



**Saskatchewan Council
For Archives and Archivists**

Annual General Meeting 2016

Agenda Package

**Friday June 24, 2016
1:00 p.m. Registration
1:30 p.m. Welcome
1:45 pm Guest Speaker – Melanie Delva
3:00 p.m. – 5:00 p.m. Annual General Meeting**

**Palace Theatre
Western Development Museum
2610 Lorne Ave
Saskatoon, Saskatchewan**



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

Saskatchewan Council for Archives and Archivists
Annual General Meeting

Friday June 24, 2016 3:00 P.M.

Palace Theatre
Western Development Museum
2610 Lorne Ave., Saskatoon, SK

Proposed Agenda

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10. Other Business	
11. Adjournment	
12. Appendix: Past AGM Dates and Locations	
13. Appendix: 2015-16 Audited Financial Statements	

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

Board members will meet briefly to discuss orientation and meeting dates.

**Saskatchewan Council for Archives and Archivists
June 10, 2015 - Annual General Meeting
Hill Tower 3, 2nd Floor Board Room
Regina, Saskatchewan
Minutes**

Present:

Joe Leclair (Moose Jaw)
Bonnie Dahl, (Sask. Archives Board, Saskatoon)
Ken Dahl (City of Saskatoon Archives)
Cameron Hart (Saskatchewan Council for Archives and Archivists, Saskatoon)
Brendan Edwards (First Nations University of Canada, Regina)
Christine Charmbury (Sask. Archives Board, Saskatoon)
Crista Bradley (U of R Archives & Special Collections)
Dana Turgeon (City of Regina Archives)
Dean Kush (SaskCulture)
Dennis Garreck (SaskCulture)
Donald Johnson (Sask, Archives Board, Regina)
Dorothea Funk (Saskatoon Public Library)
Frank Korvemaker (Regina)
Jeremy Mohr (Sask. Archives Board, Regina)
Laurie Fisher (Sask. Archives Board, Regina)
Lenora Toth (Sask. Archives Board, Regina)
Madeleine McLuhan-Myers (United Church of Canada, Regina)
Mark Vajcner (U of R Archives & Special Collections)
Mary Ellen Wright
May P. Chan (Regina)
Paula Daigle
Stevie Horn (U of S Archives & Special Collections)
Tim Novak (Sask. Archives Board, Regina)
Trina Gillis (Sask. Archives Board, Regina)
Laurie Wing
Alan Porter (Melfort & District Museum)
Alex Charlie
Tammy Donahue Buziak, (via teleconference)
Sandy Doran, Executive Director, SCAA (Regina)

1. Call to Order

Donald Johnson (chair) called the meeting to order at 1:08 p.m. and welcomed everyone to the meeting including those joining by conference call.

2. Approval of Agenda

Motion: That the agenda be approved as presented.

Moved: Donald Johnson; Seconded: Cam Hart

Carried

3. Approval of 2014 minutes

Motion: That the minutes of the 2014 SCAA Annual General Meeting be approved as presented.

Moved: Jeremy Mohr; Seconded: Ken Dahl Carried

4. Executive Reports

President's Report (circulated)

Donald Johnson presented his report and spoke to two highlights for the year. SCAA was one of 5 pilot organizations for SaskCulture's Diversity Pilot Project. The project will help us promote diversity, inclusion and equity for the people we serve. Through this project our strategic plan will evolve to explicitly treat diversity in the activities of the SCAA.

Donald highlighted significant anniversaries, ACA this is the first time in 20 years it has been in Regina, 10 years since it has been in Saskatoon. This year also marks the 15th anniversary of SCAA

He also thanked the Executive, Committees and Staff for their support throughout the year.

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

Moved: Dana Turgeon; Seconded: Tim Novak Carried

Treasurer's Report (circulated)

Jeremy Mohr reviewed his report with the attendees. Jeremy explained that we were behind on completing the Strategic Plan in order to complete the Diversity Plan. Jeremy also explained that we increased professional development to accommodate those wanting to attend the workshop being held at ACA which was later cancelled..

Motion: To receive the Treasurer's Report as presented.

Moved: Jeremy Mohr; Seconded: Lenore Toth Carried

Motion: To receive the 2014-15 Audited Financial Statements.

Moved: Jeremy Mohr; Seconded: Trina Gilles Carried

Motion: To approve the 2015-16 Budget as circulated.

Moved: Jeremy Mohr; Seconded: May Chan Carried

Motion: To appoint Marcia Herback, CA as Auditor for the 2015-16 year.

Moved: Jeremy Mohr; Seconded: Dana Turgeon Carried

Secretary's Report (circulated)

Tim Novak presented his report and confirmed that all minutes of the Executive Committee have been recorded.

Tim also reported that membership for the 2014-15 year was up over last year:
53 Institutional Members
29 Individual Members.

Motion: To approve the Secretary's Report as presented.

Moved: Tim Novak; Seconded: Donald Johnson Carried

5. Committee Reports

Communications Committee Report (circulated)

Tim Novak presented report as circulated, highlighting that the Outside the Box Newsletter was released in January 2015.

Tim thanked Stevie for editing the newsletter, Mark for proofreading and Cam for his continued advise on content.

Motion: To accept the Communications Committee report.

Moved: Tim Novak; Seconded: Dana Turgeon Carried

Grants Committee Report

Donald presented the Grants Committee report on behalf of Jamie Benson. Donald highlighted that \$47,860.52 of the \$48,000 was allocated in 2014-15.

Motion: To accept the Grants Committee report.

Moved: Dana Turgeon; Seconded: Laurie Fisher Carried

Public Awareness Committee

Ken Dahl summarized the activity presented in the Annual Report and thanked the committee for their work this year.

He reported it was a great year with Archives Week 2015 going very well. The attendance to the Saskatoon Celebrity Reading was down, but the presentation in Regina was up and people were turned away at the door.

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

Moved: Ken Dahl; Seconded: Crista Bradley Carried

Education Committee Report (circulated)

Donald summarized what was presented in the AGM package on behalf of Kristina Rissling. Donald emphasized that the education fund will also cover registration fees for Webinars as well as workshops.

Donald also announced that Kristina will be going back to school in the fall.

Motion: To accept the Education Committee report as circulated.

Moved: Laurie Fisher; Seconded: May P. Chan Carried

6. Executive Director Report (circulated)

Sandy Doran 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 and staff for their support throughout the year.

Motion: To accept the Executive Director Report as circulated.

Moved: Sandy Doran; Seconded: Jeremy Mohr Carried

7. Archives Advisor Report

Cameron Hart highlighted the activities outlined in the AGM report carried out by the Archives Advisor over the past year.

Cam spoke briefly about the plans for 2015-16.

Motion: To accept the Archives Advisor Report as circulated.

Moved: Cameron Hart; Seconded: Dana Turgeon Carried

8. Amendments to the Constitution

Donald reviewed the changes to Section III. Executive Committee Item 4 and Item 5 as outlined in the AGM package. Donald outlined the reason behind the changes. A call for discussion was made, no discussion was required.

Motion: A motion to change the Sec. III. Executive Committee Item 4 as outlined was made.

Moved: Donald Johnson; Seconded: Crista Bradley Carried

Motion: A motion to change the Sec. III. Executive Committee Item 5 as outlined was made.

Moved: Donald Johnson; Seconded: Lenore Toth Carried

Donald Johnson called for an Executive Committee Meeting vote to remove Heather Wickstrom from the Executive Committee.

1st: Jeremy Mohr 2nd Ken Dahl Carried

9. Election of Executive Committee

Donald thanked Ken for preparing the Nominations Committee Report. The current positions open for election are: Vice President – 2 Year Term; Treasurer – 2 Year Term; Individual Member at Large – 1 Year Term (This would be to replace Heather); Institutional Member-at-Large – 2 Year Term; Member-At-Large.

People willing to fill these positions: Vice President: Ken Dahl; Treasurer: Jeremy Mohr; Individual Member-at-Large: Stevie Horn (U of S Archives); Institutional Member at Large: Dana Turgeon (City of Regina Archives); Member-at-Large: Tammy Donahue Buziak (City of N. Battleford Historical Archives)

Donald made 3 calls for further nominations from the floor for each position. With no nominations received from the floor, the following slate was acclaimed:

The following Slate of Executive has been acclaimed:

President (2014-16):

- Donald Johnson, Saskatchewan Archives Board (Regina)

Vice-President (2015-17):

- Ken Dahl, City of Saskatoon Archives (Saskatoon)

Treasurer (2015-17)

- Jeremy Mohr, Saskatchewan Archives Board, (Regina)

Secretary (2012-16)

- Tim Novak, Saskatchewan Archives Board, (Regina)

Institutional Member-at-Large (2015-17):

- Dana Turgeon, City of Regina Archives (Regina)

Individual Member-at-Large (2015-16):

- Stevie Horn, University of Saskatchewan Archives (Saskatoon)

Member-at-Large (2015-17):

- Alan Porter, Melfort & District Museum (Melfort)

Member-at-Large (2015-17):

- Tammy Donahue Buziak, City of North Battleford Historical Archives (North Battleford)

Signing Officers:

The following are proposed as signing officers:

Jeremy Mohr, Treasurer
Donald Johnson, Secretary
Sandy Doran, Executive Director

Motion: That signing officers for the Saskatchewan Council for Archives and Archivists be accepted as presented and that any two be authorized to sign on behalf of Council.

Moved: Dana Turgeon; Seconded: Crista Bradley Carried

10. Volunteer Recognition

Donald Johnson on behalf of the Executive Committee recognized, May P. Chan, Frank Korvemaker for their dedicated service to the Council and Bushwakker Brew Pub for their continued support of the Regina Archives Week event.

11. Adjournment

Motion to adjourn.

Moved: Crista Bradley

The Meeting adjourned at 2:21 p.m.

President's Report, 2015-16

Since last June, it has been an eventful year for the Council. We began the year with a new Executive Director and new members of the executive. They all contributed to the successes of the past year. Read their reports and you will learn of their contributions. The province has a small archival community, but we see that there is no lack of professional expertise and fresh perspectives.

In the fall of 2015, meetings and preparations were begun for four important tasks. First, there was our Annual General Funding application to SaskCulture which has provided the SCAA with three year funding terms. Second and third, were, in support of our funding application, our Strategic Plan 2016-2019 and Diversity Plan. And, of course, there was Archives Week 2016.

We were successful in our SaskCulture funding application, and are delighted to say that SaskCulture funding was approved for three years: 2016-17, 2017-18, and 2018-19. We are very grateful to SaskCulture for this support and the recognition of the important work done by our Archives, Archivists, and the Council itself.

The 2016-2019 Strategic Plan and a Diversity Plan were the basis of our successful SaskCulture funding application. You will have read our previous strategic plans, but this new plan adds a new perspective to the way the Council supports our members, and in turn how you serve your communities. We have always served the citizens of Saskatchewan well, but the Diversity Plan will have us explicitly consider our communities and in particular, Aboriginal peoples and newcomers.

Archives Week 2016 was by many measures and many people a great success. Anyone who attended an event would tell you of the value of the event or exhibits, but there has been increased publicity and awareness of the individual institutions, their work, and the records they hold. Recent SCAA Newsletters and the website detail events held in Humboldt, La Ronge, North Battleford, Prince Albert, Regina, Saskatoon, Shaunavon, Bellevue, and Whitewood.

You will also hear from the SCAA Committees today. Each committee and every member has worked very hard for you this past year. I thank them for this work, and ask that you remember them when you are thanked for your work.

The SCAA is here to serve you, so I encourage you to contact the office or any member of the Executive with your questions or suggestions.

Thank you for the privilege of serving as President of your Association.

Respectfully submitted,
Donald Johnson

Treasurer's Report, 2015-16

SCAA once again experienced some challenges in its budgeting this year, but is in a very good overall financial opinion. The council under spent in several budget lines, resulting in the board shifting priorities near the end of the fiscal year to utilize funds elsewhere. It is recommended that the board focus upon more long term planning in its programming to avoid these last minute reallocations of funds on new or unplanned projects. Unfortunately in this fiscal year, this resulted in a small deficit of \$531.85.

The SCAA was able to bring in more revenue than planned in 2015 largely owing to a successful grant application under the Documentary Heritage Program. I would like to single out our Archives Advisor, Cameron Hart specifically for creating and administering this successful application. This additional revenue source, however, was not able to offset the lower than expected revenue from membership fees in particular. The board is concerned with this decline and will be attempting to reach out to our members in the coming years. In addition, the board has proposed increasing the membership fees by a modest amount to help stabilize our revenue for future years. The other revenue sources from donations and interest were also below budget but were largely on track with previous yearly projections. As always the SCAA is very grateful for the Saskatchewan Lotteries funding we receive via our principle funder, SaskCulture without which our organization would not be able to function.

The Human Resources expenses were slightly over budget for the 2015 year. This primarily occurred in the Archives Advisor Professional Development categories. We unfortunately underestimated the costs for our advisor to attend the ACA conference in Regina, something which should be rectified in our future budgets.

The SCAA was over budget in the General Administration expenses. This was intentional and represents a large proportion of the year end reallocation of funds authorized by the board. Some of the unplanned for projects included spending in Advertising and Promotion to create additional SCAA banners so that both the Regina and Saskatoon offices have these available for events, and the SCAA also purchased additional promotional items to distribute at events such as the Heritage Fairs. The Newsletter category was underspent as the Board has largely decided to distribute this digitally rather than in print. IT Support saw increased spending as the board authorized the purchase of a new laptop for the Archives Advisor as the previous one was experiencing hardware problems, and from some preliminary work to the council's website. This latter cost is timely as the web hosting software we use is no longer supported, and it will help offset costs originally slated to be incurred in the 2016-17 year. Printing/Photocopying was intentionally overspent as more brochures and promotional items were created as part of the year end spending. The rent category was over budget due to an unplanned for GST repayment, this has been moved to the miscellaneous category for future budgets. AGM expenses were once again considerably lower as the AGM was held in Regina. And finally, the Miscellaneous category was also under budget as money was reallocated. These latter two categories have been reduced for future budgets.

Travel and Meetings expenses were slightly over budget. The Executive and Committees expenses were higher than planned as additional travel and meetings were required for the creation of the strategic plan and diversity plan. In sum the general operations of the SCAA were considerably over budget for this fiscal year, largely owing to the reallocation of funds that occurred near the end of the fiscal year.

The programs and projects expenses were considerably over budget, primarily owing to the unplanned for SCAA Short Film project, made possible via the Documentary Heritage Program grant. The Archives Week budget was somewhat problematic this year due to some changes in the Regina event, and generally was considerably under budget this year. The board expects this to be an anomaly going forward.

Professional Development expenses continued to be problematic for SCAA. Apart from the Archives Advisor's basic workshops, SCAA only held two other workshops this past year, only one of which had a registration fee. Planning around professional development opportunities continues to create budgeting problems for our organization and should be a priority for the board going forward. The SCAA underspent in this budget category for this year. If proper advanced planning cannot be achieved, the board may need to reevaluate the future professional development budgets for future years.

Institutional Funding expenses were also considerably under budget for this year. This was primarily owing to major underutilization of the travel subsidies which possibly occurred due to the lack of professional development planning. Some changes to these subsidies have been recommended to the board to encourage their use. The other two major categories were not so problematic with Institutional Grants and Archives week Grants being essentially on budget. I would like to thank the hard work of all of the members of these two committees that administer these funds.

Finally, the Archives Advisor Service expenses were slightly under budget for this year. Some of this occurred as some of the advisor's travel expenses for attending the SCAA AGM and conducting site visits was absorbed in the Archives Advisor Professional Development category as it occurred during the ACA conference in Regina. This is of course not the norm for most of SCAA year's.

2016-17 Budget

I would like to thank our funder, SaskCulture, for once again approving our three year funding request, and our requested increase in 2016 for website redevelopment. They continue to be very supportive of our organization and our goals for helping the heritage community within Saskatchewan.

For 2016 SCAA has budgeted for a large revenue increase. This includes another grant application to the Documentary Heritage Program, as well as one time funding increase request specific to our website redevelopment. We have further projected higher revenues in membership resulting from the increased fees authorized by the board earlier this year. The 2016 budget also includes higher human resource expenses. The board has authorized a 5% increase to the archives advisor salary to offset some of the additional workload he will be

undertaken including administering grants and some additional workshops. The advisor's professional development budget also increased to better account for costs to attend ACA in Montreal. The Association Management contract has increased by 5%. SCAA was concerned over turnover at B-Creative and are supportive of that organization's plan to increase salaries to help ensure more stability within its positions. The benefit costs have also increased by 5% based on the archives advisor's salary.

General Administration has largely remained static in the 2016 budget with some notable exceptions. \$10,000 was budgeted under IT support for the website redevelopment. While some costs were already incurred in the previous year, SCAA is investigating adding additional functionality to our website to increase our organizational efficiency and better serve our members. The AGM expenses budget was reduced by half, as SCAA has not been utilizing these funds as much as expected for the past few years.

Program and Projects expenses will see small increases. The budget includes small increases for Archives week to accommodate increasing expenses for the event, particularly for renting space in Saskatoon. The SAIN expenses have also been added assuming the Documentary Heritage Program grant is successful.

Professional Development expenses have been increased. This was primarily due to the board's commitment for additional diversity training for our members. However, this may need to be revised depending on the ability of the organization to plan workshops properly for future years. Institutional funding expenses will see a small decrease. The decrease has been incurred in the institutional grants category, corresponding to a planned increase in Archives Week Grants, and static funds for travel subsidies. The board may need to reevaluate this increase for future years, particularly depending on the utilization of the travel funds.

Finally the Archives Advisor services expenses will see some additional increases. The advisor's travel budget will increase to encourage more face to face visits with members. Funding for sponsorship at the ACA conference will decrease to the levels of previous years, it was increased in 2015 to help the conference in Regina.

Overall the SCAA is projecting a modest \$637.58 surplus for its 2016 budget. I would like to thank the work of all the committees, the board, and all of our staff for helping ensure our organization continues to operate smoothly despite some of the changes we have had to make and challenges we have encountered. I will also likely be stepping down as Treasurer and likely into a different role following this year. I would like to recommend the future Treasurer the best of luck and hope to work with him/her to help ensure we stay on track for future years.

Jeremy Mohr
Treasurer

Secretary's Report, 2015-16

All reports and minutes of Executive Council meetings from 22 September 2015 to 24 May 2016 have been recorded and made available on the SCAA Intranet. The minutes of meetings will also reflect what was said in verbal reports. I will verify that the minutes of today's Annual General Meeting are recorded and made available.

The SCAA Intranet folders contain minutes and reports and can be found at Executive and Committees\Executive\Minutes\2015-16.

There are five folders for Executive Meeting minutes and reports for the 2015-2016 business year:

1 – 22 September 2015

2 – 16 December 2015

3 – 16 February 2016

4 – 19 April 2016

5 – 24 May 2016

Minutes are recorded and filed by the Executive Director of the SCAA, Sandy Doran. Committee reports, President's reports, and Treasurer's reports are prepared by members of the SCAA Executive.

The 2015-2016 membership of the SCAA consisted of the following numbers:

- 53 Institutional Members
- 26 Individual Members

The total was 79 members, a decrease of 3 from the year 2014-2015. The number of Institutional Members had remained the same at 53 but the number for Individual Members dropped by 3.

So far for the 2016-2017 fiscal year there are 64 members, 46 of which are institutions and 18 of which are individuals. The list of Institutional Members is available in the Membership Directory on the SCAA website at <http://sain.scaa.sk.ca/collections/index.php;/repository/browse> Some of those listed may no longer be currently active.

Tim Novak

Secretary, SCAA, 2015-2016

Communications Committee Report, 2015-16

Two issues of the newsletter *Outside the Box* have been released since last year's report. The newsletter is one method of communicating to our members and the public at large the activities of archives and archivists in the province. It fosters an awareness of the work that archivists do in preserving our documentary heritage. Just as importantly it provides an opportunity for our member institutions to highlight their collections and show each other and the public the unique historical materials they work so hard to preserve.

The Fall 2015 edition featured an article by Warren Clubb of the Western Development Museum (WDM) on the George Shepherd Library Online. This library catalogue provides access to the WDM's extensive collection of resource material on Saskatchewan history, agricultural machinery and implements, price lists, fashion, tools and car repair among others. Tammy Donahue Buziak of the City of North Battleford Historic Archives has again contributed articles and photos to the newsletter, including an interesting item on the Carnegie Library, now the Allan Sapp Gallery. Cameron Hart kept us informed of the situation with Graham Guest and the Northern Saskatchewan Archives during last year's forest fire in the La Ronge area. Reports and photos on the ACA Conference in Regina and 2015 Archives Week activities were rounded out by a description of the SCAA's new Diversity Initiative prepared by Ken Dahl.

The Spring 2016 edition, which will be released at about the time of this writing, shows the talented skills of our Editor Stevie Horn with significant contributions from our Archives Advisor Cameron Hart. This issue, in addition to the ubiquitous and always welcome President's message, contains articles on 2016 Archives Week events in North Battleford, Regina, Saskatoon, Bellevue, La Ronge and Prince Albert. Jeremy Mohr contributed an item on the SCAA workshop "Celebrating Diversity" held in Regina back in March. Cameron showed some photos of events he attended earlier this year. The addition of historical photos makes for an attractive newsletter. Members are encouraged to contribute more of these gems that they find in their collections.

The Communications Committee would like to see more articles by member institutions whom we have not heard from before. The variety of our membership has the potential to make for more diverse issues in the future. Thanks go to Mark Vajcner and Christine Charmbury for proofreading the issues before they are released. Input from members of the Executive is always appreciated. The Committee is grateful to Stevie Horn and Cameron Hart for their continued efforts in producing *Outside the Box*.

E-Updates and other email communications are regularly sent to the membership by Cameron Hart. Thank you, Cameron, for keeping us well informed. The Executive frequently receives communications from SaskCulture through our Executive Director, Sandy Doran.

Tim Novak
Communications Committee Chair, SCAA 2015-2016

Grants Committee Report, 2015-16

The 2015-2016 Grants is comprised of Alan Porter, Bonnie Dahl, Cheryl Avery, Lenora Toth and Tammy Donahue Buziak. Cameron Hart has worked closely with this committee and he has done a great deal of work in receiving our grant applications and the revisions that have been called for. It must be mentioned that Bonnie Dahl, Cheryl Avery and Lenora Toth have been a great source of knowledge and assistance in working through these applications. Their experience and expertise has been invaluable to this year's adjudication process and in completing our due diligence.

The Official Call for the IGP applications went out to the membership on October 2, 2015 by Cameron Hart. In January 2016, the grants committee conducted an initial group evaluation -we received 16 applications from 15 institutions – grant funds requested, totalled \$60,292.76. As the funding for the IGP had not been confirmed for the grant year at that time, it was agreed that we would base our decisions on an anticipated grant pool of \$52,000.00.

Follow up queries were instigated and revisions requests were sent out to the applicants and were received back by February 12, 2016. Two applicants were withdrawn and three other institutions were asked for further clarification and/or supplier quotes in support of their applications. Eleven solid applications were recommended to the Executive and were approved on February 23, 2016 for a total of \$42,182.00.

The Grants Committee received information regarding our 2016-2017 funding from SaskCulture on March 23, 2016. The funding pool was listed at \$50,000.00. Remaining grant funds to be dispersed was \$7,818.00.

Grand Couteau was recommended by the Committee and was approved by the Executive on April 19, 2016 for \$1,926.10. Two remaining grant applications were recommended by the Committee and approved by the Executive on April 27, 2016 for \$5,891.90.

It has been a great experience to sit as Grant Committee Chair for the 2016-2017 Institutional Grants Program and I thank you for this opportunity.

Kindest regards,
Tammy Donahue Buziak

Summary of 2016 – 2017 Approved IGP Projects

<u>Institution</u>	<u>Project</u>	<u>Grant</u>
Biggar Museum and Gallery	Digitization	\$5,000
Saskatchewan Teachers' Federation	Archives Tech	\$4,650
Saskatchewan Teachers' Federation	Archival Supplies	\$2,788.33
Prince Albert Historical Society	Map Cabinet	\$2,042.09
Provincial Archives of Sask	Digitizing Telegraph Book	\$5,000
Melfort & District Museum	Pioneer Exhibit	\$4,800
Grant Coteau Heritage and Cultural	Postcard and Promo	\$1,926.10
Swift Current Museum	Renovation	\$5,000
City of Yorkton Archives	YCW Match	\$4,349.96
St. Mary's Province Archives	Document Boxes	\$2,616.58
City of North Battleford Archives	BDMC Description	\$5,000
R.C. Dioceses of Saskatoon	External HD	\$285.00
Saskatoon Public Library	Philip Scott Description	\$5,000
Archives of Humboldt	Supplies	\$1,541.94
<u>TOTAL</u>		<u>\$50,000</u>
Regina Beach Historical Society	WITHDRAWN	\$4,260.80
Watrous Manitou Beach	WITHDRAWN	\$2,500.00

Public Awareness Committee Report, 2015-2016

Committee Members:

- Jeff O'Brien (City of Saskatoon Archives)
- Bonnie Dahl (Provincial Archives of Saskatchewan)

Activities/Projects

Archives Week

Always the biggest event of the year, as far as Public Awareness goes, and a number of institutions around the province took advantage of the Archives Week (AW) grants that the Council offers. The feedback that we have been getting from those who received this money was all quite positive, it appears that maybe the term "archives" is not quite as foreign to the general public as it was 10-15 years ago. Maybe our Outreach efforts are finally starting to have an effect. Archives Week events were held all over the province, as well as in both Saskatoon and Regina. Staff from the Provincial Archives in Regina unveiled their latest World War One video at an event at the Royal Saskatchewan Museum. This video was the third in a five part series, with each video generating a lot of interest. Saskatoon held its Celebrity Reader Event, this year at the historic Roxy Theatre on 20th Street – attendance was good. Many commented on how much they enjoyed the venue, something to think about for next year.

Heritage Fairs

The Saskatchewan Youth Heritage Fairs take place every spring, and many archives and archivists around the province either assist by providing materials and information to the students, or act as judges in the various regional fairs. The regional fairs are held in Saskatoon, Moose Jaw, Swift Current and Regina, the Provincial fair is held in Regina at Government House at the end of May. As in previous years, Archives Advisor Cameron Hart is quite involved with these fairs, trying to attend those that he can.

Other Outreach Initiatives, Projects and Events

"From the Prairies to the Trenches"

As was mentioned above, staff at the Provincial Archives of Saskatchewan (PAS) have been working very hard the past while now putting together historical videos commemorating Saskatchewan's involvement in the First World War. Using archival documents, photographs and interviews they have, to date, completed three videos (in a five part series). The titles of those that have already been completed are:

- "Saskatchewan and First Months of World War One, June 1914 – February 1915"
- "From Salisbury Plain to Flanders Fields, November 1914- - December 1915"
- "Women's Suffrage to the Somme, December 1915 – December 1916"

Response to these videos has been very good. The PAS has installed a video display monitor at both the Legislative Building and Government House allowing the general public to view these videos (they are also accessible on YouTube).

“Saskatoon Stories”

City of Saskatoon Archivist, Jeff O’Brien and CFQC news anchor, Rob McDonald host a weekly segment called “Saskatoon Stories” on the 6:00 supper news every Friday. Using archival photographs and documents they take a look back at historical events or themes that happened in Saskatoon. The feedback has been very positive for all involved, Jeff and Rob have been doing these segments since 2013.

“Unforgettable”

I wish that I had something more positive to report, the editorial team (Cheryl Avery, Bonnie Dahl and myself) have been back and forth with the University of Regina Press (URP) for a while now, in an attempt to get this project to publication. Progress has been very slow, URP who (we think) are still on board, have now indicated that they see this project coming to print in 2018. They have also outlined a number of issues or tasks that they feel need to be addressed, we (the editorial committee) are not entirely sure what we think of these concerns and have requested to meet with them to discuss the project. So far, nothing has been confirmed, in terms of a possible meeting with the publisher.

Documentary Heritage Communities Program, “*Lives and Letters*” video

In late 2015, Archives Advisor Cameron Hart, on behalf of the SCAA applied for funding under this new federal program. He put in two applications but only received money for one, a film project documenting the history of Broadway Avenue in Saskatoon (this project was intended as another installment in the SCAA “*Lives and Letters*” initiative). Cam took the lead on this project and was quite busy, hiring the appropriate people and making sure that the necessary work was done to see this project through to completion. For those of us here today, we will be lucky enough to view the end result of this project this afternoon.

Respectfully submitted,

Ken Dahl
Chair, 2015-16 Public Awareness Committee

Education Committee Report, 2015-16

This has been a challenging year for the education committee. The committee began the year with two members, Dan Turgeon as chair and Jeremy Mohr. Unfortunately due to health reasons Dana was forced to resign early in 2016. This presented challenges in planning for the remainder of the year. As this is the third year in a row where professional development planning has suffered, it has been recommended that the SCAA board take over the operations of this committee.

SCAA has hoped to establish a multi-year plan for our workshops. Due to some turnover in the chair position and committee members this has not occurred, as a result the SCAA has struggled to plan adequately for workshops. This unfortunately, affects our organization in several areas including revenue from fees, the budgeted expenses for workshops, as well as the utilization of the travel subsidies. It is therefore my recommendation as acting chair that the SCAA board of director's take over the operations of this committee until at least one year's advanced workshop planning has occurred. Professional development planning is not easy and by establishing this plan, I believe it will greatly assist any new committee that is formed.

I have also recommended that the board approve changes to our travel subsidies. These funds have been chronically underutilized for the past few years, and the former guidelines even presented problems when the ACA conference was held in Regina this past year. The former guidelines excluded attendance at conferences, and would only provide funds for attendance at workshops held in conjunction with a conference. As a workshop was not held for ACA Regina no members were able to use these funds to attend the national conference at a time when it may have been more feasible for them to do so. I have recommended and the board has approved that for 2016 and on that conference attendance is included for travel subsidies. I hope this will encourage more of our members to make use of these funds to facilitate their professional development.

Apart from the Archive's Advisor's Basic Archives workshops, SCAA held two workshops in 2015-16. On January 13th Jean Dryden led a workshop at the University of Regina on "Copyright and Archives and Libraries." There were 9 attendees that were able to attend this workshop and special thanks to Mark Vajcner and Crista Bradley at the University of Regina for helping to coordinate this event. Jean once again demonstrated why she is one of the foremost experts on copyright for archives.

The final workshop was held on March 23rd at the SaskBooks meeting room also in Regina. This course on Diversity for Archives was conducted by the Multicultural Council of Saskatchewan with seven attendees including myself. All of those that participated were greatly appreciative of how willing and able the instructor was to adapt the course based on our discussion and needs. We hope to offer additional sessions on diversity and other topics in partnership with the Multicultural Council in the near future.

Finally, the committee authorized two applications to the non-SCAA travel subsidies funds. Laurie Fisher of the Provincial Archives of Saskatchewan received \$800 to attend a workshop held during the Archives Association of Ontario conference, and the Lloydminster Regional

Archives received \$459.90 to register for some of the North Eastern Document Conservation Centre's preservation webinars.

Jeremy Mohr
Acting Education Committee Chair.

Executive Director Report, 2015-16

2015-16 was b-creative's sixth year providing association management services to SCAA, we are excited to continue on with a new 3 year contract. In 2015 our Administrative Coordinator retired Fern Davis Retired, Ashley Kilback (our Marketing & Communications Coordinator) left to pursue her writing career. Both of these roles were part time positions, to provide a more stable staffing solution to our clients we merged these two positions into 1 fulltime position. Joshua Kurkjian joined b-creative group in September 2015 to fill this full time position.

The office continues to provide administrative support, support for membership renewal, ongoing communication support as well as fielding questions from the general public as they look for advice in using the archival services within the province. We provide administrative support to the Education Committee in delivery of workshops by preparing registration, managing attendance, completion of the statement of expenses and gathering survey results.

Archives Week continues to evolve and grow each year. It is great to see and hear about the events held throughout the province. There something to be said about the work of the dedicated volunteers that we have the privilege to work with prior to and during Archives Week.

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.

In 2015 the Executive Director and the Executive worked to create our new 3 year Strategic Plan that not only ensure the health and growth of our association but includes our new Diversity Plan. As mentioned in other reports the Diversity Plan will play a key role in how we plan our activities and award grants. There will be opportunities throughout the year to participate in Diversity training and workshop, I hope you take advantage of these events, the information you receive will be invaluable.

We have also started the work on our new website, and will be excited to role that out very soon to the membership. Some highlights will include a clean and easy to read site, our member database will be moved online which will make the renewal process a much easier.

Both our Diversity Plan and our Strategic Plan are on our website, I hope you are able to review both of these plans.

I have very much enjoyed this past year working with the entire Executive under the leadership and support of Council President, Donald Johnson. I look forward to working with the new Executive this year as well as the many volunteers that make this association so great.

Respectfully submitted by
Sandy Doran
Executive Director

Archives Advisor Report, 2015-16

One of the primary responsibilities of the Archives Advisor is providing professional and technical information and support to the Council's individual and institutional members.

This takes several forms:

1. Site Visits

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 are newer and just starting out and in the case of the **First Nations University**, some are re-joining the SCAA after a hiatus.

SCAA saw new members join in the past year from:

- **Archives de Bellevue** in St. Isidore de Bellevue (Near Batoche)
- **The City of Moose Jaw Archives**
- **Saskatchewan Choral Federation**
- **Saskatchewan History and Folklore Society**

Site visits to these current Institutional Members were also made:

- **Moose Jaw** Public Library Archives
- The **Swift Current** Museum Archives
- The **Whitewood** Tourism & Heritage Association
- The **Esterhazy** Community Museum
- **Wolseley** Heritage Foundation
- **Regina Beach** Historical Society Inc.
- **Biggar** Museum & Credit Union Gallery Archives
- The **Rosetown** and District Archives
- The Saskatchewan Teachers' Federation in **Saskatoon**
- The First Nation's University of Canada in **Regina**
- Roman Catholic Dioceses of **Saskatoon**
- The City of **North Battleford** Historic Archives
- **Regina** Qu'Appelle Health Region Archives

Note: Some institutions may have received multiple visits.

SCAA has been very lucky to have a funder like SaskCulture that has stepped forward to help support the mission of SCAA in providing leadership, support, education and promotion that fosters the development, cooperation and advancement of the archival Community of Saskatchewan. Finding additional funders is crucial to helping SCAA further meet this mission.

2. Inquiries and promotion

The AA is primarily responsible for the inquiries from members and the Executive but those of non-members, if they are of a general nature are also fielded.

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 below numbers are based on emails and phone calls fielded by the AA during the year as well as general questions from presentations and attendance at events.

Month	Inquiries	Member	Non-Member
April 2015	802	367	435
May 2015	326	173	153
June 2015	254	143	155
July 2015	421	266	111
August 2015	177	92	85
September 2015	498	279	219
October 2015	358	246	112
November 2015	512	337	175
December 2015	379	272	107
January 2016	493	316	177
February 2016	653	302	351
March 2016	438	307	131
Totals	5311	3100	2211

2014-15 Totals were: Total = 5335; Members = 2990; Non-Members = 2345

2013-14 Totals were: Total = 4820; Members = 2951; Non-Members = 1869

A larger volume in **April** was mainly due to the attendance at four Heritage Fairs in Saskatoon, Regina, Swift Current and Moose Jaw; also a presentation of a workshop made it a busy month. **July** saw the AA on the road on site-visits to members. **Mid-November** saw the initial call for project proposals made for the Institutional Grant Program and therefore fed into the inquiries made in subsequent months as reminders of the January 22, 2016 deadline was made in December and January. The attendance of the AA at Archives Week (AW) events in early **February** saw an increase in the non-member queries.

Several regular activities are undertaken to preemptively answer questions, and they include:

1. Distributing information in monthly E-updates to members and using the program “Mail

Chimp” to give the E-update a more professional look.

2. Maintaining a “friends list” to update the general public on archival activities in their community, also using the program “Mail Chimp”.
3. Using Facebook and other Social Media such as YouTube and Flickr in promoting archives and for SCAA projects.
 1. The General Facebook “Non-profit Page”, has reached **364 “likes”** up from **274** at this time last year. So in conjunction with other tools, has brought archives to the attention of the public.

3. **Professional Development**

The Advisor’s activities also included attending and/or presenting exhibits or workshops with organizations in the archival field or allied fields such as the Friends of the Saskatchewan Archives (**FOSA**), the Museums Association of Saskatchewan (**MAS**), and the Saskatchewan Genealogical Society (**SGS**).

4. Presenting to the MAS members on the subject of digitization
5. Attending or arranging judges for the Archives Award at the four **Regional Heritage Fairs** in Saskatoon, Moose Jaw, Swift Current and Regina.
6. Attending the Provincial Heritage fair and with an additional \$250 support from SAB, the AA helps award a \$500 bursary for the Archives Award organized by **Heritage Saskatchewan**.
7. Attending and participating in the Association of Canadian Archivists’ (**ACA**) Conference.
8. Working with the Special Interest Section on Aboriginal Archives (**SISAA**) Working Group on their recommendations to the ACA board regarding **TRC’s Call to Action #70**.
9. Helping organize promotion and funding of Archives Week (**AW**) Events by selecting bookmarks and postcards, helping distribute grants and updating the Action Guide. Also doing media with CTV and CBC Radio.
10. Attending the Saskatchewan Urban Municipalities Association (**SUMA**) with allied organizations
11. Participating in the SCAA’s Copyright workshop on January 13, 2016
12. Volunteering as Chair of the Annual Saskatoon Heritage Festival, held annually in conjunction with Archives Week.
13. Participating in the SCAA’s Diversity workshop on March 23, 2016
14. Presenting a Basic Archives workshop to members of the North West Territories Archives Council in **Yellowknife NWT** in March.
15. Presenting two “**Basic Archives for Volunteers**” workshops in Saskatchewan. 2015-16 saw one on April 29 in Esterhazy and another at the Public Library of Saskatoon on October 5. **16** members and non-members attended the two free sessions.

Additionally the AA was able to attend several webinars not sponsored by the SCAA but offered by other organizations on subjects relevant to the archival field.

These included:

- Webinar offering: BrightTALK of “**How to assist researchers in sharing their research data**” October 22

- Streamed Archives Roundtable: Archives Association of BC (AABC) “The Future of RAD” October 23

Saskatchewan Archival Information Network (SAIN) Development

The use of the open-source software of AtoM (Access to Memory) with the provincial database (SAIN) is continuing to expand. This year saw the **Archives of Humboldt and District Museum & Gallery** begin adding new descriptions. **The Swift Current Museum Archives** has also gone under some preliminary training to begin entry. We are also seeing the addition of descriptions in relation to projects relating to Institutional Grant projects such as **Biggar Museum and Gallery Archives** as well as the **Saskatchewan Teachers’ Federation Archives**. With a upgrade to the AtoM 2.0 platform it is exciting.

2016-17 Plans

In this new-year your AA plans to continue to expand those relations already established and create new ones to benefit the SCAA and members.

- Site-visits to **Lloydminster Regional Archives**; the **North Battleford Historic Archives**; the **City of Yorkton Archives** and the **Archives of the Humboldt & District Museum & Gallery** have already been made.
- Plans are in the works to make site-visits to **Swift Current, Maple Creek** and **Shaunavon**
- Besides current members, potential members will be visited as identified.
- Free workshops are being scheduled, including a possible “grant writing” workshop
- Subjects and timing of additional SCAA workshops are also in the works

Submitted on May 27, 2016

By

Cameron Hart, SCAA Archives Advisor

Nominations Report 2015-16

Committee Members:

- Jeremy Mohr (Provincial Archives of Saskatchewan)
- Ken Dahl (City of Saskatoon Archives)

From the 2015-16 Executive, we need to fill the following positions:

President
Secretary
Institutional Member-at-Large
Individual Member-at-Large
Member-at-Large

It has been brought to the attention of the Nominations Committee that Ken Dahl, who has one year left on his vice-president term, will be resigning at the end of the year, creating another position to be filled.

With all this in mind then, the Committee set to work to try and fill the many empty spots on next year's Executive. With a bit of juggling, this is what we have come up with:

President – Jeremy Mohr (2 year term)
Vice-President – Stevie Horn (completing 2nd year of a 2 year term)
Secretary – Joe LeClair (2 year term)
Treasurer – Tim Hutchinson (completing 2nd year of a 2 year term)

For the various Member-at-Large positions, we have Tammy Donahue-Buziak, who will be completing the second year of her two year term, and a new member of the executive Dorothea Funk who will be taking on an MAL role (in some capacity). We have space for two more MALs, to date we have not been able to fill these spots. We have, in the past, received “last minute” replies from members who upon further reflection felt that they might like to volunteer on the Executive. It is possible that someone will step up this year as well.

Respectfully submitted,

Jeremy Mohr
Ken Dahl

Appendix
List of Past SCAA Annual General Meetings

Year	Date	Location	Host Institution
2016	June 24	Saskatoon	SCAA (Venue – Western Development Museum)
2015	June 10	Regina	SCAA (Venue – Hill Tower 3)
2014	June 20	Prince Albert	Prince Albert Historical Society
2013	June 21	Moose Jaw	Moose Jaw Public Library
2012	June 23	Cut Knife	Clayton McLain Memorial Museum
2011	June 11	Wilcox	Archives/Museum Athol Murray College of Notre Dame
2010	June 18	La Ronge	Northern Saskatchewan Archives Pahkisimon Nuye?ah Library
2009	June 20	Saskatoon	City of Saskatoon Archives
2008	May 23	Regina	Archives & Special Collections University of Regina
2007	May 12	North Battleford	North Battleford Historical Archives Don Ross Centre
2006	June 17	Craik	Craik Eco Centre
2005	June 8	Saskatoon	University of Saskatchewan Archives
2004	June 19	Regina	Archives & Special Collections University of Regina
2003	June 27	Saskatoon	Diefenbaker Centre University of Saskatchewan
2002	May 11	Regina	Archives & Special Collections University of Regina
2001	May 12	Saskatoon	University of Saskatchewan Archives
2000	October 21	Regina	University of Regina Archives