



**Saskatchewan Council  
For Archives and Archivists**

**Annual General Meeting 2011**

**Agenda Package**

**Saturday, June 11, 2011  
9:00 A.M.**

**Athol Murray College of Notre Dame Archives and Museum  
Wilcox, Saskatchewan**



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

Saskatchewan Council for Archives and Archivists  
Annual General Meeting

Saturday, June 11, 2011 – 9 a.m.

Athol Murray College of Notre Dame Archives and Museum  
Wilcox, Saskatchewan

Proposed Agenda

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1. Call to Order	
2. Approval of Agenda	
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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.



### **3. Approval of 2009 minutes**

*Motion:* That the minutes of the 2009 SCAA Annual General Meeting be approved as presented.

Moved: Dorothea Funk; Seconded: Cameron Hart                      Carried

### **4. Executive Reports**

#### **President's Report (circulated)**

Tim Hutchinson presented his report and spoke to the changes with b-creative association management services and Cameron Hart as the full-time Archives Advisor position. He also addressed further changes being considered relative to Governance which would see the Council moving towards a Management Board from a Working Board format. A facilitator-led workshop is being planned for 2011 to complete the evaluation of this format change and assist with the roll over.

He thanked members who were allowing their name to stand for Council Executive positions and explained he would be calling for nominations from the floor throughout the meeting.

The following positions become vacant at this AGM:

(President) Tim Hutchinson, completing five years  
(Secretary), Crista Bradley, completing five years  
(Individual Member-at-Large), Stephen Roth, completing four years  
(Member-at-Large), Frank Korvemaker, completing one year  
(Member-at-Large), Chad Arie, completing one year

Continuing their terms:

Mark Vajcner,

(Treasurer), May P. Chan, completing year three

Tim extended his thanks to those members of the executive continuing on.

#### **First Call for Nominations from the floor:**

The Chair made the first call for nominations from the floor.

He concluded his report by thanking everyone for their hard work and support throughout his term.

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

Moved: Tim Hutchinson; Seconded: May P. Chan                      Carried



### **Education Committee Report (circulated)**

Stephen Roth presented his report on behalf of the Education Committee, as circulated. He suggested that the association management committee had made the committee's job less onerous by picking up much of the organizing details. Two successful workshops were held in 2009/10 as outlined in the report and two more are being considered for the 10/11 year. Discussions are underway for an 'Access to Privacy' Workshop as well as a 'Basics of Conservation' Workshop.

*Motion:* To accept the Education Committee report as circulated.

Moved: Stephen Roth; Seconded: May P. Chan Carried

### **Grants Committee Report (circulated)**

Mark Vajcner reported that this year there were again two grant programs and the recipients were listed in his report. He also advised that the Archives Advisor, Cameron Hart, had updated the NADP Workbook and conducted the "Raising Your Grade: Successful Applications for NADP and SCAA" workshop.

*Motion:* To accept the Grants Committee report as circulated.

Moved: Mark Vajcner; Seconded: Fay Hutchinson Carried

### **Public Awareness Committee (circulated)**

Crista Bradley and Jeff O'Brien, acted as co-chairs of this committee and recommended that it be a co-chair initiative in future. This year in addition to the Archives Week Celebrations an archival calendar was prepared and sold. The calendar launch was later in the year than originally planned which meant sales were softer than hoped for. Excess copies were shared with many cultural groups around the province, as well at the Youth Heritage Fairs and each MLA was mailed a calendar on behalf of the Council.

Archives Week has great participation this year from south to north around the province. The strong support of the Saskatchewan Archives Board was also noted. Three Archives Week Grants were awarded and Crista encouraged other groups to apply in the 2010/11 year to assist members in promoting and hosting events during Archives week.

The Council was pleased to support the Youth Heritage Fairs for the fourth year by providing judges and prizes again this year.

The Directory of Archives experienced great sales this year and Crista thanked May P. Chan for encouraging the Council to make them available for purchase.

Culture Days will be a joint initiative in Saskatoon and discussion is underway for activities in Regina. The challenge is not to duplicate the activities of Archives Week.

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

Moved: Crista Bradley; Seconded: Jeff O'Brien Carried

### **Second Call for Nominations from the floor:**

The Chair made the second call for nominations from the floor.

## **6. Executive Director Report (circulated)**

Audrey Price reported on activities being undertaken by the Council at the administrative level and those being planned for the upcoming year. She also thanked the Executive for their support and patience throughout the first year of the b-creative group management contract.

*Motion:* To accept the Executive Director Report as circulated.

Moved: May P. Chan; Seconded: Graham Guest                      Carried

## **7. Archives Advisor Report**

The report was circulated and Cameron Hart spoke briefly about the growth of the provincial database (SAIN) with approximately 4,667 item level descriptions being prepared for addition from a number of communities in the province.

*Motion:* To accept the Archives Advisor Report as circulated.

Moved: Cameron Hart; Seconded: May P. Chan                      Carried

## **8. Election of Executive Committee**

Tim Hutchinson expressed his delight at the mix and number of people attending the AGM and also standing for election.

The following slate of nominees was presented individually with the third and final call 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:

### **President (two-year term):**

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

### **Treasurer (two-term)**

May P. Chan (Regina Public Library, Regina)

### **Vice-President (two-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 (two-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 Charmbury, Saskatchewan Archives Board, (Saskatoon)

Crista formally thanked Tim Hutchinson for his tremendous efforts and for all the positive changes that were brought to the Council as a result of those efforts. She also thanked staff Audrey, Amanda and Cam for their efforts in the past year.

**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:

Mark Vajcner, President  
Jeff O'Brien, Vice-President  
May P. Chan, Treasurer  
Audrey Price, Executive Director,

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

Moved: May P. Chan; Seconded: Fay Hutchinson                      Carried

**10. Other Business**

**11. Adjournment**

The Meeting adjourned at 4:53 pm

## **President's Report, 2010-11**

It is a pleasure to present this year's President's Report. Although this is my first report since being elected in 2010, it is my fourth since 2000, the year SCAA was established. The scope of SCAA has changed significantly in the past decade, a truth that hit home this year as I worked my way through a third turn in the president's chair.

As in past years, 2010-11 saw another successful Archives Week with events not only in Regina and Saskatoon, but also Cut Knife, Humboldt, La Ronge, Lloydminster, Melfort, North Battleford and Swift Current. It saw the roll out of our new newsletter, *Outside the Box*, participation in Culture Days in September, the implementation of new software for our SAIN databases, and a full program of grants, workshops, and other initiatives that you will hear about in the executive, staff and committee reports.

Two significant initiatives this year have been the strategic plan and governance review.

The governance review continues on from 2009-10 and important strides have been made this year. The executive has moved toward a "managing board" approach of governance. This means that the executive now focuses its efforts on policy, planning and overall program development. The work of implementing is now more and more in the hands of the Executive Director and some of the committees. This reflects the maturity of our organization as we now have more stable funding and a staff.

An important part of this new approach is a strategic plan and the executive is working to develop a new three-year plan that will be presented to membership in the early-autumn. We have been working with Dawn Martin, of Daybreak Consulting, on both the strategic plan and governance review. At the planned autumn meeting bylaw amendments will also be presented that will reflect the new "managing board" approach.

For me it has been an exciting year and I look forward to another such year as President. I would like to conclude by extending my heartfelt thanks to our staff and members. Their dedication and effort have truly made this a very enjoyable and rewarding year.

Mark Vajčner

4 May 2011

## Treasurer's Report, 2010-11

Although the membership may be ecstatic to see a net profit of \$2,028.83 showing up in the 2010-2011 Actual Figures, this amount is actual misleading. This is due to the fact that the audit process occurs after the fiscal period (end of March) so every year the SCAA budget must leave room for the accounting bill. This year, the council switched accountants because our previous accountant was unavailable to audit our financials in the time frame given. The estimated bill for the 2010-2011 audit is \$1,900 which means that the membership can expect to see at least \$128.83 net profit.

Despite this net profit, I would draw the membership's attention to a number of budget items where the council either underperformed in generated revenue or exceeded its expenditures:

### 2010-2011 Actuals - Revenue

- Workshop Registration Fees – In spite of offering an archival preservation and a privacy workshop this year, our workshop registration fees continue to under-perform. Our total revenue was \$1,325.00, resulting in a loss of \$1,675 or 56%. One way to address this issue is to increase the registration fee (\$150 for members and \$250 for non-members) which the council implemented for the media workshop, due to the higher than budgeted cost for the instructor. There are two more scheduled workshops for 2011-2012 including a photo collection and an emergency disaster workshop which should help the council meet its 2011-2012 goal of \$3,500, providing that we meet both workshop capacities.
- Miscellaneous Revenue – The \$511.64 listed in this column comes from the dinner cruise in La Ronge as part of last year's AGM. The company billed the council which then invoiced the participants.

### 2010-2011 Actuals - Expenditures

- SCAA Newsletter – The total cost of producing the newsletters in 2010 was \$1,016.60, an increase of \$616.60 than originally budgeted. This 61% increase was due to hiring a graphic artist to design a new newsletter template for the SCAA office to utilize, which cost a little over \$800. The remaining cost covered the physical publication and distribution of the newsletter. The Communications Committee does not anticipate there will be any increased expenditures regarding the newsletter for 2011-2012 so the expenditures should remain within budget.
- Travel Subsidies–SCAA Events – This budget line was increased to \$15,467 for 2010-2011 to help offset the costs of members traveling to La Ronge in 2010. Since most of the members from Regina or Saskatoon ended up carpooling, their travel costs were much lower than expected--a difference of \$12,246.48 or 79% less than budgeted.
- Archives Advisor Travel – Our Archives Advisor was more visible this year and spent much of his time on traveling throughout the province. His travel expenses reflect this as the expenditure totaled \$7,318.22, an increase of \$4,818.22 or 64% more than originally budgeted.

On a more positive side of things, the membership should note that our funding from SaskCulture was increased nearly 3% for 2011-2012 and 9% for 2012-2013. While the budget

indicates that the membership can anticipate significant net profit gains for the next two years, I caution membership to remember that these numbers are still preliminary and any significant gain or loss will depend largely on the outcome of workshop registrations, ongoing projects and stable funding from NADP.

In conclusion, after a couple of years where SCAA's annual budgets marked slight deficits, the 2010-2011 year finally marked a turnaround. The finances are relatively "healthy" and the council is making strides to ensure we are generating revenue so that we are not completely dependent on lottery money for our entire operation. As I leave my final term as the treasurer, I would like to take this opportunity to thank Audrey Price and the office staff for maintaining our financial records on a day to day basis which makes my job easier; Tim "financial Sensei" Hutchinson and Bruce Dawson for serving on this year's audit committee; and finally, Mark Vajcner for persuading me to serve as your treasurer these past three years. The experience has been invaluable and I wish my successor all the best in the coming years.

May P. Chan  
Treasurer

**SCAA PROPOSED 2011-2013 BUDGET -  
AGM**

<b>REVENUE</b>		2010-2011 Budget (\$)	2010-2011 Actuals (\$)	2011-2012 Budget (\$)	2012-2013 Budget (\$)
4000	<b>Sales</b>				
4011	Sales (Directory of Archives)	200.00			2000
	Archives Calendars		1,323.17	7,000.00	7000
	Other (postcard books)		210.00		
	SCAA Short Films				500
4099	<b>Sales - Sub-Total</b>	<b>200.00</b>	<b>1,533.17</b>	<b>7,000.00</b>	<b>9,500.00</b>
4100	<b>Fees, Donations, &amp; Fund Raising</b>				
4101	Membership Fees	4,500.00	4,112.00	4,500.00	4500
4102	Workshop Registration Fees	3,000.00	1,325.00	3,500.00	3500
4103	Other Registration Fees				
4129	<b>Fees - Sub-Total</b>	<b>7,500.00</b>	<b>5,437.00</b>	<b>8,000.00</b>	<b>8,000.00</b>
4130	Donations - Bequests				
4131	Donations - Corporate	5,000.00		6,000.00	6000
4132	Donations - Individual		10.00		
4149	<b>Donations - Sub-Total</b>	<b>5,000.00</b>	<b>10.00</b>	<b>6,000.00</b>	<b>6,000.00</b>
4199	<b>Total Fees, Donations, Fund Raising</b>	<b>12,500.00</b>	<b>5,447.00</b>	<b>14,000.00</b>	<b>14,000.00</b>
4200	<b>Grants</b>				
4210	Saskatchewan Lotteries	121,000.00	121,000.00	124,630.00	137,093.00
4220	Nat. Arch. Devel. Prog. - Prof. Devel.	9,587.00	9,587.00	16,350.00	4000
4222	Nat. Arch. Devel. Prog. - SAIN	19,450.00	19,450.00		
	Nat. Arch. Devel. Prog. - Truth Is In There			5,500.00	
	Nat. Arch. Devel. Prog. - Conservation			12,768.47	
4230	Canadian Council of Archives				
4240	Other Grants			4,750.00	
4299	<b>Total Grants</b>	<b>150,037.00</b>	<b>150,037.00</b>	<b>163,998.47</b>	<b>141,093.00</b>
4300	<b>Other Revenue</b>				
4310	Interest Income	400.00	180.42	400.00	400
	Miscellaneous revenue		511.64		
4399	<b>Total Other Revenue</b>	<b>400.00</b>	<b>692.06</b>	<b>400.00</b>	<b>400.00</b>
	<b>Total Revenue</b>	<b>163,137.00</b>	<b>157,709.23</b>	<b>185,398.47</b>	<b>164,993.00</b>

**EXPENSES**

5000	<b>Payroll Expenses</b>				
	Association Management Contract	28,751.25	28,785.61	29,326.27	29,912.80
	<b>Sub-Total Contract</b>	<b>28,751.25</b>	<b>28,785.61</b>	<b>29,326.27</b>	<b>29,912.80</b>
5050	Administrative Centre Services	130.00	172.65	130.00	130
5051	Employee Benefits				
5052	EI				
5053	CPP				
5055	WCB		137.25		
5069	<b>Sub-Total Employee Expenses</b>	<b>130.00</b>	<b>309.90</b>	<b>130.00</b>	<b>130.00</b>
5099	<b>Total Payroll Expenses</b>	<b>28,881.25</b>	<b>29,095.51</b>	<b>29,456.27</b>	<b>30,042.80</b>
5300	<b>General Administration</b>				
5301	Accounting & Legal	3,200.00	195.00	3,400.00	3600

5302	Bank Charges	235.00	133.16	250.00	250
5305	Sask Culture Membership	300.00	302.00	300.00	300
5320	Advertising & Promotion				
5326	Communications Support	125.00	261.59	125.00	125
5330	Newsletter	400.00	1,016.60	450.00	450
5340	Business Fees & Licences		30.00		
5345	Courier & Postage	350.00	607.35	350.00	350
5360	Office Supplies	300.00	289.98	300.00	300
5361	Printing/Photocopying	250.00		250.00	250
5370	Insurance				
5380	Rent	3,075.00	3,075.00	3,075.00	3200
5384	Telephone & Internet	1,200.00	1,416.89	1,200.00	1200
5390	Repairs & Maintenance				
	AGM expenses		418.35		
5395	Miscellaneous / Contingency	750.00		750.00	1000
5140	Other Contracts				
5399	<b>Total General Administration</b>	<b>10,185.00</b>	<b>7,745.92</b>	<b>10,450.00</b>	<b>11,025.00</b>
5400	<b>Travel &amp; Meetings</b>				
5410	Executive & Committees	1,500.00	1,002.85	1,500.00	1,500.00
5420	Executive Director	500.00	549.33	500.00	500
5499	<b>Total Travel</b>	<b>2,000.00</b>	<b>1,552.18</b>	<b>2,000.00</b>	<b>2,000.00</b>
	<b>Governance &amp; Strategic Planning Workshop</b>				
	Governance		844.39	4,500.00	
	Strategic Planning			1,500.00	
	<b>Total Governance &amp; Strat Planning Workshop</b>		<b>844.39</b>	<b>6,000.00</b>	<b>0.00</b>
5500	<b>Projects</b>				
	<b>Short Films</b>				
	Short Films		310.00		2,000.00
	<b>Short Films - Subtotal</b>	<b>0.00</b>	<b>310.00</b>	<b>0.00</b>	<b>2,000.00</b>
5520	<b>Archives Week &amp; Public Awareness</b>				
5522	General promotional materials	7,500.00		7,500.00	8000
5524	Events-promotion		1,451.22		
5526	Events-other costs		2,882.44		
5528	Advertising and media		3,097.47		
5530	Archives Week institutional funding		1,200.00		
5532	Youth outreach				
5534	Directory of Archives				2000
	Archives Calendars			6,500.00	6500
5538	Other AW & public awareness costs		358.76	1,000.00	1000
	<b>Archives Week &amp; Public Awareness - Subtotal</b>	<b>7,500.00</b>	<b>8,989.89</b>	<b>15,000.00</b>	<b>17,500.00</b>
5540	<b>SAIN</b>				
5541	SAIN Archivist		2,696.30		
5542	SAIN Travel				
5545	Virtual Exhibits & web development	19,450.00	19,450.00		
5549	<b>SAIN sub-total</b>	<b>19,450.00</b>	<b>22,146.30</b>	<b>0.00</b>	<b>0.00</b>
5550	<b>Professional Development</b>				
5551	PD Instructors	2,500.00	3,738.80	3,500.00	3,500.00
5552	PD Instructors - travel & expenses	1,745.00	1,712.89	4,000.00	3,000.00
5553	Travel Subsidies - SCAA Events	15,467.00	3,220.52	5,000.00	5,000.00
5554	Travel Subsidies - Gen. Prof. Development	1,500.00	1,188.58	2,000.00	2,000.00
5555	PD facilities rental	175.00	1,288.18	1,000.00	1,000.00
5557	Other PD costs			500.00	750.00
	<b>Professional Development sub-total</b>	<b>21,387.00</b>	<b>11,148.97</b>	<b>16,000.00</b>	<b>15,250.00</b>
5600	<b>Institutional Funding</b>				

5610	Grant Distributions	16,412.00	14,501.05	22,000.00	22,000.00
5619	<b>Sub-Total</b>	<b>16,412.00</b>	<b>14,501.05</b>	<b>22,000.00</b>	<b>22,000.00</b>
	<b>DVD Project</b>				
	Truth is in There Project			5,500.00	
	<b>Sub-Total</b>	<b>0.00</b>	<b>0.00</b>	<b>5,500.00</b>	<b>0.00</b>
5650	<b>Conservation Service</b>				
5652	Conservation contract services	4,000.00	3,432.77	12,000.00	
5654	Conservation travel & expenses	1,000.00		5,605.93	
5656	Bulk purchases			660.00	
	Miscellaneous			120.00	
5660	<b>Conservation sub-total</b>	<b>5,000.00</b>	<b>3,432.77</b>	<b>18,385.93</b>	<b>0.00</b>
5670	<b>Archives Advisory Service</b>				
5671	Archives Advisor Salary and Benefits	48,258.00	47,152.04	49,223.00	50,217.46
5672	Archives Advisor Travel	2,500.00	7,318.22	2,700.00	2,700.00
5673	Archives Advisor Communications	500.00	341.16	500.00	500
5674	Archives Advisor Professional Development	1,000.00	1,102.00	1,200.00	1,200.00
5675	<b>Archives Advisory Service sub-total</b>	<b>52,258.00</b>	<b>55,913.42</b>	<b>53,623.00</b>	<b>54,617.46</b>
5999	<b>Total Projects</b>	<b>122,007.00</b>	<b>116,442.40</b>	<b>130,508.93</b>	<b>111,367.46</b>
	<b>Total Expenses</b>	<b>163,073.25</b>	<b>155,680.40</b>	<b>178,415.20</b>	<b>154,435.26</b>
	<b>Difference</b>	<b>63.75</b>	<b>2,028.83</b>	<b>6,983.27</b>	<b>10,557.74</b>

**Please Note: 2010 Audit provided as separate document.**

### **Secretary's Report, 2010-11**

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

I began my time on the executive this past year as a Member at Large, but in March I agreed to take on the duties of Secretary so that Ailsa Hedley Leftwich could focus on her pregnancy and upcoming delivery. Ailsa will also take on the Member at Large role for the 2011-2012 year, so we have essentially swapped positions on the SCAA executive for the upcoming term.

This past year has seen another increase in our membership numbers. The Council's membership numbers for 2010-2011 are as follows:

26 Individual Members (+1 from 2009-2010)  
58 Institutional Members (+4 from 2009-2010)

Respectfully Submitted,

Christine Charmbury  
Secretary, SCAA

## Communications Committee Report, 2010-11

The 2010-2011 Communications Committee is currently comprised of:

- May P. Chan, Prairie History Room – Regina Public Library (Chair)
- Linda McIntyre, Saskatchewan Archives Board
- Christine Charmbury, Saskatchewan Archives Board
- Amanda Perry, SCAA Office

Much of the of the communications committee's efforts this past year was focused on revamping the design and standardizing the content for the online newsletter. Due to some challenges posed by the lack of a standard design template, the committee worked with a graphic artist and the SCAA office earlier last spring to come up with a new template with a refreshed color scheme. To compliment the new look and help re-brand the newsletter, the committee set up an online contest encouraging members to rename the newsletter and then vote on their preferences. The winning suggestion was *Outside the Box*, contributed by Crista Bradley, which replaced the name *Archives Re-Past* starting with the summer 2010 issue. Since then, the committee has published two additional issues with regular articles on new institutional members, featured archival institutions and archivists, Q & A segment with the Archives Advisor and finally, brief recaps of SCAA-sponsored workshops and events across the province. Based on some of the feedback that we have received, members are pleased by the new look and feel of our newsletter. Two more issues are planned for later this year including a summer and winter issue.

Since the 2011 summer issue will mark my last newsletter as both the chair and a member of this committee, I would like to express my sincerest thanks to Linda McIntyre and Amanda Perry for all of their hard work these past couple of years and welcome our newest member, Christine Charmbury, who replaced Rob Paul last fall. I could not have asked for a more enthusiastic, talented and dedicated group of individuals to work with. I wish continued success to the Communications Committee.

May P. Chan, Chair  
April 25, 2011

## Grants Committee Report

This year the SCAA Grants Committee consisted of Fay Hutchinson, Adrienne Cottrell and Lenora Toth (chair). The committee met several times to adjudicate the National Archival Development Program (NADP) project applications and the Institutional Grants Program.

### NADP Contributions Program, 2011-12:

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

Institution	Project Title	Funding Requested
Saskatoon Public Library – Local History Room	The Leonard Hillyard Photograph Collection	23,775.60
Lloydminster Regional Archives	Transfer of content and finding aid development for Newcap Broadcasting Tapes	21,264.08
City of North Battleford Archives	The Joan Bunce fonds and General Collection Description Project	3696.60
	<b>TOTAL</b>	<b>48,736.28</b>

4 SCAA project applications were also submitted under the NADP program. These applications requested funding for the Continuing Education and Professional Development Program, \$16,350; Conservation Assessments, \$12,768.00 and the Truth is in There (short films), \$16,350.00). A further application, Then and Now (comparative photograph book) \$19,732.00 was also submitted as an optional grant in the event the NADP program ended up with surplus funds.

**The total funding request for NADP was \$83,354.28 (+optional grant of \$19,732.00)**

### 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 \$16,412.93 was expended in 2010-11. Funding for 2011-12 was set at \$22,000. A limit of \$2000, per project, was set for the fourth year of funding. Funding was allocated as follows:

Institution	Allocation
City of North Battleford Archives	2,000.00
City of Saskatoon Archives	932.40
Grand Coteau Heritage and Cultural Centre	2000.00
Northern Gateway Museum	2,000.00
Saskatoon Public Library Local History Room (4 projects)	2354.94

Athol Murray College of Notre Dame Archives and Museum	2000.00
The Clayton McLain Memorial Museum	795.58
University of Regina Archives	1907.44
Archives of Humboldt and District Museum and Gallery	2000.00
Saskatchewan Archives Board (2 projects)	3543.50
Swift Current Museum	2000.00
<b>TOTAL</b>	<b>21,533.86</b>

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.

As all requests for the 2011-12 year could be accommodated within the allotted funds the only criteria used for adjudication was quality of the project – size of Archives and receipt of past funding were not considered.

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 such as 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.

Submitted by Lenora Toth, Grants Committee Chair

**Public Awareness Committee Report, 2010-11**

The Public Awareness Committee Co-Chaired by Jeff O'Brien and Tim Hutchinson had a very active year. Another highly successful Archives Week in February was just the beginning. Work has just wrapped up on the 2012 Year in Archives Calendar to be released shortly.

A complete update will be provided to members at the Annual General Meeting.

## Education Committee Report, 2010-11

The Education Committee's primary function during the 2010-2011 fiscal year was to develop and coordinate educational and professional development programs. In addition, the Committee was involved in the review and approval of professional development travel subsidy claims.

Here is the list of workshops offered last year:

2010 – 2011 SCAA Workshops:

### **Introduction to Basic Archives - October 20, 2010 in Regina**

Instructor: Cameron Hart, SCAA Archives Advisor

This workshop introduced participants to the basic archival functions of acquisition, accessioning, appraisal, arrangement, description and reference. Issues related to the conservation/preservation of archival materials and the archiving of electronic records were also addressed.

### **Developing & Implementing a Holdings Maintenance Program Workshop -**

October 21-22, 2010 in Regina

Instructor: Jane Dalley, Conservator, Dalley Froggatt Heritage Conservation Services

Subjects that were covered included rehousing with chemically stable enclosures; use of inert, suitable shelving and storage equipment; implementation of safe storage and shelving practices; and preservation copying and reformatting. A practical component of the workshop was hands-on practice with humidification and flattening, encapsulation, and the construction of spacers and various folders for the different media and formats found in archival holdings.

### **Access to Information and Privacy Workshop**

March 29<sup>th</sup>, 2011 in Regina

Instructor: Erin Kleisinger of McDougall Gauley Barristers and Solicitors

Here is an outline for the upcoming workshops for 2011-2012:

Public speaking, Fundraising and Advocacy - AGM Workshop

**June 10<sup>th</sup>, 2011 in Wilcox, SK**

Instructor: Garry Aldridge from Points West

**This one-day workshop where participants can experience a mini-media boot camp learning to speak comfortably on radio/TV; determine the publicity tools available and when to use them (e.g. news release vs public service announcement); how to write your press releases; how to promote events, etc.**

## **RAD Refresher**

October 2011- Saskatoon

Instructor: Kelly Stewart, Education and Advisory Archivist Coordinator, Archives Association of British Columbia

Intended for those already familiar with basic archival principles of provenance and original order, this one day workshop aims to remind rusty users of RAD how the nation's descriptive standard is organized as well as how to use it at all levels of description. The elements included in the minimum level of detail are discussed at length. Most of the course focuses on Chapter 1, the general rules, but the instructor does take a peek at Chapter 4, Graphic Images, as well. Hands-on description breaks up the monotony!

## **Emergency Planning Workshop**

March 2012 – Regina

Instructor: Rosaleen Hill, BC Archival Preservation Service Coordinator, Archives Association of British Columbia

This workshop is designed for archivists and collection managers responsible for the preservation of archival records. The workshop is taught using PowerPoint presentations, break-out groups and a hands-on disaster salvage session.

Workshop participants will learn to:

- Assess and prioritize archival records for emergency planning
- Develop an institution specific emergency plan
- Use appropriate personal safety equipment
- Develop triage techniques by taking part in the hands-on disaster salvage session. Maximum number of participants: 20.

Submitted by:

Krista Liggett  
Education Committee Chair  
May, 2011

## Executive Director Report, 2010-11

Wrapping up our second year providing part-time association management services to SCAA makes one wonder where yet another 12 months have gone. The learning continues; the understanding increases; and the bumps in the road become smaller and smaller as we better understand the programs and process of the Council.

This has been a year of movement as we grew from a *Working Board* style of governance to that of a *Managing Board*, where the office and staff assume more of the responsibility for support and delivery of programs. To this end, a Governance Workshop was undertaken, with financial assistance from a SaskCulture Capacity Building Grant and with the guidance of Dawn Martin of Daybreak Consulting, to review and address the process and its transition and to ensure service to members remained steady and efficient.

The office continues to provide administration support for membership renewal and ongoing communication as well as fielding questions from the general public as they look for advice in using the archival services within the province.

We continued to provide administrative support to the Education Committee in their delivery of workshops by securing venues, contracting speakers, preparing registration, managing attendance, on-site support and completion of the final accounting.

Archives Week responsibilities became more administratively-driven in 2010-11. The Public Awareness Committees provided direction and input for the office and Archives Advisor, who undertook delivery of many of the activities as well as supporting Archives Week Committees.

Completion of applications and follow-up reporting for NADP funding, which supports Professional Development and other Council driven programs, is primarily undertaken by the administration and the Archives Advisor, with excellent input and guidance provided by the Committees and the Executive.

The Archives Advisor acts as an ex-officio on the Grants Committee. While he does not participate in the final decisions he does assist with input and also provides assistance and guidance to those institutions applying for funding. The office continues to provide administrative support, communication and funding distribution for the committee.

Our funder, SaskCulture, made significant changes to their funding process over the past year, moving to a two year approval program and then a few months later announcing a move to a three year approval process, all of which is great news but made for a scramble to keep up firstly with two year and then a three year budget preparation. Thanks to May P. Chan, as Treasurer who managed the budgeting process with excellent control and a thrifty eye.

Timing of this new SaskCulture cycle was perfect as the Council's Long Term Planning process now coincides with the three year process. Council is able to prepare its plan with a three year

vision in mind. Longer term funding provides a great measure of security in delivery of programs and events.

Additionally the follow-up reporting and statistics gathering requirements have changed significantly with SaskCulture. They too are required to provide evidence that the funds they distribute to all Provincial Cultural Organizations such as the SCAA, are being used in an effective and responsible manner and are indeed achieving results in 'taking Culture to the entire province'. In that regard their new statistical information requirements are more reflective of and sensitive to the demographic of our members and event attendees.

This year a new bookkeeper was secured by the association management company. Terri Young, T.L. Young Bookkeeping, undertakes this new roll of monthly bookkeeping and statement preparation in a timely and very professional manner. She has quickly come to understand the business of the Council.

The Council's year-end coincides with annual income tax deadlines, and as such our Auditor for the past few years has been challenged and very pushed to meet our requirement for completion of the Audit in time for inclusion in the *Notice of AGM* Package. This year, with our meeting being held 10 days earlier, he was unable to provide service and as a result Marcia Herback, CA, was contracted as Council Auditor. We believe she is an excellent asset as she works with many not-for-profit groups, including Registered Charities and is familiar with that specific annual return process as well as understanding SaskCulture requirements.

An objective of the Executive has been to search out and secure other funding sources, in addition to SaskCulture. Applications were submitted however as yet we have not been successful in securing funding as we struggle to fit funder-specific criteria. We continue to search out options and open discussions.

We have also been in contact with the Financial Manager at AABC, an Archival Association that has been successful in securing Registered Charity Status, to solicit advice in moving forward with our pursuit of Registered Charity Status in Saskatchewan. Initial efforts to open communication with CRA were rejected and finally required written submission by the Council, to provide permission for them to undertake conversations with the Council office. This process is slow, often by letter and often bumped aside by day-to-day activities, but it continues.

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

I have been very fortunate again this year to have worked with a very supportive and talented Council President, Mark Vajcner. His leadership and advice have been most valuable as the Council continues to grow and expand programs.

Audrey Price,  
Executive Director

**Archives Advisor Annual Report, 2010-11**

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

In this effort **28** site visits to member institutions across the province were made. A site visit is defined as “where an advisor attends in person at a location regardless of the amount of time spent at the site”. (Definition agreed upon by the CCA Advisors Working Group at their October 2007 meeting.) These visits were made to long-time members, others that are newer and starting out and some that have joined just in the past few months. We would like to welcome the **Clayton McLean Memorial Museum in Cut Knife** as new member of the SCAA.

During this time, close to **4000** 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 a spike in queries. Archives Week (AW) events in early February were especially beneficial for contact. The extended time given to the SCAA Institutional Grants program and the rush to submit applications to the NADP federally also increased inquires from members.

<b>Month</b>	<b>Inquiries</b>	<b>Member</b>	<b>Non-Member</b>
April	136	110	26
May	163	84	79
June	118+	88	30+
July	152	132	20
August	160	128	32
September	599	488	111
October	444	359	85
November	364+	291+	73+
December	367+	327+	40+
January/February, 2011	866+	726+	140+
March, 2011	579	467	112
<b>Totals</b>	<b>3948+</b>	<b>3200+</b>	<b>748+</b>

(Note: A single report was done for the months of January and February 2011.)

Attending and presenting exhibits or workshops noted above included:

- Attended the Culture Days Media launch
- Exhibited at the Saskatchewan Libraries Conference
- Exhibited at the Museums Association Conference
- Exhibited at the Youth Heritage Fair Showcase
- Attended and participated in the Association of Canadian Archivists’ Conference/workshops in Halifax.
- Presented at a Culture Days event on Basic Preservation of photographs

- Presented a “Basic Archives workshop”
- Attended the SCAA workshop “ Developing & Implementing a Holding Maintenance Program” with Jane Dalley
- Attended the Toastmaster’s “Division E Day” speech giving contest and joined the “Meewasin Valley Leaders” Toastmaster’s Club
- Exhibited at the Gabriel Dumont Institute Trade Show
- Attended and participated in the “Speech-craft” event for 2<sup>nd</sup> year pharmacy students at the U of S hosted by Toastmasters
- Exhibited at the AW event Archives Pavilion at the WDM’s Heritage Festival
- Attended the AW event of the Clayton McLean Memorial Museum in Cut Knife
- Attended the AW event of the Humboldt & District Museum and Gallery
- Attended the AW readers event at the Saskatoon Public Library
- Attended the AW event in Regina at the Royal Sask. Museum
- Attended the AW film event at Saskatoon’s Roxy Theatre
- Attended the film event “Silence is Golden” at the Roxy Theatre in Saskatoon
- Participated in the initial meeting of the “Friends of the Archives” at SAB
- Attended the Raj Manek Dinner for Entrepreneurs
- Attended the SCAA workshop “Privacy Primer” in Regina

The AA began using the social media outlets of Facebook and, in a limited capacity, Flickr.

Flickr was restricted to the SCAA 2012 calendar project this year. However, with the proposal of several book projects, a short film project and the continuing AW selection of images for postcards and bookmarks the AA can see potential use to ease the processes.

The General Facebook page, started in August, and reached **30** “likes” in late November, at which time Facebook began recording statistics or “Insights” of the page. Through the end of March the page had **45** “likes” which is in addition to the **135** members of SCAA “Archives Week” (AW) Facebook Group (which will be archived in the next few months by Facebook).

### **Facebook “Insights”**

There are currently **2** “personal pages” **1** “non-profit page” and **1** Archives Week “group page” The AA will need to figure out how we can delete one of our “personal pages” with out losing “Friends.” And is it necessary if we just keep using one as Admin?

Administrators of the page can view the Full “Insights” of the page. Currently the President, Communications Chair, the SCAA office as well as the AA are administrators.

- **Lifetime “Likes”** - The number of people who have liked your Page.
  - December 1, 2010 – March 31, 2011 – **45**
- **Active users** - monthly count of people who have interacted with or viewed your Page or its posts.
  - December 1, 2010 – March 31, 2011 – **4232**
- **Demographics**

- **Gender and Age** - Aggregated demographic data about the people who like your Page based on the age and gender information they provide in their user profiles. **December 1, 2010 – March 31, 2011.**
  - **Female** 69%
    - 18-24: 2.2%
    - 25-34: 24%
    - 35- 44: 20%
    - 45-54: 11%
    - 55+: 11%
  - **Male** 29%
    - 18-24: 2.2%
    - 25-34: 6.7%
    - 35-34: 16%
    - 45-55: 2.2%
    - 55+: 2.2%
  
- **Countries** - Aggregated Facebook location data, sorted by country, about the people who like your Page. **December 1, 2010 – March 31, 2011**
  - 41 Canada
  - 1 United States
  - 1 India
  - 1 Netherlands
  - 1 Egypt
  
- **Cities** Aggregated Facebook location data, sorted by city, about the people who like your Page. **December 1, 2010 – March 31, 2011 .**
  - 16 Regina
  - 15 Saskatoon
  
- **Language** Aggregated language data about the people who like your Page based on the default language setting selected when accessing Facebook. **December 1, 2010 – March 31, 2011.**
  - 34 English (US)
  - 9 English (UK)
  - 1 Arabic
  - 1 Simplified Chinese (China)
  
- **External Referrals** Top referring external domains sending traffic to your Page. **December 1, 2010 – March 31, 2011**
  - 30 scaa.sk.ca
  - 18 google.ca
  - 12 scaa.usask.ca

- 4 google.com
- 1 aim.search.aol.com
- 1 search.yahoo.com
- 1 google.co.jp
- 1 by157w.bay157.mail.live.com

The role of the provincial database (SAIN) is changing as we implement ICA-AtoM. Work to transfer the current content of SAIN has slowed the addition of descriptions and associated digital objects. As AtoM is launched the potential of new descriptions grows greatly. In 2011-12 the expansion of SAIN through AtoM will become easier as members will be able to enter descriptions without wholly relying on the AA to do so.

Also in the new-year your AA plans to continue to expand those relations already established and create new ones to benefit the SCAA and members. Potential members in Esterhazy, Meadow Lake and Wolsley will be visited. Displays and presentations have already been made to the Northwest Saskatchewan Museums Association, the Saskatchewan Genealogy Society Symposium. Exhibits are planned for the Museums Association of Saskatchewan Conference and the Saskatchewan Youth Heritage Fairs Provincial Showcase at the time of this report.

**Submitted on May 5, 2011**

**By**

**Cameron Hart, SCAA Archives Advisor**

## **Nominations Committee Report, 2010-11**

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

**President (2010 – 2012)** Mark Vajcner (no election)

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

**Vice-President (2011-2013)** - Jeff O'Brien, City of Saskatoon Archives (incumbent)

**Secretary (2011-2012)** - Ailsa Hedley-Leftowich will resign and Christine Charmbury (SAB Saskatoon) will finish her term

**Institutional MAL (2011-2013)** - Lenora Toth, SAB Regina (incumbent)

**Individual Member-at-Large (2010-2012):** Krista Liggett, SAB Regina will finish her term

**Member-at-Large (2010-2012)** - Tammy Buziak, City of North Battleford -

**Member-at-Large (2011-2012)** – Christine Charmbury will resign and Ailsa Hedley-Leftowich will finish her term

Respectfully submitted,

Jeff O'Brien  
Chair, 2011 Nominations Committee