



**Saskatchewan Council
For Archives and Archivists**

Annual General Meeting 2010

Agenda Package

**Friday June 18, 2010
4:00 P.M.**

**Pahkisimon Nuye?áh Library System (Northern Saskatchewan Archives)
La Ronge Saskatchewan**



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

Saskatchewan Council for Archives and Archivists
Annual General Meeting

Friday, June 18, 2010 - 4 p.m.
Pahkisimon Nuyeh Library System - 108 Avro Place - La Ronge, SK

Proposed Agenda

	Page
1. Call to Order	
2. Approval of Agenda	
3. Approval of 2009 minutes	1
4. Executive Reports	
• President	6
• Treasurer	8
▪ 2009-10 Audited Financial Statements (attached)	
▪ Proposed 2010-11 Budget	9
• Secretary	12
5. Committee Reports	
• Communications	13
• Grants	14
• Public Awareness	16
6. Executive Director & Education Report	20
7. Archives Advisor Report	22
8. Election of Executive	
• Nominations Committee Report	24
9. Other Business	
10. 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
Saturday, June 20, 2009 2:00 p.m.
City of Saskatoon Archives, Saskatoon, Saskatchewan**

Minutes (draft)

Present:

Tim Hutchinson (University of Saskatchewan Archives, Saskatoon)
Mark Vajcner (University of Regina Archives and Special Collections, Regina)
May P. Chan (Regina Public Library, Regina)
Stephen Roth (Saskatchewan Archives Board, Regina)
Jamie Benson (P.A. Historical Society, Prince Albert)
Robert Paul (Diefenbaker Canada Centre)
Jeff O'Brien (City of Saskatoon Archives, Saskatoon)
Margaret Sanche (St. Thomas More RC Diocese of Saskatoon Oblates, St. Mary's Province)
Nadine Charabin (Saskatchewan Archives Board)
Carolyn McCready (Anglican Diocese of SK PA Archives)
Dorothea Funk (Saskatoon Public Library Local History Room)
Cameron Hart (Saskatchewan Council for Archives and Archivists, Saskatoon)
Fay Hutchinson (Regina Qu'Appelle Health Region Archives, Regina)
Audrey Price, recording Minutes

1. Call to Order

Tim Hutchinson (chair) called the meeting to order at 2:10 p.m.
The attendees introduced themselves.

2. Approval of Agenda

Motion: That the agenda be approved as presented.
(moved by Jeff O'Brien /seconded by May P. Chan/carried)

3. Approval of 2008 minutes

Motion: That the minutes of the 2008 SCAA Annual General Meeting be approved as presented.
(moved by May P. Chan/seconded by Stephen Roth/carried)

4. Executive Reports

President's Report (circulated)

Tim Hutchinson presented his report. Highlights from the past year continue to be the successful Archives Week and its growth and increased participation and the Council's involvement in the Saskatchewan Youth Heritage Fairs through production of a 'toolkit' about archives for them to access. He also spoke about the division of the Executive Director/Archives Advisor position into two new positions with a part-time Executive

Director and full-time Archives Advisor. He concluded his report by thanking his colleagues on the Executive, the committees and staff for their dedication and hard work during the past year.

Motion: That the President's Report be approved as presented.
(moved by May P. Chan/seconded by Rob Paul/carried)

Vice-President's Report (circulated)

Mark Vajner presented his report discussing his involvement on the Communications and Grants committees. He was pleased with suggested changes that will be presented in the Communications Report later in the meeting which outlines suggestions for an innovative, effective, communications model. He acknowledged the innovative work of the Grants Committee in its redesign of the applications for the coming year. He concluded his report by thanking the Executive and committee members for their hard work and commitment.

Motion: That the Vice-President's Report be approved as presented.
(moved by Cam Hart /seconded by May P. Chan/carried)

Treasurer's Report (circulated)

May P. Chan presented her report, as circulated.

Motion: To receive the Treasurer's Report as presented.
(moved by May P. Chan /seconded by Cam Hart /carried)

May addressed changes that occurred during the course of the year such as the cancellation of the Indigenous History Book Project and an additional expenditure to complete the SCAA short film project. She also reported meeting with the Auditor to finalize the 2008-09 Audit and that minor changes were made in the budget with the addition of a revenue category for sales of the Saskatchewan Directory of Archives. She also pointed out that although registration was lower than expected in 2008/09 it is anticipated the revenue target for 2009/10 will be reached. It is anticipated that the 2010 year end will reflect a minor excess revenue position.

Motion: To approve the budget as presented in the circulated Treasurer's Report.
(moved by May P. Chan /seconded by Stephen Roth /carried)

Secretary's Report (circulated)

Crista Bradley was not able to be in attendance because of a family commitment so Tim Hutchinson presented the report on her behalf.

Motion: To receive the Secretary's Report as circulated.
(moved by Jeff O'Brien /seconded by May P. Chan /carried)

5. Committee Reports

Communications Committee Report (circulated)

Mark presented the report on behalf of the committee, which had been tasked with preparing an internal communications strategy for the Council. Recommendations presented in his circulated report were summarized as follows:

- Building pride and ownership of all members for the Council by articulating and embracing the Mission Statement.
- Creating opportunities for face-to-face interaction
- Expanding the SCAA website
- Using Web 2.0 as a communications tool
- Discontinuation of the paper version of the SCAA newsletter instead using an electronic version. A simple paper version will be made available to those so requesting.

Motion: To accept the Communications Committee report and recommendations as circulated.
(moved by Mark Vajcner /seconded by Nadine Charabin /carried)

Education Committee Report (circulated)

Stephen Roth presented his report on behalf of the Education Committee, as circulated.

A review of the years activities included the main workshop “Managing Sound and Moving Archival Materials” presented in Saskatoon in August 2008. Attendance was lower and it was suggested that longer notice time be given for future workshops and that they not be held during summer months.

The Grants Writing workshop was again presented by Jeff O’Brien. Stephen complimented him again on a well prepared and exceptionally presented workshop.

Motion: To accept the Education Committee report as circulated.
(moved by Stephen Roth/seconded by Cam Hart /carried)

Grants Committee Report (circulated)

Mark Vajcner presented this report indicating that the total provincial NADP allocation was \$83,475 for 2009-10 and that \$83,463.40 was allocated to six institutional and SCAA projects.

Two rounds of funding for provincial grants, one with a \$1,000 application cap and then later another with a \$2,000 cap saw allocations of \$14,308.26 for Institutional Grants.

Motion: To accept the Grants Committee report as circulated.
(moved by Mark Vajcner/seconded by Fay Hutchinson/carried)

Public Awareness Committee (circulated)

Jeff O’Brien, as chair, presented the committee report stating that public awareness of the Council, its mission and activities is essential for our stakeholders and the general public.

Archives Week continues to be the centerpiece of the Council's public awareness activities. Additionally it was recommended that quantifying the effect of these activities and media efforts should be focused on in the coming year.

Motion: To accept the Public Awareness Committee report as circulated.
(moved by Jeff O'Brien/seconded by May P. Chan/carried)

6. Executive Director/Archives Advisor Report (circulated)

Tim Hutchinson introduced Audrey Price as the new Executive Director for the Council, beginning June 1, 2009. Audrey gave a brief background to the group and updated them on the office relocation to 202 – 1275 Broad Street.

Tim introduced Cameron Hart as the new full time Archives Advisor.

7. SAIN Archivist Report

The report was circulated and Cameron Hart spoke briefly stating the SAIN Archivist contract spanned April to August 2008 with the thrust of the efforts focused on making descriptions RAD compliant prior to upload.

Motion: To accept the SAIN Archivist Report as circulated.
(moved by Cam Hart/seconded by Nadine Charabin/carried)

8. Constitutional Amendments

Tim Hutchinson advised that the 2008-09 Executive proposes to amend Section 1 of the Constitution and Bylaws to include a mission statement as developed by the Executive and to rename 'purpose statements' to 'goals'.

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.

Motion: To adopt the constitutional amendments as previously circulated and presented.
(moved by Tim Hutchinson/seconded by Fay Hutchinson/carried)

9. Election of Executive Committee

Tim Hutchinson, as a currently sitting member of the Executive whose term will expire at the 2010 AGM, chaired this portion of the meeting.

The following slate of nominees was presented individually with three calls for nominations from the floor made in each case. There being no nominations from the floor the following slate were elected to serve on the Executive by acclamation:

Vice-President (2 years) Mark Vajcner, University of Regina Archives and Special Collections, Regina

Treasurer (2 years): May P. Chan, Regina Public Library Prairie History Room, Regina

Institutional Member-at-Large (2 years) Rob Nestor, First Nations University of Canada, Regina

Member-at-Large (2 years): Frank Korvemaker, Saskatchewan Archives Board, Regina
Member At Large (1 year): Chad Arie, Saskatchewan Archives Board, Regina

Signing Officers:

Tim indicated that a motion would be required to facilitate changing the signing authorities with the bank, summarizing the new signing authorities as set out in our bylaws.

Any two of the following are proposed as signing officers:

May P. Chan, Treasurer

Audrey Price, Executive Director, (Replacing Carey Isaak)

Mark Vajcner, Vice-President

Tim Hutchinson, President

Motion: That signing officers for the Saskatchewan Council for Archives and Archivists be accepted as presented.

(moved by May P. Chan/seconded by Dorothea Funk/carried)

10. Other Business

Recognition of Funding Agencies

The SCAA would like to officially thank our main funding agencies (the NADP and Sask Lotteries through SaskCulture) for supporting the work of the Council.

11. Adjournment

The Meeting adjourned at 3:50 and Tim Hutchinson invited everyone to stay and view the short films undertaken by the Council.

President's Report

As in my previous President's reports, I will refer you to staff and committee reports for details about the Council's programs and activities in the past year. To say that it has been another busy year for the Council has become axiomatic, and is likely an understatement.

As you know, we welcomed a new staff/contractor team this year. Though our half-time contract with b-creative group for association management services, Audrey Price (Executive Director) and Amanda Perry (Marketing Coordinator) joined us. The last year has understandably been a learning experience for all of, particularly with b-creative needing an orientation to the Council's operations, but we have already benefited from their experience and knowledge of the management of non-profit organizations. The Executive recently approved a renewal of the contract with b-creative. Similarly, it has been a welcome development to have Cameron Hart as our first full-time Archives Advisor. Cameron already had a good reputation with members, so he is building on that as he develops a useful advisory service, as well as being involved in other aspects of Council's operations that support the membership.

An important focus of the Executive's work this year has been governance, to which I will devote the rest of my report. Part of this has involved fairly simple improvements in the effective use of meeting time. For example, for most meetings we are using SaskCulture's video conferencing facilities. This has been an improvement over teleconferences (and prior to that, a reliance on discussion by e-mail). We scheduled the year's meetings in advance, keeping in mind key dates in the Council's year, allowing minimal reliance on e-mail discussions between meetings. And by circulating staff and committee reports in advance of each meeting, more meeting time is now available for substantive discussions rather than "administrivia."

However, beyond that, we have been struggling with more clearly defining the division of responsibilities between the Executive, committees, and staff, particularly with our new administrative structure. Many discussions about governance models present two basic choices: "working board" or "governing board." The working board model is, essentially, our current model: at some level, the Executive must approve all aspects of design and delivery of Council programs. But I have never felt the governing board model – arguably the other extreme, with the board focusing on overall policy and strategy rather than operations – would be an appropriate fit for the Council, either in terms of available resources or organizational culture.

A workshop at the SaskCulture annual gathering in October provided a useful framework for further discussion. The "managing board" was presented as a hybrid between the two models I mentioned above. The key principle is that under this model, the board designs programs, but delegates the delivery of those programs to staff and/or committees. The staff can in turn establish volunteer committees to assist with the delivery, but staff would still coordinate the work. Our current situation is that the Executive delegates work to both staff and committees, leading to ambiguity about reporting lines, and particularly the role of committees vs. staff.

The Executive invited Dawn Martin of Daybreak Consulting (who gave the workshop at the SaskCulture meetings) to present a half-day workshop focused on the Council's situation. This occurred in January, and following that the current Executive agreed that the "managing board"

model would be an appropriate model to pursue, with phased implementation to ensure that it works in practice. There is funding available from SaskCulture to assist with such capacity building projects. While we were originally on track to submit an application for the May deadline – to assist with phase one, dealing with administration and Archives Week – the timing of the proposed project would work better next spring. This will allow the 2010/11 Executive to orient itself to the work done so far and the issues to be considered, with the option to pursue this funding opportunity for the October submission deadline.

The overall goal of such an exercise would not be restructuring for its own sake. I believe that an appropriate governance structure (whatever model is chosen, with more formalized definition of roles) will allow the Council to more successfully attract volunteers to both Executive and committee roles, and make the best possible use of both staff and volunteer resources.

To close on a personal note, these last five years on the Executive (starting out as Treasurer) have been very rewarding. It has been a pleasure to be part of the Council's exciting developments during this period. Many of these developments have been facilitated by access to core funding through the Saskatchewan Lotteries Trust Fund, but above all the Council is sustained by devoted and energetic individuals. My thanks to our staff, contractors and committee members, and especially my colleagues on the Executive.

Tim Hutchinson
President
1 May 2010

Treasurer's Report

Since I prefer to have the bad news out of the way, I draw the membership's attention to the attached financials that indicate our deficit of \$732.57 in the 2009-2010 Actual Figures. This amount is rather misleading as the Council has not received the auditor's report and bill as of yet so our deficit will increase. Some of the factors for the higher deficits include:

- SCAA Calendar Project – Although the Council received tremendous praise and attention for its 2010-2011 calendar, our sales of \$2, 246.04 was significantly less than the actual cost of producing them at \$3, 882.59, and thereby creating a deficit of \$1, 636.55.
- SCAA Office expenses – The SCAA office had to spend \$808.65 (not previously budgeted) for postage and courier. Much of this cost was associated with shipping out calendars and certain Archives Weeks promotional materials such as the SCAA buttons to member institutions.
- SCAA Newsletter - The total cost of producing three newsletters in 2009 to 2010 was \$1, 317.31, which was \$617.31 more than what was originally budgeted. Much of the cost was due in large part to paying an employee in the Administration Centre to convert the newsletter from Word to CorelDraw. Now that the newsletter is paperless, the budget has been adjusted accordingly for 2010-2011 with the costs to cover the publication and distribution for those members who have requested a paper version.

On a more positive side, the Council saw our revenue increase this past year. We saw an increase of \$2, 230 more in SCAA membership fees and \$325 more in the sales of our *Directory of Archives* than originally budgeted. Despite not having a full house for our digitization workshop in March, our total workshop registration fees met expected targets.

May P. Chan
Treasurer

SCAA PROPOSED 2010-2011 BUDGET - AGM

		2010-2011 Budget (\$)	2009-2010 Budget (\$)	2009-2010 Actuals (\$)
REVENUE				
4000	Sales			
4011	Sales (Directory of Archives)	200.00	400.00	725.00
	Archives Calendars			2,246.04
4099	Sales - Sub-Total	200.00	400.00	2,971.04
4100	Fees, Donations, & Fund Raising			
4101	Membership Fees	4,500.00	4,500.00	6,730.00
4102	Workshop Registration Fees	3,000.00	3,000.00	3,031.75
4103	Other Registration Fees			
4129	Fees - Sub-Total	7,500.00	7,500.00	9,761.75
4130	Donations - Bequests			
4131	Donations - Corporate	5,000.00		
4132	Donations - Individual			
4149	Donations - Sub-Total	5,000.00		
4199	Total Fees, Donations, Fund Raising	12,700.00	7,900.00	12,732.79
4200	Grants			
4210	Saskatchewan Lotteries	121,000.00	116,000.00	116,000.00
4220	Nat. Arch. Devel. Prog. - Prof. Devel.	9,587.00	5,893.00	5,893.00
4222	Nat. Arch. Devel. Prog. - SAIN	19,450.00	16,551.62	16,551.62
4230	Canadian Council of Archives			
4240	Other Grants			
4299	Total Grants	150,037.00	138,444.62	138,444.62
4300	Other Revenue			
4310	Interest Income	400.00	350.00	244.40
4399	Total Other Revenue	400.00	350.00	244.40
	Total Revenue	163,137.00	146,694.62	151,421.81

EXPENSES

5000	Payroll Expenses			
5010	ED/AA Salary		6,651.00	6,693.99
5011	Administrative Assistant Wages		841.00	893.72
5049	Sub-Total Salaries and Wages	0.00	7,492.00	7,587.71
	Association Management Contract	28,751.25	23,489.58	23,557.17
	Sub-Total Contract	28,751.25	23,489.58	23,557.17
5050	Administrative Centre Services	130.00	130.00	286.70
5051	Employee Benefits			
5052	EI			
5053	CPP			
5055	WCB			
5069	Sub-Total Employee Expenses	130.00	130.00	286.70
5099	Total Payroll Expenses	28,881.25	31,111.58	31,431.58

5300	General Administration			
5301	Accounting & Legal	3,200.00	2,100.00	395.00
5302	Bank Charges	235.00	150.00	396.06
5305	Sask Culture Membership	300.00	100.00	269.96
5320	Advertising & Promotion			
	Communications Support	125.00		850.86
5330	Newsletter	400.00	700.00	1,317.31
5340	Business Fees & Licences			
5345	Courier & Postage	350.00		808.65
5360	Office Supplies	300.00	300.00	741.31
5361	Printing/Photocopying	250.00		157.39
5370	Insurance			
5380	Rent	3,075.00	3,350.00	3,331.47
5384	Telephone & Internet	1,200.00	1,408.00	1,527.43
5390	Repairs & Maintenance			
	AGM expenses			75.61
5395	Miscellaneous / Contingency	750.00	115.00	
5140	Other Contracts			
5399	Total General Administration	10,185.00	8,223.00	9,871.05
5400	Travel & Meetings			
5410	Executive & Committees	1,500.00	1,500.00	2,665.27
5420	Executive Director	500.00	1,000.00	1,478.91
5421	Administrative Assistant			
5499	Total Travel	2,000.00	2,500.00	4,144.18
5500	Projects			
5510	Short Films			350.00
5519	Short Films - Subtotal	0.00	0.00	350.00
5520	Archives Week & Public Awareness	7,500.00	7,500.00	
5522	General promotional materials			1,491.22
5524	Events-promotion			3,729.37
5526	Events-other costs			1,524.95
5528	Advertising and media			50.00
5530	Archives Week institutional funding			600.00
5532	Youth outreach			
5534	Directory of Archives		1,400.00	2,000.20
	Archives Calendars			3,882.59
5538	Other AW & public awareness costs			918.90
	Archives Week & Public Awareness - Subtotal	7,500.00	8,900.00	14,197.23
5540	SAIN			
5541	SAIN Archivist		20,821.03	21,759.94
5542	SAIN Travel		2,000.00	2,180.35
5545	Virtual Exhibits & web development	19,450.00		
5549	SAIN sub-total	19,450.00	22,821.03	23,940.29
5550	Professional Development			
5551	PD Instructors	2,500.00	5,000.00	6,268.75
5552	PD Instructors - travel & expenses	1,745.00	3,600.00	3,211.23

5553	Travel Subsidies - SCAA Events	15,467.00	4,443.00	1,597.65
5554	Travel Subsidies - Gen. Prof. Development	1,500.00	1,500.00	
5555	PD facilities rental	175.00	600.00	250.00
5557	Other PD costs		500.00	1,416.61
	Professional Development sub-total	21,387.00	15,643.00	12,744.24
5600	Institutional Funding			
5610	Grant Distributions	16,412.00	15,000.00	14,308.26
5619	Sub-Total	16,412.00	15,000.00	14,308.26
5650	Conservation Service			
5652	Conservation contract services	4,000.00		
5654	Conservation travel & expenses	1,000.00		
5656	Bulk purchases			
5660	Conservation sub-total	5,000.00		
5670	Archives Advisory Service			
5671	Archives Advisor Salary and Benefits	48,258.00	39,426.30	38,432.54
5672	Archives Advisor Travel	2,500.00	2,500.00	2,424.08
5673	Archives Advisor Professional Development	1,000.00		
7674	Archives Advisor Communications	500.00	500.00	310.93
5675	Archives Advisory Service sub-total	52,258.00	42,426.30	41,167.55
5999	Total Projects	122,007.00	104,790.33	106,707.57
	Total Expenses	163,073.25	146,624.91	152,154.38
	Difference	63.75	69.71	-732.57

Secretary's Report

It was a pleasure to serve on the 2009-10 SCAA Executive and act as this group's liaison to the Public Awareness Committee. It is an exciting time for the Council and encouraging to see increased member participation on Committees and at workshops as well as growing enthusiasm for various SCAA initiatives.

The Council's 2009-10 membership numbers are as follows:

- 25 Individual Members (+2 from 2008-09)
- 54 Institutional Members (+2 from 2008-09)
List available at http://scaa.sk.ca/about_archives/directory.html

Thanks to Audrey, Cameron, Amanda and the SCAA's small army of volunteers for all of their work this year!

Respectfully Submitted,

Crista Bradley
SCAA Secretary
2009-10 Executive

Communications Committee Report

The 2009-2010 Communications Committee is comprised of:

- May P. Chan, Prairie History Room – Regina Public Library (Chair)
- Linda McIntyre, Saskatchewan Archives Board
- Rob Paul, Diefenbaker Canada Centre
- Amanda Perry, SCAA Office

During this past year, the committee has played a very active role in helping to write and compile the monthly e-update submissions. Starting in May 2010, the responsibility of writing, compiling and editing the e-update will be transferred to the Archives Advisor while the Communications Committee members will focus its creative energy on publishing the SCAA newsletter, *Archives Re-Past*.

Based on the recommendation stemming from the 2008-2009 Communications Committee report *Building an Effective and Sustainable Communications Structure for the Saskatchewan Council for Archives and Archivists*, the November 2009 issue was the last fully printed edition while the March 2010 issue marked the first paperless newsletter. Moving forward, the Communications Committee is looking to re-brand by hiring a graphic artist to create a new and much cleaner appearance for the newsletter and implementing submission guidelines especially dealing with photographs. To complement this new look, the committee is also soliciting members' input to come up with a new name for the newsletter via a contest that will be launched in May 2010 with the winning entry decided upon at the AGM in June. The new look and name of the newsletter will be revealed in the July 2010 issue for all members. Two more newsletters are planned for the fall of 2010 and the spring of 2011.

At the same time, the committee will be re-examining the SCAA website in the coming months and implementing further recommendations from the report such as utilizing more Web 2.0 tools such as RSS feeds and Flickr. So stay tune!

I would also like to take this opportunity to thank Linda, Rob and Amanda for all of their hard work this past year and I hope that members will enjoy the new improvements.

May P. Chan, Chair
May 1, 2010

Grants Committee Report

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

NADP Contributions Program, 2010-11:

As in previous years, the committee reviewed funding applications submitted under the NADP program. Six institutional projects were recommended to the Canadian Council of Archives (CCA) by the committee. These projects were:

Institution	Project Title	Funding Requested
City of North Battleford Archives	The City of North Battleford/Battlefords Allied Arts Council/Battlefords Union Hospital Re-description Project	1,222.00
City of Saskatoon Archives	City Archives Photograph Description Project	8,320.00
John G. Diefenbaker Centre for the Study of Canada	The Compilation of an item-level finding aid to, and digitization of, the Slide component of the John G. Diefenbaker Photograph and Slide Series	4,728.88
Saskatoon Public Library Local History Room	Saskatoon's Modern Era: Appraisal, Description and Digitization of the Creative Professional Photographers Collection, Phase III; Sean Martin Photograph Collections; and Historic Sites and Buildings Collection	23,083.20
Swift Current Museum	News Footage Digitization	2,000.00
University of Saskatchewan Archives	The Lengthened Shadow: Walter Murray and the University of Saskatchewan	15,065.00
	TOTAL	54,419.08

Two SCAA project applications were also submitted under the NADP program. These applications requested funding for the Continuing Education and Professional Development Program (\$9,857.00) and for developing the "Next Generation of SAIN" by implementing ICA AtoM software (\$19,450.00).

Institutional Grants Program, 2010-11:

In 2007, the Grants Committee recommended that a provincial grants program be created for use by institutions in Saskatchewan. Funding for this program was provided by the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation through SaskCulture Inc. The initial program offer (2008-09) had an allocation of \$10,000. In 2009-10 an allocation of \$15,000 was available, and this year (2010-11) full funding for all applications (\$16,412.93) was available. A limit of \$2000, per project, was set for the third year of funding. Funding was allocated as follows:

Institution	Allocation
City of North Battleford Archives	2,000.00
City of Saskatoon Archives	2,000.00
John G. Diefenbaker Centre for the Study of Canada	2,000.00
Northern Saskatchewan Archives	2,000.00
Saskatoon Public Library Local History Room	1,583.25
Swift Current Museum	2,000.00
University of Regina Archives and Special Collections – Brochures	884.50
University of Regina Archives and Special Collections – Virtual Display	1,945.18
University of Saskatchewan Archives	2,000.00
TOTAL	16,412.93

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

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

Applicants may submit multiple proposals. In such case applicants prioritize their projects (first, second, etc.) and multiple projects are approved only if funding permits. Institutional Grants may be used as matching funding for grant opportunities offered by other agencies. In 2010-11 some applicants used the Institutional Grants Program to match NADP and Young Canada Works (YCW) applications.

Institutions receiving NADP and Institutional Grants Program funding are asked to add any fonds or collection-level descriptions created to SAIN, and any photo descriptions to the SAIN photo database. Contact Cameron Hart, Archives Advisor for assistance.

Grants Workbook and Workshop:

As in past years, the SCAA again put out an updated Workbook to guide members through the processes of writing NADP applications. A grants writing workshop, "Raising Your Grade: Successful Applications for NADP and SCAA" was offered in Saskatoon on 18 September 2009. The workshop was led by Cameron Hart.

Submitted by the Grants Committee,

Cheryl Avery, Fay Hutchinson, Trevor Powell, and Mark Vajcner
3 May 2010

PUBLIC AWARENESS COMMITTEE REPORT

The Public Awareness Committee was insanely busy in 2009-2010. We thank the Executive and the Office for its unwavering support, as well as the membership in general.

The PAC was led by two co-chairs this year. Given the amount of work that is associated with this committee, we recommend that this practice continue. This year, the committee consisted of:

Crista Bradley, University of Regina (Co-chair)
Jeff O'Brien, City of Saskatoon Archives (Co-chair)
Chad Arie, SAB Regina
Nadine Charabin, SAB Saskatoon
Dorothea Funk, Saskatoon Public Library
Ailsa Hedley Leftwich – Esterhazy

Meetings:

The committee had only one face-to-face meeting, on August 20, but had several email exchanges, mostly for the purposes of discussing Archives Week and the SCAA calendar.

Projects:

The major projects undertaken by the PAC this year were the Archives Calendar, Archives Week, and the Youth Heritage Fairs.

Archives Calendar

The PAC created and published a 14-month calendar (2010-2011) of historical images taken from member institutions and facts taken from a list created by the Canadian Plains Research Centre at the University of Regina. While the entire committee was involved, special thanks for this project must go to Chad Arie and Ailsa Hedley-Leftwich, who laboured long and hard on layout and design, as well as to the staff at SAB Saskatoon – Bonnie Wagner, Christine Charmbury and Ken Dahl – who selected appropriate material from the CPRC's original list.

The calendar was sold on consignment by member institutions and local retail outlets and several were distributed for promotional purposes (to politicians, teachers, students, project partners, etc.). We would like to thank Audrey Price, Amanda Perry and Cam Hart for their very hard work in flogging the calendar to retail outlets in Saskatoon and Regina. We charged \$20 per calendar, with half of that going to the consignee (although a number of institutions remitted their total sales to the Council). While calendar sales fell short of breaking even, this was a good promotional activity and a learning experience should the SCAA decide to produce a similar product in the future.

The cost of production was \$3,882.59 as of March 31, 2010. Revenues as of May 6, 2010 were \$3,089.00 (not including PST), for a loss of \$793.59. It is possible that we may see a few more

calendar sales. There are 3-4 smaller outlets yet to respond, eaching have 6-12 calendars on consignment.

16 institutions participated (and sold 198 calendars to date)
11 commercial/business entities also sold on consignment
11 individuals purchased calendars directly

Some feedback was received suggesting that the calendar was overpriced at \$20 and should have been priced at \$10 instead, and it may be that a lower price would have increased calendar sales and resulted in a profit.

We recommend that the PAC not undertake a calendar in the upcoming year. This will give the committee a break as well as give us time to possibly develop other partnerships or marketing opportunities and to keep the product “fresh”.

Archives Week:

Archives Week was held February 1-7, 2010. As usual, the PAC developed bookmarks, posters and postcards, Events were held in Humboldt, La Ronge, Lloydminster, North Battleford, Prince Albert, Regina, Rosetown, Saskatoon, Swift Current and Yorkton. Events included:

“Celebrity Readers” events in Regina and Saskatoon;
Exhibits of archival material in Humboldt, La Ronge, North Battleford, Prince Albert, Rosetown, Swift Current and Yorkton. Humboldt also had an exhibit of unidentified photos;
Open Houses at Humboldt, La Ronge and the University of Regina;
A concert fundraiser at Lloydminster;
A genealogy workshop in Rosetown;
Historic movie nights in Regina and Saskatoon;
Media interviews on CTV in Saskatoon (Jeff O’Brien on behalf of the SCAA), CTV Regina, CBC Television, CBC Radio, CKRM Radio and Access Communications in Regina, featuring archivists from several Regina and area institutions; and
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. The total pool was increased this year to \$1,000 and provided funding for institutions putting on Archives Week activities (maximum of \$200 each). \$600 was disbursed in grants.

Recipients were:

City of Saskatoon (open house at new facility - withdrawn)
Rosetown Centennial Library Archives (genealogy workshop)
Archives of the Humboldt and District Museum (archives open house and advertising)
University of Regina (open house)

We do not recommend that the funding pool be reduced for next year.

Media attention to Archives Week was generally very good. We got coverage on:

CBC Radio Morning Edition, Afternoon Edition and Blue Skies

CBC TV

CTV Regina and Saskatoon News at Noon

CTV Saskatoon Evening News

CKRM Radio "News at Noon" phone-in

5 Archives Spotlights on Access Communications

Articles in *Saskatoon Sun*, *Regina Leader Post* and *Lloyd Meridian Booster*

We distributed event surveys in Regina and Saskatoon. Responses were extremely positive. Attendance was up this year at the major centres. Moreover, anecdotal evidence suggests that there were a significant number of attendees in Regina and Saskatoon who not only went to more than one AW event, but had been to the same events the year(s) before. As per last year's recommendations, we aggressively pursued the media this year, and it seems to be paying off.

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, Prince Albert and Moose Jaw. The Council also awarded prizes to students whose exhibits were deemed to show the best use of primary sources, and distributed left over calendars to the teachers involved in the fairs.

Certain of the Saskatoon institutions also agreed to provide a certain number of previously-scanned images free of charge to students doing Heritage Fair exhibits. We did not formally announce this, owing to the timing of the decision, but should do so for next year. Other institutions may wish to follow suit.

There was no national fair this year. Instead, a regional fair will be held on May 27 in Regina, which the Council plans to be involved with in some, not-yet-determined, capacity.

Directory of Archives:

Last year, the SCAA published the Directory of Archives in Saskatchewan. Sales to date have totalled \$725 (\$25 each, including postage).

Culture Days: ([www. Culturedays.ca](http://www.Culturedays.ca))

The SCAA will be involved with Culture Days, to be held September 24-26, 2010. Our plan is to have Archives Week bookmarks and postcards ready for distribution during Culture Days, as well as to hold other events, eg., open houses, and an Archives Pavilion, a blog, a Basic Archives Workshop or an "Archives in Your Attic" event, focussed on interpretation of material, rather than appraisal. Planning for this is still on-going. Member institutions that wish to plan

celebrations in their communities are asked to contact the SCAA Office so that all archival community participation can be registered and reported.

On behalf of the committee, we would like to offer our 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. It won't be long until the 2010-11 committee is up and running – if you have awareness ideas or an interest in helping to spread the good word of archives to the masses, please consider joining the ranks of this committee!!

Respectfully submitted,

Crista Bradley and Jeff O'Brien, Chair,
2009-2010 SCAA Public Awareness Committee
May 6, 2010

Executive Director Report

Our first year working with the Council has been very rewarding and a great learning opportunity as we strove to understand the policies, process and archival terms used within the organization. The Executive has been supportive in helping us understand their portfolios as we worked to provide administrative support. While year one was the learning phase we now anticipate providing further support to the Executive and Committees in delivery of programs, particularly in view of the governance model review being undertaken.

In addition to providing administrative support, the office assumed the responsibility, with great leadership from President Tim, for the application and follow up reporting to SaskCulture. SaskCulture introduced a two year funding program in 2009 and we are pleased to advise that Council was once again successful in securing Global Funding for both the 2010-11 and 2011-12 years.

In response to SaskCulture's expectation that cultural organizations also secure other sources of funding, the office has been investigating and making application to various provincial sources to access alternative funding which will allow delivery of more programs for our members.

The office has worked at assuming responsibility, for aspects relative to NADP funding application and reporting, with the guidance of the President in navigating the forms.

Discussion with Revenue Canada on becoming recognized as a Registered Charity has been re-opened now that a number of Council initiatives better reflect and match their criteria. A new application is currently being prepared for submission.

As new members join the Executive it is important to provide them with information and tools to be productive and make valued decisions. To that end an Executive Orientation Package was created and delivered at the annual planning meeting in late July, 2009 and will be delivered again for our new Executive this year.

SCAA's Education Program offered four workshops this year.

The first was held in Saskatoon on May 4, 2009 and introduced participants to the basic archival functions of acquisition, accessioning, appraisal arrangement, description and reference in addition to issues related to archiving electronic records. It was held at the University of Saskatchewan Murray Library with 8 participants in attendance.

The second workshop was held in conjunction with our AGM on June 19 & 20, 2009 and was again oversubscribed. Twenty attendees participated as Dr. Jean Dryden, Assistant Professor, College of Information Studies, University of Maryland, presented the two day workshop providing an overview of how the Canadian Copyright Law works. The second day participants applied what they learned to various case studies. It was hosted by the City of Saskatoon Archives.

Friday, September 18, 2009 a one-day workshop led participants through a review of the NADP and the SCAA Institutional Grants Program to help guide them through the application processes. A workbook has been developed in conjunction with this workshop as an ongoing program of the SCAA and is presented by the SCAA Archives Advisor, Cameron Hart. Seven members attended from various institutions.

Managing a Digitization Project workshop was held in Regina on March 4 and 5, 2010 with presenters Rosaleen Hill, AABC BCAPS Coordinator and Kelly Stewart, AABC EAS Coordinator

This two-day workshop introduced participants to the key components of digitizing analogue archives, including: writing a digitization policy, determining roles and responsibilities in sustaining a digitization program (not just a project), how to choose file formats and storage media. Special attention was given to audio and photographic records. Additionally, the 16 participants learned the types of metadata they should capture, focusing on four metadata schema: Dublin Core, EAD, PREMIS, and METS. Participants completed a visioning exercise at the start, midway, and at the conclusion of the workshop.

This year, working with the Archives Advisor, Cameron Hart has been very valuable in coming to understand our members and the work being carried on by you throughout the province.

Weekly communication with the President Tim has been invaluable for the office and we are very thankful and appreciative of his patience, often in having to repeat an explanation more than just once or twice, as we grappled with learning the ropes.

Thank you to everyone for the support and assistance both from the Executive and from Council Members these past months and we look forward to working with you in the upcoming year.

Audrey Price
Executive Director

Archives Advisor Report

In the past year your Archival Advisor (AA) has been getting acquainted with new responsibilities and new boundaries. With a new staffing structure for the SCAA old procedures were reviewed and new ones established between not only the AA and the SCAA Executive and Committees but, also between the AA, the new Executive Director and support staff. The AA worked at length with the Committees of the SCAA and will refer you to their reports.

Since last June your AA has been working to expand upon relationships with members established over the past decade and launch new ones. In this effort **19** site visits to member institutions were made. A site visit is defined as “where an advisor attends in person at a location regardless of the amount of time spent at the site”. (Definition agreed upon by the CCA Advisors Working Group at their October 2007 meeting.) These visits were made to members that have been with the SCAA for years, others that are newer and starting out and some that have joined just in the past few months. We would like to welcome the **Sisters of Our Lady of the Cross**, as the newest members of the SCAA.

During this time, **608+** inquiries were also made. A query is to be “every single point of contact,” therefore each call or follow-up email message will be counted as a query. (Agreed upon by the CCA Advisors Working Group.) The attendance and presentations of the AA, at workshops and exhibits saw the spike in queries. Archives Week (AW) events in early February were especially beneficial for contact.

Month	Inquiries	Member	Non-Member
June-July	17	12	5
August-September	8	4	4
September-October	31	8	23
October-November	32+	2	30+
November-December	57+	22+	35+
January-February, 2010	189+	32	157+
February-March, 2010	123+	38	85+
March, 2010	151+	75	76+
Totals	608+	193+	415+

(Note: The Feb.-Mar. totals and the March 2010 totals overlap as a monthly standard for reporting was attained)

Attending and presenting exhibits and workshops noted above included:

- Presentation of the Funding Workshop
- Presented an SCAA display at the North-west Teachers’ Association Conference
- Attended the CCA General Assembly in Ottawa
- Presented on “Archiving for Community Groups” sponsored by the Saskatoon Women’s Council
- Presented to the Teacher-Librarians of the Prince Albert School Division
- Attended an exhibit opening at the Diefenbaker Canada Centre
- Attended the opening of the Metis Nation Genealogical Research Centre

- Attended the AW event at Rosetown and District Archives
- Attended the AW readers event at the Saskatoon Public Library
- Attended the AW film event at the Regina Public Library
- Attended the AW film event at Saskatoon's Roxy Theatre
- Attended the AW exhibit at the Cuelenaere Library in Prince Albert
- Attended the Heritage Week Public Lecture in Saskatoon
- Attended the Heritage Saskatchewan AGM in Saskatoon
- Attended the Raj Manek Dinner for Entrepreneurs
- Attended the SCAA workshop "Managing a Digital Project" in Regina
- Presented to the Prince Albert and Area Teachers' Association Conference

The role of the provincial database (SAIN) has grown in the past year with the addition of **194 fonds level** descriptions from North Battleford Historical Archives, the Moose Jaw Public Library, the University of Regina and the Saskatchewan Archives Board. Approximately **4667 item level** descriptions have also been prepared for addition with help from the Prince Albert Historical Society, the Rosetown and District Archives, the Local History Room at the Saskatoon Public Library as well as MJ Public Library and the NB Historical Archives. Also **1291 associated scans** of those images are also prepared. Special thanks goes to Joanne Abrahamson and Paget Code who also worked on editing and creating the photo descriptions as part of the final SAIN contract.

In 2010-11 the expansion of SAIN will continue and with the addition of the new database structure of Ica-Atom off in the future it will hopefully become easier. Also in the new year your AA plans to continue to expand those relations already established and create new ones to benefit the SCAA.

Potential members in Luseland, Sturgis and Oxbow will be visited. Discussions with SIAST and the RCMP Heritage Centre continue. Displays and presentations have already been made to the Saskatchewan Libraries Association with the Museums Association of Saskatchewan Conference and the Saskatchewan Youth Heritage Fairs Provincial Showcase planned for at the time of this report.

Submitted on May 13, 2010

By

Cameron Hart, SCAA Archives Advisor

Nominations Committee Report

The Nominations Committee presents the following nominees for open positions on the SCAA Executive Committee:

- **President (two-year term):**
 - Mark Vajcner, University of Regina Archives & Special Collections (Regina)
- **Vice-President (one-year term):**
 - Jeff O'Brien, City of Saskatoon Archives (Saskatoon)
- **Secretary (two-year term):**
 - Ailsa Hedley Leftwich, Esterhazy Community Museum (Esterhazy)
- **Institutional Member-at-Large (one-year term):**
 - Lenora Toth, Saskatchewan Archives Board (Regina)
- **Individual Member-at-Large (two-year term):**
 - Krista Liggett, Saskatchewan Archives Board (Regina)
- **Member-at-Large (two-year term):**
 - Tammy Buziak, City of North Battleford Historic Archives (North Battleford)
- **Member-at-Large (one-year term):**
 - Christine Chambury, Saskatchewan Archives Board (Saskatoon)

We invite any further nominations to be submitted to the Nominations Committee, by contacting one of:

Tim Hutchinson, tim.hutchinson@usask.ca or 966-6028
Nadine Charabin, ncharabin@archives.gov.sk.ca or 933-8321

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

As reported in the revised call for nominations (circulated via the SCAA listserv on April 30), Tim replaced Mark Vajcner on the Nominations Committee part-way through the process. Our thanks to Mark for his work on identifying candidates prior to this development.

Respectfully submitted,
Tim Hutchinson
Nadine Charabin
2010 Nominations Committee