

the Bulletin

June 2021



Association of
Canadian Archivists
Association canadienne
des archivistes





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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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The Association of Canadian Archivists would like to acknowledge the generous support from the following sponsors:

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Annual Reports: Board of Directors

President's Report

Land Acknowledgement

The Association of Canadian Archivists (ACA) through its Board of Directors, employees and membership, acknowledges that the ACA head office and its employees work in the city of Ottawa on the south bank of the Kitch Sibi, on the unceded, unsurrendered territory of the Anishinaabe Algonquin Nation whose presence here reaches back to time immemorial. "The Algonquin Nation is a distinct Indigenous nation of Anishinabeg peoples who have inhabited Turtle Island (North America) since time immemorial, and who have been sustained by the watersheds of the Kitch Sibi (Ottawa), Gatineau and Mattawa rivers for generations."¹⁴

ACA: An Overview

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 Canada's national capital city. Its mandate, organizational structure, and membership categories were revised in June 2020 and accepted by the membership as *By-law No. 1* to replace previous By-laws enacted in 2013.

Today, the ACA represents over 600 archivists and archives across Canada and works via a dynamic standing and ad hoc committee structure to provide members with opportunities to network with archives and records professionals across the country, develop professional skills and expertise, and participate in national and international advocacy initiatives. To support these high-level objectives, the ACA Board has further sharpened its focus this year onto four key themes identified as critical to the success of the ACA as a thriving, association relevant and responsive to its diverse membership. These themes are effective advocacy, quality and responsive member services, good and transparent governance, and the actualization of our equity commitments in all aspects of ACA policies, programs and services.

ACA Strategic Goals: 2020-2021 in Review

Over the course of the past 3 years, the ACA Board has worked diligently to realize the member-driven strategic priorities identified in 2017 and articulated in "[Moving Forward Together, ACA Strategic Plan, 2018-2021](#)." During the 2020-2021 year, the final year of our strategic plan, the Board continued its dedicated efforts to support the evolution of the ACA into a nimble, member-driven association that prioritizes the activities of advocacy, continuing education, membership services and good governance. Strategic planning will begin again in the Fall of 2021 to chart the ACA's future direction from 2022-2025.

Advocacy

The ACA endeavours to be a strong voice on issues of concern to members of Canada's archival communities. Advocacy includes developing a vibrant, diverse, and inclusive community of support and engagement among and for archivists across Canada; as well as representing our profession and our colleagues to kindred heritage organizations and to public institutions whose policies or decisions may have a significant impact on a members' institutional success and professional lives. To this end, the ACA Board has undertaken advocacy action on behalf of its members in the following areas over the past year:

- **COVID-19: Duty to Document Statement (Oct. 2020):** Board members of the ACA and the l'Association des archivistes du Québec (AAQ) submitted a joint position statement calling on governments, institutions, and industry in Canada to use their positions of leadership to properly document COVID-19 related decisions, to secure and preserve those decisions and the data on which they are based, and to ensure their long-term preservation and access for the future members of our society.
- **Tandanya – Adelaide Declaration Endorsement (Dec. 2020):** The ACA Board endorsed the International Council on Archives (ICA) [*Tandanya – Adelaide Declaration: Challenging and Decolonising the Archive*](#). Through this endorsement, the ACA commits to follow the ICA's lead in a re-imagining "archives as an engaging model of social memory" and embracing "Indigenous worldviews and methods of creating, sharing and preserving valued knowledge."²¹ This commitment will be further explored and articulated in the upcoming Fall 2021 strategic planning session which will see the development of the ACA's 2022-2025 Strategic Plan.
- **Library and Archives Canada Stakeholders' Forum (Dec. 2020):** At this forum participants were asked to contribute towards the development of an LAC Vision 2030.
- **Canadian Heritage Virtual Round Table on Libraries and Archives (Dec. 2020/Jan.2021):** This Roundtable, which was requested by the Minister of Canadian Heritage and attended by his Parliamentary Secretary Ms. Julie Dabrusin, was an opportunity for members present to speak to the challenges facing archives and libraries as a result of COVID-19. Members were also requested to submit grant proposals towards initiatives they felt would alleviate some of these identified challenges. In response to this request, the ACA along with its partners the Canadian Council of Archives, l'Association des archivistes du Québec, the Réseau des services d'archives du Québec the Council of Provincial and Territorial Archivists submitted a joint proposal in Jan. 2021 which spoke to the need for financial support in the following areas: pre- and post-digitization work (i.e. arrangement and description as well as long term preservation planning); outsourcing of digitization work; and backlog processing through both short-term YCW projects and long-term increases to staffing capacity. To date, no response has yet been received to our proposal.
- **CCA Copyright Working Group (March 2021):** Thanks to the tremendous work of the CCA Statutory Review Working Group, including the ACA's representative on this group, Dr. Jean Dryden, a joint submission presented by the Canadian Council of Archives (CCA) and endorsed

by the ACA and AAQ, was submitted to the Federal Government. Titled the [*Archival Community Response to 'A Consultation on How to Implement an Extended General Term of Copyright Protection in Canada'*](#), this submission presents alternative considerations for dealing with the copyright issues surrounding unpublished orphan works in archival holdings.

- **NAAB Meeting of National Archival Stakeholders (March 2021):** At this meeting members of the National Archival Appraisal Board met with stakeholders to discuss the negative impact of recent revisions to the Canadian Cultural Property Export Review Board's (CCPERB) [*Guide for Monetary Appraisals*](#) on archival institutions in Canada, as well as, to discuss the [*"Communication to Archival Stakeholders"*](#) issued by CCPERB in Dec. 2020. Options for continued action were discussed and it was agreed that developing and initiating an advocacy plan to address this important issue will be ongoing.
- **Library and Archives Canada Stakeholders' Forum (March. 2021):** At this forum participants discussed how COVID-19 forced our institutions to adapt. Highlights from the LAC Operations sector and progress on LAC-Vision 2030 planning were also provided.
- **Public Awareness & Advocacy Committee (April 2021):** The Board revived the existing Advocacy Committee and expanded its mandate to include monitoring changes to legislation (both national and international) which may impact archivists and records professionals in Canada and responding to requests for advocacy from Individual and Institutional Members; as well as issues arising with national and international scope. PAAC will also actively seek to increase and promote the public profile and value of archives and archivists to Canadian institutions, communities and society through the development and facilitation of ACA programming initiatives. PAAC met for the first time at the Spring 2021 P&P where it developed a draft workplan; its first scheduled meeting is in June.
- **Canadian Cultural Property Export Review Board's (CCPERB) *Guide to Monetary Appraisals* (May 2021):** The ACA Board issued a letter to the Honourable Steven Guilbeault P.C. M.P. Minister of Canadian Heritage expressing our concerns regarding the 2020 revisions to the CCPERB's [*Guide to Monetary Appraisals*](#). To date, no response has been received.
- **Canadian General Standards Board's Committee on Electronic Records and Image Management (Feb. 2021):** Grant Hurley stepped down from his role as ACA representative on this Committee and Rebecka Sheffield stepped up to continue in his stead. This Committee has not been very active in the past couple of years. See [*"Electronic records as documentary evidence"*](#)(2017; amended 2018) for the most recent standard developed by this committee.
- **OCADU Archives (May 2021):** In response to the abrupt and disturbing staff layoffs at the Library of The Ontario College of Art and Design University the Board received requests for advocacy from ACA members looking to offer support to the OCADU Archives and its staff. In response, the Board reached out to the OCADU Archives to speak with Archivist Jessica Zimmerman about their current situation, and the existence of any threats to their position or their department. Fortunately, despite the restructuring being undertaken by the OCADU

Library as a result of these staffing cuts, the Archives and its staff are presently secure. The Board and PAAC will continue to monitor this situation and reach out again should things change.

- **New Digital Research Infrastructure Organization (NDRIO) Virtual Town Halls (May 4-7, 2021):** According to the NDRIO website “as part of the national DRI [*digital research infrastructure*] strategy, ISED [*Innovation, Science & Economic Development Canada*] has set aside up to \$375M of its five-year funding to establish a new national not-for-profit organization. The New Digital Research Infrastructure Organization (NDRIO) will coordinate and fund activities in advanced research computing (ARC), research data management (RDM) and research software (RS) components of the DRI strategy, working collaboratively with all stakeholders across the country.”⁴³ Over the course of 4 days, NDRIO held virtual town halls to gather DRI needs assessment information from stakeholders on the themes of: 1) Awareness & Accessibility; 2) Governance & Policy; 3) Operations; and 4) Support. Board and PAAC members attended these town halls. Our involvement was initially in response to an email by Jonathan Dewar, CEO of the First Nations Information Governance Centre, calling for voices in support of First Nations data sovereignty to participate in these town halls to encourage NDRIO to provide greater consideration to First Nations data sovereignty principles, tools and services within DRI development.

However, through our participation in these events, we also became advocates for the greater inclusion of archivists and archival concerns for long-term preservation and access of data in this project as well. Advocacy work on this front continues.

Continuing Education

- **Professional Development Committee (Jan. 2021):** With the successful completion of the [“Guidelines for a Graduate Program in Archival Studies”](#) in April 2019, and the demonstrated support shown by ACA members for virtual educational events, the Board revised the terms of reference for this committee to provide a renewed focus on professional, or continuing, education, for archivists, archival practitioners and records professionals in Canada. With this revision not only came a change in committee name - from Education to Professional Development - there was also established a Professional Competencies for Archivists Working Group (PCAWG) tasked with picking up where the Educational Guidelines Review Taskforce left off in 2011. Please see the Director-at-Large, Jeremy Heil’s report for more information.
 - PCAWG, which will begin its work in the summer of 2021, is currently tasked with the following responsibilities:
 1. To examining and identify the core competencies required for working archivists;
 2. To examining and identify the supplementary competencies useful for working archivists;
 3. To develop a professional competencies document for publication on the ACA website; and
 4. To identifying and report on recommended procedures for re-evaluating and updating the competencies document on a regular basis.

Membership Services

- Nominations & Awards Committee (NAC):** The Board revised the terms of reference of the pre-existing Awards Committee and added into its mandate the responsibility for Board nominations. This addition complements this Committee’s existing scope of activities with regards to ACA member identification and communication. This revision also removes the responsibility for nominations from the Governance Committee, providing them with increased capacity that will be applied towards other activities.
- ACA Conference 2020:**
 From June 10-12, 2020 the ACA hosted its 45th Annual Conference, entitled: “20/20 Vision: Seeing Archives Differently – The Online Version.” This historic conference brought together 85 speakers from across Canada and around the world including the United States, Australia and Europe, and drew over 500 attendees. Through the financial sponsorship provided by Ancestry and generous donations from members, we were able to provide free registration to nearly 100 students and professionals experiencing precarious employment or job loss. Neither this conference, nor its success, would have been possible without the tremendous efforts of the 2020 Conference Program and Host Teams:

ACA Program Team	ACA Host Team
Emily Lonie, Chair	Alan Doyle, Chair
Melissa Adams	Arika Kaneko
Alexandra Alisuskas	Cindy McLellan
Grant Hurley	Graeme Neidtner
Emily MacDonald	Max Otte
Amanda Oliver	Jamie Sanford
Emily Sommers	Bronwyn Smith
Tessa Walsh	Claire Williams

- ACA Conference 2022: Vancouver (*knock on wood*)**
 Planning for the ACA 2022 conference is well underway, and we are all hopeful this will be our opportunity to once again gather in person. Slated for Vancouver, Program Chair Krisztina Laszlo has developed a conference program focused on decolonizing archives, indigenisation of practice, increasing diversity in the profession, and moving archives forward to better reflect core values of inclusivity. Please consider volunteering on the 2022 Program Team or Host Team, to apply [volunteer here](#). As well, keep on the lookout for an upcoming call for conference submissions.

Governance

- ACA By-Law No. 1**
 During the virtual ACA Annual General Meeting on June 23, 2020, proposed amendments to the ACA’s By-Laws were approved through overwhelming support from both Individual Members and Institutional Members. One of the significant changes outlined in the by-law is the change to membership category. There will now be one voting membership class for both

Individual and Institutional Members. For more information about the new ACA bylaw, please visit the ACA [website](#). Please see the Vice President's report for more information.

- **Executive Leadership Team**

The 2020/2021 year saw many changes including the introduction of some new faces and positions to the ACA Board. A third Director-at-Large (DaL) position was added and newcomers Gillian Dunks and Andrew Chernevych joined the returning Jeremy Heil to pick up the increasing DaL workload. Andrea McCutcheon joined the Board as ACA Treasurer and Erica Hernández -Read took on the President's role; while Rebecka Sheffield and Jane Morrison continued their second terms as Vice-President and Secretary, respectively. In accordance with *By-Law No.1* (Article.5.5) Rebecka, Jane, and Jeremy's terms of office are tentatively set to expire on June 22, 2021 at the conclusion of the ACA's 2021 Annual General Meeting.

As of Jan. 1, 2021, the ACA Board and their portfolios for 2020/2021 are:

- Erica Hernández-Read, President (Nominations and Awards, Public Advocacy and Awareness, International/SCCA, Ex-officio all committees)
- Rebecka Sheffield, Vice President, (Governance, Equity Task Force)
- Andrea McCutcheon, Treasurer (Finance, ACA Foundation)
- Jane Morrison, Secretary, (Membership, Institutional Membership Working Group)
- Jeremy Heil, Director-at-Large, (Education)
- Gillian Dunks, Director-at-Large (ACA Special Interest Sections, Student Chapters)
- Andrew Chernevych, Director-at-Large (Communications)

The ACA Board would like to acknowledge the tremendous work of outgoing Board members Loryl McDonald (President), Jonathan Dorey (Treasurer) and Luciana Duranti (DaL) and thank them for their incredible contributions towards the ACA and our membership.

ACA Standing Committee Chairs:

- Fiorella Foscarini, General Editor, *Archivaria*
- Karen Suurtamm, Communications Committee
- Paul Henry, Ethics Committee
- Michael Gourlie & Deirdre Bryden, Governance Committee
- Kira Baker, Membership Committee
- TBD, Nominations & Awards Committee
- Devon Mordell, Professional Development Committee
- TBD, Public Awareness & Advocacy Committee

The ACA Board would again like to acknowledge the amazing work of outgoing chairs Leah Sander (Communications), Glen Dingwall (Education) and Shamin Malmas (Membership) and thank them for their tremendous contributions towards the ACA and our membership.

ACA Secretariat:

- Jo McCutcheon, Executive Director
- Maureen Tracey, Membership Services Coordinator

The ACA Board would like to acknowledge Jo McCutcheon and Maureen Tracy for their indefatigable work on behalf of the association and our membership. Without their patient support we would not be in the strong position we are in today.

Last, but certainly not least, I would like to express my personal gratitude to my amazing Board colleagues, Committee Chairs, and Committee Members who so freely give of their time, their expertise, and their energy towards the deliberations and delivery of services to of our member-focused association. Thank you, each of you, for everything you do.

Respectfully Submitted,
Erica Hernández-Read, President



House under construction or repair, rural Prince Edward Island, ca. 1905-1920. Mille Gamble, creator. Public Archives and Records Office of PEI, Acc3885/37

[u](https://www.uottawa.ca/indigenous/did-you-know/brief-history) Taken from the University of Ottawa's "Recognition of Algonquin Territory" located here: <https://www.uottawa.ca/indigenous/did-you-know/brief-history> and accessed May 25, 2021.

^[2] International Council on Archives/ Conseil Internationals des Archives, “Tandanya-Adelaide Declaration: Challenging and Decolonising the Archive,” 25 October 2019. Available at https://www.ica.org/sites/default/files/tandanya_adelaide_declaration_eng.pdf, p.2.

^[3] NDRIO “About Us” webpage, accessed May 30, 2021 and available at <https://engagedri.ca/about/what-we-do>



Prince George Railway & Forestry Museum Collection, “unidentified men loading a pack horse: “throwing the diamond hitch.” Northern BC Archives, UNBC, Accession No. 2002.1.9.1.006.

Vice-President’s Report

The Association of Canadian Archivists has a long and rich history of serving Canada’s archives and recordkeeping profession in every part of the country. Serving the ever-changing needs of archivists, records managers, memory workers, and knowledge keepers has not only helped the ACA grow, but will also guide the future of the association as it recovers from the global disruptions brought on by the covid-19 pandemic.

It has been a great privilege to serve as vice-president of the ACA for the past four years. During this time, I have been able to meet with so many incredible members. What I have learned is that archivists, no matter where we live or how we use our skillset, are passionate professionals dedicated to their work – and committed to building a thriving community that prioritizes equity, justice, and belonging.

In this final annual report of my tenure on the board, I will keep my remarks brief. You've heard me talk – a lot – over the past few years and it is time to pass the torch to a new VP! I will just provide a few updates on Association business:

Moving Forward Together. The ACA's strategic plan will wrap up this year. The strategic goals set out in this plan have shaped much of the ACA's work over the past 3 years. This has included:

- Improving communications to members and other stakeholders
- Launching a new membership management system and integrated website
- Refreshing the ACA bylaw to meet current business needs
- Developing thoughtful and important professional development programming
- Developing and implementing an equity action plan for the association
- Modernizing the planning and delivery of the ACA conference

This fall, the board and committees will develop a new strategic plan to take the association onward and upward. I can't wait to see where the ACA goes in the next four years!

Equity Commitments. The ACA's Equity Commitments were released in 2020 and, much like the strategic plan that preceded them, they have greatly influenced the work of the association over the past few months. I am pleased to provide an update on the status of these commitments following this report.

Policy Renewal. The Governance Committee continues to review and revise ACA policies to bring them into alignment with the Equity Commitments and the new Bylaw #1. This work has been spearheaded by the fabulous Governance team, led by Michael Gourlie and Deirdre Bryden. I would like to recognize this entire team for all of the work that they are doing. This includes Heather Bidzinski, Ian Forsyth, Kathryn Lagrandeur, and John Roberts, with support from Erica Hernandez-Read and Jo McCutcheon.

The commitment to archives and recordkeeping professionals runs deep within the ACA. Members are the association's provenance; service its original order (or something like that... I was never good at the founding principles). This commitment has helped the ACA remain resilient in the face of significant challenges this year and last. With a focus on the people who do recordkeeping and memory work, I believe that the ACA can build a strong and vibrant future for its members and the entire profession moving forward.

In closing, I would like to thank Loryl MacDonald and Erica Hernandez-Read for leading this association over the past year with strength and compassion. I would also like to thank Jo McCutcheon and Maureen Tracey for their hard work and dedication. I am truly honored to have served the ACA and am eager to see it flourish for generations to come.

Respectfully submitted,

Rebecka Sheffield
ACA Vice President, 2018-2021

Secretary's Report

Please see the report of the Institutional Membership Working Group later in this Bulletin. The working group is nearing the end of its mandate and I want to thank those in the community who offered their insights as we carried out this work, everyone who has been a member, contributed before it was formalized, and provided advice on its direction. The overall goal was to strengthen if possible the benefits the ACA offers its institutional members, and to examine the fees which have not changed in a while. No significant fee changes are proposed and the work was very useful in demonstrating the value of the institutional membership category to many institutions and their staff.

The Membership Committee is doing great work with the mentorship program which had its largest cohort in recent years. Members have been assisting with website management and a Membership Directory is now available to members logged in to the Wild Apricot system. See the Membership report for current member numbers, which are positive and fulfil strategic plan goals.

With the addition of a third member-at-large to the board we were able to redistribute duties and the liaison role for the Communications Committee shifted to Andrew Chernevych last fall, thank you Andrew!

It is the end of my second term as Secretary and I want to express my gratitude towards the three Presidents, fourteen board members, amazing Executive Director and Membership Services Manager, not to mention the Membership and Outreach/Communications Committees chairs and members I have worked with since my shadowing term began mid-2017. Phew! These four years have been a significant period of strategic renewal that has strengthened the ACA.

I want to acknowledge with gratitude and great appreciation the roles that Jo and Maureen have in maintaining the knowledge base and institutional memory of the Association and in supporting the meetings and work of the Board, the committees, and task forces.

Respectfully submitted,
Jane Morrison, Secretary 2018-2021

Treasurer's Report

I am pleased to present my first annual Treasurer's report with gratitude to recent past Treasurers, Jonathan and Chris, ACA's Executive Director Jo, ACA's Member Service Coordinator Maureen, and the members of the Finance Review Committee, who have all contributed to the groundwork that underpins this report and outlook.

The operational upgrades made in recent years to online banking, collaborative digital records-keeping systems, and web and application-based conferencing tools have facilitated my orientation into the role of Treasurer last August, and allowed the Board and ACA Offices to continue to streamline our operations while offering improved member benefits in the extended work-from-home environment we all continue to endure.

We continue to experience strong member engagement with 522 individual, and 110 institutional memberships.

Sound investment stewardship over many years along with recent research by past Boards, Secretariats, and Committee members have made it possible for the ACA to re-invest our reserve fund GICs totaling approximately 372,000.00 in a new direction that maintains our existing GIC with a 5-year laddered maturity plan for 85% of the funds, and takes a conservatively growth-focused approach with the remaining 15%.

For the ACA's first foray into more growth-focused and responsible investments, the Finance Review Committee and ACA Board relied on the recommendations of our Investment Advisor which include 10% invested in the Manulife Dividend Income Fund and 5% in the responsible investment Desjardins Societara Clean Tech Fund. In an effort to meet our equity commitments, the Finance Review Committee will work in 2021-2022 to collect member feedback on our ongoing responsible investment strategy. We also welcome and encourage members with skills and interest in finances and investments to be in touch with me for volunteer opportunities to contribute to this strategy.

Like last year, the influence of the global pandemic can be read in our financial statements and though we are all feeling the psychological effects of these isolating times, financially, the ACA continues an optimistic financial trajectory reported last year.

Public health travel and gathering restrictions reduced our costs traditionally associated with in-person meetings and the Board voted in the fall to host the 2021 conference virtually for the second year in a row. The Executive Director was able to negotiate extensions for our existing in-person conference commitments with UBC and PEI, pushing each of these events out by a year to 2022, and 2023 respectively.

Our five-year sponsorship agreement with Ancestry came to an end in 2020 and we are in talks to negotiate another that accommodates our mutual needs for both virtual and in-person event sponsorship. We are grateful to Ancestry for their support over the years. We are also in talks with new sponsorship partners in 2021.

The ACA received a loan under the Canada Emergency Business Account (CEBA) program which provides us with \$60,000.00 interest free until December 31, 2022. \$20,000.00 of this amount is forgivable if repaid by December 31, 2022.

Our virtual professional development and conference offerings are on track with the 2020-2021 Professional Development slate projected to exceed our budget estimate, and the ACA 2021 Virtual Conference: Home Improvement having attracted 263 full registrants a month ahead of the event. Many thanks to our Professional Development Committee, chaired by Devon, our Conference Committee, chaired by Grant, and the Conference Host Committee chaired by Emily for the excellent value their efforts offer our members.

Thanks to the efforts of the Archivaria Board, our world-renowned academic journal continues to advance the archival discourse while at the same time generating revenue for the ACA. Subscriptions are on track with last year's numbers, and licensing agreements brought in additional revenue again in 2020. The ACA and Archivaria Boards are working to obtain expertise in

negotiating the contracts for these license agreements and encourage members willing to lend library licensing skills to get in touch.

These financial positives position us to meet our upcoming in-person conference commitments, and have stood us in good stead to absorb an unplanned expense in Spring 2021, when the need to hire contract secretariat support arose as a result of an unexpected leave at the ACA offices. All signs point to this leave being temporary, and the offices continue to find operational efficiencies through collegial relationships and process improvements. Many thanks to our Member Services Coordinator Maureen, our website support Jameyn, and ACA President, Erica, and Osprey and Associates for taking on extra tasks to see us through the leave. Best wishes to our Executive Director, Jo for a strong return.

Our 2020 Audit is currently underway with the firm Ouseley Hanvey Clipsham Deep LLP. To facilitate continuity under the current work from home measures and our Secretariat leave, the Board is recommending the membership vote to use this firm again in 2021. However, it is prudent for non-profit organizations like the ACA to use different accounting firms every few years. To this end, the Board and Secretariat will work over the next year to provide the membership options to vote on a new Accounting firm for our 2022 audit.

2022 Projected Budget and Highlights

The following 2021-2022 projected budget was prepared in consultation with the Executive Director and approved by the ACA Board of Directors at the 2021 Spring Planning and Priorities meeting. This budget reflects a conservative but hopeful revenue estimate for 2022 in-person conference attendance and sponsorship relationships, and a positive outlook for Professional Development revenue. We are also hopeful our Equity Commitments and increased engagement with Special Interest Sections and Student Chapters will help maintain the increased membership numbers we've enjoyed in recent years.

The Board and Secretariat recognize the value and accessibility virtual meetings and conferences provide and continue to explore these offerings. Assuming travel restrictions lift over the coming year, the projected budget includes a reduction of in-person Board of Director planning sessions from the traditional three to two, and more economical in-person venues, such as Universities, will be prioritized were possible.

Finally, as the ACA's 2018-2021 Strategic Plan wraps up this year, this projected budget includes modest special project funds for the Board to undertake a new plan.

ACA Budget	2020 Budget	2020 YtD	2021 Budget	2021 YtD	2022 Budget
Revenue	2020 Budget	2020 YtD	2021 Budget	2021 YtD	2022 Budget
Membership	\$ 125,500.00	\$ 166,479.00	\$ 125,000.00	\$ 112,000.00	\$125,000.00
Conference	\$ 173,500.00	\$ 54,352.00	\$ 50,000.00	\$ 10,500.00	\$115,000.00
Archivaria	\$ 69,000.00	\$ 87,254.00	\$ 75,000.00	\$ 55,000.00	\$69,000.00
Investment Income			\$ 5,000.00		\$5,000.00
Workshops/PD		\$ 500.00	\$ 5,000.00	\$ 8,500.00	\$10,000.00
CEBA		\$ 2,500.00	\$ 2,500.00	\$ 1,500.00	\$20,000.00
Sponsorships					\$ 7,500.00
Other	\$ 6,000.00	\$ 10,000.00			
Total Revenue	\$ 374,000.00	\$ 321,085.00	\$262,500.00	\$187,500.00	\$351,500.00
					Continued ...

ACA Budget Continued					
Expenses	2020 Budget	2020 YtD	2021 Budget	2021 YtD	2022 Budget
Board of Directors					\$ 359,000.00
Travel/Accommodations	\$ 10,000.00	\$ 2,082.00	\$ 5,000.00		\$ 10,000.00
Food/Beverage	\$ 10,000.00	\$ 3,478.00	\$ 1,500.00		\$ 10,000.00
Special Projects/Task Force	\$ 5,000.00	\$ 8,523.00	\$ 2,000.00		\$ 5,000.00
Communication	\$ 1,000.00	\$ 686.00	\$ 500.00		\$ 1,000.00
Equity Commitment					\$ 2,500.00
ACAF (MOU)					
Sub Total	\$ 26,000.00	\$ 14,769.00	\$ 9,000.00	\$ -	\$ 28,500.00
Expenses Committees	2020 Budget	2020 YtD	2021 Budget	2021 YtD	2022 Budget
Activities/Meetings	\$ 5,050.00	\$ 1,172.00	\$ 1,000.00		\$ 5,000.00
Travel	\$ 4,000.00	\$ 2,603.00	\$ 1,000.00		\$ 5,000.00
Special Projects/Task Force	\$ 7,500.00	\$ 11,808.00	\$ 2,000.00		\$ 5,000.00
Sub Total	\$ 16,550.00	\$ 15,583.00	\$ 4,000.00	\$ -	\$ 15,000.00
Expenses Conference	2020 Budget	2020 YtD	2021 Budget	2021 YtD	2022 Budget
Venue	\$ 100,000.00	\$ 7,326.00	\$ 12,500.00	\$ 3,500.00	\$ 65,000.00
Audio/Video/WebService					
Food/Beverage					
Honoraria					
Awards				\$ 600.00	
Sub Total	\$ 100,000.00	\$ 7,326.00	\$ 12,500.00	\$ 4,100.00	\$ 65,000.00

Expenses	2020 Budget	2020 YtD	2021 Budget	2021 YtD	2022 Budget
Member Services				\$ 4,700.00	\$ 65,000.00
Website and Communications	\$ 2,100.00	\$ 2,264.00	\$ 2,000.00	\$ 700.00	\$ 2,500.00
Software	\$ 3,200.00	\$ 2,000.00	\$ 2,500.00	\$ 300.00	\$ 3,500.00
Student Chapters	\$ 1,200.00	\$ 600.00	\$ 800.00	\$ 280.00	\$ 1,200.00
SIS Groups	\$ 1,500.00		\$ 500.00		\$ 1,500.00
Sub Total	\$ 8,000.00	\$ 4,864.00	\$ 5,800.00	\$ 1,280.00	\$ 8,700.00
					Continued...

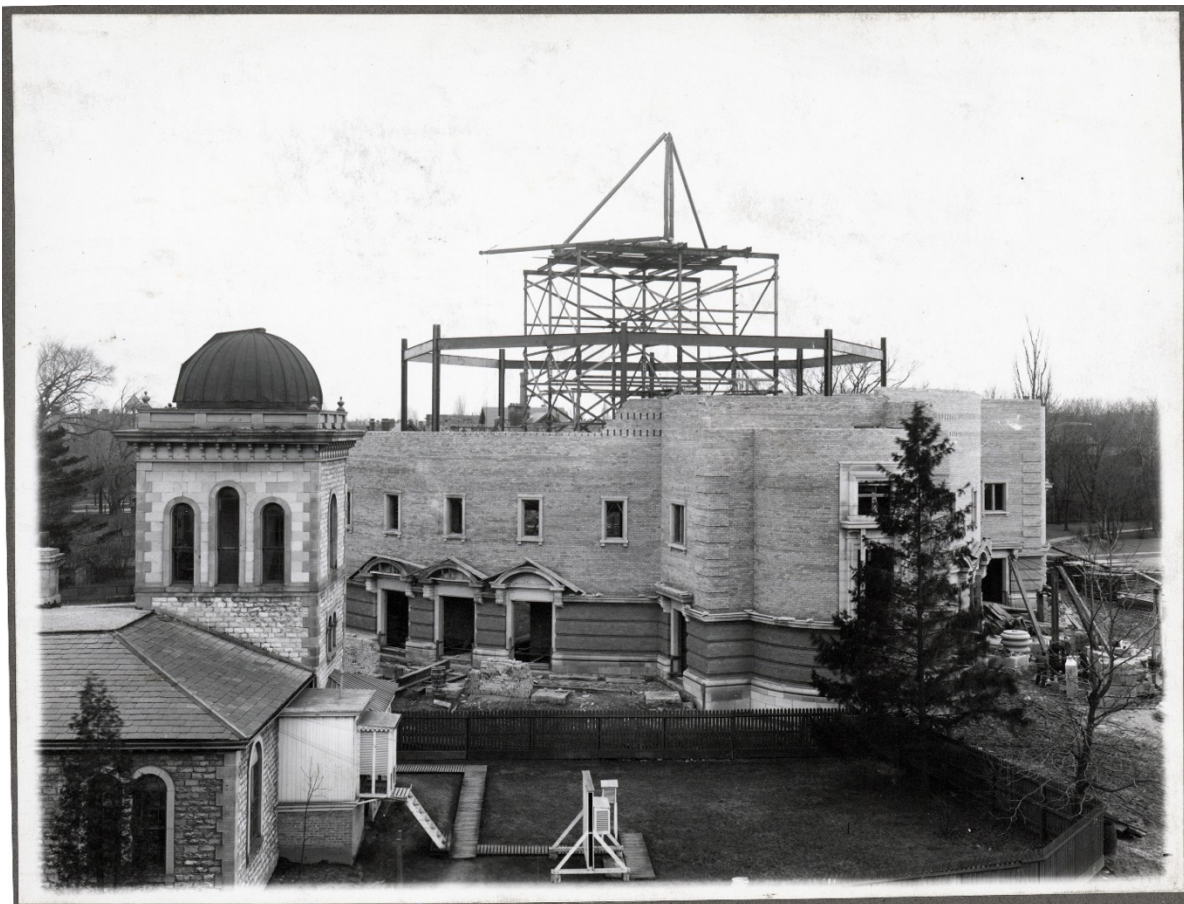
ACA Budget Continued					
Expenses	2020 Budget	2020 YtD	2021 Budget	2021 YtD	2022 Budget
Archivaria					\$ 8,700.00
Publishing	\$ 26,500.00	\$ 28,028.00	\$ 32,000.00		\$ 32,500.00
Printing					
Distribution					
Sub Total	\$ 26,500.00	\$ 28,028.00	\$ 32,000.00	\$ -	\$ 32,500.00
Expenses	2020 Budget	2020 YtD	2021 Budget	2021 YtD	2022 Budget
Office Administration					\$ 32,500.00
Salaries, Costs, Benefits	\$ 155,000.00	\$ 118,729.00	\$ 159,000.00	\$ 35,000.00	\$ 160,000.00
Rent, Supplies, Equipment, Training	\$ 34,500.00	\$ 21,652.00	\$ 28,000.00	\$ 7,500.00	\$ 30,000.00
Sub Total	\$ 189,500.00	\$ 140,381.00	\$ 187,000.00	\$ 42,500.00	\$ 190,000.00
Expenses	2020 Budget	2020 YtD	2021 Budget	2021 YtD	2022 Budget
Corporate Services					\$ 220,000.00
Insurance/Legal Fees	\$ 7,500.00	\$ 1,080.00	\$ 1,500.00		\$ 3,500.00
Audit Fees	\$ 6,500.00	\$ 7,500.00	\$ 7,500.00		\$ 7,500.00
Banking/First Data	\$ 1,100.00	\$ 7,500.00	\$ 7,500.00		\$ 2,500.00
Secretariat leave support					
Sub Total	\$ 15,100.00	\$ 16,080.00	\$ 16,500.00	\$ -	\$ 13,500.00
Expenses	2020 Budget	2020 YtD	2021 Budget	2021 YtD	2022 Budget
Total Expenses	\$ 381,650.00	\$ 227,031.00	\$ 266,800.00	\$ 47,880.00	\$ 344,700.00
Total Revenue Minus Expenses	2020 Budget	2020 YtD	2021 Budget	2021 YtD	2022 Budget
Net Income	\$ (7,650.00)	\$ 94,054.00	\$ (4,300.00)	\$ 139,620.00	\$ 6,800.00

2019 ACA Audited Financial Statements

At the time of the last annual report, the 2019 Audit was still in progress. The 2019 Audited Statements were completed by the Ouseley Hanvey Clipsham Deep LLP and accepted by the ACA Board in December 2020.

The Board of Directors and ACA Committees are looking forward to a productive year working towards our equity commitments and increasing member value in the ACA and I'm very grateful to all members for your generosity and engagement.

Respectfully submitted,
Andrea McCutcheon, ACA Treasurer



University of Toronto Archives. 2008-55-3MS

University of Toronto Convocation Hall - under construction, 1906. University of Toronto Department of University Extension and Publicity fonds. University of Toronto Archives A1965-0004/014 [10.4]

Director-at-Large Report (1)

I took over the Director-at-Large position from Luciana Duranti in August 2020 in a quick and effective transition welcoming the opportunity to contribute to the Board and committee work right away. My background and experiences – smaller regional archives, prairie context, non-Western upbringing – was an asset I could offer to improve representation and diversity of perspective. Throughout the year, I found the Board and ACA membership paying increasingly more attention to the issues.

I took a particular interest in the institutional perspective. At the ACA, smaller archival institutions, particularly regional repositories, have traditionally been less vocal and played far lesser role compared to university and provincial archives, and the LAC. This is unfortunate since the local archives and their archivists – with their community roots, nimbleness and skill set – have a lot to offer into discussions of public engagement and sustainability. I'm looking forward to seeing them more involved.

In my new role, I also became Board liaison for the Communications Committee, which plays an increasingly central role in advancing the Strategic Plan and informing the membership. Under the leadership of Karen Suurtamm, the committee has perfected the Scope and Content newsletter, developed a popular online blog and expanded its social media reach. It was exciting to see new members recently joining in to take over social media channels with confidence and expertise.

If I had to single out a communication initiative that impressed me most, I would choose the ACA blog. Spearheaded by François Dansereau, 'In the Field' has gone from a tentative monthly feature to a robust bi-month publication with a strong base of contributors, a fairly varied content and very connected to current issues. The blog is emerging as an agile outlet (a soapbox) for the ACA community at large with a focus on personalized professional experiences and human connections.

Respectfully submitted, Andrew Chernevych

Director-at-Large Report (2)

Over 2020-2021, I continued to work closely with the Professional Development Committee in preparing workshop offerings and working with the Special Interest Sections and Student Chapters. I arranged a meeting of SIS Chairs in May 2020 to discuss workplans and ideas for activities, as well as structures (technical and organizational) to support SIS activities. I also conversed with outgoing and incoming Student Chapter leadership, with a view towards meeting each Chapter in September at the start of the academic term. The ACA Board revisited portfolios in August, and my responsibilities for Student Chapters and SISs were transferred to fellow Director Gillian Dunks. She and I met to discuss the mechanics of these groups and to hand over reports and other documentation.

My work with the Education Committee in 2020 consisted of planning for transitioning conference workshops to online formats and developing a full schedule of workshops for 2020-2021. In early 2021, I worked with the Committee and the ACA Board to revise the terms of reference for the

Committee to focus exclusively on workshop development and change the name to the “Professional Development Committee” to better reflect this new direction. The recent slate of online workshops has been very successful, and demand appears to exceed expectations. For more details, please see the Report of the Professional Development Committee.

Stemming from my work with the former Education Committee, I reached out to the First Nations Information Governance Centre to initiate conversations for potential partnerships with the ACA, for offering one or more workshops, and exploring other opportunities for collaboration. Erica and I met with representatives from the FNIGC in January to establish this framework, and conversations are ongoing.

In January, the Board passed the terms of reference for the Professional Competencies for Archivists Working Group. Beginning its work this summer, this group is responsible for: examining and identifying the core competencies required for practicing archivists; examining and identifying the supplementary competencies useful for practicing archivists; identifying employers of archivists/archival practitioners for discussions relating to an institutional needs assessment; developing an ACA strategy for supporting the development of identified professional competencies (i.e. workshops, on-line courses, cooperative education offerings, etc.); developing a professional competencies document for approval by the Board and membership, and eventual publication on the ACA website; and identifying and reporting on recommended procedures for re-evaluating and updating the competencies document on a regular basis.

I would like to thank Devon Mordell, Glenn Dingwall and all the members of the Professional Development Committee for their hard work and dedication this past year. I would also like to thank all the members of the Board for their incredible support.

Respectfully submitted, Jeremy Heil, Director-at-Large 2020-2021

Director-at-Large Report (3)

The portfolio for the newly created Director at Large 3 role includes liaising with the ACA’s four active student chapters and ten special interest sections. These groups have put in tremendous effort this year to shift all of their activities to an online environment and have put on exceptional events in spite of the challenges posed by COVID-19. Thank you to all chairs and members for your contributions.

Student Chapters

The ACA’s four student chapters are located at the University of Toronto, McGill University, the University of British Columbia, and the University of Manitoba. This year, all groups have hosted online events which support educational and social activities. In many instances, these events have benefited the larger membership as well.

Particularly noteworthy events include the Toronto chapter’s sixth annual “Human Library” networking event; Manitoba’s thesis write-in; McGill’s annual colloquium on the theme “Archives and Activism”; and UBC’s panels on “Responding to Climate Change,” “Documenting Injustice As

It Unfolds,” and “Allyship in the Archives.” Further information may be found in each chapter’s annual report.

Special Interest Sections

Special interest sections provide an important space for ACA members to network and pursue special projects. This year, many special interest sections have leveraged the ACA’s membership system to enhance communications around online events. Notes on SIS activities are included below:

- Municipal Archives (MASIS): Found a new chair; began hosting networking events; planning to pursue a special project.
- Personal Archives (SISPA): Working on a guide to donor relations.
- Sound and Moving Images (SMISIS): Hosted three free workshops.
- Technology and Archives (TaASIS): Hosting Technology and Archives Unconference event (TAATU) at 2021 ACA conference.
- University and College Archives (UCASIS): Began hosting networking events; hosted two events for wider public.
- Indigenous Archives (SISIA): Chairs heavily involved in preparations for the release of the TRC-TF’s final report; currently seeking new chair.
- Government Records (SISGR): Hosted first of several planned networking events; currently seeking new chair.

Closing Thoughts

I look forward to continuing to work with these groups for the 2021-2022 year. Please do not hesitate to get in touch if you have feedback about this portfolio.

Respectfully submitted, Gillian Dunks



Ella Newbery and her daughters Adele, Florence, and Marion eating in the dining room of the Newbery's home at 11 Haviland Street in Charlottetown, Prince Edward Island, ca. 1910. Public Archives and Records Office of PEI, Acc3885/37

ACA Committee Reports

Communications Committee

The Communications Committee provides a vital role for the ACA by developing and delivering strategic communications in a variety of formats. This includes the management of ACA social media ([Facebook](#), [Twitter](#), [Instagram](#), [LinkedIn](#)), the production of the ACA's monthly newsletter ([Scope and Content](#)) and the publishing of the ACA's monthly blog ([In the Field](#)). The committee also advises the Board of Directors and other ACA bodies on communications strategies and methods, as needed.

Committee members: Karen Suurtamm (Chair and Editor, *Scope and Content*), François Dansereau (Editor, *In the Field*), Claire Williams (Social Media Coordinator), Rebecca Murray, Catherine Barnwell, Karen Ng, Ashlynn Prasad, and Renée Belliveau. Andrew Chernevych served as Board Representative.

The 2019/20 year saw great changes for the Communications Committee, with a new name, a communications strategic plan, the launch of ACA's monthly e-newsletter and blog, and a strengthening of our social media presence. During the 2020/21 year, the Communications Committee has invested in developing these initiatives. Karen Suurtamm began serving as chair in January 2021, and we brought on four new members: Catherine Barnwell, Karen Ng, Ashlynn Prasad, and Renée Belliveau. The core of our work is ensuring the ACA is communicating regularly and effectively across these multiple platforms (newsletter, blog, and social media) via content solicitation, editing, layout, scheduling, proofing, production, and distribution. This year, we created smaller working groups for each platform, and those teams developed more sustainable workflows to make this regular work feasible. We have also begun processes of evaluating our efficacy and adjusting as needed.

Some highlights since our last report in June 2020:

- The development of a coordinated blog team, under the leadership of François Dansereau, and the production of 12 new blog posts in *In the Field*.
- Streamlining the monthly production of the ACA newsletter and the distribution of 12 new issues of *Scope and Content*.
- The development of a coordinated social media team, a social media calendar to coordinate posts, and a form for people to submit news to share via ACA's social media channels.
- An accessibility taskforce that created a set of commitments for accessibility in ACA communications platforms (posted on the [Communications Committee webpage](#))
- We have had several discussions about the committee's work in relation to the ACA Equity Commitments, especially the need to centre the work of BIPOC (Black, Indigenous and People of Colour), people with disabilities, new Canadians, and 2SLGBTQIA+ individuals and communities in ACA communications.

- We have continued to provide communications support for the ACA conference, including updates in *Scope and Content*, promotion via social media, and a series of blog posts featuring interviews with conference presenters.
- We have built a bridge between the Communications Committee and the newly formed Public Awareness and Advocacy Committee (PAAC), via two of our members (François Dansereau and Claire Williams) who will be attending PAAC meetings.
- We have begun a review of the ACA website with an eye to information architecture and strengthening the tools and resources it provides to members and the public.

Thank you to all the members of the Communications Committee, whose active engagement, creativity, resourcefulness, and hard work has made all this work possible. A special thanks to Jo McCutcheon, who has been a constant source of wisdom and whose labour ensures that the ACA is regularly and effectively communicating with its members and beyond. We look forward to continuing to build on this work this year.

Respectfully Submitted,
Karen Suurtamm, Chair

Governance Committee

Deirdre Bryden (Co-Chair), Michael Gourlie (Co-Chair), Kathryn Lagrandeur (Member), Heather Bidzinski (Member), Ian Forsyth (Member), John Roberts (Member), Rebecka Sheffield, ACA VP (Board Representative)

In 2020-2021, the Governance Committee welcomed two members and began the process of updating and renewing several critical policy instruments. The Committee developed new templates for policies as well as operating guides for other ACA Committees. The key accomplishment this year was the drafting of a new suite of financial management policies, which the Board adopted prior to this year's AGM. The activities in the coming year will include the development of a subsidy policy, which will address elements of the ACA's equity commitments, the continuing process of updating existing ACA policies, and working with other ACA committees to determine if their policy needs are being met.

Respectfully submitted, Deirdre Bryden and Michael Gourlie

Membership Committee

Kira Baker (Chair), Mallory Pierce, Jamie Sanford, Kelly Turner, Ellis Ing, Melanie Davey, Jane Morrison (Board Representative)

Committee Activities

Membership Statistical Reports:

Spring 2021 P&P Report				
Level	Total	Active	Renewal Overdue	Lapsed
Individual	602	335	260	256
Individual - Complimentary	19	19	8	-
Institution	159	110	48	46
Institutional Subscriptions to <i>Archivaria</i>	207	116	90	81
Staff and support	12	12	-	-
Student	195	189	-	-
Total	1194	781	406	383

Comparison Totals (Individual, Student, Institution):

As of May 25, 2021: 634 total ACA members

As of Jun. 8, 2020: 560 total ACA members

As of Apr. 28, 2019: 469 total ACA members

Institutional Membership Review

- Survey to institutional members completed extended to March; Town Hall event held for additional feedback and discussion from members; Institutional Member Working Group reviewing responses

Individual Membership Category Review (with Finance Committee)

- Waiting to move forward together with the Institutional Membership Review to bring recommendations to general membership

Mentorship Program

- 2021 cohort: mentors and mentees were paired up last December
- Largest cohort in recent years with 45 mentees signing up – along with 35 mentors that we were able to match everyone up (with some mentors willing to take on two mentees)
- Planning underway for a virtual “meet up” event, typically held as an in-person gathering at the ACA Conference

Membership Drive

- Early bird prize winners were announced in January with 11 prizes given out
- Communication (email) sent out to lapsed members
- Promotion of membership with upcoming ACA Conference

Respectfully submitted, Kira Baker, Chair

Professional Development Committee

2021 Professional Development Committee membership: Amanda Oliver, Alexandra Mills, Greg Bak, Gordon Burr, Asen Ivanov, Adria Seccareccia, Devon Mordell (chair), Jeremy Heil (Board Representative) and Jo McCutcheon (ACA Executive Director).

The Professional Development (PD) Committee largely focused on offering online programming from Fall 2020 to Spring 2021. Acknowledging the adverse circumstances experienced by many during the COVID-19 pandemic, the success of the 2020 ACA Annual Conference workshops nonetheless allowed the Committee to recognize the possibilities of significantly expanding access to learning opportunities for archival and records professionals across Canada and beyond.

In light of the Committee's shifting responsibilities, the ACA Board recommended a change in name and mandate from the Education Committee to the Professional Development Committee in November 2020. Priorities of the committee going forward will be around planning and facilitating professional development workshops and associated programming, and advising on strategic directions for professional learning initiatives.

The role of PD Committee chair changed hands from Glenn Dingwall to Devon Mordell in 2021, with Jeremy Heil aiding in the transition. The PD Committee would like to thank Glenn for his steadfast and gracious leadership.

2020-2021 Workshops

Building on the momentum of the online workshops offered during the 2020 ACA Annual Conference, the Professional Development Committee programmed 13 workshops for the remainder of 2020 and beginning of 2021 on topics such as Wikiproject Archival Descriptions, digital exhibits, career preparation for new archivists, legal issues in archival donations, video editing, digital preservation and computational analysis of textual archives.

Instructors Yoo Young Lee, Mairelys Lemus-Rojas, Marina Bokovay, Devon Mordell, Alexandra Wieland, Anna Jubilo, Loryl MacDonald, Claire Williams and Ern Bieman have kindly shared their time and expertise. The PD Committee is also grateful for the enthusiastic support and participation of ACA members in programmed professional development opportunities, with over 400 registrations across the 13 workshops.

Workshops scheduled for the 2021 ACA Conference and remainder of 2021 are listed on the [ACA Workshops page](#) of the ACA website.

Professional Development Survey

In early 2021, the PD Committee sent out a survey to ACA members to inform future professional development programming. Although the number of responses received did not suggest an adequate representation of the ACA membership, the survey data has encouraged the PD committee 1) to reexamine the cost of online workshops, as many members self-finance their workshop participation, 2) to involve instructors from more diverse professional backgrounds and 3) to explore less structured professional development opportunities.

If you were not able to participate in the survey, the PD Committee always welcomes feedback or professional development workshop suggestions at professional.development@archivists.ca.

Survey of Professional Development Opportunities for Archivists and Records Managers: 2016-2019

Past PD Committee members Gillian Dunks and Lauren MacLean undertook the considerable task of contacting archival professional organizations across Canada and the US to document the existing landscape of PD opportunities for archivists and records managers. The PD Committee greatly appreciates the input of respondents and aims to release the report on findings authored by Dunks and MacLean later in 2021.

Respectfully submitted, Devon Mordell, Chair

Archivaria General Editor Report

Editorial Board (EB) composition

In June 2020, one long-standing member, Amy Furness (Art Gallery of Ontario), cycled off the board, and two new members joined, as a result of a call for volunteers. The new members are Karen Suurtamm (University of Toronto) and Kristy Waller (Emily Carr University).

EB meetings

In addition to the annual meeting, which last year took place remotely on June 19, 2020, the EB met virtually on October 16, 2020 (Fall meeting) and on February 12, 2021 (Spring meeting). The most important updates discussed at the Fall meeting were a revised version of the *Style Guide* and Cathy Bailey's disposition authority and classification system for the records of *Archivaria* (a project that could be extended to the ACA records). The Spring meeting focused on equity, diversity and inclusion (EDI) matters in relation to EB representation, journal content, reviewers, journal sections, peer-review process, etc. The ACA President and Vice-president participated in the meeting and provided excellent input, that will inform the visioning exercise planned for our next meeting on June 18, 2021.

As an outcome of the EDI discussion, the EB agreed to have a special issue on the theme of person-centred archival theory and practice, to be guest edited by Jennifer Douglas and her research assistants from UBC. This is supposed to be the 2022 Fall issue (*Archivaria* 94). The special issue will give us an opportunity to test a mentoring model, which we would like to establish as a permanent service to support first-time contributors, students, early-career voices, and authors whose first language is not English or French.

Journal production

Despite all the challenges related to the COVID-19 pandemic (e.g., lower number of submissions throughout the winter; great difficulty securing manuscript reviewers; delays in peer review and revision processes; general fatigue and distress affecting all EB members), we managed to produce the usual two issues of the journal without much delay. *Archivaria* 90 (Fall 2020) was published online at the end of November 2020, and *Archivaria* 91 (Spring/Summer 2021) is currently in production and will likely be released before the end of June 2021.

Producing the journal is a tremendous amount of work, and the unfortunate circumstances in which we lived and worked for the past year have made this job even more demanding. I am grateful for the large number of volunteer hours committed to the journal by the Editorial Team – Shyla Seller (Managing Editor); Emily Sommers (Online Editor); Kathryn Harvey (Senior Associate Editor); Alexandra Wieland (Book Review Editor); Catherine MacArthur Falls (Exhibition Review Editor); Émilie Letourneau (French Language Editor); and Renaud Séguin (French Language Book and Exhibition Review Editor) – and all the EB members, who helped with reviewing submissions, suggesting peer reviewers, contributing ideas, reviewing and ranking articles for the *Archivaria* awards, and providing support to one another.

Journal access and distribution

Since July 1st, 2020, all issues of *Archivaria* have become accessible to everyone except for the latest two issues, which are only accessible to ACA members and journal subscribers – two categories of readers who also benefit from receiving printed copies of the journal. The reduction of the embargo time from four years to one year has greatly improved the journal’s standing in relation to open access. Another important decision the EB took last year was to join Coalition Publi.ca, an open source national infrastructure for digital scholarly publishing and dissemination, which will increase the journal’s visibility and searchability. Jo McCutcheon, Shyla and Emily have been instrumental in this process. Emily also reviewed all the indexing services and aggregators where *Archivaria* is, or should be. This is important work that should be carried out regularly, so as to ensure that the information about the journal on existing platforms and service providers is always up to date.

Distribution has become a very complex business in the digital age, and the EB does not have the capacity or the expertise that is required to manage it properly. We, for instance, do not really understand the revenue piece; and someone should, if the ACA wants to maximize revenue from sales of the issues of the journal that are not freely available. And, we do not have the legal knowledge – combined with an understanding of the other pieces (technical, financial, marketing, including how libraries operate) – that would allow us to evaluate the offers we periodically get from distributors, aggregators, etc. There are always new players in the distribution business, and it is really hard to keep up and be selective - not to mention to be strategic.

Awards

The EB oversees the adjudication of three awards. The 2019 winner of the Lamb Prize (awarded to the article that “by its exceptional combination of research, reflection, and writing, most advances archival thinking in Canada”) was an article by Jennifer Douglas, Alexandra Alisuskas, and Devon Mordell, entitled ““Treat Them with the Reverence of Archivists’: Records Work, Grief Work, and Relationship Work in the Archives.” The winner of the Taylor Prize (awarded to the article that “presents new ideas or refreshing syntheses in the most imaginative way”) was “Reciprocal Archival Imaginaries: The Shifting Boundaries of ‘Community’ in Community Archives,” by Gracen Brilmyer, Joyce Gabiola, Jimmy Zavala, and Michelle Caswell. Both were published in *Archivaria* 88 (Fall 2019).

The Managing Editor is responsible for managing the Gordon Dodds Prize adjudication process. The prize recognizes “superior research and writing on an archival topic by a student enrolled in a Master’s level archival studies program.” Papers are nominated by faculty members and instructors, and adjudicated by a committee consisting of the GE, the ACA Board of Directors liaison and two

members of the archival community selected by the GE. Last year's adjudication committee consisted of Rebecka Sheffield, Jennifer Douglas, and Richard Dancy, and the prize was awarded in September 2020 to Moska Rokay (University of Toronto) for her paper "Critical Ethnography as an Archival Tool: A Case Study of the Afghan Diaspora in Canada," which will appear in *Archivaria* 91.

The EB has recently concluded the voting for the 2020 Lamb Prize winner; and Greg Bak helped the GE with the selection of the Taylor Prize winner. Both prize winners will be revealed in June.

Special projects

With Jo's help, Cathy Bailey was able to complete a comprehensive analysis of *Archivaria* records, functions, and existing recordkeeping practices, policies, and recommendations. The outcome of this huge amount of work involves: an "*Archivaria* Records Disposition Authority and Application Guide," that the EB reviewed and approved in October 2020; an "Appraisal Report for the *Archivaria* Records Disposition Authority;" an *Archivaria* records classification system, that has been reviewed by the EB, and implemented in our SharePoint site; and a set of retention periods for *Archivaria* records, that are still under discussion.

In April 2021, we submitted an application for the 2021 CALJ Journal Innovation Award (results will be communicated in June). Our application focused on a two-fold innovation involving the reduction of the embargo time, and the parallel renewal and upgrade of the *Archivaria* website. I wish to thank Emily and Cathy for their tremendous help with the application.

We intend to apply for the SSHRC Aid to Scholarly Journals grant. The grant details will be published by SSHRC before the end of June, and applications will be due by early September.

Respectfully submitted, Fiorella Foscarini, General Editor

Special Interest Section Reports

Special Interest Section on Indigenous Archives

The 2020 Annual Meeting of SISIA was a great success thanks to Zoom bringing together folks that would not have normally been able to attend. While we had excellent conversations during the meeting, SISIA in general has had a slow year as many of the members, including the co-chairs, have been actively involved in the last edits and preparations for the release of the TRC-TF's report. SISIA has been waiting to start several projects, including updating the 2003 Aboriginal Archives Guide, until the publication of the TRC-TF's Final Report to avoid the duplication of work or starting projects that do not align with the recommendations of the TF.

The co-chairs of SISIA have been working on assisting the ACA Board of Directors with the creation of the Indigenous Matters Task Force (IMTF), including the creation of the IMTF Terms of Reference and general planning for the roll-out of the IMTF. As such, in addition to the strains of the pandemic, the chairs have found it difficult to dedicate their time to SISIA specific projects. As such, a call for new a new chair (or co-chairs) has been put out so that the division of labour can between IMTF and SISIA can be divided and shared between membership.

Raegan Swanson and Genevieve Weber, Co-Chairs

Municipal Archives Special Interest Section

MASIS held its first event on 16 April. The subject was the impact of the pandemic on municipal archives and archivists. 26 members signed up and 15 attended the event.

Members talked about:

- Quarantine for documents
- Time needed for cleaning
- Opening on reservation
- Decrease in accessions
- Time to work on authority records and metadata

Special thank you to the ACA staff for their support before and during this event.

Next event: Online survey of the digital capacity of municipal archives across the country.

Challenges: Getting started is my biggest challenge.

Dominic Boisvert, Chair

Special Interest Section on Personal Archives

In June 2020, Krisztina Laszlo began her term as chair of the Special Interest Section on Personal Archives. The group was relatively quiet over most of 2020 as we adjusted to Covid protocols at our respective institutions. In 2021 we began preliminary work on a guide on donor relations that will help those new to the profession navigate working with donors, and also provide some tips and advice to more established archivists. The guide will cover initiating a relationship with different types of donors, communication and on-site visits, special needs of electronic records, how to turn down offers, and other topics. Work will continue on the guide in 2021/22.

Krisztina Laszlo, Chair

Sound and Moving Images Special Interest Section

The Sound and Moving Image SIS met at the virtual conference in June. We discussed many issues facing sound and moving image archives and how our archives have been affected by Covid-19 and the resulting shutdowns. At this meeting we made plans to survey the ACA membership on what sorts of virtual workshops they would benefit from, and then to create a series of virtual workshops on sound and moving image archives.

On July 28, 2020 we went out our survey to the membership. We received 79 responses. As a result we planned our first three workshops for the fall of 2020 which were basic introductions to photochemical film (held on Oct. 28), magnetic video (held on Nov. 5), and audio formats (held on Dec. 3) taught by Christina Stewart, Rachel E. Beattie and Dave Pascoe respectively. Each workshop was very well attended.

Rachel E. Beattie and Christina Stewart, Co-Chairs

Technology and Archives Special Interest Section

The Technology and Archives Special Interest Section (TaASIS) was inactive after hosting TAATU, the group's primary activity, at the ACA 2020 conference in June while a search for two new co-chairs was conducted. Our current main activity is preparing for TAATU 2021 and the TaASIS

AGM to seek feedback from group members of what possible activities they would like to see from TaASIS.

Allie Querengesser and Andréa Tarnawsky, Co-Chairs

University and Colleges Special Interest Section

The 2020-2021 year has been one of renewal for UCASIS after a few years of relative inactivity. Despite having a well-subscribed listserv, hosted at York University, engaging UCASIS members in discussion via the listserv has not been particularly successful. The COVID-19 pandemic, however, has changed the way many of us take part in online forms of communication. With increased use of platforms like Zoom, it seemed like a good time to test some different methods of connecting with UCASIS members.

With the organizational support of ACA Executive Director Jo McCutcheon and ACA Director-at-Large Gillian Dunks, UCASIS has held three virtual meetings this past year. Influenced by the success of various SAA ‘coffee chat’ events, we held our first UCASIS coffee chat in September 2020, with the intention of bringing together UCASIS members for a back-to-school open discussion of our experiences dealing with the pandemic and its impact on our institutions and work. A similar winter term coffee chat took place in January 2021. Attendance at both events was good and setting up registration and promotion with the help of the ACA Office ensured that UCASIS members were aware of these informal meetups.

Most recently, UCASIS held a meeting on April 12th with invited guest speakers to discuss the subject of using Wikidata in institutional archival work. Because the ACA advertised this event broadly and opened registration to non-UCASIS members, we again had excellent turnout. I hope to hold another meeting with guest speaker James Roussain to discuss his experience as an archivist-librarian teaching undergraduates archival and information literacy, as well as a UCASIS business meeting, in advance of the ACA conference in June. The annual business meeting will be an opportunity to receive feedback on the 2020-2021 UCASIS meetings and share ideas about possible future events.

Overall, there has been positive interest in UCASIS virtual events this past year, and I hope to continue to build on this interest in the 2021-2022 year with a new program of virtual meetings.

Respectfully submitted, Jennifer Grant, UCASIS Chair

ACA Student Chapter Reports

McGill University Student Chapter

For the 2020-2021 academic year:

ACA McGill Chapter was slow to get going this year – it took time to recruit an executive. It took time to get everyone up-to-date with their roles. We have begun to create documentation as to the nature of each role – we hope this will mitigate any future confusion and prevent such a slow start in future years. This, and past documents, have been migrated to the SharePoint from the Google Drive.

We were able to recruit a full new executive, comprised almost entirely of first year MIST students. We settled on monthly meetings, to account for everyone’s schedules and try to prevent more Zoom

fatigue. Meetings were all conducted via Zoom. We did create a discord channel for the chapter, which enabled faster communication. We also created a discord to reach out to all ACA student chapters – we have used this to publicize some events and reach out for help, as needed. There is the hope that it will continue in future years.

Throughout the year, we had a few events – we had a career chat with Joyce Gabiola, from the Lambda Archives, and Dr. Gracen Brilmyer, our new faculty liaison, in February 2021. Turnout was good – we had about 30 attendees, all of whom were from the McGill SIS community. We also held our annual colloquium – the theme this year was Archives and Activism. We advertised the event using our McGill SIS list-serv and posted on some Facebook groups. We also created an EventBrite – turnout was excellent (60+). Many attendees were from outside of the McGill community – we believe this was due to the nature of it being a remote colloquium and advertisement efforts made by some ACA chapter members.

We did some cross-promote some Special Libraries Association (SLA) McGill events and we hope to continue doing so next year (we share some of our executive).

Going into next year, we hope to increase attendance at our events and keep recruiting members. Help with event advertising, as well as support in finding speakers, would be helpful going into next year. The future of in-person events in Montreal remains uncertain, so we are planning to keep meetings and events remote for the time being, and gradually incorporate in-person events as it is deemed safe and appropriate. We would also like to increase collaboration between student chapters, particularly for any remote events.

Respectfully submitted,
Siri Gauthier & Madelyn Martin, Co-coordinators

University of Toronto Student Chapter

The majority of the executive was elected in April 2020, with the remaining three positions filled in October 2020. The executive is responsible for setting the priorities of the chapter for the year and is headed by a Chair, with the support of the First Year Co-Chair. Our faculty representative this year was Professor Fiorella Foscari. The executives for 2020-2021 were:

Co-Chair: Laura Coyne
First Year Representative and Co-Chair: Steve Kim
Vice-Chair Internal Affairs: Helen Liu
Treasurer: Veronika Mikolajewski
Secretary: Elora Garbutt
Communications Coordinator: Renée Belliveau
Fundraising Coordinator: Sharloth Salzer
AMIA Liaison: Heather Walker
Events Coordinator: Angela Maggiacomo
First Year Events Coordinator: Sophia Dodic
Member at Large, Panels: Anjani Singh
Member at Large, Tours: Heather Walker
Member at Large, Human Library: Elizabeth Robinson

Activities and Initiatives

Due to the ongoing COVID-19 pandemic for the first time our student chapter was completely online. With that in mind, our executive worked to utilize the online environment, using it as an opportunity to try new events and connect with new professionals we had not had the opportunity to in the past. Our hard work to achieve this is evident in the variety of events our team put together this year!

We started the year off earlier than normal with a “Dusting Off Your Resume” virtual panel in late-August 2020. Our panelists included Loryl MacDonald, Kathleen Epp, Carol Radford-Grant and Paul Leatherdale who provided insightful expertise in how young professionals should draft cover letters and resumes, along with interview preparedness advice. It was attended by approximately 20 iSchool students. Our appreciation to Anjani Singh (Member-at-Large, Panels) who planned and hosted this panel to start off the year.

We hosted a virtual tour for students in December 2020 of the Interference Archives in New York City. Two Canadian volunteers at Interference gave students a look at the types of records in the repository, their methods and the roles and tasks of volunteers. Thank you to Heather Walker (Member-at-Large, Tours) for contacting and organizing the tour, and Sharloth Salzer (Fundraising Coordinator) for completing the grant applications.

In late-January 2021 our first-year executive members took the initiative to organize the first ever virtual Trivia Night with University of Toronto Student Chapter of Librarians Without Borders (LWB). This was followed by a webinar hosted by Emily Sommers who provided our students with an introduction to AtoM and OpenRefine in February 2021. Many thanks to Steve Kim (First Year Representative and Co-Chair), Sophia Dodic (First Year Events Coordinator), and Heather Walker (AMIA Liaison and Member-at-Large, Tours) for facilitating and organizing these successful events.

At the start of March 2020, we held our Sixth Annual Human Library networking event, another collaboration with LWB. Together our two groups worked together to make this typically in-person event as successful as possible using Zoom and its breakout-rooms feature. With the online platform we took the opportunity to invite professionals from across the country and globally as we would not have normally been able to do this. We hosted 15 archivists, records management and library professionals from British Columbia, Ontario, Nova Scotia and the United Kingdom. The event was incredibly successful for its inaugural virtual format, with an attendance of approximately 35 iSchool students. Almost every member of the executive was involved in helping to plan and coordinate with professionals. In particular, however, thank you to Elizabeth Robinson (Member-at-Large, Human Library) who took the lead with the planning of the event and Angela Maggiasco (Events Coordinator) for facilitating joint meetings.

And finally, a big thank you to the ACA for their continued support. The ACA provides a fantastic opportunity for our students to learn more about the profession, connect with professionals with similar interests and feel connected to the greater archiving and record management community. For the first time we were able to connect more with fellow ACA student chapters this year and support each other in our events, we look forward to continuing to facilitate these new connections in the future.

We would like to thank the following for their generous support in various forms this year:

- Loryl MacDonald, Kathleen Epp, Carol Radford-Grant and Paul Leatherdale who participated as panelists at the “Dusting Off Your Resume” virtual panel
- All the professionals who provided their time and expertise at the Human Library
- The Master of Information Student Council for their support for the Interference Tour and the Human Library
- The Interference Archives and their volunteers, Jen Hoyer and Maggie Schreiner
- Emily Sommers for hosting the AtoM and OpenRefine workshop
- President Erica Hernández-Read and Member-at-Large Gillian Dunks for taking the time to host meetings with all the student chapters so we could meet other executives and facilitate information sharing.

Laura Coyne, Co-Chair

University of Manitoba Student Chapter

September 2020 to Present.

In the past year our chapter has held only one event. In January of 2021 a thesis write-in was held for archival students to come and discuss ideas, get writing advice and work through challenges. The event was held via zoom and unfortunately was not very successful despite all efforts to garner interest. The event had very low attendance, though was still quite valuable for those who did attend.

After the relative lack of success of this event I spoke to students in the program and there was a general unwillingness to participate in virtual events due to fatigue from this type of programming. With this concluded, the efforts to plan further events would have been futile and so no more events have gone forward thus far.

From the relative inability to gather support or rally new members for the student chapter and the unwillingness of students to participate in planned events, it is in my opinion not sustainable to continue running the chapter until in-person learning has resumed on campus. The student group is much too small to recruit from, most incoming students already being committed to several other committees, and virtual engagement has significantly decreased since the beginning of the Pandemic.

It is my hope that once in-person events can resume, interest will pick back up and new incoming students will be willing to participate in student organizing and event attendance will climb.

Ashley Schers, Chair

University of British Columbia Student Chapter

As with most organizations, ACA@UBC had an unusual year during the pandemic. At the beginning of the year, we modified our typical mentorship program to be a one-time Zoom meeting between new students and more experienced students in the MAS, MLIS, and Dual Program at UBC’s School of Information. This was held in November and we found it was fairly successful, as many new students attended and asked plenty of questions. We also organized tours and Q&As, although fewer than in most years. In the fall, we had a zoom Q&A with the Mütter Museum in Philadelphia, PA. In the spring, we had a virtual tour with the Fred Rogers Center Archive in Latrobe, PA. Although virtual, the tours were informative and interesting, and attendees learned about the institutions, day-to-day operations, and how the repositories were handling changes during the pandemic.

As expected, we could not hold our annual Seminar and Symposium as usual. However, our executive team wanted to organize some kind of event where students could get the opportunity to learn from professionals, so we decided to do something new and hold a Discussion Series, with three panels on the topic of Records and Archives in Times of Crisis. The first panel was held on March 26th and was on the topic of Responding to Climate Change. On April 30th, we held the second panel on Documenting Injustice as it Unfolds. Our final panel has not yet taken place at the time of writing, but we look forward to holding it on the topic of Allyship in the Archives on May 28th. With help from our student executives and the ACA national chapter, we were able to organize all of these panels and hear from professionals on subjects that matter to students, but are not often discussed in our classes. Because we held all of the panels virtually, we were able to have participants from all over the world, without the costs associated with travel. We had roughly 50 attendees at our first panel and about 60 at the second.

This year was certainly challenging, but the ACA@UBC still managed to put on some successful events. On behalf of all of the student executives, we would like to thank everyone who made the 2020-2021 year such a successful one.

Sarah Ainsworth and Natalie Trapuzzano, Co-Chairs

Membership:

Co-Coordinators: Sarah Ainsworth & Natalie Trapuzzano

Treasurer: Mya Ballin

Secretary: Lucita Villarreal

Communications Exec: Felicity Collins

Publicity Exec: Lilli Shwonek & Natalie Trapuzzano

Events Coordinators: Brian Mayne, Bryan Wood, & Kisun Kim

Website/Wordpress Manager: Nathalie McClintock & Sarah Ainsworth

Graphic Designer: Emma Metcalfe Hurst & Natalie Trapuzzano

First-Year MAS Representatives: Martin Zhang & Kaelan Doyle

First-Year MLIS Representative: Arika Kaneko

ARMA Representatives: Felicity Collins, Bryan Wood, & Arika Kaneko

AABC Representatives: Kisun Kim, Katie Powell, & Sammy Van Herk

LASSA Representative: Tamara Lee

Members-at-Large: Nicole Kapphahn & Clara Gimenez-Delgado

Annual General Meeting Materials

Agenda

Association of Canadian Archivists
AGENDA - Annual General Meeting

Tuesday, June 22, 2021
12:00 p.m. EDT

1. Call to order
2. Approval of Agenda
3. Approval of Minutes of 2020 Annual General Meeting
4. President's Report
5. Vice-President's Report
6. Secretary's Report
7. Report of the Directors at Large (3)
8. Archivaria General Editor Report
 - a. Lambe and Taylor prizes
9. Committee Reports
10. Task Force and Working Group Reports
11. Special Interest Section and Student Chapter Reports
12. Treasurer's Report
 - b. Approval of 2020 Auditors
13. ACA Foundation Report
14. Incoming Directors
 - c. Introduction of incoming Directors per June 14-20, 2021 election
Vice-President, Secretary, Director at Large 2
15. Other Business
16. Adjournment

2020 AGM Minutes

DRAFT MINUTES
Association of Canadian Archivists
Annual General Meeting
Tuesday, June 23, 2020
12:00 pm EDT
Zoom teleconference

1. Call to order

Loryl MacDonald called the meeting to order at 12:08 EDT.

2. Approval of Agenda

An amendment to the agenda was noted by Rebecka Sheffield, to remove item 10, Task Force reports.

Rebecka moved to approve the agenda, seconded by Emily Lonie. Motion carried.

3. Approval of Minutes of 2019 Annual General Meeting

Jane Morrison moved to approve the minutes of the ACA AGM held June 8, 2019 in Toronto, Ontario as published in the Bulletin, seconded by Jonathan Dorey. Motion carried.

4. President's Report

Loryl MacDonald added to her report brief comments as follow:

- 2019-20 were focussed on the ACA being nimble and responsive to the strategic plan recommendations. The Governance Committee has been focussed on the review and renewal of the bylaws, to enable online voting and to modernize the bylaws to ensure they are in keeping with the *Canada Not-for-profit Corporations Act*.
- The TRC Response Task Force of the Steering Committee on Canada's Archives report will be issued soon, and the ACA will strike its own task force to respond to the report.
- *All Shook Up*, the book honouring Terry Cook, was launched two weeks ago and its digital version will be launched at the end of August. There have been questions about its pricing; the ACA has an agreement with the SAA on its distribution.
- This 45th annual conference, held virtually, was a great success and broke previous registration records at over 500 attendees. Loryl expressed her gratitude to the Program Team chaired by Emily Lonie for their excellent work. The 2021 Program Team chair is Grant Hurley and a call for papers will be coming soon.
- The annual Awards will be given out and celebrated in the fall.
- The Covid-19 pandemic resulted in pivoting the conference; the closing of institutions across the country to in-person research and staff work which the ACA issued statements about; and the successful offering of subsidized conference registration to students and precariously employed archivists.
- Loryl thanked Jo McCutcheon and Maureen Tracey for their hard work and thanked the board members, committee chairs and members and expressed her honour at serving another term as President.

Approval of the President's report moved by Loryl, seconded by Michael Gourlie. Motion carried.

5. Vice-President's Report

Rebecka Sheffield added to her report brief comments as follow:

- Bylaw review: the bylaws needed to reflect the current governance structure, enable improved member participation with online voting and improved institutional member benefits, and have their language simplified. Rebecka thanked John Roberts and the other Governance Committee members for their work on the review and changes, and Jo McCutcheon for stewarding the work with the lawyer. She emphasized that the membership change is to one class of members with two categories within it of individual and institutional members; institutional members are to designate one delegated representative each. The voting changes will allow for either online voting or by mail-in ballot and the lawyer provided a suggested nominations and elections policy.
- Action plan for Equity, Diversity, and Inclusion Task Force: identified as a key strategic priority for the ACA to become more welcoming to diverse people with embedded equity actions and a culture of accountability, more inclusive governance and member participation. The Task Force was established in November 2019 and Rebecka reported it is in its research and analysis phase with a goal of providing a draft action plan by early 2021. She read the Task Force's vision statement.
- Ongoing Governance Committee work: Elections and other policy review work.

Approval of the Vice-President's report moved by Rebecka, seconded by Emily Lonie.

Loryl thanked Rebecka and the Governance committee and Equity Task Force members for their work which will have a large impact on the ACA. Rebecka thanked the board members.

Motion carried.

6. Secretary's Report

Jane Morrison thanked Shamin Malmas chair of the Membership Committee and Leah Sander chair of the Communications Committee for their work.

Approval of the Secretary's report as presented moved by Jane Morrison, seconded by Anna Gibson Hollow. Motion carried.

7. Report of the Directors at Large (2)

Luciana Duranti thanked the Education Committee and its chair Glenn Dingwall for their hard work supporting the pivot to online workshops and conference.

Approval of the Directors at Large reports as presented moved by Jeremy Heil, seconded by Luciana Duranti. Motion carried.

8. Archivaria General Editor Report

Fiorella Foscarini added the naming of the Archivaria prize winners to her report:

- Dodds: Renée Saucier for "Medical Cartography in Ontario, 1880–1920: A Records Perspective"
- Hugh Taylor: Gracen Brilmyer, Joyce Gabiola, Jimmy Zavala, Michelle Caswell for "Reciprocal Archival Imaginaries: The Shifting Boundaries of "Community" in Community Archives."

- Lambe: Jennifer Douglas, Alexandra Alisauskas, Devon Mordell for ““Treat Them with the Reverence of Archivists”: Records Work, Grief Work, and Relationship Work in the Archives.”

Approval of the Archivaria General Editor report moved by Fiorella Foscarini, seconded by Luciana Duranti. Motion carried.

9. Committee Reports

Rebecka Sheffield moved to accept the Governance, Membership, Communications, and Education Committees reports as presented, seconded by Jennifer Mohan. Motion carried.

10. Special Interest Section and Student Chapter Reports

Jeremy Heil moved to accept the Special Interest Section and student chapter reports as presented, seconded by John Roberts.

Jeremy noted there was one late report, the Access and Privacy SIS. Motion carried.

11. Treasurer’s Report

Jonathan Dorey highlighted items in his report as follow:

- The audit has been delayed by Covid-19 and will proceed and be presented later this year.
- The 2021 budget is delayed and will be presented later this year; in anticipation of the bylaw changes being approved by the membership, the Treasurer position will change over this summer and there will be a third member-at-large who should have input on the budget.
- 2019 deficit: the conference and membership revenue were lower than expected. 2020 finances will show an improvement and Jonathan thanked Emily Lonie and the Program Team for making the virtual conference such a success.
- Investments in the membership and other new systems made this year’s success possible.

Approval of the Treasurer’s report as presented moved by Jonathan Dorey, seconded by Loryl MacDonald.

Discussion: there were questions from the floor.

- What is the source of the revenue under other investments? It is the interest on investments of \$6,000, year to date.
- Can the corporate expenses line be defined? These expenses were for insurance including cybersecurity; legal, auditing, and banking fees. It was suggested to add a note explaining these.
- From what source was the 2019 deficit covered? An emergency fund and from investments that matured and were transferred to a high-interest savings account. Jonathan noted that UBC conference fees were paid in 2019 and have been returned or are deferred to 2022.
- What is the current reserve fund balance? Approximately \$220,000 and also \$130,000 in HIS.

Motion carried.

Loryl MacDonald moved to appoint Ausley, Hansen, Clifton, Deep LLP as auditor for the 2020 fiscal year, seconded by Jonathan Dorey. Motion carried.

12. ACA Foundation Report

Jonathan Dorey added to the Foundation report brief comments as follow:

- The Foundation is also undergoing a bylaw review in the coming year.
- Significant revenue was not generated at this year's conference due to the loss of the raffle and silent auction, however there were donations to the conference subsidy fund.
- The goal of \$100,000 to assist members will be achieved soon.

Jonathan moved to receive the ACA Foundation report, seconded by Julia Holland.

Discussion: in the report there were coming challenges noted, is the Foundation mission and mandate being reviewed? It is expected that they will remain general but also address the Equity, Diversity, and Inclusion Task Force objectives.

Motion carried.

13. Statement from Candidates

13.1 Introduction of candidates

Rebecka asked the candidates for the positions to speak briefly.

President: Erica Hernandez-Read

Treasurer: Andrea McCutcheon

Director at Large: Andrew Chernevych

Director at Large: Gillian Dunks

14. Online Voting

14.1 Ballot Measures/Resolutions

Rebecka reviewed the bylaw resolution and measures to endorse the candidates and the special resolution for institutional members to approve the bylaw class change.

14.2 Instructions regarding online vote opening 3:00 EDT, June 23, 2020 to end of day June 30, 2020 PDT

Rebecka reviewed the voting instructions on the simply voting system which will be open for one week. Automated reminders will be sent during the week.

15. Other Business

Loryl asked attendees for any other business.

- Awards? There will be a nominations call in the next few weeks.
- Which committee is responsible for the TRC response strategy? The board is putting together Terms of Reference and plans for building a Task Force. The report of the SCCA body is in the final edit stage and being translated, and will then be circulated publicly for feedback.
- Terry Cook book availability? Please order through SAA.
- Candidate information will come with the ballot.

16. Adjournment

Jonathan Dorey moved to adjourn the meeting, seconded by Loryl MacDonald

Motion carried.

Meeting was adjourned at 1.35 pm eastern EDT.

Financial Statements

Please see attached the ACA Audited Financial Statements 2019 ([Addendum A](#)) and the ACAF Audited Financial Statements 2019 ([Addendum B](#)).

ACA Foundation (ACAF) Report

Thanks to the generosity of ACA's members, the ACA Foundation account is healthy at \$29,466.53 and the ACAF Scholarship Endowment Fund is approaching the fiduciary duty threshold that will allow the ACAF Board to begin adjudicating scholarship awards over the coming year. We're also very grateful to the ACA members who have, at the time of this report, contributed 69 subsidized spots for the ACA 2021 Virtual Conference.

As mentioned in the Treasurer's report, our five-year agreement with Ancestry came to an end in 2020 and, at the time of writing this report, we are in talks to negotiate another. The outcome of these negotiations will influence the Ancestry Award. The ACA President and ACAF Board are also investigating other opportunities for award sponsorships and fundraising in 2021.

The ACAF is committed to incorporating the ACA's Equity Commitments into our work and hope to broaden representation to better reflect ACA membership on the ACAF Board this year. Members interested in helping adjudicate sponsorship awards are encouraged to be in touch with me with questions about or interest in volunteering for the ACAF Board.

The ACAF 2020 audit is currently underway with the firm Ouseley Hanvey Clipsham Deep LLP. As mentioned in the ACA Treasurer's Report above, to meet prudent financial practices, the ACA Board and Secretariat will work over the next year to provide the membership options to vote on a new accounting firm for our 2022 audit.

2019 ACAF Audited Financial Statements

At the time of the last annual report, the 2019 Audit was still in progress. The 2019 Audited Statements were completed by the Ouseley Hanvey Clipsham Deep LLP and accepted by the ACA Board in December 2020.

The ACAF Board is very grateful to our sponsors, and ACA members past and present. We're excited to put your generous contributions to good use in 2021.

Respectfully Submitted,
Andrea McCutcheon, ACAF Chair

The ACA Secretariat

**Jo McCutcheon, Executive Director and
Maureen Tracey, Membership Services Coordinator**

Since March 2020, the ACA Secretariat has been undertaking all duties from home offices set up with access to our server and accounting software. We continue to work to meet the needs of the community and members to the best of our ability and we are thankful for your understanding and patience. We are thankful for the support of the ACA Board, past and present, who have supported changes to our IT infrastructure and transition to more online programs and activities that made the transition to home offices relatively seamless.

While we were hopeful that we might be able to meet in person in 2021, the Board in consultation with the 2021 Conference Team Chair, Grant Hurley, made the difficult decision to have our annual conference online. Given the way the pandemic has affected members and communities across the land, we are thankful that this decision was made from the outset and that we were able to plan for a second online meeting from the outset. This year's theme, *Home Improvement* promises to be an engaging conference that will take place with pre-conference workshops and activities. We are thankful to Emily Lonie who volunteered this past Spring to take on social activities in this online environment. We hope you enjoy the work of this year's program and host teams! We would also like to sincerely thank all attendees who have made it possible for more than 45 individuals to attend the conference with a subsidized space. Thank you to our sponsors and vendors who have continued to support the ACA with the online format and Whova app.

Since we last met online for the 2020 Annual Conference and online for the AGM, we have adopted new Bylaws and amended our online voting procedures. All committees, Governance in particular, have undertaken a systematic review of ACA policies with the objective of ensuring all policies meet the Equity Commitments. Thank you to all committee chairs and committee members who have supported the ACA's strategic plan and equity commitments.

Many of you have the opportunity to talk with Maureen Tracey, our Membership Services Coordinator since April 2014. Her work supports all facets of membership services and in particular she works to support the distribution of *Archivaria* to individual members and institutional subscribers. Her work is key to our successful conference and she is an amazing support to me, the Board, our volunteers and conference attendees. She has undertaken additional tasks and work this past year and her extra support is much appreciated.

In December, the Board and the Secretariat said goodbye and thanked outgoing President, Loryl MacDonald for her support and leadership in 2019 and 2020. Throughout her time as President, she provided support to the ACA during our in-person P&P meetings at the University of Toronto and brought her knowledge and experience to the Board throughout her tenure.

I would like to thank Loryl for her guidance and support throughout her tenure as President. As President, she has been supportive and responsive to office, committee, SIS and student chapter needs.

At the end of the AGM, we will also say thank you and farewell to three ACA Board members. Jeremy Heil has provided much appreciated support and leadership with the Professional

Development (formerly Education) Committee and established the infrastructure for the Professional Competencies for Archivists Working Group (PCAWG). Members will note that our professional development offerings have greatly expanded and this work has been supported by the Secretariat and Professional Development Committee.

Since I joined the ACA in the late fall of 2017, I have worked with both Rebecka Sheffield and Jane Morrison on a number of projects. Rebecka has been central to reviews and changes to governance, the website, the Strategic Plan and the Equity Commitments passed in September 2020. I have been able to work with Jane each month working on monthly board meetings, P&P meetings and the AGM. She also oversaw the transition from the Outreach Committee to the Communications Committee and we have been working to strengthen our monthly communication with Scope and Content. She has also been the liaison for four years with the Membership Committee and led the Institutional Membership Working Group. Both Rebecka and Jane will be greatly missed and both have agreed to continue supporting the work of the ACA following the end of their terms by being part of PCAWG (Rebecka) and finalizing the work of the Institutional Membership Working Group (Jane).

As some members may know, I have had to take medical leave and during that time, the ACA Board of Directors, President Erica Hernández-Read, Vice-President Rebecka Sheffield, Treasurer Andrea McCutcheon, Secretary Jane Morrison, and Directors-at-Large, Jeremy Heil, Andrew Chernevych and Gillian Dunks have all taken on additional tasks and work to ensure all activities and work has not been affected by my absence. Maureen Tracey and all committee chairs have also undertaken additional work. I have also greatly appreciated the generosity and kindness of everyone and would like to thank colleagues at the Canadian Council of Archives, Joanna Aiton-Kerr, Christina Nichols, Isabelle Alain and in particular, Jameyn Arboleda who has been supporting events, website updates and communication these past few months. We are also thankful for the team lead by Georges Roger at Osprey and Associates who has provided invaluable support for this year's online conference.

Respectfully submitted,
Jo McCutcheon, Executive Director

The ACA office is located on the unceded, unsundered Territory of the Anishinaabe Algonquin Nation whose presence here reaches back to time immemorial.

Addendums

Addendum A - ACA Audited Financial Statements

Addendum B - ACAF Audited Financial Statements

Addendum C - Equity Task Force Report

Addendum D - Institutional Membership Working Group Report

ASSOCIATION OF CANADIAN ARCHIVISTS

FINANCIAL STATEMENTS

DECEMBER 31, 2019

INDEPENDENT AUDITOR'S REPORT

To the Members,
Association of Canadian Archivists:

Opinion

We have audited the financial statements of Association of Canadian Archivists ("the Entity"), which comprise the statement of financial position as at December 31, 2019, and the statements of changes in net assets, operations and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2019, 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.

Basis for opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of management and those charged with governance 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.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity, or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

O'Hara

OUSELEY HANVEY CLIPSHAM DEEP LLP

Licensed Public Accountants

Ottawa, Ontario

April 7, 2021



ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
ASSETS		
CURRENT		
Cash	\$ 140,830	\$ 70,112
Accounts receivable	16,613	13,566
Prepaid expenses	<u>29,056</u>	<u>10,590</u>
	186,499	94,268
INVESTMENTS AND ACCRUED INTEREST RECEIVABLE (note 4)	317,845	420,925
PROPERTY AND EQUIPMENT (note 5)	<u>2,218</u>	<u>3,047</u>
	<u>\$ 506,562</u>	<u>\$ 518,240</u>
CURRENT LIABILITIES		
Accounts payable	\$ 35,407	\$ 25,370
Government remittances payable	3,197	-
Deferred revenue (note 6)	<u>73,008</u>	<u>45,257</u>
	<u>111,612</u>	<u>70,627</u>
NET ASSETS		
Invested in property and equipment	2,218	3,047
Unrestricted	<u>392,732</u>	<u>444,566</u>
	<u>394,950</u>	<u>447,613</u>
	<u>\$ 506,562</u>	<u>\$ 518,240</u>

Approved on behalf of the Board:

Director

Director Andrea McCutcheon,
ACA Treasurer




ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
INVESTED IN PROPERTY AND EQUIPMENT		
Balance - beginning of year	\$ 3,047	\$ 4,201
Amortization	<u>(829)</u>	<u>(1,154)</u>
Balance - end of year	<u>\$ 2,218</u>	<u>\$ 3,047</u>
UNRESTRICTED		
Balance - beginning of year	\$ 444,566	\$ 510,982
Net revenue (expenses) for the year	(52,663)	(67,570)
Amortization	<u>829</u>	<u>1,154</u>
Balance - end of year	<u>\$ 392,732</u>	<u>\$ 444,566</u>
TOTAL	<u>\$ 394,950</u>	<u>\$ 447,613</u>

ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF OPERATIONS FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
REVENUE		
Archivaria	\$ 89,592	\$ 81,756
Conference	136,167	120,378
Education	2,500	9,825
Investment income	9,373	10,038
Membership	122,987	118,876
Miscellaneous	10	401
	<u>360,629</u>	<u>341,274</u>
EXPENSES		
Archivaria	27,320	23,858
Board of Directors	59,038	72,635
Conference	108,880	86,521
Education program	1,309	1,045
Member services	3,240	5,797
Outreach and government relations	961	1,042
Salary and administration	212,544	217,946
	<u>413,292</u>	<u>408,844</u>
NET REVENUE (EXPENSES) FOR THE YEAR	<u>\$ (52,663)</u>	<u>\$ (67,570)</u>

ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
OPERATING ACTIVITIES		
Net revenue (expenses) for the year	\$ (52,663)	\$ (67,570)
Items not affecting cash		
Amortization	829	1,154
Investment income	1,383	(2,355)
Net change in non-cash working capital items		
Accounts receivable	(3,047)	(13,524)
Prepaid expenses	(18,466)	(4,020)
Accounts payable	10,037	8,226
Government remittances payable	3,197	-
Deferred revenue	27,751	(25,912)
	<u>(30,979)</u>	<u>(104,001)</u>
INVESTING ACTIVITIES		
Purchase of investments	-	(70,614)
Sale of investments	101,697	93,742
	<u>101,697</u>	<u>23,128</u>
INCREASE (DECREASE) IN CASH FOR THE YEAR	70,718	(80,873)
Cash - beginning of year	70,112	150,985
CASH - END OF YEAR	\$ <u>140,830</u>	\$ <u>70,112</u>

ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019

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, 2019

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, accounts receivable, investments and accrued interest receivable and accounts 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 risks have not changed from last year.

4. INVESTMENTS

The organization has investment certificates that earn interest at annual rates that range from 2.1% to 2.96% and mature between February 2020 and June 2021.

5. PROPERTY AND EQUIPMENT

	2019		2018	
	Cost	Accumulated amortization	Net	Net
Computers	\$ 8,586	\$ 7,045	\$ 1,541	\$ 2,201
Furniture and equipment	13,642	12,965	677	846
	<u>\$ 22,228</u>	<u>\$ 20,010</u>	<u>\$ 2,218</u>	<u>\$ 3,047</u>

6. DEFERRED REVENUE

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

	2019	2018
Conference	\$ 2,915	\$ -
Archivaria subscriptions	30,489	9,865
Memberships	39,604	35,392
	<u>\$ 73,008</u>	<u>\$ 45,257</u>



ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019

6. DEFERRED REVENUE (CONTINUED)

Deferred revenue changed as follows:

	<u>2019</u>	<u>2018</u>
Balance - beginning of year	\$ 45,257	\$ 71,169
Less - amount recognized as revenue in the year	(45,257)	(71,169)
Plus - amount received related to following year	<u>73,008</u>	<u>45,257</u>
Balance - end of year	<u>\$ 73,008</u>	<u>\$ 45,257</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.

8. COMMITMENTS

The organization currently has agreements with two hotels to provide accommodations for the 2022 and 2023 conferences at costs of approximately \$180,000 and \$150,000 respectively.

The organization has leased premises to September 2022 at approximately \$16,000 per annum.

The organization has leased premises to January 2025 at approximately \$10,000 per annum.

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

FINANCIAL STATEMENTS

DECEMBER 31, 2019

INDEPENDENT AUDITOR'S REPORT

To the Members,
Association of Canadian Archivists Foundation:

Qualified opinion

We have audited the financial statements of Association of Canadian Archivists Foundation ("the Entity"), which comprise the statement of financial position as at December 31, 2019, and the statements of changes in net assets, operations and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the basis for qualified opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2019, 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.

Basis for qualified opinion

In common with many not-for-profit organizations, the Entity derives revenue from donations and fundraising activities, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Entity. Therefore, we were not able to determine whether any adjustments might be necessary to donation and fundraising revenue, net revenue for the year, and cash flows from operations for the years ended December 31, 2019 and 2018, current assets as at December 31, 2019 and 2018, and net assets as at January 1 and December 31 for both the 2019 and 2018 years. Our audit opinion on the financial statements for the year ended December 31, 2018 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Responsibilities of management and those charged with governance 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.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity, or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Ottawa

OUSELEY HANVEY CLIPSHAM DEEP LLP

Licensed Public Accountants

Ottawa, Ontario

May 15, 2021



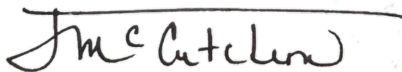
ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
ASSETS		
Cash	\$ 57,175	\$ 32,733
Accounts receivable	8,844	5,026
Investments (note 4)	<u>36,163</u>	<u>60,355</u>
	<u>\$ 102,182</u>	<u>\$ 98,114</u>
LIABILITIES		
Accounts payable	<u>\$ 5,000</u>	<u>\$ 2,500</u>
NET ASSETS		
Endowment scholarship fund	75,626	74,526
Unrestricted	<u>21,556</u>	<u>21,088</u>
	<u>97,182</u>	<u>95,614</u>
	<u>\$ 102,182</u>	<u>\$ 98,114</u>

Approved on behalf of the Board:

Director



Director Andrea McCutcheon, ACAF Chair



ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
ENDOWMENT SCHOLARSHIP FUND		
Balance - beginning of year	\$ 74,526	\$ 72,401
Donations	<u>1,100</u>	<u>2,125</u>
Balance - end of year	<u>\$ 75,626</u>	<u>\$ 74,526</u>
UNRESTRICTED		
Balance - beginning of year	\$ 21,088	\$ 22,783
Net revenue (expenses) for the year	<u>468</u>	<u>(1,695)</u>
Balance - end of year	<u>\$ 21,556</u>	<u>\$ 21,088</u>
TOTAL	<u>\$ 97,182</u>	<u>\$ 95,614</u>

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF OPERATIONS FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
REVENUE		
Donations	\$ 4,379	\$ 1,584
Fundraising	1,136	718
Investment	888	1,201
	<u>6,403</u>	<u>3,503</u>
EXPENSES		
Bank charges	25	80
Conference bursaries	2,500	1,734
Operations	3,410	3,384
	<u>5,935</u>	<u>5,198</u>
NET REVENUE (EXPENSES) FOR THE YEAR	<u>\$ 468</u>	<u>\$ (1,695)</u>

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
OPERATING ACTIVITIES		
Net revenue (expenses) for the year	\$ 468	\$ (1,695)
Endowment scholarship fund donations	1,100	2,125
Net change in non-cash working capital items		
Accounts receivable	(3,818)	5,368
Accounts payable	<u>2,500</u>	<u>-</u>
	250	5,798
INVESTING ACTIVITIES		
Sale of investments	<u>24,192</u>	<u>-</u>
INCREASE IN CASH FOR THE YEAR	24,442	5,798
Cash - beginning of year	<u>32,733</u>	<u>26,935</u>
CASH - END OF YEAR	<u>\$ 57,175</u>	<u>\$ 32,733</u>

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019

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, accounts receivable, investments 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 risks have not changed from last year.



ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019

4. INVESTMENTS

The Foundation has investment certificates that earn interest at annual rates that range from 1.85% to 2.03% and mature between July 2020 and February 2022.

**THE ASSOCIATION OF
CANADIAN ARCHIVISTS**

**EQUITY
COMMITMENTS
2021 STATUS UPDATE**

A COMMITMENT TO EQUITY

The Association of Canadian Archivists (ACA) launched its Equity Commitments in Fall 2020. Since then, the Association, led by its board, staff, and committee volunteers, have worked thoughtfully and diligently to embed these commitments into all ACA work. This includes:

- Renaming the Education Committee to the Professional Development Committee and embedding equity in a new Terms of Reference;
- Renaming the Advocacy Committee to the Public Awareness and Advocacy Committee and embedding equity in a new Terms of Reference;
- Reviewing and re-writing all policies to align with the Equity Commitments and embed equity in all ACA business by design;
- Working closely with the ACA Conference Program and Host Committees to ensure equity is built into the conference and its social programming;
- Building board capacity to work more closely with Student Chapters and Special Interest Sections to encourage and support Black, Indigenous, and People of Colour (BIPOC) professionals at all stages of their careers;
- Revamping the ACA newsletter and social media channels to ensure more accessible communications to members and the broader public;
- Striking a new task force to develop a competency model for archivists that is focused more on what professionals need to succeed wherever and however they contribute to the profession; and
- Coordinating a multi-committee task force to assess member benefits and membership fees to make the ACA a more affordable association that delivers important programs and services to its members.

A detailed status update follows.

To share your thoughts, concerns, or suggestions with the Board of Directors, please contact Executive.Director@archivists.ca

Sincerely,



Rebecka Sheffield
ACA Vice President

May 22, 2021

1.

THE ACA WILL PRIORITIZE THE URGENT NEED FOR EQUITY AND JUSTICE FOR BIPOC (BLACK, INDIGENOUS AND PEOPLE OF COLOUR), PEOPLE WITH DISABILITIES, NEW CANADIANS, AND 2SLGBTQIA+ INDIVIDUALS AND COMMUNITIES.

Input	Output	2021 Status
The resources that will be invested to enable the outcome.	What the association will do with its resources to direct the course of change.	
Advocacy Services	Prioritize and promote advocacy efforts that have a direct impact on BIPOC, people with disabilities, new Canadians, and 2SLGBTQIA+ individuals and communities.	The ACA has established a new Public Awareness and Advocacy (PAAC) in 2021. This commitment is embedded in the PAAC terms of reference.
Student Chapters	Work in collaboration with equity-seeking student groups to improve access to and financial support for BIPOC, disabled, new Canadians, and 2SLGBTQIA+ students enrolled in archival education programs.	Ongoing.
ACA Annual Conference	Provide meeting spaces and networking opportunities for BIPOC professionals to connect and meet (virtually and in-person at the annual conference).	For the second year, the ACA program committee and Board has dedicated space for BIPOC professionals to meet during the annual conference.
ACA Foundation	Amend the terms of the ACA scholarship program to prioritize new Canadians, BIPOC, people with disabilities, and 2SLGBTQIA+ members.	Work has been initiated on a new scholarship program to meet this commitment.
Task Forces	Provide administrative and financial support for ACA task forces with mandates focused on confronting bias and discrimination in the archives and recordkeeping profession.	Ongoing.

<p>Membership Services</p>	<p>Introduce office hours to provide opportunities for BIPOC, people with disabilities, new Canadians, and 2SLGBTQIA+ individuals to talk directly with ACA leaders about the association, the profession, or issues impacting archives and recordkeeping more broadly.</p>	<p>To be discussed by new Board in July 2021 with anticipated start date Fall 2021.</p>
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2.

THE ACA WILL OFFER A RANGE OF PROFESSIONAL DEVELOPMENT OPPORTUNITIES AND RESOURCES THAT SUPPORT MEMBERS WITH DIVERSE PERSPECTIVES AND NEEDS.



Input	Output	2021 Status
The resources that will be invested to enable the outcome.	What the association will do with its resources to direct the course of change.	
Continuing education programming, including workshops, annual meetings, and the ACA Institute	Ensure all new continuing education programming centres anti-bias and anti-racist approaches.	The ACA renamed its Education Committee in 2021 to the Professional Development Committee and this group has embedded the Equity Commitments in its Terms of Reference.
	Develop resources to support members working with equity-seeking groups, and to promote open discussions about racism, colonization, homophobia, transphobia, ableism, xenophobia, and other of systems of oppression.	Not yet initiated.
	Work with partners to develop and/or deliver professional development opportunities that explicitly address bias and discrimination in archives and recordkeeping practices.	Ongoing.
ACA Job Board	Require all employers to include salary range in job opportunities posted to the ACA Job Board.	Ongoing.
ACA Mentorship Program	Grow the ACA Mentorship Program to support members at all stages of their careers and to meet the needs of an increasingly diverse professional community.	The Membership Committee will be building more capacity in the mentorship program moving forward as a key priority for the ACA.

3.

THE ACA WILL PROVIDE EQUITABLE OPPORTUNITIES FOR MEMBERS TO VOLUNTEER FOR LEADERSHIP POSITIONS AND FULLY PARTICIPATE IN ASSOCIATION BUSINESS.



Input	Output	2021 Status
The resources that will be invested to enable the outcome.	What the association will do with its resources to direct the course of change.	
ACA leadership and governance structures, including the Board of Directors, standing committees, and task forces.	Post all leadership and volunteer opportunities to the ACA website and members list and ensure transparent and fair recruitment practices.	Ongoing.
	Limit all volunteers to no more than two consecutive 2-year terms in the same position.	The Governance Committee is revising the volunteer policy to include this commitment.
	Develop anti-racism, anti-oppression, and anti-bias training for current and future volunteers, including staff, directors, chairs and mentors so that no member will be allowed to volunteer for a leadership position within the association without such training.	Not yet initiated.

<p>Support any member who serves the association as a Director, committee chair or task force chair by:</p> <ul style="list-style-type: none"> ▸ Waiving attendance fees for the annual conference; ▸ Providing financial support for travel to the annual conference; and ▸ Providing support for accommodations when attending the annual conference. 	<p>The Governance Committee has revised policy to include this commitment.</p>
<p>Prioritizing participation from BIPOC members on committees and at organization events.</p>	<p>Ongoing.</p>
<p>Review all ACA policies to ensure equitable language and to address embedded structural inequalities.</p>	<p>Ongoing. Governance Committee has made this a priority for 2021-2022.</p>

4.

THE ACA WILL ACTIVELY WORK TO MAKE ITS PROGRAMS AND SERVICES ACCESSIBLE TO AN INCREASINGLY DIVERSE ARCHIVES AND RECORDKEEPING PROFESSION.



Input	Output	2021 Status
The resources that will be invested to enable the outcome.	What the association will do with its resources to direct the course of change.	
Membership Services	Provide free, subsidized, or low-cost memberships, conference and continuing education fees to student, precarious and/or underemployed professionals when possible and acknowledge when unable to do so.	Ongoing. Governance Committee is developing a new Subsidy Policy to embed this commitment in more transparent governance for the ACA.
ACA Annual Conference	Offer fully virtual conferences every two years using accessible technologies, such as closed captioning and other embedded accessibility features.*	Ongoing. Covid notwithstanding, 2021 will be virtual, 2022 will be in-person at UBC, 2023 will be in-person at PEI (based on prior contracts), 2024 TBD.
	When hosting in-person conferences, ensure that: <ul style="list-style-type: none"> ▸ the conference venue is wheel-chair accessible; ▸ a variety of accommodations are available for attendees; ▸ any catering is low-cost, ethically sourced and supports local businesses where possible; and ▸ conference fees are kept as low as possible while still providing good service to attendees. 	Ongoing. UBC 2022 will be first conference to embed commitments.

	<p>Conferences are scheduled to allow for the greatest participation of members and non-members, such that:</p> <ul style="list-style-type: none"> ▸ there is better coordination with our allied national and regional associations, ▸ there is a dedicated quiet, low-sensory space every day of an in-person ACA event to allow for prayer, breastfeeding or social timeout; ▸ there at least one alcohol-free social gathering during each day of in-person ACA events; and ▸ events do not coincide with major religious holidays. 	Ongoing.
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* Notwithstanding existing agreements the ACA has to host in-person annual conference and meetings for 2022 (Vancouver) and 2023 (Charlottetown).





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ACA theBulletin 2021 - Addendum D

Institutional Membership Working Group Report June 2021

Background

In response to feedback from members during the strategic planning process the board conceived of a 'white paper' on the membership category, and following initial survey work by the Membership Committee in 2019, a Working Group was established in spring 2020 tasked with studying and getting input from members and non-members about the ACA's Institutional Member category.

A benefit for institutional members was achieved after the 2020 Annual General Meeting, when both individual and institutional members passed the new By-Laws that provided Institutional members voting status and the ability to identify one representative that can act on the Institution's behalf by voting and serving in ACA leadership roles (on committees and in Board Director at Large positions).

Working Group purpose

The Working Group's terms of reference established its purpose was to examine the Association's institutional membership category and recommend any changes to the Board, through the following tasks:

- Profile current, lapsed, and prospective institutional members
- Analyze the current benefits for institutional members, including the uptake on those benefits, whether they meet their needs, and what are projected future needs
- Analyze the current financial contributions of institutional members, including the fee structure
- Examine take-up of institutional member benefits for employees vs. individual membership take-up, including individual fees
- Examine the effect of bylaw changes (anticipated approval in mid-2020) on institutional membership

Working Group members are Anna Gibson Hollow, University of Alberta; Elis Ing, McGill University (Membership Committee representative); David Mawhinney, Mt. Allison University; Jennifer Mohan, BC Government (Finance Committee representative); John Roberts, Archives of Ontario; Jane Morrison, Chair (Board liaison to Membership Committee). Previous member Shamin Malmas, Membership Committee chair and representative; and the work was started by Sean Hayes of the Membership Committee. Although the members did not represent as wide a variety of institutions as would have been ideal, we did achieve a reasonable regional representation.

Findings

A survey was designed and issued in fall 2020 with the following questions:

- Are you a current ACA institutional member?
- How many staff work full-time and part time at your institution?



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- Which of the Institutional Member benefits has your institution used in the past 5 years? (Archivaria, Member rate for conference registration, Member rate for workshops/institutes, Networking)
- Of these current benefits, please assign their importance (from 1-5)
- Are you satisfied with the current fee structure?
- Do you encourage your staff to be individual members? Why or why not?
- Do you have any additional feedback?

The survey was anonymous with an option of providing a contact email and was sent directly to current and lapsed members and promoted on ACA channels. By January 2021 there had not been as high a response rate as we'd hoped so the deadline was extended and it was promoted more heavily through messaging, including some directly targeted messaging. The survey was closed in early March with 39 responses.

32 of the 39 respondents were satisfied with the current fee structure. The 7 respondents not satisfied offered suggestions which are not feasible for the ACA to accommodate, such as reducing fees by half.

Quantitative survey results

Respondents indicated that member rates for all professional development opportunities are the most important benefits to them.

Overall, member rates are the two most important benefits, followed by networking and Archivaria.

Of these current benefits, which is the most important to you:

Archivaria	Member rate for conference registration	Member rate for workshops / institutes	Networking
4	1	2	3

The value ranking (1-5 with 5 the most valuable benefit) chosen by respondents shows the significant value placed on professional development opportunities, compared to the value placed on Archivaria and networking opportunities.

Of these current benefits, which is the most important to you:

Order of Importance	Archivaria	Member rate for conference registration	Member rate for workshops / institutes	Networking
5	10	26	25	12
4	10	5	5	9
3	5	1	2	8
2	7	2	3	4
1	5	3	2	2



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Qualitative survey results (selected representative comments)

Do you have any additional feedback?

- Please maintain institutional membership, it is a primary way of professional archivists being able to participate and/or benefit from the ACA.
- Whatever decisions ACA makes, please remember that not all archival institutional members are well funded or well recognized by our 'parent' bodies. We aren't all Provincial or University Archives.
- Consider establishing an institutional membership category for Indigenous organizations to encourage membership.
- I think being an institutional member of the ACA would foster the growth of my organization as an archival institution. We need that, even now when we can't fully claim that identity! But even without it, we are an institution with archivists and we need to support them.
- This category is a very powerful helper for our institution and our staff.
- I would like to see GLAM partnerships which open up possibilities for breaks on cross-discipline workshops fees.

Do you encourage your staff to be individual members? Why or why not?

- No, institutional membership covers needs -- particularly conferences and networking.
- No, as there doesn't seem to be any additional benefits to being both an institutional member and an individual member.
- The prohibitive cost of individual membership is a huge disincentive to most if not all staff, and to most people in our field, especially those on the margins who might benefit most, unfortunately. I never advocate becoming an individual member.
- Yes. However it is beyond the means of our PT staff.
- No, unnecessary expense. An institutional membership should be one perk that an institution can offer its workers in a field in which salaries are modest.
- Yes, especially as it used to be required to participate in ACA committees [*n.b.: it still is, unless the individual is the institution's delegate*].
- We do, although we can't financially pay for those memberships as a rule (due to internal regulations).
- Now yes as the ACA is offering more workshops and content that make it worthwhile.
- There is value in making individual commitments to our national professional body. Having an individual membership creates a sense of connection.
- No. I encourage them to be members of the provincial association. They can't afford both.
- At the moment, there isn't much reason for staff to become individual members. ACA doesn't offer FN-specific records advice from a perspective that shows they know what an First Nations administration looks like, how the work is done, when & where archives are developed, how to support them with extremely erratic funding, and so on. There are also not many Indigenous people in events, so it's hard to recommend ACA to new people & be sure they will have a comfortable experience. ACA isn't where we would guide someone



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who is just getting started. And that's OK. For now, we believe in supporting growth. As an institutional member, perhaps we will be able to help guide in that growth.

At the same time we extended the survey, the Working Group planned a Town Hall event to give the opportunity to prevent survey fatigue and provide a different channel for input and discussion. It was held on March 11 with 9 attendees.

Selected representative comments and discussion points were:

- As an institutional member you can be involved in shaping ACA; can support the national community; can provide staff and students with opportunities.
- Be careful of defining archival institutions too strictly.
- There is a lack of clarity between benefits of individual vs. institutional membership.
- The interests of individuals and institutions can differ; which is ACA geared towards; balance advocacy needs.
- Those who can afford to and who have jobs where volunteer involvement is valued, pay both memberships; many can't afford the individual fees; look to discounts and reciprocal benefits with other associations; be careful of 'competition' with P/T councils.

While ACA primarily is intended to represent and serve individual members, at the same time it has long been conceived that the institutional member category was in place to enable institutions to assist their staff with accessing professional development opportunities, while also supporting the profession. In the entire institutional category, almost all members are in the 0-2 and 3-5 staff member levels (55 and 37 respectively, April 2021 numbers).

Our findings and the member numbers in the lowest staff levels show that this conception of the purpose is, perhaps, more valid than ever in 2021. As observed by a Town Hall attendee, "Institutional membership can be a real boon to these small organizations." At many of these institutions, staff may not be able to afford individual membership. This applies to existing members and those ACA may wish to attract.

In its considerations and recommendations about the fee structure, the Working Group has applied the following principles:

- Accessibility and inclusion: the fees and classes should make institutional membership accessible to the full range of potential institutional members, especially poorly-resourced institutions
- Acceptability: both the fee levels and changes from existing fees should be broadly acceptable to members
- Equitable: fee levels should be fair to institutions of all sizes
- Consistent with individual memberships: fee levels should be informed by individual fees and benefits to avoid undesired incentives to take up a particular membership class
- Justifiable: fee levels should reflect the benefit likely to be obtained by the institution.
- The ACA is not seeking to increase revenue by increasing institutional member fees.



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Current fee structure

Institutional Membership Number of Staff	Membership Fees
0-2 staff	\$ 273
3-5 staff	\$ 294
6-20 staff	\$ 887
21-50 staff	\$ 1,742
51-399 staff	\$ 2,587
400 staff and over	\$ 15,543

The Working Group has recommended some changes to the existing fee structure to the Board but does not recommend major changes such as having it based on an institution's budget or a tiered approach. The Board is expecting to present these fee changes to the membership for voting in fall 2021. The Working Group is recommending some changes to the fees that we hope members will see as fair, and the breakdown of the 6-20 staff category into two, 6-10 and 11-20 staff.

Broad recommendations and next steps

Consider establishing an institutional membership category for Indigenous organizations to encourage membership.

Be careful of strictly defining institutions too closely with western and academic standards.

The Membership Committee should work with the Professional Development Committee and the Board on seeking more professional development partnerships with other organizations.

Develop a high-level communications plan regarding the working group recommendations and the tangible and intangible benefits of institutional membership.

Communicate regularly about the benefits and distinctions of institutional membership, such as voting privilege, designation of a delegate, receiving print Archivaria.

Communicate regularly about the role of the ACA as distinct from the roles of the Provincial and Territorial Councils and the CCA.

The Working Group will wrap up its work in the next few months with a high-level communications plan and finalization of the fees recommendation to the Board which will then go to the membership. Some members will also work with the Board, and there will be cross-committee work regarding individual member fees with the Membership Committee and Finance Committee as well as work with the Communications Committee.



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The recommendation to establish an institutional membership category for Indigenous organizations will require some further cross-committee liaising led by the Board, work with the Indigenous Matters Working Group, and some liaising with Provincial and Territorial Councils as well as other organizations.

Thank you to present and past Working Group members,
Respectfully submitted,
Jane Morrison, ACA Secretary