



Association of  
Canadian Archivists  
Association canadienne  
des archivistes

# the **Bulletin**

May 2017



Association of  
Canadian Archivists  
Association canadienne  
des archivistes

Association of Canadian Archivists  
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The views expressed in the Bulletin are not necessarily those of the Board of Directors of the Association of Canadian Archivists.

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## President's Report

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Since the ACA Conference in Montreal I spent six months learning the association's policies and procedures, and familiarizing myself with the financial and legal responsibilities of the President under the careful and detailed guidance of Executive Director Duncan Grant, and, following that, fewer months applying what I learned with the support of a much more experienced Board. Any positive outcome of this effort is to be attributed to the very dedicated and knowledgeable Board with which I had the privilege to work.

The ACA Board met in Vancouver at the end of January 2017 to promptly address the challenge of the retirement of the Executive Director, who has impeccably served the ACA for 14 years and on whom the governance of the association has heavily relied, and to decide how to deal with a series of issues related to professional ethics and conduct, advocacy, education and communication.

The Board agreed on a process for hiring a new Executive Director and drafted the ad, which was broadly distributed. At the time of writing this report the process is still in course.

Given the key role that *Archivaria* has among the activities of the ACA, the Board decided to appoint its General Editor as a Director on the Board, so that she can contribute to the decision that affect the future of the journal.

To address the new issues that arose at the end of 2016 the Board decided to review the committee structure of the association by either establishing or confirming standing committees on Advocacy, Communication, Education, Ethics, Governance, and Membership. Before the creation of the Advocacy Committee, the ACA advocacy function was exercised by the President. In such role, I had addressed four issues and sent one submission: 1. The US Executive Order about immigration, about which I issued a statement co-authored with the AAQ President; 2. The proposed integration of the University of British Columbia School of Library, Archival and Information Studies (SLAIS) with the School of Journalism and the Bachelor of Media Studies, about which I responded to a request of feedback by the SLAIS director; and 3. The British Columbia government call for public comment about records retention and disposition schedules, about which I co-wrote a letter with the CCA President; 4. The House of Commons Committee on Access to Information, Privacy and Ethics (ETHI

Committee) hearing on the [Personal Information Protection and Electronic Documents Act](#) (PIPEDA), about which I submitted a request for the opportunity to provide advice and recommendations. In all cases the letters were vetted by and approved by the Board.

At the January meeting the ACA Board also unanimously abolished the existing Code of Professional Conduct and decided to ask the Ethics Committee to produce a new Code of Ethics and Professional Conduct. Due to the wish expressed by a sizeable part of the membership for a separate Code of Professional Conduct, the Board later decided to create a sub-committee of the Governance Committee with the exclusive responsibility of producing a Code of Professional Conduct in time for the Ottawa conference, and review it afterwards to give it a definitive form based on feedback received at the conference.

While consolidating the new structure through precise descriptions of the committees' mandates, as well as of the Board Directors' liaison and other responsibilities, the Board has held monthly meetings about all the matters that fall under its mandate, including the new ACA website, on which Amanda Tomé continues to work with admirable commitment, and the relationship and shared work with the CCA, the SCCA, the LAC Stakeholders group, and other professional associations, such as SAA and ARMA, etc. Through all these activities it has become apparent that the ACA needs a strategic plan. We will begin that process at the ACA Conference during the members' input session, and will continue it throughout the following year.

The past year has been an exciting and at times painful learning process for me, but I hope that what the ACA Board has initiated will help strengthen the association and will constitute a solid foundation for several initiatives in the areas of ethics, advocacy, and education, and for new and creative communication and membership activities. As several members of the Board will complete their term this year, I would like to take this opportunity to thank them for their generous contributions and strenuous support. Among them I would like to specifically acknowledge and thank Duncan Grant for holding my hand with incomparable grace, and wish him a fantastic time in his retirement.

Respectfully submitted,  
Luciana Duranti  
ACA President

## Vice-President's Report

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Much has happened since the 2016 AGM in Montreal. In the past months I have been working directly with the ACA Governance Committee and the ACA Board to refine the Association's committee structure to, above all else, increase membership participation in the administration of ACA business and activities. At last year's Members Input session, the Board heard that many members felt that the ACA should make its volunteer recruitment process more transparent, equitable and inclusive. To this end, we are now issuing calls for expressions of interest for all ACA committees, working groups, and taskforces. I am happy to report that as a result of this new recruitment approach, uptake in ACA volunteerism has increased significantly. We are also noticing more and more newly minted archivists volunteering for the ACA while at the same time seeing lapsed ACA members return to the Association to participate in committee work. Other governance changes have included a merger of the ACA Outreach and Communications committees, the establishment of the Code of Conduct sub-committee, and the introduction of the Ethics, Advocacy and Awards committees. The response from membership to participate in this new committee structure has been overwhelmingly positive and I would like to thank all of those who have volunteered their time and expertise.

Over the past year, I have reviewed a number of articles in the ACA General Operating By-law No.2 and identified a number of areas that require amendment. After receiving feedback from former ACA Directors and members overall, it appears that our primary governing document and its corresponding policies require more work than initially anticipated. In order to make any significant or fundamental changes to the By-law, we require a formal legal review of proposed changes, special resolution and confirmation by members, as well as filing and acceptance with Corporations Canada. Simply put, amending our By-law involves a lot of regulatory steps and ultimately does cost the Association money every time we make a change to our governing document. What is most notably absent in the ACA is a clear and concise vision statement as well as

modern, well-articulated and achievable mission objectives for the Association. While we had hoped to do so this year, changing by-law articles now without any strategic priorities in place is not only contrary to conventional wisdom, but is also poor business sense. With this in mind, the ACA Board and Governance Committee have decided to not change our existing By-laws until a thorough and comprehensive strategic plan is in place. The strategic planning process will kick-off at the Members Input Session at the ACA Conference in Ottawa where the Board, committee chairs and taskforce leaders will hear from you on what you think the ACA is, should be, and can be in the next five years. If you are going to be at the conference, please attend this important session on Thursday, June 8. We understand that there are members who cannot attend the conference and we will have a mechanism in place to ensure appropriate consultation takes place throughout the strategic planning process.

Working with the Board of Directors, the Governance Committee has also re-worked position descriptions for ACA Directors to more accurately reflect what the true duties and responsibilities are for each. Serving on the executive of the ACA (or any not-for-profit association for that matter) involves a lot of hard work and comes with its fair share of challenges. That being said, the benefits of participating in the ACA at the executive-level should not be underestimated. Being elected to the Board by your peers, working with colleagues from across Canada, learning about not-for-profit management and finance, and engaging in meaningful dialogue with members and stakeholder groups is an experience unto itself. Professionally, you gain much from serving on the ACA Board and Canada's archival association is strengthened when qualified and committed members put their names forward for election.

Respectfully submitted,

Jordan Bass  
ACA Vice-President  
Chair, ACA Governance Committee

## Secretary's Report

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### **Liaison with Committees**

This year it was my pleasure to liaise with the Communication Committee as they continued to work on making the presence of the ACA more visible on social media. They also have transitioned into the Outreach Committee as much of the work accomplished has an outreach component. This year will see the Outreach Committee become more active in promoting the activities and messages of the ACA.

Currently as part of the Archivaria Marketing Committee (liaison to the board), the group has been working on a plan to become more sustainable financially and accessible. With this focus, the group should submit a final report within the next month.

### **Minutes**

In an effort to provide more direction and information to incoming board members, minutes must include more detail about past and for future decision-making. With this in mind, I have been preparing more fulsome minutes of board meetings. This includes information about discussion, decision-making processes and other details that may be required in the future.

### **Records Classification**

Currently the ACA is redesigning the website to produce something that is more functional, informative, and accessible for both the public and members only portions. The file structure in the current member's only section is

not great and a more linear and common sense structure was required. In this web design process, I was able to create a simple yet useful file structure for each of the members sections. I hope this will help the findability of records as well as allow for the retention of documents for future volunteers and members.

### **Participated in ED interviews**

Duncan Grant, ED is retiring at the end of April. The board prepared by constructing a proper job description, decisions about best posting practice, selecting applicants for interviews, developing questions and conducting interviews. I was happy to participate in all aspects of this process.

### **Conference**

During the conference last year, I participated in several aspects of the conference offerings. Working with the Treasurer, we were able to increase the items for the silent auction and thereby raise a large sum for the ACA Foundation. We also organized and conducted the door prize raffle. During the conference, I participated in the AGM, and members input session as a board member.

### **Priorities and Planning**

Last year I participated in two P&P sessions – one in Toronto the other in Vancouver. This afforded me the opportunity to provide input into the work and planning of the board.



Sparks Street, 1909. William James Topley/Library and Archives Canada/PA-009592

## Director at Large Report

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The last year has been a busy one for me and the ACA Board of Directors and has proven both inspirational and educational in working with our engaged and active membership and fellow ACA volunteers. My portfolio includes being the board liaison for the Student Chapters, the Special Interest Sections, the Membership Committee and the Outreach Committee. We are also forming a new Education Committee that, once in place, will fall under my responsibility. Our six student chapters are located at Dalhousie, the University of Toronto, McGill, the University of British Columbia, the University of Western Ontario and the University of Manitoba. The student chapters have been active this past year, with many exciting activities and professional development initiatives. They all contain bright and dedicated students who I look forward to having as my colleagues when they start their

archival careers. The Special Interest Sections have also been busy, however I will let their reports outline their activities rather than repeat them here.

I'd like to close by thanking all the Chairs and members of the committees that report through me, the Chairs and members of the special interest sections and the student archivists who bring new life and inspiration to the profession, for all their hard work and dedication in making the ACA an organization that I want to be a part of. As I finish my term on the board at the end of 2017, I want to also acknowledge my fellow board members for their support and friendship during the last year and a half.

Respectfully submitted,  
Krisztina Laszlo

## Treasurer's Report

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**Results from 2016:** ACA finished the year with an 8% surplus of \$31,129, which was an improvement over an anticipated \$34,178 deficit (9%) approved at the 2015 AGM. The ACA audit until December 31 2016 was completed in March; the Audited Statements appear following this report.

### 1. Revenue highlights: Revenue: \$383,269

- Revenue surpassed budget estimates for Membership and the Conference, with conference income higher than 2015 due to stronger attendance in Montreal.
- Membership numbers & revenue were higher than 2015, with increased member numbers particularly in the top individual member category.
- Archivaria fell short of its income goal, declining subscription numbers were a concern for 2016 & appear to be going forward. Income from reprint sales also decreased as many institutions opt-out of Access Copyright.
- Education income included one pre-conference workshop as well as a CCI workshop held in Ottawa in spring 2016.
- One non-operational item contributed to ACA finishing with a surplus in 2016: a higher than budgeted investment income from ACA's reserves.

### 2. Expenditure highlights: Expenses: \$352,140

- Expenses were \$35k under estimates overall.
- Board of Directors & committee expenditures were lower than estimates due to reducing attendance to the Fall P&P, and cutting meeting costs. Advocacy expenses were less than budgeted for the year.
- The annual conference costs were higher than estimated due to stronger attendance; some services were reduced as a result of fewer participating sponsors, while the Host Team did a great job in selecting food and beverage options at a lower cost.
- Professional Learning canceled one of two pre-conference workshops while the other two events were under budget.
- Archivaria costs were lower due to smaller sized issues and reduced numbers printed while higher mailing costs offset some of the savings. For the first time in many years, production expenses were higher than income.
- Staff & office costs were \$22k under estimates, with noted saving from use of e-mail for renewal receipts as well as savings on office equipment, rent and staff benefits expenses.

**Preliminary Outlook for 2017:** While a budget deficit of \$16k or 3% was approved at the 2016 AGM, the Board, while supporting priority initiatives, continues to work to constrain costs to match revenues with current estimates.

Revenue: budget \$362,580

- Early renewal by members was down from past years, and subscription renewals have been slow.
- Attendance for the Ottawa conference is expected to be somewhat higher than average, and we are hoping it will be as well attended as Montreal.
- Key negative factors are the tight financial situation for most archives, declining Archivaria subscriber numbers and lack of SSHRC funding for Archivaria, which is a result of SSHRC postponing applications.

Expenses: budget \$378,404

- The President, VP and Treasurer are continuing a detailed income and expense review, yielding cost savings for the Association.
- Committees are making good use of teleconferencing to advance their projects, while operational adjustments should yield savings in several areas.

**Draft Estimates for 2018:** The initial estimates show a minor increase in income to 2016 but rising expenses; a 2% surplus is shown at present. As always, the Board will endeavour to trim expenses and bolster income to further increase the surplus. In the last two years, ACA has been able to finish the year with a small surplus but this has been primarily due to investment income from our reserve funds. In the absence of income over expenses from Archivaria, fee increases in other areas may be unavoidable in upcoming years. Going forward, the Board, the Committees and membership will have to jointly consider ways to maintain the health of the association. The ACA Board has been working to identify areas of our budget that could be eliminated and ways to potentially reconfigure the entire archival association financial landscape to ensure that members are receiving the maximum value from being a part of the association. I hope to engage in discussions about this with members in Ottawa this June and have our finances be an integral part of strategic planning that is undertaken. Your continuing support of the organization is appreciated.

Respectfully Submitted,  
Chris Trainor, ACA Treasurer



Parliament Hill from rear showing Rideau Canal Locks, ca. 1890. William James Topley .  
Photograph courtesy of Library and Archives Canada, PA-012384

## INDEPENDENT AUDITOR'S REPORT

To the Members,  
Association of Canadian Archivists:

We have audited the accompanying financial statements of Association of Canadian Archivists, which comprise the statement of financial position as at December 31, 2016, and the statements of changes in net assets, operations and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Association of Canadian Archivists as at December 31, 2016, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



**OUSELEY HANVEY CLIPSHAM DEEP LLP**

Licensed Public Accountants  
Ottawa, Ontario  
March 22, 2017



# ASSOCIATION OF CANADIAN ARCHIVISTS

## STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2016

	<u>2016</u>	<u>2015</u>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 167,410	\$ 160,432
Accounts receivable	2,042	-
Prepaid expenses	<u>9,581</u>	<u>1,500</u>
	179,033	161,932
INVESTMENTS AND ACCRUED INTEREST RECEIVABLE (NOTE 4)	487,380	493,238
PROPERTY AND EQUIPMENT (note 5)	<u>5,812</u>	<u>8,067</u>
	<u>\$ 672,225</u>	<u>\$ 663,237</u>
<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 5,597	\$ 4,000
Government remittances payable	-	1,600
Deferred revenue (note 6)	<u>91,838</u>	<u>113,976</u>
	<u>97,435</u>	<u>119,576</u>
<b>NET ASSETS</b>		
Invested in property and equipment	5,812	8,067
Unrestricted	<u>568,978</u>	<u>535,594</u>
	<u>574,790</u>	<u>543,661</u>
	<u>\$ 672,225</u>	<u>\$ 663,237</u>

Approved on behalf of the Board:

Director

Director

# ASSOCIATION OF CANADIAN ARCHIVISTS

## STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2016

	<u>2016</u>	<u>2015</u>
<b>INVESTED IN PROPERTY AND EQUIPMENT</b>		
Balance - beginning of year	\$ 8,067	\$ 11,229
Amortization	<u>(2,255)</u>	<u>(3,162)</u>
Balance - end of year	<u>\$ 5,812</u>	<u>\$ 8,067</u>
<b>UNRESTRICTED</b>		
Balance - beginning of year	\$ 535,594	\$ 517,084
Net revenue for the year	31,129	15,348
Amortization	<u>2,255</u>	<u>3,162</u>
Balance - end of year	<u>\$ 568,978</u>	<u>\$ 535,594</u>
<b>TOTAL</b>	<u>\$ 574,790</u>	<u>\$ 543,661</u>

# ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF OPERATIONS  
FOR THE YEAR ENDED DECEMBER 31, 2016

	<u>2016</u>	<u>2015</u>
<b>REVENUE</b>		
Archivaria	\$ 78,909	\$ 76,844
Conference	145,186	124,845
Education	11,800	-
Investment income	9,535	12,942
Membership	130,647	128,871
Miscellaneous	7,192	9,611
	<u>383,269</u>	<u>353,113</u>
<b>EXPENSES</b>		
Archivaria	74,759	77,371
Board of Directors	57,525	67,201
Conference	122,467	98,020
Education program	19,007	16,322
Member services	64,457	61,121
Outreach and government relations	13,925	17,730
	<u>352,140</u>	<u>337,765</u>
<b>NET REVENUE FOR THE YEAR</b>	<u>\$ 31,129</u>	<u>\$ 15,348</u>

## ASSOCIATION OF CANADIAN ARCHIVISTS

### STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2016

	<u>2016</u>	<u>2015</u>
<b>OPERATING ACTIVITIES</b>		
Net revenue for the year	\$ 31,129	\$ 15,348
Items not affecting cash		
Amortization	2,255	3,162
Investment income	(2,619)	7,404
Net change in non-cash working capital items		
Accounts receivable	(2,042)	-
Prepaid expenses	(8,081)	3,558
Accounts payable	1,597	(3,314)
Government remittances payable	(1,600)	1,427
Deferred revenue	(22,138)	6,773
	<u>(1,499)</u>	<u>34,358</u>
<b>INVESTING ACTIVITIES</b>		
Sale (purchase) of investments	<u>8,477</u>	<u>(20,346)</u>
<b>INCREASE IN CASH FOR THE YEAR</b>	<b>6,978</b>	<b>14,012</b>
Cash - beginning of year	<u>160,432</u>	<u>146,420</u>
<b>CASH - END OF YEAR</b>	<b>\$ <u>167,410</u></b>	<b>\$ <u>160,432</u></b>

# ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2016

## 1. PURPOSE OF THE ORGANIZATION

The purpose of the organization is to provide leadership to individuals and institutions engaged in the preservation of Canada's documentary heritage; to encourage awareness of archival activities and developments and the importance of archives to modern society; to advocate the interests and needs of professional archivists before government and other regulatory agencies and; to communicate to further the understanding and cooperation amongst members of the Canadian archival system, and other information and cultured based professions.

The organization is incorporated under the Canada Not-for-profit Corporations Act and is not subject to income taxes.

## 2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

### a) Estimates and assumptions

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. The estimates and assumptions are reviewed annually and, as adjustments become necessary, they are recorded in the financial statements in the period in which they become known.

### b) Financial instruments

Financial instruments are initially recognized at fair value and are subsequently measured at cost, amortized cost or cost less appropriate allowances for impairment.

### c) Property and equipment

Property and equipment are recorded at cost less accumulated amortization. Amortization is provided on the reducing balance basis as follows:

Computers	30%
Furniture and equipment	20%

### d) Revenue recognition

The organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenditure is incurred. Unrestricted contributions are recognized as revenue when they are received or becomes receivable. Membership and subscription fees are recognized as revenue over the period to which they relate. Other revenues are recognized in the year in which the event is held or the revenue earned.

# ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2016

## 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### e) Contributions

Contributions received are subject to specific terms and conditions regarding the expenditure of the funds. The organization's records are subject to audit by the contributor to identify instances, if any, in which amounts charged against contributions have not complied with the agreed terms and conditions and which, therefore, would be refundable to the contributor. In the event that adjustments to prior years' contributions are requested, they would be recorded in the year in which the contributor requests the adjustments.

## 3. FINANCIAL INSTRUMENTS

Financial instruments of the organization consist of cash, accounts receivable, investments and accrued interest receivable, accounts payable and government remittances payable.

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant interest rate, currency, credit, liquidity or market risks arising from its financial instruments and the carrying amount of the financial instruments approximate their fair value.

## 4. INVESTMENTS

The organization has investment certificates that earn interest at annual rates that range from 1.77% to 2.55% and mature between May 2017 and June 2021.

## 5. PROPERTY AND EQUIPMENT

	2016		2015	
	Cost	Accumulated amortization	Net	Net
Computers	\$ 28,586	\$ 24,095	\$ 4,491	\$ 6,416
Furniture and equipment	13,642	12,321	1,321	1,651
	\$ 42,228	\$ 36,416	\$ 5,812	\$ 8,067

## 6. DEFERRED REVENUE

Deferred revenue represents revenue received relating to next year as follows:

	2016	2015
Archivaria subscriptions	\$ 36,745	\$ 37,815
Memberships	46,721	76,161
Conference	8,372	-
	\$ 91,838	\$ 113,976

# ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2016

## 6. DEFERRED REVENUE (CONTINUED)

Deferred revenue changed as follows:

	<u>2016</u>	<u>2015</u>
Balance - beginning of year	\$ 113,976	\$ 107,203
Less - amount recognized as revenue in the year	(113,976)	(107,203)
Plus - amount received related to following year	<u>91,838</u>	<u>113,976</u>
Balance - end of year	<u>\$ 91,838</u>	<u>\$ 113,976</u>

## 7. ARCHIVARIA

All members of the organization receive a subscription to Archivaria, which is funded by the allocation to Archivaria of \$18 per membership fee. In addition to support services directly related to Archivaria, approximately 25% of the organization's management and office support services are allocated to Archivaria (see note 8).

## 8. ADMINISTRATION EXPENSES

During the year, the organization has allocated administration expenses as follows:

	<u>2016</u>	<u>2015</u>
Archivaria	\$ 45,768	\$ 47,155
Board of Directors	31,315	32,264
Conference	38,542	39,709
Education program	17,082	14,320
Member services	50,586	54,104
Outreach and government relations	<u>11,562</u>	<u>9,927</u>
	<u>\$ 194,855</u>	<u>\$ 197,479</u>

## 9. COMMITMENTS

The organization currently has agreements with three hotels to provide accommodations for the 2017, 2018 and 2019 conferences at costs of approximately \$146,000, \$135,000 and \$160,000 respectively.

The organization has leased premises to August 2017 at approximately \$16,000 per annum.

## ACA Outreach Committee Report

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The goals of the Communications Committee are to monitor and improve communications within the ACA, as well as with our stakeholders and other interested individuals.

The members of the 2016-2017 Communications Committee include Sean Hayes (Chair), Leah Sander (Blog), Emily Chicorli (Flickr and Linked In), Jasmine Charette (Facebook and Twitter), Richard McKibbon (Website), and Patti Harper (Board Liaison).

This year, the Communications Committee has undertaken the following initiatives:

- Focus on increasing bilingual content on all social media platforms
- Focus on increasing frequency of posts on all social media platforms, with emphasis on increasing the number of photos collected for and posted to the ACA Flickr page
- Focus on evaluating the Bulletin blog, examining new content and delivery methods
- Focus on redevelopment of the ACA website in collaboration with the web redevelopment subcommittee, including: inventory of the ACA website, recommendations for aesthetic changes, web harvesting, and content migration

- Focus on creating and promoting conference specific social media content

The Communications Committee has made a strong effort this year to increase the level of bilingual content posted to all ACA social media platforms. This has largely been possible through the assistance of our new Facebook and Twitter administrator, Jasmine Charette.

The Communications Committee held its last ever meeting on February 28, 2016. The Communications Committee has since merged with the Outreach Committee, with all members of the Communications Committee and Outreach Committee staying on to maintain their respective duties. Sean Hayes will chair the Outreach Committee, replacing Lindsay Osmun.

The Communications Committee would like to express its gratitude to outgoing Chair Amanda Tome for her work over the last several years, Patti Harper for her role as Board Liaison, and Executive Director Duncan Grant, who has for many years been of great assistance. We wish you a happy retirement, Duncan.

Respectfully Submitted,  
Sean Hayes  
Chair, ACA Communications Committee



Entrance to Chateau Laurier (East Block of Parliament Buildings in view) ,  
William James Topley/Library and Archives Canada/PA-011246



## Education Committee Report

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The ACA Education Committee underwent some significant changes over the past year. The portfolio of the Professional Learning Committee was altered to focus on providing leadership about archival graduate education as well as on matters relating to continued professional development. The ACA Education Committee, as it has been rebranded, gathers information on the educational and professional learning needs of ACA individual and institutional members; advises the Board on the strategic directions for ACA professional learning initiatives; and plans and facilitates the annual delivery of structured learning opportunities.

Recognizing the importance of delivering tangible benefits to members, the Online Education Sub-committee has been researching how to best deploy quality professional development opportunities. The Sub-committee has engaged with ACA membership to determine educational priorities and has secured a platform to deliver this content in webinar and workshop settings.

## Annual Report of the General Editor, *Archivaria*

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Since my last report, two issues of *Archivaria* have been published (Spring 2016 and Fall 2016). As I write this year's report, the Spring 2017 issue is in its final stages of production and should be available to ACA members and subscribers prior to the annual conference in early June.

In May 2016, an Editorial Board working group consisting of Emily Sommers, Cathy Bailey, Greg Bak and Robert McIntosh submitted a report aimed at making recommendations toward the creation of a strategic plan for *Archivaria*. The report focused on recommendations related to budgetary clarity, enhancing user experience of *Archivaria*, improving the effectiveness of the production platform, and increasing the reach of the journal. This report was discussed at the Editorial Board meeting at the annual conference in June in Montreal and its recommendations were prioritized, assigned to members of the Board and put to a timeline.

Since the June meeting, a number of steps have been taken toward the report's recommendations. In particular, a new committee, consisting of members of the *Archivaria* Editorial Board and of members of the ACA Board, has been established. This committee is known as the Marketing Sub-Committee, and it has been tasked with undertaking a review of ways and means of increasing the readership and financial sustainability of the journal. While *Archivaria* remains one of the finest professional journals in its field, it needs to seek continuously a new and expanded readership as the information sciences evolve. The environment in which scholarly journals publish has changed significantly since the initial roll-out of e-*Archivaria* a decade ago and it is timely that an exploration of new marketing opportunities occur. Robert McIntosh, Shyla Seller and Loryl MacDonald represent the Editorial Board; Chris Trainor and Patti Harper the ACA Executive.

The Sub-Committee has met several times and is currently developing recommendations on subjects including:

- Potential associations with aggregators
- Opportunities for advertising new releases of *Archivaria* (e.g. listservs, newsletters, etc.)
- The utility of opening *Archivaria* social media accounts
- A 'Marketing Pitch' to be distributed on identified listservs (and available for use in other contexts)
- Opportunities for selling advertising
- Potential open access metadata platforms
- The addition of Google analytics to the e-*Archivaria* website
- Following up with institutional subscribers who have not renewed their subscription
- Contacting all iSchools/ library schools/ relevant graduate schools to promote the benefits of an *Archivaria* subscription

The Sub-Committee is accountable to the *Archivaria* Editorial Board and the ACA Board and will share its recommendations with both boards at the Ottawa conference in June.

As reported last year, Emily Sommers, Online Editor, has been working hard on improving the online presentation of *Archivaria* and on identifying ways that the Editorial Team can streamline the production of *Archivaria*. This year,

Emily has made several significant contributions in this area, including (but not limited to):

- Coordinating the setup and masking of the newly purchased *archivaria.ca* domain
- Improving SEO (search engine optimization) and rectifying issues with Google Scholar
- Adding several new features to *e-Archivaria* – including, for example, a ‘Share’ button for each article and abstract and a Twitter widget – that make *Archivaria* more visible and browseable
- Arranging for the setup and installation of a sandbox for OJS 3.0

As well, along with Shyla Seller, Alexandra Wieland and UofT iSchool student volunteer Jacob Keszei, Emily began work on cleaning and updating the journal’s article-level metadata in OJS. Work on this project is ongoing. Emily has also served as *Archivaria* liaison on the ACA Website Taskforce.

I’d like to take this opportunity to offer my deep thanks Duncan Grant for his support and help with the operation of *Archivaria* and to wish him the very best in his next endeavours.

Respectfully submitted,  
Jennifer Douglas  
General Editor, *Archivaria*



Construction of Parliament Buildings, Centre Block, rear view. Samuel McLaughlin/Library and Archives Canada/C-018016



North East view from roof of West Block - Parliament Buildings. Samuel McLaughlin, Library and Archives Canada, e011154360

# Association of Canadian Archivists Foundation

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The current Board of Directors for the Foundation is:

Chris Trainor, Chair  
Jenn Roberts, Director  
Ian Forsyth, Director  
Kelly Stewart, Director  
Marcel Caya, Director  
Sean Hayes, Director

The ACAF Directors continued an analysis of fundraising potential in order to move more purposefully towards our \$100,000 Endowment Fund goal. We are hopeful that personalized messages and targeted communications will help us reach our 2017 goal to see \$10k in donations, and encouraging 70 new individual donors.

By year-end, the ACAF had successfully raised over \$12,000 in donations and gifts.

1. Donations to the Endowment Fund = \$8,510
2. Donations to the Unrestricted Fund = \$4,235
3. Total donations = \$12,745
4. Fund-raising activities\* = \$2,973
5. Total revenue achieved = \$15,718

The ACAF disbursed \$1,670 in bursaries amongst the three graduate students who presented at the student session in Montreal last June and we disbursed \$2,000 to help three students to come and present here in Ottawa.

The ACAF Endowment Fund, supported by donors' directed donations is now over \$62,820. An additional goal for 2017 is to encourage more donations specifically to this fund while maintaining a good balance in our Unrestricted Fund. Over the past few years members have been very generous in supporting the two funds. In looking at the future, there is no better investment than to help encourage newcomers to join our archival family, in particular new professionals.

Participation at the Members-Input session as well as at the ACAF Annual General Meeting during the ACA conference is planned per usual and I would welcome any questions you may have about the Foundation and our initiatives. I hope that we can develop a strategic vision that is directly in line with our membership's values and priorities.

I would especially like to highlight all the hard work that each and every Director puts into making sure that the ACAF is able to reach its goals and foster support for the future of the archival community.

The ACAF audit to December 31, 2016 was completed in March 2017 and appears following this report.

Respectfully submitted,  
Chris Trainor,  
ACAF Chair



Carleton University Under Construction  
Carleton University Archives and Research Collections

## INDEPENDENT AUDITOR'S REPORT

To the Members,  
**Association of Canadian Archivists Foundation:**

We have audited the accompanying financial statements of Association of Canadian Archivists Foundation, which comprise the statement of financial position as at December 31, 2016, and the statements of changes in net assets, operations and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### **Management's responsibility for the financial statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

### **Basis for qualified opinion**

In common with similar organizations, the Foundation derives revenue from donations and fundraising, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues were limited to the amounts recorded in the records of the Foundation and we were not able to determine whether any adjustments might be necessary to revenue, net revenue for the year, assets and net assets.

### **Qualified opinion**

In our opinion, except for the possible effects of the matter described in the basis for qualified opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Association of Canadian Archivists Foundation as at December 31, 2016, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



### **OUSELEY HANVEY CLIPSHAM DEEP LLP**

Licensed Public Accountants  
Ottawa, Ontario  
April 6, 2017

# ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

## STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2016

	<u>2016</u>	<u>2015</u>
<b>ASSETS</b>		
Cash	\$ 23,952	\$ 25,433
Investments (note 4)	58,853	46,642
Accounts receivable	<u>3,698</u>	<u>4,930</u>
	<u>\$ 86,503</u>	<u>\$ 77,005</u>
<b>LIABILITIES</b>		
Accounts payable	<u>\$ 2,411</u>	<u>\$ 2,494</u>
<b>NET ASSETS</b>		
Endowment scholarship fund	62,821	54,311
Unrestricted	<u>21,271</u>	<u>20,200</u>
	<u>84,092</u>	<u>74,511</u>
	<u>\$ 86,503</u>	<u>\$ 77,005</u>

Approved on behalf of the Board:

Director

Director



## ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

### STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2016

	<u>2016</u>	<u>2015</u>
<b>ENDOWMENT SCHOLARSHIP FUND</b>		
Balance - beginning of year	\$ 54,311	\$ 47,906
Donations	<u>8,510</u>	<u>6,405</u>
Balance - end of year	<u>\$ 62,821</u>	<u>\$ 54,311</u>
<b>UNRESTRICTED</b>		
Balance - beginning of year	\$ 20,200	\$ 15,816
Net revenue for the year	<u>1,071</u>	<u>4,384</u>
Balance - end of year	<u>\$ 21,271</u>	<u>\$ 20,200</u>
<b>TOTAL</b>	<u>\$ 84,092</u>	<u>\$ 74,511</u>

# ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

## STATEMENT OF OPERATIONS FOR THE YEAR ENDED DECEMBER 31, 2016

	<u>2016</u>	<u>2015</u>
REVENUE		
Donations (note 5)	\$ 4,235	\$ 7,596
Fundraising	2,973	2,146
Investment	<u>1,065</u>	<u>921</u>
	<u>8,273</u>	<u>10,663</u>
EXPENSES		
Bank charges	323	252
Conference bursaries	1,670	2,000
Operations	<u>5,209</u>	<u>4,027</u>
	<u>7,202</u>	<u>6,279</u>
NET REVENUE FOR THE YEAR	<u>\$ 1,071</u>	<u>\$ 4,384</u>

## ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

### STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2016

	<u>2016</u>	<u>2015</u>
<b>OPERATING ACTIVITIES</b>		
Net revenue for the year	\$ 1,071	\$ 4,384
Endowment scholarship fund donations	8,510	6,405
Net change in non-cash working capital items		
Accounts receivable	1,232	(755)
Accounts payable	<u>(83)</u>	<u>194</u>
	10,730	10,228
<b>INVESTING ACTIVITIES</b>		
Purchase of investments	<u>(12,211)</u>	<u>-</u>
<b>INCREASE (DECREASE) IN CASH FOR THE YEAR</b>	(1,481)	10,228
Cash - beginning of year	<u>25,433</u>	<u>15,205</u>
<b>CASH - END OF YEAR</b>	<u>\$ 23,952</u>	<u>\$ 25,433</u>



# ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2016

## 1. PURPOSE OF THE ORGANIZATION

The mission of the Foundation is to support the education and research needs of the Canadian archival profession and community by providing scholarships and fellowships to universities offering archival studies, which are qualified donees, for selected individuals attending in one of a number of archival-related disciplines.

The Foundation is incorporated under the Canada Not-for-profit Corporations Act. It is a registered charity under the Income Tax Act and as such is exempt from income tax.

## 2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

### a) Estimates and assumptions

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditure during the reporting period. The estimates and assumptions are reviewed annually and, as adjustments become necessary, they are recorded in the financial statements in the period in which they become known.

### b) Endowment scholarship fund

The fund was established to support students pursuing graduate or post-graduate degrees in archival or information studies in Canada.

### c) Financial instruments

Financial instruments are initially recognized at fair value and are subsequently measured at cost, amortized cost or cost less appropriate allowances for impairment.

### d) Revenue recognition

The Foundation follows the restricted fund method of accounting. Endowment contributions are accounted for in the endowment scholarship fund. The deferral method is used for restricted contributions such that they are recognized as revenue in the year in which the related expenditure is incurred. Unrestricted contributions are recognized as revenue when they are received. Other revenue is recognized when it is earned or the event takes place.

## 3. FINANCIAL INSTRUMENTS

Financial instruments of the Foundation consist of cash, investments, accounts receivable and accounts payable.

Unless otherwise noted, it is management's opinion that the Foundation is not exposed to significant interest rate, currency, credit, liquidity or market risks arising from its financial instruments and the carrying amount of the financial instruments approximate their fair value.



## **ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION**

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2016

### **4. INVESTMENTS**

The Foundation has investment certificates that earn interest at annual rates that range from 1.85% to 2.10% and mature between February 2017 and July 2020.

### **5. RELATED PARTY TRANSACTIONS**

Donations include \$3,000 (2015 - \$3,000) from Association of Canadian Archivists.

## ACA Website Taskforce

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The Website Task Force has been busy at work over the last six months rethinking the website structure and content. The decision to restructure and upgrade the site was made in early 2016 when the ACA learnt that Drupal 6, the platform the ACA site is currently built on, was no longer being supported.

This upgrade, a move to Drupal 7, means the association's site will be secure and will allow us to do a redesign of certain areas of the site so that it is more navigable and aesthetically pleasing. The upgrade will also permit us to address some of the members' comments from the web survey, (public and members only), conducted by the Communications Committee in 2014.

The task force also looked at the domains registered to the ACA, namely [archivists.ca](http://archivists.ca), [members.archivists.ca](http://members.archivists.ca) (Members Only) and [members-archivists.ca](http://members-archivists.ca). The decision was made to merge the first two domains while the third would remain separate until the task force had a chance to review the membership management component of the site.

The restructuring of the site began in late November 2016 when the vendor asked the task force to answer a few questionnaires and worksheets. This helped the vendor gain insight into what we were looking for and how the restructuring would be carried out. In addition to the worksheets and questionnaires, the task force built wireframes and a new menu structure and supplied these documents to the vendor as well.

The vendor developed a mockup of the homepage using the wireframes provided. The mockup went through several iterations until the Board and the task force were comfortable with its design and layout.

The members of the task force, in collaboration with the vendor, are currently migrating content over to the staging site.

A file plan will be implemented on the Members Only site that will be consistent across most of the Members Only groups. In order to implement the file plan, the task force will have to manually assess the documents in each area and move the documents into the corresponding file plan structure. An assessment of documents will be based on responses received from committee chairs regarding their Members Only area.

What still needs to happen:

- Choose homepage image - Currently, the image on our redesigned homepage is only a placeholder. Suggestions of images to replace the current placeholder are welcome.
- Review of the site content - The task force would like to go through the content once the site is fully migrated onto the staging site to make sure all areas and content are up-to-date.
- Documents need to be moved from the current Members Only to new Members Only site.
- Membership management software and move towards the integration of the third domain to facilitate one login, using email as credentials, easier membership renewal and updating of coordinates still needs to be explored.
- Organize user testing of both public and Members Only site.

I would like to thank the task force members Emily Sommers and Sean Hayes, for their work over the last six months.

Respectfully submitted,  
Amanda Tomé, Chair

## Aboriginal Archives (SISAA)

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The Special Interest Section on Aboriginal Archives undertook the following activities during the 2016/2017 year:

### **Aboriginal Archives Guide Review Update:**

To begin the task of revising the ACA's *Aboriginal Archives Guide*, two working groups were established and mandated with approaching revisions from two very different perspectives:

**Working Group #1):** was tasked with the creation of a separate reference guide for archival professionals and repositories who have First Nations, Métis and Inuit holdings (i.e. how professionals can engage in meaningful dialogue with the peoples represented in their holdings; how they can provide ethical research access to the materials in their custody; issues of repatriation; development of alternative custody agreements, etc...)

**Working Group #2):** was tasked with the creation of a separate reference guide for Indigenous communities/ organizations looking for information on how to establish various archival programmes or how to undertake various archival processes within their communities (i.e. digitization programmes, re-housing of materials, conducting oral histories, disaster planning, grant writing, etc..).

Both working groups undertook an assessment of the current *Guide* in light of their respective mandates, and both working groups determined that their individual tasks would require input from the audiences for whom these new guides were intended. This work is ongoing.

Working group members are mindful of the work being done by the Steering Committee on Canada's Archives'

Response to the Report of the Truth and Reconciliation Commission Task Force and anticipate that there will be outcomes from that initiative which can be incorporated into these two new publications.

I would like to acknowledge the contributions of my working group members and express my sincere gratitude for their time and effort towards these revision projects: Alissa Cherry, Cameron Hart, Desmond Wong, Greg Bak, Nichole Vonk, Rita Mogyorosi, Sarah Wilkinson, Raegan Swanson, and Ramona Rose – thank you!

### **Dialogue with the Association of Tribal Archives, Libraries and Museums (ATALM):**

At the 2016 SISAA Annual Meeting, members were in agreement that SISAA should approach the (American) Association of Tribal Archives, Libraries and Museums to consider holding a conference in Canada. After confirming with the ACA Executive that a SIS could approach an outside organization regarding a potential partnership, the co-Chair undertook several conversations with Susan Feller (ATALM President/CEO) and Melissa Brodt (ATALM Project Director) about this possibility. The response was *extremely* encouraging. At present, the co-Chair is in conversations with Jameson Brandt (Canadian Museum of History) and Camille Callison (Canadian Federation of Library Associations) to identify potential partnerships and strategies for pulling together our collective LAM resources in order to effectively facilitate such a conference.

It has been another busy and exciting year to say the least.

Respectfully submitted,  
Erica Hernández-Read,  
Co-Chair

## Personal Archives Annual Report (SISPA)

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It was a rather quiet year for SISPA. Following the small annual meeting held at the ACA conference in Montreal, there was only a little activity on the SISPA list. Session proposals were submitted for the ACA and SAA conferences by SIS members and the bibliography was maintained. With new SIS meeting time at this year's conference, it is

hoped that increased attendance at the meeting will energize the group and lead to new initiatives.

Respectfully submitted,  
Rodney Carter,  
SISPA Chair

## Sound and Moving Image (SISSMI)

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The Sound and Moving Image Special Interest Section (SMI SIS) held its annual meeting at the ACA Conference in Montreal, Quebec. Five people came out and had a great discussion of our concerns and hopes for the SIS.

Participants came up with a great deal of ideas and suggestions for the group. At the conference we also followed up on an idea from last year to have an unofficial meeting later on in the conference so as to include any members who may not arrive for the conference for the Wednesday afternoon or were attending TATUU or another meeting. We met twice – once at one of the sponsored lunches and again at one of the pub nights. This was a big success as several different people who were not able to attend the official meeting came. They also had many ideas. Additionally, especially with the pub night, it was a great way to meet in a slightly less formal setting.

It has been a somewhat slow year but we did have two accomplishments. Firstly, we were able to put together a proposal for both a panel and a workshop on disruption in Sound and Moving Image archives. Our workshop proposal was accepted so we are delighted that there will be some SMI content at the conference. Hopefully this will encourage more interest in SMI topics.

We will meet again in Ottawa during one of the lunches and we hope this meeting will result in some new goals for the group.

Respectfully submitted,  
Rachel E. Beattie,  
Chair, 2016 - 2017

## Technology and Archives (SISTA)

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### *Mandate:*

The Technology and Archives Special Interest Section (TaASIS) group is a forum for ACA members to discuss and act upon a wide variety of issues relating to the intersection of archives, electronic records, and the digital world.

Accomplishments during the current period:

Held The Archives and Technology Unconference (TAATU) 2016 in Montreal QC. Once again it was a fun, productive, and interesting day. Close to 30 people participated. Highlights of TAATU 2016 include:

- Sarah Romkey presenting about the Portland Common Data model
- Tim Walsh introduced Brunnhilde: a Siegfried-based reporting tool
- There was interest in sharing processes for digital preservation – especially from the angle of what worked and didn't work for different institutions.

- Some great discussions took place over the course of the day. There were some useful ones that happened about AtoM, including; backend functionality and multi-institution instances.

The Google group created in 2012 where members keep in touch throughout the year and share and discuss technology and archives specific issues is still in use: <http://groups.google.com/group/taasis>

The annual meeting of TaASIS was also held Wednesday, June 1, 2016. Cindy McLellan will continue to serve as TaASIS Chair for the upcoming year.

Planning for the 10<sup>th</sup> annual TAATU in Ottawa later in 2017 is well under way! It will be held in some lovely facilities at the City of Ottawa Archives.

### ACA Annual Report 2016-2017

#### Executive team

- Coordinators : Michelle Spelay and Andrea Tarnawsky
- Faculty Advisor : Dr. Luciana Duranti
- Events Coordinators: Kristina McGuirk, Mark Penney, and Alex Neijens
- Communications Officer: Gillian Dunks
- Secretary : Rebecca Willmott
- Treasurer : Becky Taylor
- Publicity : Marie Shockley and Andrea Shaffer
- Wordpress/Website Officer: Mia Steinberg
- First-Year Reps: Kathryn Louro and Emily Larson
- Graphic Designer: Anna Henrichsen
- ARMA Reps: Sam Mickelson and Jennette Chalcraft
- AABC Rep: Marisa Parker
- Members-at-large: Jenny Vanderfluit, Stuart Hill, and Salma Berrada

The ACA@UBC had an extremely successful year. We began the year with an Autumn Tea to welcome all the new students and mingle with faculty. This was a great event that really unified the MAS program and started the year off on a positive note. Afterwards, we started planning our annual Seminar and Symposium event that takes place every February. The theme of this year's event was Managing the Analogue and discussed the various challenges that come with dealing with analogue records.

From September to February we organized speakers, secured venues, arranged catering and designed panels. We hosted speakers from NARA, LAC, the National Centre of Truth and Reconciliation, Jesuites Archives, BC Government and Alberta Government to name a few. Some of the highlights from the event were a very spirited debate on the future of archival education on a panel featuring all panelists as well as recordings from the NCTR and fierce defenses of metadata management. The event went extremely well and we received lots of positive feedback from the archival community. Despite poor weather due to an uncharacteristically cold winter, we had a good turnout and are already in the preliminary planning stages for next year.

We recently held our AGM and have successfully elected next year's executive team. I am very pleased to report that this year's First-Year Reps will be taking over as the 2017/2018 Coordinators and the ACA@UBC is perfectly positioned for another great year.

It has been an honour to lead the ACA@UBC this year and I look forward to continuing to participate with the professional chapter as a new professional in the future.

Sincerely,  
Michelle Spelay  
Co-coordinator

## McGill University Student Chapter

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#### Executive

- Coordinator (outgoing): Nicola Vernon
- Assistant Coordinators (incoming): Kat Barrette & Karly Leonard
- Treasurer (outgoing): Sophie Boucher
- Treasurer (incoming): Satya Miler
- Secretary (outgoing): Annelise Dowd
- Secretary (incoming): Felicia Pulo
- Communications Officer (outgoing): Katherine Clarke
- Communications Officer (incoming): Elyse Fillion
- First Year Representatives (outgoing): Michelle Tebeka, Heather Rogers
- Second Year Representatives (outgoing): Cate Henderson, Jasmine Charette, and Evan Dalrymple
- Faculty Advisor: Dr. Eun Park

#### Highlights

The ACA McGill Student Chapter has had another successful year. After completing our elections in the fall, we started planning the 2016/17 year. In the fall, we held a joint fundraiser with the Special Libraries Association so

that both the SLA and ACA could travel to Ottawa for a tour of LAC/BAC and the Library of Parliament. We also had plans to visit the Musée des beaux-arts in the spring, but unfortunately our tour fell through and there wasn't time to organize something else.

This year we also held our 10<sup>th</sup> annual colloquium, focusing the narrative on indigenous issues in libraries and archives. We worked closely with the First Peoples' House here at McGill and attracted several amazing speakers. Our list of presenters included Michelle E. Smith (an indigenous filmmaker), Sonia Smith (McGill librarian and member of the CFLA-FCAB Truth & Reconciliation Committee), and Beth Greenhorn and Alexandra Haggert from LAC's *Project Naming*. The event was well-attended and we live-tweeted the event for those who were unable to be there in person.

We're still waiting for reimbursement from the McGill Information Studies Student Association, so I'm unable to provide a detailed end of year financial report. I suspect we will be left with approximately \$350.

## University of Manitoba Student Chapter

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### Executives:

- Chair: Tyler McNally
- Vice Chair: Sam Booth
- Treasurer: Preeti Kaur
- Communications: Leesha Cowan
- Faculty Advisor: Tom Nesmith

Report on Years Activities: This year the student has focused more on supporting students and trying to cater our events and running of the organization to meet the demands of being a masters student at the University of Manitoba. During the fall we had issues with planning events and organizing our membership due to the faculty strike. We felt that we should not meet and should support our professors and university archivists who were affected by the strike. One way in which we did this was some members joined the picket lines and the information in how to do this was disseminated to membership of the student chapter. The executive also released a statement of support both for our professors of the archival studies program, but also for the archivists at the University of Manitoba Archives and Special Collections and College of Medicine of Archives who were affected by the strike. Further to this path of supporting students, the University of Manitoba held a series of course review sessions in January. Again the executive disseminated the time and place of the archival

studies program review and encouraged students to come out. Recognizing that due to some students having full time work or being away from the campus for other reasons our Chair, Tyler McNally, collected statements and concerns from those unable to attend and presented them at the review.

The other big initiative the student chapter has been pursuing has been related to the retirement of Tom Nesmith as a professor at the University of Manitoba. The executive took it upon itself to plan some type of retirement party for Dr. Nesmith to not only honour his time with us as an advisor, professor, and leader, but also as the principal founder of the University of Manitoba Archival Studies Program. While this is still in the early stages the executive has been working with the History Department at the University of Manitoba, the AMA, and local students and ACA members to start a committee to plan out this party. This has taken the form of several meetings where we have started to lay out our plans, and at the current stages we are moving on to try and secure some funding from organizations like the AMA, University of Manitoba, and other bodies. We have also planned some fundraising of our own. As of right now that has just been a bake sale, but more is planned for the future.

## University of Toronto Student Chapter

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### Executive

The majority of the executive was elected in April 2016, with the remaining positions filled in September 2016. The executive is responsible for setting the priorities of the chapter for the year and is headed by a chair, with the support of the vice-chair. Our faculty representative this year was Professor Christoph Becker. The executives for 2016-2017 were:

- Chair: Curtis Frederick
- Vice-Chair: Maeghan Jerry
- Treasurer: Laura Marchiori
- Secretary: Eden Rusnell
- Events Coordinator: Julia De Ruyter
- Communications: Elizabeth Carroll
- Fundraising Representative: Katie Wilson
- Internal Affairs Representative: Catherine Fournier Boulianne
- ACA-AMIA Liaison: Lucie Handley-Girard
- First Year Representative: Erlind Sulko

### Events

2016-2017 was a very busy year for our chapter as we initiated several new events and hosted a wide variety of speakers.

This year we had the privilege of being able to host four speakers including: Dr. Greg Bak, Assistant Professor, University of Manitoba; Dr. Ricardo Punzalan, Assistant Professor, University of Maryland; Normand Charbonneau, Chief Operating Officer, Library and Archives Canada; and Jamie Lee Kirtz, Doctoral Candidate, University of Colorado, Boulder. The topics of these talks ranged from descriptive standards for de-colonizing the archives to digitizing ethnographic archives. They were very well attended and we had several members of the archival community in Toronto join us for these great speakers. We also initiated a professional panel series this year. These panels bring in 3-4 archival professionals from Toronto to talk to current students about a relevant topic in a panel setting, allowing students to ask questions of the professionals and to gain insight into the everyday workings of archivists. We held two panels this year. One on the

theme of “Emerging Archival Professionals” offering tips and insights into getting into the archival field after graduation, and one on “Digital Archiving.”

In March, we held our Second Annual Human Library Event. In this event, current students could “check-out” an archival and records manager professionals for ten-minutes to ask them about their work, issues in the field, or simply to network. This year we had eight professionals from a variety of institutions including the Archives of Ontario, University of Toronto Archives, Ontario Securities Commission, and the Sony Centre Archives.

Finally, we also conducted many tours of archives in and around Toronto. Tours this year included: the Thomas Fisher Rare Book Library, University of Toronto Archives,

Art Gallery of Ontario Archives, Royal Ontario Museum Archives, and the National Ballet of Canada Archives. In making these great events possible we want to thank the following for their generous financial support:

- Association of Canadian Archivists for their support in hosting Dr. Greg Bak
- Master of Information Student Council for their support in hosting Dr. Greg Bak
- Master of Information Student Council for their support in organizing the Human Library Event
- All the donors at our Halloween and Valentine’s Day Bake Sales

## University of Western Ontario

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Western University’s MLIS program successfully accredited an ACA club in the winter term of 2016. Because the program accepts and graduates new students every term, and the course work can be completed in as little as twelve months, the challenge for our club lies in preserving institutional memory—fortunately, this is what archivists do best.

This year, our chairs for the summer term were Arielle VanderSchans and Tarah Farrow. In the fall term, Susan Forsythe led the club, while in the most recent term, Jennifer Huddleston and Ariella Elema were the chairs. Ariella Elema will be the sole chair this summer.

Each term, the club held a successful Blind Date with a Book fundraiser, where students and faculty could buy novels wrapped in brown paper, guessing at their contents based on a few cryptic clues written on the wrapping.

In addition, at the beginning of each term, the club organized tours of Western’s Archives and Research

Collections Centre. Robin Keirstead, the university archivist and the club’s faculty advisor, was instrumental in the success of each one.

Other activities this year have included a seminar with bookbinder Dan Mezza, demonstrating how to wash acidic paper, and two hands-on bookbinding seminars with Arielle VanderSchans. In July club members toured London’s Fanshawe Pioneer Village, while the fall term brought a tour of Western’s zoological collections and the opportunity to compare their cataloguing system with those used in libraries and archives. The highlight of the winter term was a movie night accompanied by a presentation by Anne Daniel and Amanda Oliver, two of Western’s archivists, on the portrayal of archives and archivists in movies. This summer we look forward to more activities as a new cohort of students arrive in the MLIS program.