



**Saskatchewan Council
For Archives and Archivists**

Annual General Meeting 2012

Agenda Package

**Saturday, June 23, 2012
9:15 A.M.**

**Clayton McLain Memorial Museum
101 Hill Avenue Cut Knife, Saskatchewan**



**Canadian Council of Archives
Conseil canadien des archives**

Saskatchewan Council for Archives and Archivists
Annual General Meeting

Saturday, June 23, 2012 – 9:15 a.m.

Clayton McLain memorial Museum
Cut Knife, Saskatchewan

Proposed Agenda

	Page
1. Call to Order	
2. Approval of Agenda	
3. Approval of 2011 Annual General Meeting Minutes	3
4. Approval of 2011 Special General Meeting Minutes	8
5. Executive Reports	
• President	9
• Treasurer	11
▪ 2011-12 Audited Financial Statements	
• Appointment of 2012-13 Auditor	
▪ Proposed 2012-13 Budget (attached)	
▪ Financial Motions	12
• Secretary	13
6. Committee Reports	
• Communications	14
• Grants	15
• Public Awareness	17
• Education Committee Report	22
7. Executive Director	24
8. Archives Advisor Report	25
9. Constitutional Amendments (attached)	
10. Policy Revisions (attached)	
▪ Travel Policy Proposed Revisions	
11. Election of Executive Committee	
• Nominations Committee Report	28
• Signing Officers	28
12. Other Business	
13. Adjournment	
14. Appendix: Past AGM Dates and Locations	

Following adjournment, there will be a member forum – an informal opportunity to share ideas, ask questions, seek advice, and generally discuss issues of concern.

June 11, 2011 - Annual General Meeting
Athol Murray College of Notre Dame Museum and Archives
Wilcox, Saskatchewan
Minutes

Present:

Mark Vajcner (University of Regina Archives and Special Collections)
Crista Bradley, (University of Regina Archives and Special Collections)
Bruce Dawson, (Saskatchewan Archives Board (Regina))
Christine Charmbury (Saskatchewan Archives Board (Saskatoon))
Jeff O'Brien (City of Saskatoon Archives)
Tammy Donahue-Buziak (City of North Battleford Historic Archives)
Cameron Hart (Saskatchewan Council for Archives and Archivists, Saskatoon)
Donald Johnson (University of Regina Archives and Special Collections)
Terry McGarry, (Athol Murray College of Notre Dame Museum and Archives)
Audrey Price, Executive Director, SCAA (Regina)

Via Conference Call:

May P. Chan (Regina Public Library, Regina)

1. Call to Order

Mark Vajcner (chair) called the meeting to order at 9:20 a.m. and welcomed everyone to the meeting and those joining by conference call and asked for role call.
Introductions were completed.

2. Approval of Agenda

Motion: That the agenda be approved as presented.

Moved: Bruce Dawson; Seconded: Donald Johnson

Carried

3. Approval of 2010 minutes

Motion: That the minutes of the 2010 SCAA Annual General Meeting be approved as presented.

Moved: Jeff O'Brien; Seconded: Crista Bradley

Carried

4. Executive Reports

President's Report (circulated)

Mark Vajcner presented his report and spoke to two highlights for the year. The Governance review has been a work in progress for two years, working with Dawn Martin, Daybreak Consulting as the facilitator. Facilitator illness necessitated a change of date for the second portion of the review and the delay prevented the Executive from introducing the proposed changes at the AGM to meet notification requirements. A Special General Meeting will be held in fall to introduce said changes. The changes to Council operations by contracting association management services with b-creative group has caused a shift from a working board structure to a managing board structure which moves it from a volunteer driven/delivered format to a committee driven/staff delivered process. This will mean policy development and some bylaw changes.

Another highlight was the Strategic Planning process undertaken which Dawn Martin also facilitated. As a result Council now has a new three year planning cycle which mirrors the SaskCulture new three year

funding cycle. The full plan will be presented at the Special General Meeting for approval as well, prior to presenting to SaskCulture in the next funding application.

Mark extended his appreciation to all who supported and completed the Annual Survey as that became the catalyst of direction for the Strategic Plan.

He also thanked the Executive, Committees and Staff for their support throughout the year.

Motion: That the President's Report be approved as presented.

Moved: Mark Vajcner; Seconded: Christine Charmbury Carried

Treasurer's Report (circulated)

May P. Chan reviewed her report with the attendees. No questions were forthcoming. She pointed out a change to last year's motion at the AGM, that Breen and Associates of Saskatoon were appointed as Council Auditor for the 2010-11 year. However, they were not able to meet the AGM deadline to complete the report and Marcia Herback, CA, was contracted to complete the audit for the 2010-11 year.

Motion: To receive the Treasurer's Report as presented.

Moved: Cameron Hart; Seconded: Bruce Dawson Carried

Motion: To receive the 2010-11 Audited Financial Statements.

Moved: Jeff O'Brien; Seconded: Tammy Donahue-Buziak Carried

Motion: To approve the 2011-12 Budget as circulated.

Moved: Cameron Hart; Seconded: Tammy Donahue-Buziak Carried

Motion: To appoint Marcia Herback, CA as Auditor for the 2011-12 year.

Moved: Bruce Dawson; Seconded: Jeff O'Brien Carried

Mark thanked May for her diligent work as Treasurer and her commitment to various other committees she served on.

Secretary's Report (circulated)

Christine Charmbury explained Ailsa Hedley-Leftwich, currently completing year one of her two year term as Treasurer, was on maternity leave and as a result Christine completed the term for her. Ailsa will allow her name to stand for the position of Director-At-Large and Christine will assume the role of Treasurer for the remaining one year of the term.

Christine reported that in the 2010/11 year Council Membership reached 26 Individual Members (increase of 1 over 2009/10) and 58 Institutional Members (increase of 4 over 2009/10 year). She thanked everyone for their help and support in her term.

Motion: To approve the Secretary's Report as presented.

Moved: Christine Charmbury; Seconded: Mark Vajcner Carried

In discussion it was suggested that more individual members be solicited and that the new brochure should help close membership sales while the Archives Advisory is speaking with potential members.

It was also suggested that we reach out to Institutional Members to show value to potential individual members. The Secretary will prepare a report for the next Executive Meeting summarizing the potential number of individual members working with our Institutional Members at present.

As Alberta has a much larger individual membership base it was also suggested that the Archives Advisor contact them to determine what actions had supported this success. It was also suggested that the Archives Advisor inquire, at the monthly activity call participated in by all the provincial advisors, what his peers are doing to drive membership.

5. Committee Reports

Communications Committee Report (circulated)

May summarized the activity presented in the Annual Report and thanked Linda McIntyre and Christine Charmbury for their support during the past year.

Motion: To accept the Communications Committee report.

Moved: J. O'Brien; Seconded: Bruce Dawson

Carried

Grants Committee Report

Mark Vajcner, on behalf of Lenora Toth, thanked the committee members, Fay Hutchinson, Adrienne Cottrell, and staff member Cameron Hart for their work this year.

Newly introduced this year, and appearing successful, was the one-on-one support offered to institutions on their grant applications in place of a Grant Writing Workshop.

No word has been received yet on the NADP applications submitted. It was reported that the program has been extended for five years.

Public Awareness Committee

Jeff O'Brien reported it was a great year with Archives Week going very well. The Culture Days program was undertaken in Saskatoon, Regina and some other communities and in 2011 in Saskatoon is will be a beer and educational theme.

He thanked Ailsa for juggling a new baby and still having time to complete the 2012 Archives Calendar layout. The calendars are out and sales have started. Calendars will be placed in gift shops and book stores again as well as the airport gift shops.

Motion: To accept the Public Awareness Committee report as circulated.

Moved: Mark Vajcner; Seconded: Donald Johnson

Carried

Education Committee Report (circulated)

This year the committee would like to lock in facilitators early so events can be well publicized allowing participants to plan time and funds to attend. They are also looking at online learning and the Archives Advisor has been asked to explore the gaps in current online learning being offered. It was also suggesting working with MAS or other PCO's where we might partner with or co-present workshops.

Motion: To accept the Education Committee report as circulated.

Moved: Tammy Donahue-Buziak; Seconded: Christine Charmbury

Carried

6. Executive Director Report (circulated)

Audrey Price reported on activities being undertaken by the Council at the administrative level and those being planned for the upcoming year. She also thanked the Executive and staff for their support throughout the year.

Motion: To accept the Executive Director Report as circulated.

Moved: J. O'Brien; Seconded: Donald Johnson

Carried

7. Archives Advisor Report

The report was circulated and Cameron Hart spoke briefly about the Facebook page management and reducing the various groups down to one Council page.

He also suggested that the website was in need of an informational review and updating and he would assist the Communications Committee in this regard.

Motion: To accept the Archives Advisor Report as circulated.

Moved: J. O'Brien; Seconded: Donald Johnson

Carried

8. Election of Executive Committee

Mark thanked Jeff for preparing the Nominations Committee Report. He advised that the positions open for election were the Treasurer, Vice-President and Institutional Member-at-Large.

Because of maternity leave Ailsa Hedley-Leftwich has resigned her final year as Secretary and has put forward her name for the Director-at-Large position. Christine Charmbury has completed her one year term as Director-at-Large and agreed to assume the role of Treasurer's to replace Ailsa for the remaining year of her two year term.

Motion: To accept the resignation of Ailsa Hedley-Leftwich as Secretary to the Saskatchewan Council for Archives and Archivists.

Moved: J. O'Brien; Seconded: Donald Johnson

Carried

Mark called for nominations from the floor for each position. With no nominations received from the floor, the following slate was acclaimed:

President (2010-12):

- Mark Vajcner, University of Regina Archives and Special Collections (Regina)

Vice-President (2011-13):

- Jeff O'Brien, City of Saskatoon Archives (Saskatoon)

Treasurer (2011-13)

- Bruce Dawson, Saskatchewan Archives Board, (Regina)

Secretary (2011-12)

- Christine Charmbury, Saskatchewan Archives Board, (Saskatoon)

Institutional Member-at-Large (2011-13):

- Lenora Toth, Saskatchewan Archives Board (Regina)

Individual Member-at-Large (2010-12):

- Krista Liggett, Saskatchewan Archives Board (Regina)

Member-at-Large (2010-12):

- Tammy Donahue-Buziak, City of North Battleford Historic Archives (North Battleford)

Member-at-Large (2011-12):

- Ailsa Hedley Leftwich, Esterhazy Community Museum (Esterhazy)

Signing Officers:

The following are proposed as signing officers:

Mark Vajcner, President
Jeff O'Brien, Vice-President
Bruce Dawson, Treasurer
Audrey Price, Executive Director,

Motion: That signing officers for the Saskatchewan Council for Archives and Archivists be accepted as presented and that any two be authorized to sign on behalf of Council.

Moved: J. O'Brien; Seconded: Donald Johnson

Carried

10. Other Business

Mark Thanked Terry McGarry for hosting the Councils 2011 AGM and for the great hospitality. Mark invited all in attendance to remain for tours of the facility.

11. Adjournment

Motion to adjourn.

Moved: J. O'Brien;

The Meeting adjourned at 11:05 a.m.

**Saskatchewan Council for Archives and Archivists
September 29, 2011 – Special General Meeting
Holiday Inn Express, 4255 Albert St., Regina, Saskatchewan
Minutes**

Present:

Mark Vajcner (University of Regina Archives and Special Collections)
Linda McIntyre, (Saskatchewan Archives Board)
Lenora Toth (Saskatchewan Archives Board (Regina))
Bruce Dawson, (Saskatchewan Archives Board (Regina))
Nadine Charabin (Saskatchewan Archives Board)
Cameron Hart (Saskatchewan Council for Archives and Archivists, Saskatoon)
Jackie Hobbs (Anglican Church of Canada Diocese of Saskatchewan Archives)
Rae Benson (Individual Member)
Jamie Benson (Prince Albert Historical Society)
Faye Hutchinson (Regina Qu'Appelle Health Region Archives)
Catherine Holmes (Saskatchewan Archives Board (Regina))

Via Conference Call:

May P. Chan (Regina Public Library, Prairie History Room)
Dorothea Funk (Saskatoon Public Library, Local History Room)
Christine Charmbury (Saskatchewan Archives Board (Saskatoon))
Tammy Donahue-Buziak (City of North Battleford Historic Archives)

Audrey Price, Executive Director, SCAA (Regina)

Call to Order

Mark Vajcner (Chair) called the meeting to order at 11:55 a.m. and welcomed everyone to the meeting and those joining by conference call and asked for role call.
Introductions were completed.

The purpose of the meeting resulting from the Governance Review was presented to the members. Proposed revisions were circulated with the Notice of Special General Meeting. For the most part the revisions reflect minor wording changes.

1. Motion to Approve Agenda

Motion: That the Agenda be approved as presented.

Moved: Faye Hutchinson; Seconded: Lenora Toth Carried

2. Motion to Approve Constitutional Changes

Motion: That the minor wording changes to the Constitution be approved as presented.

Moved: Linda McIntyre; Seconded: Bruce Dawson Carried

3. Motion to Approve the 2012-2015 Long Term Strategic Plan

Motion: That the 2012-2015 Long Term Strategic Plan presented be approved.

Moved: Bruce Dawson; Seconded: Lenora Toth Carried

4. No Other Business

5. Adjournment

Motion to adjourn.

Moved: Bruce Dawson The Meeting adjourned at 1:05 p.m.

President's Report, 2011-12

As in past years, 2011-12 was a busy year for SCAA. It saw another successful Archives Week and a full program of grants, workshops, and other initiatives that you will hear about in the executive, staff and committee reports.

We adopted our new three-year strategic plan at a special general meeting in Regina in September. To date progress has been made on a number of priorities identified in that plan. Chief among them:

- Work toward an archival Code of Ethics has begun. Similar codes have been identified and investigated. Work toward writing a provincial code for Saskatchewan will proceed in 2012-13.
- An ad-hoc committee researched various archival mentorship programs and conducted a survey of membership this spring. A majority of respondents were in support of SCAA establishing a mentorship program. Based on this response the committee recommended that SCAA undertake work this coming year to develop and test a trial program.
- The governance review process of recent years has resulted in a draft procedural manual to guide the work of executive and the Executive Director. Sections of that manual have been adopted and further sections will be implemented in 2012-13.

The focus on a strategic plan and the methodical implementation of its recommendations is, I believe, part of a significant culture shift for the Council. The growth of SCAA necessitates that we think and act strategically in all of our endeavors. We have outgrown the days when programs could be developed and implemented on the fly by a small cadre of dedicated volunteers. Now as a PCO, operating a six-figure budget, and with staff our circumstances demand a more systematic approach. What we have intended to create these past two years is a three-year planning-cycle (represented by the strategic plan) that is formulated broadly with member input in time to prepare our three-year grant application to SaskCulture. Having a considered and consultative plan will considerably strengthen our application. Our first application since our new strategic plan was adopted will be due this fall. The challenge to our staff and new executive will be to craft that application using the strategic plan as its guide.

A key success measure articulated in the strategic plan is that SCAA be financially secure and sustainable. This takes on an added potency given recent developments around the NADP funding program and the Canadian Council of Archives. Later in the meeting our Treasurer will be presenting a budget that you will find to be more austere than we have had in past years. SCAA is better positioned than most other provincial councils, thanks to our continued funding through SaskCulture, nevertheless we have been very careful reducing spending and projecting more realistic revenue targets. Core programs have been maintained and special projects will now be expected to seek out external funding sources and develop demonstrable revenue streams as part of their planning, development and implementation.

But not all is doom and gloom, progress was made in 2011-12 on our donation and cost-sharing program. In support of Archives Week, several institutions were approached and provided a total of \$1,075 to support our activities. I would again like to thank these institutions for their contributions:

- City of Saskatoon
- Regina Qu'Appelle Health Regina Library
- Saskatchewan Archives Board
- University of Regina Library

It has been a challenging and exciting term as your President. I have learned much, made both good and bad decisions, and hopefully have advanced the Council along in its development. None of that would have been possible without the support of our staff and membership and I'd like to thank each of you for your dedication, vision, and expertise. That is what makes the Council the Council. Thank you again.

Mark Vajčner
SCAA President, 2010-2012

Treasurer's Report, 2011-12

The Treasurer's Report and Audited Financial Statements will be forthcoming in a separate package.

Financial Motions for the 2012 AGM

Approved by Executive June 4, 2012

1. Whereas the Executive Committee has approved amendments to the Procedures for Financial control, originally approved by the 2008 AGM & last Revised at the 2009 AGM:

Motion:

That the Amendments to the Procedures for Financial Control be approved;

That the policy may continue to be amended by the Executive Committee, with such amendments to be ratified at the following AGM.

SCAA Secretary's Report

This has been my second year serving on the executive of the SCAA, and I would like to thank my fellow executive members as well as Audrey, Lovella and Cam for all their hard work this year.

This year's membership numbers have remained relatively stable. The Council's paid membership numbers for 2011-2012, as of March 31, 2012 are as follows:

25 Individual Members (-1 from 2010-2011)
58 Institutional Members (same as 2010-2011)

We do not have anyone in the "general" membership category (i.e. the individual membership that we offer for \$10.00).

Christine Charmbury
Secretary, SCAA

Communications Committee Report, 2011-12

Committee Members:

Christine Charmbury (Chair)

Mark Vajcner

This is the first year that the responsibility of chairing the Communications Committee has been specifically designated to the SCAA Secretary, as part of the Constitutional reforms made by the SCAA executive and approved by the membership. I regret to say that since I became the chair of this committee, I have been unable to commit the required time that this position and the committee needs, due to other personal and professional commitments.

The main responsibilities of the Communications Committee are to monitor the communications tools used by the SCAA, including the e-update and the newsletter *Outside the Box*. The e-update is compiled and distributed by the Archives Advisor, with support from the committee where needed. The SCAA's facebook page is also managed by the Archives Advisor. Our current use of facebook as a communications tool should be re-examined to determine how well it is serving the needs and expectations of the membership.

The main responsibility of the Communications Committee is in producing the newsletter, *Outside the Box*. There has been some difficulty in getting submissions from anyone outside of the Communications Committee, the Archives Advisor and the executive members. A call goes out for submissions via the e-update, but this has not garnered any contributions to the newsletter. The biggest challenge for the committee in the upcoming year will be to get the newsletter back on track, so that it can be published and distributed to the SCAA membership on a regular basis. The committee also recommends that we drop the use of a volume number in numbering the newsletters, and that we simply use the issue number instead.

I would recommend that the following documents should be revisited by the Communications Committee in the upcoming year, as a starting point to examine our current communications strategies:

- *SCAA & Web 2.0 Tools* – prepared by May P. Chan, Linda McIntyre and Christine Charmbury
- *Building an Effective and Sustainable Communications Structure for the Saskatchewan Council for Archives and Archivists*, Communications Committee Report, May 2009 – Linda McIntyre, Dana Turgeon, and Mark Vajcner with assistance by Tim Hutchinson and Carey Isaak.
- Results of the *SCAA Strategic Planning Questionnaire*, 2011, conducted via Survey Monkey.

Although I will no longer be on the SCAA executive in the upcoming year, I would definitely be willing to continue on as a member of the Communications Committee.

Christine Charmbury

Communications Committee Chair

Grants Committee Report, 2012-13

This year the SCAA Grants Committee consisted of Cheryl Avery, Bonnie Dahl, and Lenora Toth (chair). The committee met several times to adjudicate the National Archival Development Program (NADP) project applications and the Institutional Grants Program.

NADP Contributions Program, 2012-13:

As in previous years, the committee reviewed funding applications submitted under the NADP program. The total NADP funding package for Saskatchewan for the 2012-13 year was \$83,475.00. In total 7 applications from 6 institutions were received. Without including the Council applications the amount requested in these 7 applications exceeded the funding package.

Several institutions were asked to resubmit their application requesting a reduced funding amount.

Of the 7 reviewed the following 5 were recommended to the CCA:

1. *Video Archive Project* – Paved Art & New Media – NADP funding requested **\$10,329.60**
2. *Preserving and Sharing Lloydminster's Televised History (phase 2)* – Lloydminster and District Centennial Commemorative Association - NADP funding requested **\$12,895.20**
3. *Saskatoon's Photographer: The Leonard Hillyard Photograph Collection- Phase 2* –Saskatoon Public Library – Local History Room - NADP funding requested - **\$11,541.60**
4. *Several fonds Arrangement and Description Project* -- City of Saskatoon Archives -- NADP funding requested **\$5635.00**
5. *Photographic Services Branch Processing Project* – Saskatchewan Archives Board -- NADP funding requested **\$12,071.68**
(Lenora and Bonnie, both employees of SAB, refrained from scoring the SAB application)

As well as the above grants (requesting \$52,473.08), the SCAA submitted 3 grant applications: Then and Now (comparative photograph book), \$14,908.59; Conservation Assessments, \$4838.73; and the Professional Development Fund, \$10,000.00 (\$29,747.32)

The total funding request for NADP was \$82,220.40

The above grants were forwarded to the CCA for national adjudication and this adjudication was underway when LAC announced, following budget cuts, that the NADP program was discontinued immediately and therefore none of the projects would receive funding.

The loss of the NADP has serious and ongoing repercussions for the archival community across the country and many valuable collections will languish unprocessed, outreach programs will suffer and all councils across the country will need to reduce programs or discontinue altogether.

Institutional Grants Program, 2011-12:

In 2007, the Grants Committee recommended that a provincial grants program be created for use by institutions in Saskatchewan. Funding for this program was provided by the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation through SaskCulture Inc. The initial program offer (2008-09) had an allocation of \$10,000. In 2009-10 an allocation of \$15,000 was available and \$16,412.93 was expended in 2010-11. Funding for 2011-12 was set at \$22,000. The funding package for 2012-13 remained at \$22,000.00. However, as the 2011-12 was undersubscribed in the 1st round of applications, the Council, at the recommendation of the grants committee, raised the maximum amount per application from \$2000.00 to \$3000.00.

19 grant applications were received for the 2012-13 institutional grants program requesting, in total, \$44,762.22. 1 application related to a non archival project and was not approved. Another was not approved as the institution had already received a substantial grant from Sask Culture. A further 6 grants were disallowed due to lack of funding and based on criteria number 2 of the IGP funding priorities -- "smaller institutional members will receive priority over archives with well established funding structures"

As a result of the adjudication process the committee recommended the following 11 applications receive funding:

1. Whitewood -- **\$2,000.00**
2. Lloydminster Regional Archives -- **\$3000.00**
3. Jasper Cultural and Historical Centre, Maple Creek -- **\$2,298.69**
4. Regina Qu'Appelle Health Region Archive -- **\$967.99**
5. Clayton McLain Memorial – Cut Knife --**\$2,485.13**
6. Anglican Diocese -- **\$1900.00**
7. Humboldt -- **\$3,000.00**
8. Yorkton -- **\$1,429.05**
9. Grand Coteau Heritage and Cultural Centre-- **\$3000.00**
10. City of North Battleford Archives -- **\$1,571.70**
11. Saskatoon Public Library – Local History room, project 2 -- **\$241.49**

Total \$21,894.05

Given the unprecedented number of applications received for IGP funding this year (19 institutions applied requesting in total **\$44,726.22**) it would probably be a good idea to reconsider the maximum amount per grant. As well, the criteria for the funding should be revised in light of the loss of the NADP.

Submitted by Lenora Toth, Grants Committee Chair

SCAA Public Awareness Committee Report, 2012-13

Members:

Donald Johnson - University of Regina (Co-chair)
Jeff O'Brien - City of Saskatoon Archives (Co-chair)
Tim Hutchinson - U of S
Cheryl Avery - U of S
Dorothea Funk - Saskatoon Public Library
Ailsa Hedley Leftwich – Esterhazy

Activities

NADP:

Although not technically a Public Awareness Committee issue, the decision to cut funding to the CCA and to end the NADP program will have a huge effect on archives across Canada. The SCAA needs to develop a better structure (Executive lead, committee delegation, etc.) to be able to effectively participate in advocacy campaigns important to the archival community, and be able to react quickly to developments.

The responses from other organizations and institutions have been to make the public more aware of the efforts and successes of archivists. The SCAA and its members do good work and have many successes, so a coordinated and effective response should be natural and easy.

Culture Days:

The SCAA should review how – and if – it does Culture Days.

Culture Days is an interesting idea. Unfortunately, a great many other cultural organizations feel the same way, with the result that we end up with a many heritage-themed events being held simultaneously, all competing for the same very small audience.

The 2011 Saskatoon event was probably also hampered by our decision to join the WDM, which meant that our publicity was effectively lost. Had we done our Culture Days event separately, it might have been more successful, although there may be ways to more effectively piggy-back with other events.

The Saskatoon group has tentatively decided not to hold a Culture Days event in 2012. This doesn't mean that the SCAA should completely eschew Culture Days. There are undoubtedly a variety of options for similar presentation (eg., see the Beer Event, below), for example, using an archival collection as the focus for inter-disciplinary lectures, perhaps on topics not specifically related to archives, and perhaps not during Culture Days itself.

Archives Week

Archives week was entirely satisfactory as a series of events showcasing archives in Saskatchewan. Events in Saskatoon and Regina had reasonable attendance figures, and judging from comments made afterwards and on our surveys, the audience was both entertained and edified.

However, the attendance figures are not improving, and in fact were somewhat lower than in other years. We, the committee, do not feel that Archives Week should be discontinued. But the challenge for the next Public Awareness Committee will be to discover why attendance figures are so low, and to seek to improve them.

Some of our problems this year may have been with respect to publicity. There has been some suggestion that some aspects of AW publicity were lacking, eg. the website was populated late and there weren't any e-mails to the "friends" lists (people who had provided their e-mail addresses at previous events). Informal advertising, word of mouth, etc., can often be the most effective tool and we should be making better use of our own networks.

The Saskatoon Readers Event was videotaped this year but has not yet run on Shaw Cable. Recorded events could be used throughout the year and not just around Archives Week.

(See attached excerpt from our March report to the Executive for more information)

Archives Weeks Grants:

The SCAA's Archives Week grants program was once again well used and should be carried on next year.

Public Awareness Guidelines:

Some discussion was undertaken this year by the Committee with regard to possible public awareness guidelines for individuals and organizations acting in our name or associated with SCAA-sponsored events. Guidelines were drafted to support SCAA members when organizing public events or preparing public communications. However, while a teleconference was held, no firm decisions were made.

Heritage Fairs

The students of today are the researchers and taxpayers of tomorrow. The SCAA should be seen as a strong, public proponent and supporter of the Youth Heritage Fairs. These are very popular in schools across the province and are an ideal public awareness vehicle for us, since every bit of work we do not only raises our awareness with teachers and students (who may be children today, but won't be in a few years) but also with their parents. It's a public awareness triple-whammy which we must take better advantage of.

This year, archivists in Saskatchewan worked as judges and resource people for SYHF across the province. Cameron Hart is to be commended for his unstinting work in this regard, as should those individual archivists who got involved. But the Council should be encouraging all its members to get involved. It may be that we could consider adding the SYHF to the portfolio of one of the executive members.

The SCAA should be creating student / teacher / parent resource guides and create a structure for formal support of the heritage fair program. The Saskatoon archives group has begun work on such a guide, starting with a list of heritage fair topics that could easily be supported by records held in the Saskatoon institutions, that could serve as a starting point for a province-wide initiative.

Saskatoon Beer Event:

This was a reprise of Saskatoon's Culture Days Event, held in September, except that this time it was held in a private lounge in a bar in a heritage building, and not at the same time as dozens of other heritage-themed events. Publicity for the event included a very successful social media campaign, a *Saskatoon Express* photo essay, a *Saskatoon Sun* newspaper column, and the Library's internal and external publications.

The event was standing-room only and the response from the audience was wildly enthusiastic. This was hands down the most successful event held by any archives or association thereof in the province this year. The average age of attendees was somewhere in the 30-50 range, with representation from the under-30 crowd as well, which is very unusual for archives-related events, as we are all aware.

Dorothea Funk was the guiding hand behind this event, proving yet again that in volunteer settings, initiatives benefit from clearly-identified "champions" to see them through to the end. Speakers were: Ken Dahl, City of Saskatoon Archives; Joan Champ, Western Development Museum; Greg Kitz, Great Western Breweries; and Don Kerr, retired University professor, all of whom are well-known local figures and whose personal popularity was a big draw. It is entirely possible that simply holding it in a popular night spot and serving alcohol was part of what made the difference.

Newspaper Publications:

There is ample opportunity for the history community to make use of content-hungry local publications to its benefit. Examples of this include the regular "Vintage Saskatoon" feature run by the *Saskatoon Express*, and the weekly archives column run by the *Saskatoon Sun* until that publication closed, and since picked up by the Saskatoon StarPhoenix to run in its Weekender section of the Saturday edition.

The response we have received from these two modest efforts alone is enough to suggest that there is a massive appetite in the newspaper reading public for local history. We should be trying much harder to take advantage of this. The SCAA should make a concerted effort to develop these kinds of media relationships outside of Saskatoon. For example, one of the readers at the Regina AW event occasionally writes 'archival news stories', crime stories about events which took place many years ago and use archival records as their sources. One suggestion might be to provide this writer with suggested sources for future stories.

2012 Calendar

Although we essentially broke even (\$140 loss, based on the audit) , we really need to re-think how we do calendars, or if we do them at all.

The calendars were intended both as public awareness tools and as a source of revenue. This latter objective is not being met, especially if we factor in the time spent by office staff in marketing them. If we do try our hand at calendars again, we may wish to consider partnering with other organizations or possibly creating downloadable computer desktop calendars instead, as in these examples:

<http://www.smashingmagazine.com/2012/05/31/desktop-wallpaper-calendar-june-2012/>

There are technical issues involved in trying to generate revenue from a downloadable product, but they are not insurmountable. However, if we went this route, we might want to simply consider the calendars a public awareness tool only.

Videos/Films

“The Truth is in There” was released on April 11, 2012 and posted on YouTube. It has also been played on Shaw Cable. The four videos (31 seconds each) have received 1300 views in total. These should be publicized beyond YouTube.

Books

1. *Wish You Were here* - manuscript has been submitted to CPRC
2. *Then and Now* - funding for this was pulled when the NADP program was dismantled by the Library and Archives Canada. The photographer has been notified. This project is now in limbo unless we can locate an alternative source of funding.
3. *Unforgettable* - No change since the last report.

Respectfully submitted,

Donald Johnson
Jeff O'Brien

Chairs, 2011-2012 Public Awareness Committee

March 7, 2012 – Public Awareness Committee Report to the Executive

Archives Week is the best example we have that whatever we are doing by way of public awareness is a failure. Despite radio broadcasts, newspaper articles, money spent on advertising, a poster and postcard campaign, the actual numbers of people who attend the events is abysmally low. One can make the argument that the purpose of AW is to improve awareness and appreciation of archives generally, but this is not a measurable outcome. The only thing we can measure is the number of people coming to our events. And it isn't improving.

In Saskatoon, we use the Heritage Festival at the Western Development Museum as a tool to advertise our events. We have a strong presence at the Festival, which again had record numbers of attendees (2500+ this year). But looking at the figures for our highest profile event, the Readers Event, we see the following:

2008 - 100
2009 - 89
2010 - 127
2011 - 82
2012 – 76 (85 including speakers and “staff”)

Attendance was as follows:

55-69 – 48% (16)
80+ - 24% (8)
30-54 – 18% (6)
70-79 – 10% (3)
19-29 – 0% (0)

There was a conflict between the Readers Event and the NDP leadership convention, which anecdotal evidence suggests didn't help out numbers. The Saskatoon movie night attracted 120 guests, which is better, but still poor given the amount of effort and time that goes into this. My understanding is that the numbers in Regina, which held only a single event, were even poorer.

We need to strongly re-think how we are doing public awareness insofar as Archives Week is concerned, and whether Archives Week is even a useful public awareness tool for us. A great deal of time, effort and money goes into this with a very minimal measurable impact.

Having said this – the people who went to our events appear to have mostly enjoyed them, as in this letter received by the Library:

"I really enjoyed the readers at the 'Spotlight on the Past.' From the colourful M.C. Jeff O'Brien, as well Anthony Bidulka, Deborah Buck, Senator Lillian Dyck, and Bob Florence... and certainly without a beat (?) Trish Chevaldayoff. The evening was full; of laughs, surprises at our great and surprising people who existing [sic] not so long ago. Lastly the after show treats were a [taste?] that filled both heart and soul, and much appreciated."

Education Committee, 2011-2012

The Education Committee's primary function during the 2011-12 fiscal year was to coordinate the educational and professional development programs and review and approve the professional development travel subsidy claims.

When researching topics, the Committee takes into consideration subjects identified in the member surveys or those uncovered by the Archives Advisor, in discussion with members.

Workshops presented in 2011-12 are listed below:

1. **Basic Archives Workshop** (*attendance: 16/ Saskatoon & Moose Jaw*)- An annual one-day workshop with core elements of archival work (appraisal, arrangement, accession, access, description and preservation) discussed and worked on through practical exercises. The first workshop was offered on August 26, 2011 at the City of Saskatoon Archives with 11 in attendance and again in March, 2012 in Moose Jaw with a total of 5 participants. Volunteer-run archives and new institutional members requiring orientation to archival practices are also encouraged to attend this workshop. Cameron Hart, the SCAA's Archives Advisor acts as the workshop presenter.
2. **Media Boot Camp/Public Speaking, Fundraising and Advocacy** (*Attendance 7*) - Originally slated for June, 2011 it was rescheduled to March 30, 2012 as the final workshop of the 2011-12 year. Presented by Nowshad (Shad) Ali, a skilled and experienced trainer and facilitator and President & CEO of On Purpose Leadership Inc. Shad, holds several credentials in Certified Behaviour Analyst, Certified Personal Values Analyst, and is trained in Experiential learning techniques as well as having a wealth of experience in communications and media relations. All reports were this might have been the best workshop of the year.
3. **RAD Refresher** (*attendance: 8*) - Intended for those already familiar with basic archival principles of provenance and original order, this one day workshop reminded rusty users of RAD how the nation's descriptive standard is organized as well as how to use it at all levels of description. The elements included in the minimum level of detail were discussed at length. Most of the course focused on Chapter 1, the general rules, but the instructor also spoke briefly to Chapter 4, Graphic Images, as well. Hands-on description kept everyone engaged throughout the day.
Instructor: Kelly Stewart, Education and Advisory Archivist Coordinator, Archives Association of British Columbia
4. **Emergency Planning Workshop** –Designed for archivists and collection managers responsible for the preservation of archival records, this workshop was taught using PowerPoint presentations, break-out groups and a hands-on disaster salvage session.
Instructor: Rosaleen Hill, BC Archival Preservation Service Coordinator, Archives Association of British Columbia

The SCAA, like many organizations, is experiencing a noted decline in attendance at workshops in the past three years and the corresponding impact on revenues. Education programs for the 2012-13 will be determined by budget availability however, three are confirmed at present, with the initial workshop held in conjunction with the 2012 Annual General Meeting.

The planned workshops are:

1. ***Social Media: Strategy to Execution - AGM Workshop (June 2012, North Battleford, SK) (1 Day)***

Instructor: Braden Cannon

The workshop is directed at small to medium sized institutions with minimal budgets who can use social media to improve access to holdings. Members will be aided in developing a Social Media plan with clear objectives, strategies, understanding of time commitment and evaluation of potential social media tools.

2. ***Basic Archives Workshop - (September 2012, Yorkton and March 2013, Estevan) – Instructor: Cameron Hart***

A one-day workshop with core elements of archival work (appraisal, arrangement, accession, access, description and preservation) discussed and worked on through practical exercises. This workshop, first offered in March 2008, is popular with new members and organizations/institutions that are not currently members of the SCAA but do have archival records/records management issues and are unsure how to manage and maintain it. The timing of this workshop is to coincide with the start of contract staff working in archival institutions, which may need some training. Volunteer-run archives and new institutional members requiring orientation to archival practices are also encouraged to attend this workshop. Cameron Hart, the SCAA's Archives Advisor will act as the workshop presenter.

3. ***Care of Photographic Material –CCI workshop – (fall 2012- Prince Albert) – (2 day) SCAA/MAS partnership***

Instructor: Greg Hill is a graduate of the Art Conservation Techniques program at Sir Sandford Fleming College in Peterborough. (over 24 years experience in photograph and archival conservation working for the Provincial Archives of Manitoba, Library and Archives Canada, and in the private sector.)

This workshop, discusses photographic processes identification, and the structure, composition, and format of a broad range of photographic materials. Agents of deterioration and mechanisms of deterioration are covered, as well as proper storage and handling techniques for photograph collections. Ways to minimize potential damage and information loss in an emergency or disaster are also included.

Participants will be learn how to identify and explain differences in structure, composition, and format of various types of photographic materials; identify agents of deterioration and understand the mechanisms of deterioration; implement proper handling and storage procedures for photographic collections as well as select appropriate housing enclosures and storage materials; and develop some understanding of salvage and recovery procedures for photographs.

Executive Director Report, 2012-13

Our third year providing association management services to SCAA saw internal changes. Amanda Perry moved on from b-creative group to Saskatchewan In-Motion in September, 2011. We were fortunate to have Lovella Jones join us in October, 2011 and Gloria Bearss in January, 2012.

The office continues to provide administrative support, as well as support for membership renewal, ongoing communication, accounting and directing questions from the general public as they look for advice in using the archival services within the province. In addition to normal office services, we provide administrative support to the Education Committee in delivery of workshops by securing venues, contracting speakers, preparing registration, managing attendance, on-site support and completion of the final accounting.

2012 will be a year of change with both the loss of NADP funding as well as significant changes with our primary funder. This year SaskCulture has introduced new criteria and application forms effective for the 2012 fall funding cycle. While they have discontinued the Adjudication Committee they have introduced a three hour, on-site interview by SaskCulture staff with the PCO administration to ensure “evidence of organization effectiveness” which will be an assurance to our funder but also to the PCO itself. Board members are encouraged to attend this interview meeting as well.

The Global Funding Application process has changed significantly and is now based explicitly on the AGF criteria. The criteria will be made known in advance so responses can be crafted with that in mind. “The new form is built on the premise that the best evidence of an organization’s ability to achieve its plans is its success in achieving past objectives” said Dean Kush, Program Manager with SaskCulture, in his May 2, 2012 memo to eligible Provincial Cultural Organizations, “It will ask respondents to provide both the results of the past two years of their activity and their plans for the coming three years”

Timing of this new SaskCulture funding cycle has meant the Council’s Long Term Planning process now coincides with their schedule.

Personally in 2012, I undertook and completed Modules Three and Four of the Canadian Society of Association Executives, Certified Association Executive program and plan to complete the final module in fall, 2012. As well, both Lovella and I are participating in the Project Management Professional Certificate Course offered through the University of Regina Continuing Education.

I have very much enjoyed this past year working with the entire Executive and working under the leadership and support of Council President, Mark Vajcner. I look forward to the challenges and growth in the coming year.

Submitted by
Audrey Price,
Executive Director

Archives Advisor Annual Report, 2011-12

In the past year your Archival Advisor (AA) has been working towards expanding the knowledge, the purpose and necessity of archives throughout the Cultural Community of Saskatchewan. The AA has created new relationships, continued to expand those with members that have been established in the past and re-vitalized those that have been languishing.

In this effort **23** site visits to member institutions across the province were made. A site visit is defined as “where an advisor attends in person at a location regardless of the amount of time spent at the site”. (Definition agreed upon by the CCA Advisors Working Group at their October 2007 meeting.) These visits were made to long-time members, others that are newer and starting out. In the past year we have seen the addition of three institutional members, the **Paved Arts Archive** in **Saskatoon**, the **Jasper Cultural & Historical Centre** and **The Southwest Saskatchewan Old-timers’ Museum & Archives** are both in **Maple Creek**, where SCAA had no membership prior!

In addition to those new members Site visits to:

- The **Whitewood** Tourism & Heritage Association (**East**)
- The City of **Yorkton** Archives (**East**)
- The **Saskatoon** Public Library’s Local History Room
- The City of **Saskatoon** Archives
- The **Saskatchewan** Indian Cultural Centre (**Saskatoon**)
- The WDM Curatorial Centre’s – George Shepard Library (**Saskatoon**)
- The Clayton McLane Memorial Museum in **Cut Knife** (**NW**)
- The City of **North Battleford** Historic Archives (**NW**)
- The Allan Sapp Gallery Archives in **North Battleford** (**NW**)
- The **Rosetown** and District Archives (**NW**)
- Lloydminster** Regional Archives (**NW**)
- Moose Jaw** Public Library Archives (**SW**)
- Gravelbourg** and District Museum (**SW**)
- Centre Culturel Maillard in **Gravelbourg** (potential member) (**SW**)
- Swift Current** Museum Archives (**SW**)
- The Tommy Douglas Centre in **Weyburn** (potential member) (**SW**)
- The **Estevan** Art Gallery and Museum (**SW**)
- The Souris Valley Museum in **Estevan** (potential member) (**SW**)

Note: Some institutions may have had multiple visits.

The AA is not only responsible for the inquiries of members and the Executive but also those of non-members. During the past year, just over to **4700** inquiries were made, up from close to **4000** made in the 2010-11 year. A query is to be “every single point of contact,” therefore each call or follow-up email message will be counted as a query. (Agreed upon by the CCA Advisors Working Group.) The attendance and presentations of the AA at workshops and exhibits saw a

spike in queries. Archives Week (AW) events in early February were especially beneficial for contact.

Month	Inquiries	Member	Non-Member
April 2011	149	124	25
May 2011	214	166	48
June 2011	442	345	97
July 2011	270	169	101
August 2011	396	258	138
September 2011	467	346	121
October 2011	475	350	125
November 2011	528	434	94
December 2011	299	234	65
January 2012	502	407	95
February 2012	528	360	168
March 2012	441	271	170
Totals	4711	3464	1247

2010 -11 Totals were Total = 3948+; Members = 3200+; Non-Members = 748+

The Advisor’s activities also included attending and presenting exhibits or workshops as well as marketing the SCAA generally and its’ members specifically to the public.

These activities included:

5. Updating the SCAA’s Facebook “page” and the SCAA’s AW “events group” on Facebook
6. Compiling information for monthly E-updates
7. Participating in the SCAA annual Planning Meeting in Regina, the 5-year Strategic Planning Meeting in Saskatoon and the “Special” members meeting to approve the Strategic Plan held in Regina.
8. Attending the Saskatoon Youth Heritage Fair (Judged and awarded SCAA prize)
9. Exhibiting at the Saskatchewan Genealogical Society Symposium
10. Presenting at the Northwest Museums Association AGM in **Rabbit Lake**
11. Attending and participating in the Association of Canadian Archivists’ (ACA) Conference/workshops in Toronto.
12. Exhibiting at the Youth Heritage Fair Showcase, held at Wanaskewin Heritage Park
13. Working with the office and members to market the SCAA 2012 Calendars
14. Helping organize monthly Saskatoon Area Archives Group lunches
15. Two “**Basic Archives for Volunteers**” workshops were presented. One in August in **Saskatoon** and the other in March in **Moose Jaw**. **16** members and non-members attended.
16. The AA attended the SCAA workshops
 1. “RAD Refresher” with Kelly Stewart (Regina)
 2. “Emergency Preparedness” with Rosaleen Hill (Saskatoon)
 3. “Mini-media Boot Camp” with Shad Ali (Regina)

4. The AA attended and participated in the “Speech-craft” event for 2nd year pharmacy students at the U of S hosted by Toastmasters (once a week for 3 weeks missing the 4th week due to AW commitments). The AA also sporadically attended the “Meewasin Valley Leaders” Toastmaster’s Club

The role of the provincial database (SAIN) has changed as we implemented the open-source software of ICA-AtoM. The AA’s work, to add content to SAIN has also changed. As ICA-AtoM was launched the potential of new descriptions and associated digital objects grew greatly. This year the expansion of SAIN became easier as members were able to enter descriptions without wholly relying on the AA to do so.

In presenting a workshop, in cooperation with **Tim Hutchinson** at the U of S, members became familiar with the process of contributing to SAIN with the new ICA-AtoM platform. In some cases the AA worked individually with members to help them. The following institutions were visited and given access to be able to contribute and edit their entries on SAIN.

- a. North Battleford Historical Archives
- b. Allen Sapp Gallery Archives
- c. Swift Current Museum Archives
- d. Lloydminster Regional Archives
- e. Moose Jaw Public Library Archives
- f. Archives of the Humboldt and District Museum and Gallery
- g. Melfort & District Museum Archives

They join SAB and The University of Saskatchewan Archives with that ability.

In addition to general site visits, the SCAA contracted with Jane Dalley, conservator at Dalley-Froggatt Heritage Conservation Services in Winnipeg, to complete Global Preservation Assessments for a 2011-12 NADP project. Eight SCAA member institutions were involved this year and several have been identified for future assessments when funding is available.

YouTube and Flickr join Facebook as tools the SCAA has started using. Flickr was restricted to the the committees responsible for the SCAA’s 2011-12 NADP short Public Service Announcement (PSA) project of “The Truth is in There” (TIIT) and the production of a draft book manuscript based on the virtual exhibit “Wish You Were Here. The PSAs have now been produced and are viewable on the SCAA’s YouTube channel. The General Facebook “Page” has reached **90 “likes”** and in conjunction with YouTube and other organizations, has brought archives to the attention of the public.

So, in the new-year your AA plans to continue to expand those relations already established and create new ones to benefit the SCAA and members. Site-visits to current members will continue and potential members in Estevan, Weyburn and Pilot Butte will be further encouraged to join. Plans to begin new partnerships and expand old ones, with like-minded groups are in the works as are presentations to SUMA and SARM.

Submitted by

Cameron Hart, SCAA Archives Advisor

Nominations Committee Report, 2012-13

The following is the slate of nominees prepared by the Nominations Committee. The committee was unable to fill the position of President for the upcoming term.

The following slate of nominees has been confirmed for the 2011 AGM:

President (2012 – 2014) No candidate

Vice-President (2012-2013) - Mark Vajcner, University of Regina Archives (completing Jeff O'Brien's term)

Treasurer (2011-2013) - Bruce Dawson (continuing)

Secretary (2012-2014) - Don Johnson, University of Regina

Institutional Member-at-Large (2011-2013) - Lenora Toth, SAB Regina (continuing)

Individual Member-at-Large (2012-2014): Jeremy Mohr – Saskatchewan Archives Board

Member-at-Large (2012-2013) – Rachel Wormsbecher – Swift Current

Member-at-Large (2012-2014) – Ken Dahl, City of Saskatoon

Nominations will also be accepted from the floor

B. Appointment of Signing Officers:

Submitted by,
Jeff O'Brien
Chair, 2012 Nominations Committee

Appendix
List of Past SCAA Annual General Meetings

Year	Date	Location	Host Institution
2011	June 11	Wilcox	Archives/Museum Athol Murray College of Notre Dame
2010	June 18	La Ronge	Northern Saskatchewan Archives Pahkisimon Nuye?ah Library
2009	June 20	Saskatoon	City of Saskatoon Archives
2008	May 23	Regina	Archives & Special Collections University of Regina
2007	May 12	North Battleford	North Battleford Historical Archives Don Ross Centre
2006	June 17	Craik	Craik Eco Centre
2005	June 8	Saskatoon	University of Saskatchewan Archives
2004	June 19	Regina	Archives & Special Collections University of Regina
2003	June 27	Saskatoon	Diefenbaker Centre University of Saskatchewan
2002	May 11	Regina	Archives & Special Collections University of Regina
2001	May 12	Saskatoon	University of Saskatchewan Archives
2000	October 21	Regina	University of Regina Archives