



# SCAA

SASKATCHEWAN COUNCIL  
FOR ARCHIVES & ARCHIVISTS

## 2024 ANNUAL GENERAL MEETING

**Thursday June 20, 2024**

**Via Zoom Videoconference**

**AGM 9:00 am – 10:30 am**

**Keynote Speaker: 10:30 am – 11:30 am**

**Donald Johnson**

**Reconciliation Framework Presentation**

Donald was a co-lead of the Response to the Report of the Truth and Reconciliation Commission Taskforce (TRC-TF). The Taskforce created the Reconciliation Framework addressing the Truth and Reconciliation Commission of Canada's Call to Action #70. He is a member the National Indigenous Knowledge and Language Alliance (NIKLA), the Nēwo-Yōtina Friendship Centre Board, and a past Board member of the Saskatchewan Council for Archives and Archivists (SCAA). Donald is currently an Information Management Analyst with the Provincial Archives of Saskatchewan; and a member of the Lytton First Nation located at the confluence of the Fraser and Thompson rivers in British Columbia.

The Reconciliation Framework was released in 2022 by The Response to the Report of the Truth and Reconciliation Commission Taskforce. Truth and Reconciliation Commission Call to Action #70 called for a national review of archival policies and practices relating to Indigenous people in Canada.

Donald will present background and details of the Call, the Taskforce, its work in the creation of the Reconciliation Framework, and a review of the Framework itself. Since 2022 many institutions and organizations have used the Framework in advancing their reconciliation work. The efforts of some of these will be described in greater detail. There will be time at the end for discussion and questions.



# ANNUAL GENERAL MEETING

Thursday June 20, 2024 @ 9:00 a.m.

Via Zoom Videoconference

## Proposed Agenda

Page

1. Call to Order & Welcome	
2. Attendance	
3. Approval of Agenda.....	1
4. Approval of 2023 Annual General Meeting Minutes.....	2
5. Board Reports	
• President's Report.....	6
• Treasurer's & Audit Report.....	7
▪ Approval of 2023-24 Audited Financial Statements	
▪ Appointment of 2024-25 Auditor	
6. Committee Reports	
• Governance Committee Report.....	8
• Grants Committee Report.....	9
• Public Awareness Committee Report.....	10
• Indigenous Working Group Report.....	11
7. Staff Reports	
• Executive Director Report.....	12
• Archives Advisor Report .....	14
8. Election of Board of Directors	
• Nominations Committee Report .....	17
9. Other Business	
• Volunteer Recognition	
• Community Use Award	
10. Adjournment	
11. Keynote Speaker – Donald Johnson on Reconciliation Framework Presentation	

Appendix 1: 2023-24 Audited Financial Statements

Appendix 2: 2024-25 to 2026-27 Budget with 2023-24 Actuals

Appendix 3: Past AGM Dates and Locations



## Saskatchewan Council for Archives and Archivists

### ANNUAL GENERAL MEETING

Thursday, June 22, 2023 @ 9:00 a.m.

Meeting held in-person at Lloydminster Museum & Archives  
and virtually via Zoom Videoconference

### MINUTES

#### Present:

Raymond Bailey (Institutional Member - Friends of the Lloydminster Regional Archives, Lloydminster)  
Crista Bradley (Individual Member – University of Regina Archives and Special Collections, Regina)  
Don Bowey (Manager - City of Lloydminster, Lloydminster)  
Lynette Cain (Institutional Member – Metis Nation Saskatchewan Registry, Saskatoon)  
Christine Charmbury (Individual Member – Metis Nation Saskatchewan Registry, Saskatoon)  
Nadine Charabin (Voting Delegate - Provincial Archives of Saskatchewan, Saskatoon)  
Donald Duncan (Institutional Member – Friends of the Lloydminster Regional Archives, Lloydminster)  
Abigail Durkee (Voting Delegate – Briercrest College & Seminary, Caronport)  
Laurie Fisher (Individual Member - Provincial Archives of Saskatchewan, Regina)  
Dennis Garreck (Outreach Consultant, SaskCulture Inc., Regina)  
Erin Grant (Individual Member – Metis Nation Saskatchewan Registry, Saskatoon)  
Cameron Hart (Individual Member - Saskatchewan Council for Archives & Archivists, Saskatoon)  
Alyssa Hdyuk (Voting Delegate - Dr. John Archer Library, University of Regina, Regina)  
Stevie Horn (Voting Delegate - Saskatoon Public Library Local History, Saskatoon)  
Donald Johnson (Individual Member – Provincial Archives of Saskatchewan, Regina)  
John Kort (Voting Delegate – Indian Head Museum, Indian Head)  
Sheldon Krasowski (Voting Delegate – Office of the Treaty Commissioner, Saskatoon)  
Jeremy Mohr (Individual Member - Provincial Archives of Saskatchewan, Regina)  
Corine Price (Institutional Member – Lloydminster Museum & Archives, Lloydminster)  
Carol Radford-Grant (Individual Member – Provincial Archives of Saskatchewan, Regina)  
Alex Rogalski (Outreach Consultant, SaskCulture Inc., Regina)  
David Schwinghamer (Institutional Member – Lung Saskatchewan, Saskatoon)  
William Shepherd (Voting Delegate - Swift Current Museum, Swift Current)  
Lynne Smith (Voting Delegate - Friends of the Lloydminster Regional Archives, Lloydminster)  
Mark Vajcner (Individual Member - Regina)  
Irene Zadnik (Individual Member – University of Regina, Regina)

Minutes: Gloria Bearss (Saskatchewan Council for Archives & Archivists, Regina)

#### 1. Call to Order

Mark Vajcner (President) called the meeting to order at 9:02 a.m. Mark welcomed everyone, acknowledged the Treaty Territories as well as paying respect to the First Nations and Metis ancestors with a land acknowledgement. Mark also welcomed Metis Elder Shirley Gervais, who brought greetings and blessings.

2. Attendance – introductions were held and the above attendees were confirmed as being present.

#### 3. Approval of 2023 AGM Agenda

**MOTION: That the agenda be approved as presented.**

**Moved: Jeremy Mohr**

**Seconded: John Kort**

**CARRIED**





#### 4. Approval of 2022 AGM minutes.

**MOTION: That the 2022 Annual General Meeting minutes be approved as presented.**

**Moved: Nadine Charabin**

**Seconded: Donald Johnson**

**CARRIED**

#### 5. Board Reports

**President's Report** – Mark summarized his report as circulated in AGM package; and thanked Board, staff and committees for all the work completed last year.

**Treasurer's Report** – Jeremy summarized report as circulated in AGM package. The 2022-23 fiscal year ended with a surplus of \$123. No return of excess funds to SaskCulture was required as grant was fully expended, and overall SCAA is still in a strong financial position. Still due to the pandemic, budget challenges once again arose, but these changes were monitored and appropriately re-allocated to areas such as the new website, IT improvements and an expanded video project for Archives Week. Jeremy thanked SaskCulture not only for providing our operating grant, but for being flexible and accommodating changes.

**MOTION: To receive the 2022-23 audited financial statements as presented.**

**Moved: Jeremy Mohr**

**Seconded: William Shepherd**

**CARRIED**

**MOTION: To appoint Marcia Herback CA & Associates as Auditor for the 2023-24 year.**

**Moved: Erin Grant**

**Seconded: John Kort**

**CARRIED**

#### 6. Committee Reports

**Governance Committee Report** – As per written report, Jeremy summarized governance changes. The Committee focused on three main topics: constitutional amendments primarily related to membership and the nominations committee; alternative AGM and voting options; and policies related to the reserve funds of the organization. The Committee drafted a new policy that defined a 6-month operational reserve for the organization in case of emergency, loss of funding or some other critical circumstance; as well as a strategic reserve for any remaining funds that could be used for other projects or purposes outside of the annual budget.

**MOTION: To revise the proposed bylaw changes as presented.**

**Moved: Jeremy Mohr**

**Seconded: William Shepherd**

**CARRIED**

**Grants Committee Report** – As per William's report, the Committee approved 12 of 18 applications; with the total amount of funds allocated this year at \$38,068.69.

**Public Awareness Committee** – Stevie reports that the Committee has concentrated most of its efforts on advancing the *Unforgettable: Extraordinary Items from Saskatchewan's Archival Collections* book project. All photographs and articles have been sorted together and a rough layout of the book in slideshow format has been created. Design and publishing options are being considered.

**Indigenous Working Group** – As per submitted report, Erin highlighted the group's work. In 2022-23, the Indigenous Working Group focused on organizing itself into a more permanent committee, and members of the SCAA board stepped back to clarify the IWG's mandate and goals. The purpose of the IWG is to respond to and implement the TRC's Calls to Action, including reviewing the Steering Committee on Canada's Archives 'Reconciliation Framework for Canadian Archives, specifically Call to Action #70. IWG plans to conduct an environmental scan (survey) of its membership to gather information about what supports/education is needed to implement the Framework in their institutions. Intention is to integrate an IWG mandate more fully into the SCAA's upcoming 2024 strategic planning, and reflect on the current 2015 Diversity Plan, discussing the need to update and expand the plan to reflect more contemporary needs and to consider Diversity, Equity, Access, and Inclusion.

**Revenue Working Group** – The Revenue Working Group was formed from our current Strategic Plan related to the goal to "expand human and financial resources". This group was tasked to focus on seeking revenue from sources other than our Sask Lotteries grant. Mark reviewed previous recommendations of the group as per the submitted report. Membership fee increases, institutional restructuring of fees and new category of Student /Retired/Non-Salaried were discussed. No bylaw changes are deemed necessary. Last fee increase was in 2016.





**MOTION: To approve the proposed membership fee restructuring as presented.**  
**Moved: Mark Vajcner** **Seconded: Stevie Horn**

**CARRIED**

Chairs of the committees acknowledged and thanked all of their members for their time and efforts this past year.

**MOTION: To approve Board and Committee reports as presented.**  
**Moved: Laurie Fisher** **Seconded: Crista Bradley**

**CARRIED**

## **7. Staff Reports**

**Executive Director Report** – Gloria summarized her submitted report, highlighting the challenges that the pandemic continued to present, but that SCAA has emerged from the pandemic in a solid financial position as a result of sound decisions and wise advice from the Board. Funding from SaskLotteries/SaskCulture has remained stable, and even through the pandemic years, lottery sales continued to be robust. On May 11<sup>th</sup>, the Government of Saskatchewan and SaskLotteries signed a new 6-year agreement, which will help ensure stable funding for sport, culture and recreation groups such as ours. This agreement has preceded the next 3-year Annual Global Funding cycle, the application of which will be submitted by the end of this year, and will include a remodeled Strategic Plan. Thanks were extended to the funders for their continued support. Gloria thanked the entire Board as well as Cameron, for all their support and guidance, and all the members for their continued participation and cooperation throughout the past year.

**Archives Advisor Report** – Cam summarized his submitted report, explaining that his site visits resumed in 2022, although Zoom meetings are still being utilized. Work is still continuing on MemorySask, with a group established to draw up terms of reference and review documents and policies created by consultant Lisa Snider. Last year's workshops and Archives Week successes were reviewed and future plans for educational and professional development opportunities were presented. Cam thanked the Board and Gloria for their continuing support in his work.

**MOTION: To accept the Executive Director and Archives Advisor Staff Reports as presented.**  
**Moved: John Kort** **Seconded: Jeremy Mohr**

**CARRIED**

## **8. Election of Board of Directors**

**Nominations Committee Report** – Crista summarized her submitted report.  
After calling 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> nominations from the floor, the following Slate of Board of Directors has been acclaimed:

**Vice-President (2-year term)** – Christine Charmbury, Metis Nation Saskatchewan Registry, Saskatoon

**Treasurer (2-year term)** – Tim Hutchinson, University of Saskatchewan, Saskatoon

**Member at Large (2-year term)** – Erin Grant, Metis Nation Saskatchewan Registry, Saskatoon

**Member at Large (2-year term)** – Vacant

Mark Vajcner, Stevie Horn, William Shepherd and Crista Bradley have completed the first half of their two-year terms. Mark bid farewell and thanked departing Board members Jeremy Mohr, Donald Johnson and Sheldon Krasowski for their dedication and contributions; and welcomed Christine Charmbury, Tim Hutchinson and Erin Grant to the Board.

## **9. Other Business**

- a) **Volunteer Recognition** – to acknowledge members who have contributed substantially to archives in the province. Award plaques were presented by Corine Price, Archivist at the Lloydminster Museum & Archives to Raymond Bailey (virtual); and also to Bev Henry and Janet Newman (in-person).
- b) **Community Use Award** – inaugural award which recognizes excellence in the use of archives by non-archivists in Saskatchewan. Mark presented awards to Dr. Winona Wheeler, Associate Professor at the Indigenous Studies Department U of S; as well as to Paul Seesequasis, writer, journalist and cultural activist.



- c) **Unforgettable Book Project** – Stevie discussed next phase of the assembling the book, which is the design aspect. Very positive feedback on proofs that were distributed. Committee proposes an expenditure of approximately \$8000 to be drawn from strategic reserves to complete the design.

**MOTION: To approve moving forward with the Unforgettable Book, and to utilize \$8000 from strategic reserves to hire a professional designer to assemble.**

**Moved: Stevie Horn**

**Seconded: Donald Johnson**

**CARRIED**

## 10. Adjournment

**MOTION** to adjourn meeting.

**Moved: Erin Grant**

AGM was followed by Keynote Speaker Madalyn Mandziak, (Institute of Prairie and Indigenous Archaeology)

“ Archives and Finding Missing Children and Unmarked Burials: Supporting Indigenous Community Access to Residential School Records.”

## 2023-24 Board of Directors Reconvened at 1:15 pm

Present: Mark Vajcner, Christine Charmbury, Stevie Horn, William Shepherd, Crista Bradley, Erin Grant

Staff: Gloria Bearss, Cameron Hart

### 1) Committees:

Governance Committee – Mark Vajcner (Chair)

Grants Committee – William Shepherd (Chair)

Public Awareness Committee – Stevie Horn (Chair),

Diversity Working Group– Erin Grant (Chair)

### 2) Signing Authorities:

**MOTION: To approve Mark Vajcner, Tim Hutchinson, Crista Bradley and Gloria Bearss as signing authorities for the 2023-24 fiscal year.**

**Moved: Erin Grant**

**Seconded: William Shepherd**

**CARRIED**

A poll will be distributed to determine the first meeting of the fiscal year.

A call for committee members will also be sent out to the membership.





## President's Report, 2023-24

Yet another active year ends for SCAA. Highlights have included a new Strategic Plan and the renewal of our SaskCulture grant. Archives Week was a success and the videos, which were first introduced in February 2021, were recognized with a provincial Heritage Award this past November.

Our committees and staff were busy... the reports of which follow. It has been a pleasure and an inspiration to engage with such a dedicated group of people.

This report concludes four years in the President's chair for me. I have lost count but this was either my fourth or fifth tour-of-duty since first taking on the presidency in 2000. From my perspective SCAA has grown into a remarkable archival organization these roughly 25-years. Attending the last CCA General Assembly I could not help but realize the privileged position we are in compared to other provincial associations. Privileged may be the wrong word, as that privilege came as the result of dedicated work.

We have built an experienced staff complement, were recognized as a cultural organization in our province, built the MemorySask database and a provincial granting program, established Archives Week, and are now reaching out to Indigenous communities. These are but a few of our collective accomplishments over a quarter century.

It has truly been a privilege to participate in this important work.

Mark Vajcner



## Treasurer's Report, 2023-24

### *2023/24 financial statements*

Audited financial statements are included in the agenda package.

Despite allocating reserves of up to \$8000 for the Unforgettable project (as approved at last year's AGM), we finished the year with an operating surplus of \$1,157 – so the strategic reserve fund will be enhanced.

The main reasons for the surplus are substantially lower than budgeted expenses for professional development; and SaskCulture Special Initiatives funding which was partly re-allocated to the Archives Week video project.

Because of accounting requirements for the SaskCulture Special Initiatives Fund, the allocation of expenses against that grant (\$10,000) isn't detailed on the audited statements. About \$2,500 was re-allocated to the video project, with most of the grant covering the AGM and associated presentations, especially costs relating to hybrid delivery including livestreaming.

Donations received continue to be lower than budgeted. This is to be expected without dedicated fundraising activities, but revenue development has been identified as a strategic priority over the next three years. We had hoped to be able to fund a consultant to assist with this project, but the board will need to explore other approaches.

### *Budget 2024/25 to 2026/27*

We are very grateful to SaskCulture and SaskLotteries for their continued support of the SCAA and the broader cultural/heritage network in Saskatchewan. We are in a relatively unique position compared to our counterparts in the rest of the country.

The approved three-year budget for the next cycle of Lotteries funding is included in the agenda package. We are partway into Year 1, while Year 2 and Year 3 may be subject to further adjustments based on priorities and circumstances ahead of those fiscal years.

Our annual grant for the next three years is \$201,000, up about 5% from the previous grant. This has largely allowed us to sustain programming and keep up with cost-of-living increases. This includes allocating ongoing funding to the Archives Week video series (initially a pandemic initiative). A cost-of-living adjustment of 3% per year was approved by the board for both our staff members, who are so fundamental to the ongoing growth and success of the SCAA.

For 2024/25, we have been able to allocate a budget of \$8,000 to the Unforgettable book project in order to finalize the design and develop a sales and marketing plan ahead of printing anticipated in 2025/26.

The budget for professional development activities was updated to account for more recent costs, especially with an increasing focus on online delivery of workshops. We have also primarily assumed costs for AGMs via Zoom, as well as continued online board meetings. The budget for year 3 is tighter, so a small reduction in the allocation for institutional grants is planned, consistent with recent grant totals.

### *Other notes*

Special thanks to our Executive Director, Gloria Bearss. Gloria does all the heavy lifting with our financial operations (among other areas!), keeping an eye on all the details - making the role of Treasurer so much easier. During this past year, this especially included the development of the SaskCulture funding application, an extensive document which brings together not only the financial request but also comprehensive information about the SCAA and our activities, goals and achievements.

Tim Hutchinson, Treasurer  
23 May 2024





## Governance Committee Report, 2023-24

The 2023-24 Governance Committee was composed of Erin Grant, Tim Hutchinson, Jeremy Mohr, Mark Vajcner and Gloria Bearss. It met three times: October 2023; January and April 2024. The committee focused on a number of issues, these included:

MemorySask Working Group - Terms of reference for this new working group were prepared by Cameron Hart. They were reviewed and amended by the committee before being approved by the Board of Directors

Education Program Policies and Procedure - Several policy and procedure documents were updated to reflect the transfer of responsibility for the Education Program from the Education Committee to SCAA staff

Update to Reserve Fund Policy - Several housekeeping changes were made to an operational reserve policy established in a previous year.

The committee-initiated discussions regarding SCAA goals and purposes, our financial year, and our organizational status as defined by Corporations Branch. Some of these discussions remain on the agenda for 2024-25.

I would like to thank all the Committee members for their work over the past year.

Mark Vajcner, Chair



## Grants Committee Report, 2023-24

### Grants Committee Annual Report 2023-2024

*Chair:*

William Shepherd  
(Swift Current Museum)

*Members:*

Alyssa Hyduk (University of Regina)  
Donald Johnson (Provincial Archives of Saskatchewan)  
John Kort (Indian Head Museum)

*SCAA Staff Representative:*

Cameron Hart (Archives Advisor)

*IGP Details:*

Available Funding: \$37,000.00  
Applications Received: 10  
Funding Requested: \$36,809.42

Applications Approved: 9  
Funding Approved: \$35,601.49

<i>Institution:</i>	<i>Application Project:</i>	<i>Approved:</i>
Athol Murray College of Notre Dame Archives & Museum	Scanner and Photo Supplies	\$4,981.70
Craik Oral History Archive	Storage Boxes	\$4,045.40
Friends of the Lloydminster Regional Archives	Enhancing the History of the Lloydminster Business Community	\$5,000.00
Grand Coteau Heritage & Cultural Centre	Flat File Cabinet Purchase	\$3,188.32
Indian Head Museum Archives	Digitizing History Book and Slides	\$4,939.50
Jasper Cultural & Historical Centre	Archival Shelving	\$4,357.61
Moose Jaw Public Library – Archives Department	Temperature/Humidity Datalogger	\$466.29
Prince Albert Historical Society – Bill Smiley Archives	Digitization of Prince Albert Herald Microfilm Reels - Year 2	\$5,000.00
Watrous - Manitou Beach Heritage Centre	Housing for Map Collection	\$3,622.67

*Committee Dates:*

2 October 2023 (Application Deadline)  
30 October 2023 (Adjudication Meeting)  
23 November 2023 (Revised Application Deadline)  
4 December 2023 (Revised Adjudication Meeting)  
11 December 2023 (Final Recommendations to SCAA Board)

A special thanks is sent to all volunteers on the Grants Committee, and Cameron Hart for his participation on the Committee this past year.

William Shepherd

*Grants Committee Chair*





## Public Awareness Committee Report, 2023-24

### Members:

Cheryl Avery (University of Saskatchewan)  
Crista Bradley (University of Regina)  
Ken Dahl (City of Saskatoon)  
Stevie Horn (Saskatoon Public Library)

This year saw a great deal of progress being made on SCAA's book project *Unforgettable*, which is a collection of remarkable documentary heritage from archives across the province. We were able to hire Cathy Berg to work on formatting the book over several months and now have a draft of the contents prepared in full. The Public Awareness Committee continued work on some of the finer edits on the manuscript and have begun researching options for printing and publishing.

Upcoming work will include a further and final round of formatting by Cathy, and deciding on our best publication option for bringing the book to print. Marketing the book will also feature heavily in the next phase of work.

We look forward to bringing this amazing publication to our membership as a testament to the fascinating work we all do in this field.

Sincerely,

Stevie Horn

(Committee Chair)



## Indigenous Working Group Report, 2023-24

### Members:

Erin Grant (Chair, SCAA Member-at-large, Métis Nation – Saskatchewan)  
Christine Charmbury (SCAA Vice President, Métis Nation – Saskatchewan)  
Stevie Horn (SCAA Member-at-large, Saskatoon Public Library)  
Tim Hutchinson (SCAA Treasurer, University of Saskatchewan Archives and Special Collections)

### 2023-24 Summary

The purpose of the Indigenous Working Group (IWG) is to lead the SCAA's response to and implementation of the Truth and Reconciliation Commission of Canada's Calls to Action as they relate to the cultural heritage sector in Saskatchewan. In this work, we are guided by the Steering Committee on Canada's Archives' [Reconciliation Framework](#), which includes extensive recommendations for actions by archives. There are two key streams to SCAA's directions in this area: supporting Indigenous communities in the preservation of their records; and providing guidance to SCAA member institutions in their reconciliation work.

In 2023-24, the IWG continued to focus on organizing ourselves into a more permanent committee of the SCAA. A key objective that emerged in our 2024-2027 strategic plan was a more concrete approach to reconciliation efforts, through the IWG. In November 2023, the SCAA joined as a partner in the Saskatchewan River Delta Heritage Project led by Dr Allyson Stevenson, supporting the kekwēc Historical Committee. As part of this partnership, the SCAA can offer archives workshops or other educational opportunities/trainings, free membership, site visits, and other membership benefits including eligibility for the Institutional Grants Program.

In 2022-23 the SCAA Indigenous Work Group began the process of creating a mandate that outlines the objectives, mission, and goals of the group. The mandate was created in consultation with the Council of Nova Scotia Archives. It involved the core members of the IWG to build relationships with and partner with First Nations and Metis organizations, record keepers and researchers who defined this work, with First Nations and Metis members sitting in a paid advisory role within the working group.

In May 2024, the IWG circulated our Survey on Reconciliation with Indigenous Peoples to SCAA membership. Through participation in this anonymous survey, the IWG is hoping to better understand how membership is engaging with the Truth and Reconciliation Commission of Canada 94 *Calls to Action* (2015). Specifically, the IWG seeks to understand how our membership is engaging with Call to Action #70 which speaks directly to archival policy and practice, and with The Steering Committee on Canada's Archives *Reconciliation Framework: The Response to the Truth and Reconciliation Commission Taskforce* (2020). The results of this survey will inform the IWG's planning and prioritization relating to strategies for helping members move toward reconciliation.

Our intention was to integrate an IWG mandate more fully into the SCAA's 2024 strategic planning process. The IWG reflected on the current 2015 Diversity Plan with the Board of Directors, discussing the need to update and expand the plan to reflect the more contemporary need to think beyond 'diversity' as it relates to the cultural heritage sector in Saskatchewan. The Board set the priority to revisit the Diversity Plan in 2023-24 strategic planning, building off of the work the IWG in 2022-23 to create a clear mission and goals.

The IWG aims to review work done by other cultural heritage institutions locally and in other jurisdictions on Diversity, Equity, Access, and Inclusion. Future initiatives may include workshops or educational opportunities related to archival description work.

Erin Grant (IWG Chair)





## Executive Director Report, 2023-24

The 2023-24 year continued to be a time of rebuilding and renewed activities. The pandemic may be behind us but the changes to our sector, and society as a whole, are still being realized. Our success this year however, was supported by a consistent focus on the evolving needs of members, stakeholders and the archival community at large.

Our SaskLotteries/SaskCulture funding continues to remain stable, and lottery sales continue to be robust. In 2023 the Government of Saskatchewan and SaskLotteries signed a new 6 year agreement, which will help ensure steady funding for sport, culture and recreation groups such as ours throughout the province. This agreement preceded the 3 year Annual Global Funding cycle, which was comprised of an extensive application submitted in December 2023; and included a remodeled Strategic Plan which was a collaboration of a planning consultant and Board input. I would like to profusely thank Tim Hutchinson, Jeremy Mohr and Erin Grant for their valuable assistance in the editing and reviewing process throughout the massive AGF undertaking. Adjudication results of the AGF grant were very favourable as SCAA received an overall increase of \$10,000 in each of three years. This signifies that our funder recognized the impact and relevancy of SCAA. They appreciated the progress and evidence of growth our organization is demonstrating in areas such as Truth and Reconciliation and external partners such as the Saskatchewan River Delta Project. Our effectiveness in demonstrating engagement and cultural alignment in our communities, and how long term plans would benefit the people of Saskatchewan was also positively highlighted.

We are incredibly grateful to SaskLotteries and SaskCulture, not only for their generous financial contributions, but for their support and leadership, as well as for continuing to believe in the work that SCAA does.

Thanks to the collective effort and sound decisions of the SCAA Board of Directors, we finished 2023-24 in excellent standing and solid financial position. You'll see from the detailed Treasurer's report that we ended the year with a modest surplus to add to the intact strategic reserve fund.

The reports from each of the Committee Chairs detail their respective work this past year:

- Governance – updates to reserve fund policy, Education committee transfer of responsibilities to staff, and MemorySask Working Group terms of reference were completed; with additional items to be addressed in the coming year.
- Grants – Nine applications were approved for a total expenditure of \$35,600. Archives Week Grants were again fully expended, as was the Professional Development Travel/Subsidy Program. This demonstrates an ongoing need and desire for these programs.
- Indigenous Working Group - continued to make positive strides towards the vision of meaningful action in SCAA's ongoing commitment to Truth and Reconciliation, and forming connections between settler archivists and Indigenous communities. A Reconciliation Survey was recently distributed to our membership, with the goal of better understanding how members are engaging with the Calls to Action.
- Public Awareness - Unforgettable : *Extraordinary Items from Saskatchewan's Archival Collections* book project continued to be the focus of this group. Formatting and design are nearing completion, with publishing options and marketing explored as a next step to seeing the book come to fruition. What needs to be acknowledged at this point is the incredible amount of work...of heart and of soul....that our departing Board member Stevie Horn has contributed to this book project. *Unforgettable* has been a longstanding goal of SCAA, and Stevie deserves a tremendous thank you and enthusiastic recognition for being instrumental in reaching this stage of the project.

I would once again like to recognize the significant contributions of our members, volunteers and supporters from all corners of the province. As we welcome new members and deepen existing relationships, we are grateful to count you as part of our dedicated archival community. The work you do to support the preservation of archives is integral to SCAA's success. One such example is the Archives Week Video Project, which although was initiated during the pandemic, this strategy has continued to show success. Videos are submitted by our institutional members and edited by our videographer at On Reel Media, then aired each day during Archives Week via YouTube and social media. Some very favourable social media presence has been gained, and this project has further received the attention of Heritage Saskatchewan who presented SCAA with a Living Heritage Award in November 2023. We hope to continue this initiative, and encourage members to exercise your bragging rights and celebrate the hard work and successes of your organizations by sharing a submission for the coming year.

I enjoyed getting to know many of you in 2023 and appreciate your calls, questions, advice and kindness. It is always a pleasure to work with you, so please engage with us; your input is essential to our work and helps make SCAA a more agile and effective organization.



As we finished this year with momentum, 2024-25 will have much to offer. Our service, programming and benefits to members will continue to be key; and Archives Advisor Cameron Hart has detailed in his report the upcoming professional development opportunities that are planned, which include topics and other potential offerings such as copyright, conservation, preparedness, cloud storage and Indigenous archives and genealogy.

A huge thanks goes out to Cameron, who reaches many corners of our community with varied services and layers of support, always adjusting to serve where gaps exist. He has embraced the many changes we have faced with characteristic professionalism, and continues to deliver on our mandate with the best interests of members in mind. The work of the Archives Advisor is valuable, and necessary for maintaining confidence and supporting the long-term success of SCAA. We are fortunate that he cares deeply about this organization and about our archival community.

Gratitude goes out to the SCAA Board of Directors for their tireless efforts in their commitment to archives. They have been instrumental in supporting our evolution and progress throughout the year. The depth of skill and varied experience has helped us navigate challenges and strengthened our organizational foundation so that we are well positioned for the future.

A personal thank you also for supporting me in my role, for your understanding and kindness during this past year, and for making my job a pleasant and fulfilling one.

Wishing a wonderful summer to all, with continued health and happiness!

Respectfully Submitted,

Gloria Bearss





## Archives Advisor Report, 2023-24

One of the primary responsibilities of the Archives Advisor (AA) is providing professional and technical information and support to the Council's Individual and Institutional members. This takes several forms:

### 1. Site Visits

As many of SCAA's Institutional Members are again functioning at pre-pandemic capacity, the Archives Advisor (AA) has begun travelling more to undertake in-person site visits. However, the use of the SCAA Zoom account to make virtual site-visits has continued.

The fiscal year, April 2023-March 2024, saw the AA work virtually with the **Archives of Briercrest College**, the **City of Yorkton Archives**, and a new member of **Wanuskewin Heritage Park**. In-person visits were made to the **Outlook and District Heritage Museum**, **Area 91 Archives (AI-Anon)** in Saskatoon, the **Grand Coteau Heritage and Cultural Centre** in Shaunavon, the **Jasper Centre Archives** in Maple Creek and new members at the **Climax Community Museum**. Both an in-person site-visit as well as a virtual visit were made to **Seager Wheeler Farm**, and new members at the **St. Louis Historical Society**.

### 2. Inquiries

Inquiries are from SCAA members and the Board. Those of non-members are also fielded, if they are of a general nature, this also includes queries from other heritage organizations, internationally nationally and provincially (SAA, ACA, CCA, other provincial archival councils, SaskCulture, Heritage Sask. Etc.)

The below numbers are based on emails and phone calls fielded by the AA during the year as well as general questions presentations and are for comparison only and are not exact. Switching email addresses on our new server may have affected the count, some messages were sent to the old and new accounts. The increase is also reflective of the return of increasing attendance at in-person Conferences that SCAA exhibited at and the conduct of workshops by the AA.

**2023-24 Totals were: Total = 12161; Members = 8185; Non-Members = 3976**

**2022-23 Totals were: Total = 10918; Members = 7582; Non-Members = 3336**

**2021-22 Totals were: Total = 11403; Members 7810; Non-Members =3593**

These numbers also reflect the work surrounding the application process of the Institutional Grant Program (IGP), with both member's applying as well as the Grant Committee.

### 3. MemorySask database

As we now are retrieving meaningful statistics from Google Analytics regarding the MemorySask database website. They will be cited annually in this report for future comparison.

- April 1, 2023 – March 31, 2024 – 303,512 pageviews were made by 52,651 Users
- April 1, 2022 – March 31, 2023 – Not Gathered

As for content of MemorySask:

- May 28, 2024, there are 91988 multi-level descriptions and 37939 digital objects that are "public." And another 11256 multi-level descriptions and 5828 digital objects in "draft form."

Many of the "draft" entries are being worked on by members and are "private" at their request. Others need editing to maintain RAD compliance and a common language to improve searching by users.

Work has continued instituting the Province of Alberta Archival Subject Headings (PAASH) as well as the inclusion of Saskatchewan locations and prominent names in the Authority Records area. The institution of the First Nations Metis and Inuit Indigenous Ontology (FNMIIO) is continuing to be researched.

A MemorySask Working Group of the board was struck with the AA as chair and members drawn from differing sized institutions that contribute to MemorySask. This group has initially reviewed documents created by Lisa Snider and take on tasks established in a terms of reference document.

My thanks to those who have agreed to be included on the MemorySask working group, Amy Putnam (UofS Archives); John Kort (Indian Head Museum); and Laurie Fisher (Provincial Archives of Saskatchewan). This past year we also saw the addition of Alyssa





Hyduk (UofR Archives) to the WG.

I also wanted to thank those informal members that have provided feed-back regarding the MemorySask Manual. If there are any that are additionally interested, please feel free to contact me.

#### 4. Workshops and Zoom

The AA has continued to present Basic Archives workshops for members and the public as requested. They also provide instructions to institutions about the use and addition to MemorySask via Zoom.

With AA and the Executive Director taking on more responsibility regarding other education offerings the use of Zoom for remote workshops has been helpful in recruiting presenters, but the possibility of "hybrid" offerings is also a consideration as we return to in-person workshops.

Subjects and presenters for the future include Lisa Glandt on Archives for Indigenous Organizations (virtual June 2024); Jean Dryden on the topic of Copyright (virtual October 2024) and an in-person Canadian Conservation Institute (CCI) workshop in (2025.)

We are also looking into the prospects of presentations from Robin Canham on Collections Maintenance, Corinne Rogers on Cloud storage, a presentation from Film Rescue from Indian Head. Additionally, this will include subjects gathered by the Indigenous Working Group.

#### 5. Website/Backend access

The SCAA's website has been the point of entry for many to the archival landscape of Saskatchewan. As with MemorySask, proper analytics data has provided us a way of gauging use of the site. Updating this is an on-going process.

- April 1, 2023 – March 31, 2024 – 14,402 pageviews were made by 5,753 Users
- September 1, 2022 – March 31, 2023 – 7,036 pageviews were made by 2,386 Users (New Analytics code added September 1, 2022)

#### 6. Archives Week 2024/General Promotion

Archives Week 2024 events were held around the province and were promoted on the SCAA website, social media outlets and production of the AW Trading Cards, a Poster and a digital poster blank for any member to use. The events were held at the **Provincial Archives of Saskatchewan; Roman Catholic Archdiocese of Regina Archives; Whitewood Archives; Archives of the Humboldt & District Museum; Climax Community Museum Archives; City of North Battleford Historic Archives; Archives de Bellevue; North Saskatchewan Archives (LaRonge); Lloydminster Museum and Archives; Moose Jaw Public Library Archives; Grand Coteau Heritage and Cultural Centre (Shaunavon)**. Of those listed, nine Institutions received a \$200 grant to help promote their events locally.

Additional promotion of Saskatchewan Archives took place at the kick-off of AW24 during the Saskatoon Heritage Festival at the **Western Development Museum (WDM)**. The SCAA participated by having a booth beside some of our Saskatoon members. SCAA again contracted with **Gabe Dipple** at **On Reel Media** in Regina, who was able to film those members in attendance. He was then able to edit all the submissions from other members for us to post them on SCAA's YouTube Channel, <https://www.youtube.com/watch?v=nk15-CoYIG0>.

My thanks to Gabe and the staff at On Reel Media as well as Gloria in helping this project become a winner of a 2023 Living Heritage Award, <https://heritagesask.ca/projects/awards>

Saskatoon also held a live event at the Roxy Theatre in Saskatoon and was based on the Variety Nights held by Saskatoon's SCAA members in the past for Archive Weeks. Though not organized by them, the SCAA did sponsor the event and several members of the SCAA participated, including **Jeff O'Brien** (City of Saskatoon Archivist) serving as host and **Stevie Horn** (Saskatoon Public Library) as a presenter.

SCAA continued to support Heritage Saskatchewan's Heritage Fairs of by making a fiscal commitment of \$250 towards their Bursary for the Archives Award.

#### 7. Professional Development

- Webinars and workshops on various topics were offered that the Archives Advisor partook in.
- Association of Canadian Archivists (ACA) Conference "Belonging-Considering archival bonds and disconnects" was held in-person in Charlottetown PEI from June 28 -July 1, 2023. Sessions attended:
- Mi'kmaq Ancient History told in Storytelling Fashion
  - Archivists Working for Indigenous Communities
  - Metadata and the Archival Bond(s)



- Building Belonging through New Archival Resources
- Unconference: Building Communities of Practice
- Re-determining Value: Research Into the Monetary Appraisal of Archives Beyond the Auction Block and the Tax Credit
- Reconciliation Toolkit for Non-Indigenous Archives in Canada (**Session Chair**)
- Archive, Belonging and the Welfare State: Reflections from the Nordic Region
- Centering Students, Creating Belonging
- Outreach for Representation and Belonging
- Documenting Families, Communities, and Diasporas
- "Virtual Symposium: Building Connections and Forging Alliances, Strengthening the Intersections between Archives and Intangible Cultural Heritage
- "CCA-NAAB Masterclass"

The Advisor's activities also included participating in programs of other organizations in the archival field or allied fields such as the Museums Association of Saskatchewan (**MAS**), Libraries Association (**SLA**). The AA also served as a member of the Saskatchewan Digital Alliance (**SDA**) committee of the Multitype Library Board, Chaired meetings of the Archives Advisor's Working Group, supported by the Canadian Council of Archives (**CCA**).

#### **2024-25 Plans**

In reports from years past this has been the section I inform you of the AA's plan for the coming year. AA plans to continue informing the membership of activities of the archival community, continue site-visits and expand our relationships. Plans to visit members in the southeast of the province are in the works, but I am eager to visit anyone! Along the way I look forward to creating new relationships to benefit SCAA and its' membership.

I want to extend my sincere gratitude to the Board and Gloria, for their help and encouragement, as I work to bring focus to Archives in Saskatchewan.

**Submitted on May 29, 2024**

**Cameron Hart, SCAA Archives Advisor**



## Nominations Committee Report, 2023-24

The 2023-24 Nominations Committee was comprised of Mark Vajcner with support from Gloria Bearss and Cameron Hart.

4 positions on the Board of Directors are being vacated at this year's AGM as the following individuals complete their terms:

- Mark Vajcner (Retired University of Regina), President
- Stevie Horn (Saskatoon Public Library), Member-at-Large
- Crista Bradley (University of Regina), Member-at-Large
- William Shepherd (Swift Current Museum), Member-at-Large

The nominees presented at this time to fill the vacancies are as follows:

- President – Vacant
- Members-at-Large (2 years) - Rae Horsman, Alyssa Hyduk, and Mark Vajcner
- Member-at-Large (1 year) - William Shepherd

Nominations will also be accepted from the floor at the Annual General Meeting.

Three members have one year remaining in their terms: Tim Hutchinson (Treasurer), Christine Charmbury (Vice-President), Erin Grant (Member-at-Large).

Thanks to all of the nominees, as well as to our outgoing and continuing members for their commitment to the Saskatchewan Council for Archives & Archivists.

Mark Vajcner

Chair, Nominations Committee



**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**

**FINANCIAL STATEMENTS**

**MARCH 31, 2024**

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**INDEPENDENT AUDITOR'S REPORT**

To the Members of  
Saskatchewan Council for Archives and Archivists Inc.

**Opinion**

I have audited the accompanying financial statements of Saskatchewan Council for Archives and Archivists Inc., which comprise the statements of financial position as at March 31, 2024 and the statements of operations, net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In my opinion, the financial statements present fairly, in all material respects, the financial position of Saskatchewan Council for Archives and Archivists Inc. as at March 31, 2024 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

**Basis for Opinion**

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the Entity in accordance with the ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled our other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

**Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the 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**

My 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 my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

Regina, Saskatchewan  
May 28, 2024



Marcia Herback  
CPA, CA



**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT MARCH 31, 2024**  
**(with comparative figures for 2023)**

	2024	2023
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents (Note 3)	\$ 87,961	\$ 183,703
Accounts receivable	1,460	360
GST receivable	854	886
Prepaid expenses	<u>1,330</u>	<u>2,756</u>
	<u>\$ 91,605</u>	<u>\$ 187,705</u>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Accounts payable and accrued liabilities	\$ 5,594	\$ 8,666
Deferred revenue (Note 5)	<u>4,455</u>	<u>98,640</u>
	10,049	107,306
<b>NET ASSETS</b>		
Unrestricted funds	1,157	80,399
Restricted funds (Note 6)	<u>80,399</u>	<u>-</u>
	<u>81,556</u>	<u>80,399</u>
	<u>\$ 91,605</u>	<u>\$ 187,705</u>

See accompanying notes

Approved on Behalf of the Board of Directors

M. Vignier Director  
L. H. H. Director

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**STATEMENT OF OPERATIONS AND NET ASSETS**  
**FOR THE YEAR ENDED MARCH 31, 2024**  
**(with comparative figures for 2023)**

	2024	2023
<b>Revenue</b>		
Sask Lotteries Trust Fund for Sport, Culture and Recreation	\$ 191,000	\$ 191,000
Donations	305	-
Sask Culture - Special Initiatives	10,000	-
Interest and other income	1,763	512
Membership fees	5,835	5,625
Workshop registration fees	<u>1,650</u>	<u>1,200</u>
	<u>210,553</u>	<u>198,337</u>
<b>Expenses</b>		
Administration (Schedule 1)	14,450	17,128
Management salary and benefits	52,748	51,215
Meetings and travel		
Board and committees	543	217
Special initiatives - AGM, videography	10,000	-
Executive director travel	416	120
Programs and Projects		
Archives week and public awareness (Schedule 2)	15,195	20,482
Professional Development	3,938	3,874
Archives Advisor	74,282	69,672
Conference sponsorship	-	250
Institution funding	<u>37,824</u>	<u>35,256</u>
	<u>209,396</u>	<u>198,214</u>
<b>Excess of revenues over expenses</b>	<u>\$ 1,157</u>	<u>\$ 123</u>

**See accompanying notes**

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**STATEMENT OF CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED MARCH 31, 2024**  
**(with comparative figures for 2023)**

	<u>General Fund</u>	<u>Restricted Fund</u>	<u>2024</u>	<u>2023</u>
<b>Net Assets</b>				
Balance - beginning of year	\$ 80,399	-	\$ 80,399	\$ 80,276
Excess of revenues over expenses	1,157	-	1,157	123
Transfer	<u>(80,399)</u>	<u>80,399</u>	<u>-</u>	<u>-</u>
Balance - end of year	<u>\$ 1,157</u>	<u>\$ 80,399</u>	<u>\$ 81,556</u>	<u>\$ 80,399</u>

**See accompanying notes**



**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED MARCH 31, 2024**  
**(with comparative figures for 2023)**

	2024	2023
<b>Operating activities</b>		
Excess of revenues over expenses	\$ 1,157	\$ 123
Net change in non-cash operating working capital balances		
Accounts receivable	(1,100)	(352)
GST receivable	32	399
Prepaid expenses	1,426	(325)
Accounts payable and accrued liabilities	(3,072)	(4,370)
Deferred revenue	<u>(94,185)</u>	<u>125</u>
<b>Decrease in cash</b>	(95,742)	(4,400)
<b>Cash position, beginning of year</b>	<u>183,703</u>	<u>188,103</u>
<b>Cash position, end of year</b>	<u>\$ 87,961</u>	<u>\$ 183,703</u>
<b>See accompanying notes</b>		

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**MARCH 31, 2024**

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**1. Status and nature of activities**

Saskatchewan Council for Archives and Archivists Inc. is a non-profit organization funded primarily by governmental and other grants providing archival education, consultation and grant adjudication services for its members and coordinating the ongoing development of the archival system in Saskatchewan.

The organization was incorporated under the Non-profit Corporations Act, 1995 of Saskatchewan on January 29, 2001.

**2. Summary of 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:

Revenue recognition

Saskatchewan Council for Archives and Archivists Inc. follows the deferral method of accounting for grants. Grants are recognized as revenue in the year in which the related expenses are incurred. Membership fees are recognized as revenue in the year that they relate to. Donations are recognized as revenue when they are received.

Tangible capital assets

Tangible capital assets are recorded as an expense in the year of purchase. Office furniture and equipment in the amount of \$nil (2023 - \$5,871) was purchased during the year.

Fund accounting

The accounts of the Organization are maintained in accordance with principles of fund accounting. For financial reporting purposes, accounts with similar characteristics have been combined in the General fund (unrestricted). The general fund reflects the primary operation of the Organization. The revenues consist of membership fees, grants and donations. The grants are used to provide a specific service. Expenses are for administration activities and for the delivery of specific services.

Financial instruments

The Saskatchewan Council for Archives and Archivists Inc. initially measures its financial assets and financial liabilities at fair value. It subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets subsequently measured at amortized cost include cash and accounts receivable. Financial liabilities subsequently measured at amortized cost include accounts payable.

**3. Cash and cash equivalents**

Included in cash and cash equivalents is \$18,560 (2023 - \$17,718) held in a Royal Bank GIC earning interest at 4.00% (2023 - 4.75%) and \$47,500 held in a Royal Bank GIC earning interest at 4.00% (2023 - 0.00).

**4. Grant return payable**

The Council receives annual funding from Sask Lotteries Trust Fund for Sport, Culture and Recreation with the understanding that the funds are to be used for eligible purposes adhering to the policies and guidelines. In the event funds are not used in accordance with the policies and guidelines, they must be returned to Sask Lotteries Trust Funds for Sport, Culture and Recreation. At March 31, 2024, the Saskatchewan Council for Archives and Archivists Inc. had \$nil in grant returns payable to the Sask Lotteries Trust Fund (2023-\$nil).

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**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**MARCH 31, 2024**

**5. Deferred revenue**

The following receipts have been deferred and will be recognized as revenue in the year the related program or event occurs.

	<u>2024</u>	<u>2023</u>
Sask Lotteries Trust Fund, Annual Global Funding	\$ -	\$ 95,500
Membership fees	4,455	3,140
	<u>\$ 4,455</u>	<u>\$ 98,640</u>

**6. Restricted Funds**

In 2024, the Board established two restricted funds - an Operating Reserve Fund and a Strategic Reserve Fund and transferred funds from unrestricted net assets as follows:

	<u>Operating Reserve</u>	<u>Strategic Reserve</u>	<u>2024</u>
Net assets - beginning of year	\$ -	\$ -	\$ -
Transfer from operating	<u>71,340</u>	<u>9,059</u>	<u>80,399</u>
Net assets - end of year	<u>\$ 71,340</u>	<u>\$ 9,059</u>	<u>\$ 80,399</u>

**7. Economic dependence**

The organization is dependent upon the ongoing grant funding from the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and the Government of Canada and its agencies.

**8. Financial instruments**

Saskatchewan Council for Archives and Archivists Inc. is exposed to various risks through its financial instruments. The following analysis provides a measure of the Saskatchewan Council for Archives and Archivists Inc.'s exposure and concentrations at March 31, 2024:

Credit risk

Credit risk arises from the potential that a party may default on their financial obligations, or if there is a concentration of financial obligations which have similar economic characteristics that could be similarly affected by changes in economic conditions, such that the Organization could incur a financial loss. The Organization is exposed to credit risk with respect to cash and accounts receivable. The Organization manages its credit risk by placing cash with major financial institutions. Credit risk for accounts receivable is managed by the credit quality and diverse debtor base and creating an allowance for bad debts where applicable. There has been no change from credit risk exposure from 2023.

Liquidity risk

Liquidity risk is the risk that the Organization may not be able to meet a demand for cash or fund its obligations as they come due or not being able to liquidate assets in a timely manner at a reasonable price. The Organization is exposed to liquidity risk with respect to its accounts payable but manages its liquidity risk by holding assets that can be readily converted into cash. There has been no change from liquidity risk exposure from 2023.

Interest rate risk

Interest rate risk is a type of market risk that refers to the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate due to changes in market interest rates. The Organization is exposed to interest rate risk with respect to its cash and cash equivalents and its effect on interest income. Fluctuations in interest rates do not have a significant effect on cash due to the fact that interest income is not a major percentage of total revenue. There has been no change from interest risk exposure from 2023.

**9. Comparative figures**

Certain comparative figures have been reclassified to conform with current year's presentation.



**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**SCHEDULES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2024**  
**(with comparative figures for 2023)**

		<b>Schedule 1</b>	
		<u>2024</u>	<u>2023</u>
<b>Administration</b>			
Accounting and legal	\$	4,263	\$ 4,272
Bank charges		258	327
Courier and postage		898	866
Fees and licenses		15	46
Governance/strategic planning		2,829	-
IT Support and equipment		1,914	6,971
Insurance		343	315
Memberships		432	401
Miscellaneous		228	363
Office supplies and software		1,361	1,868
Printing and photocopying		387	127
Rent		128	123
Telephone		721	714
Website		673	735
	\$	<u>14,450</u>	<u>\$ 17,128</u>
		<b>Schedule 2</b>	
		<u>2024</u>	<u>2023</u>
<b>Archives week and public awareness</b>			
Advertising and media	\$	566	\$ 537
Archives Week grants		1,800	2,375
Events - promotion		2,348	2,333
Events - other costs		2,017	12,040
Sask Youth Heritage Fairs		250	250
Other public awareness costs		809	2,197
Unforgettable book project		7,405	750
	\$	<u>15,195</u>	<u>\$ 20,482</u>



## Appendix 2

### SCAA 2024-25 to 2026-27 Budget with 2023-24 Actuals

Saskatchewan Council for Archives & Archivists				
Fiscal Years: April 1, 2024 - March 31, 2027				
	Actuals (Audited) 2023-24	Year 1 Approved Budget 2024-25	Year 2 Approved Budget 2025-26	Year 3 Approved Budget 2026-27
<b>REVENUE</b>				
Sask Lotteries Trust Fund - AGF	191,000	201,000	201,000	201,000
Government of Canada grants	0	0	24,000	24,000
Self-Help Internal				
Membership Fees	5,835	5,800	6,000	6,000
Workshop Registration Fees	1,650	3,600	4,000	4,000
Self-Help External				
Donations/Self-generated funds	305	1,000	1,000	1,000
Unforgettable Book Sales			9,000	
SaskCulture – Special Initiatives Fund	10,000	0	0	0
Interest	1,598	2,605	2,709	2,714
Miscellaneous Revenue	166	150	150	150
<b>Total Revenue</b>	<b>210,553</b>	<b>214,155</b>	<b>247,859</b>	<b>238,864</b>
<b>Executive Director Services</b>				
Executive Director Salary	45,136	46,490	47,885	49,321
Executive Director Travel	416	750	750	750
Executive Director Communications	354	350	360	375
Executive Director Professional Development	107	400	400	400
Executive Director Professional Development Travel	0	500	500	500
Executive Director Employee Benefits	3,414	3,450	3,554	3,660
Administration Centre Services -payroll fees	189	196	196	196
EI	933	900	900	900
CPP	2,482	2,558	2,641	2,726
WCB	132	139	144	148
<b>Executive Director Services sub-total</b>	<b>53,164</b>	<b>55,733</b>	<b>57,329</b>	<b>58,977</b>
<b>EXPENSES</b>				
<b>General Administration</b>				
Accounting/Business & Professional Fees	4,278.00	4,200	4,300	4,400
Bank and Credit Card Charges	258.00	250	260	260
Governance / Strategic Planning	2,829.00	0	0	3,000
Insurance	343.00	350	350	350
IT Support	2,587.00	2,475	2,546	2,625
Membership	432.00	455	465	475
Miscellaneous/Contingency	228.00	800	800	800
Office Supplies/Software	1,361.00	1,500	1,500	1,500
Courier/Postage	898.00	1,000	1,000	1,000
Printing/Photocopying	387.00	400	400	400
Rent	128.00	140	150	150
Student interns / casual employees			24,000	24,000



Telephone	721.00	750	775	785
<b>Total General Administration</b>	<b>14,450.00</b>	<b>12,320</b>	<b>36,546</b>	<b>39,745</b>
<b>Travel &amp; Meetings</b>				
Annual General Meeting		500	1,600	500
Special Initiatives - AGM, videography	10,000.00			
Board & Committees	543.00	1,200	220	220
<b>Total Staff and Board Travel Expenses</b>	<b>10,543.00</b>	<b>1,700</b>	<b>1,820</b>	<b>720</b>

	<b>Actuals (Audited) 2023-24</b>	<b>Year 1 Approved Budget 2024-25</b>	<b>Year 2 Approved Budget 2025-26</b>	<b>Year 3 Approved Budget 2026-27</b>
<b>Programs and Projects</b>				
<b>Archives Week &amp; Public Awareness</b>				
AW Events - Advertising and media	566	500	500	500
AW Events - Promotion and printing	2,348	2,800	2,850	2,850
AW events - Venue/Food/Other Costs	2,017	5,000	5,000	5,000
Archives Week Grants	1,800	2,400	2,400	2,400
Other Public Awareness Costs	809	1,500	1,800	1,800
Sask Youth Heritage Fairs	250	250	250	250
SCAA Unforgettable Book Project	7,405	8,000	9,000	0
<b>AW &amp; PA sub-total</b>	<b>15,195</b>	<b>20,450</b>	<b>21,800</b>	<b>12,800</b>
<b>MemorySask</b>				
MemorySask contract	0	0	0	0
Employer-paid benefits	0	0	0	0
<b>MemorySask sub-total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Professional Development</b>				
PD Instructors	1,430	3,000	3,200	3,200
PD Instructors - travel & expenses	0	2,000	750	750
PD facilities & catering	378	1,600	800	800
Travel Subsidies - SCAA & Non-SCAA Events	2,330	2,500	2,500	2,500
Other PD costs	-200	1,500	1,500	1,500
<b>Professional Development sub-total</b>	<b>3,938</b>	<b>10,600</b>	<b>8,750</b>	<b>8,750</b>
<b>Conference Sponsorship</b>	<b>0.00</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>Institutional Funding</b>	<b>37,823.99</b>	<b>35,601</b>	<b>40,000</b>	<b>38,000</b>
<b>Archives Advisor Services</b>				
Archives Advisor Salary	60,180	61,985	63,845	65,760
Archives Advisor Travel	1,724	3,200	3,200	3,200
Archives Advisor Communications	1,529	1,700	1,750	1,750





Archives Advisor Professional Development	933	1,000	1,000	1,000
Archives Advisor Professional Development Travel	2,608	500	2,500	500
Archives Advisor Employee Benefits	2,274	2,320	2,390	2,461
Administration Centre Services -payroll fees	189	196	196	196
EI	1,242	1,468	1,468	1,468
CPP	3,423	3,480	3,591	3,704
WCB	179	186	192	197
Archives Advisory Services sub-total	74,282	76,035	80,131	80,237
<b>Total Programs and Projects</b>	<b>131,239</b>	<b>142,987</b>	<b>150,981</b>	<b>140,087</b>
<b>Total Expenses</b>	<b>209,395</b>	<b>212,740</b>	<b>246,675</b>	<b>239,529</b>
<b>SURPLUS/DEFICIT</b>	<b>1,158</b>	<b>1,415</b>	<b>1,184</b>	<b>-666</b>



### Appendix 3 List of Past SCAA Annual General Meetings

Year	Date	Location	Host Institution
2023	June 22	Lloydminster	Lloydminster Museum & Archives
2022	June 23	Virtual Meeting	Zoom Videoconference
2021	June 25	Virtual Meeting	Zoom Videoconference
2020	June 24	Virtual Meeting	Adobe Connect & Teleconference
2019	June 24	North Battleford	Allen Sapp Gallery
2018	June 18	Regina	University of Regina, Dr. John Archer Library
2017	June 23	Swift Current	Swift Current Museum
2016	June 24	Saskatoon	SCAA (Venue – Western Development Museum)
2015	June 10	Regina	SCAA (Venue – Hill Tower 3)
2014	June 20	Prince Albert	Prince Albert Historical Society
2013	June 21	Moose Jaw	Moose Jaw Public Library
2012	June 23	Cut Knife	Clayton McLain Memorial Museum
2011	June 11	Wilcox	Archives/Museum, Athol Murray College of Notre Dame
2010	June 18	La Ronge	Northern Saskatchewan Archives, Pakkimon Nuyehah 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



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