of *E-Archivaria*, which is the digitization of the Association's journal for release on the ACA web sites. This project will be of particular interest to students who will be able to search and read the journals at home through the Members' Only site.

There was also discussion about changes to the Membership categories. A

number of suggestions had been received including: family memberships, senior memberships, etc. If current members have any ideas or suggestions relevant to this discussion my Committee would welcome comments. We are in the preliminary stages of this process but appreciate input that would assist us in making an informed decision.

The Committee hopes to meet in Ottawa in the fall and plans to have a social event for archivists in the Gatineau offices of Library and Archives Canada. We look forward to meeting any interested archivists and will keep you posted about further details.

Respectfully submitted,
David Mawhinney

Nominations, Elections and Awards Committee Report

The Nominations, Elections and Awards Committee proposes the following candidates for election to Board positions:

- Scott Goodine, Provincial Archives of Alberta, for President
- Heather Home, Queen's University Archives, for Secretary-Treasurer.


Please note that the ACA Board has recently approved limited travel support for individuals on the Board to attend the ACA Board meeting and AGM held in conjunction with the annual conference, where such support is not available from the individual's employer.

In addition to finding candidates for Board positions, the Committee received nominations for the Membership Service Award and an Honourary Membership. These names will be revealed at the Awards Lunch during the conference.

Michael Gourlie, Chair
Cheryl Ennals
Danny Moore

Public Awareness Committee Annual Report

Committee Members & Meetings

- Crista Bradley; Cara Downey (Chair); Brian Hubner (resigned December 2005); Rachele Ross (joined January 2006); Anthea Seles (joined November 2005); Kat Timms; Charlotte Woodley
- The PA Committee meets in person once per year,  has multiple meetings and
- discussions electronically throughout the year. The five members of the committee met in Winnipeg at the University of Manitoba in November 2005.

Advocacy Booklets & Awareness Documents

- Work with SISAA towards the completion of the Aboriginal Archives Guide, Phase II.
- The 'What is an Archivist' and 'How to Become an Archivist' documents were sent to University History programs in September to promote knowledge of the possibilities of an archival career among potential graduate students

Report of the ACA Ethics Committee

The primary activity undertaken this year was to translate the Code of Ethics into French. This project was undertaken in response to a member request. The initial translation was completed in December of 2005 and the translated version was sent to a professional translator so that it could be verified.

This was completed in the Spring of 2006 and the *ACA Code de déontologie* should be posted to the main web site shortly. This Committee is also looking for interested volunteers to help with the aims of the ACA. If you are interested in assisting in this process please feel free to contact me at (dmaha@hotmail.com)

Respectfully submitted,
David Mawhinney

Product Development

- PA sponsored a t-shirt contest to promote and celebrate archivists. The winning slogan will be announced shortly, and the t-shirt will be placed for sale

ACA Display and Outreach Events

- Display has made appearances in at SAA in New Orleans, Yukon Territory Archives, Regional Municipality of Waterloo, and more exciting locales!
- Crista Bradley and ACA President, Marc Lerman, attended SAA in New Orleans in August 2005. The ACA display booth was well positioned in a high-traffic area of the conference and many SAA members visited the booth. The delegates spoke very highly of Canadian archives, and in particular remarked on the high quality of *Archivaria*.

Conference Roundtable and Planning

- PA is hosting its annual Public Awareness Roundtable in St John's. We are looking forward to another exciting exchange of ideas!

ACA website

- At the request of the ACA Board, the PA will be working on a re-design of the ACA website. This re-design will include more functionality, increased use of the 'members only' site and other exciting developments.
- PA contributed to the editing of e-*Archivaria*, to be launched at the annual conference.
- PA is working to develop a presentation to demonstrate the benefits of ACA membership
- The PA Chair is a member of the ACA Web Advisory Committee.

Outgoing and Incoming PA Members

- After 4 years of service to the ACA, Brian Hubner has left the PA committee. Brian's input will be greatly missed.
- Anthea Seles and Rachelle Ross have recently joined the committee. Their contributions have been greatly appreciated.

A big thanks is offered to the ACA office for their help over the past year!

Respectfully submitted
Cara Downey

Archivaria – Report to ACA Annual General Meeting

by Robert McIntosh

Publication of Paper Journal

Issue #59, "Quebec's Perspective on Archival Science," was mailed in October 2005. This issue benefited from special financial support from Library and Archives Canada and the Association of Canadian Archivists to meet the cost of translation.

Issues #60 and #61 have been developed simultaneously as a means of making up the six months we have been behind in our publishing schedule for some years. Issue #60, to be mailed in June 2006, is co-edited by Barbara Craig, Heather MacNeil and Phil Eppard. Barbara kindly managed the production of this issue, which contains revised papers originally presented at the first I-Chora conference in Toronto in 2003. Issue #61, to be mailed in July 2006, has a special section edited by Joan M. Schwartz, with assistance from Barbara, entitled "Archives: Space and Power."

We should be on track to release the autumn 2006 issue (#62) in the late autumn of 2006.

Electronic Journal – e-*Archivaria*

We expect to launch the on-line version at the ACA Conference in St. John's. At launch, the eight most recent issues (#54 forward) will reside on the ACA server, available to members and subscribers only. All previous issues of *Archivaria* (up to and including #53), as well as all issues of the *Canadian Archivist*, will be freely available on the SFU server. Both open and restricted issues will be accessible via the ACA website. With the publication of each new issue, the oldest restricted issue will be added to the "open" pool.

Over the past six months considerable work has been done, notably by the ACA Office, in arranging for copyright clearance. Members of the Editorial Board contributed many hours to locating authors. *Archivaria* acknowledges with gratitude the key role of Teruko Kishibe in contacting authors and arranging for permissions.

Duncan Grant has been instrumental in coordinating discussions with SFU in hosting e-*Archivaria* and in developing

ways and means of implementing subscriber / member-only access to the most recent issues of e-*Archivaria*. A range of ACA members kindly volunteered to review and comment on the prototype versions of the scanned journal. Cathy Bailey has led on behalf of the Editorial Board in developing the technical aspects of e-*Archivaria*, including examining and recommending on an indexing strategy.

Administration of the Journal

Archivaria is published by virtue of very close collaboration between the ACA Office (Duncan Grant and Judy Laird) and the members of the Editorial Board. Heading into the annual meeting of the Editorial Board in June, membership consists of Robert McIntosh, Barbara Craig, Terry Cook, Heather MacNeil, Brien Brothman, Laura Millar, Bernadine Dodge, Cathy Bailey, Andrew Horrall, Marcel Barriault, and Sarah Stacy. Kara Quann is production assistant.

Terry has announced he is stepping down from the Board after the St. John's meeting. He has been a tremendous contributor to the journal – in many different roles – over three decades!

Lorraine Gadoury stepped down as French-language editor in the autumn of 2005. We would like to thank her for her tremendous contributions to the journal over five years. Marcel Barriault of LAC has kindly agreed to take this position on the Editorial Board. We are also pleased to welcome Sarah Stacy of LAC to the Board this spring as Exhibition Review Editor.

A Search Committee has been struck to find a replacement as General Editor when Robert McIntosh steps down this summer.

W. Kaye Lamb Prize Winner - 2005

The Editorial Board would like to congratulate again Tom Nesmith, winner of the 2005 W. Kaye Lamb Prize for this wonderful article, "What's History Got to Do With It?: Reconsidering the Place of Historical Knowledge in Archival Work" published in *Archivaria* 57 (Spring 2004).

Web Editor Annual Report 2005-06

I began my position as ACA Web Editor in September 2005. Since that time my principle responsibilities have included the following:

1. Upload current materials to the web site. (See attached for inventory of uploads).
2. Meet with ACA Executive committee regarding recommendations for site functionality and layout.
3. Consult with Board and make recommendations on policies and site initiatives.

To meet these goals I have done the following activities.

1. Attended Fall Planning and Priorities Meeting in Ottawa. Some of the suggestions I proposed were:
 - a. Archival Blog for comment and interaction with colleagues in the heritage community. This could also be a place for guest bloggers to add monthly or weekly contributions for discussion.
 - b. Create an on-line Archival Commons. This would be a portal for members to sign in to and post and download files from current work. The first step towards this functionality has been accomplished with the member's only log in space on the web site. This could also be done through an FTP section for the site.
 - c. Add RSS capabilities to update current events.
2. Attended Spring ACA Board meeting in Toronto
3. Attended three software training sessions with RedEngine Software Company. Continue to consult with Chris Dunsing and Mangal

Singh, RedEngine representatives regarding software use.

4. Contacted Robin Fischer, the archivist at the LAC who is responsible for the ACA fonds, and discussed the possibility of creating a formal records schedule for the records of the activities surrounding maintenance of the ACA web site; discussed same with Catherine Bailey, former ACA web site editor. Exchanged model records schedule that might apply to the records creating in maintaining the ACA site.
5. Assisted with the ACA project: web site Public Access with E-commerce activities.
6. Created template to better manage committee member's requests for submissions of material to post on the web site.
7. Changed the update announcement feature on the home page to shorten the page and file older announcements for better access.
8. Started a policy to only host active material on the web site. This is a conscious effort to move the site away from a storage venue for the inactive records of various committees.
9. Started a policy to remove blank pages or pages seldom used by various committees. When the committees have regular submissions to make on a particular page, then a related section for posting will be created.

The biggest event of the year has doubtless been the posting of *Archivaria* on-line and the on-line registration capabilities. The role of the Web Editor in the planning and implementation of this project has been limited however as these features raise the interactive nature of the site I anticipate a much busier role for the web editor in the future.

To close I would like to thank the Executive Committee for the opportunity of being the ACA Web Editor.

Sincerely,
Raymond Frognier

University and College Special Interest Section (UCASIS)



Patti Harper,
Chair UCASIS

This past year has focused on increasing the visibility of this section. In an attempt to accomplish this goal, *Archademe* newsletter was resurrected. It is now available online under our section on the

ACA website. I am excited about the renewal of this publication and its format. It requires volunteer time to edit, compile and post but very little monetary resource. The publication includes a survey, updates from member institutions, items of interest, and announcements.

Another goal this year was to arrange a special information session for member discussion. This however did not come to fruition. The information session either in a full or part day format would allow colleagues from the section to discuss like issues, projects, mandates, and legislation in an informal but purposeful manner. Such a session for next year will be attempted again but this time at our annual meeting at the ACA conference in Newfoundland.

Our annual meeting will take place in Newfoundland on June 30th during the lunch period. We have one presentation and plans for next year will be discussed. The annual survey of University and College Archives will be available this fall and its future based on participation will also be discussed.

Special Interest Section On Aboriginal Archives (SISAA) Status Report

Aboriginal Archives Promotional Booklet Project

Phase I of the project is near completion. It involved the development and printing of a hard copy version intended for use by Aboriginal communities throughout Canada. Copies of both the English and French version are available to members in .PDF format on the Members' Only site of the ACA website.

On 6 March 2006 members of the Steering Committee (Warren Sinclair, Patricia Kennedy and Wilma MacDonald) met with Duncan Grant, the ACA Executive Director, and the Public Awareness Committee regarding Phase II of the project. Phase II involves the creation of a website version hosted by the ACA and a multi-media CD-ROM/DVD product (for those communities without Internet access).

SISAA will be coordinating the critical comments and feedback on the English text using a three-prong approach:

- SISAA had posted a copy of the booklet on the SISAA ListServ and participants were encouraged to review and comment.
- Copies of the booklet were mailed to selected experts in Aboriginal research for their comments.
- Warren Sinclair, the SISAA Chair-Person, will be attending the 9th North American Fur Trade Conference and 12th Rupert's Land Colloquium in St. Louis during 24-28 May and will be soliciting comments from individuals attending.



Steering Committee - Wilma MacDonald, Warren Sinclair, Patricia Kennedy

The Steering Committee met on 19 May to review the comments received and plan for a final revision to incorporate them.

SISAA ListServ

The SISAA ListServe continues to grow in membership. There are at present 52 members, an increase of 6 since the last report.

Religious Archives Special Interest Section Annual Report

The past year has been a transitional one for the Religious Archives Special Interest Section. The position of Chair, which had been vacant for some time, was filled in February of 2006, while the Secretary of the group stepped down.

At the annual RASIS meeting, held in Saskatoon on June 9th, 2005, members of the group met to identify priorities and begin to chart the direction of the Special Interest Section. It was determined that it would be useful to update the RASIS pamphlets and display. Interest in conducting a survey of Canadian religious archives, initially proposed in 2003, remained high. The aim of this project is to get a sense of where religious archival holdings are located in the country, what types of materials they maintain, to get a sense of their needs and how RASIS and the ACA can best serve them. Once the information is compiled, RASIS would produce a directory of religious archives and use the information gathered to direct our activities to best address the concerns of this diverse group of archival institutions.

Through the utilization of the RASIS page on the ACA website and through e-mail lists it is hoped that members can share issues of common concern and that discussions begun at the annual meeting will be opened to a wider audience. It is hoped that in the upcoming year RASIS will again become an active presence in the ACA.

Rodney Carter, Chair

Annual Report of the UBC Student Chapter

I. Membership and administration
During the UBC winter terms, from September to April, members of the ACA student chapter were as follows:

- Melissa Adams
- Jennifer Baetz
- Eleanor Kleiber
- Tracey Krause
- Carolyn Petrie
- Nicole Stanley

Faculty Advisor: Luciana Duranti
Coordinator: Eleanor Kleiber
Events Coordinators: Tracey Krause and Carolyn Petrie
Secretary/Treasurer: Jennifer Baetz
Website coordinator/records manager: Melissa Adams
First Year Representative: Nicole Stanley

II. Summary of activities September 2005

- Members of the chapter executive spoke at the SLAIS orientation and at MAS class to promote the chapter with the new students and encourage them to join the ACA.
- Tracey Krause organized the chapter's monthly Speaker Series with a presentation by Ian Forsyth, and Terra Dicksonson about the ACA and the AABC.
- The chapter had a Yard Sale fundraiser. Professors, graduates and friends kindly donated items and we raised over \$250.
- The chapter made a donation of goods and furnishings to the Young Wolves Lodge Recovery House.
- Tracey Krause and Carolyn Petrie started the "buddy program" designed to match a first year student with a second year student to help them transition into their lives at SLAIS. A policy was written and many people signed up. A pub night was held to celebrate the beginning of the program and bring first and second year students together socially.

October 2005

- Tracey Krause organized this month's Speaker Series, "Recent MAS Grads." Catherine Miller, Alan Doyle and Krisztina Laszlo, came to speak about life after SLAIS.



- The chapter held a successful Halloween Bake Sale as a fundraiser.

November 2005

- Copies of the book "Archival Imagination," kindly donated by the ACA, were distributed to the MAS and Joint students.
- Tracey Krause organized the many events for archives week including: Colloquium with speaker Richard Cox
ACA lunch with Richard Cox
Archives Tour: Library and Archives Canada, BC and Yukon Repository
Bowling/movie night
- The chapter t-shirt contest was concluded with Melissa Adams winning with the "Canadian Archivists are RAD." She received a free t-shirt and orders were taken for others.

December 2005

The chapter sponsored a Christmas party potluck to celebrate the end of term.
The chapter made a Food bank donation.

January 2006

Members of the chapter executive again spoke to the new intake at orientation to encourage them to get involved and join the ACA.

February 2006

- Had a Valentine's Day Bake Sale.
- Tracey Krause and Carolyn Petrie represented the chapter in a collaborative effort with other Library student chapters, to host a SLAIS Job Fair. SLAIS students had the opportunity to listen to talks by professionals throughout the lower mainland and have one-on-one sessions to discuss resumes, cover letters and interview skills.
- Tracey Krause and Carolyn Petrie organized a tour of the SFU Archives.

March 2006

- The chapter hosted a visit by students in the Archives program at Western Washington University in Bellingham. Luciana Duranti gave a talk about the work of InterPARES. Terry Eastwood spoke about the ACA and the Master's program at UBC. Chris Hives gave students a tour of the UBC archives and UBC's new Automated Storage and Retrieval System (ASRS) at the Irving K. Barber Learning Center.
- Jen Baetz successfully petitioned for the ACA student chapter to be established as an independent UBC club.

Bureau of Canadian Archivists Annual Report

I am pleased to submit the following 2004-2005 Bureau of Canadian Archivists Annual Report to the Association des archivistes du Québec (AAQ). The role and mandate of the Bureau of Canadian Archivists (BCA) is to bring together the archivists of Canada who are members of either of the two national associations that reflect the country's linguistic duality: the Association of Canadian Archivists (ACA) represents the Anglophone archivists of Canada and the Association des archivistes du Québec (AAQ) represents the Francophone archivists of Quebec and the rest of Canada. Collaborating within the BCA, the two national associations seek to encourage communication and cooperation among their members with the aim of promoting professional development and the development of the archival discipline as a whole. The BCA also represents Canadian archivists at the national and international levels.

For 2005-2006, the members of the BCA board of directors were: the presidents Marc Lerman (ACA) and Yvonne Painchaud (AAQ), the vice-presidents Linda Fraser (ACA) and Nathalie Gelinias (AAQ), the Assistant Secretary General Manon Gendron and Secretary General Gilles Lesage, followed by Acting Secretary General Marc Lerman, and finally as of January 1st, 2006, myself, Shelley Sweeney.

By holding teleconferences the BCA held regular meetings throughout the year. The BCA also met in person for a one day meeting preceding the CCA General Assembly in October 21. Following that meeting, Manon represented the BCA at the CCA General Assembly. Gilles Lesage attended the ACA's annual meeting.

A regular activity of the BCA is to receive grant applications of the national associations in order to adjudicate and forward them to the CCA. Only four projects were submitted to the CCA this year: Seminaires du prCongress 2005

April 2006

- Tracey Krause and Carolyn Petrie organized an evening social event to celebrate the end of term and the graduation of many of the second year students.
- Melissa Adams organized the chapter to design a poster to be presented at this year's SAA conference.

de l'Association des archivistes du Québec – AAQ – approved; Aboriginal Archives Guide – PHASE II – ACA – Approved; Publication des actes du Symposium conjoint 2004 – BCA – Not approved; Participation du BCA a la SPA 2005-2006 – BCA – approved. I wish at this point to thank the CCA for their generous support in the past.

Under the auspices of the CCA and the BCA, the Copyright Committee, chaired by Nancy Marrelli, has continued its activities. Given the nature of the Copyright Committee's work, however, it was deemed advisable to transfer the responsibility for the Committee to the CCA, employing the same representation from the two associations.

This year, the BCA continued to be active on the international scene with the financial assistance of Heritage Canada thanks to a CCA grant and with the financial assistance of Culture, Heritage, Tourism Manitoba thanks to an AMA grant. Gilles Lesage collaborated in the work of the International Council of Archives (ICA)'s Section of Professional Archival Associations (SPA) as a board member by attending the meeting in Girona in April 2005. Due to the delay in appointing a new Secretary General, the BCA was not formally represented at CITRA in Abou Dhabi, United Arab Emirates. Bryan Corbett, however, ensured that Canada was represented. CITRA is the interim meeting of the International Council on Archives in between their quadrennial meetings. Promoting co-operative activities within professional archival associations, SPA has continued to focus on the following issues: certification of archivists, translations of the code of ethics and its promotion, competency profiling, awareness, data protection related to the European Directive, web site development, updating of the directory, the European Conference of Poznan and ARMA conferences. Archival Solidarity also falls under SPA. I wish to underline Nancy Marrelli's significant contribution to Archival Solidarity. I wish to thank the CCA and the AMA for their continued support.

I wish to thank the members of the BCA board for their support and commitment throughout the year. I also wish to thank all the members of both associations who have contributed to the activities of the BCA. Jacinthe Duval and Gilles Lesage of the Centre du Patrimoine have been particularly helpful in providing translation assistance.

Shelley Sweeney
Secretary General

Briefing note: Member & Fiscal year change

Following a recommendation from the Review and Renewal Steering Committee the ACA Board, with the support of the office, proposes changing the fiscal year from July 1-June 30 to January 1-December 31. A resolution to this effect will be presented for consideration by the membership at the AGM in St. John's.

While a key reason for the change of fiscal year is to separate the end of year finances from the ACA's largest revenue creator - the annual conference, there are several other benefits identified below, including a residual opportunity to increase membership.

Recommended:

To adjust the definition of financial year & member year to be Jan 1 through Dec 31, annually, effective from Jan 1, 2008, with required submissions to Canada Revenue Agency and Industry Canada, plus appropriate adjustments to ACA documents, i.e. bylaws & forms.

Background:

- Current Situation: fiscal & member year runs July 1 – June 30,
- Both new & renewing members are at times confused by the July 1 renewal date, particularly those renewing in the late winter/spring & attending the conference who are then asked to renew in July,
- Financially with the Conference as ACA's largest event taking place at end of the year, it creates an overload when combining registrations & event logistics with renewals and an audit plus the extra work of expediting completion of all conference-related financial transactions by June 30 or generating a list of outstanding receivables & payables,
- In-coming Directors and Chairs begin their terms undertaking 12-month work plans and budgets developed by their predecessors and

with limited orientation to their roles.

Benefits for members & volunteers:

- Align to most common timeframe for individual and personal planning,
- Matches to tax reporting period for the individual member (e.g. professional fees),
- Opportunity for improved alignment between volunteer elections/appointments with roles, i.e. Plans & Budgets responsibilities,
- Opportunity for improved orientation & transfer/transition from outgoing to incoming leadership volunteers.

Fiscal / operational advantages:

- Brings audited statements to members less than 6 months following close of year (currently 11+ months),
- Improves distribution of operational workload over 12 months; currently an overload occurs in May – July with conference plus member & subscriber renewals,
- Aligns member year & subscription period for publication & financial plans & reports,
- Separates timing of conference from fiscal year-end, eliminating need for rapid close & report of revenue & expenses.

Benefit for Leadership Volunteers:

(elections at AGM; 2-yr. term of office Jan – Dec)

- Directors elected at the AGM in June would have time e.g. fall Priorities & Planning, to shadow incumbent to become acquainted with their responsibilities, prior to taking office on Jan 1

- Directors & appointed Chairs would have an opportunity to participate with their out-going counterparts in the fall operations, and in the plans & budgets actions with the benefits to incorporate their views and interests in these initiatives.

Implementation transition:

- To take place at the next change of members & fiscal year, i.e. July 1, 2007,
- 6-month year to Dec 31/07, then full years from Jan – Dec '08, and onward,
- Member Fees for implementing the change of year costs (see following text)

Provided the Membership approves this resolution, the Board with the support of the finance and membership committees, recommends for the transition period (July 2007 to December 2008) that the ACA offer all members who renew before July 1, 2007 an 18-month membership at the regular twelve month cost. This one-time opportunity to the membership will coincide with a significant membership campaign coordinated by the membership committee. It is hoped that extended length membership, coupled with newly available value added features like E-Archivaria, will lead to a strengthened membership base.

For new memberships and renewals purchased after July 1 2007, members have the option of renewing for six months at 50% of the annual cost or for 18 months at 125% of the regular 12-month rate.

European Conference on Archives



From May 18th to the 20th, 550 delegates from all over the world attended the European Conference on Archives in Warsaw, Poland. As the Secretary General of the Bureau of Canadian Archivists, I had the privilege to attend this conference, as I was in Warsaw for a meeting of the International Council on Archives' steering committee of the Section on Professional Associations (SPA). The theme of the conference was "Archivist: Profession of the Future in Europe." Discussions centered around *competencies, accreditation and certification*.

Competencies are defined as the characteristics of an individual which underlie performance or behaviour at work and can include knowledge, abilities, aptitudes, as well as work styles, personality, interests, etc. Accreditation is the granting of approval to an archives school by an official review board after the school has met specific requirements. Certification is the procedure through which the official designation of archivist is obtained; this often involves standardized testing.

While there were definitely more reasons for European archivists to develop a competency model, to overcome differences in training and education between members of the European Union that would allow archivists to work in each other's countries, responses from delegates outside of Europe indicated a strong interest in creating an international competency model. ARMA International is currently developing a records management competencies model, while Australia has already created its own.

The conference also had a lot to say about the issue of accreditation. Accreditation of schools which provide archival education ensures that the schools meet a minimum acceptable standard, in an effort to guarantee the quality of the education of archivists, and through that education, the quality of the archivists trained. It also ensures that schools keep abreast of current developments. Accreditation is currently being studied here in Canada, so this too was a topical issue.

And finally, although certification has not been popular in Canada because of the strength and relative homogeneity of our educational programs, it too was of great interest to delegates. Certification is really a tool to ensure that educated archivists maintained their professional status by being involved in the archival community, participating on committees, attending conferences, writing articles and books, speaking at events, and so on. Certification is not for entry-level archivists with differing backgrounds to enter the profession as, if we followed the American model presented by the Academy of Certified Archivists, certification is achieved once one has obtained a degree and a certain number of years of experience.

The conclusion of the conference was that competencies, accreditation and certification were all important components of the further professionalization of the archival field. All in all, this conference was very stimulating and timely.

Shelley Sweeney,
Secretary General,
Bureau of Canadian Archivists

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- Barriault, Marcel - *Library and Archives Canada*
- Bart-Riedstra, Carolyn
- Beaulieu, Bertille - *Religieuses Hosp de St-Joseph*
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- Belton, Tom - *University of Western Ontario Archives*
- Berrigan, Sean - *Library and Archives Canada*
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- Boyko, Jane - *Bank of Canada*
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- Wright, Mary Ellen - *ANLA*
- Xie, Sherry (Li) - *UBC*
- Yakel, Elizabeth - *Univ of Michigan*
- Yorke, Lois - *NS Archives & Records Mgt*
- Zeeman, Deane - *Library and Archives Canada*



ACA delegates are reminded that they should remember to bring a comfortable pair of shoes for the traditional ACA ball game. The ball game will be held in the beautiful Bannerman Park in St. John's.

aca Bulletin

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