



SCAA

SASKATCHEWAN COUNCIL
FOR ARCHIVES & ARCHIVISTS

2026 ANNUAL GENERAL MEETING

Tuesday June 23, 2026

Via Zoom Videoconference

AGM 9:00 am – 10:30 am

Keynote Speaker: 10:30 am – 11:30 am

JEFF O'BRIEN
(City of Saskatoon Archivist)

**"Out of the Archives and Onto the Street:
Education, Outreach and Public Awareness in the Age of AI"**



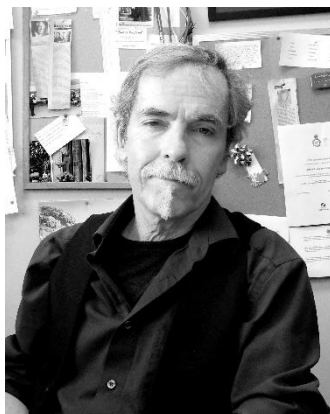


Keynote Presentation:

"Out of the Archives and Onto the Street: Education, Outreach and Public Awareness in the Age of AI"

Discover how to leverage the power of your collections to forge engaging and meaningful connections with the communities we serve.
Join this lively presentation, with the opportunity for discussion and questions afterwards.

JEFF O'BRIEN (City of Saskatoon Archivist)



Jeff O'Brien was born in Saskatoon and raised in Regina where despite his best efforts to the contrary, he received an undergraduate degree in Canadian history. He went on to earn a master's degree in archival studies from the University of British Columbia before returning home to Saskatchewan where he eventually settled down as the City of Saskatoon Archivist in 1997.

As the City of Saskatoon Archivist, Jeff believes in bringing history out of the archives and into the community. He is a regular contributor to *Saskatoon HOME* and *Prairies North* magazines, and to the *Saskatoon History Review*. He is frequently asked to speak to community groups, city classrooms, and at local events. He can also be seen and heard on radio and TV, talking about the history of his beloved adopted city. In 2023, he was awarded the Queen's Jubilee medal in recognition of his work in this area.



ANNUAL GENERAL MEETING

Tuesday June 23, 2026 @ 9:00 a.m.

Via Zoom Videoconference

Proposed Agenda

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Appendix 1: 2025-26 Audited Financial Statements

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Saskatchewan Council for Archives and Archivists

ANNUAL GENERAL MEETING

Tuesday, June 24, 2025 @ 9:00 a.m.

Meeting held virtually via Zoom Videoconference

MINUTES

Present:

Kathryn Bartlam (Guest – Whitewood Tourism & Heritage Assoc., Whitewood)
Crista Bradley (Individual Member – University of Regina Archives and Special Collections, Regina)
Christine Charmbury (Individual Member – Metis Nation Saskatchewan Registry, Saskatoon)
Hayden DeGrow (Voting Delegate – City of Yorkton, Yorkton)
Laurie Fisher (Individual Member – Provincial Archives of Saskatchewan, Regina)
Kathy Gamble (Voting Delegate – Whitewood Tourism & Heritage Assoc., Whitewood)
Paul Gingras (Guest - Outreach Consultant, SaskCulture Inc., Regina)
Erin Grant (Individual Member – Metis Nation Saskatchewan Registry, Saskatoon)
Alyssa Hyduk (Voting Delegate - University of Regina Archives and Special Collections, Regina)
Rae Horsman (Voting Delegate – Roman Catholic Archdiocese of Regina, Regina)
Tim Hutchinson (Voting Delegate – University of Saskatchewan Archives & Special Collections, Saskatoon)
Stephanie Jeanes (Individual Member - Moose Jaw Public Library, Moose Jaw)
Donald Johnson (Individual Member – Provincial Archives of Saskatchewan, Regina)
John Kort (Voting Delegate – Indian Head Museum, Indian Head)
Nicole Kruppi (Individual Member – Saskatoon)
Brian Loos (Individual Member, Saskatoon)
Rob MacDonald (Guest, Saskatoon)
Ken McCaw (Voting Delegate – Friends of the Navy, Regina)
Madeleine McLuhan-Myers (Individual Member – Provincial Archives of Saskatchewan, Regina)
Brenda Mellon (Voting Delegate – Melfort & District Museum, Melfort)
Jeremy Mohr (Voting Delegate - Provincial Archives of Saskatchewan, Regina)
Jeff O'Brien (Voting Delegate – City of Saskatoon Archives, Saskatoon)
Carol Radford-Grant (Individual Member – Provincial Archives of Saskatchewan, Regina)
Calvin Sadowski (Voting Delegate – Provincial Library & Literacy Office, Regina)
William Shepherd (Voting Delegate - Swift Current Museum, Swift Current)
Randy Strelieff (Voting Delegate – Clayton McLean Memorial Museum, Cutknife)
Mark Vajcner (Individual Member - Regina)
Minutes: Gloria Bearss (Saskatchewan Council for Archives & Archivists, Regina)

1. Call to Order

Nicole Kruppi (President) called the meeting to order at 9:02 a.m. Nicole welcomed everyone, acknowledged the Treaty Territories as well as paying respect to the First Nations and Metis ancestors with a land acknowledgement.

Nicole also welcomed guests Paul Gingras, Outreach Consultant at SaskCulture; Carol Radford-Grant, Provincial Archivist; as well as former SCAA President Mark Vajcner.

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

3. Approval of 2025 AGM Agenda

MOTION: That the agenda be approved as presented.

Moved: Tim Hutchinson

Seconded: Jeremy Mohr

CARRIED

4. Approval of 2024 AGM minutes.

MOTION: That the 2024 Annual General Meeting minutes be approved as presented.

Moved: Rae Horsman

Seconded: William Shepherd

CARRIED



5. Board Reports

President's Report – Nicole summarized her report as circulated in AGM package; and thanked the Board, staff and committees for all the work completed last year, and for the cooperation she has received. Being new to the role, she looks forward to continuing her learning curve in the coming year.

Treasurer's Report – Tim prefaced his report extending gratitude and recognition to SaskLotteries and SaskCulture for the unique core funding that SCAA has access to; it has made a huge difference in SCAA's development, continuity and sustainability in serving its members. Tim also thanked SaskSport Accounting for their efficient bookkeeping services, as well as the Audit Committee which was comprised of Jeremy Mohr and Rae Horsman.

Tim summarized the report as circulated in AGM package. The 2024-25 fiscal year ended with an operating surplus of just under \$10,000, which allowed addition to the reserves as well as re-allocations to priority areas such as the Unforgettable book project. The 3 year budget 2024-2027 was updated and approved by the Board, with annual adjustments as required.

MOTION: To receive the 2024-25 audited financial statements as presented.

Moved: Carol Radford-Grant

Seconded: Erin Grant

CARRIED

MOTION: To appoint Marcia Herback CA & Associates as Auditor for the 2025-26 year.

Moved: Tim Hutchinson

Seconded: William Shepherd

CARRIED

6. Committee Reports

Governance Committee Report (Chair - Tim Hutchinson/Members Jeremy Mohr, Erin Grant, Rae Horsman)

As per his written report, Chair Tim summarized the highlights of the bylaw amendments that were developed by the Governance Committee.

- Updated reporting processes for the Professional Development Policy
- Revisions to the Financial Controls Procedures as well as the Financial Condition and Protection of Assets Policy
- SCAA formal goals aligned with SCAA programs and services
- Membership categories relating to individual and general members
- Recent amendments to the Non-Profit Corporations Act

MOTION: To approve the constitutional bylaw amendments as proposed.

Moved: Tim Hutchinson

Seconded: Alyssa Hyduk

CARRIED

Grants Committee Report (Chair - William Shepherd/Members Alyssa Hyduk, Donald Johnson)

As per William's report, the Committee approved 9 of 10 applications; with the total amount of funds allocated for 2024-25 at \$35,601.49. Further details in submitted report.

Public Awareness Committee (Chair - Nicole Kruppi/Members Cheryl Avery, Rae Horsman, Stevie Horn, Ken Dahl)

Nicole reports that the Committee has advanced the *Unforgettable: Extraordinary Items from Saskatchewan's Archival Collections* book project to the pre-print stage. A printer has been identified, and the Committee has been working with a communications company to help develop a marketing strategy. Print run and cost expenditures will be presented to the Board for approval.

Indigenous Working Group (Chair – Erin Grant/Members Christine Charmbury, Tim Hutchinson, Rae Horsman)

As per submitted report, Erin highlighted the group's work, mainly with respect to the partnership with the Saskatchewan River Delta Project, a community led initiative where the IWG has offered support through educational workshops, free memberships, site visits, and access to SCAA programs; the Survey on Reconciliation with Indigenous Peoples that was conducted in 2024, inviting SCAA members to reflect on their engagement with the TRC's Calls to Action, particularly Call to Action #70 on archival policy and the 2020 Reconciliation Framework; and the Spring Roundtable discussions in April 2025.

MOTION: To approve Board and Committee reports as presented.

Moved: Brenda Mellon

Seconded: Jeremy Mohr

7. Staff Reports

Executive Director Report – Gloria summarized her submitted report, highlighting the achievements of the past year, including a strategic framework review. Gratitude was expressed to our funders for their generous and continued support of SCAA. Gloria thanked the Board, Cam and all the members for their kind support and cooperation in a difficult 2024.



Archives Advisor Report – Cam summarized his submitted report. Highlights included site visits, continued review of documents and policies with the MemorySask Working Group, last year’s workshops and Archives Week successes, statistics as well as future plans for educational and professional development opportunities. 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: Hayden DeGrow Seconded: Alyssa Hyduk

8. Election of Board of Directors

Nominations Committee Report (Chair – Alyssa Hyduk/Member Madeleine McLuhan-Myers with support from Gloria Bearss and Cameron Hart)

Alyssa summarized her submitted report.

After calling 1st, 2nd and 3rd nominations from the floor, the following Slate of Board of Directors has been acclaimed:

Vice-President (2-year term) – Erin Grant, (MNS, Saskatoon)

Treasurer (2-year term) – Brian Loos (Retired, Saskatoon)

Member at Large (2-year term) – Sadie Anderson (U of S, Saskatoon)

Member at Large (2-year term) – William Shepherd (Swift Current Museum, Swift Current)

Alyssa welcomed new members Brian Loos and Sadie Anderson, as well as returning Board members Erin Grant and William Shepherd. She bid farewell and thanked departing Board members Christine Charmbury and Tim Hutchinson for their dedication and contributions.

Board members that have completed the first half of their two-year terms are: Nicole Kruppi, Alyssa Hyduk, Rae Horsman and Madeleine McLuhan-Myers.

MOTION: To accept the acclaimed Slate of Directors for the 2025-26 year.

Moved: Hayden DeGrow Seconded: Alyssa Hyduk

9. Other Business

a) Volunteer Recognition – to acknowledge members who have contributed substantially to archives in the province.

Award plaques were presented to Mark Vajcner (Retired, Regina); Donald Johnson (PAS, Regina) and also to Kathy Gamble (Whitewood Tourism & Heritage).

b) Community Use Award – award which recognizes excellence in the use of archives by non-archivists in Saskatchewan.

Jeff O'Brien, Archivist at City of Saskatoon Archives presented this award to Rob MacDonald (retired from CTV News Saskatoon).

10. Adjournment of 2025 Annual General Meeting at 10:35 am.

*Note: It was identified after the meeting date that a few motions were made but not voted on; these were determined to be items which did not require a formal motion. Upon review, all decision items were properly dealt with.



President's Report, 2025-26

The learning curve has remained steep! But, it has been a great year working and meeting people who care about archives and their holdings.

The continued archival outreach, support and good work by everyone involved with the Saskatchewan Council of Archives and Archivists (SCAA), both its Board and members is inspiring.

Thank you to the SCAA Board for their continued hard work and dedication of supporting and promoting archives in Saskatchewan. Thank you to all the members and volunteers who once again made Archives Week and its diverse range of events a success.

2026 is a milestone year for the SCAA as it marks the 25th Anniversary of the amalgamation of the Saskatchewan Council of Archives and the Saskatchewan Archivists Society.

This past year I was fortunate to attend the Heritage Fair in Saskatoon, the open house at Athol Murray College of Notre Dame Museum and Archives in Wilcox, SK and the launch of the Art Realities exhibit at the Provincial Archives of Saskatchewan (PAS) in Regina. All three events were well attended, and it was wonderful to see so many people coming together in support of archives and what they have to offer.

Federally, archive work took quite a hit with the permanent discontinuation of the Library and Archives Canada (LAC) Documentary Heritage Communities Program (DHCP). The annual program provided funding that enabled underfunded community-based organizations increased access to, and awareness of, their holdings; and helped increase their capacity to keep and preserve Canada's documentary heritage. Over the past 10 years, the DHCP has provided \$16 million in funding to support more than 400 projects across Canada (with many of the projects in Saskatchewan) aimed at preserving and increasing access to local, regional, and national history.

Provincially, we have been informed by SaskCulture that due to lower lottery sales revenue there may be up to 5% less allotment in the upcoming 3-year AGF application. It is the first time in 20 years SaskCulture has faced such a reduction. So, to our members, please remember to support and promote Sask. Lotteries whenever possible.

Finally, a big "Thank you" to the SCAA staff; Executive Director, Gloria Bearss and Archives Advisor, Cameron Hart. They make everything the SCAA does possible. Without their knowledge, support, kindness and humour, I and the SCAA Board would be lost.

Nicole Kruppi, May 24, 2026



Treasurer's Report, 2025-26

2025/26 Audited Statements

Audited Statements are included in the agenda package.

SCAA realized a surplus of \$5,528. Which was accounted for through:

- the total revenue fluctuated by a combination of increased membership fees, reduced net workshop fees, and reduced investment income due to lower interest rates from the previous year
- some higher costs in administrative areas caused by unavoidable inflationary increases
- increase in staff salaries due to cost of living adjustment
- approved reallocations to increased spending on an in-person Board meeting and increased amount to institutional grants funding
- decreased (and final) Unforgettable Book design fees from previous year
- reduced expenses on professional development workshops due to more virtual offerings; as well as less uptake on PD Travel Subsidy Program

The surplus has been allocated to the SCAA reserve funds, the operating reserve increased by \$4,297. And the strategic reserve increased by \$6,770.

2026/27 Budget

As part of the grant from Sask Lotteries via Sask Culture, the Board approved a three-year budget. 2026/27 is year three of that cycle. Adjustments to year three budgets were approved by the Board to reflect inflationary increases. This results in a budgeted deficit of about \$700, to be covered by strategic reserves if required. Possible increased revenue may reduce the requirement to use reserves.

Printing and related costs for the book project are recorded as prepaid expenses as at year end " Unforgettable " has not been released for sale.

Other notes

We are again grateful to Sask Culture and Sask Lotteries for their continuing support of the SCAA and the broader cultural and heritage network in Saskatchewan. This continuing grant for the current cycle has allowed us to continue programs and cover costs of inflation.

Again renewed special thank you to Gloria Bearss with regard to assisting with our financial operations and fulfilling her roll with SCAA. Her effort and knowledge are appreciated in helping first year treasurer to become familiar with the operation of SCAA. Also thanks to the Advisor and the Board for their patience and assistance. Also a thank you to this year's Audit Committee members Tim Hutchison, Jeremy Mohr and Madeleine McLuhan-Myers.

Submitted by Brian Loos, Treasurer

May 27,2026



Governance Committee Report, 2025-26

Committee Members

Erin Grant, Jeremy Mohr, Rae Jacob, Alycia Bockus-Vanin, Gloria Bearss

Overview

The Governance Committee met seven times between December 2025 and April 2026 to advance key governance priorities identified at the outset of its work. Four primary work areas were established and prioritized as follows:

1. Nominations Committee directives
2. Diversity Plan review and development
3. Professional development funding criteria
4. Future operational planning

Following consultation with the Board in December 2025, the Committee focused its efforts primarily on strengthening the Nominations Committee and advocating for the forthcoming strategic planning renewal to include intentional review of the Diversity Plan.

Nominations Committee

The Committee undertook a comprehensive review of the structure, role, and processes of the Nominations Committee. This work included:

- Clarifying the role and responsibilities of the Chair
- Developing guidelines and procedures to support committee operations
- Consulting with past Nominations Committee members to gather feedback and insights
- Reviewing governance best practices and planning frameworks

A draft directive was prepared and circulated in February 2026 to Governance Committee members and former Nominations Committee participants for feedback. Following revisions and further discussion, the Governance Committee reviewed the final draft on April 21, 2026.

Outcome

The Committee reached consensus to approve the finalized Nominations Committee directive and recommends its submission to the Board as a recruitment and governance support tool.

Diversity Plan

The Committee engaged in extensive discussion and consultation regarding the future of the organization's Diversity Plan.

Key considerations included:

- Alignment with requirements and expectations from SaskCulture
- The relationship between the Diversity Plan and broader strategic planning
- Opportunities to improve representation and participation from diverse communities
- The role of the Indigenous Working Group in advancing this work

Options Considered

The Committee explored several potential approaches:

- Integrating the Diversity Plan into the upcoming strategic/operational plan (2027)
- Developing a new, standalone Diversity Plan with external support



- Amending the existing plan
- Embedding diversity principles through mission, vision, values, policies, and practices

Consultation

Consultation with the Indigenous Working Group (January 15, 2026) was a key component of this work. The Indigenous Working Group supported integrating diversity planning into the upcoming strategic planning process.

Outcome

The Committee recommended—and the Board supported—the following approach:

- To incorporate Diversity Plan development into the forthcoming strategic planning process
- To continue ongoing discussion and exploration of diversity, equity, and inclusion in the interim

This approach recognizes both the importance of the work and the organization's capacity constraints, while ensuring diversity considerations are embedded in long-term planning.

Indigenous Working Group

The Committee discussed the evolving role of the Indigenous Working Group, including:

- Its origins as part of diversity-focused work
- The potential to formalize it as a permanent committee within the organization
- The importance of collaboration in shaping diversity-related priorities

Further work, including review of governance documents, is anticipated.

Professional Development Funding

Preliminary discussion was held regarding potential updates to professional development funding criteria, including:

- Expanding eligibility to include accredited courses
- Clarifying criteria and administrative processes

Status

This work has been deferred and will require more in-depth consideration at a later stage.

Conclusion and Next Steps

This year, the Governance Committee grappled with strengthening governance practices and advancing key strategic questions. It engaged in valuable dialogue about four key areas of governance, and was able to produce a resolution for one of them.

Key Next Steps

- Integration of diversity, equity, and inclusion priorities into the 2027 strategic planning process
- Continued collaboration with the Indigenous Working Group
- Future review of professional development funding criteria

Respectfully Submitted,

~Rae Jacob

for Governance Committee 2026



Grants Committee Report, 2025-26

Chair:
Shepherd, William
(Swift Current Museum)

Members:
Hyduk, Alyssa (University of Regina)
Johnson, Donald (Provincial Archives of Saskatchewan)

SCAA Staff Representative:
Cameron Hart

IGP Funding Details:

Available Funding: \$38,000.00
Applications Received: 14
Funding Requested: \$58,584.10

Applications Approved: 9
Funding Approved: \$38,525.59

<i>Institution:</i>	<i>Application Project:</i>	<i>Approved:</i>
City of Saskatoon Archives	City Clerks and Commissioners Records	\$5,000.00
Jasper Cultural and Historical Centre	Archival Shelving	\$2,913.76
Prince Albert Historical Society	Digitization of PA Daily Herald Microfilm Reels - Year 4	\$5,000.00
Athol Murray College of Notre Dame	Preservation & Storage of Original Photographs and Media	\$4,750.00
Indian Head Museum	Accessioning Archival Items and Materials	\$4,511.00
Melfort & District Museum	Melfort Treaty Walk – Phase Two	\$4,650.00
Métis Nation - Saskatchewan	A/V Digitization Project	\$2,924.89
Royal Canadian Legion Regina Branch 001 Museum	Remembering their Faces	\$4,700.00
Ukrainian Museum of Canada	Archival Relocation and Reorganization for Enhanced Preservation	\$4,075.94

Committee Dates:

9 October 2025 (Application Deadline)
27 October 2025 (Adjudication Meeting)
20 November 2025 (Revised Application Deadline)
12 December 2025 (Revised Adjudication Deadline)
17 December 2025 (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, 2025-26

Committee Members:

Ken Dahl
Rae Horseman
Stevie Horn
Tim Hutchinson
Nicole Kruppi

The journey of the SCAA book project *Unforgettable* continues.

At the September 24, 2026 Board Meeting, the Board was notified that the books had been printed on their earlier approval and the communication plan and sale preparation was being planned.

Concerns were raised about the possible lack of permissions given for images and stories around Indigenous submissions and content. Most of the board stated they were not comfortable approving the release of the book, until the permissions were confirmed, especially those with Indigenous content.

It was brought forward by some Board members and the Indigenous Working Group (IWG) that a higher level of due diligence and risk tolerance was wanted before the distribution of the printed book or its republication. The decision was made to pause reprinting until PAC and the IWG could meet to discuss the concerns brought forward by the IWG.

When a project extends over a long period of time it is vulnerable to potential uncertainties. The longer a project runs, the more the original requirements and vision shift. Processes and governance change, committee members leave, volunteer energy can drain, and priorities shift.

The PAC has recommended reprinting, but the Board deferred that decision. There is hope that the two committees can work together to establish a plan to refine and finalize the content revisions, if the Board decides to reprint.

Good things take time, and I am confident the SCAA membership will appreciate all the hard work and care that is going into producing an unforgettable view of Saskatchewan's archival treasures.

Nicole Kruppi, Chair
May 24, 2026



Indigenous Working Group Report, 2025-26

Over the 2025-2026 reporting period, the Indigenous Working Group (IWG), chaired by Erin Grant and made up of Christine Charmbury, Sadie Anderson, Leesha Cowan, and Rae Jacob, continued to support the SCAA Board in advancing culturally informed and responsible archival practice. Early conversations focused on clarifying the group's role and direction, and identifying gaps in cultural safety resources, training opportunities, and supports for people working with Indigenous-related records and histories.

In spring 2026, the group's work shifted to reviewing Indigenous-related content for the *Unforgettable* book project and supporting Board discussion and decision-making. The group identified key considerations around language, context, consent, and potential harm, and prepared a brief with risks and recommendations for the Board. The IWG remains committed to supporting this work and will continue to respond to Board direction and priorities in the coming year.

Looking ahead to the 2026-2027 year, board members and staff have been registered in *Advancing Re(al)conciliation*, offered online through First Nations University of Canada and Royal Bank of Canada, as well as the *Métis 101* micro-credential, offered online through Gabriel Dumont Institute. The purpose of registering for these courses is to support board and staff in deeper understanding of how colonialism and settler colonialism continue to shape relationships, institutions, and understandings of Indigeneity, and to strengthen knowledge of First Nations and Métis histories, identities, worldviews, and contemporary realities. In registering for these courses, the SCAA aims to build capacity to engage with First Nations and Métis peoples in ways that center accountability and respect, and to better align SCAA work with reconciliation responsibilities in the cultural heritage sector.

Erin Grant, Committee Chair
On behalf of the Indigenous Working Group



Executive Director Report, 2025-26

As we approached the end of the 2025–26 fiscal year, the collective focus of SCAA was to set the direction for the year ahead while continuing to deliver on current priorities. It was a year of both reflection and momentum; and already the current year is moving so quickly!

Firstly, I'd like to provide an update from our funder SaskLotteries, supported by SaskCulture. Due to a variety of factors, primarily a reduction in lottery sales, SaskCulture's trust allocation has been decreased, resulting in 5% less total funds. What does this mean for SCAA? Although SaskCulture is taking steps to minimize impacts (including reductions to their internal operations) all of their funding programs may experience potential reductions and tighter spending.

Because grants are pre-funded, 2026-27 budgeted amounts are not affected. But while details are still being worked through, there will likely be a reduction to the overall AGF (Annual Global Funding) pool for the next 3 year application which will be submitted by December 2026. Expectations are that the pool will be reduced by 1-5%. Funding decisions are made through peer adjudications, therefore the core of our upcoming application must be a robust and persuasive presentation as to why maintaining our current funding level is critical in continuing to provide programming and services to the archival community.

As with the cessation of the Documentary Heritage Communities Program federal grant, it seems that economic challenges abound. SCAA will continue to proactively adapt to continue core missions and services and remain fiscally responsible. Our primary goal is unchanged: delivering the highest impact possible with the resources entrusted to us.

SCAA remains incredibly grateful to SaskLotteries and SaskCulture, not only for their ongoing financial contributions, but for their support, leadership and many extra resources they provide. Mostly though for continuing to believe in the work that SCAA does.

Special gratitude is extended to the SaskSport/Admin Centre team of bookkeeping/accounting experts. They keep us compliant and organized throughout the year, and by the time our year-end statements reach the auditor, our books are consistently in impeccable shape. We are fortunate to have such an efficient and reliable team keeping us on track.

We finished the 2025-26 year in excellent standing and solid financial position. You'll see from the Treasurer's report that we ended with a modest surplus and intact strategic and operational reserve funds.

In this package you will see reports from each of the Committee Chairs detailing their respective work this past year:

- Governance – reviewed nominations committee process and developed a recruitment support tool; discussion and consultation regarding the updating and expansion of the Diversity Plan and potential approaches to ensure it is embedded in long-term planning; the evolving role of the IWG; and a future review of professional development funding criteria.
- Grants – this year, the committee faced an exceptionally competitive field, receiving 14 applications, of which we were able to support 9 of these projects for a total expenditure of \$38,525.59. Demand exceeded our available resources this grant cycle but we extend our thanks to all 14 applicants for their dedication to our community's heritage, with encouragement to continue applying in upcoming years.

The Archives Week Grants were once again fully expended in accordance with the project guidelines as well.

Maximum fund utilization in both these programs is a clear indicator of their relevance and ongoing necessity.

The Professional Development Travel/Subsidy Program was not utilized as expected because of the continual shift to virtual webinars, many being offered for free. We urge everyone to take advantage of this benefit whenever possible.

You've earned this as members of SCAA!

- Indigenous Working Group - continued advancing culturally informed and responsible archival practice. The group reviewed Indigenous-related content for the *Unforgettable* book project and prepared a brief with recommendations for the Board. Training opportunities have also been made available to the Board, designed to pass on a foundational understanding and knowledge of First Nations and Métis heritage, history, and culture.
- Public Awareness - *Unforgettable : Extraordinary Items from Saskatchewan's Archival Collections* book project continued to be the focus of this group. Collaboration and shared understanding with the Indigenous Working Group will be undertaken to address concerns raised around language, context, consent, and potential harm.



The Strategic Plan adopted in 2024 reflects goals for the Council in the short term and vision for long-term success. Efforts have been carried out in all areas:

- Reconciliation – success has been achieved around Indigenous partnerships and relationship building via the collaboration in the Saskatchewan River Delta Heritage Project. New complimentary Indigenous memberships were extended to Cumberland House (Kewcic Historical Society) as well as Kinistino Metis Local 43, and further support and training will be followed up on to advance efforts.
- Public Awareness efforts continue with the considerations of the Unforgettable Book and continued recognition of Volunteer and Community Use Awards.
- Membership Services has also seen success with 5 new members in 2025 and 3 in 2026. Retention is excellent as existing numbers remain constant. These figures reflect the target of 5% increase and 95% retention rates. The loyalty and support of SCAA members is essential to advancing archives and sustaining the continued growth of our organization.
- Expanding staff capacity and increasing non-lotteries grant revenue goals have, however, experienced some challenges; but the hope is to further address potential approaches in the new strategic plan for 2028.

As part of our commitment, SCAA provides training opportunities to support and educate archival professionals. We were able to successfully offer several new professional development opportunities both in-person and virtually in 2025-26, with plans being finalized for our first workshop of the fiscal year in September when we will host an in-person CCI workshop on "Introduction to Preventive Conservation." We plan to offer audiences a mix of other online and in-person educational opportunities throughout the coming year as well.

Member and community engagement remains central to everything we do. Through outreach programming such as our biggest annual event, Archives Week, we continue to amplify the voice of archivists, build awareness and communicate a love of heritage. Engagement in Archives Week is always strong and vibrant. AW2026 saw 14 locations all across the province celebrating archives in various creative ways; along with 7 members submitting promotional videos of their organizations for the Video Project. We encourage all of our members to take advantage of this opportunity in the future to boast your successes to a broad Saskatchewan audience (via successful social media and YouTube campaigns)!

To celebrate this year's 25th anniversary of the amalgamation of the Saskatchewan Council of Archives and the Saskatchewan Archivists Society in 2001, a new outreach initiative and learning experience that focuses on elementary and middle school students throughout the province was created.

The [SCAA Treasure Hunt Through Time Contest](#) is a fun virtual activity where students can discover gems held at local archives. Engaging in a non-traditional approach of promoting archives provides insight into the work of archivists and the wealth of culture and knowledge held in collections throughout the province.

We continue to support our friends at Heritage Saskatchewan by providing a \$250 bursary to the Provincial Heritage Fair Archives Award, as well as participating in judging the projects. In addition, member Crista Bradley and myself recently assisted at their Regina Heritage Fair by providing a hands-on activity, where we had interesting and enlightening conversations with students about things like cursive writing and technology advancements.

The ongoing leadership of our Archives Advisor Cameron Hart is one of our most valuable outreach assets. His dedication, experience, knowledge, and patience make him a pillar of SCAA and I am fortunate to have him as a colleague.

It is also a privilege to work alongside a strong and committed Board of Directors. They are thoughtful and hard-working individuals who dig in to contribute on projects and committees, to offer advice and guidance, and to engage with the membership. They build a foundation for positive momentum, and create opportunities to grow and advance.

My focus is to ensure continuity and support members, partners and stakeholders to maintain this momentum as we move into the next fiscal year. I am grateful to be in this position and look forward to connecting with members and volunteers as we continue to maximize our collective impact in the archival community.

Best regards for a happy and healthy summer 2026!

Respectfully, Gloria Bearss



Archives Advisor Report, 2025-26

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

The Archives Advisor (AA) tries to travel to sections around the province at request to undertake in-person site visits during the summer months. However, the use of the SCAA Zoom account makes year-round virtual site visits an option.

The fiscal year, April 2025-March 2026, saw the AA work in-person with the staff at the **Archives and Museum of Notre Dame (Wilcox)**, staff of former member **Saskatoon Genealogical Society**; staff and volunteers of the **Saskatchewan Teachers Federation**; and volunteers with the **Area 91 Archives (Alcohol Anonymous)**. Virtual visits were made with the staff of the **Royal Canadian Legion – Regina Branch 001** and by extension the **Saskatchewan Military Museum**; with the volunteers and staff of the **Lloydminster Museum and Archives**, and new member of the **Naval History Regina (Friends of the Navy)**

2. Inquiries

Inquiries are from SCAA members and the Board/staff. Those of non-members are also fielded, if they are of a general nature. These also include queries from other heritage organizations, internationally, nationally and provincially (SAA, ACA; CCA, other provincial archival councils, SaskCulture, Heritage Sask, CCA's Working Group on ArchivesCanada.ca, and the Archives Advisors Working Group, and sitting on the Board of the Heritage Festival of Saskatoon.)

The numbers below are based on emails and phone calls fielded by the AA during the year as well as general questions in presentations and attending conferences. They are for comparison only and are not exact.

2025-26 Totals were: Total = 7500; Members = 5334; Non-Members = 2166

2024-25 Totals were: Total = 10283; Members = 7052; Non-Members = 3731

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

These numbers also reflect the work surrounding the application process of holding a workshop on applying to the Institutional Grant Program (IGP), as both member's questions and those of the Grants Committee were reduced.

3. MemorySask database

Three years ago, we started to retrieve meaningful statistics from Google Analytics regarding the use of the MemorySask (MS) database website. I included those numbers annually in this report for future comparison and every 6 months for my reports to the SCAA Board. However, in my last 6 month report I noted a large jump in "Views" of the database by a growing number of "Users" during the final 7 months of the fiscal year. After research into the URL's of the pages being viewed, it was determined that a majority were being accessed using the "browse" function of MS. Though this function is how a researcher may use MS, it would not be to this extent. Therefore, the educated guess arrived at was AI web crawlers or "bots" would be a likely culprit. Many similar heritage sites containing extensive information like MS are seeing increased traffic as well so is not unique.

MS uses a piece of software called "ElasticSearch" for its "browse" and "search" functions. With the increased traffic numbers we are seeing, we have also noted an increase in errors with this piece of software that results in a denial of service to the database.

- **April 1, 2025 – March 31, 2025 – 8,825,778 pageviews were made by 8,587,654 Users**
 - **April 1 – August 31, 2025 – 212,830 pageviews were made by 28,249 Users**
 - **Sept. 1 – March 31, 2026 – 8,612,948 pageviews were made by 8,548,256 Users**
- April 1, 2024 – March 31, 2025 – 475,388 pageviews were made by 75,978 Users
- April 1, 2023 – March 31, 2024 – 303,512 pageviews were made by 52,651 Users

As for content of MemorySask:

- **May 26, 2026, there are 100,510 multi-level descriptions and 43,277 digital objects that are "public." And another 18,966 multi-level descriptions and 11,861 digital objects in "draft form" and being worked on by institutions.**
- May 23, 2025, there are 92,189 multi-level descriptions and 38616 digital objects that are "public." And another 16,666 multi-level descriptions and 9,606 digital objects in "draft form" and being worked on by institutions.
- May 28, 2024, there were 91,988 multi-level descriptions and 37,939 digital objects that are "public." And another 11,256 multi-level descriptions and 5,828 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.

I want to assure all our members that though they may be confronted with an “error message” that thanks to the UofS IT team it is an easy fix and that your descriptions and the content of MemorySask is safe.

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. At the request of some institutions the inclusion of “in-house” subject headings are being included in addition to PAASH. The institution of the First Nations Metis and Inuit Indigenous Ontology (FNMIIO) is continuing to be researched.

The AA serves as chair of a MemorySask Working Group (WG) of the Board to look at the best ways to improve MemorySask for users and researchers. I do want to apologize as my chairmanship of this WG has languished and so wish to thank those on the WG who patient with me have been **Amy Putnam (UofS Special Collections and Archives); John Kort (Indian Head Museum); Laurie Fisher (Provincial Archives of Saskatchewan); and Alyssa Hyduk (UofR Archives); Madeline McLuhan-Myers (Provincial Archives of Saskatchewan.) This past year we also saw the addition of Jessica Ye (UofS Special Collections and Archives) to the WG.**

4. Workshops and Educational Offerings

The AA has continued to present Basic Archives workshops for members and the public as requested. A workshop on the topic of filling out applications for the Institutional Grant Program (IGP) of the SCAA was well attended. Instructions to institutions about the use and addition of material to MemorySask were also provided via Zoom.

During the 2025-26 fiscal year, the SCAA held an in-person workshop with Robin Canham on Identification of Photographs (February 2026); a virtual workshop with Jane Dalley on Recovery from Wildfires and Smoke Damage (November 2025); and a virtual presentation with Dr. Michael Marlatt on the topic of Accessibility in Archives (March 2026).

We are also looking into the prospects of presentations from Film Rescue based in Indian Head, in addition to topics such as archival reference services and appraisals. The Canadian Conservation Institute (CCI) has resumed presenting in-person workshops, and plans are being finalized to host an “Introduction to Preventive Conservation” in Saskatoon in September 2026.

With the AA and the Executive Director taking on more responsibility regarding education offerings, the use of Zoom for remote workshops has been helpful in recruiting presenters.

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 with a way of gauging use of the site. Updating this is an on-going process.

- **April 1, 2025 – March 31, 2026 – 16,170 pageviews were made by 7,701 Users**
 - **Most accessed -- MemorySask; Virtual Exhibits page; the Archives Week page and the Members Area page (member renewals or shared drive access.)**
- April 1, 2024 – March 31, 2025 – 15,716 pageviews were made by 7,921 Users
- April 1, 2023 – March 31, 2024 – 14,402 pageviews were made by 5,753 Users

5. Archives Week 2026/General Promotion

Archives Week 2026 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 blank poster for any member to use. The events were held at the **Lloydminster Museum and Archives; City of North Battleford Historic Archives; University of Regina: John Archer Library and Archives; the Melfort & District Museum Archives; Archives de Bellevue (St. Isidore de Bellevue); Provincial Archives of Saskatchewan; Grand Coteau Heritage and Cultural Centre (Shaunavon); North Saskatchewan Archives (LaRonge); Climax Community Museum; Archives of the Humboldt & District Museum; Athol Murray College of Notre Dame Museum and Archives (Wilcox); the Bill Smiley Archives of the Prince Albert Museum.**

Additional promotion of SCAA took place at the end of AW2026 during the Saskatoon Heritage Festival at the **Western Development Museum (WDM)**, where a presentation of the videos submitted by members was made in the Education Room.

The SCAA again contracted with **Gabe Dipple** at **On Reel Media** in Regina, who was able to film some members, edited all the submissions from other members for us to post them on SCAA’s YouTube Channel:

<https://www.youtube.com/watch?v=nk15-CoYIG0>.



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

6. **Professional Development**

Webinars and workshops on various topics were offered that the Archives Advisor participated in.

- Association of Canadian Archivists (ACA) Conference "ACA at 50: Critical Reflections, Envisioning the Future" was held in Ottawa from June 9 – 12, 2025.

Sessions attended:

- Process: Data and Description
- Process: Updates re ARCHIVESCANADA.ca
- Access and Discovery
- Inventing Archives in Higher Education
- Archiving Complex Records
- Envisioning Appraisal and Record Keeping

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**) and Libraries Association (**SLA**). The AA continued to participate in the **ArchivesCanada.ca (National Database) Working Group**, for which a final report has been submitted and is awaiting approval by the Board of the Canadian Council of Archives (**CCA**); chaired meetings of the **Archives Advisor's Working Group**, also supported by the CCA; and volunteered on the Board of the **Heritage Festival of Saskatoon**.

2026-27 Plans

The AA plans to continue informing the membership of activities of the archival community by continuing to make physical site visits to current members and expand the membership of the SCAA. Plans to visit members in the north and east of the province are in the works, but I am eager to visit new members of the SCAA in Prud'homme and the Ukrainian Canadian Congress in Saskatoon. 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 26, 2026

By Cameron Hart, SCAA Archives Advisor



Nominations Committee Report, 2025-26

The Nominations Committee, chaired by Erin Grant, was formed to support board recruitment and succession planning ahead of the 2026 Annual General Meeting. This year, the Committee focused on keeping the nominations process transparent and accessible, aiming to foster and grow broad participation, regional representation, and a mix of experience and perspectives from across the archival community within the SCAA. This included confirming which board terms are ending, consulting with the SCAA Governance Committee, and supporting recruitment efforts to help maintain continuity and manageable workloads.

The Nominations Committee is presenting the following report for the election of directors at the 2026 Annual General Meeting.

Positions with terms ending at the 2026 AGM:

- President – Nicole Kruppi
- Member-at-Large – Alyssa Hyduk
- Member-at-Large – Madeleine McLuhan-Myers
- Member-at-Large – Rae Jacob

Incumbents letting their names stand for election (2026-2028 Term):

- Nicole Kruppi – President
- Alyssa Hyduk – Member-at-Large
- Madeleine McLuhan-Myers – Member-at-Large

One additional Member-at-Large position is still vacant as of May 25, 2026 and no nomination has been received for that position so far.

The Committee is therefore putting these names forward for election and reporting one remaining vacancy to the membership.

Erin Grant

Chair, Nominations Committee

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.

FINANCIAL STATEMENTS

MARCH 31, 2026

◆

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, 2026 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, 2026 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 26, 2026



Marcia Herback
CPA, CA

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31, 2026
 (with comparative figures for 2025)

	2026	2025
ASSETS		
Current assets		
Cash and cash equivalents (Note 3)	\$ 88,523	\$ 107,097
Accounts receivable	574	1,202
GST receivable	1,036	1,529
Prepaid expenses	<u>17,537</u>	<u>1,186</u>
	<u>\$ 107,670</u>	<u>\$ 111,014</u>
LIABILITIES		
Current liabilities		
Accounts payable and accrued liabilities	\$ 5,056	\$ 16,358
Deferred revenue (Note 5)	<u>5,620</u>	<u>3,190</u>
	10,676	19,548
NET ASSETS		
Unrestricted funds	5,528	11,067
Restricted funds (Note 6)	<u>91,466</u>	<u>80,399</u>
	<u>96,994</u>	<u>91,466</u>
	<u>\$ 107,670</u>	<u>\$ 111,014</u>

See accompanying notes

Approved on Behalf of the Board of Directors

Erin Grant Director *vice president*
[Signature] Director **-TREASURER**

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
STATEMENT OF OPERATIONS AND NET ASSETS
FOR THE YEAR ENDED MARCH 31, 2026
(with comparative figures for 2025)

	2026	2025
Revenue		
Sask Lotteries Trust Fund for Sport, Culture and Recreation	\$ 201,000	\$ 201,000
Donations	60	40
Book sales	350	-
Interest and other income	1,939	2,501
Membership fees	7,450	6,870
Workshop registration fees	2,015	5,650
	<u>212,814</u>	<u>216,061</u>
Expenses		
Administration (Schedule 1)	12,050	12,252
Management salary and benefits	54,008	52,906
Meetings and travel		
Board and committees	1,875	545
Special initiatives - AGM, videography	250	456
Executive director travel	654	595
Programs and Projects		
Archives week and public awareness (Schedule 2)	17,987	26,283
Professional Development	2,288	4,171
Archives Advisor	77,624	73,360
Conference sponsorship	550	300
Institution funding	40,000	35,285
	<u>207,286</u>	<u>206,153</u>
Excess of revenues over expenses	<u>\$ 5,528</u>	<u>\$ 9,908</u>

See accompanying notes

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED MARCH 31, 2026
(with comparative figures for 2025)

	<u>General Fund</u>	<u>Restricted Fund</u>	<u>2026</u>	<u>2025</u>
Net Assets				
Balance - beginning of year	\$ 11,067	80,399	\$ 91,466	\$ 81,558
Excess of revenues over expenses	5,528	-	5,528	9,908
Transfer (Note 6)	<u>(11,067)</u>	<u>11,067</u>	<u>-</u>	<u>-</u>
Balance - end of year	<u>\$ 5,528</u>	<u>\$ 91,466</u>	<u>\$ 96,994</u>	<u>\$ 91,466</u>

See accompanying notes

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED MARCH 31, 2026
(with comparative figures for 2025)

	2026	2025
Operating activities		
Excess of revenues over expenses	\$ 5,528	\$ 9,908
Net change in non-cash operating working capital balances		
Accounts receivable	628	258
GST receivable	493	(674)
Prepaid expenses	(16,351)	143
Accounts payable and accrued liabilities	(11,302)	10,766
Deferred revenue	<u>2,430</u>	<u>(1,265)</u>
Increase (decrease) in cash	(18,574)	19,136
Cash position, beginning of year	<u>107,097</u>	<u>87,961</u>
Cash position, end of year	<u>\$ 88,523</u>	<u>\$ 107,097</u>

See accompanying notes

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2026

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 (2025 - \$nil) 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 \$70,832 held in a Royal Bank GIC earning interest at 2.00% (2025 - \$19,302 held in a Royal Bank GIC earning interest at 3.10% and \$49,400 held in a Royal Bank GIC earning interest at 3.10%).

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, 2026, the Saskatchewan Council for Archives and Archivists Inc. had \$nil in grant returns payable to the Sask Lotteries Trust Fund (2025 - \$nil).

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2026

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>2026</u>	<u>2025</u>
Membership fees	\$ 5,620	\$ 3,190
	<u>\$ 5,620</u>	<u>\$ 3,190</u>

6. Restricted Funds

In 2024, the Board established two restricted funds - an Operating Reserve Fund and a Strategic Reserve Fund. During the year \$4,297 (2025- \$nil) was allocated to the Operating Reserve Fund and \$6,770 (2025 - \$nil) was allocated to the Strategic Reserve Fund.

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, 2026:

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 2025.

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 2025.

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 2025.

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
SCHEDULES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2026
(with comparative figures for 2025)

	Schedule 1	
	<u>2026</u>	<u>2025</u>
Administration		
Cost of goods sold	\$ 237	\$ -
Accounting and legal	4,641	4,328
Bank charges	324	338
Courier and postage	679	673
Fees and licenses	51	51
IT Support and equipment	2,411	2,557
Insurance	745	770
Memberships	598	609
Office supplies and software	1,292	1,691
Printing and photocopying	112	-
Rent	-	88
Telephone	742	722
Misc and contingency	218	425
	<u>\$ 12,050</u>	<u>\$ 12,252</u>
		Schedule 2
	<u>2026</u>	<u>2025</u>
Archives week and public awareness		
Advertising and media	\$ 366	\$ 490
Archives Week grants	2,400	3,100
Events - promotion	2,634	2,506
Events - other costs	4,883	6,510
Sask Youth Heritage Fairs	250	250
Other public awareness costs	1,604	1,381
Unforgettable book project	5,850	12,046
	<u>\$ 17,987</u>	<u>\$ 26,283</u>



Appendix 2 SCAA 2026-27 Budget with 2025-26 Actuals

	Audited Actuals 2025-26	Year 1 Approved Budget 2024-25	Year 2 Approved Budget 2025-26	Year 3 Approved Budget 2026-27
REVENUE				
Sask Lotteries Trust Fund - AGF	201,000.00	201,000.00	201,000.00	201,000.00
Government of Canada grants	0.00	0.00	0.00	24,000.00
Self-Help Internal				
Membership Fees	7,450.00	5,800.00	6,000.00	6,500.00
Workshop Registration Fees	2,015.00	3,600.00	4,000.00	4,000.00
Self-Help External				
Donations/Self-generated funds	60.00	1,000.00	1,000.00	1,000.00
Unforgettable Book Sales (4300)	350.00			
LESS: Unforgettable printing costs (Costs of Goods Sold)				
Interest	1,819.00	2,605.20	2,709.40	1,416.00
Miscellaneous Revenue	120.00	150.00	150.00	150.00
Total Revenue	212,814.00	214,155.20	214,859.40	238,066.00
Executive Director Services				
Executive Director Salary	47,885.00	46,490.08	47,884.78	49,321.32
Executive Director Travel	654.00	750.00	750.00	750.00
Executive Director Communications	410.00	350.00	375.00	450.00
Executive Director Professional Development	0.00	400.00	400.00	200.00
Executive Director Professional Development Travel	0.00	500.00	500.00	400.00
Executive Director Employee Benefits	1,613.00	3,450.00	2,400.00	1,700.00
Administration Centre Services -payroll fees	306.00	196.00	250.00	306.00
EI	994.00	900.00	980.00	995.00
CPP	2,645.00	2,557.91	2,640.89	2,726.37
WCB	155.00	139.47	143.65	156.00
Executive Director Services sub-total	54,662.00	55,733.46	56,324.32	57,004.69
EXPENSES				
General Administration				
Accounting/Business & Professional Fees/Licenses	4,692.00	4,200.00	4,400.00	4,400.00
Bank and Credit Card Charges	324.00	250.00	350.00	350.00
Unforgettable (Costs of Goods Sold - 5300)	237.00			
Governance / Strategic Planning	0.00	0.00	0.00	3,000.00
Insurance	745.00	350.00	770.00	770.00
IT Support/Website	2,411.00	2,475.00	2,600.00	2,650.00
Membership	598.00	455.00	600.00	600.00



Miscellaneous/Contingency	218.00	800.00	800.00	500.00
Office Supplies/Software	1,292.00	1,500.00	1,600.00	1,600.00
Courier/Postage	679.00	1,000.00	800.00	800.00
Printing/Photocopying	112.00	400.00	400.00	400.00
Rent	0.00	140.00	0.00	0.00
Student interns / casual employees	0.00	0.00	0.00	24,000.00
Telephone	742.00	750.00	775.00	785.00
Total General Administration	12,050.00	12,320.00	13,095.00	39,855.00

Travel & Meetings

Annual General Meeting	250.00	500.00	600.00	500.00
Board & Committees	1,875.00	1,200.00	1,000.00	1,800.00
Total Staff and Board Travel Expenses	2,125.00	1,700.00	1,600.00	2,300.00

Programs and Projects

Archives Week & Public Awareness

AW Events - Advertising and media	366.00	500.00	500.00	500.00
AW Events - Promotion and printing	2,634.00	2,800.00	2,850.00	2,850.00
AW events - Video Project/Other Costs	4,883.00	5,000.00	5,000.00	5,000.00
Archives Week Grants	2,400.00	2,400.00	2,400.00	2,400.00
Other Public Awareness Costs	1,604.00	1,500.00	1,800.00	1,800.00
Sask Youth Heritage Fairs	250.00	250.00	250.00	250.00
SCAA Unforgettable Book Project	5,850.00	8,000.00	5,500.00	0.00
AW & PA sub-total	17,987.00	20,450.00	18,300.00	12,800.00

MemorySask

MemorySask contract	0.00	0.00	0.00	0.00
Employer-paid benefits	0.00	0.00	0.00	0.00
MemorySask sub-total	0.00	0.00	0.00	0.00

Professional Development

PD Instructors	1,430.00	3,000.00	3,200.00	3,000.00
PD Instructors - travel & expenses	0.00	2,000.00	750.00	750.00
PD facilities & catering	93.00	1,600.00	800.00	600.00
Travel Subsidies - SCAA & Non-SCAA Events	765.00	2,500.00	2,500.00	2,400.00
Other PD costs	0.00	1,500.00	1,500.00	1,500.00
Professional Development sub-total	2,288.00	10,600.00	8,750.00	8,250.00

Conference Sponsorship	550.00	300.00	550.00	300.00
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Institutional Funding	40,000.00	35,601.49	40,000.00	38,525.59
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Archives Advisor Services



Archives Advisor Salary	63,845.00	61,985.40	63,844.96	65,760.31
Archives Advisor Travel	544.00	3,200.00	3,200.00	2,800.00
Archives Advisor Communications	1,682.00	1,700.00	1,750.00	1,750.00
Archives Advisor Professional Development	520.00	1,000.00	1,000.00	500.00
Archives Advisor Professional Development Travel	2,820.00	500.00	2,500.00	500.00
Archives Advisor Employee Benefits	2,724.00	2,320.00	2,450.00	2,725.00
Administration Centre Services -payroll fees	306.00	196.00	250.00	306.00
EI	1,325.00	1,468.00	1,468.00	1,468.00
CPP	3,649.00	3,479.88	3,590.53	3,704.48
WCB	209.00	185.96	191.53	210.00
Archives Advisory Services sub-total	77,624.00	76,035.24	80,245.02	79,723.79
Total Programs and Projects	138,449.00	142,986.73	147,845.02	139,599.38
Total Expenses	207,286.00	212,740.19	218,864.34	238,759.07
SURPLUS/DEFICIT	5,528.00	1,415.01	-4,004.94	-693.07



Appendix 3 List of Past SCAA Annual General Meetings

Year	Date	Location	Host Institution
2025	June 24	Virtual Meeting	Zoom Videoconference
2024	June 20	Virtual Meeting	Zoom Videoconference
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, 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



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SaskCulture Inc., a non-profit, provincial cultural organization (not a government agency), works with over 160 member cultural organizations to nurture cultural development and build a culturally vibrant province. SaskCulture along with its partners - Sask Sports and Saskatchewan Parks and Recreation Association - manage the Sask Lotteries Trust Fund for Sport, Culture and Recreation. SaskCulture manages the Culture Section of this fund. [Learn more](#).