



Association
of Canadian
Archivists

theBulletin

June 2014





Association
of Canadian
Archivists

Association of Canadian Archivists
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The views expressed in the Bulletin are not necessarily those of the Board of Directors of the Association of Canadian Archivists. The Bulletin is usually published quarterly by the Association of Canadian Archivists.

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President's Report

Established in 1975, incorporated in 1978 and continued in 2013, the Association of Canadian Archivists (ACA) is a federally incorporated, not-for-profit association. Today, the ACA represents over 600 archivists and archives across Canada, with headquarters in Ottawa. Our mission is to provide the archival profession leadership and to facilitate an understanding and appreciation of Canada's archival heritage.

In 2013-2014, the ACA Board continued to focus on three themes that are key to ensuring that ACA continues as a thriving and relevant association – good governance, quality member services, and effective advocacy pursuant to the 2007 Review and Renewal Recommendations. Over the past year our association has taken strides on these fronts.

I. Governance:

Leadership Team:

At the Annual General Meeting, the members elected Michael Gourlie and Heather Beattie to a second term as Vice-President and Director-at-Large respectively. Their terms of office are 1 January 2014 - 31 December 2015. The ACA Board and their portfolios for 2014 are:

- Loryl MacDonald (University of Toronto), President: Advocacy Committee (chair), Canadian Archival System Task Force (CAST), Canadian Archives Summit (Organising Committee Chair), Education Guidelines Review Task Force, *Archivaria*, ACA Secretariat, and ACA Foundation;
- Michael Gourlie (Provincial Archives of Alberta), Vice-President: Governance Committee (chair), Communications Committee, Ethics Committee, and ACA Foundation;
- Karen Buckley (University of Calgary), Secretary-Treasurer: ACA Foundation (chair), Professional Learning Committee, Conference Program Committee, and Conference Host Committee;
- Heather Beattie (Provincial Archives of Manitoba), Director-at-Large: Membership Development Committee, Outreach Committee, Student Chapters, Special Interest Sections, and ACA Foundation;
- Scott Goodine (Provincial Archives of Manitoba), Director-at-Large: Canadian Archival System Task Force (CAST) (chair) and ACA Foundation.

Over the past few months, there have been changes with the ACA Leadership Team. Jeremy Heil (Communications Committee), John Lund (Membership Development Committee) and Shannon Hodge (Professional Learning Committee) have stepped down as chairs of their committees. I thank them for their hard work. They brought a tremendous wealth of knowledge, enthusiasm,

and energy to their respective positions and will be greatly missed. In the meantime, I am pleased to welcome Jordan Bass, Jill Teasley, and Amanda Tomé to the Leadership Team.

With these appointments, the ACA Committee Chairs are:

- Jill Teasley (City of Vancouver Archives), Professional Learning Committee
- Jordan Bass (University of Manitoba), Membership Development Committee
- Amanda Tomé (University of New Brunswick), Communications Committee
- Michael Gourlie (Provincial Archives of Alberta), Governance Committee
- Sara Janes (City of Thunder Bay), Outreach Committee
- Cheryl Avery (University of Saskatchewan), Online Learning Committee

II. Membership Services:

ACA Annual Conferences:

The 2013 annual conference, [ACA 2013: Community as Archives, Archives as Community](https://www.facebook.com/events/540686962624428/?ref=52&source=1) (<https://www.facebook.com/events/540686962624428/?ref=52&source=1>), held 12-15 June in Winnipeg, was a success. The conference had 214 registered delegates and more than 245 individuals who participated in conference related activities. Further, there were 9 exhibitors at the Trade Show and 30 participants in the two pre-conference workshops. 19 organizations supported conference events and activities. From the welcoming reception through the tours, film night, ball game to the closing dinner and dance, the social activities were at full attendance. Some archivists even got to mingle with UFC fighters! I thank the wonderful ACA 2013 Programme and Host Committee Chairs - Johanna Smith, Gabrielle Prefontaine and Brett Lougheed – for making ACA 2013 such a remarkable event.

Plans are now underway for the 2015 Conference, 11-13 June 2015 at the Radisson Plaza Hotel Saskatchewan in Regina. Susan McClure and the 2015 Programme Committee as well as Jeremy Mohr and the Host Committee have been working diligently to provide you a thought-provoking conference program and interesting social activities.

Professional Development and Graduate Archival Education:

In 2013, a Committee, under the leadership of Cheryl Avery, was established to investigate the possibility of delivering online courses to ACA members. The group will also make specific recommendations concerning course content. Meanwhile, the Educational Guidelines Review Task Force,

chaired by Deirdre Bryden, has submitted its final recommendations concerning the ACA Guidelines for the Development of a Two-Year Curriculum for a Master of Archival Studies. I am very excited about both of these educational initiatives and look forward to their outcomes.

ACA Secretariat

We were pleased to welcome Maureen Tracey as the ACA's new Client Services Coordinator in April 2014. Maureen comes to the ACA after over twenty years of experience at the Royal Canadian Legion where she coordinated data entry for their thousands of members and subscribers. She is very familiar with providing excellent service to a variety of clients, as well as with the administrative and financial transactions.

III. Advocacy:

The ACA endeavours to be a strong voice on issues of concern to the archival community. Advocacy includes supporting a vibrant community among archivists in Canada as well as representing our profession to kindred heritage organizations and to public institutions whose policies may have a significant impact on our professional lives. To this end, the ACA Board has undertaken advocacy on behalf of its members in several areas. Our advocacy letters are available on the ACA website at: <http://archivists.ca/content/submissions-letters>.

Budget 2014, The Road to Balance: Creating Jobs and Opportunities

On February 27, 2014, the ACA sent a letter the Minister of Canadian Heritage and Official Languages expressing our concerns for a lack of support for archives in *Budget 2014, The Road to Balance: Creating Jobs and Opportunities*.

The Canadian Archives Summit:

Much of my time from October 2013 to January 2014 was devoted to serving as Chair of the Organizing Committee of the Canadian Archives Summit: Towards a New Blueprint for Canada's Recorded Memory. Held at the University of Toronto's Munk School of Global Affairs on Friday, January 17, 2014, the special event was organized by representatives from l'Association des Archivistes du Quebec (AAQ), the Association of Canadian Archivists (ACA), and the Canadian Council of Archives (CCA) as well as Ian E. Wilson, the former Librarian and Archivist of Canada.

The Summit was a unique opportunity for the Canadian archival community and our key partners to discuss the future of Canada's archives. The 70 audience members at the Munk School included representatives from genealogical and historical groups, the President of the Social Sciences and Humanities Research Council, the Executive-Vice President of the Association of Canadian Studies, as well as the entire

Royal Society Panel on the Future of Library and Archives. The Background Papers and the rapid-fire speakers did an impressive job of outlining where the Canadian archives system has been over the past 30 years and of providing new ideas for carrying the community forward in the future. Regional groups gathered in over 32 sites from St. John's and Halifax to Victoria and up to Yellowknife and Whitehorse. By all accounts, the discussions were rich and the sense of archives' important role in a knowledge economy was real and deeply felt. There were over 640 participants who watched the live streaming in both French and English at these regional locations. #archivesummit even trended in Canada on the morning of January 17 and even surpassed Betty White's birthday at one point!

The Association of Canadian Studies published a special Summit issue of their magazine. Further, edited taped presentations of the Summit, reports from the regional discussion groups, and many of the papers have been posted on the Summit web site. The information will be analyzed to prepare a report and kept online for a few months at: <http://archivists.ca/content/canadian-archives-summit>.

While the challenges facing the Canadian archival community in 2014 are significant, the Summit has shown that the Canadian archival system is robust and cohesive. Without question, the community is ready to move forward and to build an even stronger archives system. However, a key building block is missing. Despite the significant accomplishments of the Canadian archival system and the important role archives play in society, public awareness and support for the archival endeavor remains limited. Archives are not yet understood well enough to ensure that they have appropriate resources. It is important for our professional associations to develop strategic alliances and to promote greater public awareness. Our key allies should include librarians, academic and professional historians, researchers, genealogists, auditors, information and privacy experts, and lawyers. As we have seen with the history of the Canadian archival system, positive changes have generally come about when Canadian archives have engaged the imagination and interest of the Canadian public and key decision makers. The ACA very much looks forward to working with the AAQ, the CCA and many others in developing a coalition that would raise awareness of Canada's archives.

I would like to thank the members of the Summit Organising Committee - Sean Berrigan, Wendy Duff, André Gareau, Scott Goodine, Duncan Grant, Nancy Marrelli, Natalie Richard, Ian Wilson, and Lara Wilson. I also wish to acknowledge on-site assistance from Tys Klumpenhower and Emily Sommers. I am especially grateful to Ian Wilson for so generously giving his energy, expertise and time in making the Summit possible. Finally, I thank the members of the ACA Board, especially Michael

Gourlie, and Duncan Grant, for holding down the ACA fort while I took on this additional responsibility.

Conclusion:

The past 4 years during my tenure as ACA President have brought unexpected challenges for the Canadian archival community. These include leadership changes at Library and Archives Canada, the elimination of the National Archival Development Program, and the formation of historic panels on the future of the Canadian archives. Throughout this time, the ACA has endeavoured to adapt to the new landscape with the goal of building a strong foundation for the future and of forging ahead with new solutions and ideas. The ACA and the Canadian archival community are resilient.

I am very grateful to my colleagues on the ACA Board – Heather Beattie, Karen Buckley, Scott Goodine, and Michael Gourlie - for their tremendous insight, collegiality, and wonderful senses of humour. I offer my thanks to Duncan Grant for his ongoing devotion to the interests of our members and to the success of the ACA. Finally, I thank the Student Chapter, SIS, and Committee chairs and all ACA members who volunteer their time, energy, and expertise on behalf our association. This commitment and generosity are what keep the ACA so strong and what has made being ACA President so rewarding. It has been an honour and pleasure to serve as ACA President.

Onwards!

Respectfully Submitted,
Loryl MacDonald

eloquent
Organizing data for eloquent presentation!

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Vice-President's Report, 2013-2014

During the past year, my activities as Vice-President have focused on regular Board teleconferences, taking part in email discussions between teleconferences, chairing Board teleconference in the absence of the President during the planning of the Archives Summit, and acting as a liaison with the Communications and Online Learning Committees. The Vice-President is also the chair of the Governance Committee, these activities are reported in that Committee's report.

In addition, I served as the ACA's representative to Canadiana's Heritage project, taking part in the Metadata Standards Working Group and the Priorities Advisory Group. The process has been consultative and drew

individuals from across the country to ensure that the community's input regarding these issues is heard and considered as part of the overall project. In particular, the Priorities Advisory Group distributed a survey among interested parties to determine which projects would be addressed first.

In addition to these activities, I will be chairing the Council of President's meeting and the Member Input Session at the upcoming ACA conference in Victoria.

Respectfully submitted,
Michael Gourlie,
ACA Vice-President

Director at Large Report

I'm very pleased to be continuing as Director at Large for a second two-year term. The role involves taking part in Board teleconferences, participating in email discussions between calls, and liaising with the Student Chapters, Special Interest Sections, Outreach Committee, and Membership Development Committee. Prior to the 2013 conference I had been acting as Board liaison for the Professional Learning Committee and Conference Program and Host Teams (due to the conference location), but responsibility for these groups has transferred back to the Treasurer.

Each year it seems that the Student Chapters become even more active and ambitious in their planning. I have enjoyed hearing from the coordinators about all of the conferences, tours, presentations, fundraisers, and other events they have been organizing. I am especially happy to report that the University of Manitoba archival studies students have formed an ACA Student Chapter, which was approved in November 2013 and has had a very successful first year.

In June 2013 ACA's Board approved the creation of a new Special Interest Section. The Accessibility SIS (ASIS) will provide a forum for members who are responsible for, or have an interest in, making archives accessible for people with disabilities in both the physical and online environments. Unfortunately, after sending out messages to members of the Health Archives SIS and Climate Records Information SIS last year no one volunteered to take over as chair of either group so both were subsequently dissolved. This year a few of the Special Interest Sections (Access and Privacy, Municipal Archives, Accessibility) saw very little activity, and their annual reports were primarily that they had nothing to report for the year. I hope to work with the SIS chairs in the coming year to help figure out how to

engage their members and promote increased involvement.

A huge thank you goes out to all of the Student Chapter, SIS, and Committee chairs with whom I have been liaising - your dedication and hard work is greatly appreciated!

Respectfully submitted,
Heather Beattie, Director at Large



Director at Large Report

Entering the second year of my term, this is the final report I will make to the ACA membership as Director at Large. I would like to begin by thanking my fellow board members, Heather Beattie, Karen Buckley, and Michael Gourlie for their support and dedication to the Association. Most of all, though, I would like to thank Loryl MacDonald for her ongoing leadership and amazing dedication to leading the association through several difficult years. Lastly, I would like to thank Duncan Grant for his help and support and for always being prepared and prodding me. It has been a pleasurable two years that have gone by very fast.

As Director at Large, I participated in all board discussions and supported Loryl in advocacy matters but most of my portfolio consisted of two responsibilities; developing ACA's relations with external organizations and chairing the Canadian Archival System Taskforce (CAST).

Upon coming on the board in 2013, Loryl tasked me with articulating what ACA's role should be in regards to external organizations such as the Society of American Archivists, L'association des Archivistes du Québec, and the International Council of Archives. In the past year I attended the SAA conference in New Orleans (at minimal cost to ACA) and met with SAA leadership on a variety of issues; attended the first conference of the International Council of Archives in Brussels (at considerably more cost to ACA) and facilitated Martin Comeau's attendance for a panel discussion on the future of the Canadian Archival System at the AAQ conference in Gatineau Quebec. ACA also decided to formally support the North American Archival Network of ICA (NAANICA) and will be participating in the election of a new coordinator as Bryan Corbett steps down from this role in 2014.

As a country with a proud archival tradition and as an association with a long history of leadership in the archival community, I feel that ACA must look beyond the borders of English speaking Canada and participate in the broader discussion on the future of archives. I feel I have made a significant start in developing relationships external to ACA and I leave it up to the succeeding board to further explore ACA's national and international role.

As mentioned, I am also chair of the Canadian Archival System Taskforce (CAST). In June 2013, CAST presented an interim report to the ACA membership and asked and received approval from the membership to continue in 2013-2014. CAST did continue and in fact, was the initial impetus (with a big push from Ian E. Wilson) for the Canadian Archival Summit in January 2014. CAST members Scott Goodine, Angela Fornelli, Sean Berrigan, and Nancy Marrelli all served on the Summit Organizing

Committee and played a pivotal role in the Summit becoming a reality and a success.

The Summit also demonstrated the need for a group or group of organization that speaks for all archivists, both French and English speaking, and for all archives, be they large governmental ones or small thematic archives that will re-envision the Canadian archival system. The Summit has also shown what we already knew from the NADP debacle—that we are a united community and are much stronger if we are able to voice our concerns as one voice, united. In that respect, as Chairman of CAST, I ask that the taskforce be dissolved at the 2014 AGM and that the ACA Board be encouraged to work to create a similar committee amongst the leaders in the greater archival community. This group could include the ACA, the AAQ, the CCA Executive and the Provincial and Territorial Associations, and though I leave this up to the as-yet created committee to decide, I encourage them to include supportive stakeholders from aligned organizations and user groups. The past difficult years have shown us that Canadian society does indeed value our work as Archivists but we need a Canadian archival system that will work towards envisioning our goals as a united front. Hopefully such a system will emerge in the coming years.

Respectfully submitted,
Scott Goodine,
Archives of Manitoba

ACA Secretary-Treasurer

Results from 2013 ACA finished the year with an 8% surplus of \$35,800, which was an improvement over an anticipated \$44,400 deficit (13%) approved at the 2012 AGM.

1. Revenue highlights: Revenue: \$363,372

- Revenue surpassed budget estimates for Membership and the Conference.
- Membership revenue was up, particularly for institutions and retired members.
- Archivaria met its income goal, due to reprint sales through Access Copyright while declining subscription numbers are a concern for 2014 & beyond. The income from reprint sales may not be a contributing factor in the near future owing many institutions opting out of Access Copyright

2. Expenditure highlights: Expenses: \$327,543

- Expenses were \$64k under estimates overall
- Board of Directors & committee expenditures were down significantly due to cancelling the Fall P&P meetings. Advocacy and international liaison expenses were both up due to increased activity in these two areas over the year.
- The annual conference costs were lower than estimated; some services were reduced in light of fewer participating sponsors and exhibitors, while the Host Team did an outstanding job to select excellent food and beverage at low cost.
- Professional Learning's two pre-conference workshops were well under budget with no or low cost facilities and other expenses for both events.
- Archivaria costs were lower due to reduced numbers printed and lower mailing costs.
- Staff & office costs were \$12k under estimates, largely due to the absence of a client services coordinator over several weeks.

Preliminary Outlook for 2014: While a budget deficit \$36k or 9.9% was approved at the 2013 AGM, the Board will continue to work to constrain costs to match revenues, while supporting priority initiatives.

Revenue: budget \$362,032

- Early renewal by members was up while subscription renewals are slow.
- Using the Fairmont Empress, the Victoria conference is expected to be somewhat higher in cost than other recent locations, while attendance should be stronger.
- Key negative factors are the tight finance situation for most archives, declining Archivaria subscription numbers, and question of SSHRC funding for Archivaria. A 3-year application covering 2014, 2015 & 2016 is submitted June 1/14, with a response expected in the fall.

Expenses budget \$397,703

- Committees are making good use of teleconferencing to advance their projects, while operational adjustments should yield savings in several areas.

Draft Estimates for 2015 The initial estimates for 2015 show slight decreases in income and expenses, while a 15% deficit is shown at present. The Board will endeavour to trim expenses and bolster income to bring the deficit under 7%. As indicated in a recent series of articles, the financial health of the ACA is a partnership between the Board, the Committees and the membership. Your continuing support of the organization is appreciated.

Respectfully Submitted,
Karen Buckley, ACA Secretary-Treasurer



INDEPENDENT AUDITORS' REPORT

To the Members,
Association of Canadian Archivists:

We have audited the accompanying financial statements of Association of Canadian Archivists, which comprise the balance sheet as at December 31, 2013, and the statements of changes in net assets, revenue and expenditure and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' responsibility

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 comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Association of Canadian Archivists as at December 31, 2013, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



OUSELEY HANVEY CLIPSHAM DEEP LLP

Licensed Public Accountants
Ottawa, Ontario
April 30, 2014

ASSOCIATION OF CANADIAN ARCHIVISTS

BALANCE SHEET
AS AT DECEMBER 31, 2013

	<u>2013</u>	<u>2012</u>
ASSETS		
CURRENT		
Cash	\$ 155,966	\$ 97,950
Investments (note 4)	444,484	439,393
Accrued interest receivable	24,201	17,956
Accounts receivable (note 10)	22,750	24,103
Prepaid expenses	<u>6,090</u>	<u>2,935</u>
	653,491	582,337
PROPERTY AND EQUIPMENT (note 5)	<u>14,549</u>	<u>17,702</u>
	<u>\$ 668,040</u>	<u>\$ 600,039</u>
CURRENT LIABILITIES		
Accounts payable	\$ 5,300	\$ 7,050
Government remittances payable	889	-
Deferred revenue (note 6)	<u>137,306</u>	<u>103,288</u>
	<u>143,495</u>	<u>110,338</u>
NET ASSETS		
Invested in property and equipment	14,549	17,702
Restricted for Scholarship fund	-	985
Unrestricted	<u>509,996</u>	<u>471,014</u>
	<u>524,545</u>	<u>489,701</u>
	<u>\$ 668,040</u>	<u>\$ 600,039</u>

Approved on behalf of the Board:

Original signed by Loryl MacDonald
Director

Original signed by Karen Buckley
Director



ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2013

	<u>2013</u>	<u>2012</u>
INVESTED IN PROPERTY AND EQUIPMENT		
Balance - beginning of year	\$ 17,702	\$ 7,921
Purchase of property and equipment	2,159	13,965
Amortization	<u>(5,312)</u>	<u>(4,184)</u>
Balance - end of year	<u>\$ 14,549</u>	<u>\$ 17,702</u>
RESTRICTED FOR SCHOLARSHIP FUND		
Balance - beginning of year	\$ 985	\$ 985
Transfer to Association of Canadian Archivists Foundation	<u>(985)</u>	<u>-</u>
Balance - end of year	<u>\$ -</u>	<u>\$ 985</u>
UNRESTRICTED		
Balance - beginning of year (note 10)	\$ 471,014	\$ 478,665
Net revenue for the year	35,829	2,130
Purchase of property and equipment	(2,159)	(13,965)
Amortization	<u>5,312</u>	<u>4,184</u>
Balance - end of year	<u>\$ 509,996</u>	<u>\$ 471,014</u>



ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF REVENUE AND EXPENDITURE FOR THE YEAR ENDED DECEMBER 31, 2013

	<u>2013</u>	<u>2012</u>
REVENUE		
Archivaria	\$ 103,585	\$ 118,801
Conference	118,255	103,792
Education	4,655	12,650
Membership	123,609	128,060
Other	13,268	13,714
	<u>363,372</u>	<u>377,017</u>
EXPENDITURE		
Archivaria	80,022	80,489
Board of Directors	48,146	77,969
Conference	96,982	127,847
Education program	15,630	21,161
Member services	70,766	60,111
Outreach and government relations	15,997	7,310
	<u>327,543</u>	<u>374,887</u>
NET REVENUE FOR THE YEAR	\$ <u>35,829</u>	\$ <u>2,130</u>



ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2013

	<u>2013</u>	<u>2012</u>
OPERATING ACTIVITIES		
Net revenue for the year	\$ 35,829	\$ 2,130
Items not affecting cash		
Amortization	5,312	4,184
Net change in non-cash working capital items		
Accrued interest receivable	(6,245)	4,918
Accounts receivable	1,353	(1,353)
Prepaid expenses	(3,155)	1,902
Accounts payable	(1,750)	(2,359)
Government remittances payable	889	(2,284)
Deferred revenue	34,018	(10,428)
	<u>66,251</u>	<u>(3,290)</u>
INVESTING ACTIVITIES		
Purchase of property and equipment	(2,159)	(13,965)
Sale (purchase) of investments	(5,091)	23,720
	<u>(7,250)</u>	<u>9,755</u>
FINANCING ACTIVITIES		
Transfer to Association of Canadian Archivists Foundation	(985)	-
INCREASE IN CASH FOR THE YEAR	58,016	6,465
Cash - beginning of year	<u>97,950</u>	<u>91,485</u>
CASH - END OF YEAR	\$ <u>155,966</u>	\$ <u>97,950</u>



ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2013

1. PURPOSE OF THE ORGANIZATION

The purpose of the organization is to provide leadership to individuals and institutions engaged in the preservation 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 Not-for-profit 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 accounting standards for not-for-profit organizations 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) Financial instruments

Financial instruments are initially recognized at fair value and are subsequently measured at cost, amortized cost or cost less appropriate allowances for impairment.

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

In the past the organization accepted non-receipted contributions in support of its scholarship initiatives and plan, which were transferred to the Association of Canadian Archivists Foundation this year.

e) Revenue recognition

The organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenditure is incurred. Unrestricted contributions are recognized as revenue when they are received or becomes receivable. Membership fees are recognized as revenue over the period to which they relate. Other revenues are recognized in the year in which the event is held or the revenue earned.



ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS
 DÉCEMBER 31, 2013

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

f) Contributions

Contributions received are subject to specific terms and conditions regarding the expenditure of the funds. The organization's records are subject to audit by the contributor 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 contributor. In the event that adjustments to prior years' contributions are requested, they would be recorded in the year in which the contributor requests the adjustments.

3. FINANCIAL INSTRUMENTS

Financial instruments of the organization consist of cash, investments, accrued interest receivable, accounts receivable, accounts payable and government remittances payable.

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

4. INVESTMENTS

The organization has investment certificates that earn interest at annual rates that range from 2.05% to 3.4% and mature between May 2014 and May 2017.

5. PROPERTY AND EQUIPMENT

	2013		2012	
	Cost	Accumulated amortization	Net	Net
Computers	\$ 27,661	\$ 15,692	\$ 11,969	\$ 14,477
Furniture and equipment	<u>13,642</u>	<u>11,062</u>	<u>2,580</u>	<u>3,225</u>
	<u>\$ 41,303</u>	<u>\$ 26,754</u>	<u>\$ 14,549</u>	<u>\$ 17,702</u>

6. DEFERRED REVENUE

Deferred revenue represents revenue received relating to next year as follows:

	2013	2012
Conference	\$ 3,500	\$ -
Canadian Archives Summit	25,000	-
Archivaria subscriptions	41,625	33,501
Memberships	<u>67,181</u>	<u>69,787</u>
	<u>\$ 137,306</u>	<u>\$ 103,288</u>



ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2013

6. DEFERRED REVENUE (CONTINUED)

Deferred revenue changed as follows:

	<u>2013</u>	<u>2012</u>
Balance - beginning of year	\$ 103,288	\$ 113,716
Less - amount recognized as revenue in the year	(103,288)	(113,716)
Plus - amount received related to following year	<u>137,306</u>	<u>103,288</u>
Balance - end of year	<u>\$ 137,306</u>	<u>\$ 103,288</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 25% of the organization's management and office support services are allocated to Archivaria (see note 8).

8. ADMINISTRATION EXPENSES

During the year, the organization has allocated administration expenses as follows:

	<u>2013</u>	<u>2012</u>
Archivaria	\$ 44,011	\$ 47,340
Board of Directors	32,431	32,735
Conference	37,064	45,447
Education program	14,362	15,149
Member services	48,183	43,553
Outreach and government relations	<u>9,266</u>	<u>3,787</u>
	<u>\$ 185,317</u>	<u>\$ 188,011</u>

9. COMMITMENTS

The organization currently has agreements with two hotels to provide accommodations for the 2014 and 2015 conferences at costs of approximately \$158,000 and \$153,000 respectively.

The organization has leased premises to August 2017 at approximately \$16,000 per annum.

10. PRIOR PERIOD ADJUSTMENT

During the year, the organization realized that the Archivaria grant received in February 2012 and 2013 for the 2011 and 2012 year-ends, respectively, of \$22,750 each had not been recognized in the 2011 and 2012 year-ends.

Consequently, the 2012 year-end accounts receivable and unrestricted net assets have been retroactively restated. The effect of the restatement on the 2012 statement of changes in net assets is to increase net assets at the beginning of the year by \$22,750. The effect on the 2012 balance sheet is to increase accounts receivable by \$22,750.



Communications Committee

The goals of the Communications Committee are to monitor and improve communications within the ACA, as well as with our stakeholders and other interested individuals. The members of the 2014 Communications Committee include Amanda Tomé (responsible for the ACA YouTube channel and Flickr), Richard McKibbin (responsible for the ACA LinkedIn presence), and Anna St. Onge (responsible for the ACA Twitter and Facebook presence). Heather Allen, Carrie Limkilde and Jonathan Dorey each stepped down from their roles in the Communications Committee over the past year, and I would like to take this opportunity to thank each of them for their incredible service.

This year, the Communications Committee has undertaken the following initiatives:

- Move the ACA Bulletin to a blog format
- Survey the membership on the usability of the ACA website
- Survey Committees on the usability of the ACA members-only website
- Continue to engage members and the community through social media outlets

The ACA Blog had a soft launch in January 2014, with an official launch alongside the last issue of the Bulletin in Spring 2014. All articles that would normally have been

published in the Bulletin will now appear on the website once they are ready, eliminating the need for publication deadlines and significantly reducing costs.

The Committee released a survey on the ACA Website in October 2013, the results of which appear at <http://archivists.ca/blog/aca-website-survey>. A follow-up survey on the members-only website will have been released just prior to the ACA Conference. The results of these surveys will be used by the Committee to plan future updates and designs for the website in the coming years.

Social media has grown to become one of the main outlets of Association communication outside of e-mail and the website, with 1,689 Twitter followers, 882 Facebook likes and 313 LinkedIn followers.

Since this is my final report as Chair of the Communications Committee, I would like to thank Amanda, Richard and Anna for all of their work over the past year, as well as Duncan Grant and Michael Gourlie for their assistance.

Respectfully submitted by

Jeremy Heil
Chair, Communications Committee

Membership Development Committee Report

Committee Members: Raegan Swanson, Lori Podolsky, Angela Fornelli, Mary Flynn – Mentorship Coordinator, Jordan Bass – Chair.

Membership numbers as of April 10, 2014:

- Individual members: 321
- Sustaining donors: 16
- Institutional members: 122

With total membership at 568, we are lower than the 2013 membership total of 637. We are confident, however, that by the ACA Conference - Pre-registration deadline, our membership numbers will increase to the 590/600 mark.

ACA Mentorship Program

The 2014 ACA Mentorship Program campaign was extremely successful with **54 participants** (27 mentors & 27 mentees). The majority of mentee participants are archival studies students from the University of Toronto, Dalhousie

University, University of Manitoba, McGill University, Western University, and University of British Columbia.

Projects and Initiatives

- The MDC once again held an Early Bird Membership Renewal Draw. The prizes and winners were as follows:
 - **Jennifer Zerkee** – Arthur J. Ray. “Telling it to the Judge: Taking Native History to Court” McGill-Queen’s University Press, 2012.
 - **Rachel Beattie** – David Cheoros, Karen Simonson and Debbie Marshall. “Her Voice, Her Century: Four Plays about Daring Women” Brindle & Glass Publishing Ltd., 2012.
 - **Amy Marshall Furness** – Gerry Kopelow. “All Our Changes: Images from the Sixties Generation” University of Manitoba Press, 2009.

- **Brian Beavan** – Linda M. Morra and Jessica Schagerl (eds.) “Basements and Attics, Closets and Cyberspace: Explorations in Women’s Archives” Wilfred Laurier University Press, 2012
 - **Anne Daniel** – Heather Robertson. “Walking into Wilderness: The Toronto Carrying Place and Nine Mile Portage” Heartland Associates, 2010.
- The MDC embarked on a campaign to contact individuals whose ACA membership had lapsed for one or more years in an effort to identify why individuals chose not to renew and how we might modify our program and membership benefits. We also contacted each ACA

Student Chapter to promote e-Student membership. Whenever possible, the MDC focused on direct one-to-one contact with existing members in a continuing effort to engage in more meaningful and frequent dialogue with ACA members throughout the year.

In 2014, the MDC will review membership benefits, analyze ACA membership demographics, and revise MDC content on the ACA website.

Submitted on behalf of the ACA MDC,
Jordan Bass,
MDC Chair

As of May 1/14	2010	2011	2012	2013	2014
Individual members					
s/t	315	344	353	360	327
\$00,000 - 9,999	26	31	31	26	23
10,000 - 24,999	23	25	22	24	20
25,000 - 39,999	23	24	21	23	20
40,000 - 54,900	74	75	80	71	65
55,000 - 69,999	74	76	72	82	72
70,000 +	84	95	94	90	90
Fellow (various \$ categories)			20	24	20
Retired	11	18	13	20	20
Sustaining donors	18	23	18	25	18
Honorary	10	11	1	2	1
Associates	9	7	5	8	8
Students	36	30	26	17	15
student e-member	120	82	97	113	105
Institutional	129	125	130	137	123
0 - 2 staff	79	77	77	78	70
3 - 5 staff	39	37	40	46	41
6 - 20 staff	3	3	5	5	4
21 - 50 staff	6	6	6	6	6
51 - 399 staff	1	1	1	1	1
400 +	1	1	1	1	1
Total members	619	599	612	637	579

Governance Committee, 2013-2014

The mandate of the Governance Committee is to ensure good governance throughout the operations of the ACA and to recognize the notable accomplishments within the archival community.

In terms of governance, the major accomplishment was the completion of the continuance process under the *Canada Not-For-Profit Corporations Act*. Following approval of the new bylaw at the AGM in Winnipeg, the necessary documents were filed with Industry Canada and ACA was now compliant with the regulations of the Act. The Committee thanks ACA Executive Director Duncan Grant for facilitating the registration and completion of the continuance process with Industry Canada.

Also in the area of governance, the Committee continues its efforts to recruit and fill available volunteer positions within the Association. Among the most critical areas of recruitment is for positions on the ACA Board of Directors. The Committee distributed its annual call for nominations, and this year was seeking volunteers for the positions of President, Secretary-Treasurer, and Director-at-Large. The Committee also determined a need to add an additional position to the Board to better balance its workload, a proposal that will go before this year's AGM.

In addition to recruiting volunteers for the Board of Directors, the Committee recruited to fill other vacancies in

the ACA's leadership team. As member renewals come in, they are reviewed for potential interests in the committees and SiSes that comprise the Association and examined against the need to fill various positions that come up during the year.

A remaining governance project is the development of an updated, online policies and procedures manual for the Association similar in format to that of the Society of American Archivists. The Committee has discussed it during the year and hopes to make progress on it in the coming months.

In terms of recognition, the Committee also distributed its annual call for nominations for the ACA Fellow, member service award and Honorary Archivist. The Committee did not receive many nominations this year; however, a new Fellow will be named at the Victoria conference as a result of a nomination in the previous year. Please contemplate the contributions of your colleagues and consider nominating them for one of the ACA's awards.

I would like to thank the members of the Committee as well as the ACA Secretariat for their continuing support.

Respectfully submitted,
Michael Gourlie, Chair

Outreach Committee, 2013-2014

Over the past year, the Outreach Committee has kept the Events Calendar and Success Stories page ticking along. Don't forget to send along your contributions to these -- anyone can suggest an event on the events calendar, and you can email success stories links or descriptions to members of the committee.

We also have a number of new projects in the works: the Outreach Toolkit, a consultants' database, and a set of archival horror stories that will be put together over the summer. Watch for more news and information!



Report of the Professional Learning Committee

The Professional Learning Committee (PLC) has been carrying out its regular tasks of organizing educational events for the Association's members. These events consist of workshops to be held on the day immediately preceding the start of the ACA's annual conference in June, and a bi-annual institute to be held later in 2014.

The PLC issued a call for submissions for pre-conference workshops in September 2013. We received seven submissions, all of which were strong. Therefore we chose the two that seemed most likely to meet the interests of a broad range of Association members. The selected workshops will be held in Victoria on June 24th and are as follows:

- Records and Archives Consulting as Career Utopia?: Considering a Freelance Career (led by archives and records management consultant Laura Millar)
- Digital preservation and holdings management using Archivematica and AtoM (led by Courtney Mumma, Jessica Bushey, and Dan Gillean of Artefactual)

The workshop instructors have confirmed their participation and the required facilities and equipment have been booked. Registration for the workshops opened on March 1st, 2014, and numbers are promising as of the date of this report.

In December 2013, the PLC issued a call for proposals for the biannual institute and received no responses by the January 2014 deadline. Therefore the PLC will propose a topic and basic curriculum for the Institute, and with the Board's approval, the PLC will identify appropriate instructors and facilities. To ensure that our plans align with the learning requirements of Association members, the PLC conducted a six-question survey of community members in February and March 2014.

The Institute topic survey was premised on the PLC's belief that work with digital records and systems continues to be an area of concern among members of the Canadian archival community, so the survey's four closed-ended questions addressed that topic. The two open-ended questions invited respondents to provide ideas of Institute topics and make related comments to the PLC. The survey received 81 responses, which can be summarized as follows:

- The topics of appraisal (83.8%), workflows for acquiring, securing, arranging and describing (86.3%), and access of digital records (76.9%) were favoured by respondents. The potential to have a workshop geared towards the learning of

programming languages was split (yes – 49.4%, no – 50.6%).

- Written responses discussed outreach, legislation, processing of material (born-digital and analogue), management and leadership, best practices, format of the institutions, and fees for instructors.
- Respondents expressed concern about the honorariums given to instructors, indicating that payment did not reflect the amount of preparation and instruction work involved in delivering the Institute. Other suggestions included partnering with organizations already providing continuing education courses and creating a comprehensive network for instruction in an aim to provide higher pay for instructor and higher quality of instruction to participants. Others touched on the format of the Institute. One response suggested Institutes be geared towards issues faced by management and leadership for archival professionals. One respondent suggested having tiered Institutes that would cater to different levels of knowledge (beginning, intermediate, expert, etc.).
- Topic suggestions for future Institutes include focus on legislation that impact archival material including copyright legislation as it pertains to artwork and other audiovisual material, other privacy and access legislation and disability access legislation.
- There were requests for Institutes focused on outreach initiatives and marketing of archival repositories including mounting of archival exhibits, physical and virtual in nature, and use of social media tools to promote archival institutions and their holdings.
- Several respondents suggested an Institute that focused on parties that participated in the archival workflow, but were not archivists themselves. The Institutes could focus on how to better integrate and work these individuals to facilitate the archival process. These individuals could include, but would not be limited to, donors, records managers, FOI officers, etc.
- Other suggestions included discussing best practices, policy, framework and infrastructure for digital preservation, examples of the More Product, Less Process model as it has been implemented in Canadian Archives, and metadata management and archival description.

The PLC will be preparing an Institute proposal based on the survey findings in the coming weeks, and we will submit this proposal to the ACA Board for its consideration.

The PLC would like to thank the University of Victoria Library for arranging for the use of a computer lab for the AtoM-Archivematica pre-conference workshop. We also extend our thanks to the ACA's Executive Director, Duncan

Grant, and our ACA Board Liaison, Karen Buckley, for their assistance and guidance.

Jill Teasley,
on behalf of the Professional Learning Committee

Annual Report of the General Editor, *Archivaria*

I began my term as General Editor in July 2013 and am responsible for five issues of *Archivaria* (76-80). In January 2014, Jeremy Heil was appointed to the Editorial Board. He will begin a three-year term as Managing Editor in January 2015, succeeding Suzanne Dubeau, whose term ends in December 2014. The first issue for which Jeremy will serve as Managing Editor is *Archivaria* 79.

For many years, *Archivaria* has been fortunate to receive funding from the Social Sciences and Humanities Research Council (SSHRC) under its *Aid to Scholarly Journals* program. Grants are awarded every three years. Our grant application for 2014-2017 is currently being prepared for submission in June.

In March 2013, the Executive Director of the ACA was notified by Scopus, Elsevier's abstract and citation database of peer-reviewed literature, that *Archivaria* had been evaluated for inclusion in Scopus by its Content Selection & Advisory Board and accepted. The reviewers described *Archivaria* as an "outstanding journal in a highly specialized but important field." Accordingly, Scopus requested permission to index *Archivaria* back to 1996. The request was discussed by the Editorial Board at its June 2013 meeting and, after receiving clarification from Scopus as to the terms of the arrangement, the Board granted this request. Inclusion in the Scopus database will increase

Archivaria's visibility in the international scholarly community which may well translate into new subscriptions from academic institutions and submissions from a broader range of contributors.

A successful information session for prospective authors and reviewers was held at the ACA 2013 conference, and will be repeated at the 2014 conference.

Archivaria 76 was a special issue entitled "Perspectives on Personal Archives," and was guest edited by Rodney Carter, Robert Fisher, Carolyn Harris and Catherine Hobbs. *Archivaria* 77 is a general issue and will be available to members before the annual conference in June.

On behalf of the Editorial Board, I would like to thank Jean Dryden, my predecessor, for her exemplary stewardship of *Archivaria* 71-75. To that I add a personal thanks to Jean for her assistance in the transition and for her continued willingness to respond to my endless requests for information and advice.

Respectfully submitted,

Heather MacNeil
General Editor, *Archivaria* 76-80

Education Guidelines Review Taskforce

When the Taskforce was initially formed in June 2011 by ACA President Loryl MacDonald, its mandate was to conduct a review of the 1989 Education Guidelines, and revise it accordingly to fit with the 21st century realities of being an archivist. It was subsequently agreed by all the members of the Taskforce that our main concern was to ensure that future archivists were receiving the level of education they needed to become part of our profession. A concerning trend had been emerging in the employment market for some time in which employers did not seem to understand the differences between people who had two solid years of archival courses for their masters program, versus those who only had one or two archival courses within their broader area of study. The Taskforce wanted prospective students to become informed about the education available to them, thus resulting in them ensuring they enter educational programs which provide them with the skills and knowledge they need to become a professional archivist.

The 1989 Guidelines were directed to the educational institutions themselves, providing detail about the type of courses which should be offered. These guidelines were divided into core subjects and additional subjects, with detailed descriptions provided on each course. Upon initial review of these guidelines, our Taskforce decided to follow in its footsteps (although with hopes of creating a shorter document) and divided up the subjects between core and additional. While devising a draft list of subjects, we sent out a survey to a selected group of archivists to hear what their thoughts were on the needs of an updated set of guidelines. This particular group of archivists were individually selected in order to cover a broad swath of the archivist profession: government, city, university, private, religious, corporate and the archival educators themselves. The survey response rate was disappointingly small, but those who did respond were overall on board with what we were proposing.

One area in which we struggled was how to get across the need for a certain amount of hours/number of courses in these areas of study. We didn't want potential students to think that one course covering all aspects of archival theory was sufficient to educate them on the intricacies of these broad areas of study. However, we didn't think it was really our place to dictate exact number of hours needed to our colleagues in the archival education profession. None of us claim to be curriculum experts and were concerned about push-back. So, our solution was to create a competency checklist for measurables in which we outlined the competencies needed to obtain the knowledge required. We used "nature of a record" as an example of the potential of the competency checklist. We submitted a report for ACA

2013 in which we outlined the core and additional subjects, along with our checklist for competencies. We were very interested to hear what the feedback would be from the archival community.

Not surprisingly perhaps, the majority of comments we received at the 2013 ACA Members Input Session were from archival educators. None of them agreed with the entirety of our identified core and additional subjects, and also provided suggestions for courses they personally felt were of large importance to an all-around archival education, but were not necessarily reflected in the subjects we had suggested. Although we were happy to receive their comments and thoughts, it put us in a quandary. It was clear that the various schools had different viewpoints as to what they thought were necessary components of archival education, and we didn't know how to please them all, or even if we should try. We also did not receive any feedback on our competency checklist, so were at a loss as to whether or not we should proceed with that idea or not.

After mulling it over throughout the summer, we decided to go in a new direction. This decision was sparked by a report passed onto us by President MacDonald entitled: "Core Competencies of Electronic Resources Librarianship". It was noticed how similar their competencies were to our competency checklist. But their document spoke more toward the professional librarian or student, rather than the educational institution. So we decided to change the direction of our plan, and rather than copying the 1989 Guidelines by directing our report to educators, we thought that our target audience should be potential students and possibly also potential employers. We wanted to make our ideas easy for non-archivists to understand. And we also wanted to target the students in another way: instead of expecting them to look up the ACA and discover the website that way, we wanted to devise a means to grab the students' attention in a brief but meaningful way, and direct them to the ACA website for more information. We thought a similar technique could be used to draw-in future employers too.

Over our next few meetings, we decided to create a pamphlet/poster/brochure to send to universities to target undergrads. It was thought that Career Services might be one logical place to house these promotional materials. These materials were to outline the areas of knowledge needed to become an archivist, and have a QR code to direct the students back to the ACA website to obtain further information and clarification. Fortunately for us, one of our Taskforce members (Shannon Hodge) had some experience working in graphic design and was willing to tackle the creation of our promotional material.

Our competencies checklist also underwent a change thanks to Fiorella Foscarini sharing with the rest of the Taskforce a draft report put out recently by UNI (Italian Institute for Standardization) in collaboration with the Association of Italian Archivists. It was similar to what we had been thinking, so Fiorella translated it and incorporated some of the ideas into our original thoughts. (She is going to make sure the Association of Italian Archivists is okay with this.) Now we have three core areas of competencies, each identified through an action verb: To Govern, To Communicate and To Lead. Each of these areas is broken down into functions.

Competencies for Archivists & Records Managers

The archival and records management professional profile is characterized by the following core areas of responsibility and action (competencies):

1. To govern (oversee/guide/manage/ exercise stewardship of) records and archives throughout their existence, from their initial formation (conceptualization and creation) to their preservation across time and space;
2. To communicate (make available for use) records and archives by providing services for users, promoting awareness and knowledge of archives in society, facilitating specialized training, and fostering research and scholarship;
3. To lead (supervise/manage) and administer records and/or archives services or structures (programs), by planning their development and managing their resources.

The following functions characterize each of the competencies identified above.

1. Governing records and archives
 - a. Managing current records (creating, organizing, and describing by means of metadata – including records classification – records that are still used during the course of business; as well as planning and managing the systems containing the records and their relationships);
 - b. Selecting records and archives (appraising the value of records in order to identify those that should be kept permanently and those that should be

destroyed; and carrying out their disposition. All this also applies to entire archives or collections that may be added to existing archival holdings, an activity known as acquisition);

- c. Arranging and describing archives (analysing, organizing and describing archival material based on archival principles);
- d. Preserving archives (ensuring that the essential characteristics of records and archives, in all media and forms, are preserved over time and across different systems, by providing appropriate environmental conditions and strategies for preventing loss, corruption or unauthorized access to records and their metadata);
- e. Planning and evaluating records and archival systems and applications (designing, implementing and evaluating the IT systems and applications used to manage records and archives).

2. Communicating records and archives

- a. Providing services for the users of records and archives (reference services; assistance to internal users of the records);
- b. Promoting archives and archival education (advocacy and outreach with different kinds of public; curating exhibits; planning and providing professional training on ARM methods and practices);
- c. Conducting research and scholarship (publishing, organizing and attending conferences, participating in research project).

3. Leading and administering ARM services or structures

- a. Managing ARM programs (ability to develop and supervise the operations of an ARM office or program, by managing financial and human resources, coordinating activities, monitoring the legislation and the market, and ensuring people safety and the security of the holdings).

Depending on the level of responsibility, competence or specialization involved in any ARM position, the functions identified above may have different emphasis in different job profiles.

ACA Office 2013 Annual Report

Again in 2013 – 2014 ACA has experienced more changes at the office, while hopefully this is not too evident in service to the individual member and general public, while I'm sure it has certainly been visible to the leadership team of Directors, Chairs, Editors and other volunteers.

Office & infrastructure:

In January 2013, ACA replaced its servers with a new single unit, resulting in a brief disruption to services. In April, the Client Services Coordinator departed due to performance issues; a temporary assistant was hired for May & June, with the CSC recruiting in July, and Denis Akoulov hired in August. Denis and his family however decided to leave Canada in 2014, with ACA hiring Maureen Tracey as Client Services Coordinator in April. Please welcome her to the ACA and archives community.

Finances & Database:

We continue to increase use of e-transactions such as providing online receipts for member and subscriber renewal to reduce both direct and processing costs. The institutional subscribers database at SFU was purged of spam entries, while new security & anti-spam features have

been incorporated for job & event postings and other web forms.

On-going Activities:

The routine work of renewing members & subscribers, registering conference and workshop delegates, the publication and distribution of issues of *Archivaria* and the ACA Bulletin has continued, combining data entry and financials transactions, weekly bank deposits and monthly reconciliation reports to the Board. The office provides support for the Board's monthly teleconferences, as well as the quarterly calls for various committees, the task forces and project teams, plus support for various initiatives such as the recent Canadian Archives Summit.

In closing, I would like to extend my thanks to the Board members, and all of ACA's volunteers for making working with your association very pleasant. While there is seldom a quiet moment at the office, your enthusiasm and encouragement make the experience very enjoyable.

Sincerely,
Duncan Grant, Executive Director

Association of Canadian Archivists Foundation

The current Board of Directors for the Foundation is:

- Karen Buckley, Chair
- Gary Mitchell, Secretary
- Barbara Craig, Director
- Karen Teeple, Director
- Marcel Caya, Director
- Sean Hayes, Director

The ACAF directors have continued the fund-raising initiative directed to ACA Fellows and former Directors. An ACAF produced a thank-you card that was provided to all donors, both direct and via CanadaHelps.

By year-end, the ACAF successfully raised \$5,762 in direct donations and received an additional \$2,360 through CanadaHelps.org where several members have established regular monthly contributions. Fund-raising through the Raffle & Silent Auction in Winnipeg in combination with a very welcome initiative by the East & West ball teams brought in \$2,730. The ACAF disbursed \$2,000 as scholarships amongst the three graduate students who presented at the student session in Winnipeg last June.

The ACAF Endowment fund, supported by donors' directed donations is now over \$45,000 while our goal is to build it to \$100,000 before initiating a more substantive scholarship

program. A number of ACA members have generously supported this fund in the past few years, and we encourage other members to become donors.

If you have not made a charitable donation in the past five years, Canada Revenue provides a very significant tax credit under its First Time Donor initiative.

The Foundation is providing \$2,000 to be distributed amongst the three graduate students selected to present at the student session of the ACA conference in Victoria in June. The Raffle & Silent Auction is being planned for Victoria, with very good response to requests for donation of prizes.

Participation at the Members-Input session as well as at the Annual General Meeting during the ACA conference is planned per usual. In addition, the ACAF will have an information table during the coffee breaks in order to have many opportunities to talk with members about our initiatives.

The ACAF audit to December 31 2013 was completed March and appears follow this report.

Respectfully submitted,
Karen Buckley, ACAF chair



INDEPENDENT AUDITORS' REPORT

To the Members,
Association of Canadian Archivists Foundation:

We have audited the accompanying financial statements of Association of Canadian Archivists Foundation, which comprise the balance sheet as at December 31, 2013, and the statements of changes in net assets, revenue and expenditure and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' responsibility

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 comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for qualified opinion

In common with similar organizations, the Foundation derives revenue from donations and fundraising, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues were limited to the amounts recorded in the records of the Foundation and we were not able to determine whether any adjustments might be necessary to revenue, net revenue (expenditure) for the year, assets and net assets.

Qualified opinion

In our opinion, except for the possible effects of the matter described in the basis for qualified opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Association of Canadian Archivists Foundation as at December 31, 2013, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Ottawa

OUSELEY HANVEY CLIPSHAM DEEP LLP

Licensed Public Accountants
Ottawa, Ontario
May 2, 2014

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

BALANCE SHEET
AS AT DECEMBER 31, 2013

	<u>2013</u>	<u>2012</u>
ASSETS		
Cash	\$ 36,240	\$ 24,738
Investments (note 4)	12,190	12,190
Accounts receivable	<u>6,159</u>	<u>6,890</u>
	<u>\$ 54,589</u>	<u>\$ 43,818</u>
 LIABILITIES		
Accounts payable	<u>\$ 2,300</u>	<u>\$ 2,300</u>
 NET ASSETS		
Endowment scholarship fund	42,971	37,351
Unrestricted	<u>9,318</u>	<u>4,167</u>
	<u>52,289</u>	<u>41,518</u>
	<u>\$ 54,589</u>	<u>\$ 43,818</u>

Approved on behalf of the Board:

Original signed by Karen Buckley
Director

Original signed by Gary Mitchell
Director



ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2013

	<u>2013</u>	<u>2012</u>
ENDOWMENT SCHOLARSHIP FUND		
Balance - beginning of year	\$ 37,351	\$ 18,927
Donations	<u>5,620</u>	<u>18,424</u>
Balance - end of year	<u>\$ 42,971</u>	<u>\$ 37,351</u>
 UNRESTRICTED		
Balance - beginning of year	\$ 4,167	\$ 4,785
Net revenue (expenditure) for the year	<u>5,151</u>	<u>(618)</u>
Balance - end of year	<u>\$ 9,318</u>	<u>\$ 4,167</u>



ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF REVENUE AND EXPENDITURE FOR THE YEAR ENDED DECEMBER 31, 2013

	<u>2013</u>	<u>2012</u>
REVENUE		
Donations (note 6)	\$ 7,720	\$ 8,486
Fundraising	2,617	1,706
Investment	331	332
	<u>10,668</u>	<u>10,524</u>
EXPENSES		
Bank charges	86	88
Conference bursaries	2,000	3,000
Operations	3,431	7,914
Receipted gifts in kind	-	140
	<u>5,517</u>	<u>11,142</u>
NET REVENUE (EXPENDITURE) FOR THE YEAR	<u>\$ 5,151</u>	<u>\$ (618)</u>

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2013

	<u>2013</u>	<u>2012</u>
OPERATING ACTIVITIES		
Net revenue (expenditure) for the year	\$ 5,151	\$ (618)
Endowment scholarship fund donations	5,620	18,424
Net change in non-cash working capital items		
Accounts receivable	731	(5,961)
Accounts payable	-	2,300
	<u>11,502</u>	<u>14,145</u>
INCREASE IN CASH FOR THE YEAR	<u>11,502</u>	<u>14,145</u>
Cash - beginning of year	<u>24,738</u>	<u>10,593</u>
CASH - END OF YEAR	<u>\$ 36,240</u>	<u>\$ 24,738</u>



ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2013

1. PURPOSE OF THE ORGANIZATION

The mission of the Foundation is to support the education and research needs of the Canadian archival profession and community by providing scholarships and fellowships to universities offering archival studies, which are qualified donees, for selected individuals attending in one of a number of archival-related disciplines.

The Foundation is incorporated under the Canada Not-for-profit Corporations Act. It is a registered charity under the Income Tax Act and as such is exempt from income tax.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations 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) Endowment scholarship fund

The fund was established to support students pursuing graduate or post-graduate degrees in archival or information studies in Canada.

c) Financial instruments

Financial instruments are initially recognized at fair value and are subsequently measured at cost, amortized cost or cost less appropriate allowances for impairment.

d) Revenue recognition

The Foundation follows the restricted fund method of accounting. Endowment contributions are accounted for in the endowment scholarship fund. The deferral method is used for restricted contributions such that they are recognized as revenue in the year in which the related expenditure is incurred. Unrestricted contributions are recognized as revenue when they are received. Other revenue is recognized as revenue when it is earned or the event takes place.

3. FINANCIAL INSTRUMENTS

Financial instruments of the Foundation consist of cash, investments, accounts receivable and accounts payable.

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



ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2013

4. INVESTMENTS

The Foundation has an investment certificate that earns interest at an annual rate of 2.72% and matures in January 2014.

5. RELATED PARTY TRANSACTIONS

Donations include \$3,160 from Association of Canadian Archivists.



Aboriginal Archives

This past year, SISAA has been in preparation mode for several big projects. We have put together an amazing presentation for this year's conference. We are also starting to prepare to update various publications, most notably the 'Aboriginal Archives Guide', which is out of date. We also hope to create a FAQ and a blog to help researchers deal with Aboriginal issues and archives. Several of our Manitoba members are on an advisory board that is helping

the Manitoba First Nations Education Resource Centre develop a First Nations Archive for all of the bands in Manitoba.

Submitted by
Meaghan Buchanan

Government Records

Beginning with the Section Meeting held in Winnipeg at the 2013 Annual Meeting the Section has been active in revitalizing interest in the section on Government Records over the past year. Dr. Ken Cavalier, a PhD student in Law from the Allard Hall Faculty of Law at UBC and researcher for the SSHRC funded Laws of Evidence in the Digital Environment (LEDE) and InterPARES Trust Records in the Clouds (RIC) joint Faculty of Law and SLAIS research projects, was named Chair and Dr. Natasha Zwarich, Professeure en archivistique, Département d'histoire, Université du Québec à Montréal was named as Vice Chair of the Section. Following lively discussion the section agreed to propose a session for the 2014 ACA meetings in Victoria entitled, "Current research into the tension between open government transparency and ensuring electronic document security." This proposal was accepted and Dr. Luciana Duranti agreed to Chair the session. The participants include a number of papers from Graduate Research Assistants involved in the LEDE and RIC projects and, in the light of the Snowden revelations from last year, some discussion of Privacy Law issues for custodians of Government Records.

In addition the GRSIS has its annual meeting scheduled for June 25th in order to discuss potential proposals and issues to be addressed before the 2015 ACA meetings. It is anticipated that the issues concerning tensions between transparency, access and security of government records raised in this year's session in Victoria will be revisited in potential proposals for the 2015 meetings. Recent controversies over the legal and ethical liability incurred by those responsible for the care, custody and control of government records and Federal Court pronouncements concerning issues of "warrantless searches" and Lawful Access, Federal Court of Canada chastisement of CSERC and the RCMP for the "misleading of the Court" in the over-broad exercising of search warrant authorization, national security concerns and conflicting legal requirements for notification of security of personal information data breaches (such as FICOM provisions), and "Whistleblower protection, are but a few of the potentially related issues arising from the upcoming 2014 session that could inform proposals for ongoing sessions for the section going forward.

Submitted by
Ken Cavalier, Section Chairperson

Personal Archives (SISPA) Annual Report 2013-2014

Recent Accomplishments

- Special issue of *Archivaria* (issue 76, Fall 2013) on the topic of Personal Archives. Issue showcased new research and invigorating new takes on the subject area. Guest appeared. Editorial committee: Carolyn Harris, Catherine Hobbs, Robert Fisher, Rodney Carter.
- SISPA listserv dialogues have been on hold for the past year given the level of preparation necessary for special issue, comments have continued on the listserv.
- Additions to the wiki bibliography

Upcoming Activities

- ACA June 2013 SISPA AGM.
- Joint meeting with TaASIS in Victoria.

Long-term Activities (2013 and beyond)

- Continuation of the listserv dialogues
- Increased promotion and leveraging awareness in the Canadian archival community of SISPA's resources and activities.

Submitted by
Catherine Hobbs, SISPA Chair

Religious Archives Special Interest Section Annual Report

Once again, the activity of RASIS has been intermittent and slow. At our Annual Meeting in 2013 we talked about ways of increasing interest and membership, as well as planning a RASIS breakfast in partnership with the upcoming ACA Conference in Victoria. As of this writing, the breakfast is still in the conversation/pre-planning stage with Carey Pallister of the Sisters of St. Anne taking the lead.

The membership keeps in touch predominantly on a one-on-one basis, and though the Facebook page still exists, it has little-to-no activity. It seems that meeting once a year and getting to know one another has definitely helped to build relationships where members feel they can reach out for assistance, support and advice. Though our focus at annual meetings seems to have been *expanding* membership, I wonder if instead the focus should be on creating strong bonds amongst the *existing* membership so that there is a strong foundation from which to build on the membership.

As in many other sectors of the profession, the membership faces significant cuts in resources and at times potential

closures. That said, I have been extremely proud to watch many members struggle with and move through the Residential Schools Truth and Reconciliation Commission document collections process. In a lot of ways, the “faith archivists” of signatories have been the quiet face of the profession both at Regional and National events as well as in their incredibly hard work at document production in the last 5 years. They have represented our profession with incredible grace and expertise and I am most proud to call them my colleagues and friends.

Last year I presented a tentative resignation as Chair of this Section, and was otherwise persuaded at the AGM. This year I must tender a more decisive resignation as the coming year will see me packing and moving the Anglican Church Archives here.

Respectfully submitted,
Melanie Delva, Chair

Social Justice

The Social Justice SIS met at the 2013 annual meeting of the Association of Canadian Archivists. We agree to focus on the following tasks over the next twelve months:

- To revisit and reaffirm the mandate of the SIS. The concern of the SIS is that the current mandate is too broad and could be interpreted as overlapping with several other SIS mandates.
- To establish a governance model that is appropriate for the SIS. It was decided at the 2013 meeting that the SIS would endeavour to use a consensus model of governance during scheduled meetings, but ultimately empower the Chair to make decisions on behalf of the SIS if a meeting is either not imminent or possible.
- To survey repositories across Canada to inventory their archival holdings related to social movements, collective action for social change and/or social justice activities.

Throughout the past 12 months, the SIS has reaffirmed the importance of a Special Interest Section that focusses on

intersection of social justice and archival work. The SIS membership has agreed that the SIS should pursue a different approach to this responsibility than it has in previous years. The SIS would be interested in establishing itself and its members as an advisory group that works more closely with other SISs to promote social justice issues in any future planning or projects. We would also be interested in working more closely with the Program Committee of the ACA to sponsor or endorse conference sessions that address the intersection of social justice and archival work.

Members continue to develop a survey that will take inventory of archival holdings related to social justice issues, but this project remains incomplete.

Unfortunately, due to the inability of the SIS Chair and many members to attend the 2014 ACA conference, there will be no meeting of the SJSIS for 2014. Members will continue to work on the above noted tasks over the next year and return in 2015 for an annual meeting.

Submitted by
Rebecka Sheffield, Chair

Sound and Moving Image

The Sound and Moving Image Special Interest Section (SMI SIS) was established in the winter/spring of 2013. Additional to the ACA website listing the chairs created a Google group and a Facebook page so that members could communicate more informally. The group had its inaugural meeting at the ACA Conference in Winnipeg, Manitoba. Seven people came out and had a great deal of ideas and suggestions for the new SIS. The group agreed to meet via internet in August to discuss proposals for the upcoming 2014 conference, however, the group members schedules were such that this meeting did not happen.

Things have been slow with the SMI SIS this year. However, we did begin one of the initiatives that was suggested at the meeting in Winnipeg. A group of

spreadsheets were created for members to contribute to and share knowledge. Technicians, Suppliers, and Resource lists were created and distributed to the group through Google docs.

Goals for next year include meeting once outside of the conference (either online or by phone), encouraging ACA members to submit conference proposals on topics relating to sound and moving image documents, and populating the three listings.

Submitted by
Rachel E. Beattie, Chair

Technology and Archives Special Interest Section

Mandate: This group is a forum for ACA members to discuss and act on a wide variety of issues relating the intersection of archives, electronic records, and the digital world.

Accomplishments during the current period:

- Held The Archives and Technology Unconference (TAATU) 2013 in Winnipeg, Manitoba. Once again it was a fun, productive, and interesting day. More than 20 members participated. Highlights of TAATU 2013 include:
- How to talk to IT about archives, when you're in IT! (lightening talk)
- BitCurator - Digital forensics for archivists (lightening talk)
- Migration Madness - Blasting Our Cyberspace Junk into AtoM (lightening talk)
- All ED/RMS projects result in an Epic Fail (lightening talk, discussion, commiserating)

- Overall an inspiring day at the University of Winnipeg with great discussion
- The Google group created last year where members keep in touch throughout the year and share and discuss technology and archives specific issues is still in use: <http://groups.google.com/group/taasis>
- The annual meeting of TaASIS was also held June 12, 2013. Cindy McLellan will continue to serve as TaASIS Chair for the upcoming year.

TAATU 2014 in Victoria is shaping up to be very exciting. We are looking forward to sharing the day with the Special Interest Section on Personal Archives and representatives from UVic's Digital Humanities Summer Institute team <http://www.dhsi.org/>

Submitted by Cindy McLellan

University and College Archives (UCASIS)

Last year at the annual conference Deirdre Bryden finished her term as Chair of UCASIS with Patti Harper taking up the post. We still need a Secretary for the section. We have identified some projects for next year.

- A panel session was submitted and approved for Victoria 2014. The panel will look at fundraising in University and College archives.
- D. Bryden has scanned the minutes from past years and will be posting these all to the Members Only site.
- Posting records retention schedules rational for appraisal on the Members Only site to be discussed in Victoria and parameters to be determined.

- Further discussion about starting an occasional papers series for UCASIS.

Thank you to all the current UCASIS members for your input and work. We would love to welcome new ACA members not currently participating in UCASIS to join us for our annual meeting in Victoria this year prior to the conference. We would welcome your comments and thoughts!

Submitted by
Patti Harper, UCASIS Chair

Dalhousie ACA Student Chapter

This year the Dalhousie ACA decided to host a many small tours of local archives in an attempt to be inclusive of the School of Information Management's broad range of interests. In the first semester we collaborated with the SIM Student Association (SIMSA) to hold a "Brown Bag Lunch" information session about careers in archives and a tour of the Dalhousie University Archives. We also hosted a tour of the Shambhala Archives as well as a fun event of a Halloween "ghost tour" of Citadel Hill. In the second semester we had a tour of the Nova Scotia Archives as well as the Canadian Museum of Immigration and Scotiabank Family History Centre at Pier 21. In May we will be sponsoring two Dalhousie students, selected by random draw, to attend the Council of Nova Scotia Archives conference and share their experience with students.

In March, we joined with Dalhousie's Librarians Without Borders group to host our annual used book sale. Donations came from students, faculty, and community members. The sale was a great success. It was an excellent way to meet students in other faculties and increase ACA's presence on

campus. It also gave us some ideas about collaborating with students in other programs in the coming year.

This year we used our new Twitter page to tweet and retweet about issues and events going on in the archives community, including the Canadian Archives Summit in January, which was attended by some of our student members, and the Information Without Borders conference at Dalhousie. We will continue to use the Twitter account in the coming year and over the summer to help us reach our goal of increasing the ACA presence on campus.

Executive:

Karen Vermeylen – Co-Chair , Alyssa Dawson – Co-Chair
Ray MacLeod – Treasurer, Alison Froese Stoddard – Secretary

Faculty Advisor: Creighton Barrett

Submitted by
Karen Vermeylen and Alyssa Dawson

McGill ACA Student Chapter

The annual highlight of the ACA McGill Student Chapter activities has always been the Winter Colloquium, bringing together students, scholars, and professionals for an afternoon in downtown Montreal. This year's event featured four professional speakers (Jeremy Heil, Queen's University, Patti Harper, Carleton University, Gordon Burr, McGill University, and Rhiannon Herbert, McGill University, as well as five presentations from students enrolled in the Archival Studies program (Amber Parker, Carolyne Ménard, Sam Sfirri, Naomi Endicott, and Linda Pasquale). The topics ranged from archival processing and audio preservation to crowdsourcing and digital archives to ethnic

archiving and postmodernism.

Colloquium 2014 was a great success, attracting a large crowd of archivally-minded students and guests, kindling curiosity, and sparking excellent discussions. In addition, the Chapter participated in the new students welcome fair, hosted a workshop on archival research, sent a representative to the Archives Summit satellite viewing event at Carleton University, who then shared his experiences with the student body, and facilitated informal peer-to-peer career-oriented counseling.

U of M ACA Student Chapter

This was the inaugural year of the University of Manitoba's student chapter of the Association of Canadian Archivists (UMACA). As such, most of our effort went into getting the chapter off the ground and trying to establish a solid foundation for future years of student involvement. Currently there are 19 members of our student chapter at all levels of the Archival Studies program at the University of Manitoba. All members of the UMACA have officially joined the ACA as student members and many have participated in both the ACA and our provincial association's working groups, committees and mentorship programs. Our faculty advisor is Dr. Greg Bak.

The first social and fundraising event of the UMACA was our bake sale, which took place on December 4th, 2013. This event raised \$384.45 for the student chapter, which we plan on using for outreach.

A major undertaking of the UMACA this year was the production and sale of postcards featuring an archival image. This image, acquired from and used with the permission of the University of Manitoba Archives & Special Collections, proved to be quite popular; the sale of these postcards netted the UMACA \$226.

For our first UMACA-sponsored event we will be hosting University of Toronto professor Wendy Duff on May 20, 2014. Dr. Duff will be speaking in evening with a Q&A

session followed by a reception for students, members of the archival community and members of the public to attend. The evening reception will provide students with a chance to engage with Dr. Duff as well as an important networking opportunity within the archival community. Dr. Duff will be speaking on her work regarding archives and social justice.

The UMACA student chapter also elected a student member at large to the Association of Manitoba Archives (AMA) board to represent students in our provincial association. This position building collegial networks across archival associations and furthers the interests of the archival studies students in Manitoba.

Executive

Co-Chairs: Elizabeth-Anne Johnson and Danna Slessor-Cobb

Vice-Chair: Nicole Courrier

Secretary-Treasurer: Natalie Vielfaure

First-Year Representative: Jessica Nichol

Communications: Kevin Palendat and Sarah Ramsden

Social: Amanda Linden, Kevin Palendat, Danna Slessor-Cobb, Sarah Story, and Natalie Vielfaure

Members-at-Large: Erin Acland and Sarah Gauntlett

Submitted by Elizabeth-Anne Johnson and Danna Slessor-Cobb

University of Toronto Student Chapter

The Association of Canadian Archivists University of Toronto Student Chapter had one of our busiest years on record, with numerous collaborative events, tours, pub nights, and talks with guest speakers.

The chapter has continuously held monthly meetings throughout the school year, which were very well attended by executive members and first and second-year students in the Archives and Records Management stream. Most meetings averaged 15-20 students (or nearly all of our members), and incorporated many new members into the ACA.

We also expanded our presence on the web through our website and social media (Twitter (@ACA_UofT), as well as Facebook (facebook.com/ACAUofT), including a major expansion of our social media presence, which saw great success.

Events/Fundraising Highlights:

- Tour of the University of Toronto Archives (Sep. 19).

- Workshop with PhD candidate Rebecka Sheffield on the topic of doing a PhD in ARM (Oct. 1st)
- Halloween Bake Sale (Oct. 31) raised \$280 for the student chapter account.
- Tour of the University of Toronto Media Commons Audio-Visual Microtext Library and Archives (Oct. 24).
- Tour of the University of Toronto Music Library Archives
- Movember campaign raises \$1650 for men's health charities (a major increase of around \$1300 in monetary donations over last year).
- Talk with Maryland Archivist Kate Theimer of ArchivesNext blog in the MacLean Hunter Room, Thomas Fisher Rare Book Library
- The ACA U of T Student Chapter helped to promote and host the Canadian Archives Summit simulcast at the iSchool (Jan. 17).
- Tour of the Scotiabank Archives and Records Management Department (Jan. 15)
- Talk/Workshop with Patricia Demere at OISE (Jan. 15).
- Charity fundraiser – Breast Cancer Research

Foundation, ACA U of T Student Chapter Velvet Venues – raised \$375.

- Valentines Day Bake Sale, (Feb. 12) – made \$240 for the student chapter account.
- Talk with Caroline Kimbell from the UK National Archives on various issues, with heavy focus on funding problems and solutions for archives (March. 24)
- Talk with David Ferriero, National Archivist of the United States (March 26), Innis Town Hall, co-presentation between the iSchool and the U of T Student Chapter.
- Loryl MacDonald gave a resume and interview tips lecture to students in late April.
- Tour of the Royal Ontario Museum Archives.
- First annual Archives Movie Night co-presented with the Media Commons Archives – screening of Booker's Place: A Mississippi Story a documentary which incorporates a great deal of archival film and images.

- Final pub night of the year with over 35 attendees. Great success.
- Transition meeting, with the election of the 2014/2015 executive.

Student Executive for 2013/2014

Co-Chair: Sean Hayes
Co-Chair: Lauren Kilgour
Treasurer: Matt Rohweder
Fundraising: Katrina Cohen-Palacios
Events: Laura Dymock
Communications: Karolina Grzeszczuk
Communications: Jessica Haskell
Communications: Craig Jackson
Secretary: Kevin McCormick
Internal Liaison: Aida Tesfai

UBC Student Chapter Final Report - April 2014

This year the ACA@UBC got off to a great start at the September 2013 Orientation for new library and archives students. Members of the executive attended the event, introduced ourselves, promoted our mandate and recruited new members. Our first social event, a “Welcome/Welcome back” pub night was hugely successful, attracting about half of the new cohort of both library and archives students. We continued to hold social events throughout the year, and attended the orientation for students starting the program in January 2014.

We continued our mentorship program in which first year students are paired with upper year students who can advise them on courses, co-op, professional experience programs and other offerings at the School of Library, Archival and Information Studies (SLAIS). Our social events coordinator organized a visit to the CBC Archives in downtown Vancouver. We are also hoping to have Courtney Mumma from Artefactual give a presentation to the ACA@UBC. This did not happen this year, but is in the works for 2014-2015.

The majority of our energies were spent on our 6th annual seminar and symposium. Event planning began in April of 2013 and continued over the summer and into this academic year. This year's theme was *Archival Migrations: Destruction, Repatriation and Memory* and the event ran from Feb 12 to 14, 2014. We had six speakers from around the world: Basma Makhoul Shabou, Silvia Schenkolewski-Kroll, Hrvoje Stancic, Rania El-Gazzar, Bruce Montgomery, and Mpho Ngoepe. Approximately 45 students attended each day of the two-day seminar program, and about 115

students, academics and professionals attended the symposium day. We received overwhelmingly positive feedback about the event. For more information on the symposium please see: <http://acasymposium.slais.ubc.ca/>

Executive members:

Treasurers: Grant Hurley and Eng Sengsavang
Secretary: Max Otte
Communications: Morgan Gariepy and Brianna Gormly
Events: Robert McLelland and Mel Leverich
Publicity: Katie Kalk
Web Administrator: Meghan Whyte
AABC Representative: Chelsea Shriver
ARMA Representatives: Lyse Rowledge and Valerie Leveille
First Year Representatives: Adena Brons and Emily Chicorli
Members-at-large: Taryn Day and Kathy Bohlman
Faculty Advisor: Luciana Duranti

Prepared by Lisa Uyeda and Alexandra Wieland
(co-coordinators)