



Association
of Canadian
Archivists

theBulletin

June 2015





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.

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Table of Contents

President's Report	3	Association of Canadian Archivists Foundation	20
Vice-President's Report	5	Foundation Audited Statements	21
Secretary's Report.....	5	Accessibility Special Interest Section	27
Directors at Large Reports	6	Sound and Moving Image Special Interest Section	27
Treasurer's Report.....	7	Technology and Archives Special Interest Section	27
Auditor's Report.....	8	University and College Archives (UCASIS).....	28
Communications Committee Report	16	Other Special Interest Sections	28
Governance Committee Report.....	16	ACA at Dalhousie University Report	28
Membership Development Committee Report.....	17	McGill University Student Chapter Report.....	29
Outreach Committee Report.....	18	ACA@UBC Student Chapter Report	30
Professional Learning Committee Report.....	19	U of M ACA Student Chapter Annual Report	31
Annual Report of the General Editor, Archivaria	19	U of T Student Chapter Report.....	32
Office 2015 Annual Report.....	19		

Cover photo courtesy of Regina Tourism

President's Report, 2014-2015

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

I. Governance:

Leadership Team:

- 2014-2015 have brought many changes to the ACA Board both in membership and composition. First, let's talk membership. It was a real pleasure to begin my term as ACA President on 1 January 2015. Other new additions to the Board at that time were Jennifer Roberts (Yukon Archives) as Treasurer and Ian Burnett (Yukon Archives) as Director-at-Large. Our terms run from 1 January 2015 to 31 December 2016.

The composition change came into effect when at the 2014 AGM members approved increasing the number of Directors to six with the new Director to be elected at the 2015 AGM and authorizing the Board to appoint an individual to serve as a Director for a 1-year term, following the 2014 AGM. Karen Buckley was so appointed in the interim and has been serving as our Secretary, a position which was formerly combined with the Treasurer role.

With these new appointments, your ACA Board Members and their portfolios for 2015 are:

- President: Kathryn Harvey (U of Guelph) - Advocacy Committee, *Archivaria* Editorial Board & Editorial Team, ACA Executive Director, Library and Archives Canada Stakeholders' Forum, Canadian Archival System Working Group
- Vice-President: Michael Gourlie (Provincial Archives of Alberta) - Governance Committee, Online Education Steering Committee, Educational Guidelines Review Task Force, Ethics Committee (as required when active)
- Treasurer: Jennifer Roberts (Yukon Archives) - Conference Programme & Host Committees, Professional Learning Committee, Finance Review Task Force, Finance & Audit Committee (as required if active), ACA Foundation
- Secretary: Karen Buckley (U of Calgary) - Communications Committee, Input to Governance Committee

- Director-at-Large: Heather Beattie (Hudson's Bay Company Archives) – Membership Development Committee, Outreach Committee, Special Interest Sections, Student Chapters
- Director-at-Large: Ian Burnett (Yukon Archives) - ICA, SPA, SAA, NAANICA, AAQ, CCA, LAC

I want to thank Loryl MacDonald (U of Toronto) and Scott Goodine (Archives of Manitoba) for their excellent leadership to the end of 2014. During the six-month “job shadowing” period, they made the Board transitions seem completely natural.

We also welcomed three new members to the Leadership Team in 2015: Amanda Tomé (U of New Brunswick) as Communications Chair, Lindsay Osmun (CIBC Archives) as Outreach Chair, and Patti Harper as Professional Learning Chair. Continuing on until the end of 2015 are Michael Gourlie as Governance Committee Chair, Jordan Bass as Membership Development Committee Chair, and Cheryl Avery as Online Education Committee Chair.

Task Forces:

During the course of 2014/2015 two task forces were established. One, which has completed its work, is the Finance Review Task Force was charged with reviewing revenue streams, preparing a summary report of their findings with recommendations to present to the membership at the 2015 Annual General Meeting. Its membership included Jennifer Roberts, Treasurer (Chair); Karen Buckley, Secretary; Lori Podolsky, Membership Development Committee; Kathryn Harvey, President (ex-officio). They have completed their work and will be presenting their findings at the Members' Input Session during the Conference.

As well, in late 2014 ACA learned that despite *Archivaria's* recognized excellence as a scholarly journal in the archival world, its most recent application for SSHRC funding through the Aid to Scholarly Journals Program was unsuccessful. This meant a decrease in its revenue stream of approx. \$22,000 per year for 2014, 2015, and 2016. Thus, *Archivaria* has taken the initial step of establishing a small task force comprised of Editorial Team Members Emily Sommers, Cathy Bailey, and Julia Armstrong to explore options provided by the Open Journal System (OJS)—software used to make the journal available online—that the journal may utilize in order to increase efficiencies from article submission through peer reviewing and pre-production, and finally into publication. The ACA and *Archivaria* Editorial Boards will strike other task forces as needed to investigate ways to increase the number of subscribers and revenues generally as well as discuss what role the ACA would like to see for *Archivaria* in the future.

II. Member Services:

Conferences:

The 2014 annual conference, themed "Archivatopia," was held in Victoria, June 26-28, 2014, and attracted 237 delegates and 29 additional attendees such as exhibitors, award recipients, workshop participants, and special guests. Delegates came from across Canada and around the world - including Australia, England, Japan, Scotland, and the United States. The tremendous work of the Programme Team, chaired by Ian Burnett, and of the Host Team, chaired by Sharon Larade, made the conference a memorable experience.

The 2015 Host Team chaired by Jeremy Mohr (Saskatchewan Archives Board) has some great prairie hospitality planned to provide social "down time" for overstimulated brains taking advantage of the rich conference offerings put together by Programme Chair Susan McClure (Halifax Regional Municipality Archives) and her Team on the theme "Perspectives on the Archival Horizon."

The Programme and Host Teams for the June 2-4, 2016 conference in Montreal at the Marriott Chateau Champlain have ramped up their efforts to bring us a wonderful conference on the theme of "'Futur proche': Archives & Innovation." Rod Carter is chairing the Programme Team while Shannon Hodge is steering the work of the Host Team, so keep your eye out for exciting conference developments in 2016. We will be meeting June 8-10, 2017 at the Ottawa Marriott Hotel, and Programme and Host Teams will soon coalesce to bring us yet another stimulating event.

ACA Secretariat:

Duncan Grant, our intrepid Executive Director, has been an invaluable font of ACA knowledge as I transition into the role of President. He and Maureen Tracey, our Client Services Coordinator, continue their support in all areas of the work of the ACA, ACA Foundation, and *Archivaria* Editorial Boards as well as providing solid grounding for our conference planners. Their solid administrative and financial management support make it much easier for the ACA's 70+ Board and Committee volunteers to be so productive. You will be reading about all those efforts in the other annual reports included in this package.

III. Advocacy:

ACA/AAQ/CHA:

My own first venture into the world of representing ACA was November 17, 2014 when I attended with Duncan Grant a joint meeting in Ottawa of the Association des archivistes du Québec (AAQ) and the Canadian Historical Association (CHA) to discuss issues of common interest. Topics that arose at that meeting included LAC's digitization plans and development of a Trusted Digital Repository, preservation of government documents, the then-upcoming LAC Stakeholders' Forum and Canadian Archival System Working Group (CASWG). The following day I also attended on Shelley Sweeney's behalf the Canadian Commission for UNESCO's Sectoral Commission on Culture, Communication & Information meeting.

Library and Archives Canada's Stakeholders' Forum:

I also represent the ACA on LAC's Stakeholders' Forum. The first meeting of this group was held December 9-10, 2014, and I attended (again on Loryl's behalf). It was a productive day that brought together, as the Terms of Reference document notes, "11 members who represent the diverse expertise and perspectives of Canada's documentary heritage associations and other organizations. Forum members are represented by the president or chairperson of their organizations, or by another named delegate." Member organizations invited by LAC are the AAQ, CHA, ACA, Association pour l'avancement des sciences et des techniques de la documentation, Canadian Association of Research Libraries, Canadian Council of Archives, Canadian Library Association, Canadian Museums Association, Canadian Urban Library Council, and Ontario Library Association. A second teleconference which included updates on LAC activities and reports from Forum members has held on April 28, 2015 with another meeting scheduled for late summer 2015. The communication line between LAC and its stakeholders is strong as a result of these opportunities to get together and through Dr. Guy Berthiaume's outreach to individual associations and organizations.

Canadian Archival System Working Group (CASWG):

In February 2015, Duncan Grant and I attended the CASWG meeting in Vancouver held concurrently with the successful "ACA@UBC Professional Education in Archives Symposium" (Feb 11-13). Members of the CASWG include representatives from the ACA, CCA, LAC, AAQ, and Council of Provincial and Territorial Archivists. Our final report will be circulated to the ACA membership and be one of the topics brought forward at the Members' Input Session at the June 2015 conference.

Advocacy Letters:

Since our last conference ACA has continued its efforts to be a strong voice on issues of concern to the archival community by engaging with organizations whose policies can profoundly affect our professional lives. Our advocacy letters are available on ACA's website at <http://archivists.ca/content/submissions-letters>. Since our last AGM, here is a sample of issues covered.

- **Statement on the private member's bill, Bill C-626, An Act to amend the Statistics Act (appointment of Chief Statistician and long-form census)** – the statement encouraged all stakeholders to contact their MPs to support the reinstatement of the long-form census and reconsider the opt-in, informed consent clause. (December 2014)
- **Letter to Dean Oliver, Director of Research at the Canadian Museum of History**, regarding their consultation with LAC experts subsequent to the development of a controversy on Arcan-1 about one of their research projects on safeguarding archival collections. (January 2015)
- **Letter to the Mayor and Council members, Parksville, BC** in support of the development of a rigorous print and electronic records management program and creation of a municipal archives. (March 2015)

- **Statement on the joint agreement reached by the Government of B.C. and the Royal British Columbia Museum (RBCM)** for funding of government archival records and the transfer 33,000 boxes of government records to BC Archives. (May 2015)
- **Letter in support of for repair, restoration, and upgrades to the City of Winnipeg Archives housed at 380 William Avenue.** (May 2015)

IV. Conclusion:

I have found the first six months of my Presidency to be an amazing, eye-opening experience. ACA is fortunate to have such a high-functioning Board, strong Secretariat, and productive and enthusiastic Committees. The SISs and Student Chapters equally have dedicated members who volunteer their time, energy, good-humour, and expertise to the ACA. To all of you—thanks for your past and future work! Our country is richer in so many ways because of your efforts.

Respectfully submitted,
Kathryn Harvey, President

Vice-President's Report, 2014-2015

During the past year, my activities as Vice-President have focussed on regular Board teleconferences, taking part in email discussions between teleconferences, providing support to the President where required, and acting as a liaison with the Communications and Online Learning Committees. The Vice-President is also the chair of the Governance Committee, the activities of which are reported in more detail as part of that Committee's report. I will be chairing the Council of Presidents' meeting and the

Member Input Session in Regina.

As this will be my last report to the membership before my term ends in December, I would like to thank all the Board members with whom I have served as well as the members of the ACA Secretariat for all their help and support during my time on the ACA Board.

Respectfully submitted,
Michael Gourlie, ACA Vice-President

Secretary's Report

The position of Secretary is a new one, resulting from membership approval in 2014 to add one additional position to the ACA Board to more appropriately distribute tasks and responsibilities. Subsequent to the AGM, the Board approved separating the Secretary role from that of Treasurer on a trial basis, while I was appointed for a 1-year term (2015). I hold the Secretary position for one year during this transition with a member to be elected for two years (2016-2017) at the 2015 AGM.

Beyond responsibilities as the Board liaison to the Communications Committee, the role of Secretary is still being defined. The Secretary may review the committee

area of the website in order to provide some guidelines and standards for creating, filing, and eventual deletion of content. The Secretary may also become a support for the Governance Committee in the cyclical review and updating of policies and procedures.

To date, my role has been defined by my previous responsibilities as Treasurer. I continue to support the Finance Review Task Force as we review the revenue streams with a report due to membership by May 2015.

Respectfully submitted,
Karen Buckley, Secretary

Director at Large Report

It is the second year of my second term as an ACA Director at Large, so this is the final report I will make to the ACA membership in this role. I would like to begin by thanking Karen Buckley, Ian Burnett, Michael Gourlie, Kathryn Harvey, Jennifer Roberts, and all of the other board members with whom I have had the pleasure of working for their support, enthusiasm, and dedication to the Association. I would also like to thank Duncan Grant and Maureen Tracey for all of their guidance and assistance. I have thoroughly enjoyed my time on the ACA board and as the board liaison to the Student Chapters, Special Interest Sections, Outreach Committee, and Membership Development Committee.

The ACA Student Chapters continue to impress me – the groups at the University of British Columbia, University of Manitoba, University of Toronto, McGill, and Dalhousie are all very busy and thriving. I have enjoyed hearing from the coordinators about all of the conferences, tours, presentations, fundraisers, and other events they have been organizing. Thank you to all of the Student Chapter volunteers for the time and effort you put into providing your classmates with such a wonderful introduction to the ACA!

I was hoping to be able to say that all of the ACA's Special Interest Sections were more active this year, but unfortunately

that was not the case. About half of the groups have been virtually dormant since their meetings last June and had nothing to include in their annual reports for the year. My hope is that by 2016 each of the Special Interest Sections will have active leadership, engaged members, and plans for the year that include a few specific and achievable goals. Thank you to all of the SIS leaders for your willingness to volunteer for these positions and all of your efforts – I am looking forward to seeing what we can do in the next few months. I would also like to acknowledge the contributions of Catherine Hobbs and Paulette Dozois, founding Chairs of SISPA and APSIS respectively, who both recently decided that it was time to turn the leadership of their Sections over to other members. Their long-standing commitment to these Sections is very much appreciated.

And last, but certainly not least, I would like to thank Jordan Bass and the Membership Development Committee, Lindsay Osmun and the Outreach Committee, and former Outreach Committee Chair Sara Janes for the great work they've done over the past few years. It's been wonderful liaising with all of you!

Respectfully submitted,
Heather Beattie, Director at Large

Director at Large Report

I am very pleased to have been elected Director at large at the June 28, 2014 Annual General Meeting of the ACA. I spent the summer and fall of 2014 gaining more detailed familiarity with the position and its responsibilities before formally assuming the full position on January 21, 2015.

My portfolio as Director at Large includes liaison and relationship building between ACA and a number of national and international bodies, including ICA, ICA-SPA, NAANICA, SAA, AAQ, CCA, and LAC. My term as Director coincides with my rotation as Chair of the Council of Provincial and Territorial Archivists (CPTA) and Co-Chair of the National, Provincial, and Territorial Archivists Conference (NPTAC), providing opportunities for information sharing and collaboration with these groups as well.

To date I have acted as Board contact for Lisa Snider, the ACA representative to the CCA Canadian Committee on Archival Description (CCAD). I will continue to provide this support and liaison role as the committee undertakes its assessment of

possible scenarios for RAD revision through fall 2015 and potentially beyond. I have also been pleased to participate in the fall and spring ACA Planning and Priorities sessions and monthly board meetings, offering whatever advice and suggestions I am able.

As I become more familiar with ACA and my role as Director at Large I will be undertaking initiatives to build relationships with various national and international bodies and organizations. An upcoming event that I will be attending is the International Council on Archives conference (Archives: Evidence, Security, and Civil Rights) and the meeting of the ICA section on Professional Associations. The conference is being held in Reykjavik, Iceland, September 28-29, 2015.

Respectfully submitted,
Ian Burnett, Director at Large

Treasurer's Report

Results from 2014: ACA finished the year with just a 1% surplus of \$3,768, which was an improvement over an anticipated \$48,640 deficit (14%) approved at the 2013 AGM. The ACA audit to December 31 2014 was completed in March; the Audited Statements appear follow this report.

1. Revenue highlights: Revenue: \$360,894

- Revenue surpassed budget estimates for Membership and the Conference.
- Membership revenue was up, particularly for institutions and retired members.
- Archivaria fell short of its income goal, not qualifying for SSHRC funding in this cycle while reprint sales through Access Copyright helped bring income over expenses. Declining subscription numbers are a concern for 2015 and beyond. The income from reprint sales may not be a contributing factor in the near future as many institutions are opting out of Access Copyright

2. Expenditure highlights: Expenses: \$357,542

- Expenses were \$49k under estimates overall
- Board of Directors & committee expenditures were lower due to a reduced size Fall P&P meeting. Advocacy expenses were up due to increased activity in this area over the year.
- The annual conference costs were lower than estimated; some services were reduced in light of fewer participating sponsors and exhibitors, and the Host Team did a good job to select food and beverage at lower cost.
- Professional Learning's two pre-conference workshops were under budget with no or low cost facilities and other expenses for both events.
- Archivaria costs were lower due to reduced numbers printed while higher mailing costs offset much of the savings.
- Staff & office costs were \$8k under estimates, with almost half due to saving from use of e-mail for renewal receipts rather than Canada Post.

Preliminary Outlook for 2015: A budget deficit of \$58k or 17% was approved at the 2014 AGM. The absence of SSHRC support will affect the 2015 budget but the Board will continue to work to constrain costs to match revenue, while supporting priority initiatives.

Revenue: budget \$344,192

- Early renewal by members was up slightly while subscription renewals are slow.
 - Attendance for the Regina conference is expected to be somewhat lower while registrations are continuing to arrive at ACA.
 - Key negative factors are the tight financial situation for most archives, declining Archivaria subscriber numbers, and lack of SSHRC funding for Archivaria. The journal's application covering 2014, 2015 & 2016, submitted June 1/14, was declined.
- Expenses budget \$402,328
- Committees are making good use of teleconferencing to advance their projects, while operational adjustments should yield savings in several areas.

Draft Estimates for 2016: The initial estimates for 2016 show a slight decrease in income but rising expenses; a 13% deficit is shown at present. The Board will endeavour to trim expenses and bolster income to bring the deficit under 10%. 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,
Jennifer Roberts, ACA 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, 2014, 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, 2014, 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.

OHCD LLP

OUSELEY HANVEY CLIPSHAM DEEP LLP

Licensed Public Accountants
Ottawa, Ontario
May 1, 2015

ASSOCIATION OF CANADIAN ARCHIVISTS

BALANCE SHEET AS AT DECEMBER 31, 2014

	<u>2014</u>	<u>2013</u>
ASSETS		
CURRENT		
Cash	\$ 146,420	\$ 155,966
Investments (note 4)	457,144	444,484
Accrued interest receivable	23,152	24,201
Accounts receivable	-	22,750
Prepaid expenses	<u>5,058</u>	<u>6,090</u>
	631,774	653,491
PROPERTY AND EQUIPMENT (note 5)	<u>11,229</u>	<u>14,549</u>
	<u>\$ 643,003</u>	<u>\$ 668,040</u>
CURRENT LIABILITIES		
Accounts payable	\$ 7,314	\$ 5,300
Government remittances payable	173	889
Deferred revenue (note 6)	<u>107,203</u>	<u>137,306</u>
	<u>114,690</u>	<u>143,495</u>
NET ASSETS		
Invested in property and equipment	11,229	14,549
Unrestricted	<u>517,084</u>	<u>509,996</u>
	<u>528,313</u>	<u>524,545</u>
	<u>\$ 643,003</u>	<u>\$ 668,040</u>

Approved on behalf of the Board:

Original signed by Kathryn Harvey

Director

Original signed by Jennifer Roberts

Director

ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2014

	<u>2014</u>	<u>2013</u>
INVESTED IN PROPERTY AND EQUIPMENT		
Balance - beginning of year	\$ 14,549	\$ 17,702
Purchase of property and equipment	925	2,159
Amortization	<u>(4,245)</u>	<u>(5,312)</u>
Balance - end of year	<u>\$ 11,229</u>	<u>\$ 14,549</u>
RESTRICTED FOR SCHOLARSHIP FUND		
Balance - beginning of year	\$ -	\$ 985
Transfer to Association of Canadian Archivists Foundation	<u>-</u>	<u>(985)</u>
Balance - end of year	<u>\$ -</u>	<u>\$ -</u>
UNRESTRICTED		
Balance - beginning of year	\$ 509,996	\$ 471,014
Net revenue for the year	3,768	35,829
Purchase of property and equipment	(925)	(2,159)
Amortization	<u>4,245</u>	<u>5,312</u>
Balance - end of year	<u>\$ 517,084</u>	<u>\$ 509,996</u>

ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF REVENUE AND EXPENDITURE FOR THE YEAR ENDED DECEMBER 31, 2014

	<u>2014</u>	<u>2013</u>
REVENUE		
Archivaria	\$ 82,108	\$ 103,585
Conference	128,253	118,255
Education	5,829	4,655
Investment income	11,973	11,336
Membership	124,974	123,609
Other	7,757	1,932
	<u>360,894</u>	<u>363,372</u>
EXPENDITURE		
Archivaria	78,414	80,022
Board of Directors	65,261	48,146
Conference	114,510	96,982
Education program	18,343	15,630
Member services	66,924	70,766
Outreach and government relations	13,674	15,997
	<u>357,126</u>	<u>327,543</u>
NET REVENUE FOR THE YEAR	<u>\$ 3,768</u>	<u>\$ 35,829</u>

ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2014

	<u>2014</u>	<u>2013</u>
OPERATING ACTIVITIES		
Net revenue for the year	\$ 3,768	\$ 35,829
Items not affecting cash		
Amortization	4,245	5,312
Net change in non-cash working capital items		
Accrued interest receivable	1,049	(6,245)
Accounts receivable	22,750	1,353
Prepaid expenses	1,032	(3,155)
Accounts payable	2,014	(1,750)
Government remittances payable	(716)	889
Deferred revenue	(30,103)	34,018
	<u>4,039</u>	<u>66,251</u>
INVESTING ACTIVITIES		
Purchase of property and equipment	(925)	(2,159)
Purchase of investments	(12,660)	(5,091)
	<u>(13,585)</u>	<u>(7,250)</u>
FINANCING ACTIVITIES		
Transfer to Association of Canadian Archivists Foundation	<u>-</u>	<u>(985)</u>
INCREASE (DECREASE) IN CASH FOR THE YEAR	(9,546)	58,016
Cash - beginning of year	<u>155,966</u>	<u>97,950</u>
CASH - END OF YEAR	<u>\$ 146,420</u>	<u>\$ 155,966</u>

ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2014

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 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 expenses during the reporting period. The estimates and assumptions are reviewed annually and, as adjustments become necessary, they are recorded in the financial statements in the period in which they become known.

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) 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 and subscription 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
DECEMBER 31, 2014

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

e) 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 3.05% and mature between February 2015 and September 2019.

5. PROPERTY AND EQUIPMENT

	2014		2013	
	Cost	Accumulated amortization	Net	Net
Computers	\$ 28,586	\$ 19,421	\$ 9,165	\$ 11,969
Furniture and equipment	13,642	11,578	2,064	2,580
	<u>\$ 42,228</u>	<u>\$ 30,999</u>	<u>\$ 11,229</u>	<u>\$ 14,549</u>

6. DEFERRED REVENUE

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

	2014	2013
Conference	\$ -	\$ 3,500
Canadian Archives Summit	-	25,000
Archivaria subscriptions	40,815	41,625
Memberships	66,388	67,181
	<u>\$ 107,203</u>	<u>\$ 137,306</u>

ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2014

6. DEFERRED REVENUE (CONTINUED)

Deferred revenue changed as follows:

	<u>2014</u>	<u>2013</u>
Balance - beginning of year	\$ 137,306	\$ 103,288
Less - amount recognized as revenue in the year	(137,306)	(103,288)
Plus - amount received related to following year	<u>107,203</u>	<u>137,306</u>
Balance - end of year	<u>\$ 107,203</u>	<u>\$ 137,306</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>2014</u>	<u>2013</u>
Archivaria	\$ 46,889	\$ 44,011
Board of Directors	32,083	32,431
Conference	39,485	37,064
Education program	15,301	14,362
Member services	53,799	48,183
Outreach and government relations	<u>9,871</u>	<u>9,266</u>
	<u>\$ 197,428</u>	<u>\$ 185,317</u>

9. COMMITMENTS

The organization currently has agreements with three hotels to provide accommodations for the 2015, 2016 and 2017 conferences at costs of approximately \$124,000, \$160,000 and \$146,000 respectively.

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

Communications Committee, 2014-2015

Committee members: Sean Hayes, Richard McKibbin, Leah Sander, Amanda Tomé (Chair), and Karen Buckley (Board Liaison, Secretary)

Over the last year, the Committee reviewed, updated and added to our social media and communication policies and guidelines. The ACA Board approved the guideline and policy additions and updates at the Fall 2014 Planning and Priorities meeting. The Committee also developed a website manual that covered various sections of the Members' Only Site. This manual was used during the training session for new volunteers.

We continue to work on the new ACA Bulletin, which was fully launched in June 2014. In addition to the new format, the Committee finalized Submission Guidelines for those wishing to provide Bulletin content. The ACA Bulletin can be found at <http://archivists.ca/bulletin>. The Submission Guidelines along with further information about the ACA Bulletin can be found at <http://www.archivists.ca/content/bulletin>.

In Fall 2014 the Committee asked members to share their thoughts about the Members' Only portion of the ACA

Governance Committee, 2014-2015

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.

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 Vice-President and two Directors-at-Large to serve during 2016-2017.

In addition to recruiting volunteers for the Board of Directors, the Committee also 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.

The major initiative of this past year is the start of an updated, online policies manual for the Association. Past ACA policies have been identified, reviewed for ongoing relevance and rewritten in a standardized format. Members

website. The results of this survey will be used to plan updates and changes made to the website. A summary of the results can be found on the ACA Bulletin. <http://www.archivists.ca/blog/members-site-survey-2014>.

The Committee continues to engage members through the use of our social media tools. The statistics for the various social media tools used by the Association are as follows: 1,261 Facebook likes, 2,131 Twitter followers and 618 LinkedIn followers.

I would like to take this opportunity to thank the Committee members for their hard work and Duncan Grant and Karen Buckley for their continued assistance. Jeremy Heil, Anna St. Onge and Michael Gourlie stepped down from their respective roles on the Committee over the last year and I would like to take this opportunity to thank each of them for their fantastic work.

Respectfully submitted,
Amanda Tomé
Chair, Communications Committee

of the Governance Committee then read each draft policy and provided much-appreciated advice and editing suggestions. Once the Committee's input was incorporated, the Board of Directors received the policies for review and approval. So far, almost all the pre-existing policies have been updated. My intention is that all remaining policies will be updated by the end of the year and that several new policies will be written to address gaps in the Association's policy framework. Also by year's end, an existing webpage that now contains only some policies will be repurposed to include all the updated policies.

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, but I encourage members to 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

Membership Development Committee Report

Committee Members: Lori Podolsky, James Roussain, Raegan Swanson (Mentorship Coordinator), Jordan Bass – Chair.

Membership numbers as of May 15, 2015:

Individual members: 335
 Institutional members: 126
 E-student members: 98

As of Mar 15, 2015	2011	2012	2013	2014	2015
Individual members s/t	344	353	360	344	335
\$00,000 - 9,999	31	31	26	26	35
10,000 - 24,999	25	22	24	22	14
25,000 - 39,999	24	21	23	22	20
40,000 - 54,900	75	80	71	65	59
55,000 - 69,999	76	72	82	78	71
70,000 +	95	94	90	96	99
Fellow (various \$ categories)		20	24	14	16
Retired (incl's retired fellows)	18	13	20	21	21
Sustaining donors	23	18	25		
Honorary	11	1	2	2	2
Associates	7	5	8	10	5
Students	30	26	17	15	7
Student e-member	82	97	113	102	98
Institutional	125	130	137	130	126
0 - 2 staff	77	77	78	73	72
3 - 5 staff	37	40	46	44	41
6 - 20 staff	3	5	5	5	5
21 - 50 staff	6	6	6	6	6
51 - 399 staff	1	1	1	1	1
400 +	1	1	1	1	1
Total members	599	612	637	603	573

Our total membership for 2015 is 573. This figure represents a decrease from 603 in 2014 with non-renewal most noticeable in the Individual (down from 344 members in 2014) and Institutional (down from 130 members in 2014) categories.

ACA Mentorship Program:

The Mentorship Program proved once again to be a success with 56 participants (28 Mentors & 28 Mentees) registering for 2015. New Mentorship Program Guidelines were also drafted and sent to participants to better articulate the roles and responsibilities of mentors and mentees.

Projects and Initiatives:

Early Bird Membership Renewal Draw

The MDC held its annual Early Bird Membership Renewal Draw which, in addition to a draw for a complimentary 2016 ACA Membership, included the largest and most varied selection of prizes in recent memory. The prizes and winners were as follows:

- **Georgopolis, Rene.** Mary Caldera and Kathryn M. Neal (eds.) "Through the Archival Looking Glass: A Reader on Diversity and Inclusion" Society of American Archivists, 2014.
- **Chalifour, Joshua.** Anne Gilliland "Conceptualizing 21st-Century Archives" Society of American Archivists, 2014.
- **Santoro, Corrado.** Caroline Brown (ed.) "Archives and Recordkeeping: Theory into Practice" Facet Publishing, 2013.
- **Osmun, Lindsay.** Michael Levine- Clark and Toni M. Carter (eds.) "ALA Glossary of Library and Information Science, Fourth Edition" ALA Editions, 2013.
- **Saskatoon Public Library. ART BOOK PRIZE 1 - Scotiabank Photography Award.** This included copies of the exhibition book for all three winners of the Scotiabank Photography Award (SPA).

- **Canadian Centre for Architecture Library. ART BOOK PRIZE 2 - Edward Burtynsky: OIL.** Burtynsky, Edward. *OIL*. Gottigen, Germany: Steidl Publishers, 2005.
- **Lapp, Jessica. ART BOOK PRIZE 3 - Edward Burtynsky: WATER.** Burtynsky, Edward. *WATER*. Gottigen, Germany: Steidl Publishers, 2013. Baichwal, Jennifer; Burtynsky, Edward. *WATERMARK* (DVD). BOND360, 2014.
- **Zwarich, Natasha. APPLE PRIZE 1.** Apple Store Gift Card: \$50 CAD
- **Beattie, Rachel. APPLE PRIZE 2.** Apple Store Gift Card: \$50 CAD
- **Fisher, Robert. Complimentary 2016 ACA Membership.**
(For members who donated \$100 or more to the ACA Foundation.)

ACA Financial Review Task Force / MDC

Lori Podolsky was the MDC liaison to the ACA Financial Review Task Force who have made five recommendations for the MDC portfolio:

1. Maintain price structure of current membership fees.
2. Remove the Student category and register all students as e-Students.

3. Increase the increment of the e-Student category over the next four years so it is more in line with the other member categories.
4. Realign the Retired member's category with the Associate/General rate.
5. Consider adding a higher top income category, e.g. > = \$100k.

Member Testimonials

The MDC solicited testimonials from members about their time in the ACA and received a number of heartfelt responses describing the importance and sense of community our national archival association brings to its membership. These testimonials were posted on the ACA Blog with the assistance of Amanda Tomé (Chair- ACA Communications Committee).

As this is my last Annual Report as Chair of the Membership Development Committee, I would like to thank Raegan, Mary, Lori, Angela and James for their dedicated work over the past two years. My thanks also to Duncan Grant, Maureen Tracey, Michael Gourlie, Heather Beattie, and John Lund for their support during my time as Chair..

Submitted on behalf of the ACA MDC,
Jordan Bass

Outreach Committee Report

The Outreach Committee has welcomed three new members this year, Emily Sommers, Linda Lei, and Elizabeth Walker. Sadly, Emily has decided to leave the committee and we wish her luck in all her future endeavors. All three have already been active in contributing to ongoing committee projects and we look forward to working with Linda and Elizabeth in the coming year. There has been a change in leadership this year with Sara Janes stepping down as chair. Sara will continue to work as a member of the committee until the end of 2015 to ensure a smooth transition. We would like to thank Sara for all of her excellent work over the past two years as Outreach Committee Chair.

The Consultants Directory, a new resource now offered to members, was announced and launched on the ACA website in June 2014. The directory will serve to connect ACA members to experts in the field. We are currently still soliciting names to be added to the directory and plan on implementing a fee to post to the directory after the first 18 months of listing.

The Events Calendar continues to be an active resource for our members. New events are consistently being added to the calendar by ACA members and the Outreach Committee. We encourage all ACA members and others to post any professional and outreach events to the calendar.

Continuing projects include the Outreach Toolkit, which is now spearheaded by Emily Sommers. Already proposed articles include outreach using social media and working with school boards in the development of outreach programs. We are currently soliciting any ACA members who have completed a successful outreach project to share their knowledge, experience, and resources with us for inclusion in the Outreach Toolkit.

Respectfully submitted,
Lindsay Osmun, Chair

Report of the Professional Learning Committee

The Professional Learning Committee (PLC) has a new Chair, Patti Harper from Carleton University Archives and Research Collections. Thank you to Jill Teasley and Shannon Hodge for guiding the committee the last couple years. The PLC Chair attended both the spring and fall P & P meetings to discuss future work of the committee. A workshop was planned for the day before the ACA annual conference in June. It is unsure if an institute or other workshops will be held in 2015. After receiving submissions the conference workshop this year is: The Archivist as Curator: Always have an exhibit in your back pocket by Natalie Lopez, California State Polytechnic. This

will be held at The University of Regina.

The PLC is looking into hosting a workshop by the Canadian Conservation Institute on Modern Information Carriers. It was not possible due to time restraints to arrange this workshop for the conference in Regina. Potential locations of this workshop are being explored.

Respectfully submitted,
Patti Harper, PLC Chair

Annual Report of the General Editor, *Archivaria*

Over the past twelve months, three new members have been appointed to *Archivaria's* Editorial Team: Jennifer Douglas is our new Senior Associate Editor and will succeed me as General Editor beginning with *Archivaria* 81 (Spring 2016); Emily Sommers is our new technical coordinator, and Heather Home, our new Book Review Editor. In addition, four new members have been appointed to the *Archivaria* Editorial Board: Greg Bak, Fiorella Foscarini, Susan McClure, and Alexandra Wieland.

At its June 2014 meeting, the Editorial Board agreed to undertake an examination of the production processes underlying *Archivaria* with a view to determining where efficiencies may be found and improvements made. The need for such examination was underlined in December 2014 when we learned that our application for funding for the years 2014-2016 from the Social Sciences and Humanities Research Council (SSHRC) under its *Aid to Scholarly Journals* program had not been successful.

Archivaria 78 (Fall 2014) included a special supplement on the Archives Summit held in Toronto in January 2015. In *Archivaria* 80 (Fall 2015) we will celebrate the fortieth anniversary of the journal with a special issue entitled *To Understand Ourselves*. Submissions to the special issue are being shepherded through the review process by a sub-committee of the Editorial Board comprising Jennifer Douglas, Fiorella Foscarini, Amy Furness, and myself.

With the publication of *Archivaria* 80, the role of General Editor will pass into the very capable hands of Jennifer Douglas. I would like to thank the Editorial Board and the ACA Board of Directors for their unstinting support during my tenure as General Editor and I wish Jennifer all the best as she begins her three year term.

Respectfully submitted,
Heather MacNeil
General Editor, *Archivaria* 76-80

Office 2015 Annual Report

The 12 months since the 2014 AGM has seen ACA's office regaining at least some degree of operations stability after three years over which it experienced several disruptive changes.

Office & infrastructure: In April 2014, the former Client Services Coordinator departed due to performance issues, with ACA hiring Maureen Tracey as Client Services Coordinator. Maureen successfully completed the probationary period and has been steadily increasing her knowledge of the Association and scope of her work activities.

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 e-*Archivaria* collection at SFU received a software upgrade, 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 System Working Group.

In closing, I would like to extend my thanks to the Board members, and all of ACA's volunteers for making working with the 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:

Jenn Roberts, Chair Marion Beyea, Director
Ian Forsyth, Director Karen Teeple, Director
Marcel Caya, Director Sean Hayes, Director

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

By year-end, the ACAF successfully raised \$10,931 in direct donations and received an additional \$2,860 through CanadaHelps.org where several members have established regular monthly contributions. Fund-raising through the Raffle & Silent Auction in Victoria in combination with a very welcome initiative by the East & West ball teams brought in \$2,186. The ACAF disbursed \$2,000 as scholarships amongst the three graduate students who presented at the student session in Victoria last June.

The ACAF Endowment fund, supported by donors' directed donations is now over \$47,196. 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 Regina in June. The Raffle & Silent Auction is being planned for Regina, 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 2014 was completed in March and appears following this report.

Respectfully submitted,
Jennifer Roberts, ACAF chair



Stoney Beach grain elevator, 2006 Frank Korvemaker (retired) Saskatchewan Archives Board



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, 2014, 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 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, 2014, 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.

OHCDee

OUSELEY HANVEY CLIPSHAM DEEP LLP

Licensed Public Accountants

Ottawa, Ontario

May 5, 2015

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

BALANCE SHEET
AS AT DECEMBER 31, 2014

	<u>2014</u>	<u>2013</u>
ASSETS		
Cash	\$ 15,205	\$ 36,240
Investments (note 4)	46,642	12,190
Accounts receivable	<u>4,175</u>	<u>6,159</u>
	<u>\$ 66,022</u>	<u>\$ 54,589</u>
 LIABILITIES		
Accounts payable	<u>\$ 2,300</u>	<u>\$ 2,300</u>
 NET ASSETS		
Endowment scholarship fund	47,196	42,971
Unrestricted	<u>16,526</u>	<u>9,318</u>
	<u>63,722</u>	<u>52,289</u>
	<u>\$ 66,022</u>	<u>\$ 54,589</u>

Approved on behalf of the Board:

Original signed by Jennifer Roberts

Original signed by Marion Beyea

Director

Director

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2014

	<u>2014</u>	<u>2013</u>
ENDOWMENT SCHOLARSHIP FUND		
Balance - beginning of year	\$ 42,971	\$ 37,351
Donations	<u>4,225</u>	<u>5,620</u>
Balance - end of year	<u>\$ 47,196</u>	<u>\$ 42,971</u>
UNRESTRICTED		
Balance - beginning of year	\$ 9,318	\$ 4,167
Net revenue for the year	<u>7,208</u>	<u>5,151</u>
Balance - end of year	<u>\$ 16,526</u>	<u>\$ 9,318</u>

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF REVENUE AND EXPENDITURE FOR THE YEAR ENDED DECEMBER 31, 2014

	<u>2014</u>	<u>2013</u>
REVENUE		
Donations (note 5)	\$ 10,815	\$ 7,720
Fundraising	1,951	2,617
Investment	<u>885</u>	<u>331</u>
	<u>13,651</u>	<u>10,668</u>
EXPENSES		
Bank charges	311	86
Conference bursaries	2,000	2,000
Operations	<u>4,132</u>	<u>3,431</u>
	<u>6,443</u>	<u>5,517</u>
NET REVENUE FOR THE YEAR	<u>\$ 7,208</u>	<u>\$ 5,151</u>

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF CASH FLOWS
 FOR THE YEAR ENDED DECEMBER 31, 2014

	<u>2014</u>	<u>2013</u>
OPERATING ACTIVITIES		
Net revenue for the year	\$ 7,208	\$ 5,151
Endowment scholarship fund donations	4,225	5,620
Net change in non-cash working capital items		
Accounts receivable	<u>1,984</u>	<u>731</u>
	13,417	11,502
INVESTING ACTIVITIES		
Purchase of investments	<u>(34,452)</u>	<u>-</u>
INCREASE (DECREASE) IN CASH FOR THE YEAR	(21,035)	11,502
Cash - beginning of year	<u>36,240</u>	<u>24,738</u>
CASH - END OF YEAR	\$ <u>15,205</u>	\$ <u>36,240</u>

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2014

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. The estimates and assumptions are reviewed annually and, as adjustments become necessary, they are recorded in the financial statements in the period in which they become known.

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 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, 2014

4. INVESTMENTS

The Foundation has investment certificates that earn interest at annual rates that range from 1.85% to 2.1% and mature between February 2016 and 2017.

5. RELATED PARTY TRANSACTIONS

Donations include \$3,000 from Association of Canadian Archivists.

Accessibility Special Interest Section

This was the first year for the Accessibility SIS. We had new members sign up and organized our Executive (thanks to Jamie Serran for being Secretary). Since the Chair moved jobs/countries half way through the year, our work has been slowed, but we are gearing up for a great next year. We hope to complete exciting new projects, such as a survey of

current archival accessibility practices and the sharing of accessibility resources with ACA members. If you are interested in joining us, please come to the ASIS meeting on Wednesday, June 10th, or contact Lisa Snider (Chair) directly at lisa.snider@humanrights.ca.

Sound and Moving Image Special Interest Section

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 second meeting at the ACA Conference in Victoria, British Columbia. Four people came out and had a great deal of ideas and suggestions for the new SIS. The group discussed proposing a panel of papers on sound and moving image archives topics for the annual conference in Regina, Sask. We also discussed issues relating to digitization and possible collaborations.

Things have been slow with the SMI SIS this year.

However, we did continue to work on our on-going initiatives. Work continues to progress on the group of spreadsheets that were created for members to contribute to and share knowledge.

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 spreadsheets.

Respectfully submitted,
Rachel E. Beattie, Chair

Technology and Archives Special Interest Section

Mandate:

This group is a forum for ACA members to discuss and act upon 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) 2014 in Victoria, BC. Once again it was a fun, productive, and interesting day. More than 35 people participated for at least part of the day, including a few members of the Special Interest Section on Personal Archives (SISPA). Highlights of TAATU 2014 include:
- Sharing the day with SISPA and representatives from UVic's Digital Humanities Summer Institute team <http://www.dhsi.org/>
- Nick Ruest talked to us about Digital Preservation Tools and Islandora
- Paul Hebbard, SFU, introduced us to the standard: PAIMAS and electronic records transfer procedures
- Peter Van Garderen wowed us all with what he has been thinking about lately, his talk was titled: Archivatopia: Akashic records, what if?
- Matt Huculak (from the Victoria DH Institute) talked about his experiences with DH Collaboration between Libraries,

Archives, and Profs

- There was some great brainstorming throughout the day. One of the topics that really caught on was "Post-Snowden Personal Archives"
- Another brainstorming group made an awesome and extensive list of 'tools, policies, and stuff for doing stuff' – which is shared through our Google Group
- Overall an inspiring day in Victoria at the Empress Hotel with great discussion
- The Google group created in 2012 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>
- Some group readings and online discussions were organized in the fall of 2014.
- The annual meeting of TaASIS was also held June 25, 2014. Cindy McLellan will continue to serve as TaASIS Chair for the upcoming year.
- TAATU 2015 in Regina is shaping up to be very exciting. It will be held in the main branch of the Regina Public Library across a park from the conference hotel.

University and College Archives (UCASIS)

Last year at the annual conference in Victoria, we met and discussed the future direction of this interest group. After several years of this discussion it was agreed that the annual meeting was a great opportunity to catch up and learn from each other. These meetings will be a main focus for the group. Members attending the annual meeting will share one or two main activities within their institutions over the last year. This is a way for us to share expertise, knowledge and activities with each other. The SIS will also endeavor to

organize and submit a panel session for the annual ACA conference. Last year UCASIS presented a well-attended session on fundraising in university archives. This year in Regina the SIS has a session entitled Looking to the Horizon – Partnerships and Quality of Work.

Respectfully submitted,
Patti Harper, Chair

Other Special Interest Sections

The Aboriginal Archives, Access & Privacy, Government Records, Municipal Archives, Personal Archives, Religious Archives, and Social Justice Special Interest Sections have been largely inactive this year and had nothing to submit in their annual reports.

ACA at Dalhousie University Report

Executive Members:

- Alyssa Dawson – Co-chair
- Elizabeth O'Brien – Co-chair
- Laurie Chase – Treasurer
- Alison Manley – Secretary
- Faculty advisor – Creighton Barrett

This year the goal of the ACA chapter at Dalhousie University was to raise awareness of the association, promote archival knowledge, and to facilitate tours for the students of the School of Information Management (SIM). Throughout the year on a bi-weekly basis, the executives circulated trivia questions relating to all things archives to students in SIM. These were well received and allowed students to win ACA gifts for correct answers. We organized

two tours during the year. A tour of the Cole Harbour Heritage Farm Museum Library and Archive was held in late 2014. Unfortunately, our second scheduled tour of the Nova Scotia Archives was cancelled due to a snow storm, but will be rescheduled for the 2015-2016 academic year. In March 2015, the ACA also coordinated a successful used book sale with the Librarians without Borders student association in order to raise funds for activities next year.

We look forward to organizing more activities and events beginning in September!

Prepared by
Elizabeth O'Brien, Co-chair



Aug 20 2006, Clouds over Dirt Hills, near Truax, 2006 Frank Korvemaker (retired)
Saskatchewan Archives Board

McGill University Student Chapter Report

Executive members:

- Coordinator: Cassandra Ricafort
- Assistant Coordinator: Kathryn Grace Zell
- Treasurer: Kate Rozon
- Secretary: Andrea Nechita
- Shadow Treasurer: Anne-Marie Smith
- Shadow Secretary: Ben Wrubel
- Faculty Advisor: Eun Park

The ACA McGill Student Chapter started the academic year off by promoting ACA membership at the McGill School of Information Studies Orientation and Involvement Fair. The advantages of joining a professional association were discussed with students, and plans for the upcoming year were shared with the goal of recruiting new executive and satellite members. The first general meeting and elections were held at the end of September, in which all executive positions were filled.

A Samosa Bake Sale fundraiser was held this semester with the hopes of raising funds for the Annual 8th Winter Colloquium and other expenses for the year. Taking place at the end of October, Halloween themed baked goods along with the much-favoured samosas were sold to fellow McGill students. With their hard efforts, the executive members were able to raise a total of \$132.45 for the year.

In February, the ACA McGill Student Chapter hosted its 8th Annual Winter Colloquium at the McGill's School of

Information Studies. Having begun the planning for this event in the fall, 8 professionals were invited to speak at the colloquium. Speakers included Theresa Rowat, Director of the Archive of Jesuits in Canada, Lori Podolsky, acting director of the McGill University Archives, Gordon Burr, senior archivist of the McGill University Archives, Trudi Wright, records management officer at the District school board of Niagara, Natasha Zwarich, Professor in archives at the Université de Québec à Montréal, Eun Park, Professor in records management at McGill University, John Richan, Documents and Information Archivist at Concordia University, and Matthew Bouchard, Executive Director of The Yellow Door. This year's topic focused on the past, present, and future of the archival field. Specifically, experiences in the archival field, current research, what is needed in the job market, and what a student could expect once graduating with an MLIS were discussed. This successful event was free, offering the approximate 30 guests, composed of students and professors, a buffet of various food, coffee, juice, water and tea throughout the event. Informal drinks were then followed at the Post-Graduate Students' Society of McGill's pub Thomson House, where guest speakers, ACA members and fellow students were able to mingle and network.

Prepared by
Cassandra Ricafort, Coordinator



Father's Day at Truax - 17 June 2012 - Korvemaker 018

ACA@UBC Student Chapter Report

Executive Members:

- Coordinator: Emily Chicorli
- Treasurers: Lyse Rowledge and Eng Sengsavang
- Secretary: Katie Ferrante
- Communications: Adena Brons
- Events: Jarin Schexnider and Christie Waltham
- Web Administrator: Sarika Kelm
- Publicity: Maria Paraschos and Chloe Powell
- AABC Representative: Emily Chicorli
- ARMA Representatives: Grant Hurley and Dennis Michailides
- First Year Representatives: Alex Kuskowski and Jason Martin
- Members-at-large: Jenny Vanderfluit and Brianna Gormly
- Faculty Advisor: Luciana Duranti

This year the ACA@UBC got off to a great start at the September 2014 Orientation for new library and archives students. Members of the executive attended the event, introduced themselves, promoted the ACA@UBC 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, including: additional pub nights, tours of archives and special collections within UBC’s campus (Digitization Centre, Anglican Archives, Rare Books and Special Collections), a 50/50 raffle fundraiser and movie night, a tour of the City of Vancouver records centre, ARMA social events, and an Archivemata demonstration/introduction for students. 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).

The majority of our energies were spent on our 7th annual seminar and symposium. Event planning began in April of 2014 and continued over the summer and into this academic year, the exec team meeting every other week from mid September to the end of March. This year’s theme was *Professional Archives and Education: What Does the Future Require?* The event ran from February 11th to 13th, 2015. In total, we had 20 professionals and academics participate in our panels and presentations, including the Librarian and Archivist of Canada, the Information and Privacy Commissioner of BC, the provincial archivist of Alberta, and speakers from the United States, Europe and South Africa.

For a full list of speakers please visit: <http://acasymposium2015.sites.olt.ubc.ca/speakers/>

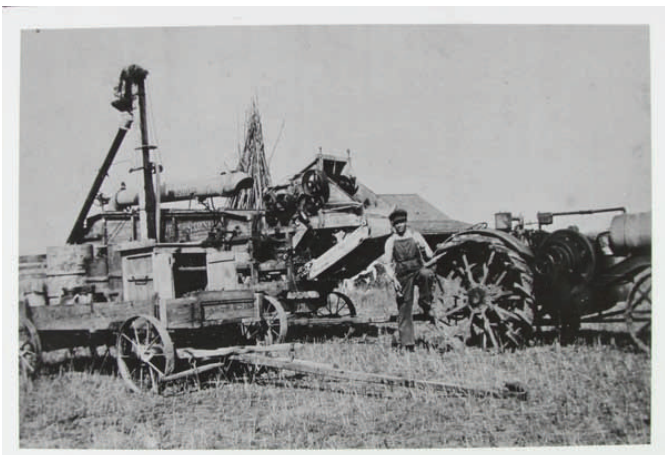
Approximately 50 students, faculty and professionals attended each day of the two-day seminar program which included interactive panels. For information on panels, please visit: <http://acasymposium2015.sites.olt.ubc.ca/seminars/>

About 150 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://acasymposium2015.sites.olt.ubc.ca>.

You can also see our official Flickr album here: <https://www.flickr.com/photos/acaubc/sets/72157650804497202/>

We look forward to even more activities in the 2015-2016 year!

Prepared by
Emily Chicorli, Coordinator



Threshing, Martin Kovacs Collection,
University of Regina Archives



Stockholm 1928, Martin Kovacs Collection,
University of Regina Archives

U of M ACA Student Chapter Annual Report

This was the second year of the University of Manitoba's student chapter of the Association of Canadian Archivists (UMACA). Our faculty advisor is Dr. Greg Bak.

Executive:

- Co-Chairs: Nicole Courrier & Jessica Nichol
- Treasurer: Natalie Vielfaure
- Secretary: Petra Lundy
- First-Year Representative: Leesha Cowan
- Communications: Kevin Palendat & Chantel Banman
- AMA Student Representative: Petra Lundy

Fundraisers:

To fundraise we had two bake sales. Our first in November commemorating the 100th anniversary of WWI, in which a portion of our proceeds were donated to the Royal Canadian Legion Poppy Fund. A second bake sale was held in February. We also sold Christmas cards showcasing two archival images of a wonderful Winnipeg winter!

Student Gatherings:

This year we continued our "Thesis Writing Nights" and began a weekly "Thesis Editing Session." We started the "Thesis Editing Sessions" when we realized it was a great way to keep in touch, but also edit and assist our peers with their work. We also made sure to balance all our hard work and thesis writing with a pub night each semester!

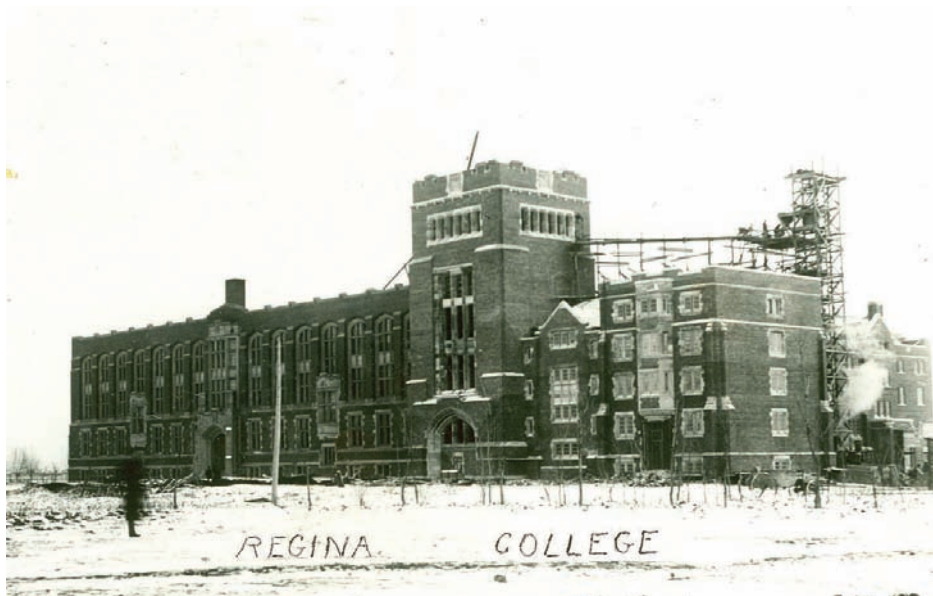
With the ACA conference nearby in Regina this year, a lot of students are interested in attending and so far eight have signed up! To make it easier to attend, the student chapter is organizing carpooling and reimbursing all associated fuel costs.

Events:

This was a busy year for the UMACA Student Chapter. In January we co-hosted an evening with the Association for Manitoba Archives (AMA) an event organized to bring together students to discuss the challenges in building meaningful careers and accessing quality skill building opportunities. Students were then joined by three speakers and other experienced local archivists about the future of archives and archival careers.

This event highlighted the confusion students felt about interviews, cover letters and CV's. So we have an event planned at the end of April where a representative from the University's career services will be speaking to students on writing a proper cover letter and CV. This will be followed by a "mock interview" conducted by a panel including the university archivist, provincial archivist, city archivist and two other provincial archive employees.

Finally, Professor Tom Nesmith, beloved by all UMACA past and present students is currently in his 25th year of teaching the Archival Studies program at the University of Manitoba (which he founded). To show our appreciation we have organized a surprise party for him at the end of April and have invited past and present students, as well as archival peers and university colleagues. We are really looking forward to the event!



College Avenue Campus 1915, University of Regina Archives

U of T Student Chapter Report

2014-2015 Executive

- Chair: Kelly Turner
- Vice-Chair: Kira Baker
- Secretary: Sarah Anderson
- Treasurer: Kevin McCormick
- Communications Rep: Elena Pagliarello
- Events Coordinator: Janel Cheng
- Fundraising Rep: Peter Murray
- Internal Affairs Rep: Hilary Barlow
- First-Year Rep: Curtis Frederick
- Faculty Advisor: Christoph Becker

The ACA U of T Student Chapter had a wonderful year! The Chapter started off the school year by participating in the Clubs Day. Our first meeting was held in September, followed by a pub night, as were all of our meetings. In October, we had our first tour, to the Thomas Fisher Rare Book Library and the U of T Archives and Records Management Services. The other tours this year were to the archives of the Royal Ontario Museum, the Mark S. Bonham Centre for Sexual Diversity, and Scotiabank. We held our annual Hallowe'en and Valentine's bake sales (made over \$445 total) and took part in Movember again (raised \$1,045).

Our three biggest events happened within the space of a couple of weeks. On February 25, the Librarian and Archivist of Canada, Dr. Guy Berthiaume, gave a talk hosted by the Chapter. Over 80 people attended the event. Kelly Turner wrote a blog post for it for the ACA Bulletin. The following evening, the Chapter partnered with the new AMIA (Association of Moving Images) U of T Chapter for an archival movie night. Rachel Beattie, Assistant Media Archivist at U of T's Media Commons, introduced the documentary film *Let the Fire Burn*, which was created using all archival footage. The movie viewing was followed by a group discussion about the film. The audience included Chapter and AMIA members and a few film students. Our final event of the year was a talk entitled "How to Build a Podcast and/or Create Your Very Own Dream Job" by Tom Thompson, Multimedia Specialist at Library and Archives Canada. He spoke about how the LAC podcast is created and how it relates to outreach for LAC. Students from a number of different concentrations attended this event.

The U of T Student Chapter had a successful year and is already excited for next year!



Library, January 16 1952, University of Regina Archives