



Association of Canadian Archivists  
June 2022

*The Bulletin*





Association of  
Canadian Archivists  
Association canadienne  
des archivistes

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.

#### **ACA Secretariat**

Client Services Coordinator: Maureen Tracey  
Executive Director: J.M. (Jo) McCutcheon

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

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## Annual Reports: Board of Directors

### President's Report – Erica Hernández-Read

#### 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, unsundered 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.”<sup>1</sup>

#### 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 675 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 2021-2022 Year in Review:

##### Advocacy

The ACA endeavors 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:

- **Support for External Fundraising Efforts (July 2021):** After the devastating fire which destroyed the entire town of Lytton, BC in July 2021, the Board supported the promotion of external fundraising efforts to raise monies for Lytton-based archivist Melanie Delva and her wife Erin, and the Lytton First Nation, all of whom suffered tremendous loss due to this horrific event.
- **A Consultation on How to Implement an Extended General Term of Copyright Protection in Canada (March 2021):** On February 11, 2021, the Honourable François-Philippe Champagne, Minister of Innovation, Science and Industry, and the Honourable Steven Guilbeault, Minister of Canadian Heritage, [launched](#) "A Consultation on How to Implement an Extended General Term of Copyright Protection in Canada.". The [Archival Community Response](#) to "A Consultation on How to Implement an Extended General Term of Copyright Protection in Canada" was presented by the Canadian Council of Archives Statutory Review Working Group and endorsed by the Association of Canadian Archivists and l'Association des archivistes du Québec.
- **Endorsement of CHA Statement (Aug. 2021):** After much research and informed deliberation, the Board decided to endorse the Canadian History Association's released statement regarding use of the word "genocide" when speaking of the history of violence against Indigenous peoples in Canada. This thought-provoking decision resulted in the following actions:
  1. A letter of support was written to the Canadian History Association articulating ACA's endorsement.
  2. Any future ACA communication re: the history of violence against Indigenous peoples in this country will be referred to as genocide.
  3. As part of our ongoing professional development, advocacy & awareness, and communications programs, the ACA will be providing members with resources and educational opportunities through which to learn about our nation's horrific history, as well as highlighting ways members can contribute to the healing and reconciliation process on an institutional and even personal level.



- **Consultation on a Modern Copyright Framework for AI and the Internet of Things. (Sept. 2021):** The Canadian Council of Archives submitted the archival community response to the Federal Government Consultation on a Modern Copyright Framework for Artificial Intelligence and the Internet of Things, which was also endorsed by the Association of Canadian Archivists and l'Association des archivistes du Québec. The submission was prepared by the Canadian Council of Archives (CCA) Statutory Review Working Group, established to examine and address issues related to the Canadian archival community in the current review of the Canadian Copyright Act.
- **Raise an Issue (Oct. 2021):** As part of our overall website refresh, and in keeping in line with the objectives of our 2018-2021 Strategic Plan, the Board approved the launch of a new [ACA "Raise an Issue" form](#). This form is available to both members and the general public as a means through which people can bring the ACA's attention to specific advocacy, outreach, and/or awareness issues that may require action by some facet of the ACA – the Board, our committees, our secretariat, or our membership.
- **Defining available ACA support for New Canadian Archivists (March 2022):** After much deliberation, the ACA Board has identified specific ways our Association can assist new colleagues in their integration into the Canadian archival landscape and/or heritage sector.
- **Afghan Refugee Support Efforts (Sept. 2021-ongoing):** I have been corresponding with colleagues at UNESCO Archives to assist them with a request for help they had received from an Afghan archivist after the Taliban coup in August 2021. Our Afghan colleague needed urgent assistance to help them and their young family escape from Kabul, obtain official refugee status, and (hopefully) secure Canadian refugee sponsorship. I've met with members of the Afghan-Canadian community and spoken with the CCA and an immigration lawyer about how exactly we as an association might be able to assist in this difficult resettlement process. While it is not likely that sponsorship is something the ACA can take on, we can amplify fundraising efforts to support this process, we can offer support to archival colleagues new to Canada, and we can work with provincial archival associations to develop a professional integration strategy.
- **Support for External Fundraising Efforts (March 2022):** The Board supported the promotion of external fundraising efforts to raise funds for the Canadian Red Cross: Afghanistan Humanitarian Fund, the Canadian Red Cross: Ukraine Humanitarian Appeal, and the Ukrainian Canadian Congress' Ukraine Humanitarian Appeal.



- **ACA Fundraising Campaign (June 6-10, 2022):** Through an on-line silent auction and print-on-demand merchandise sales, the ACA intends to raise monies for the State Archival Service of Ukraine with the understanding that such funds will be distributed to those archives across Ukraine whose infrastructure and/or archival materials were damaged during the war with Russia. Fortunately, in 2021 the Galt Museum and Archives entered into a formal Memorandum of Understanding with SASU, and it is through this pre-existing agreement that the ACA will be able to directly transfer all funds raised, thereby limiting the amount of times currency must be converted and the number of currency exchange charges that must be paid.
- **Endorsement of the Reconciliation Framework by the Response to the Report of the Truth and Reconciliation Commission Taskforce (March 2022):** The Board endorsed the Reconciliation Framework in recognition that the ACA has a responsibility to undertake its own reconciliation initiatives and support our professional community to implement the reconciliation framework within their own institutional context.

#### Membership Services:

- **Nominations & Awards Committee (NAAC):** The newly re-vamped Nominations & Awards Committee was populated with a tremendous group of dedicated ACA volunteers. Led by co-chairs Shannon Hodge and Alice Albarda, NAAC set to work right away re-assessing existing ACA awards and proposing much needed changes.
- **Indigenous Matters Working Group (IMWG):** In recognition of the ACA's ongoing commitment to equity, diversity and inclusion, a Working Group dedicated to reconciliation, relationship-building, and indigenization of the archives' profession has been established. Comprised of Indigenous and non-Indigenous archivists and heritage professionals, the Indigenous Matters Working Group (IMWG) is responsible for recommending a strategic and coordinated approach to the ACA which will support this urgent and ongoing work. This Working Group will review the Reconciliation Framework and Final Report of the Response to the Report of the Truth and Reconciliation Commission Working Group (TRC-TF) of the Steering Committee on Canada's Archives alongside the ACA's current organizational structure, events and activities, membership framework, and educational offerings to create an Indigenous Matters *Action Plan*. This Action Plan will not only identify areas within the ACA which require de-colonialization work be undertaken, it will also identify priorities and strategies for how to engage in this work. Timeline for this work is two years beginning April 2022.
- **Residential School Records Support Group:** This informal group of ACA members and non-members was established to create a safe space in which colleagues engaged in this type of trauma-based archival work could discuss work, rant about frustrations, and



share the weight of the burdens they carry with others who understand the unique challenges and vicarious trauma they live with daily.

- **Carr McLean Sponsorship:** The Board negotiated a 10% ACA Member Discount off all Carr McLean purchases over \$100. 2021 Discount codes were made available to members by the ACA Secretariat in Sept. and remained in effect until Dec. 31, 2021. As of January 1, 2022 new codes were made available.
- **Ancestry Sponsorship:** After several months of negotiation, the Board signed another five-year sponsorship agreement with Ancestry. Through this agreement, the ACA will receive up to \$60,000 in financial support, starting with our first annual installment of \$12,000 on January 1, 2022. All received monies will be used as follows:
  - Not less than \$1,250 will be provided annually to the ACA Foundation for distribution through the Ancestry Continuing Education Award.
  - Funds will also be used towards ACA conference costs, which in turn help keep member conference fees down.
- **Indigenous History Month / International Archives Week (June 2022):** Together with the Australian Society of Archivists, the ACA Board organized a suite of 5 events and workshops both to honour and celebrate Indigenous History Month and International Archives Week. ACA and ASA members were invited to attend all events at the member rates advertised by the hosting association.

#### ACA Conference 2021:

**Overview:** From June 7-11, 2021 the ACA hosted its 46<sup>th</sup> Annual Conference. Entitled “Home Improvement: Building Archives Through Change,” this virtual conference brought together 123 speakers, instructors and moderators from across Canada and around the world to facilitate a stellar selection of presentations, sessions, forums and workshops. Almost 500 people attended the virtual conference via Zoom and Whova. Attendee engagement via the interactive Whova platform was also very high, with 3,761 messages sent on the app via the community board and between attendees over five days. Together, attendees logged over 3,100 hours of session viewing and visited exhibitor booths 1,000 times!

**Sponsorship Benefits:** Through the financial sponsorship provided by our 2021 Conference sponsors, Ancestry and Carr McLean, Nunavut Archives and Andornot Consulting Inc. and through the incredible generosity of ACA members like you, we were able to provide subsidized conference registration for over 100 members experiencing precarious employment or job loss. While only 47 of these available spots were used, the remaining funds were transferred back to the ACA Foundation to support future member subsidies.



**Gratitude:** Neither this conference, nor its success, would have been possible without the tremendous efforts of the 2021 Conference Program and Host Teams. Please join me in thanking the following ACA members for their time and dedication towards ensuring the success of the ACAs 2021 Annual Conference:

ACA Program Team	ACA Virtual Host Team
Grant Hurley, Chair	Emily Lonie, Chair
Angela Beking	Kent Kikot
Jesse Boiteau	Jenna Murdock Smith
Ferrin Evans	
Devon Mordell	
Amanda Oliver (Education Committee Liaison)	
Juanita Rossiter	
Emily Sommers	
Alexandra Wieland	

**ACA Conference 2023: Charlottetown, Prince Edward Island (in-person)**

Planning for the ACA 2023 conference is now underway and we are thrilled with the prospect of meeting once again in person (*knock on wood*) in the beautiful province of Prince Edward Island. This will be the first time an ACA conference is being held in the “Garden of the Gulf” and we couldn’t be happier. Please consider volunteering on the 2023 Conference Program Team or Host Team, to apply [volunteer here](#). As well, keep on the lookout for an upcoming call for conference submissions.

[Executive Leadership Team](#)

The 2021/2022 year saw the addition of few new members to the ACA Board. Kaitlin Normandin joined the Board as ACA Secretary, Anna Gibson Hollow took on the role of Vice-President and James Roussain joined the ranks as the ACA’s third Director-at-Large. While Gillian Dunks, Andrew Chernevych, Andrea McCutcheon, and Erica Hernández-Read continued into year two of their first term on the Board. In accordance with By-Law No.1 (Article.5.5) Erica, Gillian, Andrea, and Andrew’s first terms of office are tentatively set to expire on June 28, 2021 at the conclusion of the ACA’s 2022 Annual General Meeting.



As of July 1, 2021, the ACA Board and their portfolios for 2021/2022 consisted of:

- Erica Hernández-Read, President (Public Advocacy and Awareness, Indigenous Matters Working Group, International/SCCA, Ex-officio all committees)
- Anna Gibson Hollow, Vice President, (Governance, Nominations and Awards)
- Andrea McCutcheon, Treasurer (Finance, ACA Foundation, Conference)
- Kaitlin Normandin, Secretary, (Membership)
- James Roussain, Director-at-Large, (Professional Development Committee, Professional Competencies for Archivists Working group, Student Chapters)
- Gillian Dunks, Director-at-Large (ACA Special Interest Sections)
- Andrew Chernevych, Director-at-Large (Communications, Website Working Group)

***The ACA Board would like to acknowledge the tremendous work of outgoing Board members Andrea McCutcheon (Treasurer), and Gillian Dunks (DaL) and thank them for their incredible contributions towards the ACA and our membership.***

ACA Standing Committee and Working Group Chairs & co-Chairs:

- Fiorella Foscarini, General Editor, *Archivaria*
- Karen Suurtamm, Communications Committee
- Michael Gourlie & Deirdre Bryden, Governance Committee
- Kira Baker, Membership Committee
- Shannon Hodge & Alice Albarda, Nominations & Awards Committee
- Devon Mordell, Professional Development Committee
- Robert McLelland & Rene Georgopolis, Public Awareness & Advocacy Committee
- Raegan Swanson, Indigenous Matters Working Group
- Rebecka Sheffield, Professional Competencies for Archivists Working Group
- Jean Dryden, ACA Rep on the Canadian Council of Archives Statutory Review Working Group

***The ACA Board would again like to acknowledge the amazing work of outgoing chairs Karen Suurtamm (Communications), Devon Mordell (Professional Development), and Deirdre Bryden (Governance) and thank them for their tremendous contributions towards the ACA and our membership services.***

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.***

Finally, I would like to express my personal gratitude to my amazing Board colleagues, Committee/Working Group Chairs and co-Chairs, and Committee/Working Group 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  
ACA President*



*Photo Credit: City of Regina Archives, String orchestra of the Association of Ukrainian Labour Temple, ca. 1930s  
Accession No. 124431185\_cora-rpl-b-0055*



### **Vice-President's Report – Anna Gibson Hollow**

Much of my first term has been spent learning about the role the ACA Board plays in supporting our members, committees and volunteers. As the Board liaison to the Governance Committee, I have supported the development and stewarding of new policies through the Board approval process. This process involves consultation with other committees, board members and the secretariat to ensure that policies align with our equity commitments, bylaws and strategic plan. Much of the work done over the past few months involved developing a Fee Subsidy Policy, which we look forward to sharing with members once approved, as well as reviewing SIS Statements of Goals and various documents drafted by other committees to ensure alignment with our equity commitments.

As Vice President I also serve as the liaison to the newly formed Nominations and Awards Committee (NAAC). This is another busy committee that has been tasked with managing both the awards and the board nomination processes. This committee really hit the ground running this year - developing their Terms of Reference, revising the ACA Fellows Awards criteria, establishing a calendar of activities, to name just a few things - and I have enjoyed being a part of this development.

The last thing I wish to highlight in this report is the ACA Strategic Plan, *Moving Forward Together*. This plan identified five priorities - Advocacy, Continuing Education, Membership Services, Communication, and Organizational Performance - that the ACA has used as a blueprint to help us improve our services to members. Last fall the Board of Directors made the decision to extend the plan for another year to finalize a couple of outstanding objectives. In May of this year, we engaged The Portage Group to help us obtain member feedback and provide us with a report on how the ACA members feel we have performed over the past 4 years. Now that the report is complete, we will use this to help inform our next Strategic Plan. In the fall we will put out a call for volunteers to help us develop this plan so stay tuned.

I would like to finish my report by saying that my first year serving as the Vice-President of the ACA has been an incredible experience. I have learned so much in a short period of time and truly appreciate the opportunity to serve our members. I wish to extend my gratitude to the members of the Governance Committee and NAAC for their hard work and patience with me this past year. Thanks also to my colleagues on the Board of Directors for their support, and a big thank-you to Jo McCutcheon and Maureen Tracey for their hard work and dedication to this association.

*Respectfully submitted,*  
*Anna Gibson Hollow*  
*ACA Vice President*



### Secretary's Report - Kaitlin Normandin

It's been a privilege to serve as ACA Secretary over this past year and participate in the discussions and issues affecting the archival profession. The Secretary portfolio includes liaising with the Membership Committee; please see the Chair's report for more details on their hard work over the last year. In addition to obtaining feedback on how to improve the Mentorship Program and increase BIPOC representation, the Committee has worked with the ACA Office to coordinate the annual Early Bird Prize Campaign, and continue outreach to student chapters via virtual class visits. The Committee has also been participating in the Website Renewal Working Group; reviewing and updating Membership pages, members-only sections and other Member Directory features. As ever, the Committee has also been reviewing and providing thoughtful feedback on new policies that may affect ACA members.

My main project has been to advance a review of Individual and Institutional ACA membership fee amounts and structures. The ACA Board, Membership Committee, Financial Review Committee, and Institutional Membership Working Group have worked in recent years to reconsider the viability and merits of amendments to these.

Work on Institutional memberships was initiated by the Board in response to member feedback from the strategic planning process. In 2019, the Membership Committee completed a survey in 2019 and in 2020, the Institutional Membership Working Group was established. The findings and recommendations of this group's study of members and non-members' opinions on the ACA's Institutional member category were published in the 2021 [Bulletin](#) in "Addendum D: Institutional Membership Working Group Report June 2021."

Work on the initial Individual Membership Report was undertaken in response to a 2016 General Membership vote to increase fees rather substantially, and subsequent deferrals to implementing these increases based on the ACA's improving membership and financial circumstances, and the changeable and uncertain circumstances that have occurred in recent years. Mindful of cost-of-living increases and the Fall 2020 ACA Equity Commitments, the Membership Committee and ACA Secretariat refreshed the data in the initial report to reflect current ACA finances and membership trends. *Based on feedback from the Financial Review Committee and ACA Standing Committee Chairs, the ACA Board voted to endorse the recommendations laid out in the Individual Fee Reports and will have a special Board meeting to review the Institutional Membership Fee Report.*

The Board would like to express its gratitude to Jane Morrison and the Institutional Membership Working Group, Jonathan Dorey, Shamin Malmas, Kira Baker and the Membership Committee, Andrea McCutcheon and the Finance Review Committee, as well the ACA Office staff Jo McCutcheon and Maureen Tracey for their work on this important membership matter and we recognize there is still work to be done.



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*The Board is in the process of reviewing the recommendations in each report and incorporating them into a draft motion for a special member vote on this matter to be held online in the fall of 2022. Members will be able to view these reports and their respective recommendations online shortly, and are encouraged to provide feedback.*

Thank you to my colleagues on the Board; the dedicated volunteers who serve on ACA committees, task forces, and working groups; and most especially you - our members.

*Respectfully submitted,  
Kaitlin Normandin  
ACA Secretary*

The City of Calgary, Corporate Records, Archives CalA2011-006-1206





## Treasurer's Report - Andrea McCutcheon

As my term as ACA Treasurer comes to a close, I remain grateful to ACA's Executive Director Jo, ACA's Member Service Coordinator Maureen, my fellow ACA Board members, and the committee Chairs and members who have all worked diligently to contribute to the optimistic financial trajectory and outlook that I am pleased to present in this, my final report.

Once again, the prudent decisions of the preceding ACA Board have laid the groundwork for these outcomes and the present Board and Secretariat continue to streamline our operations and base all financial decisions on the ACA's shared commitments to equity and member value.

### Membership

We continue to experience strong member engagement with nearly 700 members at the time of writing this report.

### Sponsorship

The ACA renewed a five-year agreement with Ancestry in 2021 which provides variable virtual and in-person conference support and a bursary each year. The ACA also partnered with CarrMcLean on an agreement that provides ACA institutional and individual members a discount on archival supplies over \$100.

### ACA Annual Conference

The ACA 2021 Virtual Conference: *Home Improvement* was well attended and saw revenue of \$49,182. Previous years' investments in Whova and Zoom continued to contribute to the efficient and economical delivery of the virtual sessions and in lieu of speaker gifts, the ACA made a donation of \$2,100.00 to the Conference Planning Committee's chosen organization: the Indian Residential School Survivors Society.

With the deferred contract in force to host an in-person conference at UBC in June of 2022, and amidst continued uncertainty related to COVID-19, in the fall of 2021, the ACA Board made the decision to pursue a hybrid conference format offering sessions both in-person at the University, as well as streamed online at a flat rate for members. At the time of writing, registration for the conference is strong at 290 registered delegates.

In 2023, we plan to meet in-person once again in PEI. The ACA Secretariat was able to defer the initial contract with the PEI venue, originally scheduled for 2021. However, the expenses committed to in the contract are associated with hotel conference venue delivery rates which tend to be higher than University-based venue offerings. With the contract commitments in place, the Board will do its best to keep costs accessible, but membership should prepare for increased in-person conference rates next year. Going forward, the Board plans to return to sourcing more affordable and accessible conference venues and virtual offerings.



### Professional Development

Many thanks to the Professional Development Committee who continue to source and supply valuable PD content to members. In 2021 we enjoyed about three times the PD revenue over the previous year (\$18,985). 2022 has yet to see such gains at the time of writing, but there are still offerings in the calendar and PD remains a significant member benefit. Furthermore, these offerings help meet our equity commitments related to expanding the scope and accessibility of archives and records management related education and providing opportunities for members to share their expertise. ACA Governance and PD committee work continues to review honoraria options offered to presenters, and alternative models to deliver PD in an equitable and accessible manner.

### Archivaria

Thanks to the efforts of the *Archivaria* Editorial Board, our world-renowned academic journal continues to advance the archival discourse generate revenue for the ACA. Subscriptions are on track with last year's numbers, and licensing agreements with *Erudit* and *Project Muse* brought in additional revenue again in 2021. Congratulations are in order for the Archivaria Board and ACA Secretariat who received a **SSHRC** grant in early 2022. The successful application is a wonderful achievement that will help support *Archivaria* over the next three years and we are very grateful to Heather Home, Fiorella Foscarini, Emily Sommers, Erica Hernandez-Read, and Jo McCutcheon for their efforts to secure this grant.

### Finance Review Committee

I would also like to thank and acknowledge my fellow members of the Finance Review Committee who have worked over the past year to review the ACA's new fellowship award criteria, help establish the 2022 hybrid conference rate, and review the Membership Committee's individual membership rate report. This is a small committee that would do well to grow in both size and perspective to support the ACA Board to make prudent and equitable decisions related to ACA finances.

### CEBA Loan

During the pandemic, the ACA received a loan under the Canada Emergency Business Account (CEBA) program which provided \$60,000.00 interest free until December 31, 2022. \$20,000.00 of this amount was forgivable if the loan was repaid by December 31, 2022 and the program has extended the repayment date option once again to December 31, 2023. In the fall of 2021, the ACA Board opened a high interest savings account with RBC to house these funds until repayment.



The ACA Board and Secretariat have scheduled to review the best course of action with regards to the repayment for the fall of 2022.

### Investments

The ACA also holds investments with RBC Dominion Securities Inc. under the advice of their licensed Investment Advisors. These investments consist of a GIC with a 5-year laddered maturity plan for 85% of the funds with the remaining 15% in the conservatively growth-focused, sustainable Manulife Dividend Income Fund (10%) and Desjardins Societara Clean Tech Fund (5%). Investment income was \$13,130 in 2021. The Finance Review Committee and ACA Board will review and re-invest the amounts that have matured as part of the budget process this fall.

### 2021 Finances

#### **Revenue**

Total revenue for 2021 was strong at: \$283,961. The Board again favored virtual Planning and Priority sessions, thus reducing the costs associated with in-person meeting travel. Our membership, conference, professional development and Archivaria journal programs also contributed nicely to this position.

#### **Expenses**

With the exception of the purchase of a new server and support contract, 2021 expenses were typical of recent years and stable at: \$279,706.

#### **Net Revenue**

ACA enjoyed another year of positive net revenue for 2021 with a surplus of \$4,255.

### 2021 Audited Financial Statements

We are pleased to include in this report, the ACA's 2021 audited financial statements. This audit was completed by the firm Ouseley Hanvey Clipsham Deep LLP.

Looking ahead to the 2022 audit, the Board and Secretariat are considering quotes from two alternative firms in addition to Ouseley Hanvey Clipsham Deep LLP. Once all quotes have been received, the Board and Secretariat will put forth a recommendation for membership to vote on the firm to engage for the ACA 2022 audit.

Members are welcome to request access to the financial statements of the ACA and ACAF at any time by contacting the Secretariat or Treasurer.



In closing, I believe the ACA is on a positive financial trajectory with sufficient plans in place to mitigate the foreseeable risks. I send all my best to the Secretariat, the next Treasurer, and the incoming Board for continued success in the coming year and thank ACA membership for their continued support and engagement.

*Respectfully submitted,*  
*Andrea McCutcheon*  
*ACA Treasurer*



Portrait of Ukrainian dancers.  
ID: LH-4479

CLOSE X



Association of  
Canadian Archivists  
Association canadienne  
des archivistes

**June 2022 ACA Annual Report**  
*The Bulletin*

Audited Financial Statements, ACA 2021

**ASSOCIATION OF CANADIAN ARCHIVISTS**

FINANCIAL STATEMENTS

DECEMBER 31, 2021

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## 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, 2021, 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, 2021, 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.



**ASSOCIATION OF CANADIAN ARCHIVISTS**

STATEMENT OF FINANCIAL POSITION  
AS AT DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 98,881	\$ 282,443
Accounts receivable	19,912	25,606
Prepaid expenses	<u>31,646</u>	<u>36,456</u>
	150,439	344,505
INVESTMENTS AND ACCRUED INTEREST RECEIVABLE (note 4)	427,636	192,955
PROPERTY AND EQUIPMENT (note 5)	<u>1,188</u>	<u>1,621</u>
	<u>\$ 579,263</u>	<u>\$ 539,081</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable	\$ 28,831	\$ 37,385
Government remittances payable	5,824	9,872
Deferred revenue (note 6)	<u>84,641</u>	<u>56,112</u>
	119,296	103,369
CEBA BANK LOAN (note 9)	<u>60,000</u>	<u>40,000</u>
	<u>179,296</u>	<u>143,369</u>
<b>NET ASSETS</b>		
Invested in property and equipment	1,188	1,621
Unrestricted	<u>398,779</u>	<u>394,091</u>
	<u>399,967</u>	<u>395,712</u>
	<u>\$ 579,263</u>	<u>\$ 539,081</u>

Approved on behalf of the Board:

Director

Director





**ASSOCIATION OF CANADIAN ARCHIVISTS**

STATEMENT OF CHANGES IN NET ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
INVESTED IN PROPERTY AND EQUIPMENT		
Balance - beginning of year	\$ 1,621	\$ 2,218
Amortization	<u>(433)</u>	<u>(597)</u>
Balance - end of year	<u>\$ 1,188</u>	<u>\$ 1,621</u>
UNRESTRICTED		
Balance - beginning of year	\$ 394,091	\$ 392,732
Net revenue for the year	4,255	762
Amortization	<u>433</u>	<u>597</u>
Balance - end of year	<u>\$ 398,779</u>	<u>\$ 394,091</u>
TOTAL	<u>\$ 399,967</u>	<u>\$ 395,712</u>





**ASSOCIATION OF CANADIAN ARCHIVISTS**

STATEMENT OF OPERATIONS  
FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
REVENUE		
Archivaria	\$ 75,656	\$ 89,942
Conference	49,182	53,319
Education	13,985	6,160
Investment income	13,130	6,310
Membership	130,479	127,159
Miscellaneous	1,529	1,085
	<u>283,961</u>	<u>283,975</u>
EXPENSES		
Archivaria	36,050	38,358
Board of Directors	400	22,292
Conference	18,998	5,922
Education program	4,274	3,520
Member services	6,194	2,369
Outreach and government relations	1,299	2,603
Salary and administration	212,491	208,149
	<u>279,706</u>	<u>283,213</u>
NET REVENUE FOR THE YEAR	<u>\$ 4,255</u>	<u>\$ 762</u>





**ASSOCIATION OF CANADIAN ARCHIVISTS**

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
<b>OPERATING ACTIVITIES</b>		
Net revenue for the year	\$ 4,255	\$ 762
Items not affecting cash		
Amortization	433	597
Accrued interest and unrealized gain	12,867	7,347
Net change in non-cash working capital items		
Accounts receivable	5,694	(8,993)
Prepaid expenses	4,810	(7,400)
Accounts payable	(8,554)	1,978
Government remittances payable	(4,048)	6,675
Deferred revenue	28,529	(16,896)
	<u>43,986</u>	<u>(15,930)</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of investments	(423,268)	-
Sale of investments	175,720	117,543
	<u>(247,548)</u>	<u>117,543</u>
<b>FINANCING ACTIVITIES</b>		
Receipt of CEBA bank loan	20,000	40,000
<b>INCREASE (DECREASE) IN CASH FOR THE YEAR</b>	<b>(183,562)</b>	<b>141,613</b>
Cash - beginning of year	282,443	140,830
<b>CASH - END OF YEAR</b>	<b>\$ 98,881</b>	<b>\$ 282,443</b>





**ASSOCIATION OF CANADIAN ARCHIVISTS**

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2021

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

Investments in equity instruments quoted in an active market are initially recognized at fair value and are subsequently measured at the year-end fair value. Other 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, 2021

### 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, accounts payable and CEBA bank loan.

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 \$362,295 (2020 - \$175,720) of investment certificates that earn interest at annual rates that range from 0.55% to 1.85% and mature between June 2022 and May 2026, accrued interest of \$2,652 (2020 - \$17,235) and mutual funds with a fair value of \$62,689 (2020 - \$nil).

Market risk is the risk the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The organization is exposed mainly to other price risk.

Other price risk is the risk the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices, other than those arising from currency risk or interest rate risks, whether these changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The organization is exposed to other price risk through its mutual fund investment.

### 5. PROPERTY AND EQUIPMENT

	2021		2020	
	Cost	Accumulated amortization	Net	Net
Computers	\$ 8,586	\$ 7,831	\$ 755	\$ 1,079
Furniture and equipment	13,642	13,209	433	542
	<u>\$ 22,228</u>	<u>\$ 21,040</u>	<u>\$ 1,188</u>	<u>\$ 1,621</u>





**ASSOCIATION OF CANADIAN ARCHIVISTS**

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2021

6. DEFERRED REVENUE

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

	<u>2021</u>	<u>2020</u>
Conference	\$ 2,915	\$ 2,915
Archivaria subscriptions	8,007	4,413
Memberships	<u>73,719</u>	<u>48,784</u>
	<u>\$ 84,641</u>	<u>\$ 56,112</u>

Deferred revenue changed as follows:

	<u>2021</u>	<u>2020</u>
Balance - beginning of year	\$ 56,112	\$ 73,008
Less - amount recognized as revenue in the year	(53,197)	(70,093)
Plus - amount received related to following year	<u>81,726</u>	<u>53,197</u>
Balance - end of year	<u>\$ 84,641</u>	<u>\$ 56,112</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.

9. CEBA BANK LOAN

\$60,000 was received under the Canada Emergency Business Account (CEBA) program. Under the terms of the program, \$20,000 of this amount will be forgiven if the remainder is repaid by December 31, 2023. If the loan is not repaid by that time, the \$60,000 will be converted to a term loan, amortized over two years and bearing interest at 5% per annum.





## ACA Budget, 2022

<b>ACA Budget</b>	2020 Audit	2021 Audit	2022 Budget
<b>Revenue</b>	<b>2020 Audit</b>	<b>2021 Audit</b>	<b>2022 Budget</b>
Membership	\$ 127,159.00	\$ 130,479.00	\$125,000.00
Conference	\$ 53,319.00	\$ 49,182.00	\$58,000.00
Archivaria	\$ 89,942.00	\$ 75,656.00	\$75,000.00
Investment Income	\$ 6,310.00	\$ 13,130.00	\$5,000.00
Workshops/PD	\$ 6,160.00	\$ 13,985.00	\$15,000.00
Advertising			\$2,000.00
CEBA*		\$ -	\$20,000.00
Sponsorships	\$ -		\$ 12,000.00
Other / Misc.	\$ 1,085.00	\$ 1,529.00	
<b>Total Revenue</b>	<b>\$ 283,975.00</b>	<b>\$283,961.00</b>	<b>\$312,000.00</b>
<b>Expenses</b>	<b>2020 Audit</b>	<b>2021 Audit</b>	<b>2022 Budget</b>
<b>Board of Directors</b>		\$ -	\$ 24,000.00
Travel/Accommodations	\$ 8,082.00	\$ 400.00	\$ 10,000.00
Food/Beverage	\$ 4,478.00	\$ -	\$ 5,000.00
Special Projects/Task	\$ 8,523.00		\$ 2,500.00
Communication	\$ 1,209.00		\$ 500.00
Equity Commitments	\$ -	\$ -	\$ 2,000.00
Reconciliation	\$ -	\$ -	\$ 4,000.00
CEBA			
<b>Sub Total</b>	<b>\$ 22,292.00</b>	<b>\$ 400.00</b>	<b>\$ 24,000.00</b>
<b>Expenses</b>	<b>2020 Audit</b>	<b>2021 Audit</b>	<b>2022 Budget</b>
<b>Committees</b>			\$ 10,000.00
Activities/Meetings	\$ 6,123.00	\$ 1,299.00	\$ 2,500.00
Travel	\$ -	\$ -	\$ 5,000.00
PD Expenses	\$ -	\$ 4,274.00	\$ 2,500.00
<b>Sub Total</b>	<b>\$ 6,123.00</b>	<b>\$ 5,573.00</b>	<b>\$ 10,000.00</b>
<b>Expenses</b>	<b>2020 Audit</b>	<b>2021 Audit</b>	<b>2022 Budget</b>
<b>Conference</b>			\$ 56,250.00
Venue	\$ 5,922.00		\$ 22,000.00
Audio/Video/WebService	\$ -	\$ -	\$ 11,000.00
Food/Beverage	\$ -	\$ -	\$ 13,000.00
Honoraria/ Keynotes	\$ -	\$ -	\$ 3,000.00
Social and Misc.			\$ 6,500.00
Awards	\$ -	\$ -	\$ 750.00

### Director-at-Large (1) Report - Andrew Chernevych

The year of 2021-2022 was filled with incremental but consistent progress and strategic decision making. On the board level, I had the privilege to participate in the discussions related to the reconciliation process, equity commitments, membership issues, support for global causes and many others. Most of the initiatives were action-oriented designed to make difference. That was a principled position by President Erica Hernandez-Reed, which she expressed at the start of the year.

As Board liaison, I had a chance to participate in the essential and multi-faceted work delivered by the ACA Communications Committee. This group of dedicated members has developed a solid communications machinery consisting the monthly newsletter, the online blog and several social media channels. This work ensured the members are not only informed but also engaged, which played a big role in keeping the archival community vibrant.

The Website Working Group, a coordinating body for developing changes to the ACA website, has developed a work plan for enhancing the user' experience. Instead of a complete overhaul, the group focused on incremental changes that would improve accessibility, particularly in light of the equity commitments, consistency as it related to menu options and navigation, and visual identity of the ACA. The latter is part of a larger issue of rebranding which will be addressed in the future.

As a Ukrainian-Canadian I was personally touched by the organization's response to the war in Ukraine. Both the ACA Board and the general membership expressed solidarity with the beleaguered nation's struggle and willingness to actively support their Ukrainian colleagues. Remarkably, the ACA aimed at making impact and initiated a fundraiser to support Ukraine's archives damaged by the war. This project is just another example of action-oriented leadership that is emerging within the organization.

*Respectfully submitted*  
*Andrew Chernevych*  
*ACA Director-at-Large (1)*



Photo Credit: MUS 177, Box number 31, Nicolas Koudriavtzeff fonds, Item # 4948432, [Library and Archives Canada](#).



## Director-at-Large (2) Report - James Roussain

I am pleased to present this report after completing the first of my two years on the ACA Board of Directors. In my capacity as DAL 2 I have the privilege of supporting two important groups: our student chapters and our wonderful Professional Development Committee (PDC). Our student chapters—those at the University of Toronto, University of British Columbia, McGill University, and the University of Manitoba—are at the fore of building community among our newest sect of ACA members. I have had the pleasure of working with our chapters to help them realize their core mandates. Further to meeting regularly, the ACA Office was able to offer material support to our chapters such as by facilitating online meeting spaces and through the transfer of funds to support chapter work. While the ongoing COVID-19 pandemic continues to wreak havoc with our students' schedules, our dedicated members mounted several successful events such as the University of Toronto's chapter holding its 7<sup>th</sup> annual human library event, and the students at UBC organizing their 13<sup>th</sup> annual seminar and symposium, *Transforming Archival Education*. We have much to be proud of as an association and I certainly look forward to seeing these new professionals grow within our ranks.

The ACA's Professional Development Committee (PDC), the relatively new body emerging from the previous Education Committee, has continued to define its mandate this past year by organizing and hosting several workshops and other learning opportunities for our community. The PDC is at the heart of the ACA and strives to be attentive to the needs of our members. In looking back at this year, I would like to offer a sincere thank you to all those of you who submitted workshop proposals. We truly are a community of experts. A particular challenge faced this year by the PDC was a turnover of many of its longstanding members however, true to form, many new volunteers took the mantle, and we are fortunate to now host a burgeoning and eager group.

Finally, I want to call attention to the of the Professional Competencies for Archivists Working Group (PCAWG). This committee, struck in January 2021, is responsible for examining and identifying the core competencies required for practicing archivists. While the ongoing pandemic has delayed work for the time being, the committee is preparing a draft white paper which will help guide the PDC in its offerings. I look forward to continuing work on this in the year ahead alongside Rebecka Sheffield, the committee chair.

A special thank-you goes to our tireless student chapters who work across the country to raise awareness of both the ACA, but also of the archival profession more generally. We are fortunate to have such a dedicated group of students and emerging professionals. I also want to recognize the current Chair of the PDC, Devon Mordell. Devon's attentiveness to the needs of her committee and commitment to the work of the PDC and ACA alike is commendable. We are a better committee because of Devon's leadership and direction.



I would also like to thank Jeremy Heil, my predecessor in the Director-at-Large portfolio for his guiding hand and for acquainting me to the role during our quick-but-efficient handover. I would also like to thank Jo for her tireless support, as well as the entire Board for their dedication to the Canadian archival community.

*Respectfully submitted*  
*James Roussain*  
*ACA Director-at-Large (2)*

### Director-at-Large (3) Report – Gillian Dunks

This year I had the pleasure of supporting the ACA's twelve special interest sections. Due to the expanding nature of this role, I passed liaison responsibilities for the ACA's student chapters on to James Roussain, Director-at-Large 2. Many thanks to James for his excellent work! I also extend my sincere thanks and gratitude to the many SIS chairs and volunteers who have participated in the revitalization of these groups. Finally, thanks are due to Jo McCutcheon, the ACA's executive director, who has been a tireless supporter of the groups.

The focus of my work this year was on improving Board communication to the SISs, supporting new chairs, and shoring up administrative processes.

#### Highlights

**Online AGMs:** For the first time in the history of the special interest sections, all annual general meetings were held online this year. Ten meetings were held in July 2021, following the ACA conference. The move to an online event enabled more widespread participation from individuals who may not have been able to travel to the conference.

Creation of two new special interest sections:

- **Environment SIS (ESIS):** Focuses on archives and air, land, water, environment, environmental impact, natural resources, and related industries. It will also focus on the risks climate change poses to archival collections.
- **BIPOC SIS:** Focuses on archives and racism, BIPOC representation and participation in the field, and the advancement of racial justice. One of this group's projects will be to create and manage a BIPOC-only communication channel through which members can cultivate a community, network, offer solidarity, and more.

**Events:** The Office provided support for eight online SIS events. Further details may be found in reports from the groups.



**Appointment of new chairs:** Five SISs replaced their chairs over the past year. These include: SISARO (Religious Archives); GRIS (Government Records); MASIS (Municipal Archives); SISPA (Personal Archives); and SMISIS (Sound and Moving Images).

### Closing Thoughts

My term on the ACA Board ends in June 2022. It has been a great pleasure working with you for the past two years! A new Board liaison to the special interest sections will be appointed in June. This person may be reached at the same email address: [dal3@archivists.ca](mailto:dal3@archivists.ca).

*Respectfully submitted,  
Gillian Dunks  
ACA Director-at-Large (3)*



*Photo credit: "Ukrainian Mass Organizations sign prominently displayed at a 1936 May Day rally in Winnipeg's Market Square." City of Winnipeg Archives. Photograph Collection (OP5 File 24) Accession # 124427378\_c0013\_0000\_0000\_op05\_0024\_001*



## *Archivaria* Annual Report (June 2021–May 2022)

I wish to start my last annual report for *Archivaria* with an acknowledgment of the tremendous efforts made by all members of the Editorial Board during yet another complicated year, and the continuous support provided to the journal by the ACA, particularly its President, Executive Director, and Membership Services / Subscriber Support Coordinator. Producing a scholarly journal during a pandemic involves more challenges than usual, due to a general decline in submissions, delays in the peer review process, business closures affecting the printing process, and the inability to concentrate on work when other concerns occupy your mind. My sincere thanks go to Shyla Seller (Managing Editor), Emily Sommers (Online Editor), Kathryn Harvey (Senior Associate Editor), Alexandra Wieland (Book Review Editor), Catherine Falls (Exhibition and Film Review Editor), Émilie Letourneau (French-language Editor), Renaud Séguin (French-language Book and Exhibition Review Editor), and board members Cathy Bailey, Rodney Carter, Jennifer Douglas, Shadrack Katuu, Karen Suurtamm, Kristy Waller, and Geoffrey Yeo for their hard work, care, and perseverance.

### Editorial Board (EB) composition

No new EB members have been added in the course of the past year; however, several departures from the team will affect the EB composition after June 2022.

French-language Book and Exhibition Review Editor Renaud Séguin resigned from the Editorial Team in February, and Emilie Létourneau has announced her intention to step down from her position as French-language Editor in June. Both Renaud and Emilie have contributed to the journal not only in their editorial roles, but also as manuscript reviewers, and as active board members. I would like to thank them both for their work in support of the bilingual commitment of *Archivaria*. Merci beaucoup!

Catherine Falls has indicated that she would not continue as Exhibition Review Editor – a role lately expanded to include Film Reviews, thanks to Catherine’s input – after the 2022 Fall issue. Catherine has been an amazing asset to the team for two terms (6 years), and the quality of her work is indisputable. The exhibition and film reviews published under Catherine’s leadership speak to her great competence, accuracy, and sensibility. I am profoundly grateful to Catherine for all she gave to the journal, even when museums were inaccessible, and she had a lot going on in her life.

My three-year term as GE is ending in June, and I could not be more pleased to pass the baton to Heather Home (Public Services and Private Records Archivist, Queen’s University Archives), who served on the EB for many years, and is an accomplished editor and a passionate supporter of *Archivaria*. Under Heather’s leadership, the EB composition is meant to become more diverse and inclusive. This incremental change is one of the priorities identified by the



board in the context of our commitment to equity, diversity, and inclusion (EDI). A call for volunteers for several EB positions is about to be finalized and distributed as I write.

### EB meetings

In the annual meeting that took place virtually on June 18, 2021, the EB engaged in a “visioning exercise,” where we reflected on the role of the journal (What are we now? Who writes for *Archivaria*, and who reads it? What do we want to become?). This was an inspiring discussion, which was followed up by Rodney Carter’s initiative to collect and analyze some statistical data about the journal’s authorship over the past 10 years. Rodney’s study, entitled “A Preliminary Analysis of Authorship in *Archivaria* (2011-2021),” has been published as a [blog post](#) in a recent issue of *In the Field*.

The Fall meeting (November 1, 2021) was partly dedicated to journal access and distribution issues, including the improvement of *Archivaria*’s visibility thanks to our recent decisions to join Coalition Publica and to intensify XML coding via *Érudit* in the near future. A draft Name Change Policy and other EDI-related changes (e.g., a mentoring program implemented for the first time in the Fall 2022 Special Issue) were discussed.

In the Spring meeting (February 25, 2022), Emily Sommers presented the new look she created for some key information provided through the *Archivaria* website (see more details in the section on Journal Access and Distribution below), and the incoming GE made some proposals for future activities.

### Journal production

Despite all the challenges related to the COVID-19 pandemic, we managed to produce the usual two issues of the journal without delay. *Archivaria* 92 (Fall 2021) was published online at the end of November 2021, and *Archivaria* 93 (Spring 2022) is currently in production and will likely be released before the ACA Conference. The special issue on person-centred archival theory and praxis (*Archivaria* 94, Fall 2022), guest edited by Jennifer Douglas and her team is well under way.

### Journal access and distribution

Joining Coalition Publica (an open source national infrastructure for digital scholarly publishing and dissemination) and reducing the journal’s delayed open access (from 4 years to 1 year, starting in July 2020) have given more visibility to the journal, improved access to its contents, and for sure contributed to the success of our SSHRC application (see below). However, we have also seen a slight decline in the number of institutional subscribers. As mentioned in previous reports, the journal, and the revenues that it generates, would greatly benefit from having some professional help with journal distribution.



Thanks to Emily Sommers, the [Submission Procedures and Style Guide](#) pages on our website now have a nicer look and are better readable. Emily has also replaced the copy rights and image permissions documentation that used to be exchanged as email attachments with online forms (see [Image Checklist](#) and [Author's Rights & Responsibilities Agreement](#)), and created an online form for the [Dodds prize](#).

#### Awards

The EB oversees the adjudication of three awards. The 2020 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 Alexandra Mills, Désirée Rochat, and Steven High, “Telling Stories from Montreal’s Negro Community Centre Fonds: The Archives as Community-Engaged Classroom,” published in *Archivaria* 89 (Spring 2020). I wish to thank the EB members who reviewed all the articles published in 2020 and expressed their preferences.

The winner of the Taylor prize (awarded to the article that “presents new ideas or refreshing syntheses in the most imaginative way”) is chosen by the GE, and a professor of Archival Studies (selected by the GE), who decide the winner by consensus. In 2021, that role was filled by Professor Greg Bak from the University of Manitoba, whom I thank for his support with this adjudication process. The 2020 winner of the Taylor Prize was Elspeth H. Brown, “Archival Activism, Symbolic Annihilation, and the LGBTQ2+ Community Archive,” published in *Archivaria* 89 (Spring 2020).

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 Anna Gibson-Hollow, Amy Furness, and Braden Cannon, whom I wish to thank for their service. The prize was awarded in September 2021 to Melissa Castron for her article entitled “Colonialism, Computerized: The Canada Land Inventory and the Canada Geographic Information System at Library and Archives Canada,” which will appear in *Archivaria* 93. Melissa is a graduate from the University of Manitoba, and her article was submitted by Professor Greg Bak.

The EB has recently concluded the voting for the 2021 Lamb Prize winner; Professor Karen Suurtamm helped the GE with the selection of the Taylor Prize winner. Both prize winners will be revealed in June.



## Special projects

In September 2021, we applied for a SSHRC Aid to Scholarly Journals (ASJ) grant, and in March 2022, we were notified that our application was successful! The total amount awarded is \$55,500 for an award period of three years (March 2022-February 2025). Our ASJ application was the result of a great team effort. I wish to thank ACA President Erica Hernández-Read for going through the final iteration of the application and offering helpful comments; ACA Executive Director Jo McCutcheon for gathering materials from past ASJ applications, reviewing this year's application, and applying for SSHRC institutional eligibility, which will enable the ACA to manage the fund; Shyla Seller for offering great advice at every stage of the process; and Emily Sommers for providing the journal's impact data and any other statistical data included in the application.

Submitted by,  
Fiorella Foscarini  
*Archivaria* General Editor (GE)

## ACA Committee Reports

### Communications Committee Annual Report, 2021-2022

Committee members: Karen Suurtamm (chair and editor, Scope and Content), Ashlynn Prasad (social media coordinator), Rebecca Murray (editor, In the Field), Claire Williams (outgoing social media coordinator), François Dansereau (outgoing editor, In the Field), Catherine Barnwell, Renée Belliveau, Abbi Asokan, and Karen Ng (outgoing member). Andrew Chernevych served as Board Liaison.

The Communications Committee has had an active year, sustaining key ACA communications platforms, strengthening our processes, and engaging in some new initiatives. The core of our work is ensuring the ACA is communicating regularly and effectively via three platforms, which are each managed by a team with a coordinator/editor (outlined above).

- Social media: [Facebook](#), [Twitter](#), [Instagram](#), [LinkedIn](#)
- The ACA's monthly e-newsletter: [Scope and Content](#)
- The ACA's monthly blog: [In the Field](#)

Some highlights since our last report in June 2021:

- The development of a Communications Guide for the ACA Board, Committees, and other ACA bodies.



- The initiation of a website working group to coordinate and suggest changes to the website, under the direction of Andrew Chernevych.
- The streamlining of work processes for the social media team, with increased content creation and engagement on Twitter, Instagram, and Facebook.
- The application of NARA's Archives Hashtag Party in a Canadian context, encouraging engagement and interaction amongst Canadian archival institutions each month.
- A healthy increase in posts to the blog, *In the Field*, especially in Winter/Spring 2022. Of 15 blog posts between July 2021 and May 2022, 10 were authored or co-authored by a student or new professional, demonstrating the blog's ability to be an effective platform for students and emerging professionals to share their experiences and ideas.
- Encouraging more participation in ACA communications by promoting Twitter takeovers and conference reporting by members.
- Development of archival community news section in *Scope and Content* and streamlining of production processes (with special thanks to Kelly Turner for copyediting help).
- The accomplishments of the Communications Committee are a testament to the enthusiasm and daily work of our members, our board liaison Andrew Chernevych, and Jo McCutcheon. Thanks to our outgoing member, Karen Ng, and welcome to our new member, Abbi Asokan.

*Respectfully submitted,*  
*Karen Suurtamm, Chair*  
*ACA Communications Committee*

### **Governance Committee Annual Report, 2021-2022**

Governance Committee: Deirdre Bryden (Co-Chair), Michael Gourlie (Co-Chair), Heather Bidzinski (Member), Ian Forsyth (Member), John Roberts (Member), Anna Gibson-Hollow, ACA VP (Board Representative)

In 2021-2022, the Governance Committee continued the process of writing and updating several critical policies. The main focus has been the fee subsidy policy and updating of the conference policy: both of which are on course to be presented for the Board's approval by the fall. The Committee also created a new Committee Terms of Reference template. The activities in the coming year will include the completion of the fee subsidy policy, updating of conference policy, drafting an honorarium policy and the continuing process of updating existing ACA policies, and working with the Board to identify any other policy issues as they arise.

*Respectfully submitted,*  
*Deirdre Bryden and Michael Gourlie, co-Chairs*  
*ACA Governance Committee*



## Membership Committee Annual Report, 2021-2022

The Membership Committee works to promote ACA membership, recommend and develop benefits and services for members, and manage the ACA Mentorship Program. The members of the 2021-2022 Membership Committee are Kira Baker (Chair), Nicole Aminian, Elis Ing, Melanie Davey, Kyle Pugh and Jamie Sanford. Kaitlin Normandin serves as Board representative and the ACA Secretariat, Jo McCutcheon and Maureen Tracey, also contribute to the Committee.

After soliciting a call for volunteers, we had two new Committee members join us: Kyle Pugh and Nicole Aminian. A continued special project for the Committee has been the Membership Reviews for both Individual and Institutional membership categories. Updates were also made to our Mentorship Program webpage and forms, and we continue to work in connection with the Website Renewal Working Group to improve the members-only site and member directories.

### ACA Membership Statistics

Level	2022	2021	2020
Individual	<b>343</b>	335	450 (includes Student members)
Institution	<b>116</b>	110	110
Student	<b>237</b>	189	-
Total	<b>696</b>	634	560

### Comparison Totals (Individual, Student, Institution):

**As of June 2, 2022: 696 total ACA members**

As of May 25, 2021: 634 total ACA members

As of June 8, 2020: 560 total ACA members

### Committee Activities

#### Membership Drive

The Membership Committee carried out the annual membership drive campaigns. In the fall of 2021, the Early Bird Draw was announced with winner names drawn by the ACA Secretariat in early January 2022. Eleven prizes were distributed including gift cards, publications, electronics as well as free registration for ACA professional development offerings graciously provided by the ACA Board. A couple of our winners also opted to anonymously donate their prize to other student and subsidized members. In addition, the new member and student member welcome



packages as well as reminder letters for lapsed members were mailed out by the ACA Secretariat.

### **Mentorship Program**

Nicole Aminian and Kyle Pugh took over as Mentorship Co-Coordinator. Thank you to our previous Coordinator, Jamie Sanford, for your work in this role. The 2022 Mentorship term began in January with the cohort consisting of 24 mentees paired with 22 mentors (with two mentors willing to partner with an additional mentee). After positive feedback from attendees at last summer's first-ever virtual gathering, we will be hosting another online "Meet Up" to connect fellow mentorship participants. Planning is underway for the event to be held later in the summer with details to soon be announced to the cohort.

### **Student Outreach**

The Membership Chair and Board Director-at-Large, James Roussain, met with executives from Student Chapters to introduce the Committee and offer any future support. The Committee also organized a set of virtual class visits for first-year archival graduate students to introduce students to ACA and encourage membership. Two visits were held at UBC and U of T for the fall term and another two visits at McGill and Dalhousie for the winter term. Another outreach visit was also made to an undergraduate history course at the University of Manitoba for which the two presenting Committee members focused their talk on what the ACA does for archivists, the profession and the overall value of professional associations. Thank you again to the instructors who allowed us some of their class time!

### **Individual and Institutional Membership Review**

Both of the Individual and Institutional Membership Review reports received some revision and re-analysis to reflect more up-to-date membership statistics and current financial position of the Association. Reports were submitted to the Board at the Spring Priorities & Planning session. This was an opportunity to present this updated information to the Board other Committee Chairs and allow for collective discussion and feedback. On behalf of the Membership Committee, special thanks to Kaitlin Normandin, Jo McCutcheon, Andrea McCutcheon, and the Financial Review Committee for all of their work on these Reviews.

*Respectfully submitted,  
Kira Baker, Chair  
ACA Membership Committee*



## Professional Development Committee Annual Report, 2021-2022

### Committee Membership

The Professional Development Committee underwent a significant transition at the end of 2021, as many of our members reached the end of their terms and second terms in several cases. We are grateful for the wisdom, dedication and many contributions of Alexandra Mills (2 terms), Amanda Oliver (2 terms), Greg Bak (2 terms), Asen Ivanov and Gordon Burr.

From late 2021 to early 2022, we were equally fortunate to welcome new members Heather Walker, Sonia Dhaliwal, Michael Marlatt, Trudi Wright, Mariana Mejía Ahrens and Sam Frederick. The breadth and depth of the experience they bring will be a tremendous asset to the committee's work.

Throughout all the changes in committee membership, Adria Seccareccia has ensured the continuity of our work, in addition to her role liaising with ACA conference programming committee. We also benefitted from the guidance of our ACA board liaisons, James Roussain and Jeremy Heil (to June 2021), and, as always, Jo McCutcheon was integral to our achievements as a committee.

### Professional Development Workshops

Programming online professional development workshops continues to be at the heart of the committee's work. In 2021, nearly 600 participants registered for 12 unique workshops and workshop series on topics such as legal issues in archival donations, video editing, digital preservation, intimate records, information governance and description and access for anti-Black archival materials. Our year was made possible through the willingness of our talented instructors to share their knowledge and expertise, the enthusiastic support of the participants who engaged in our workshops and the phenomenal work of the Professional Development committee in shepherding the sessions.

Our current priority as a committee is to formalize procedures that were hastily established during the pandemic in an effort to provide timely opportunities for professional development. For example, policies regarding honoraria and procedures to ensure our practices are consistent from year to year. We would also like to take a more thoughtful approach going forward in keeping with the ACA's equity commitments, and plan workshops on a longer-term (2-year) basis.

### Workplan Highlights

With some activities and aspects of our lives adjusting to a new normal, the Professional Development committee's capacity to start planning for the future has expanded. In



partnership with the ACA Board, we have identified several strategic priorities that we hope to begin work on or start laying the foundations for in 2022, acknowledging that the relationship-building involved for some initiatives will take time and care.

They include:

- Work with partners to develop and/or deliver professional development opportunities that explicitly address discrimination in archives and recordkeeping practices.
- Ensure all new continuing education programming centres anti-bias, Indigenous, critical disability and/or anti-racist approaches.
- Develop 2-year rolling PD strategy that builds on past successes and offers new PD opportunities based on archival competencies framework.
- Investigate and report back options for developing a core ACA PD course focused on supporting Indigenous recordkeepers.
- Outline suggested processes, policies and workflows (Includes honorariums and establishing resource demand versus costs).
- Investigate and report back options for developing a core ACA PD course focused on supporting archival practitioners.
- Cataloguing existing offerings.

*Respectfully submitted,  
Devon Mordell, Chair  
ACA Professional Development Committee*

## **Public Awareness and Advocacy Committee Annual Report, 2021-2022**

The Public Awareness and Advocacy Committee (PAAC) was formally struck in April of 2021. The committee began its work by developing a work plan with the aim of establishing committee goals. We established 4 major outcomes for the workplan; these outcomes and the progress of each are reported below:

- **Workplan Outcome 1: Respond to Member Requests.** PAAC completed a draft decision tree and an accompanying procedure for responding to member requests. At the time of writing this report, PAAC has received two member requests for which the decision tree and procedure will be trialed and adjusted as necessary.
- **Workplan Outcome 2: Promoting Archives as a Profession.** PAAC completed a draft environmental scan of organizations and groups in archival and related fields which have resources for promoting archives as a profession.



- **Workplan Outcome 3: Build and Maintain Relationships with Allied Groups to Promote Social Justice Issues.** PAAC initiated work on environmental scan.
- **Workplan Outcome 4: Monitor National and International Law or Policy affecting Archives and Recordkeeping.** PAAC established a list of issues which committee members are each responsible for as well as a tracking document to monitor the issues for potential action. Issue examples include: Privacy, Copyright, Trauma-Informed Archives, etc.

Further to the above noted accomplishments resulting from PAAC's workplan, the committee also conducted a review of the PAAC webpage to refresh the look, feel, and content. PAAC identified 4 possible actions for webpage improvements.

Additionally, in response to a member's request for support, PAAC formed a Trauma-Informed Working Group to conduct an environmental scan and gather resources.

Finally, in response to the ongoing war in Ukraine, PAAC initiated a fundraising effort to establish a fund which will be donated to archival institutions in Ukraine to aid in recovery of archival materials and heritage. Funds will be held in Canada until the end of the conflict.

*Respectfully submitted,  
Robert McLelland & Rene Georgopolis, co-chairs  
Public Awareness and Advocacy Committee*



## Fundraiser to Help Rebuild Ukrainian Archives

The Association of Canadian Archivists has launched this online silent auction to raise funds in support of our archival colleagues in Ukraine. This auction will take place during **International Archives Week, June 6-10, 2022** and all funds raised will be donated to Ukrainian archival institutions after the war is over to assist in the recovery and preservation of Ukraine's documentary heritage.

You don't need to be an ACA member to bid - all are welcome and encouraged participate!

<https://archivists.ca>



## Special Interest Section Reports

### **Government Records SIS (GRSIS) Annual Report: 2021-2022**

The GRSIS set the modest goal of meeting quarterly for two-hour loosely structured online roundtable meetings, and we met this goal. Each session started out with introductions, during which each attendee talked about highlights and pain points in their archival/records management programs (receiving support and advice from the rest of us!). During the second part of each session we focused on three or four key issues that arose from the initial roundtable, and did some brainstorming on solutions that might help with them. We found much in common despite a wide variation in programs that vary from one-person shops to large government agencies, integrated RM/archival programs to separate archival or RM branches, and a range of experience and educational backgrounds. It was a particular pleasure to be able to encourage and advise people new to the profession or to the government context. In short – everybody attending provided welcome contributions!

I would like to thank the many GRSIS members who participated in one or more of the quarterly sessions, all of whom provided lively conversation, interesting revelations, commiseration about mutual problems, and most valuable of all: support, encouragement, and good advice to their colleagues across the country!

GRSIS members (and especially Susan) would also like to thank ACA's ED Jo McCutcheon for fabulous support with communications and zooming, Gillian Dunks as our ACA executive sponsor for keeping us on track with our activities and goals with a light but sure touch, and Karen Suurtamm for kindly publishing our reports in the ACA Newsletter, even when they were a wee bit late! We have some more ambitious plans for next year, stay tuned!

Respectfully submitted,  
Susan Hart, Chair

### **Municipal Archives SIS (MASIS) Annual Report, 2021-2022**

At the end of November of 2021 Jamie Sanford, City Archivist at the City of Coquitlam, and Angela Fornelli, City Archivist at the City of Kawartha Lakes, began their term as co-chairs for the Municipal Archives Special Interest Section. The group had a virtual meet up May 31, 2020 with the discussion being centred around discussing the wants and needs of the Special Interest Section and planning activities for the rest of 2022/2023.

Respectfully submitted,  
Angela Fornelli and Jamie Sanford, Co-chairs



**Special Interest Section for Archives of Religious  
Organizations (SISARO) Annual Report, 2021-2022**

Mary Grace Kosta agreed to serve as acting chair upon the resignation of Sonia Nicholson. We thank Sonia for her service to the religious archival community. The following activities were undertaken during the year:

- A workplan for 2022-2023 was prepared and submitted to the Director-at-Large.
- All current SISARO members were added to the Google Groups listserv.
- A survey to determine the needs and interests of the SISARO membership was undertaken using the Survey Monkey instrument.
- The goals and objectives for SISARO were completed after consultation with the membership and the ACA Director-at-Large.
- Notices were posted to the listserv to keep members aware of networking and training opportunities for religious archivists in the broader archival community.
- An event was planned for June 6, “How Religious Archives Can Support the National Centre for Truth and Reconciliation” with guest speaker Raymond Frogner, Head of Archives.

Respectfully submitted,  
Mary Grace Kosta, Acting Chair

**Sound and Moving Images Special Interest  
Section (SMISIS) Annual Report, 2021-2022**

The Sound and Moving Image SIS met at the virtual conference in June 2021. We discussed many issues facing sound and moving image archives and how our archives have been affected by Covid-19 and the resulting shutdowns. The annual conference also marked the first ever online archival screening night at the ACA conference which was organized by the SMISIS. 107 people (both conference attendees and the general public) registered for this event. We presented a program of 7 excerpts from recently digitized audio-visual archival material from archives across the country.

Respectfully submitted,  
Christina Stewart and Rachel E. Beattie, Co-chairs



**Technology and Archives Special Interest  
Section (TaASIS) Annual Report, 2021-2022**

The Technology and Archives Special Interest Section (TaASIS) held their annual TAATU (The Archives and Technology Unconference) online at the ACA 2021 conference on June 7, 2021 and had 81 participants in attendance. In August 2021, we held an AGM to officially elect the acting-chairs as co-chairs. At the end of the AGM, we sought feedback from group members of possible activities they would like to see from TaASIS. We determined that TaASIS members wanted more connection with each other. To that end, we organized and promoted two meetups in the fall and winter where folks could chat about archives and tech over Zoom in an informal laid-back setting. We also planned to create a TaASIS Discord server, which we hope to get up and running in the next year after consulting with group members at the 2022 AGM. Lastly, TaASIS drafted and submitted a Statement of Goals for the SIS to improve member awareness that was approved by the Board and will be posted to the ACA website.

Respectfully submitted,  
Allie Querengesser and Andréa Tarnawsky, Co-chairs

**University and College Archives Special Interest  
Section (UCASIS) Annual Report, 2021-2022**

The increased activity of UCASIS in the 2020-2021 year was an encouraging trend to continue in 2021-2022. Though UCASIS did not hold as many events this year, there are a few UCASIS activities on which to report. These activities have benefited from our continued utilization of the ACA's Zoom account, and I have appreciated the administrative support offered by ACA Executive Director Jo McCutcheon and ACA Director-at-Large Gillian Dunks.

There were two virtual UCASIS events this year. On January 28th, UCASIS members met for an informal 'coffee chat' meetup, where much of the discussion centered on how different institutions were managing their reference, acquisition and other services during various waves of COVID-19. The next month, on February 19th, UCASIS hosted a presentation by Concordia University archivists Sarah Lake and John Richan, who talked about their collaborative work to develop workflows and infrastructure using the digital preservation tool BitCurator. Both of these events had good turnouts, and attendees participated in collegial, fruitful discussions. Going forward into 2022-2023, I am hopeful that these types of events will continue, though the challenge remains finding interested individuals who have the time and energy to speak on subjects of relevance to UCASIS members.

While the UCASIS listserv remains underutilized, it is nevertheless a zero-cost, low-effort resource for our members to engage with when required/desired. There are currently 110 subscribers to the UCASIS listserv, which is hosted at my institution, York University. On a



positive note, our local Listserv infrastructure was recently upgraded to version 17.0, which has greatly improved the security of the list.

I'd like to thank those ACA members who filled out the 2021-2022 UCASIS survey this year. We had 25 responses, which I consider a healthy number for a fairly quiet SIS group. The intention of the survey was to understand a bit more about UCASIS members, what challenges they face in their work, and what types of programming they want from UCASIS. The results indicate that the UCASIS coffee chats have been beneficial to many, particularly during periods of pandemic isolation, and should continue as a focus of this SIS. Additionally, many of us are experiencing the same pressure points in our work, with the top two challenges being limited staffing resources and digital preservation. The survey results also indicate that workshops and virtual meetings are the top two desired activities for UCASIS to undertake, and the subjects most of interest to respondents were digital preservation, teaching with primary sources, and records management. This information will be beneficial as consider how to plan more virtual events and gatherings for UCASIS in 2022-2023

In closing, thank you to everyone who has participated in UCASIS events or on the listserv this year. We are at our best when we share ideas, resources and provide support to each other during these difficult times.

Respectfully submitted  
Jennifer Grant, Chair

### **Special Interest Section for Personal Archives (SISPA) Annual Report, 2021-2022**

Bonnie Woelk joined Krisztina Laszlo as Co-chair in June 2021, and Melanie Hardbattle became Chair in October 2021. An online AGM hosted on June 16 included a round table discussion on issues relating to personal archives, particularly the impact of Covid-19 on acquisitions and donor relations. A meeting was held in December to check in with members and to draft a SISPA Statement of Goals. Work on the Donor Relations Guide has continued through the year, with plans to complete the draft by late 2022 so that it can be circulated for feedback and finalized prior to the 2023 ACA Conference.

Respectfully submitted,  
Melanie Hardbattle, Chair



**Environment Special Interest Section (ESIS)  
Annual Report 2021-2022**

As co-chairs of the newest Special Interest Section of the ACA, the Environment Special Interest Section (E-SIS), we are thrilled to submit our first annual report to the ACA Bulletin. The first call for a new Special Interest Section focused on natural resource archives was circulated in the February 2021 (Volume 2, Issue 1) Scope and Content newsletter by three E-SIS founding members: Claire Williams (UBC), Sara Janes (Lakehead University) and Sarah Giesbrech (UNBC). The first unofficial meeting of the Section was held on June 14, 2021, and members continued to meet regularly to work on the short statement of goals and name of the group. In January 2022, the ACA Board voted to approve the creation of E-SIS. We held our first official meeting in February 2022 and since then our membership has grown to 15 members from various institutions and locales. To date, E-SIS has held a standing monthly meeting for members to come together and discuss resources, updates, and plan events. Our plan for the first few years of our existence is to engage with existing literature and to host events with scholars, archivists, researchers, activists and students to help inform our goals as an SIS.

We hosted our inaugural event in March of 2022, with author and archivist Candace Loewen, discussing her 1991 article, "From Human Neglect to Planetary Survival: New Approaches to the Appraisal of Environmental Records". With about 25 attendees, discussion topics included environmental records interconnectedness with Research Data Management, energy audits for archives, the importance of Helen Samuel's appraisal theory, and the challenges associated with the acquisition of environmental records.

Following that lively discussion, we are looking forward to planning more events in the coming year. If you are interested in joining E-SIS please reach out to Co-Chairs Adele Torrance ([atorrance@ingeniumcanada.org](mailto:atorrance@ingeniumcanada.org)) or Claire Williams ([claire.williams@ubc.ca](mailto:claire.williams@ubc.ca)).

You will receive invitations to our monthly virtual meetings where we plan events, offer roundtable updates on our work, and discuss relevant topics. Our August meeting may be of particular interest, as we'll be discussing an article by E-SIS member Lois Evans, entitled "Sometimes, green is the outcome: climate action in records management and archives in Canada" (*Records Management Journal*, June 2021). Please email Claire or Adele to join our E-SIS membership in order to attend this and other regular meetings, and help us set the agenda for the 2022-2023 year!

Respectfully submitted,  
Claire Williams & Adele Torrance, co-chairs



## ACA Student Chapter Reports

### University of Toronto Student Chapter

#### Executive

This year's executives were elected in April 2021, except for the First-year representative, who joined us in October 2021. Throughout the year, the executives held meetings, through which members and the UofT community discussed event ideas and shared networking opportunities. Our activities were supported by the same faculty sponsors of last year, Professor Fiorella Foscarini and Karen Suurtaam. The following is the list of this year's executives

Co-Chair: Steve Kim

First Year Representative and Co-Chair: Ursula Carmichael

Treasurer: Zac Miller

Secretary: Camille Mcdayter

Communications Coordinator: Olivia White

Events Coordinator: Sophia Dodic

#### Activities and Initiatives

This year the impact of the COVID-19 pandemic was still ongoing. For this reason, all of our meetings and events were held online. But we felt no significant barrier, as we already had experiences from last year, which provided us with a wealth of lessons about the online environment. As well, despite the relative small size of the executive team, the Chapter was able to achieve several milestones without a problem.

Among those was our Chapter's annual tradition, the Human Library networking event. This year, with another collaboration with Librarians Without Borders (LWB), we were able to successfully hold the seventh rendition of the event. The event was held in a similar format as last year through Zoom. As well, the online environment provided us with an opportunity to invite professionals from across the country, but in the end, we focused on local professionals with whom some of our executives already had connections. We hosted 9 professionals, and this was a mix of diverse professionals from archivists and records managers to librarians and policy makers. The event was successful with 20 iSchool students attending, and we also received positive feedback both from the students and the professionals. The ACA's support was crucial as well. We were able to raffle away two free tickets to the ACA conference, and the winners appreciated the gift a lot. Organizing the event could not have been done without every executive member playing a role. In particular, however, Sophia Dodic (Events



Coordinator) did an incredible job leading the event, which has traditionally been a two-person job.

If there ever is a single, big takeaway and reward of running the Chapter, it is that working towards a common goal leads to a meaningful relationship. This was particularly noticeable and sincerely felt this year, as we all seemed to long for a sense of connection taken away by the pandemic. For this reason, we, including the executives and the students, put great effort into meeting in person through coffee chats and other social activities like video games and board game nights. Hopefully, more of these activities can be held next year, and the Chapter will continue to play a role in bringing students together.

Respectfully submitted,  
Steve Kim, Co-Chair 2021-2022



*Photo Credit: University of Toronto. Department of University Extension and Publicity fonds. [193?] Unknown. University of Toronto Archives. A1965-0004/ [13.5]*



## University of British Columbia Student Chapter

The student chapter at the University of British Columbia (ACA@UBC) had a very successful year in 2021-2022. Despite the continued uncertainties, we were able to host several virtual events, networking opportunities for students, and our annual seminar and symposium.

We arranged virtual tours to organizations with a focus on digital preservation since we found them to be most effective for the virtual tour format. We hosted the tour of the UBC Web Archives in November 2021. The two librarians responsible for managing the UBC web archives discussed the history of web archiving in UBC, the importance of web archiving, and how web archiving is done. In March 2022, we hosted a tour of Artefactual. The students had the chance to learn about Artefactual's history, values, and tools. Both events were very well attended by not only ACA members but also the rest of the iSchool students. Finally, with the student chapter of the Special Libraries Association, we hosted an informal virtual chat session with a records manager/archivist at Environment Canada.

In addition to getting to see and learn about different career paths and institutions, we wanted to make sure students have opportunities to network amongst themselves. In lieu of a mentorship program akin to the one that has been run by the ACA@UBC in the past, we hosted a one-time virtual Q&A session between new and upper-year students in the MAS and Dual Program at UBC's School of Information. The event was held in January 2022 to accommodate the January cohort. It was a meaningful chance for new students to connect with more experienced students and learn more about the program.

This year, ACA@UBC brought back the annual international seminar and symposium after taking a break from it last year. We virtually hosted the 13<sup>th</sup> edition of this event on April 28 and 29, 2022. For previous iterations, we hosted the conference in February, but this year's executive team collectively decided to host it at a later date because we had a slow start this year and were only able to form a full team by the end of September. We decided to host the seminar and symposium virtually since we could not predict how pandemic restrictions would play out.

The seminar and symposium covered several topics related to the theme of "Transforming Archival Education," from the decolonization of archival education to teaching technology in archives. Thanks to the virtual format, we were able to invite more speakers than ever before. We had 26 national and international speakers, including students, professionals, and academics. We had approximately 100 registrants in total, and 40 to 60 people attended each seminar/symposium session. This was our first-time inviting students to speak about their projects, and we have had an overwhelmingly positive response from our attendees about this initiative. Overall, the event was a success thanks to the ACA@UBC executive team, the attendees, the sponsors (AABC, ARMA Vancouver, UBC AMS, and ACA), and the speakers. To all of them, we are extremely grateful. We would also like to thank our faculty advisor, Luciana



Duranti, for all her help. For more information on the seminar and symposium, please visit:  
<https://acasymposium.arts.ubc.ca/>

Executive members:

- Coordinator: Kisun Kim
- Treasurer: Mya Ballin
- Secretary: Jessica Dobson
- Events Coordinator: Jordan Kerr and Tiana Kirstein
- Communications: Emma Moros
- Webmaster: Kailey Fukushima
- ARMA Rep: Cameron Welsh
- AABC Rep: Kira Razzo
- LASSA Rep: Andria Huculak
- First-year MLIS/MAS Rep: Linnet Chappelka and Peyton Moriarty

We look forward to more activities in the 2022-2023 year!

Respectfully submitted,  
Kisun Kim, Coordinator

### **McGill University Student Chapter**

This year we did a few recruitment events at the beginning of the year, which included going into introduction courses. We also liaised with a few graduate associations outside of the Information Studies one here at McGill, and hopefully laid the groundwork for future collaboration. There were tentative plans to host a meet and greet, but the planning members had other asks on their time and were forced to postpone until next year (hopefully!). We've created and kept planning documents, with the hopes that next year it will come to fruition. We did run a set of blog posts on the ACA's website – [Peep Show and Tell](#), focused on sex in archives. This seems to have been incredibly successful, by our estimate. We also had another recruitment event at the end of year, with all of the professional organization student chapters here at McGill – it was a Q&A with movie showing, *Knives Out*.

Respectfully submitted,  
Ezell Carter and Siri Gauthier, Co-Coordinators



Association of Canadian Archivists  
Annual General Meeting Agenda

Tuesday, June 28, 2022  
12:00 p.m. EDT

1. Call to order
2. Approval of Agenda
3. Approval of Minutes of 2021 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 2021 Auditor
13. ACA Foundation Report
14. Incoming Directors
  - c. Introduction of incoming Directors per June 19-27, 2022 election  
President, Treasurer, Directors at Large 1 & 3
15. Other Business
16. Adjournment



## Minutes

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Association of Canadian Archivists  
Annual General Meeting  
Tuesday June 22, 2021  
9:00 a.m. PDT, 12:00 p.m. EDT  
Via zoom

### **DRAFT**

1. **Call to Order**

Erica Hernandez-Read called the meeting to order at 9.03 a.m. PDT and began the meeting with a land acknowledgment of the territory she is on as well as the where the ACA office and staff are located.

2. **Approval of Agenda**

Erica noted an amendment to the agenda as circulated and moved approval of the agenda as amended; seconded by Michael Gourlie. There were no further changes or additions and the motion was carried.

3. **Approval of Minutes of 2020 AGM**

Erica moved to approve the minutes of the 2020 AGM, seconded by Andrew Chernevych. There were no corrections and the motion was carried.

4. **President's Report**

Erica added to her report published in the Bulletin that the Board has approved the establishment of the Indigenous Matters Working Group and its Terms of Reference are expected to be in the July Scope and Content newsletter. She again acknowledged and thanked the outgoing Board members Rebecka Sheffield, Jeremy Heil, and Jane Morrison.

Erica moved acceptance of her report, seconded by Anna Gibson Hollow. There was no discussion; motion carried.

5. **Vice-President's Report**

Rebecka Sheffield noted she was pleased to deliver her final report as Vice-President and highlighted the Equity Plan and Strategic Plan items in her report as accomplishments towards building a stronger professional community; fall 2021 will see the development of a new strategic plan with the expiry of the previous one. Rebecka thanked Luciana Duranti, Loryl MacDonald, and Erica for their leadership and Jo McCutcheon and Maureen Tracey for their outstanding work.



Rebecka moved acceptance of her report, seconded by Emily Lonie. There was no discussion; motion carried.

**6. Secretary's Report**

Jane Morrison had no additions to her report as published but noted she wished to thank again the colleagues she had worked with over the last four years. Jane moved acceptance of her report, seconded by Rebecka Sheffield. There was no discussion; motion carried.

**7. Reports of the Directors at Large (3)**

Erica asked if the Directors wished to add anything to reports as published. Jeremy Heil thanked everyone involved in ACA, especially Glenn Dingwall and Devon Mordell as chairs of the Education/Professional Development Committee. Gillian Dunks thanked the Student Chapter and Special Interest Section volunteers for their work over the past year and the ACA Office staff for their roles in supporting those groups. Andrew Chernevych thanked the Communications Committee for their work on the newsletter and blog and their tireless social media work. Erica moved acceptance of the Directors at Large reports, seconded by Jennifer Mohan. There was no discussion; motion carried.

**8. *Archivaria* General Editor Report**

Erica presented the report on behalf of Fiorella Foscarini. She announced the Lambe, Taylor and Dodds awards for 2020, reading the citations for each. Lambe: Alexandra Mills, Désirée Rochat, and Steven High, for "Telling Stories from Montreal's Negro Community Centre Fonds: The Archives as Community-Engaged Classroom," *Archivaria* 89. Taylor: Elspeth Brown for "Archival Activism, Symbolic Annihilation, and the LGBTQ2+ Community Archive" in *Archivaria* 89. Dodds: Moska Roskay for Critical Ethnography as an Archival Tool: A Case Study of the Afghan Diaspora in Canada," *Archivaria* 91. Formal presentations will be in September with the annual awards ceremony.

Acceptance of the *Archivaria* report was moved by Erica, seconded by John Roberts. A member made an observation about journal access and redistribution, noting this aspect of journal management needs expertise. In response it was noted the *Archivaria* Board will investigate obtaining this, and the ACA Board is looking at this problem to support the *Archivaria* board. There was no further discussion; motion carried.

**9. Committee Reports**

Erica presented the Communications, Governance, Membership, and Professional Development reports, which are in the Bulletin. Acceptance of the Committee Reports was moved by Erica, seconded by Andrea McCutcheon. Rebecka noted that the Governance Report is included in the Vice-President's report.



Discussion: a member asked about Communications social media work and the tracking of its effectiveness. K. Suurtamm responded for the committee, that getting social media channels running more effectively was this past year's work and the next workplan will cover metrics.

A member asked about Membership numbers in regards to lapsed and overdue members. K. Baker responded for the committee that detailed analysis of these numbers will need to take place, and Jo McCutcheon noted some of these numbers are due to trends we are aware of such as when the conference is held in larger cities and the current structure of student membership, as well as *Archivaria* subscriptions under a journal aggregator which are no longer counted as memberships.

A member asked about for additional detail about Professional Development, in regards to finding instructors from more diverse backgrounds and what would less structured pro-d opportunities be. D. Mordell responded for the committee that most instructors are from university archives so they are looking to broaden that, and to look beyond workshops at offerings like lunchtime discussions.

There were no other questions from the floor; motion carried.

## 10. Task Force and Working Group Reports

### 10.1 Equity Task Force

Rebecka highlighted a few items from the Report in the Bulletin and invited questions now or over other communications channels. Erica thanked the members of the Task Force and noted that at the Board meeting yesterday the Task Force was dissolved in accordance with the plan that such work is integrated into all bodies going forwards. Rebecka moved acceptance of the report, seconded by Jeremy Heil. Motion carried.

### 10.2 Institutional Membership Working Group

Jane noted the highlights of the report and thanked Working Group members and all those who had participated in data gathering. Jane moved acceptance of the report, seconded by Ian Forsyth; there was no discussion. Motion carried.

## 11. Special Interest Section and Student Chapter Reports

Erica presented the Reports as published in the Bulletin and moved their acceptance, seconded by Gillian Dunks. There was no discussion; motion carried.

## 12. Treasurer's Report

Andrea McCutcheon highlighted from the report that this was a stronger year than anticipated, resulting in a small surplus. She noted that members are always welcome to ask the office for current financial reports. Andrea moved acceptance of the report, seconded by Erica.



There were member questions from the floor. In response to a question, Andrea replied that the ACA's investment advisor is Sebastian Brown with RBC Dominion Services. In response to a question about use of the Canada Emergency Business Account (CEBA) Andrea and Jo replied that the fund was used to support 2020 cash flow and the move to the online conference, so that ACA did not need to draw on savings and investments, and that the loan will be repaid.

In response to a question about contracts for licence agreements mentioned in the report, Andrea replied that this referred to *Archivaria* and the agreement with Project Muse, as well as looking to Coalition Publica.

In response to a question about the auditing firm and whether the board is looking to stay with the current auditor or change, Jo replied that the ACA has been with the current auditor for a while and prior to the pandemic we had started to look at changing auditors, but need to keep in mind that costs have been rising and it takes time to build a relationship with the auditor.

A member had a suggestion on formatting the budget pages to make them easier to read.

In response to a question about the revenue received from the CEBA, Andrea and Jo responded that ACA has received the full amount it is eligible for, \$60,000 in two stages of \$40,000 and \$20,000. The direction ACA has been provided is that \$20,000 total is forgivable. The member noted that the amounts in the budget table do not correspond to these figures; these will be corrected and the correction noted in the next ACA newsletter.

In response to a question about the general expenses line in the budget, Jo noted that a clarification of this year-to-date figure will also be added to the newsletter, as an accounting delay meant it was not received prior to Bulletin publication. Members thanked Andrea and Jo for their answers and their work. Andrea moved to accept the projected 2022 budget as published in the Bulletin, seconded by Erica. There was no further discussion. Motion carried.

### 13. ACA Foundation Report

Andrea thanked the generous sponsors and moved acceptance of the Foundation Report. Seconded by Rebecka; motion carried.

### 14. Incoming Directors

As Governance Chair, Rebecka reported on the election of incoming Directors. She thanked members for a record turnout on the vote, conducted online, which was the first vote to include institutional members. Rebecka introduced the incoming directors



and read their bios: Anna Gibson Hollow, Vice-President; Kaitlin Normandin, Secretary; James Roussain, Director at Large. All 3 spoke briefly in acceptance.

**15. Other Business**

There was no other business raised from the floor.

**16. Adjournment**

Erica moved to adjourn the meeting, seconded by Kelly Turner. Motion carried; meeting was adjourned at 10:22 a.m. PDT / 1:22 p.m. EDT.

**Association of Canadian Archivists Foundation**  
**Report for Year ending December 2021**

The current Board of Directors of the ACA Foundation is: Andrea McCutcheon, Chair; Shannon Hodge, Daniel German, Christina Nichols and Kyle Pugh. The Board was very pleased to welcome Christine and Kyle at the end of 2021.

The Foundation received strong donor support in 2021. ACA members continued to support fellow members with 66 conference rate subsidies, and the Foundation fund received \$3,930 in donations, including \$475 in memory of long-standing ACA member, Jerry O'Brien. ACAF is very grateful to our donors, including Jerry's family, for this generous support.

We are also grateful that the ACA and Ancestry included in their renewed agreement, the continuation of an Ancestry Award. This remains a significant benefit of this collaboration and the ACAF Board is now working to establish refreshed criteria that reflect the current agreement to support archival education opportunities for Black, Indigenous, and People of Colour. The Board is refreshing application criteria and plans to make a call for nominations for the award to be presented in the fall of 2022.

After a redistribution to support virtual conference attendance in 2020, the ACA Annual Conference Student Voices Awards re-convened in 2021 in the form of \$200.00 offered to the top three winning papers selected by the 2021 Virtual Conference Planning Committee. The submissions were so strong that a fourth paper was awarded a conference rate subsidized by the ACAF at the request of the Committee. The ACAF Board was most impressed by the quality of the presentations made by all recipients and is pleased to offer Emerging Voices Awards again at the 2022 Hybrid Conference.



Other annual conference traditions the ACAF Board is working to reignite in 2022 include the provision of ACA-branded items for sale in support of the Foundation, and the return of the popular ACAF silent auction. The ACAF Board is sourcing technology, vendors, and donors to offer these activities more broadly in our new hybrid virtual/in-person environment. So as not to compete with the ACA's efforts to raise funds for damaged archives in Ukraine, the Foundation Board has moved these plans to coincide with Giving Tuesday in November, 2022.

Unfortunately, in November of 2021, the Canada Revenue Agency (CRA) revoked the ACAF's charitable status citing a failure to file for 2020. Our financial statements were indeed audited, and the filing mailed to the Charities Directorate. Nevertheless, they did not reach their intended recipient. As soon as we were made aware of the revocation, the ACAF Board arranged with the Secretariat to ensure all affected donors were notified that donations made since the revocation would be ineligible for tax receipts until our status is restored. This remains the case at the time of writing this report and the ACA Secretariat continues to work with the CRA to resolve this matter. We have every expectation our status will be restored and will notify ACA Membership and donors once this occurs. We thank our donors for the patience and grace they've afforded in this unfortunate circumstance.

The CRA also noted that organizations including the ACAF with annual profits of less than \$250,000.00 do not need to undertake an external audit of their financial statements so long as they file their required financial statements with the CRA annually. To expedite the charitable status filing process and save the expense of externally auditing the ACAF's statements, the ACAF board and membership voted to henceforth forgo the external audit for the fund's statements. This decision can be reversed should ACAF profits rise above the allowance, or other circumstances arise to warrant an external audit in any given year. This decision only applies to the ACA Fund's statements. The Association of Canadian Archivists financial statements will continue to be audited externally on an annual basis.

The ACAF operational, high interest savings, and mutual fund accounts are healthy at \$42,500, \$39,650, and \$25,908 respectively. With a view to sustaining this strong financial position, the ACAF Board will work in 2022 to determine how best to invest earned interest and appropriate operational amounts in these accounts.

We have also met a threshold for bursary disbursement established during the initiation of the fund. The Board continues work to establish criteria that honours the original intention of the bursary and aligns with present equity commitments apace to offer a call for nominations later in 2022.

And finally, we have 57 member-subsidized conference spaces available to support students and precarious members in 2022 and beyond.



Members are welcome to request access to the financial statements of the ACA and ACAF at any time by contacting the Secretariate or Treasurer.

This is my final ACAF Report as ACAF Board Chair. I would like to acknowledge and thank my fellow ACAF Board members for their dedication and enthusiasm, the ACA Secretariat for the wonderful work they do to administer ACAF operations, and our most kind and generous members and donors for their continued support of the ACAF.

*Respectfully submitted,*  
*Andrea McCutcheon, ACAF Board Chair*



**Photo Credit:** Varsity Fund Telethon April 25th, 1973. Robert Lansdale Photography. University of Toronto Archives B1998-0033/731101



## The ACA Secretariat

For the past year, the Secretariat has continued to use the infrastructure created to support a more collaborative environment to work from home offices. We continue to have access to our server, which was recently updated and to access all files and software as needed to meet member needs and provide support to the ACA Board of Directors, committee chairs and committees, SISs, Student Chapters and members. The creativity, dedication, energy and leadership demonstrated by the breadth of activities and the willingness to support local, provincial, national and international activities is inspiring.

A significant focus for the Secretariat has been working with the Program Team, the Host Team and the ACA Board to navigate and implement the ACA's first ever Hybrid Annual Conference. We have undertaken this work with the Equity Commitments to frame and support decisions related to pricing, accessibility and navigating this format when many vendors and institutions are finding it difficult to navigate in person activities once again. We appreciate the support that everyone has provided to ensure ACA 2022 is well supported in person and online. Thank you to our sponsors and vendors who have continued to support the ACA with the online format and the Whova app. It will be good to see Exhibitors and Vendors in person, at the University of British Columbia.

This AGM will be the last meeting for Andrea McCutcheon, her support and energy for reviving the Financial Review Committee and for supporting the work of a larger ACAF Board has been very timely and important to the financial decisions for the ACA and the ACAF. Her leadership has been very much appreciated. Gillian Dunks will also be leaving the ACA Board and she has spent time first on the Professional Development Committee and has now completed two years as Director-at-Large (2), responsible for Special Interest Sections this past year. Her work guiding two new sections and supporting the work of a diversity of members has revitalized many sections who have been meeting regularly and hosting a diversity of events.

It has been a very busy year. We have several projects that will be undertaken this summer to improve and update the website, to document and update manuals for the office and conference and we will immediately begin the work of planning for ACA 2023 which will take place for the first time in Charlottetown, Prince Edward Island, in person.

I would like to thank Fiorella Foscarini for her work as General Editor of *Archivaria*. The Association is so fortunate to have the most dedicated volunteers. The work of the entire editorial board and the support provided by Maureen Tracey provides the community with access to a world class journal.

*Respectfully submitted,*  
*Jo McCutcheon, Executive Director*