



SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS

# Saskatchewan Council for Archives and Archivists

## Annual General Meeting 2009

### Agenda Package

**Saturday, June 20, 2009  
2:00 p.m.**

**City of Saskatoon Purchasing Building, Board Room  
88 - 24th Street East, Saskatoon  
(City of Saskatoon Archives)**



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

**Saskatchewan Council for Archives and Archivists**  
**Annual General Meeting**

**Saturday, June 20, 2009 – 2:00 p.m.**  
**City of Saskatoon Purchasing Building, Board Room**  
**88 - 24th Street East, Saskatoon (City of Saskatoon Archives)**

**Proposed Agenda**

1. Call to Order
2. Approval of Agenda
3. Approval of 2008 minutes (pp. 2-11)
4. Executive Reports
  - President (pp. 12-13)
  - Vice-President (p. 14)
  - Treasurer (p. 15)
    - Budget (pp. 16-18)
    - Financial Motions (pp. 19-21)
  - Secretary (p. 22)
5. Committee Reports
  - Communications (pp. 23-34)
  - Education (p. 35)
  - Grants (pp. 36-37)
  - Public Awareness (pp. 38-40)
6. Executive Director/Archives Advisor's Report
7. SAIN Archivist's Report (p. 41)
8. Constitutional Amendments (pp. 42-43)
9. Election of Executive Committee

*The 2009 Nominations Committee has presented the following nominees for the open positions on the Executive Committee:*

Vice President (2 years): Mark Vajcner, University of Regina Archives and Special Collections  
Treasurer (2 years): May Chan, Regina Public Library Prairie History Room  
Institutional Member-at-Large (2 years): Rob Nestor, First Nations University of Canada  
Member-at-Large (2 years): Frank Korvemaker, Saskatchewan Archives Board  
Member-at-Large (1 year): Chad Arie, Saskatchewan Archives Board

Nominations will also be accepted from the floor.

10. Other Business
11. Adjournment

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

**Saskatchewan Council for Archives and Archivists**  
**Annual General Meeting**  
**Friday, May 23, 2008 – 2:30 p.m.**  
**University of Regina Archives**

**Minutes (draft)**

**Present**

Tim Hutchinson, University of Saskatchewan Archives  
Stephen Roth, Saskatchewan Archives Board  
Jamie Benson, Prince Albert Historical Society  
Graham Guest, Northern Saskatchewan Archives  
Karon Selzer, Moose Jaw Public Library  
May Chan, Regina Public Library  
Cheryl Avery, University of Saskatchewan Archives  
Jeff O'Brien, City of Saskatoon Archives  
Cameron Hart, Saskatchewan Council for Archives and Archivists  
Lenora Toth, Saskatchewan Archives Board  
Trina Gillis, Saskatchewan Archives Board  
Mark Vajcner, University of Regina Archives  
Carey Isaak, Saskatchewan Council for Archives and Archivists  
Jennifer Hoesgen, Humboldt Archives  
Kathy Burianyk, Legislative Assembly Office  
Linda Putz, Saskatchewan Archives Board  
Joe Leclair, Saskatchewan Archives Board  
Crista L. Bradley, University of Regina Archives [Secretary on behalf of Jen Baetz]

**1. Call to Order**

Tim Hutchinson (chair) called the meeting to order at 2:30 p.m.  
All present introduced themselves.

**2. Approval of Agenda**

The agenda was approved as presented.  
(moved by Cheryl Avery/seconded by Stephen Roth/carried)

**3. Approval of 2007 minutes**

The minutes of the 2007 SCAA Annual General Meeting were approved as presented.  
(moved by Cameron Hart/seconded by Stephen Roth/carried)

**4. Executive Reports**

• **President (circulated)**

Tim Hutchinson presented his report. Highlights from the past year include the SCAA's transition to PCO status, changes in the SCAA's office and staffing situation, and a focus on policy development. Public awareness initiatives and professional development opportunities also figured prominently in the Council's activities in 2007-08.

Tim reminded the group that funds are available to help members participate in professional development opportunities.

• **Vice-President (circulated)**

Crista L. Bradley presented her report. Over the course of the last year, the Executive made an effort to add ongoing assignments to the Vice President's position. In addition

to participation in the day to day business of the Council, as of 2007-08, the Vice President now serves as the Executive's representative to the Public Awareness Committee and SaskCulture. Starting in 2008-09, the Vice President will also serve as the Executive's representative on the Nominations Committee.

- **Treasurer (circulated)**

Jamie Benson presented his report. He highlighted key activities since joining the Executive last fall:

- Developed new "Procedures for Financial Control" document
- Reviewed and suggested amendments for financial portions of the Constitution and Bylaws
- Worked to define the role between the Treasurer and the office
- Created revisions for the SCAA's accounting software
- Prepared various reports

The Council will be notified about the status of applications to the National Archival Development Program in the coming weeks. There has been no indication about the timing of potential payments from this program to date.

The SCAA's audited statement will not be available until late June. Members are invited to contact the office if they would like to receive a copy.

Several financial motions were brought before the membership for discussion and a vote:

1. Financial policy

Whereas the Executive Committee has prepared and approved a policy entitled "Procedures for Financial Control", including specific banking procedures and on line access and money transfers between SCAA bank accounts, as authorized by the President or the Treasurer:

Motion:

That this policy be approved and adopted for implementation by the Executive Committee, and may be amended by the Executive Committee, with such amendments to be ratified at the SCAA Annual General Meeting.

(moved by Jamie Benson/seconded by Linda Putz/carried)

2. Office Expenses

Whereas the SCAA has opened a permanent office from which to conduct SCAA business, to provide work areas for the Executive Director/Archives Advisor and other staff, and for the maintenance and storage of SCAA documentation:

Motion:

That the Executive Director/Archives Advisor be given the authority within the "Procedures for Financial Control" to arrange payment of all expenses related to the day-to-day operation of the SCAA office.

(moved by Jamie Benson/seconded by Kathy Burianyk/carried)

3. Executive Director/Archives Advisor Expenses

Whereas as part of the regular duties, the Executive Director/Archives Advisor is expected to travel to various locations in Saskatchewan, and is expected to represent the SCAA at functions inside and outside Saskatchewan:

Motion:

That the Executive Director/Archives Advisor be given the authority within the "Procedures for Financial Control" and in accordance with the SCAA travel guidelines, to use the Office bank account to pay the expenses associated with such travel.

(moved by Jamie Benson/seconded by Linda Putz/carried)

#### **4. Executive Committee Expenses**

Whereas members of the Executive Committee and other committees may be required to travel on approved Council business:

Motion:

That in accordance with the SCAA travel guidelines, members of the Executive Committee and other committees be reimbursed for the expenses of such travel.

(moved by Jamie Benson/seconded by Jennifer Hoesgen/carried)

#### **5. Project Expenditures**

Whereas the SCAA and/or the SCAA Executive Committee may create and approve funded projects toward meeting the objectives of the SCAA:

Motion:

That within the "Procedures for Financial Control" and within the established budgets and approval for each project, expenditures may be made without specific Executive Committee approval for each expenditure.

(moved by Jamie Benson/seconded by Stephen Roth/carried)

#### **6. 2008/2009 Budget**

Motion:

That the 2008-09 budget be approved as presented.

(moved by Jamie Benson/seconded by Lenora Toth/carried)

#### **7. Budget adjustments**

Whereas the SCAA conducts its financial affairs within the constraints of an approved Annual Budget and adjustments to that budget may be needed during implementation:

Motion:

That adjustments to the Annual Budget may be made with the approval of a majority of the Executive Committee.

(moved by Jamie Benson/seconded by Jeff O'Brien/carried)

#### **• Secretary (circulated)**

-In the absence of Jen Baetz, her report was received for information purposes. The SCAA had 23 Individual members and 44 Institutional members in 2007-08.

Motion:

That all Executive reports be approved as presented.

(moved by Jeff O'Brien/seconded by Cameron Hart/carried)

## 5. Committee Reports

- **Education (circulated)**

Stephen Roth presented a report on behalf of the Education Committee. He reviewed the four workshops that were offered over the course of the last year and previewed three that are arranged for 2008-09.

The Committee developed a program evaluation form this year (circulated).

Stephen issued a reminder that funds are available to help members participate in professional development opportunities.

- **Grants (circulated)**

Jeff O'Brien presented a report on behalf of the Grants Committee.

The Committee reviewed and recommended nine grant applications for funds from the National Archival Development Program (eight were subsequently approved by the Canadian Council of Archives). Jeff noted that the NADP application and reporting requirements are challenging for many SCAA members and time-consuming for Grants Committee members.

The new SCAA Provincial Grants Program was also discussed. While this program was initially intended to provide members with matching funds for NADP applications, the program was quickly expanded to include stand-alone projects. A \$1000 application cap was imposed in order to maximize the impact of the \$10000 allocated to this fund. Eight applications were received, one was subsequently withdrawn and one was tied to the rejected NADP application referred to above. The \$4300 that remains in the fund will be distributed via a second round of applications once the results of the NADP applications are confirmed.

A discussion ensued about whether to raise the \$1000 cap in order to circumvent the NADP application and reporting process for small projects.

Motion:

That the membership authorize the Executive to investigate ways to make the SCAA's Provincial Grants Program more accessible and flexible for smaller institutions and that the Executive then move forward with the option that it deems to be best for the archival community in Saskatchewan.

(Moved by Jeff O'Brien/seconded by Mark Vajcner/carried)

- **Public Awareness (circulated)**

Cheryl Avery presented a report on behalf of the Public Awareness Committee. Highlights in 2007-08 included a busy Archives Week, an awareness workshop and toolkit, digital projects, a partnership with the Saskatchewan Youth Heritage Fair Association, and the creation of short films. Cheryl also briefed the group on a potential SCAA book project (application for funds pending with NADP).

Several other awareness ideas were identified, including a monthly discussion about archives on CBC radio, an awards program for archives' users, and increased opportunities to reach out to Saskatchewan youth.

The group was briefed on recent discussions about the date of Archives Week.

Motion:

Archives Week will take place each year during the first full week of February (Monday to Sunday), unless the Executive sets an alternate week.

(Moved by Jeff O'Brien/seconded by Cameron Hart/carried)

Motion:

That all Committee reports be approved as presented.

(moved by Jamie Benson/seconded by Cameron Hart/carried)

## **6. Executive Director/Archives Advisor's Report (circulated)**

Carey Isaak presented his report. Carey's highlights from the last year include familiarizing himself with the Council's operations as Executive Director and facilitating the transfer of some duties from the Executive to the SCAA office. Other activities included the coordination of professional development programming, Archives Week activities, the Youth Heritage Fair partnership and the SCAA's relations with other Provincial Cultural Organizations and potential members.

Carey noted that many developments in the last year demonstrate the SCAA's maturity as an organization.

(moved by Jeff O'Brien/seconded by Cheryl Avery/carried)

## **7. SAIN Archivist's Report (circulated)**

Cameron Hart presented his report. He indicated that over the course of the last year, the SAIN Archivist has assumed responsibility for the collections portion of the SAIN database, in addition to the photographs portion. Both portions continued to grow and evolve in the last year. Approximately 3500 new items were added.

(moved by Cameron Hart/seconded by Crista L. Bradley/carried)

## **8. Constitutional Amendments (circulated)**

Jeff O'Brien took the chair to enable Tim Hutchinson to lead a discussion of proposed amendments to the SCAA's Constitution and Bylaws.

Tim discussed the proposed changes as highlighted in the "Background and Explanatory notes" document that was circulated to all members prior to the meeting. The changes are intended to improve the administration of the organization, introduce better continuity on the Executive Committee, reflect the existence of an office, and address items in need of consistency/clarity. The proposed changes follow:

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### **II. Membership**

7. The annual membership fee for each membership category shall be established at the Annual General Meeting by the members in general meeting.

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### **III. Executive Committee**

1. The affairs of the Saskatchewan Council for Archives and Archivists shall be vested in and carried out by an Executive Committee of between six and eight Directors who will fill the offices of:
  - a) President
  - b) Vice-President

- c) Secretary
- d) Treasurer
- e) Institutional Member-at-Large / Canadian Council of Archives Representative
- f) Individual Member-at-Large
- g) Up to two additional Members-at-Large**

2. If necessary, the same person may hold the office of Secretary and Treasurer in a given year, in which case the Executive Committee will consist of only five between five and seven Directors.
3. All Directors shall be nominated from and elected by eligible members of the organization by a majority vote at the Annual General Meeting.
4. ~~Each Director shall serve for one year beginning at the Annual General Meeting. No officer may serve for more than two consecutive years in any one office, with the exception of the Institutional Member at Large/CCA Representative and the Individual Member at Large, who may stand for re-election each year.~~
- 4. The Directors shall serve for overlapping two-year terms, each term beginning at the Annual General Meeting at which the Director was elected. The President, Vice-President, Secretary and Treasurer may not serve for more than one consecutive two-year term in any one office, except in the situations detailed below.**

**(a) The overlapping terms will be arranged as follows:**

- President: elected in even years**
- Vice-President: elected in odd years**
- Secretary: elected in even years**
- Treasurer: elected in odd years**
- Individual Member-at-Large: elected in even years**
- Institutional Member-at-Large: elected in odd years**
- Two additional Members-at-Large: elected in alternating years**

**(b) An individual appointed by the Executive Committee to fill a vacancy as per III.9, or elected at an Annual General Meeting for the second year of an uncompleted two-year term, will subsequently be eligible to be elected for a full two-year term**

**(c) Transitional provisions:**

- in 2008 only, the Vice-President, Treasurer, and Institutional Member-at-Large will be elected to one-year terms;**
- during the transitional period, a position generally limited to a two-year term may be filled by the same individual for three consecutive years, that is:**
  - in 2008, either the President or Secretary (who have each completed a one-year term) will be eligible to be elected for a full two-year term;**
  - in 2009, if the Vice-President or Treasurer has not served for more than one consecutive year in that position, that individual will be eligible to be re-elected for a full two-year term;**

5. A majority of the members of the Executive Committee shall constitute a quorum for conducting the business of the Executive Committee.
6. The Membership of the Council shall have the power, by a majority vote on a special resolution at a General Meeting to remove from the Executive Committee any Director who, in the judgment of the membership, is no longer worthy of serving on the Executive. In order to be considered, the resolution must be accompanied by a petition signed by two-thirds of the membership.
7. ~~The Executive Committee shall have the power to appoint committees. Appointed committees shall have the authority to regulate their own proceedings and to transact~~

~~business as may be delegated to them by the Executive Committee. Committees shall report to the Executive and shall not have the authority to bind the Executive Committee of the organization. (Moved to section VI)~~

87. Members of the Executive Committee who find themselves in a conflict of interest with regard to any and all business and/or deliberations of the organization must declare such conflict immediately and absent themselves from the discussion and decision-making process with respect to such interests. Any Director determined to be in a conflict of interest without beforehand having declared such conflict, shall be liable for immediate removal from the Executive Committee by a two-thirds vote of the Executive Committee.
98. The Executive Committee shall have the power to fill all vacancies in office pro tem – the person so elected to serve only until the next Annual General Meeting of the Council.
- The Executive Committee may be assisted by the Nominations Committee in identifying potential candidates.**

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#### **IV. Election of Executive Committee**

1. At least two months prior to the Annual General Meeting of the Council, the Executive Committee shall appoint a Nominations Committee **to consist of the Vice-President plus at least one member** ~~of not less than two members~~ not holding a seat on the Executive Committee. This committee shall prepare a slate of nominees for election to be sent to the general membership at least one month prior to the AGM, together with a notice soliciting nomination for these positions. All nominees must be members of the Council in good standing.

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#### **V. Duties of the Executive Committee**

- 1. All Directors will take an active role in the deliberations and activities of the Executive Committee.**
- 2.** The President shall have executive supervision of the activities of the Council and the Executive Committee and shall preside over its meetings.
- 3.** The Vice-President shall perform the duties of the President in the event of the President's absence or inability to act.
- 4.** The Secretary shall:
- (a) ensure that the minutes of all meetings of the Council and its Executive Committee are recorded;
  - (b) **ensure that** ~~maintain~~ a list of the members **is maintained**;
  - (c) be responsible for all current records; and
  - (d) ~~engage in correspondence in the name of the organization at the direction of the Executive Committee.~~
- 5.** The Treasurer shall:
- (a) ensure that regular books of account are maintained for the Council;
  - (b) ensure that all duly approved accounts/payable and accounts/receivable are processed in a timely manner;
  - (c) ensure that a **financial statement** ~~statement of the financial condition of the treasury and transactions by the Treasurer~~ is rendered to the Executive Committee at its regular meetings **and to the Annual General Meeting, and for the annual audit** or when requested by the Executive Committee;
  - (d) ensure that all returns necessary for regulatory ~~income tax~~ and other official purposes are submitted.
- 6.** The Institutional Member-at-Large shall carry out duties and special projects as required by the Executive Committee and will serve as the Council's representative to the

Canadian Council of Archives (CCA). If the Institutional Member-at-Large is unable or unwilling to attend the CCA General Assembly, the Executive Committee may designate another institutional member to attend.

7. The Individual Member-at-Large shall carry out duties and special projects as required by the Executive Committee.
  8. **The other Members-at-Large, when elected, shall carry out duties and special projects as required by the Executive Committee.**
  9. **The Executive Committee may appoint an Executive Director and other staff as may be required. The Executive Director will have overall responsibility for managing the administrative and financial operations of the Council, with specific division of responsibilities between the Executive Director and members of the Executive Committee to be determined from time to time by the Executive Committee.**
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## **VI. Committees**

1. The Standing Committees of the **Council** organization shall be as follows:
    - (a) **Communications Committee: to coordinate and advise on communication products and tools used by the Council, particularly those used to reach members and potential members of the Council.**
    - (b) Education Committee: to develop and coordinate continuing training, educational and professional development programs at all levels for the membership. **The Committee shall consist of three Council members in good standing.**
    - (c) Grants Committee: **to make representations, in conjunction with the Executive Committee, to government and other agencies for funding to fulfill the needs of the provincial archival community; to establish procedures for review and adjudication of applications for institutional financial assistance; and to make recommendations as to the success of any applications, except for programs assigned by the Executive Committee to a different committee.** The Committee shall consist of **at least** two Institutional members and **at least** one Individual member. An Institutional member will act as Chair.
    - (d) **Public Awareness Committee: to coordinate and develop the Council's activities relating to public awareness about the Council and archives in Saskatchewan, including Archives Week.**
    - (e) **Nominations Committee: to seek nominees for election to the Executive Committee. The Nominations Committee will be appointed prior to each Annual General Meeting, under the terms of article IV.1, but may also be appointed to identify nominees for vacancies that arise between Annual General Meetings, under the terms of article III.9.**
  2. The Executive Committee may, from time to time, appoint other committees as deemed necessary to carry out the business of the Council.
  2. **Unless otherwise specified above, committees will consist of at least three Council members in good standing. All committees will carry out their work in partnership with the Council's Executive Director and/or other appropriate staff or contractors.**
  3. **The Executive Committee shall have the power to appoint additional committees. All committees, including the standing committees listed above, shall have the authority to regulate their own proceedings and to transact business as may be delegated to them by the Executive Committee. Committees shall report to the Executive Committee and shall not have the authority to bind the Executive Committee.**
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## **VIII. Amendments to Constitution and Bylaws – MOVE TO AFTER ARTICLE XI AND RENUMBER ACCORDINGLY**

1. The Council organization shall have the power to amend its Bylaws as may be deemed advisable and appropriate upon a majority vote of no less than two-thirds (2/3) of the voting members present at a duly called general meeting of the organization.  
~~Amendments relating to the Grants Committee or the Institutional Member at Large must be passed by a majority vote of two thirds (2/3) of the institutional representatives present. Amendments relating to the Individual Member at Large must be passed by a majority vote of two thirds (2/3) of the individual members present.~~
  2. Proposed amendments to the Bylaws of the organization shall be submitted in writing by members to the Secretary. Proposed changes shall be circulated to the membership no fewer than 30 days prior to the meeting at which the amendments shall be considered.
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## **IX. Finances**

1. The finances of the Council shall be in the care of the Treasurer and the Executive Director and are the overall responsibility of the Executive Committee. The Executive Committee will establish procedures for financial control.
  2. The fiscal year of the organization shall commence April 1 and end March 31 of the following year.
  3. Financial records of the organization shall be audited in accordance with Non-Profit Corporation regulations.
  4. A complete and accurate Financial Statement for the fiscal year shall be presented by the Treasurer at the Annual General Meeting of the organization.
  5. The Executive Committee shall have the power to authorize the expenditures of the Council's funds for the purpose of carrying out its objectives. Signatory powers for all financial documents shall be vested in the Treasurer, Vice-President, ~~and the~~ President and the Executive Director. If required, the Executive Committee may appoint additional Directors to be signing authorities. At least two individuals with signing authority must sign any financial document. cheques and other documents committing the financial resources of the Council, unless otherwise authorized by the Executive Committee under the terms of the procedures for financial control.
  6. All funds of the Saskatchewan Council for Archives and Archivists shall be deposited in one or more accounts in the name of the Council at a chartered bank, trust company or credit union designated by the Directors.
  7. No monies shall be paid to members of the Executive Committee or any other Committee for their services on the Executive Committee or any other Committee other than compensation for travel and sustenance while on Council business and at rates approved by members in general meeting. This does not preclude any Executive member or any other Committee member from serving the Council in another capacity.
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Motion:

That all proposed amendments to the SCAA Constitution and By-Laws be approved as presented.

(moved by Tim Hutchinson/seconded by Linda Putz/carried)

## **9. Election of Executive Committee**

Jamie Benson took the Chair as a 2007-08 Executive member who is not seeking re-election in 2008-09.

Jamie thanked Mark Vajcner and Nicole Kruppi for their service on the 2008-09 Nominations Committee and then on their behalf, presented the following nominees:

President - Tim Hutchinson (University of Saskatchewan Archives, Saskatoon) – 2 years

Saskatchewan Council for Archives and Archivists – Annual General Meeting, 20 June 2009

Vice President - Mark Vajcner (University of Regina Archives, Regina) – 1 year  
Secretary - Crista L. Bradley (University of Regina Archives, Regina) – 2 years  
Treasurer - May Chan (Regina Public Library Prairie History Room, Regina) – 1 year  
Institutional Member-at-Large - Jeff O'Brien (City of Saskatoon Archives, Saskatoon) – 1 year  
Individual Member-at-Large - Stephen Roth (Saskatchewan Archives Board, Regina) – 2 years

No nominations were received from the floor. All positions were acclaimed.

## **10. Other Business**

Jeff O'Brien briefly reviewed the contents of the 2007 CCA General Assembly Report.

## **11. Adjournment**

The meeting adjourned at 4:10 p.m.

## **President's Report**

Many of the activities of the Council during the last year are covered in more detail in other reports, in those cases I will restrict my comments to some highlights.

Public awareness activities continue to be a major focus – always important but perhaps even more so in the context of the current global economic situation. The fourth annual Archives Week was arguably the most active and most successful yet, particularly in terms of the number and variety of events across the province. I have been pleased to see the continuation and development of our partnership with the Saskatchewan Youth Heritage Fairs, most recently with the production of a “toolkit” about archives in Saskatchewan for the use of participating teachers and students. It’s too early to assess whether our involvement has made a difference in the projects being submitted, but for what it’s worth, there certainly seemed to be more contenders for the SCAA’s prize at the Saskatoon regional fair than there were last year.

On a related note, we are watching with interest the establishment of Heritage Saskatchewan, which has potential to be an important ally of the SCAA and the heritage community more generally in our advocacy work as well as coordinating common activities and interest with allied organizations. We are expecting to hear more about this new organization as early as June, and some of our members have already been involved in the early planning stages.

The Communications Committee has presented an interesting set of recommendations relating to a communications strategy for the Council. I look forward to more discussion at the AGM.

2008/09 was the first year of the SCAA’s Institutional Grants Program; for 2009/10 we were able to increase funding (and the project caps). I’m hoping this can be further increased in the future. So far, it appears this program has been helpful both in providing matches for NADP grants but even more so in providing small grants for stand-alone projects.

In terms of governance and administration, I have often referred to the Council being in transition: that is, from a purely volunteer-run organization to a staffed organization with more stable funding. This transition will continue into 2009/10. As previously reported, the Executive made a significant decision relating to SCAA staff and contract positions. As of June 2009, the full-time Executive Director / Archives Advisor position will be divided into two new positions: a part-time Executive Director and a full-time Archives Advisor. The Archives Advisor will also be responsible for SAIN.

The Executive believes that this change will be strategic and beneficial to our members. It has become clear over the years that the outreach / archives advisory service is, to most members, a very important service, both in terms of advice and support for institutional members but also because of the role that the Archives Advisor plays in the professional development program. By making this position full-time and separating the administrative and outreach functions, this move should strengthen our advisory service.

At the same time, a part-time Executive Director will focus solely on coordinating and implementing the administration and operations of the SCAA as these tasks grow in number and complexity. The Executive Director will also play a critical role in supporting our volunteer Executive and committee members in their roles and in representing the SCAA among other organizations.

As I write this, the search committees for both positions are completing their work. An announcement about the staffing of the new positions will be made prior to the AGM.

We are also continuing efforts to document and formalize policies and procedures, to improve overall practices but also in the name of longer-term continuity. Examples this past year include the development of a formal budget process (including the documentation of financial timelines, which are largely driven by external deadlines). And the experience of a treasurer new to the SCAA highlighted the importance of documenting all aspects our finances. This led to the development, for the first time, of systematic budget notes (which you will find in your agenda package); and SCAA have been working on a financial manual covering the use of our accounting software, among other issues. And increasingly, master copies of documents are being managed on our executive and committee intranet rather than on local computers at the homes and offices of the Council's volunteers.

The Executive is also interested in introducing and improving methods of evaluating Council programs and services. While of course we are always happy to hear from members, we are hoping that the introduction of an annual "programs and services" survey will be a more systematic way to help measure progress and improvement over time.

In closing, I'd like to thank my colleagues on the Executive, committee members, and our staff and contractors for their work and dedication during the past year. My thanks as well to our members across the province. With my Council role particularly focused on organizational and administrative issues, it can be easy to lose sight of the bigger picture – but whenever I am in a position to talk about what the Council does, it's easiest to illustrate that by relating stories about the work that happens in archives small and large(r), and the role the Council is able to play in facilitating and furthering that work.

Tim Hutchinson  
President  
10 May 2009

## **Vice President's Report**

While the position of Vice President has traditionally had a lighter workload than some of the other executive portfolios, I must sadly report that this year that was not the case.

Our President was out of commission for a number of months last summer giving me a rather quick re-introduction into the business of SCAA. My work continued in the fall with involvement on the Communications and Grants committees. Both of these committees were highly satisfying. The Communications Committee produced a report, which we will be discussing later in the meeting. This report outlines what the committee believes to be an innovative, effective, and sustainable, communications model for SCAA. The Grants Committee was also innovative this year re-designing, and hopefully simplifying, the application process for the Institutional Grants Program funded through SaskCulture. The committee adjudicated a supplementary round of applications for the 2008-09 grant year, applications for the 2009-10 year, as well as the traditional NADP grants offered through the Canadian Council of Archives.

As Vice President I represented SCAA at several meetings with SaskCulture and represented SCAA at the Canadian Council of Archives General Assembly in Ottawa this past October.

As Tim has reported, the Executive moved to restructure the Executive Director/Archives Advisor position and subsequently I chaired the Archives Advisor Search Committee.

Finally, together with Linda McIntyre, our two-person Nominations Committee developed the slate of candidates we'll be voting on later in the meeting.

While busy, it was a highly rewarding year. I'd like to thank the other members of Executive as well as the committee members – Cheryl Avery and Trevor Powell on Grants, Linda McIntyre and Dana Turgeon on Communications, and Jamie Benson, Nadine Charabin, and Stephen Roth on the Archives Advisor Search Committee for their hard work and commitment.

Respectfully submitted,

Mark Vajcner  
SCAA Vice President, 2008-09  
12 May 2009

## Treasurer's Report

Since joining the Executive last June, I have been busy adjusting to my new position and learning about the SCAA's financial operations. One of the biggest challenges for me was to help develop the SCAA's 2009-2010 budget for SaskCulture. By taking a hands-on approach, I had a better understanding of the organization and was able suggest changes to some of our financial procedures and management. Some of these changes include getting the office to upgrade their *Simply Accounting* software, which enabled us to keep better track of our expenditures, and developing an accounting manual that helped explained our accounting codes and provided notes about how we derived some these figures.

Please note the following:

### 2008-2009 Actual Figures

- Due to extenuating circumstances, the Indigenous History Book Project was cancelled last fall and the majority of the NADP grant was given back.
- We also spent an additional \$1000 to wrap up the SCAA short film project last year.
- We are showing a small deficit (\$128.55) in the 2008-2009 Actuals, due to the estimated amount for our accounting fees. At the time of this report, the auditor's report and bill had not been received yet so the final amount may change slightly.

### 2009-2010 Proposed Budget

- Under sales, there is now a column for the sale of the 2009 *Saskatchewan Directory of Archives*. We anticipate selling at least 20 copies of the directory to other libraries, genealogical societies, and institutions for \$20 a piece. The reprinting of the directory was also included in this year's budget.
- In spite of lower than expected registration numbers for our workshops and workshop revenue last year, we still anticipate meeting our \$3000 target this year, due in large part to our copyright workshop.
- The salaries indicated for the Executive Director and Administrative Assistant were from April 1 to May 20, 2009. The salaries for the new Part-time Executive Director and full-time Archives Advisor are also listed and run from June 1, 2009 to March 31, 2010.

Overall, if things go as planned, we will end up with a slight margin at the end of March 2010.

May P. Chan  
Treasurer  
20 May 2009

## SCAA PROPOSED 2009-2010 BUDGET

		<u>2009-2010 Budget (\$) Previously circulated</u>	<u>2009-2010 Budget (\$) Revised</u>	<u>2008-2009 Actuals (\$)</u>
<b>REVENUE</b>				
4000	<b>Sales</b>			
4011	Sales (Directory of Archives)	400.00	400.00	
4099	<b>Sales - Sub-Total</b>	<b>400.00</b>	<b>400.00</b>	
4100	<b>Fees, Donations, &amp; Fund Raising</b>			
4101	Membership Fees	4,500.00	4,500.00	4,750.00
4102	Workshop Registration Fees	3,000.00	3,000.00	375.00
4103	Other Registration Fees			
4129	<b>Fees - Sub-Total</b>	<b>7,500.00</b>	<b>7,500.00</b>	<b>5,125.00</b>
4130	Donations - Bequests			
4131	Donations - Corporate			
4132	Donations - Individual			3.00
4149	<b>Donations - Sub-Total</b>			<b>3.00</b>
4199	<b>Total Fees, Donations, Fund Raising</b>	<b>7,900.00</b>	<b>7,900.00</b>	<b>5,128.00</b>
4200	<b>Grants</b>			
4210	Saskatchewan Lotteries	116,000.00	116,000.00	108,000.00
4220	Nat. Arch. Devel. Prog. - Prof. Devel.	5,893.00	5,893.00	2,642.51
4221	Nat. Arch. Devel. Prog. - Indigenous History			3,500.00
4222	Nat. Arch. Devel. Prog. - SAIN	16,551.62	16,551.62	
4230	Canadian Council of Archives			
4240	Other Grants			
4299	<b>Total Grants</b>	<b>138,444.62</b>	<b>138,444.62</b>	<b>114,142.51</b>
4300	<b>Other Revenue</b>			
4310	Interest Income	350.00	350.00	589.66
4399	<b>Total Other Revenue</b>	<b>350.00</b>	<b>350.00</b>	<b>589.66</b>
	<b>Total Revenue</b>	<b>146,694.62</b>	<b>146,694.62</b>	<b>119,860.17</b>

## **EXPENSES**

5000	<b>Payroll Expenses</b>			
5010	ED/AA Salary	6,651.00	6,651.00	48,328.13
5011	Administrative Assistant Wages	1,122.00	841.00	6,618.41
5012	PT Executive Director Salary and Benefits	21,220.14		
5049	<b>Sub-Total Salaries and Wages</b>	<b>28,993.14</b>	<b>7,492.00</b>	<b>54,946.54</b>
	Association Management Contract		23,489.58	
	<b>Sub-Total Contract</b>		<b>23,489.58</b>	
5050	Administrative Centre Services	130.00	130.00	243.60
5051	Employee Benefits			
5052	EI			
5053	CPP			
5055	WCB			166.73
5069	<b>Sub-Total Employee Expenses</b>	<b>130.00</b>	<b>130.00</b>	<b>410.33</b>
5099	<b>Total Payroll Expenses</b>	<b>29,123.14</b>	<b>31,111.58</b>	<b>55,356.87</b>

5300	<b>General Administration</b>			
5301	Accounting & Legal	2,100.00	2,100.00	2,580.00
5302	Bank Charges	150.00	150.00	193.24
5305	Sask Culture Membership	100.00	100.00	100.00
5320	Advertisig & Promotion			
5330	Newsletter	700.00	700.00	1,028.78
5340	Business Fees & Licences			
5345	Courier & Postage			685.68
5360	Office Supplies	1,500.00	300.00	613.25
5361	Printing/Photocopying			38.57
5370	Insurance			
5380	Rent	3,150.00	3,350.00	2,844.33
5384	Telephone & Internet	1,700.00	1,408.00	1,686.67
5390	Repairs & Maintenance			
	AGM expenses			765.12
5395	Miscellaneous / Contingency		115.00	143.75
5140	Other Contracts			
5399	<b>Total General Administration</b>	<b>9,400.00</b>	<b>8,223.00</b>	<b>10,679.39</b>
5400	<b>Travel &amp; Meetings</b>			
5410	Executive & Committees	1,500.00	1,500.00	1,226.78
5420	Executive Director	4,500.00	1,000.00	6,978.83
5421	Administrative Assistant			306.47
5499	<b>Total Travel</b>	<b>6,000.00</b>	<b>2,500.00</b>	<b>8,512.08</b>
5500	<b>Projects</b>			
5510	Short Films			1,000.00
5519	<b>Short Films - Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>
5520	<b>Archives Week &amp; Public Awareness</b>	7,500.00	7,500.00	
5522	General promotional materials			2,357.76
5524	Events-promotion			716.50
5526	Events-other costs			1,641.69
5528	Advertising and media			1,622.37
5530	Archives Week institutional funding			500.00
5532	Youth outreach			189.36
5534	Directory of Archives	1,400.00	1,400.00	
5538	Other AW & public awareness costs			
	<b>Archives Week &amp; Public Awareness - Subtotal</b>	<b>8,900.00</b>	<b>8,900.00</b>	<b>7,027.68</b>
5540	<b>SAIN</b>			
5541	SAIN Archivist	20,821.03	20,821.03	17,668.24
5542	SAIN Travel	2,000.00	2,000.00	903.64
5549	<b>SAIN sub-total</b>	<b>22,821.03</b>	<b>22,821.03</b>	<b>18,571.88</b>
5550	<b>Professional Development</b>			
5551	PD Instructors	5,000.00	5,000.00	750.00
5552	PD Instructors - travel & expenses	3,600.00	3,600.00	1,578.23
5553	Travel Subsidies - SCAA Events	4,443.00	4,443.00	1,376.40
5554	Travel Subsidies - Gen. Prof. Development	1,500.00	1,500.00	1,098.42
5555	PD facilities rental	600.00	600.00	328.12
5557	Other PD costs	500.00	500.00	209.65
	<b>Professional Development sub-total</b>	<b>15,643.00</b>	<b>15,643.00</b>	<b>5,340.82</b>
5600	Institutional Funding			
5610	Grant Distributions	15,000.00	15,000.00	10,000.00
5619	<b>Sub-Total</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>10,000.00</b>

5620	<b>Indigenous History Project</b>			
5621	Indigenous History Project - salaries and wages			2,500.00
5622	Indigenous History Project - travel & meetings			500.00
5623	Indigenous History Project - supplies & equipment			
5624	Indigenous History Project - honoraria & gifts			500.00
5629	<b>Sub-Total Indigenous History Project</b>	<b>0.00</b>	<b>0.00</b>	<b>3,500.00</b>
5670	<b>Archives Advisory Service</b>			
5671	Archives Advisor Salary and Benefits	39,426.30	39,426.30	
	Archives Advisor Travel		2,500.00	
	Archives Advisor Communications		500.00	
5675	<b>Archives Advisory Service sub-total</b>	<b>39,426.30</b>	<b>42,426.30</b>	<b>0.00</b>
5999	<b>Total Projects</b>	<b>101,790.33</b>	<b>104,790.33</b>	<b>45,440.38</b>
	<b>Total Expenses</b>	<b>146,313.47</b>	<b>146,624.91</b>	<b>119,988.72</b>
	<b>Difference</b>	<b>381.15</b>	<b>69.71</b>	<b>-128.55</b>

## **Financial Motions for 2009 AGM**

approved by Executive 23 April 2009

### **1. Financial policy**

Whereas the Executive Committee has approved amendments to the Procedures for Financial Control, originally approved by the 2008 AGM:

Motion:

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

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

### **2. Office Expenses**

Whereas the SCAA has opened a permanent office from which to conduct SCAA business, to provide work areas for the Executive Director, Archives Advisor and other staff, and for the maintenance and storage of SCAA documentation:

Motion:

That the Executive Director be given the authority within the Procedures for Financial Control to arrange payment of all expenses related to the day-to-day operation of the SCAA office.

### **3. Staff Travel Expenses**

Whereas as part of the regular duties, the Executive Director, Archives Advisor and other staff/contractors are expected to travel to various locations in Saskatchewan, and represent the SCAA at functions inside and outside Saskatchewan:

Motion:

That the Executive Director be given the authority within the Procedures for Financial Control, and in accordance with the SCAA travel guidelines, to use the Office bank account to pay the expenses associated with such travel.

### **4. Executive and Committee Travel Expenses**

Whereas members of the Executive Committee and other committees may be required to travel on approved Council business:

Motion:

That in accordance with the SCAA travel guidelines, members of the Executive Committee and other committees be reimbursed for the expenses of such travel.

### **5. Project Expenditures**

Whereas the SCAA Executive Committee may create and approve funded projects toward meeting the objectives of the SCAA:

Motion:

That within the Procedures for Financial Control and within the established budgets and approval for each project, expenditures may be made without specific Executive Committee approval for each expenditure.

### **6. Budget Adjustments**

Whereas the SCAA conducts its financial affairs within the constraints of an approved Annual Budget and adjustments to that budget may be needed during implementation:

Motion:

That adjustments to the Annual Budget may be made with the approval of a majority of the Executive Committee.

# SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS

## PROCEDURES FOR FINANCIAL CONTROL

**Authority: Executive Committee (to be ratified by AGM)**

**Approved: 7 January 2008 (Executive)**

**Revised: 29 April 2008 (Executive)**

**Motion passed at Annual General Meeting, 24 May 2008:**

**That this policy be approved and adopted for implementation by the Executive Committee, and may be amended by the Executive Committee, with such amendments to be ratified at the SCAA Annual General Meeting.**

**Revised: 8 January 2009 (Executive)**

### **Authority**

1. The Executive shall establish legal Financial Accounts for operating and investment funds. A Primary Account shall be established for the acceptance of all income and the dispersal of all funds for expenditures, including transfers to an Office Account and to other accounts that may be created for specific projects or purposes. The Treasurer and one other member of the Executive Committee shall have on line access to all Accounts. Cash withdrawals are not permitted. Cheques on the Primary Account must have two authorized signatures for approval for payment.
2. An Office Account, without access to the Primary Account, shall be established for use by the Executive Director for approved expenditures for SCAA Office operations and communications and for projects with budgets specifically approved by the Executive Committee. The balance in the Office Account shall be set at \$1,000.00 at the beginning of each month by the Treasurer and may be augmented to \$1,000.00 during the month with the approval of the Executive Committee. Expenditures from the Office Account may be by Debit Card or by Cheques over the signature of the Executive Director. Cash withdrawals are not permitted.
3. A Savings Account, linked to the Primary Account, may be established for the purpose of short-term investments. Transfers between the Savings Account and the Primary Account may be made with the authorization of a single signing authority for transfers of up to \$5000, and with the authorization of two signing authorities for transfers over \$5000. An exception may be made to the latter provision if an emergency transfer to the Primary Account is required to avoid a shortfall in that account. Expenditures may not be made directly against the Savings Account, and cash withdrawals are not permitted.
4. The Executive Director, and members of the Executive Committee as approved by the Executive Committee, may be issued with an SCAA Credit Card for use for SCAA-related and approved expenditures. The maximum owing balance permitted on the Credit Card shall be \$2,500.00. The use of the Credit Card shall be restricted to those occasions when the Debit Card or Cheques are not suitable means of payment.
5. The need for, and constraints on, the financial accounts and on the Credit Card shall be reviewed at the time of the Annual Budget approval process. Changes to the constraints may be made at any time with the approval of the Executive Committee.
6. An Annual Budget for income and expenditures for the fiscal time period 1 April through 31 March the following year must be created and approved by the Executive Committee.
7. For each approved project budget, a financial manager shall be assigned responsibility for authorization and control of all expenditures and for preparing regularly scheduled reports on the status of project expenditures.
8. Changes to approved budgets can only be made by the Executive Committee.
9. Where approval by the Executive Committee is required, that approval may be obtained

during a meeting or conference call, or by e-mail. Decisions by e-mail need to follow procedures similar for a regular motion: silence shall not be taken as consent, and a majority vote by those executive members available within a reasonable amount of time is required (i.e. quorum is required, but for greater certainty, a majority of the full executive should approve the proposal). Printouts of the relevant e-mails shall be attached to the minutes of the next meeting of the Executive Committee.

10. All financial transactions shall be recorded onto an appropriate accounting system.

## **Income**

1. All income sources must be identified and approved by the Executive Committee.
2. Receipts must be issued for each income item, with the exception of grant monies and of anonymous donations, but must be issued in any case if so requested by the donor. Receipts must be numbered in sequence by year (e.g. 2007-001) and a paper copy kept in the SCAA financial records. Each receipt must identify the source of the payment, the method of payment, and the exact amount of the payment.

## **Expenditures**

1. All expenditures must be approved by the Executive Committee. The Executive Committee may choose to approve omnibus motions to do with usual SCAA office operations and communications, for travel expenses for the Executive Director, and for project expenditures specifically approved by the Executive Committee.
2. All capital expenditures in excess of \$200.00 must be identified for approval by the Executive Committee.
3. Supporting invoices or receipts must be obtained and kept for all expenditures, with the exception of those receipts not required for expenses claimed under the Travel Policy.
4. For authorized expenditures from the Primary Bank Account, the Executive Director or Executive Committee Member may issue cheques and then must arrange for the required signatures, or if necessary may use the SCAA Credit Card.
5. For authorized expenditures from the Office Bank Account, the Executive Director may use the Debit Card or Cheques over his/her own signature.
6. All reimbursed travel expenses must be supported by completed and signed travel forms for each travel event, as identified in the Travel Policy

## **Procedures**

The selected accounting system shall be maintained at the SCAA Office.

Income:

1. All income must be deposited in the Primary Account and recorded into the accounting system.
2. Required receipts shall be issued through the SCAA Office.

Expenditures:

1. All documentation for expenditures should be sent to the SCAA Office within two weeks of the transaction.
2. All expenditures must be recorded into the accounting system.
3. All cheques are issued through the SCAA Office.
4. For best practices, all invoices for goods and/or services received should be processed for payment within thirty days of receipt of the invoice and the goods and/or services.

## **Secretary's Report**

The last year has been another busy one for the SCAA. I enjoyed participating in the regular activities of the Executive and Committees and drafting a records schedule for the Council.

The Council's 2008-09 membership numbers are as follows:

- 23 Individual Members (same as 2007-08)
- 52 Institutional Members (+6 from 2007-08)  
List available at <http://scaa.sk.ca/directory.html>

Thanks to the SCAA's staff and volunteers for all of their work this year!

Respectfully Submitted,

Crista Bradley  
SCAA Secretary  
2008-09 Executive

**Building An Effective and Sustainable Communications Structure for the  
Saskatchewan Council for Archives and Archivists**

**Communications Committee Report  
May 2009**

**Communications Committee members:**

Linda McIntyre  
Dana Turgeon  
Mark Vajcner (chair)

**Survey Assistance:**

Tim Hutchinson  
Carey Isaak

## **1. Task**

The Communications Committee has been tasked with preparing an internal communications strategy for the Saskatchewan Council for Archives and Archivists (SCAA). The committee has investigated the way SCAA communicates with its membership and has prepared various recommendations for SCAA to improve its communication effectiveness.

## **2. Research Tools**

The committee has utilized several tools in undertaking its task.

### **2.1 SCAA Strategic Plan**

The SCAA strategic plan, *Strategic Planning – SCAA Odyssey, 2006-2011: Charting Our Journey* ([http://scaa.sk.ca/strategic\\_plan.html](http://scaa.sk.ca/strategic_plan.html)), identified greater archival community engagement as a target for 2011 and recommended the development of a comprehensive communication strategy for SCAA. The strategic plan outlined the following as key progress points for SCAA:

- facilitate greater communication between council members;
- link the archival community to combat isolation;
- enhance communication between SCAA and the archival community; and
- have interactive customizable web resources.

### **2.2 Survey of Other Archival Associations**

The Executive Director/Archives Advisor was asked to collect communication strategies, policies and programs from other provincial archival associations across the country. While the response to this informal survey was less than ideal, as of November 2008, the following communication tools were utilized, to varying degrees, by provincial archival associations across the country.

- Blogs;
- Flickr – for virtual exhibits;
- Listservs;
- Newsletters – both in print and/or electronic format; and
- Websites

There was also an expression of interest to expand beyond these communications means to experiment with Web 2.0 tools such as *Facebook* (<http://www.facebook.com>) and *Twitter* (<http://twitter.com>).

### **2.3 Survey of Membership**

A survey of SCAA members was conducted in March 2009. This communications survey asked questions relating to internet and email access, the SCAA website, the monthly *E-Update*, and the SCAA newsletter (See the appendix for the full text and results of the survey).

## **3. Report**

Utilizing these research tools, the Communications Committee has prepared the following report and recommendations.

### **3.1 Building ‘pride’ in the archival community**

A prominent theme of the SCAA strategic plan is the demand for more interaction, communication, and outreach in and among the archival community. This requires greater work on behalf of SCAA in terms of programming and delivery but it also requires greater participation and ownership of the SCAA by its membership. SCAA needs a participation strategy that will get members excited about being part of an archival community and wanting to share that excitement whether as individuals or as institutions, large or small.

SCAA needs to develop a culture of pride in being an SCAA member. Organizations begin the development of such a culture with clarity and certitude in purpose.

In its deliberations the Communications Committee identified the establishment of a clear mission statement as a first priority. Parallel but separate discussions among SCAA Executive resulted in a draft mission statement that will be presented to the Annual General Meeting in June 2009. Following adoption of the mission statement at the general meeting SCAA should undertake a campaign to articulate that mission statement to members and allied groups throughout the province.

### **3.2 The challenge of face-to-face interaction**

Saskatchewan poses a unique geographic challenge to any membership organization. It is a large geographic space with many dispersed population centers. Unlike most provinces, which contain concentrated population areas, Saskatoon and Regina together account for only about 45% of the provincial population. The remaining population centers are small, by Canadian standards, and are dispersed over a vast geographic area. While 20 of 26 individual members (76.9%) and 33 of 57 institutional members (57.9%) are located in either Saskatoon or Regina, the remaining membership is thinly dispersed across the province. Even the split of individual and institutional members between Saskatoon and Regina creates a certain degree of physical isolation as there is no overwhelming concentration of archivists and archival institutions.

Thus in practical terms, SCAA does not enjoy a cohesive community of archivists as one finds in Toronto or the lower mainland of British Columbia. Our main opportunity for face-to-face interaction will continue to remain the Annual General Meeting and SCAA should consider innovative ideas (such as educational opportunities, concurrent meetings with other heritage organizations, thematic presentations, member forums, and targeted travel funding) to encourage as wide a participation in this event as possible.

SCAA should also play a greater role in promoting local communities of archivists, such as the Saskatoon Area Archivists' Group (SAAG) and establish and promote a province-wide mentorship program to serve as a conduit for face-to-face interaction among archivists.

### **3.3 Province wide interaction to be electronic**

Geographic reality dictates that the simplest and most effective means of interaction among archivists will be electronic. Simply put, SCAA needs to use electronic tools to bridge the distance between its members and to counteract geographic isolation. The use of electronic tools need not necessarily follow a top-down communication model. The communication model must be highly interactive, user friendly, and make use of Web 2.0 (and later) philosophies. This type of interactive communication model will counteract isolation and encourage greater participation in the archival community. SCAA should actively experiment with popular web-based communications and content delivery platforms such as it did with *Facebook* during Archives Week 2009.

The SCAA website (<http://scaa.sk.ca/>) should serve as the central point around which all electronic communication tools are clustered. All communication tools should link to the website and all communication tools should be accessible from it. The SCAA website has consistently provided high quality information, design, and presentation. Yet there is room for the expansion of the website so that it continues to serve as a strong resource to archivists and archival institutions. Past newsletters and annual reports to the Annual General Meetings should be archived on the website. The Archives Advisor and Saskatchewan Council for Archives and Archivists – Annual General Meeting, 20 June 2009

standing committees (particularly the Education Committee) should make greater use of the website to archive useful information, reports, and presentations. Likewise creating a spot on the website for members to post content (or links to content) should be considered.

Web-based or email-based communication is also a more environmentally responsible method of communication than sending out hard copy documents. With many people becoming increasingly concerned with the environment, phasing out hard-copy communications has become a cornerstone of the philosophy of many professional organizations. The SCAA should strive to implement more earth-friendly strategies in its communication plan. To this end, SCAA should consider discontinuing the paper version of its newsletter and instead post an electronic edition to its website. The March 2009 member survey indicated that 97% of respondents have internet access and email at their institution. The remaining 3% indicated that they have such access at home. Fully 91% of respondents have high-speed internet connections. The time has come for a fully electronic version of the newsletter. Such a newsletter, no longer restricted by physical production costs, could be expanded in terms of content. Much information is already delivered electronically via the monthly *E-Update* instituted in September 2008. Repetition between these two publications should be curtailed with the *E-Update* serving as the delivery vehicle for news and announcements and a new bi-annual electronic newsletter delivering longer and more substantive items.

Fully 90% of member survey respondents found the *E-Update* a useful and timely source of information. However, it is disturbing that 10% of respondents didn't receive or were unaware of the existence of the *E-Update*. SCAA must use only *Sk-Archivists-L*, the SCAA listserv, in distributing general emails such as the *E-Update*. SCAA must eliminate the use of other less-formal electronic distribution lists that arose in the past and still seem to vie with *Sk-Archivists-L* in the circulation of general information. SCAA must also endeavor to keep the membership of the listserv as current as possible.

While the Communications Committee envisions the responsibility for the production of the newsletter and *E-Update* to rest with the Executive Director and Archives Advisor, it believes that the Communications Committee should serve as proof-readers, a role that has previously been fulfilled by the Executive Committee.

#### **4. Recommendations**

##### Building pride and ownership

4.1 Following adoption of a mission statement at the June 2009 Annual General Meeting, develop and undertake a campaign to articulate that mission statement to members, potential members, and allied groups throughout the province.

4.2 Develop a participation strategy that will excite members about being part of the SCAA community.

##### Face-to-face interaction

4.3 Consider and implement innovative ideas to encourage the greatest possible participation in the Annual General Meeting. This includes:

- a) Educational opportunities and thematic presentations;
- b) Concurrent meetings with other heritage organizations;
- c) A member forum that allows members to share ideas, ask questions, seek advice, and generally discuss issues of concern; and
- d) Travel funding for staff of volunteer-run institutions to attend AGM activities.

4.4 Promote the establishment of localized communities of archivists, such as the Saskatoon Area Archivists' Group (SAAG) by providing organizational support and promotion.

4.5 Establish an archival mentorship program pairing experienced archival practitioners with those seeking long-term advice.

#### Expanding the SCAA website

4.6 Post reports, presentations, and other useful information generated by the Executive Director, Archives Advisor, Executive and other standing committees to the website. Consider the establishment of a "members only" section on the website should this be warranted.

4.7 Investigate the possibility of posting materials from workshops to the website. Also consider posting video or audio files of workshops.

4.8 Archive past newsletters and AGM annual reports on the website.

4.9 Create a spot on the website for members to post content (or links to content). This spot would consist of content generated by members that may be of interest to the SCAA community (such as personal research or institutional presentations).

#### Web 2.0 communication tools

4.10 Actively experiment with popular web-based communications and content delivery platforms. Include:

- a) *Facebook*
- b) *Flickr*
- c) *Twitter*
- d) RSS feed for the website; and
- e) Wikis and blogging software

4.11 Use only *Sk-Archivists-L*, the SCAA listserv, in distributing general emails such as the *E-Update*. Eliminate the use of other less-formal electronic distribution lists that arose in the past and still seem to vie with *Sk-Archivists-L* in the circulation of general information. Ensure that listserv membership is kept up-to-date.

4.12 Link all communication tools to the website. Web 2.0 projects should, however, be undertaken as separate initiatives and not necessarily added to current web maintenance duties.

#### SCAA newsletter and *E-Update*

4.13 Discontinue the paper version of the newsletter and instead post an electronic edition to the SCAA website. An "on-demand" paper version may be printed out and mailed where a member does not have internet access.

4.14 Produce two editions of the newsletter per year, however, expand newsletter content delivering longer and more substantive items such as:

- a) Articles reporting on conferences and workshops;
- b) News about people and institutions;
- c) Highlight projects undertaken by members; and

d) Columns such as “Ask the Expert” which have proven popular

4.15 Continue the monthly *E-Update*. Use it as the delivery vehicle for news and announcements ensuring that it is:

- a) Organized around clearer headings/groupings and utilizes a “Table of Contents” feature such as that used by the *CCA Update*;
- b) Formatted as a plain text document so that it may be viewed clearly no matter what email program members use; and
- c) Distributed using Sk-Archivists-L;

Communications Committee role

4.16 Shift proof-reading responsibility for the newsletter, *E-Update*, and other communications tools from the Executive Committee to the Communications Committee.

4.17 Monitor communication needs and coordinate SCAA response to those needs.

## **5 Lead responsibilities for the communications structure**

The expanded communication structure outlined in the report and recommendations will require coordination and work. The Communications Committee recommends the following division of tasks:

<i>Task</i>	<i>Lead Responsibility</i>
Publicize SCAA mission statement	Executive Director
Develop a membership participation strategy	Executive Committee
Develop and implement an expanded AGM format	Executive Committee
Promote localized archives groups on the SAAG model	Archives Advisor
Implement a mentorship program	Archives Advisor
Consistently post SCAA documentation to the website and investigate the creation of a “members only” section of the website	Executive Director
Post education workshops to the website	Education Committee
Archive past newsletters and AGM annual reports on the website	Executive Director
Create and govern a spot on the website for user-generated materials	Executive Director
Actively experiment with popular web-based communications and content delivery platforms	All
Ensure that Sk-Archivists-L membership is kept up to date	Executive Director

Link all communication tools to the website	Executive Director
Regularly produce and post a revamped electronic version of the SCAA newsletter	Executive Director & Archives Advisor
Continue the monthly <i>E-Update</i> . Use it as the delivery vehicle for news and announcements	Executive Director
Provide editorial support for SCAA newsletter, <i>E-Update</i> , and other internal communications tools	Communications Committee
Continually monitor SCAA internal Communication needs	Communications Committee

## 6. Appendix – SCAA Communications Survey Results

A survey to assist the Communications Committee in developing a comprehensive internal communications strategy. This survey was undertaken in March 2009. There were a total of 33 participants

<b>Please indicate your membership category.</b>		
<b>Answer</b>	<b>Count</b>	<b>Percentage</b>
No answer	0	0
Institutional	22	66.67%
Individual	11	33.33%
<b>Do you have Internet access at your institution?</b>		
<b>Answer</b>	<b>Count</b>	<b>Percentage</b>
No answer	0	0
Yes	32	96.97%
No	1	3.03%
<b>What type of internet access do you have?</b>		
<b>Answer</b>	<b>Count</b>	<b>Percentage</b>
No answer	3	9.09%
Dial-up	0	0
High-speed	30	90.91%
<b>Please provide the Kbps (kilobits per second) rate, if known.</b>		
<b>Calculation</b>	<b>Result</b>	
	Not enough values for calculation	
<b>If you don't have internet access at your institution, do you have regular access either at home or at a location such as the public library?</b>		
<b>Answer</b>	<b>Count</b>	<b>Percentage</b>
No answer	32	96.97%
Home - high-speed	1	3.03%
Public access point - high-speed	0	0
Other - high-speed	0	0
Home - dial-up	0	0
Public access point - dial-up	0	0
Other - dial-up	0	0
No access	0	0
<b>Do you have access to an e-mail account at your institution?</b>		
<b>Answer</b>	<b>Count</b>	<b>Percentage</b>
No answer	0	0
Yes	32	96.97%
No	1	3.03%

**If you don't have an institutional e-mail account, do you have another e-mail account that can be used to receive SCAA communications?**

Answer	Count	Percentage
No answer	32	96.97%
Yes	1	3.03%
No	0	0

**What communication sources do you use to get information about the SCAA and its programs and services?**

Answer	Count	Percentage
SCAA website	27	81.82%
Monthly E-update	28	84.85%
SCAA listserv	12	36.36%
SCAA newsletter, <i>The Archives Re-Past</i>	28	84.85%
Other	7	21.21%

**How often do you look at the SCAA's website?**

Answer	Count	Percentage
No answer	0	0
Once a week or more	5	15.15%
Once a month or more	18	54.55%
Rarely	7	21.21%
Never	3	9.09%

**Are there any changes to the SCAA's website you feel are necessary, or features you would like to suggest? Please comment.**

Answer	Count	Percentage
Answer	8	24.24%
No answer	25	75.76%

Comments:

Improved SAIN browsing

Possibly more updates would get me visiting more. If a main page doesn't change much, I don't tend to go back to it often.

Regular updates, use of Web 2.0.

The website needs an RSS feed to inform readers of updates. Might also want to include profiles of member institutions and provide online access to past issues of the Archives newsletter.

It is a nicely designed website with good visual appeal.

No, I think it is fairly user-friendly and visually appealing.

My only comment is that I should be using the website.

The website is very comprehensive and easy to access for information. Possibly there could be a brief news section with up-to-date information, but perhaps the monthly E-update fills that gap. I don't seem to be receiving the E-update.

<b>Has the SCAA's Monthly E-Update provided you with useful and timely information on archival/heritage programs and issues?</b>		
<b>Answer</b>	<b>Count</b>	<b>Percentage</b>
No answer	3	9.09%
Usually/always	15	45.45%
Sometimes	15	45.45%
Rarely/never	0	0

  

<b>Are there any changes to the E-Update that you feel are necessary, or other suggestions you would like to make? Please comment.</b>		
<b>Answer</b>	<b>Count</b>	<b>Percentage</b>
Answer	9	27.27%
No answer	24	72.73%

Comments:

The formatting is always wonky. Send as plain text please.

The content often repeats what is received through Sask Culture listserv

For our type and size of facility most of the items in the update do not directly concern us but I do find them of interest. I have little or no funding available to me to attend workshops now so the ones that I might attend would be in Saskatoon(day trip) and at my cost.

I did not know of the *E-update*.

Clearer headings and groupings within the update would help to focus attention on events, initiatives, etc.

I like it as is!

I don't seem to be receiving it so cannot comment.

Suggest adding a list of topics at the beginning (e.g. see CCA and SaskCulture updates)

I find the information provided in the SaskCulture member E-Update not useful. I have therefore informed the person who has access to the institutional computer to delete this when it arrives. The other e-mail arriving from SCAA is printed and given to me.

<b>Would you be able and willing to receive the SCAA's newsletter <i>The Archives Re-Past</i> in an electronic version only?</b>		
<b>Answer</b>	<b>Count</b>	<b>Percentage</b>
No answer	1	3.03%
Yes	27	81.82%
No	5	15.15%

  

<b>What method of delivery would you prefer for an electronic-only newsletter?</b>		
<b>Answer</b>	<b>Count</b>	<b>Percentage</b>

No answer	6	18.18%
E-mail attachment	7	21.21%
E-mail with link to web version	10	30.30%
Both	10	30.30%

**Do you have any comments or suggestions about the newsletter, including ideas for future articles?**

Answer	Count	Percentage
Answer	10	30.30%
No answer	23	69.70%

Comments:

I really liked the "Ask the Expert" article about photographs. More of the "how to do archives for non-archivists" might be great since it's something I can pass along to our visitors at the Museum.

Focus more on in-depth articles, news is covered by the E-Update. And place back issues of the newsletter online.

I like to hear what the smaller places are doing. How they are set up and run.

Industry and workshops of Saskatchewan. Also, interviewing people whose trade is disappearing, sort of a living archives, this is more of a primary document production process though.

I think that we would do well to include more news about the people in our community in the newsletter. The SCAA's most recent strategic planning process revealed that our members want more opportunities to connect with others in the Saskatchewan archival community - I think that the newsletter can play an important part in this.

I would be interested in an article about Conservation Assessments.

Feature a successful project from start to finish....

Sections on news from the membership; technological updates; regular columns on various issues that affect numbers; article on a different institution every issue.

No.

The newsletter is probably best used for feature articles rather than breaking news. Possible topics (some of which have occasionally been done before) include archival tips, features about member institutions, reports on workshops

**Please provide any additional comments you would like to provide about SCAA communications.**

Answer	Count	Percentage
Answer	8	24.24%
No answer	25	75.76%

Comments:

This is slightly off-topic but I am THRILLED with your privacy note at the start of this survey. I was recently severely burnt by a survey I thought was anonymous that wasn't (I will never fill out a

SurveyMonkey survey ever again). I appreciate that you guys know what a survey is and how to conduct it well. I shouldn't be surprised, I suppose, since so much of your communication is done so well. Another thought of something you could add to your website would be highlighting new members or certain members. The MAS (Museums Association) website does a good job of this in a fairly subtle way.

Need to establish tools for more 2-way communication.

Newsletter has enough detail to be helpful, but seems a little 'cluttered' at times.

I look forward to hearing about more workshops and educational activities.

Thanks to the Communications Committee for their work on this!

We need more events to provide opportunities to meet.

Good luck.

Update the website with the latest newsletter issues as it only goes up to 2003. Otherwise, great job!

## **Education Committee Report**

This was a less active year for professional development than in some years. The main workshop presented during 2008/09 was “Introduction to Managing Sound and Moving Archival Materials” (Saskatoon, August 2008). This workshop was well received by participants, but attendance was low, primarily due to relatively short notice for the publicity. We may also want to revisit scheduling workshops during the summer months.

In partnership with other committees, other workshop opportunities were also available to SCAA members this year. The Grants Writing workshop presented by Jeff O’Brien was once again well prepared and exceptionally presented and continues to be useful at the very least in helping members understand the grants process and more often than not to better produce successful grant applications. SCAA members also formed the program committee for the “Archives and You” Conference in May 2008, which included a number of short workshops and other sessions.

Unfortunately, the Volunteer Management workshop originally scheduled for March 2009 had to be cancelled due to insufficient registration. Since in this case information about the workshop was circulated well in advance, both to members and outside groups, we will be interested to hear what may have contributed to the lack of interest in this workshop.

In the later stages of the year, the committee drafted an announcement to solicit interest from potential workshop presenters, in the hopes that a greater pool of presenters and more established education program could be developed. This call will be issued in the near future and as a follow-up, those expressing an interest will be asked to provide further details on possible sessions and will be supplied the expectations of the Council for these sessions.

The committee and the Executive continue to work on clarifying the division of responsibility between the Education Committee and the SCAA’s staff. This year, we have appreciated the assistance of the staff in publicity and administration relating to workshops.

We also look forward to seeing responses to the professional development section in the “programs and services” survey recently sent to members. And if you have comments or suggestions about the SCAA’s professional development program, I would be pleased to hear from you directly.

Stephen Roth, Chair

## **Grants Committee Report**

This year the SCAA Grants Committee consisted of Mark Vajcner (chair), Cheryl Avery and Trevor Powell. The committee met several times to adjudicate the NADP project applications and the Institutional Grants Program.

### **NADP Project Applications:**

As in previous years, the committee reviewed funding applications submitted under the NADP program. The total provincial allocation for 2009-10 was \$83,475 of which \$83,463.40 was allocated to six institutional and SCAA projects. The list of projects recommended to CCA by the committee were:

<i>Institution</i>	<i>Project Title</i>	<i>Funds Requested</i>
Diefenbaker Canada Centre	Guide to Visual Subseries	1,327.81
Saskatchewan Archives	Survey of Miscellaneous Holdings	17,270.00
Saskatoon Public Library – Local History Room	Creative Photographs Phase II	24,764.97
University of Regina	Jack Sures fonds	17,656.00
		61,018.78

Two SCAA project applications were also submitted under the NADP program. These applications requested funding for the Continuing Education and Professional Development Program (\$5,893.00) and for the SAIN Archivist (\$16,551.62).

### **Institutional Grants Program:**

In 2007, the Grants Committee recommended that a provincial grants program be created for use by institutions in Saskatchewan. Funding for this program was provided by the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation through SaskCulture Inc. The initial program offer had an allocation of \$10,000, with an application cap of \$1,000.

The current Grants Committee inherited a sum of \$4,300 that was not disbursed from this initial offer. A supplementary round of grant applications were accepted in October 2008 and the entire grant program was offered again in 2009-10. The second year of the program had an allocation of \$15,000. The application cap was raised, for both the 2008-09 Supplementary Round and for 2009-10 applications to \$2,000.

Funding was allocated as follows:

#### **Allocation for Institutional Grants Program, 2008-09 (Supplementary Round)**

<i>Institution</i>	<i>Allocation</i>

Northern Saskatchewan Archives	1,984.50
Saskatchewan Archives	2,000.00
University of Regina	315.50
	4,300.00

### **Allocation for Institutional Grants Program, 2009-10**

<i>Institution</i>	<i>Allocation</i>
Archibald Library	1,867.00
Diefenbaker Centre	1,911.88
Humboldt & District Archives	2,000.00
North Battleford	2,000.00
Saskatchewan Archives - Datalogger Purchase	1,081.50
Saskatchewan Archives - Stueck Fonds	2,000.00
University of Regina	1,447.88
University of Saskatchewan	2,000.00
	14,308.26

The Institutional Grants Program is intended to fund arrangement and description, conservation, digitization, outreach, and any other archives-centered projects. Projects selected for funding this year were prioritized by:

1. Quality of the project (its value to the institution and the community)
2. Smaller institutional members will receive priority over archives with well established funding structures
3. Priority will also be given to archives that have not previously received funding through the SCAA

Institutional Grants may be used as matching funding for grant opportunities offered by other agencies. In 2009-10 applicants used the Institutional Grants Program to match the National Archival Development Program (NADP) and funding from the Saskatchewan Digital Alliance (SDA).

### **Grants Workbooks and Workshop:**

As in other years, the SCAA again put out an updated Workbook to guide our members through the process of creating NADP applications, and put on a workshop. The workshop was led by Jeff O'Brien from the City of Saskatoon Archives.

Respectfully submitted by the Grants Committee,

Mark Vajcner (Chair)  
 Cheryl Avery  
 Trevor Powell

13 May 2009

## **Public Awareness Committee Report**

Public awareness, while not traditionally one of the core archival functions, is an essential activity for us if we wish to compete for funding dollars and for the attention of the public and of our various stakeholder groups. Thus, the Public Awareness Committee was very busy this year—supported, of course, by the Executive and by member institutions—in carrying out a wide range of activities in 2008-2009.

The Public Awareness Committee for 2008-2009 consisted of:

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

Chad Arie, SAB Regina

Crista Bradley, University of Regina

Nadine Charabin, SAB Saskatoon

Cam Hart, SCAA

### **Archives Week:**

Chief among these activities was Archives Week, held February 2-8, 2009. Events were held in Humboldt, La Ronge, Prince Albert, North Battleford, Regina, Saskatoon, Shaunavon, Swift Current and Yorkton. Events included:

- “Celebrity Readers” events in Regina and Saskatoon
- Exhibits of archival material in Saskatoon, Swift Current, Yorkton and Regina
- Public exhibits of unidentified photos (“Do You Know These People”) in Humboldt and La Ronge
- An exhibit and open house in Prince Albert (PA Historical Society)
- A travelling exhibit in North Battleford (City of North Battleford Historical Archives)
- A radio call-in show on CBC, broadcast province-wide (Jeff O’Brien and Crista Bradley)
- A lecture at the University of Regina by Tom Nesmith, well-known archival educator
- Historic movie nights in Regina and Saskatoon
- Public readings of local stories in Shaunavon (Grand Coteau Heritage and Cultural Centre)
- Television interviews on CTV in Saskatoon (Jeff O’Brien on behalf of the SCAA) and on CTV, Global TV and Access Communications in Regina (Crista Bradley on behalf of the SCAA)
- The “Archives Pavilion” at the Saskatoon Heritage Festival

Some of these events were assisted with grants money provided by the SCAA specifically for this purpose. This fund—introduced in 2008 but fully expended for the first time in 2009—provided a pool of \$500 for institutions to draw on, on a first-come-first-served basis, to a maximum of \$100 in order to help with Archives Week activities. Recipients were:

- City of Saskatoon (digitization of 1931 film for Saskatoon movie night)
- Northern Saskatchewan Archives (photo identification session)
- Grand Coteau Heritage Centre (public reading event)
- Archives of the Humboldt and District Museum (archives open house)
- City of North Battleford Historic Archives (help in purchasing display panels)

While it is difficult to quantify the effects of Archives Week on general public awareness of archives in the province overall, there is no doubt that the specific events were successful. The comments that we received after the events were uniformly positive. Attendance at the Saskatoon readers event was slightly lower than in 2008, but this was balanced by a much higher than expected attendance at the Saskatoon movie night and at the Regina readers event. The addition of new events in places like Saskatoon and Regina, and events in centres which haven't had them before (eg., Shaunavon) was a strong plus for Archives Week this year as well.

Media coverage of Archives Week events was not what it could have been. Regina's celebrity reader event was covered by local cable media, but not Saskatoon's. The Star Phoenix quoted Ken Dahl of the Saskatoon SAB office in its piece about the Heritage Festival in that city, but only made a very passing reference to the Archives Pavilion. There was nothing in the local news in either city that we are aware of in which Archives Week was specifically mentioned, aside from the paid advertisements and events listings, and a piece written by Tim Hutchinson for the U of S On Campus News. The CBC call-in show was a success, but the TV appearance by Jeff O'Brien in Saskatoon, for example, while well-received, did not do much to publicize Archives Week specifically. The smaller centres got better coverage, naturally, but attracting greater media attention to Archives Week activities in the larger centres and across the province generally is something we need to aggressively pursue this year.

### **Youth Heritage Fair:**

The Council was once again heavily involved in the youth heritage fairs organized by the Saskatchewan Youth Heritage Fairs Association and held in several centres in Saskatchewan. The SCAA provided judges to the fairs in Regina, Saskatoon, Meadow Lake, Humboldt, Prince Albert and Moose Jaw. The Council also awarded prizes to students whose exhibits were deemed to show the best use of primary sources. We have also created a guide for teachers and students to help in using primary sources for the heritage fairs. It may be viewed on the Council website, here:

[http://scaa.sk.ca/youth\\_heritage\\_fairs.html](http://scaa.sk.ca/youth_heritage_fairs.html)

While it is too early to say whether our involvement has made a difference in the projects being submitted, there did seem to be more exhibits using primary sources at the Saskatoon regional fair than there were last year.

### **Other Activities:**

This year the SCAA published the Directory of Archives in Saskatchewan, which we hope will be distributed widely among libraries and other heritage-related institutions in the province, and thus act as a powerful tool for bringing prospective researchers to our doors. We hope to be able to sell it in order to recoup some of the costs. The SCAA also donated \$500 to the Association of Canadian Archivists national conference in Calgary on May 14-18, which was used to help bring in speakers for a concurrent session.

### **Thoughts and Recommendations:**

Archives Week is the centerpiece of our annual public awareness activities. It is gratifying, therefore, that in terms of number of events and institutional participation, Archives Week 2009

was the biggest and best yet. Planning is underway for next year already and we very much hope that we will see even more activity from members outside Regina and Saskatoon in 2010. We will continue to be involved with the Youth Heritage Festivals and to put on Archives Week activities as the main focus of our public awareness activities. These are proven activities for us. However, we need to be more diligent about:

- Quantifying the effect of our activities, particularly in recording attendance
- Attracting media attention to our events, and to archives generally
- Formal Recording and reporting on awareness activities or opportunities across the province (including collecting media reference to archives specific to us and more generally archives-related)
- Creating more opportunities to “tell our stories”
- PA committee meeting to discuss on-going activities and plans
- Increased participation by members outside of Regina and Saskatoon

One thing to consider might be increasing the size of the Archives Week funding pool somewhat so that more institutions can access it.

On behalf of the committee I would like to offer my heartfelt thanks to everyone from across the province for their hard work on Archives Week and on our other archives-related public awareness activities and tools. We are a small organization; working together as we do, we accomplish great things.

I also want to thank Crista Bradley who, unbeknownst to her, functioned as the unofficial Vice-Chair of the committee and in so doing shouldered a great deal of the burden during some of the more complicated moments this year.

Respectfully submitted,

Jeff O'Brien, Chair  
2008-2009 SCAA Public Awareness Committee  
May 21, 2009

## **SAIN Photo and Collection Database Report**

The term of the SAIN Archivist contract this year spanned April to August 2008. Though little was added to the “public” SAIN databases, efforts continued to make descriptions RAD compliant prior to their upload. Therefore additions were made to descriptions awaiting upload and the editing of entries already posted on the Collection side also continued.

Work with the Local History Room at the Saskatoon Public Library (LHR) was undertaken as their photo collection is extensive, potentially over 35,000 images, and is often used by the public and media. However, due to staff turnover and other issues in the past, the contribution to the Photo DB has been stalled at 61 for the past several years. During this past contract, with the help of Dorothea Funk and IT at the LHR, a new RAD compliant in-house DB was created and your SAIN archivist was given access to edit old descriptions. Over 720 new photo descriptions are now awaiting upload. Also, through an NADP grant this past year the LHR staff was able to make available an additional 1140 descriptions for this year. Work continues as well as discussions concerning the review of current contributions to the SAIN collection DB and possible additions.

In addition to the work with LHR, several visits and meetings were made with the volunteers and staff of North Battleford Historical Archive (NB), the Lloydminster Regional Archives (LRA), the Northern Saskatchewan Archives (NSA) in La Ronge and the Rosetown Centennial Library Archives (RCLA). Some of these meetings were made in association with the SCAA Archives Advisor to aid in the creation of fonds level descriptions for the collection DB as well as item level descriptions for the photo DB. All have either completed these descriptions or are in the process of creating them.

With the help of a Young Canada Works grant, NB was able to hire a student for the summer of '08. The student was able to identify several fonds to be described as well as work with their in-house DB to potentially create those RAD compliant descriptions. Item level descriptions have already been created for photos and are near ready for upload. LRA has done extensive work on their Barr Colonist collection and hope to have additional resources made available through SAIN. Graham Guest at the NSA, through their participation in the “Our Legacy” project, was able to identify potential additions to be made to SAIN. In the RCLA the addition of enthusiastic volunteers to Sharon Clark’s diligence has led to the quick organization of a General Photo Collection and the potential for the creation of additional fonds level descriptions.

Due to timing the Moose Jaw Public Library Archives (MJPLA) was contacted to add to their fonds level descriptions already posted, but they were not made at this time. Also, the Saskatchewan Teachers’ Federation (STF) was also asked about their potential for adding to the SAIN collection DB, but staffing changes have made it difficult for now.

In continuing the work stated above, your SAIN Archivist plans to help expand the SAIN site in the next year.

Submitted by Cameron Hart – SAIN Archivist  
5 May 2009

# **Proposed amendments to the SCAA Constitution and Bylaws**

## **Background**

The SCAA's current Constitution and Bylaws are available at  
[http://scaa.sk.ca/about\\_us/constitution.html](http://scaa.sk.ca/about_us/constitution.html)

The 2008-09 SCAA Executive proposes to amend Section I of the Constitution and Bylaws to include a mission statement (2a). The mission statement was developed by the Executive to address the fact that the Council has been operating without one since its inception; this was also recommended during the 2006 strategic planning process.

The Executive also proposes to rename the Council's current purpose statements to goals (2b) in order to more appropriately reflect their function.

## **Proposed Amendments**

- change the title of section I from "Name and Purpose" to "Name, Mission and Goals"
- insert the following paragraph as I.2(a):

The mission of the Council is:

Through leadership, support, education and promotion, the SCAA fosters the development, cooperation and advancement of Saskatchewan's archives and archivists.

- renumber the existing purpose statement (paragraph I.2) as I.2(b), renumber points (a) to (i) as (i) to (ix), and change the introductory wording to:

The Council actively realizes its mission through the pursuit of goals. The goals of the Council are:

- the *amended* section would therefore read as follows (the existing wording follows below):

### **I. Name, Mission, and Goals**

1.
  - (a) The organization shall be known as the Saskatchewan Council for Archives and Archivists, hereinafter referred to as "the Council".
  - (b) The organization shall be a registered non-profit corporation.
2. (a) The mission of the Council is:

Through leadership, support, education and promotion, the SCAA fosters the development, cooperation and advancement of Saskatchewan's archives and archivists.

- (b) The Council actively realizes its mission through the pursuit of goals. The goals of the Council are:
- (i) To provide a forum for the exchange of information and ideas among those interested in archives;
  - (ii) To encourage the development of a cooperative archival system within the province;
  - (iii) To encourage the preservation and conservation of Saskatchewan's archival records;
  - (iv) To encourage the establishment of new archival institutions within the province;
  - (v) To develop and promote standard archival policies and practices;
  - (vi) To assist members to obtain funding through granting and other funding agencies and, where necessary, to adjudicate grant requests on behalf of members;
  - (vii) To assist in the education of archivists and others with interests in the field of archives;
  - (viii) To represent the provincial archival community in a national archival network, and;
  - (ix) To promote public understanding and use of archives and historical resources in the province.

**Existing wording:**

**I. Name and Purpose**

1. (a) The organization shall be known as the Saskatchewan Council for Archives and Archivists, hereinafter referred to as "the Council".  
(b) The organization shall be a registered non-profit corporation.
2. The purpose of the Council is:
  - (a) To provide a forum for the exchange of information and ideas among those interested in archives;
  - (b) To encourage the development of a cooperative archival system within the province;
  - (c) To encourage the preservation and conservation of Saskatchewan's archival records;
  - (d) To encourage the establishment of new archival institutions within the province;
  - (e) To develop and promote standard archival policies and practices;
  - (f) To assist members to obtain funding through granting and other funding agencies and, where necessary, to adjudicate grant requests on behalf of members;
  - (g) To assist in the education of archivists and others with interests in the field of archives;
  - (h) To represent the provincial archival community in a national archival network, and;
  - (i) To promote public understanding and use of archives and historical resources in the province.