



## President's Message

The Association of Canadian Archivists (ACA) 30<sup>th</sup> Anniversary Conference in Saskatoon, June 8-11, 2005 was a great success. 195 delegates attended stimulating sessions and participated in worthwhile events. It was wonderful to meet many who attended. Members of the Canadian Association of Research Libraries (CARL) held a joint plenary session on the electronic storage of library material, or the advent of digital libraries. Members of ACA's leadership team took the opportunity to meet with members of the Canadian Museums Association (CMA) and CARL. Both organizations held conferences in Saskatoon during the same week as our meetings. Discussion on working together to promote our heritage cause was foremost on the agenda.

Highlights from the ACA Conference included:

- Hosting the Honourable Dr. Lynda M. Haverstock, Lieutenant Governor of Saskatchewan, during the Opening Gala. Her Honour was gracious and helped kick off the conference by showing her appreciation for history, archives, and the ACA.



*Gala, ACA 2005*

- Harold Holland received the ACA Honorary Membership for his significant and long-standing contributions to the archival profession.
- Bryan Corbett received the ACA Membership Recognition Award for past and present contributions to the ACA and our profession.

Bryan's wise counsel has been invaluable to many.

- Tom Nesmith received the W. Kaye Lamb Award for his article "What's History Got to Do With It?: Reconsidering the Place of Historical Knowledge in Archival Work", *Archivaria* #57.
- Brewster Kahle gave a thought-provoking presentation during the plenary session "Universal Access to all Knowledge" on the topic of Digital Libraries and Archives.
- A session particularly close to my heart was the archival studies student session "New Horizons: Study and Research in Canadian Archival Studies Programs". Presenters Heather Pitcher, Shauna Moore, and Christie Wood are to be congratulated for their commitment and dedication to our profession. These individuals engender hope for worthy succession.
- Meeting past member of ACA's leadership teams, including our first President Gordon Dodds was a privilege. Following their example is a responsibility I do not take lightly.

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- Speaking to many delegates. All without exception enjoyed the conference activities and were stimulated by the intellectual contents conveyed by excellent speakers. Several shared thoughts on the future of the Canadian archival community leading me to take important notes for future planning.
- Working on conference site with our leadership team, our staff (Duncan Grant and Judy Laird), and the many members of the Saskatchewan archival community who volunteered many hours to ensure a respected program and efficient delivery of conference activities. I am grateful to everyone who helped out. The value of your efforts was reflected in our excellent conference.

Prior to the Conference, I attended a Canadian Council of Archives (CCA) roundtable. The focus of the Agenda was discussion on the establishment of the National Archives Development Programme (NADP). Update was given on the process of renewing the terms and conditions for the Library and Archives Canada (LAC) Grants and Contributions programme. The process is part of a broader Canadian government effort to improve the way programmes and services are managed and delivered. This process will affect the archival communities grant application process. Rest assured that there exists awareness of the needs of our community and the importance of not complicating the process for potential grant recipients. NADP is due to be in effect by April 1, 2006.

During the meeting I networked with colleagues representing provincial/territorial councils and gained valuable knowledge. We may be proud of the work carried out across our country by our sister provincial/territorial associations. It is near miraculous what is being achieved on shoestring budgets and serious volunteer shortages. The positive spirit conveyed by local archival associations leaders was a source of inspiration.

I urge you to keep abreast of the developments of ACA's Review and Renewal Project. We are at the most important stage, the community survey. For the project to have any chance of success your input is vital. If you have not done so, please take 15 minutes to complete the survey. Your input will

help with the design of future programming.

As our thought process switches to well deserved summer vacations, let us ensure we take a few minutes to reflect on ACA's past 30 years and our future. ACA's history shows us that we form a collegial body of individuals who deeply care for their profession. We may not have had time to put our care into practice but, for the most part, we have always supported each other. We have always been dedicated to the preservation of our heritage and we love to talk about how to promote the cause of archives.

What I find most reassuring is how much more we can accomplish. Our greatest resource is the people who have made and who have the potential to make the ACA and our profession great. The delegates who attended the Conference were a wonderful example of what is good in our community. We have never had more opportunities than now. A look back at our history makes us understand the tremendous potential of the present. It is up to us to ensure we continue contributing to the legacy of our founders.

We must continue to be active in our association. We must continue to share our expertise and provide solid examples of professional conduct in the management of archives. We cannot ignore the responsibility we have to each other, to lend support and solidarity to ACA endeavours. I urge all archivists who have not actively participated in the ACA to become more involved. Your expertise, counsel, and spirit of collegiality are needed. Our strength and our effectiveness depends on new members stepping forward to take active roles. I salute students in archival programs and new archivists. You are our best hope for our future.

During our 30<sup>th</sup> anniversary year, I challenge you to not allow the momentum built over 3 decades to slow. I challenge you to maintain and enhance the ACA into a terrific association serving a vibrant and enthusiastic membership. "TUUM EST": It is up to you.

Respectfully submitted,

Marc Lerman  
ACA President  
June 27, 2005

## Review & Renewal Questionnaire

Attention: Archival community members

This message is sent on behalf of the R&R Steering Committee and the ACA Board to ask you and your colleagues to please take the time (about 12-15 minutes) to complete the Review & Renewal questionnaire which is available by link from the ACA web site.

Simply click on the Review & Renewal icon, located on the right side of the home page, [www.archivists.ca](http://www.archivists.ca)

We would like to thank the 140 individuals who have already taken time to complete a survey. We would like to invite and encourage both members and non-members to participate, and would particularly appreciate receiving responses from the senior leaders / representatives of archival institutions.

Should you have any questions or comments related to the survey or overall R&R process, you are encouraged to contact any member of the R&R Steering Committee, any member of the Board, ACA President Marc Lerman, or the ACA office.

## RENEW & WIN!

**Renew your ACA Membership by JULY 31, 2005 & your name to be entered into a draw to win one of these GREAT PRIZES!**

*We are proud to include as part of each prize the CD Dance and Sing, released in 2002, by The Navigators (courtesy of Newfoundland archivist Greg Walsh!). This CD is sure to get you geared up for St. John's in 2006!*

**1st Prize** will prep you for next year's conference in St. John's and includes:

- Dictionary of Newfoundland English: Second Edition with Supplement
- Dance and Sing by The Navigators (CD)

**2nd Prize** will build your general knowledge of Canadian History and includes:

- Oxford Companion to Canadian History
- Dance and Sing by The Navigators (CD)

**3rd Prize** will help you demonstrate your pride in the ACA and includes:

- 30<sup>th</sup> anniversary ACA mug
- Dance and Sing by The Navigators (CD)

## Editors' Message

Dear Colleagues:

We are aware that one of the strengths of the Association of Canadian Archivists is the ACA Bulletin. Over the years, this publication has been guided by archivists from across the country who have been passionate about the work of ACA. We have no plans for radical changes - we like what has been done in the past and we

believe that former editors have provided a great foundation for expansion!

As the new editors, we would like to enhance the role of the Bulletin as a forum for archivists. Many of us meet each other only at the Annual Conference and -unfortunately - not on a yearly basis. We hope that the ACA Bulletin will become a means

of linking Canadian archivists by highlighting the activities and social news of individual members.

We trust that you will forward news and photographs to us.

*Jessie Chisholm - Larry Dohey*

## Saskatoon 2005 Conference Results

### Conference sessions

Saskatoon 2005 attracted 272 participants with 195 registered delegates plus 21 trade show exhibitors, while 77 individuals registered for the pre-Conference workshops. Quite a number of the delegates complimented the appropriateness of the theme, the high degree to which the sessions kept to the theme, and the varied content of the sessions. On Friday morning, Brewster Kahle spoke to a packed house of more than 250 delegates from ACA, CARL and CMA.

In their feedback forms, delegates included compliments for many of the sessions including all three plenary presentations. They underlined the value of the time available for discussion and networking with their colleagues and exhibitors due to the proximity of the session rooms, trade exhibits and refreshment service.

### Honours and Awards:

- Harold Holland received an Honorary Membership for his significant and long-standing contributions to the Association of Canadian Archivists and archival profession with remarks provided by Diane Haglund, with Marion Beyea accepting on Harold's behalf.
- Bryan Corbett received the Membership Recognition Award for his significant and continuing contributions to the ACA and profession. Remarks were provided by Michael Moosberger. On receiving his award, Bryan admitted to being at a loss for words; perhaps for the first time!
- Tom Nesmith received the W. Kaye Lamb Award for his article **What's History Got to Do With It?: Reconsidering the Place of**

**Historical Knowledge in Archival Work** in *Archivaria* (Issue #57), with remarks provided by Robert McIntosh.

- Conference Draw Winners:
  - Susan Stanton won the Delta Hotel & Resort weekend for an Early Bird registrant
  - the Early Bird winners of upgrades to Delta Bessborough Signature Club rooms were:
    - Paula Warsaba
    - Tom Belton
  - A significant number of other draw prizes were awarded.

### Social Activities

- the variety and number of events including a walking tour, a visit to the U of S Synchrotron, bus tours to Batoche and around Saskatoon, a literary evening, and the traditional East-West softball game followed by a beer night, provided stimulating and well-received opportunities for the delegates to relax and explore Saskatoon after each day's sessions.
- 115 delegates attended the Dinner & Dance, which provided an excellent chance for many members to show off their dancing skills, make and renew acquaintances.



*Literary Night, ACA 2005*

## President's Report — 2004-2005

It is an honour and privilege to serve the Canadian archival community as President of the Association of Canadian Archivists (ACA) during my 2004-2006 term. In this first year of my term I witnessed a group of dedicated volunteers working diligently to continue the evolution of our association into its fourth decade. Much of our accomplishments are described in reports submitted by members of our leadership team. Please take the time to read their reports as a courtesy and to pay tribute to their work.

My biggest priority is the execution of our Review and Renewal Project. The Association has grown both in membership, visibility, services, communications and relevance since 1975. The establishment of the office nearly two years ago responded to such growth. With your participation a review of ACA's structure and operations is taking place to determine the effectiveness of programs. All aspects of the Association's goals, structure, policies, roles, procedures and practices will be reviewed. The structural changes and constitutional amendments will not be disruptive. I encourage ACA members, professionals, stakeholders, and anyone with an interest in the archival community to continue reflecting on our renewal and contribute to the process.

To initiate this process, the Association Strategy Group (ASG) is conducting a web based survey of member needs. I thank Jennifer Shepherd, ASG, and our Steering Committee for expert advice and delivery of a quality product. The ACA desires a proactive review and renewal process to determine how it can best anticipate and adapt to change. The ACA is interested in learning about the needs of its present members as well as those of lapsed and prospective members. Survey results will form part of the strategic planning process to ensure ACA's direction is relevant to its constituency and that ACA continues to be a leader in the archival community. The key to this project's success is participation by all. This is our opportunity to participate in developing association services relevant to the

Canadian archival community. Your help is crucial in creating enhanced value for our members.

ACA participated in the Library and Archives Canada (LAC) consultation process by submitting a report to LAC (refer to ACA's website) and participating in discussions. I congratulate LAC for ensuring the voices of partners are heard while establishing parameters leading to a healthy evolution into the 21<sup>st</sup> century. ACA's leadership conveyed to LAC's leadership a sense of faith and expectation in our organizations and their future. We support the Canadian Council of Archives' (CCA) mandate and endorsed CCA's recommendations during the process. CCA must remain an effective organization within the Canadian archival community and we support their cause. I am hopeful that a collegial spirit will unite all partners in finding long-term solutions leading to the dynamic evolution of archives in Canada. We are committed to a continued diligence in working to ensure ACA's voice is appropriate and effective.

The work of CCA is impressive and is delivered by a competent and enthusiastic Secretariat staff led by Christina Nichols, Executive Director. We share office space with the CCA Secretariat and the arrangement engenders most positive results. ACA is pleased to work with CCA's board and staff and we look forward to a continued partnership.

Our participation in the Bureau of Canadian Archivists' (BCA) agenda is useful and engenders a collective focus for worthy projects. It is a pleasure to

work with BCA colleagues representing l'Association des Archivistes du Quebec (AAQ). The BCA is a platform to keep abreast of national and international developments, and a valuable source to identify issues relevant to our community. The creation of official statements is effective by uniting resources. Special thanks to Gilles Lesage, BCA Secretary General, who led BCA with an expert hand and a collegial spirit. Our gratitude is conveyed to

the members of BCA's Copyright Committee led by Nancy Marrelli. This committee are our eyes and ears for this most important of issues and their counsel is invaluable. ACA's representatives on the Committee also have our gratitude.

I had the opportunity to meet many of the provincial/territorial councils representatives. I am impressed with the achievements of councils despite problems due to insufficient program funding. I welcome councils to network with ACA in the work of supporting provincial priorities. Many local grass roots programs have merit and are key to helping support Canadian archival community priorities.

ACA is celebrating 30 years of a mission to serve a vibrant professional membership. Over the years we as a community – at times succeeding, at times struggling – have always rallied to find solutions, establish worthy programs, and debate our common issues in a spirit of constructive analysis. Our 2005 Conference in Saskatoon is an opportunity to express our spirit of collaboration. It is a wonderful platform to engender discussion and continue the



*Several ACA Presidents from its 30-year history*

work of building better archives programs. I congratulate and thank all who are involved in making our 30<sup>th</sup> Anniversary Conference a sure bet to be a resounding success. Conference committees' work is not easy and is crucial. Efforts in this regard are not taken for granted. On behalf of ACA's leadership team I thank all those who have agreed to serve as speakers and chairs. Together we celebrate our past achievements and unite in a collegial spirit to build a bright future for ACA and our profession.

I need not elaborate on how important committee and special interest group work has been and remains for the ACA. We need solid leadership and professional knowledge to identify the best course of action for the myriad of issues. This year we had difficulty in finding an Education Committee Chair.

## Vice President's Report

I have had the good fortune during the past two years to work with men and women who are passionate about their work and are determined to provide strong and diversified professional leadership and support to the Canadian archival community. As I step down at the end of my two year term I thank those members of the ACA Executive and the Chairs of the Standing Committees (Publications, Public Awareness, and Constitutional Review) that reported to the Vice President for their support.

I would without reservation recommend that ACA members step forward to take on positions at the Executive and Committee level. You will find that it will give you a seat at a table that allows you to see the Canadian archival community as a whole. It is good to go beyond our own institutions and our provincial networks to experience the state of the archival community in the country. ACA gives you this opportunity!!

My experience was so positive that I have agreed to stay connected to ACA in another capacity. Last month Jessie Chisholm and I both stepped forward to become Co-Editors of the ACA Bulletin. We look forward to working with each one of you and hope that we will build on

Thanks to Wayne Crockett, our Director without portfolio, the Chair's mandate was executed. This year our nominations committee struggled to find volunteers to fill vacant positions. The strength of ACA is based on membership participation leading to solid leadership teams. I urge you to consider volunteering to serve the ACA or at the very least make suggestions in the area of recruitment.

I am most impressed by our office staff, Duncan Grant, Executive Director, and Judy Laird, Administrative Assistant. Their dedication and professionalism are sources of consolation and the ACA is in debt to them. A well-administered association office and competent staff are crucial assets. I look forward to continuing working with them.

It was a pleasure to work with Board

colleagues, Standing Committee Chairs, Editors, and Special Interest Groups. We are fortunate to have a dedicated group of volunteers serving ACA and with enhanced volunteer participation the future looks bright. I am grateful to all who are participating in making ACA a dynamic association. The success of any organization depends on the participation and contribution of its members. I need to hear your thoughts and opinions. Your advice, suggestion, and opinion are not only appreciated but also critical to ensuring our continued growth. Fellow board, committee members, and I exist to serve you. A successful rendering of service depends on confident leadership and, most importantly, on membership participation.

Respectfully submitted,  
**Marc Lerman** ACA President  
May 2005

the fine standard that the previous Editor, John Macleod established.

You will also be hearing from me in another capacity. I have accepted to Chair the Local Arrangements Committee for the ACA Conference "Living on the Edge" to be held in St. John's, Newfoundland and Labrador from June 28 - July 1, 2006. We hope that you will make St. John's your archival conference site for 2006.

There are a number of people that I will be thanking personally in Saskatoon for the support that they have given me

over the past two years. Two individuals that I want to thank publicly are Duncan Grant, ACA Executive Director and Judy Laird, ACA Administrative Assistant. Their combined energies and abilities make ACA one of the best run Associations in the country. When an Association operates professionally and efficiently it is always good to be part of it.

Looking forward to working with you.

**Larry Dohey**



Plenary ACA 2005

## Director without Portfolio & Education Committee Report

The Director Without Portfolio has participated in the monthly meetings of the ACA Board of Directors.

The bulk of my time has been spent on the arrangements for the ACA Institute in Saskatoon on Leadership in Archives in my capacity as acting Chair of the Education Committee. Unfortunately due to low registrations the ACA Board was compelled to cancel the Institute this year. The new Education Committee in cooperation with the Board of Directors will look into the situation to determine how this can be prevented in the future to ensure that the ACA continues to offer high level educational opportunities for its members.

The student chapters concept approved at the last AGM has begun to take root with the formation of the first chapter at the University of British Columbia. The enthusiasm and leadership shown by the individuals involved show a great deal of promise for this idea. The ACA Website continues to grow as a medium for the dissemination of information relating to the activities of the organization with plans to develop a more interactive tool that will better serve our members needs. It has been a pleasure to work with Janet

McMaster, the ACA Web Editor, in this.

With reference to the upcoming work plan, I have recommended to the members of the incoming Committee that we limit our scope to some extent as there will be a new chair and several new members. My recommendation is that we concentrate on the Institute for St. John's, the Review and Renewal Project and an general examination of what research efforts should receive the attention and support of the Committee and the Board of Directors so that in 2006 and onward the Committee is well positioned to take an active role in the business of the ACA.

As I will be completing my term on the Board of Directors at this year's AGM I would like to take this opportunity to thank the other members of the Board, the Education Committee, Judy Laird and Duncan Grant in the office and the membership as a whole for their interest and support in the various tasks undertaken. I look forward to my continuing involvement with the ACA over the years.

**Wayne Crockett**  
**Director Without Portfolio and Acting Education Chair**

## Nominations & Awards Committee Annual Report

The Nominations, Elections and Awards Committee proposed the following candidates for election to Board positions:

- Linda Fraser, Canadian Architectural Archives, for Vice-President
- Loryl MacDonald, University of Toronto Archives, for Director Without Portfolio

In addition, one candidate each was proposed for Honourary Membership and for the Membership Recognition Award.

Following a member's suggestion, the Committee will begin a project to add biographies of the Association's honorary members to that page of the ACA website. These biographies will act as an ongoing reminder of these individual's contributions to the Canadian archival community.

**Michael Gourlie, Chair,**  
**Cheryl Ennals and Danny Moore**



*Chinese delegates with author Ruth Millar and K Szalasznyj ACA 2005*



*Bryan Corbett receives the Membership Recognition award from Michael Moosberger & Marc Lerman*

## Constitutional Review Committee

The Constitutional Review Committee is a Standing Committee of the corporation. The Committee is responsible for receiving proposals for enacting, amending and repealing of the By-laws of the Corporation and for preparing revised articles and By-laws for member's approval.

Given its mandate the work of the Committee has been limited in this as in previous years. In the 2004/2005 program year I consulted with the President on one occasion regarding committee membership.

Recommendations regarding the status of this Committee were made to the Board in 2003/2004.

Respectfully submitted  
 Diane Haglund,  
 Chair

# Membership Committee Annual Report

Members of the 2004/05 Membership Committee were: Denise Jones (chair), Gabrielle Prefontaine, Jennifer Mohan, Leah Sander, & Rob Fisher.

## Membership Statistics (at time of printing)

CATEGORY	2004-05	2003-04	2002-03	2001-02
Associate	26	36	35	30
Honorary	7	6	5	4
Individual	310	348	376	350
Student	54	66	65	59
Institutional	122	106	104	88
Sustaining	48	62	64	55
<b>Total</b>	<b>567</b>	<b>633</b>	<b>649</b>	<b>586</b>

## Membership Renewals

In the fall, as is the tradition now, the Membership Committee contacted individuals whose ACA memberships had lapsed to encourage them to renew their memberships and to gather feedback from those who decided not to renew. The results of this exercise were positive and most people were grateful for the reminders.

## Student Visits & Chapters

In 2004/05 there were 2 student visits to the graduate programmes at UBC and U of T. The University of Manitoba did not have a class starting last September due to a sabbatical leave so no visit was required. Our student visits are done in conjunction with local archives associations and are coordinated with the faculty. The purpose of these visits is to encourage students of Archival Studies to become involved in their future profession by joining the ACA and participating in areas of specific interest to them such as, Student Chapters and the Mentorship Programme. We would like to say a special thanks to the Public Awareness Committee for supplying prizes for the events and to the ACA Office for coordinating the prize mail-outs.

Ian Forsythe was kind enough to visit UBC on behalf of the Membership

Committee early in the school year during one of Prof. Terry Eastwood's class times. We offer our thanks to Ian and Terry for their support, work, and cooperation with this activity.

Gabrielle Prefontaine coordinated with Prof. Barbara Craig for the U of T student visit in mid-fall. This visit took place over lunch time and I am sure the group enjoyed learning more about the ACA while munching on pizza! Thank you to Gabrielle and Barbara for their creativity and work with this visit.

In addition to the visits, we liaised with the UBC Student Chapter and with students at U of T who were interested in forming a Student Chapter at various points throughout the year.

## Mentorship Programme

Following the success of the pilot year, the ACA Mentorship Programme expanded across the nation in the fall of 2004. Jennifer Mohan coordinated the programme once again. We are pleased to announce that the number of mentorship pairs more than doubled in 2004/05! The feedback that we have received from those involved in the programme has been enthusiastic and overwhelmingly positive. Thanks to Jennifer for doing an excellent job with this initiative.

## New Members' Kit & ACA Brochure

The New Members' Kit and revised ACA brochure were completed early in the 2004/05 year and have been used with much success since then. Our thanks are extended to the ACA Office and to the Public Awareness Committee for their work and cooperation in these initiatives.

## Committee Meetings

We held two meetings in 2004/05 – one in Winnipeg and one in Toronto. The agendas included the: coordination of the membership renewal reminders, coordination & participation in Student Visits, liaising with Student Chapters, coordination of the Mentorship Pilot Programme, completion of the "New Member's Kit," development of the Membership Section of the ACA website, promotion of member benefits, institutional memberships, and discussions regarding Review and Renewal project.

## ACA History Timeline

Rob Fisher took on the task of pulling together some information for the ACA website's *About Us* section after it was brought to our attention that we had very little information (if any!) about the ACA's history publicly available. The result of Rob's work will be available shortly. Thanks Rob!

## Parting Words

Serving on the Membership Committee for the last 3 years as a member and then chair has been challenging and rewarding. It has enabled me to understand the Association in a more comprehensive way and it has given me the opportunity to work with many amazing people. Jennifer, Rob, Leah and Gaby were incredible committee members and it was a privilege to work with them and, more importantly (!) to get to know them socially. I wish the incoming chair and committee all my best.

Respectfully submitted by:

**Denise Jones,**  
Chair

# Public Awareness Committee

## Committee Members & Meetings

- Anastasia Rodgers (Chair) – Archives of Ontario; Brian Masschaele – Elgin County Archives; Cara Downey – Library and Archives Canada; Brian Hubner – University of Manitoba Archives and Special Collections; Crista Bradley – Saskatchewan Archives Board.
- The PA Committee meets in person once per year, and has multiple meetings and discussions electronically throughout the year. All five members of the committee met in Ottawa at Library and Archives Canada on November 5<sup>th</sup> & 6<sup>th</sup>.

## Advocacy Booklets & Awareness Documents

- Completion of the content, design, and translation of the *Aboriginal Archives Guide*, an advocacy tool and practical resource booklet for Aboriginal communities across Canada. PA was very pleased to work with SISAA on this outreach initiative; the SISAA Steering Committee developed the text and selected the visual content for the *Guide*. The *Guide* will be made available on the ACA website very soon, and print publication and distribution are forthcoming in 2005.
- Availability of other booklets: the *Municipal Archives*, *Business Archives*, and *Medical Archives* booklets are available free-of-charge on the ACA website. The positioning of these booklets on the website is currently being examined in efforts to make them more accessible to all visitors.
- PA has three awareness documents available from the ACA home page: “What is an Archivist?”, “What is an Archives”, and “How to become an Archivist” are available to all for viewing or printing out for use in any outreach or awareness initiatives.

## Liaising with Membership Committee

- PA Supported Membership Committee’s student visits to the University of British Columbia and the University of Toronto by donating ACA mugs & tee shirts.

## Product Development

- PA developed products to promote and celebrate the ACA’s 30<sup>th</sup> anniversary: bookmarks are included in Saskatoon delegates’ conference bags; mugs and golf shirts are available for purchase.
- PA worked with the Membership Committee to develop products for mutual purposes: membership brochure and ACA post-it notes

## ACA Display and Outreach Events

- PA developed a new ACA display; the new display is lightweight and easy to assemble and has been very well received.
- The former display has been sold; income added to ACA’s general revenue.
- Display has made appearances in the following places over the last year: SAA in Boston, British Columbia Archives, ARMA in St. John’s, NL, and other events in St. John’s. ACA representatives also to exhibit at “Doors Open Toronto”.
- PA Chair, Anastasia Rodgers, and ACA President, Marc Lerman, attended SAA in Boston in August 2004. The ACA display booth was well positioned in a high-traffic area of the conference and many SAA members visited the booth and several became new members or renewed lapsed memberships. SAA delegates spoke very highly of Canadian archives and in particular remarked on the high quality of *Archivaria*.
- ACA will be attending SAA in New Orleans in August 2005. PA member, Crista Bradley, and ACA President, Marc Lerman, will be attending.

## Conference Roundtable and Planning

- PA is hosting its annual Public Awareness Roundtable in Saskatoon. Invitations to representatives of all provincial and territorial councils were mailed out in May 2005. PA is looking forward to another productive and informative exchange.

## Anniversary Celebrations

- In addition to developing limited edition products associated with the anniversary, PA has been liaising with the Saskatoon host committee to develop anniversary content and promotion at the conference, such as an ACA birthday cake and an anniversary photo display.

## Media Services and ACA website

- PA continues to list with *Sources*, a media service used by journalists across Canada.
- PA continues to monitor archives in the news stories and share with the community via ARCAN-L
- PA has contacted career services websites and magazines to establish relationships, and recommend

stories on careers in archives.

- The PA Chair is a member of the ACA Web Advisory Committee.

### Outgoing and Incoming PA Members

- After 4 years of service to the ACA, Brian Masschaele will be leaving the PA committee. Brian's first son, Kenneth Masschaele, was born earlier this year and so Brian's time is well spoken for! Congratulations, Brian, and many thanks for all your work and guidance.
- Charlotte Woodley will be taking Brian's place on the PA committee. Charlotte is a recent graduate of the University of Manitoba program, and the archivist at the Region of Waterloo, Ontario. Welcome Charlotte!

Many thanks to all the committee members for their hard work over the past year, particularly as I settled into my new role. Thank you also to the ACA Office – Duncan Grant and Judy Laird – for their invaluable support to the committee.

Respectfully submitted,  
*Anastasia Rodgers*



*Wanuskewin International Dance Troupe  
Gala ACA 2005*



*Dustin Spydon ACA 2005*

## Bulletin Report

Unlike many ACA members I have had the pleasure of contact with the ACA office, members of the board and many committee chairs. It can be reported that without exception they have always responded to questions, provided material and been available as the situation may have warranted, and they have done so cheerfully and promptly – even at times when it may not have been easy or convenient to do so.

The *Bulletin* would not appear without their cooperation or the kindness of ACA members who prepare material, submit their ideas, or point the editor towards items of interest. All of the aforementioned are thanked by the *Bulletin* for their help and efforts.

It must also be said that the ACA office has decreased turnaround times substantially during the last year. They can now proof an issue, fix any layout problems, have it printed, mailed, and

in members hands within a week to 10 days of receiving an issue.

Their efficiency is in stark contrast to my inefficiency at getting the *Bulletin* to them in a timely manner this year. In apology to the Association and its members I can only claim that in an Association that relies on the voluntary efforts of many I was at times unable to contribute the effort that I thought I could. With the future co-editing duo of Larry Dohey and Jessie Chisholm there should be some stability and protection from the unexpected turns of events which can affect individuals.

At times it is too easy to get lost in the quest for the next issue, to be dragged into the search for the caption with the right turn of humour, or to dwell on the complexities of layout and the floating frame. It is equally true that it is convenient to repeat the motions of the past and

also to get pre-occupied with the present and perhaps be too busy to take the time to think about what one is doing.

The ACA is now undergoing a timely review and renewal project. It is an opportunity to look at what we do as an association. It is a time to examine where members find value in their membership and to consider the most efficient use of resources. Likewise it is a chance to look at the association's model of service delivery, which in terms of publications, is perhaps little changed, from the pre-web world. The ACA now has an excellent website and we need to discover what types of information are best passively disseminated through it or actively sent to each member by a *Bulletin* that comes in their mail box, be it real or virtual.

*John Macleod*

# Report By the General Editor, *Archivaria*

## Journal Publication

*Archivaria* #57 was released in the autumn of 2004 – Barbara Craig's last as General Editor. My first, #58, was mailed in April 2005. My expectation is that #59, which will consist of translations of articles originally published in French in Canada, with Lorraine Gadoury and Robert Nahuet as guest editors, will be mailed in July or August. The intention is to publish three issues in calendar year 2005, so as to bring the journal back on schedule. Tentatively, #60 will be a thematic issue on "Postmodern Thinking and Archives" with Barbara Craig and Joan Schwartz as guest editors. It should appear in December 2005. Early in 2006 we plan to publish *Archivaria* #61. Also a thematic issue, it will focus on "Record-Keeping." It will feature revised versions of papers originally presented at the first I-CHORA conference in Toronto.

## Board Composition and Editorial Assistance

The advice and support of the Editorial Board is crucial to the journal. Continuing Board members are Barbara Craig, Lorraine Gadoury, Cathy Bailey, Terry Cook, Heather MacNeil, Brien Brothman and Laura Millar. New Board members are Bernadine Dodge and Andrew Horrall.

Over this past year, very valuable members of the Board have stepped down, or have indicated their plans to step down in 2005: Carolyn Heald, Tom Nesmith, and Kate O'Rourke, as Exhibition Review Editor. *Archivaria* has benefited tremendously from their contributions over the years.

Cathy Bailey has stepped down as Review Editor, but remains with the Board as Advisor on Electronic Publication. Andrew Horrall has agreed to take the position of Review Editor.

The Editorial Board relies heavily on the services and support provided by Duncan

Grant and Judy Laird in the ACA office, Lyne St. Hilaire-Tardif as production assistance and proofreader, and production assistant Kara Quann. The University of Toronto Press is a critical partner in the production of the journal. I would like to acknowledge in particular the UTP Production Coordinator, Tami Ehrlich.

## Lamb Prize

Heather MacNeil was awarded the Lamb Prize in Montreal in May 2004. The citation reads: "The Special W. Kaye Lamb Award for 2003 is presented to Heather MacNeil for the Index and Subject Headings to *Archivaria* Issues No. 1 - No. 54. Directed by Heather MacNeil, the Index and Subject Headings reflect the highest intellectual acumen in substance and are major contributions to archival studies internationally."

## Renewal of Funding from the Social Sciences and Humanities Research Council of Canada

In November 2004 we learned that our application for renewed funding in support of *Archivaria* from the Social Science and Humanities Research Council of Canada had been accepted. We were awarded a total of just over \$51,000 over three years.

## Electronic Publication

Major new initiatives at *Archivaria* focus on electronic publication. In fact, our successful application for renewed funding from SHRRCC was based on the transition to e-publication. Considerable investigation and debate has occurred over the past three years on the question of electronic publication as a means of better fulfilling the mission of *Archivaria* to support archival scholarly communication. The consensus is that a parallel electronic version of the journal should be published, and that the back issues should be

automated and made available on-line. An electronic version will allow considerably greater impact and reach while meeting the current preference of members and subscribers to read the journal on paper. (The ACA member survey conducted in the autumn of 2003 indicated that members did not wish to receive *Archivaria* in electronic form only.)

Working with the Simon Fraser University Library, we conducted a pilot project involving the automation of six back issues of *Archivaria* over the winter of 2004-05. The response from the Editorial Board was positive. The ACA Executive Board has since made funds available to complete the retrospective conversion of back issues by SFU.

Once copyright clearance is obtained from authors, the entire run of back issues will be on-line, with the exception of the most recent issues, which will be offered only to members and subscribers. We hope that most of the back issues will be available on-line before the end of the calendar year. (On-line access to the most recent issues of *Archivaria* will not be in place until 2006.)

Plans have been approved to hire extra help in the ACA office to complete copyright clearance. Until *Archivaria* #57, authors retained copyright over their works. In a preparatory step for e-publication, *Archivaria* has changed its copyright practices to allow the electronic publication (in addition to publication on paper) of the works it publishes.

*Archivaria* takes as its mission to reflect the best of archival thinking nationally and internationally. To this end, we encourage your submissions to the journal!

**Robert McIntosh**  
General Editor

# ACA Web Site Editor Annual Report

The ACA's web site continues to be one of the primary sources of up-to-date information for our members, as well as an excellent tool for promoting our organization.

## Enhancements and New Developments to the Web Site

Red Engine completed a series of upgrades to our web site in September.

These upgrades were primarily cosmetic; however, there were a few enhancements which have streamlined the uploading process.

On October 1, 2004, the new Student Chapter section was launched. Thank you to Denise Jones and Jennifer Mohan from the Membership Committee for their input in developing this new section of our web site.

In late 2002, the decision was made by the ACA Board and the conference committee to introduce a completely web-based program for the 2003 conference. This proved to be successful, and we have continued to increase the focus on web-based information for the 2005 conference. Thank you to Tim Hutchison, Cheryl Avery and the Local Host Committee for all of their assistance in providing timely

(*ACA Web Site Editor Annual Report continued...*)

and web-ready documents for posting to the web site.

### Development of Phase II Web Site Redesign

Duncan Grant, Scott Goodine and I met with the staff from Red Engine in March to discuss future developments for the web site, including the introduction of a member's only section, electronic commerce, etc. Work on the member's only section is progressing well and is currently at the testing stage.

### Associate Web Site Editor

Unfortunately, our Associate Web Site Editor, Linda White, has resigned due to other commitments, and the ACA will be advertising for this position, as well as the position of Web Site Editor, shortly.

### Web Site Advisory Board

Following up on the recommendations made by the Select Committees, a Web Site Advisory Board has been created. The members of the Board are: the Chairs of the Standing Committees of Publications, Education, Public Awareness, and Membership; the Board representative responsible for SIS's; the Associate Web Site Editor;

the former Web Site Editor; and the current Web Site Editor as chair. An inaugural meeting of the Board was held during the ACA conference in Montreal, and a second meeting will be held during the ACA Conference in Saskatoon.

I have enjoyed my term as Web Site Editor, and would particularly like to thank Duncan Grant and Judy Laird for all of their support. It has been a pleasure to work with them, as well as with the Board members, Committee Chairs and other members that I have been in contact with about the web site.

*Janet McMaster, Editor*

## Aboriginal Archives Special Interest Sections (SISAA)

### ACA 2004, Montreal:

Election of officers was held in Montreal on 29 May 2004. The following positions were filled by acclamation:

**Chair – Warren Sinclair**

**Secretary-Treasurer – Jim Burant**

**Membership Secretary – Krisztina Laszlo**

The meeting had 7 attendees and included a discussion regarding the publication of a Canadian booklet on Aboriginal Archives. The previous day, 28 May, Krisztina Laszlo presented a paper "Ethnographic Archival Records and Cultural Property" for the session on "Accountability and the Aboriginal Record".

### SISAA List Serve

The current membership stands at 41. Most of the draft chapters for the Aboriginal Archives booklet, the minutes to SISAA Steering Committee meetings and the SISAA status reports for Fall 2004 and Winter 2005 have been submitted for review by SISAA members.

### SISAA Web Pages, ACA website

The Annual Report for 2003/04 and the Workplan for 2004/05 were added to the Annual report and Workplans section on 13 September 2004. Minutes to meetings and status reports were added to the Documents page on 25 February and 24 March 2005. The *First Nations Record-Keeping Issues: A Brief Resource Guide* was also updated in PDF format on the Documents page.

### Aboriginal Archives Online Booklet

Through the autumn and winter, the project Steering Committee (Warren Sinclair, Patricia Kennedy, Wilma MacDonald and Sheree Bonaparte) pursued discussions by e-mail, teleconferences and meetings at Ottawa.

The planning phase (September-December 2004) focused on expanding the basic template created by the ACA Public Awareness Committee (PAC) for the three promotional booklets on Municipal, Business and Medical Archives to address particular concerns for Aboriginal Archives, and recruiting volunteers to prepare the texts. New sections address oral history, electronic records, and protocols for managing secret and sacred materials, as well as funding sources and archival career options.

The production phase (January-March 2005) focused on preparing the text and selecting the illustrations, with a view to both a traditional printed version and a website product. Edward Atkinson contributed the section on Associations and Councils. Sheree Bonaparte expanded the sections on why there is a need for an archivist and establishing an archival programme. Patricia Kennedy expanded the section on other records relevant to an Aboriginal community and contributed the new section on secret and sacred protocols, linking the concepts of repatriation, copyright and access restrictions. Krisztina Laszlo contributed the new section on electronic records. Wilma MacDonald contributed the new sections on oral history and archival advisors, and expanded on the frequently asked questions. Warren Sinclair expanded the sections on the introduction, records and their management, the value of keeping Aboriginal archives, and the conclusion.

Warren Sinclair, Wilma MacDonald and Patricia Kennedy met with ACA Executive Director Duncan Grant and PAC chairperson Anastasia Rodgers (by conference call) on 8 December 2004 to

discuss deadlines, responsibility for selection of illustrations and obtaining copyright clearance, editing and other technical aspects of the project. Duncan Grant took responsibility for managing the financial contribution provided by the Canadian Council of Archives (CCA) and a potential contribution from Xerox Canada that would make possible the production of both printed and electronic editions. He also undertook to pursue arrangements for preparation of a French-language version of the booklet in collaboration with the AAQ.

The final products should be available by June 2005 through the ACA website, with print editions and in a multi-media CD or DVD product (designed to satisfy the needs of communities lacking reliable Internet access) to be completed later this year. Warren Sinclair, Wilma MacDonald and Patricia Kennedy met with ACA Executive Director Duncan Grant and PAC chairperson Anastasia Rodgers (by conference call) on 8 December 2004 to discuss deadlines, responsibility for selection of illustrations and obtaining copyright clearance, editing and other technical aspects of the project. Duncan Grant took responsibility for managing the financial contribution provided by the Canadian Council of Archives (CCA) and a potential contribution from Xerox Canada that would make possible the production of both printed and electronic editions. He also undertook to pursue arrangements for preparation of a French-language version of the booklet in collaboration with the AAQ.

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## Special Interest Section On Electronic Records (SISER)

For 2004-05, SISER had established as its goals –

1. increasing awareness of the section through changes to the website and electronic records discussions via ARCAN-L
2. increasing attendance at meetings
3. increasing usage of our website

At this point, the committee has updated the website and announced this over ARCAN-L. This change received positive response from the archives community, and also generated some interest in section membership.

For our meeting at the annual conference, we have established a panel discussion 'Electronic Records Practice: Bring Your Own Theory', after which the business meeting will be held. Response to this initiative will be judged after the conference.

Based upon the messages received after the announcement of the update to the website, usage would have increased after this point.

Overall, the goals for 2004-2005 have been met.

***Cara Downey,***  
**Chair, SISER**

## University and College Archivists Special Interest Section

1. **Joint Meeting with SISER**  
This years meeting was held in conjunction with SISER at the Annual Meeting in Montreal. New information about processes and issues relating to the archiving of electronic records was discussed. It was well received by all in attendance and hoped that we can meet again in this format.
2. **Survey of UCASIS member institutions**  
The Annual statistical survey was discussed once again. The response rate was rather low and it was decided that this maybe due to the date of submission. Spring submission does not allow for Archivists to have completed the fiscal year and therefore statistics gathered are only for a portion of a year. It was decided that the submission deadline be changed - September 30. This will allow a full year of data to be compiled for discussion at the Annual Conference meeting of UCASIS
3. **Job Description Inventory**  
This year a project to complete a Job Description Inventory was discussed. It was agreed that starting in the fall of 2004, Ian Forsyth and Patti Harper would begin compiling an inventory of archival job descriptions for university and college archival programs. This inventory would be made available as a resource for university and college archivists. The project did not begin this fall and a new date for commencement will be

discussed at the Saskatoon meeting.

4. **Electronic Records and Translated CREPUQ Web Tool**  
Translation of the Quebec Universities records retention schedules has been completed and the group agreed that the web publication has become a most useful tool. Discussion around IT specific issues and the management of archiving electronic records indicated that there is great interest in this topic. Suzanne Dubeau (York University) addressed the creation, difficulties, and general interest in a separate list-serv for UCASIS members. She has kindly agreed to work on and host this list-serv.
  5. **New Chair**  
After serving as Chair of this section from June 2002 to June 2004, Garron Wells stepped down to dedicate more time to the ICA's Universities section (SUV). She will present information at our Annual meeting about the group. Patti Harper, the previous Secretary has taken over as Chair.
  6. **Annual Meeting, June 9<sup>th</sup>, 2005**  
This year's Annual Conference in Saskatoon will take place on Thursday June 9<sup>th</sup> from 12:00 to 2:00 in the Kelsey / Saskatchewan room at the conference hotel. We expect at least 15 participants.
- Patti Harper,***  
**Chair, UCASIS**

## Bureau of Canadian Archivists Annual Report

I am pleased to submit the following 2004-2005 Bureau of Canadian Archivists Annual Report to the Association of Canadian Archivists (ACA) 2005 Annual Conference. Initially, I would like to briefly remind everyone of the role and mandate of the Bureau of Canadian Archivists (BCA). The BCA brings together the archivists of Canada who are members of either of the two national associations that reflect the country's linguistic duality: the Association of Canadian Archivists (ACA) represents the Anglophone archivists of Canada and the Association des archivistes du Québec (AAQ) represents the Francophone archivists of Quebec and the rest of Canada. Collaborating within the BCA, the two national associations seek to encourage communication and cooperation among their members with the aim of promoting professional development and the development of the archival discipline as a whole. The BCA also represents Canadian archivists at the national and international levels.

For 2004-2005, the members of the BCA board of directors were: the presidents Marc Lerman (ACA) and Robert Nahuet (AAQ), the vice-presidents Larry Dohy (ACA) and Yvonne Painchaud (AAQ), the Assistant Secretary General Manon Gendron and myself as Secretary General.

By holding teleconferences the BCA held regular meetings throughout the year. We also met in person for a one day meeting preceding the CCA General Assembly in November. Following

that meeting, I represented the BCA at the CCA General Assembly.

A regular activity of the BCA is to receive grant applications of the national associations in order to adjudicate and forward them to the CCA. Only five projects were submitted to the CCA given the funding cuts which have recently been made. I wish at this point to thank the CCA for their generous support in the past.

Under the auspices of the CCA and the BCA, the Copyright Committee, chaired by Nancy Marrelli, has continued its activities. In particular, the Committee has participated in the consultations on the revision of the Copyright Law for which it had presented a brief in the Fall 2003.

The Montreal Joint Symposium of 26 May 2004 was a success. Thanks to Nancy Marrelli's collaboration, Concordia University agreed to host the event. The Programme Committee included Robert Nahuet and Bob McIntosh and the Organizing Committee included the executive directors David Pascal (ACA) and Andrée Gingras (AAQ), Nancy Marrelli and myself. All collaborated actively to insure that this unique event in the history of the archival profession in Canada and Quebec be as successful as possible.

This year, the BCA continued to be active on the international scene with the financial assistance of Heritage Canada thanks to a CCA grant and with the financial assistance of Culture, Heritage, Tourism Manitoba thanks to an AMA grant. I collaborated in the

work of the International Council of Archives (ICA)'s Section of Professional Archival Associations (SPA) as a board

member by attending four meetings including those held during the International Congress in Vienna in August 2004 and the one in Girona in April 2005. Promoting cooperative activities within professional archival associations, SPA is presently focusing on the following issues: certification of archivists, translations of the code of ethics and its promotion, competency profiling, awareness, data protection related to the European Directive, web site development, updating of the directory, the European Conference of Poznan and ARMA conferences. Archival Solidarity also falls under SPA. I wish to underline Nancy Marrelli's significant contribution to Archival Solidarity. I wish to thank the CCA and the AMA for their continued support.

To conclude, I wish to thank, first, the AAQ for the opportunity and privilege which it has given me to serve the Canadian archival community by nominating me to the position of Secretary General of the BCA for the past two year term. I also wish to thank the members of the BCA board for their support and commitment throughout the year. I also wish to thank all the members of both associations who have contributed to the activities of the BCA. The BCA depends entirely on volunteers.

Gilles Lesage  
Secretary General

# Annual Report of the Secretary-Treasurer

## Introduction

With the hiring of Duncan Grant as ACA's first fulltime Executive Director in the summer of 2003, the operation and administration of the Association of Canadian Archivists changed dramatically. Though Duncan's arrival has benefited all aspects of the ACA's operations, the position of Secretary-Treasurer was perhaps the most affected as Duncan has competently taken on tasks such as preparing budgets and financial statements that previously would have been the responsibility of the Secretary-Treasurer. As a result of this development the time commitment involved for position of Secretary-Treasurer has greatly reduced. The primary responsibilities of the Secretary-Treasurer for the year 2004-2005 were:

- Overseeing and monitoring the financial operations of the Association.
- Monitoring the preparations for the annual conference in Saskatoon.
- Participation in monthly conference calls and twice yearly planning and priorities meetings
- Other duties such as preparing submissions for the Society of Archivists (UK) newsletter ARC Bulletin.

This year we built on last year's revision of the investment policy by the Executive Director. In accordance with the auditor's suggestions and Board input, ACA continued its investment in fixed income funds, government bonds and other stable investment vehicles. Coupled with the stability of knowing our financial position and avoiding fluctuations, these investment vehicles provide the Association with a source of income to

- support ACA activities (web site development, future scholarships, etc.),
- hold in reserve in case of unforeseen expenses (e.g. cancellation of a conference because of a SARS-type virus, weather disaster, etc.), and
- cover contractual obligations and outstanding bills in the event the Association ceased operations.

## Actual Results from Fiscal 2003-04

In September 2004, Raymond Chabot Grant Thornton submitted the final audited statements for the year ending 30 June 2004. ACA's financial position for that year is summarized below.

### ACA Financial Position, 2003-04

Revenue	\$ 279,043
Investment Income	\$ 14,331
Operating Expenses	\$ 327,317
Excess revenue over expenses (profit)	\$ (33,943)

Source: ACA Audited Statements for Year Ended 30 June 2004

The 2003-04 ACA budget, prepared a year earlier in June 2003, predicted a deficit of \$16,000. Instead we realized a debt of 33,000. Much of this debt can be attributed to a weaker than expected revenues from the annual conference and institute as well as somewhat higher costs associated with the production of *Archivaria*.

## Latest Estimate for 2004-05 Compared to the Budget for 2004-05

- Plans for 2004-05 included the review and renewal project, website development of a

member's only portion, creation of student chapters, other web development such as E-*Archivaria* and the organization of the annual conference. This year marked an increase in revenues from membership and *Archivaria* as a result of the new fee rates. Because the fiscal year is not over until the end of June, the following observations are based on the income statements as at the end of April 2005:

- increased membership revenues (\$96,000) meeting our planned target of \$90,000
- increased *Archivaria* revenue at \$195,029.30, of which almost \$75,000 pertains to 2005-06, for current year revenues at slightly over \$40,000 more than the planned target of \$80,000, due to a combination of higher subscriber rates and a recovery of subscription renewals for foreign subscribers.
- Conference revenues and expenses are relatively on target.
- Reduced communications expenses as more and more material is disseminated via the Internet, and thanks to a new, less expensive conference call service.
- Standing committee expenses lower than expected due to lower than expected travel expenses
- Increased revenue from grants caused by \$5,500 contribution for SISAA booklet.
- Website expenses higher due to purchase of server hardware and software for member's only section, plus the e-commerce application modules for member only service delivery; e.g. member profile updates & directory access.

((Continued page 16...))

# Budget 2005 - 2006

	Prior Year	Current Year		Next Year
	2003-04 Audited	2004-05 Budget	2004-05 Best estimate	2005-06 Budget
<b>REVENUES</b>				
Membership	\$ 89,384	\$ 90,000	\$ 96,000	\$ 96,000
Conference	\$ 82,941	\$ 99,000	\$ 99,000	\$ 115,250
Archivaria	\$ 75,055	\$ 80,000	\$ 120,000	\$ 111,010
Education	\$ 15,574	\$ 29,000	\$ 3,500	\$ 22,300
Promotional Items	\$ 67	\$ 2,000	\$ -	\$ -
Publications	\$ 491	\$ 2,000	\$ 500	\$ 1,000
Inserts/Advertising		\$ 500	\$ 500	\$ 2,000
Other Grants (CCA, PCH)	\$ 11,978	\$ 10,725	\$ 28,500	\$ 8,000
Investments & Other Income	\$ 17,884	\$ 5,500	\$ 5,500	\$ 10,500
<b>Total Revenues</b>	<b>\$ 293,374</b>	<b>\$ 318,725</b>	<b>\$ 353,500</b>	<b>\$ 366,060</b>
<b>EXPENSES</b>				
Board of Directors	\$ 10,308	\$ 10,000	\$ 5,000	\$ 10,000
Standing Committees	\$ 33,263	\$ 36,675	\$ 30,000	\$ 41,050
Select Committees		\$ -	\$ -	\$ 5,000
Special Int. Sections		\$ 450	\$ -	\$ 810
Staff & Support Services	\$ 79,431	\$ 75,000	\$ 77,400	\$ 91,845
Office Equip/Supplies	\$ 3,743	\$ 7,000	\$ 2,500	\$ 6,600
Office Space		\$ 11,000	\$ 11,000	\$ 11,431
Office & General	\$ 14,720	\$ 8,000	\$ 7,000	\$ 12,437
Phone & Fax & Comm.	\$ 2,587	\$ 2,000	\$ 2,000	
Public Awaren. Projects	\$ -	\$ 4,000	\$ 2,000	\$ 4,000
Conference	\$ 49,267	\$ 46,000	\$ 46,000	\$ 66,525
Bulletin	\$ 6,814	\$ 11,800	\$ 6,000	\$ 8,500
Archivaria	\$ 78,057	\$ 65,000	\$ 65,000	\$ 79,235
Travel Grants (SSHRC)	\$ 11,978	\$ 10,725	\$ 12,436	incl w Conf
promotional items	\$ 76		\$ -	
CCA & CAIN Grant Exps	\$ -	\$ -	\$ -	\$ -
Educat'n Prog & Plan	\$ 10,140	\$ 16,000	\$ 3,000	\$ 12,200
Publications		\$ 3,000	\$ 3,000	\$ -
Professional Fees	\$ 2,354	\$ 2,500	\$ 2,500	\$ 2,500
BCA	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
ACA Records Mgmt		\$ 500	\$ 500	
Web Design and Maint.	\$ 20,710	\$ 32,500	\$ 35,000	\$ 24,869
Amortization of Capital Assets	\$ 1,572	\$ -	\$ 1,600	\$ 1,600
Miscellaneous	\$ 297	\$ 2,500	\$ 2,500	\$ 500
<b>Total Expenses</b>	<b>\$ 327,317</b>	<b>\$ 346,650</b>	<b>\$ 316,436</b>	<b>\$ 381,103</b>
<b>Operating Inc. (Loss)</b>	<b>-\$33,943</b>	<b>-\$27,925</b>	<b>\$37,064</b>	<b>-\$15,043</b>

# aca Bulletin

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*(Annual Report of the Secretary-Treasurer continued...)*

- Staff operating costs increased due to the decision to provide benefits packages to both ACA staff members. It is believed by the board that staff continuity is extremely important to the well being of the ACA and the provision of employee benefits is a means of ensuring continuity.

The overall financial position of the Association is better than expected: a surplus of \$192,364.10 was realized in April. This is misleading however, as a portion of these funds will be deferred to '05-06; e.g. *Archivaria* subscriptions (#59-60) and '05-06 member renewal fees received to date must be properly recognized next year. ACA reserves are in good shape as a result of following the auditor's advice regarding the Sovereign fund as well as the market turn-around. ACA continues to invest in vehicles suited to its mission and non-profit status; these bonds will produce good returns to assist strategic initiatives of the Association. In addition, accumulated surpluses from past years will also support the continuing development of the ACA website, the review and renewal project and the possible implementation of scholarships and bursaries in the future.

MAP funding: in light of resource commitments to other projects, ACA did not apply for a project with Canadian Heritage this year. We will

consider an application in the next cycle, this fall.

## Budget, 2005-06

Preparing next year's budget is always a challenge because it is difficult to predict the revenues and expenditures for the annual conference a year in advance. A change of fiscal year (to January 1 to December 31) would improve the situation, make planning easier and improve the ability to undertake multi-year planning. This is an example of an issue that the governance/renewal project may consider as well as the role of the Finance Committee.

The ACA will continue to support projects such as the establishment of student chapters and improvements to member services through enhanced web development including the imminent publication of an *e-Archivaria*. The budget for 2005-06 indicates a projected deficit of just over \$23,000. The Association is well positioned to cover this deficit.

## Conclusion

During the coming year I hope to re-establish the finance committee as a functioning committee through the recruitment of one or two members. The prime focus of this committee will be to ensure greater accountability through review of the ACA's financial documents such as income and bank statements. Ideally

a member of the finance committee would be well positioned to take over the position of Secretary-Treasurer when my tenure ends in June 2006. Though looking forward to my second year as Secretary-Treasurer, I am indebted to my outgoing board colleagues, Larry Dohey and Wayne Crockett who greatly aided the first year of my term. Additionally, I would like to thank Marc Lerman for his guidance as president, as well as his efficient and rigorous control of our meetings.

I greatly look forward to the next year with Marc and our new board. Finally I would like to thank Duncan Grant and Judy Laird. When I was contacted about this position, I talked to two previous Secretary-Treasurers who told me that while it was a rewarding position, it was also quite a demanding one. However, through the efficient work of Duncan and Judy much of the workload has been reduced through their work on financial matters, meeting minutes, and the organization of the conference. Next year should be a very exciting year for the ACA as the review and renewal project develops, the member's services section of the website comes into existence, *Archivaria* goes on-line, and we prepare for a conference in far-off (at least to me) St. John's

**Scott Goodine Secretary-Treasurer**  
Association of Canadian Archivists –  
17 May 2005