• Assisted the Editorial Board with the development of the French counterparts for the Archivaria section of the website.
• Prepared abstracts and completed the upload of PDF files for e-Archivaria #64,
• Prepared, proofed and posted the 2008 Members Directory
• Finances
• Supported completion of the Dec 31 audits for ACA & ACAF; completed post-audit adjustments and proceeded with inclusion of deferred revenues & expenses into 2008 accounts & statements
• Prepared monthly income statements & report on the status of statutory requirements for the ACA Directors;
• Compiled preliminary draft for the annual budget process and prepared the 2009 estimates
• Prepared a draft Gift Acceptance policy for the ACA Foundation’s board to consider
• Conference
• Finalized facility contract for 2010, while facility evaluation for 2011 is underway
• Prepared & updated the 2008 conference forms, web site pages & on-line screens, including significant changes to the sponsorship & registration forms;
• Launched conference registration, with messages to Canadian and international listers
• Prepared the 2009 sponsorship brochure & form
• On-going Activities:
• Prepare agendas & support monthly Board meetings & conference calls
• Support the activities of the ACAF Board, as well as various committee projects (e.g. PAC umbrella, EC survey, MDC member stats)
• Prepare monthly financial reports including bank reconciliation & income statement, monthly payroll, CRA tax & benefits payment, quarterly GST report, and annual corporate renewals
• Liaises with editors for production of spring Bulletin, as well as #64 & #65 Archivaria
• Coordinate additions to Member’s Only website (e.g. bulletin, minutes, audited statements), users for SharePoint site, uploading of documents to SharePoint & ACA public website, prepared PDF files for web editor,
• Completed upgrades & renewals for ACA domain registration, accounting & office suite software, FTP & security certificates; purchased new set of back-up tapes & cleaning cartridges for the server back-up tape drive as the existing set were generating frequent error messages.

Submissions, suggestions and any questions should be addressed to:
Larry Dohey, Co-Editor
Archives of the R.C. Archdiocese of St. John’s
ldohey@nf.aibn.com
Jessie Chisholm, Co-Editor
Provincial Archives of Newfoundland and Labrador
JessieChisholm@therooms.ca
Penny Warne, Layout and Design
penny@warnedesign.com

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loryl.macdonald@utoronto.ca

ACA Secretariat
Administrative Coordinator: Judy Laird
Executive Director: Duncan Grant
It has been the priority of the ACA board for the last two years to focus on three aspects of ACA governance that we viewed as integral to ensuring that ACA continues to be vital and relevant for future years. These aspects are improving membership services, developing and then implementing recommendations from the Review and Renewal project as directed by membership at the 2004 Annual General Meeting, and ensuring ACA acted as an national advocacy voice for archives and archivists.

**Improving Membership Service**

Over the past year, there have been several exciting developments in ACA membership services.

To begin, ACA has successfully navigated the transition in its member & fiscal year from July-June to January-December. By switching the end of fiscal year away from June, the ACA office is better able to manage and deliver administrative and operational services to members.

In addition, the Canadian Archivist, predecessor to Archivaria, went live on-line in Fall 2007. With this launch, ACA’s journal back issues (and those of its predecessor the Archives Section of the Canadian Historical Association) are freely available on-line (except the current 8 issues).

In December 2007, the ACA mailed out a copy of its Aboriginal Archives Guide to all members and other identified stakeholders. The Aboriginal Guide, produced by ACA’s Special Interest Section on Aboriginal Archives, has been well received and will be a valuable resource for anyone interested in Aboriginal Archives.

In March 2008, the ACA signed a memorandum of understanding with the Australian Society of Archivists to offer membership services and benefits to each other’s members. While there are still a number of logistical issues to work out, I feel that this agreement is the first step towards offering all membership benefits delivered electronically, including Archivaria and Archives & Manuscripts, to members of the two associations. It may be that this will not happen, but it is definitely in ACA’s interests to explore this opportunity.

Further as mentioned below, the ACA Board and Membership Development Committee is asking the AGM to approve the creation of a retired class of members. It is imperative that the collective memory and experience of long-term members are retained. It is hoped that this new membership class will allow more members to remain involved in the ACA and engaged in the profession after they retire from their work positions.

I would just like to close this section with a reminder - ACA is association run by its members. If you have an idea as to how ACA members can receive better value for their membership dollars, please articulate it to a member of the Board, the ACA Office, or a committee or Special Interest Section chair. The Leadership Team looks forward to your comments. By example, the Retired Membership class, which I think is an excellent idea, was developed on the direct request of a retired ex-member. Until this was brought to our attention, the creation of this class had not been considered. However, once the idea was out there, it received enthusiastic support from the Membership Development Committee and the Board.

**Review & Renewal Process**

At the 2007 Association of Canadian Archivists’ Annual General Meeting, ACA members passed a resolution to approve in principle recommendations pertaining to the strategic initiatives identified by the Select Review and Renewal Committee in Mission Possible: Review and Renewal Report. Specific areas of reform included advocacy, outreach, professional development and education, communications, as well as governance. Over the past year, the ACA Leadership Team – the Board of Directors, Committee Chairs, Editors, and Staff – has worked diligently towards implementing the R&R Report recommendations.

I am pleased to provide a summary of R&R progress over the last year.

1. **Outreach:**

The Public Awareness Committee has shifted its mandate to focus on external audiences. The Committee is currently developing a formal outreach strategy in order to raise the profile of the profession amongst these external audiences.

2. **Professional Development:**

The Education Committee has shifted its mandate to focus on professional development, rather than basic education. As part of a review of its mandate and role, the Committee is currently undertaking a survey of ACA members to ensure that its program meets their needs. Further, to better reflect its role, the Education Committee proposes that its name be changed to the Professional Learning Committee.

3. **Communications:**

The Ad Hoc Communications Committee has been struck. The Committee is currently formulating a comprehensive communications strategy.

**University of British Columbia ACA Student Chapter Report**

The 2007-08 UBC ACA Student Chapter Executive included Adam Cowling (Co-ordinator), Maria Robinson (Secretary/Treasurer), Krista Hill and Suher Zaher-Mahawi (Events Co-ordinators), Nicole Maunsell (Webmaster/Archivist), and Kelly McIroy (1st Year Representative).

The Chapter was involved in organizing a number of activities for students which were well attended, and contributed to an improved and continued profile of the ACA in the minds of students, faculty, and archival professionals in the Vancouver area. Accomplishments in the past academic year include:

- Early in the academic year, the Chapter facilitated a membership orientation session of the ACA, with guest speakers
- The Chapter continued the ‘Buddy Program’, which facilitates mentorship relationships between first-years at SLAIS and students further along in their studies
- Multiple tours to local Archives and Record Management facilities were organized for student members
- The Chapter put on a Genealogy Workshop hosted by a local genealogy specialist
- In February, the Chapter hosted ten students and members of the SAA student group at Western Washington University for a day of archival-related activities
- In collaboration with the SLA student group, the Chapter raised money for both groups through two Bake Sales

**Office & Operations Report – AGM 2008**

Following the Kingston Conference and AGM, your staff has continued its work to improve the efficient and effective operation of ACA providing increased value for members & volunteers.

Refining service partners:

- Negotiated a cost reduction from LMS ProLink on directors E&O coverage
- Switched to Momentum Teleconference service (33% reduction)
- Adding Member Services:
  - Modules installed to allow ACA to deliver on-line surveys, electronic newsletters, and personalized group e-mails, including set-up, testing, and staff training

- Requested software addition to allow Members to identify volunteer interests as well as SIS selections plus their own changes of address, e-mail, etc
- Revised portions of the website and related forms to reflect the Jan-Dec member year, 5% GST, and ’08 conference information; compiled visitor traffic for the website over its history
- Prepared a review of subscription figures for Archivaria, as well as a summary of funds received from Access Copyright, with this information provided to the Editorial Board; prepared a 12-month overview of activity for the Main collection; similar measures will be implemented for the Reserved collection shortly.
University of Toronto Student Chapter Final Report, 2007-2008

The ACA Student Chapter at U of T’s Faculty of Information Studies has enjoyed a busy and successful year, thanks to the hard work of everyone involved in the chapter.

Some highlights:
- In September, the Chapter hosted a pub night at the Red Room and a tour of the Thomas Fisher Rare Book Library and Special Collections at the University of Toronto in conjunction with the Toronto Area Archivists’ Group (TAAG).
- In October, the Chapter held a pizza lunch at which Loryl MacDonald from the ACA and Adam Birrell and Chris Sanagan from TAAG spoke about the benefits of involvement with their organizations.
- In November, the Chapter was honoured to host Dianne MacAskill, the Chief Executive and Chief Archivist of Archives New Zealand for her talk, “How New Zealand faces the public records challenge.” The Chapter also held its first of two successful fundraising bake sales.
- In February, the Chapter hosted another distinguished speaker, Anne Gilliland-Sweeland from the University of California at Los Angeles for a talk on digital archives. The Chapter held a successful Valentine’s bake sale.

Finally, in April, the Chapter rounded out the year with an end-of-year party open to FIS archives alumni and the Toronto archival community at the Duke of York. Next year’s executive has been elected and is gearing up for another busy year in 2008-2009. The 2008-2009 University of Toronto Student Chapter Executive is as follows:
- Kate Guay - Chair
- Sarah Niezen - Vice-Chair
- Kristen Buckley - Events Coordinator
- Rebekka Sheffield - Secretary
- Jessica Green - Treasurer
- Bruce Harpham - Member-at-large

Respectfully submitted,

Scott Goodine,

McGill ACA Student Chapter Report

The Student Chapter of the ACA has enjoyed an active second official year. A wide array of events has been organized for students in the LIS program including guest speakers, fundraisers, social events, and networking opportunities.

Our highly successful speaker series this past fall welcomed individuals who spoke regarding the benefits of ACA membership, skill sets and professional competencies for records management, and the process of creating and preserving digital archives. Many thanks to Rob Fisher (ACA), Alex Richmond (McGill Senior Records Manager), Howard Shubber (Canadian Centre for Architecture) and Theresa Rowat (Director and University Archivist, McGill).

Festive bake sales occurred at Halloween and Valentine’s Day, providing sustenance for students and helping to support chapter activities.

Events both social and educational included a tour of Le Cheval Blanc (the oldest microbrasserie of its type in Montreal), where the microbrasserie’s history and archival situation were discussed by our engaging and informative guide, Martin, and the first annual McGill ACA Curling Bonspiel, wherein 20 enthusiastic LIS students with varying curling experience gathered for camaraderie and to enjoy playing one of Canada’s most well-known sports.

The highly-anticipated School of Information Studies Archival Student Colloquium took place in April. Student papers (Bruce Smith Norman, Elaine Radman, D. Vanessa Franco, Mary Flynn and Jennifer Murray) focused on "Professional Competencies" and "Tradition & Innovation." We were very pleased that Terry Cook was available to come and provide a plenary address, “Mindless Ox, Efficient Vacuum Cleaner, Compliant Handmaiden, or Invisible Ghost: Towards a New Role for Archivists in the Twenty-First Century.” It was a fabulous way to end the academic year, and many of us are looking forward to the ACA conference in New Brunswick.

Respectfully submitted,
Trudi Wright, Coordinator

4. Governance:

The Ad Hoc Governance Committee was struck to advise the Board of Directors on the overall governance of the ACA and to ensure continuity and consistency in all ACA operations. To this end are the following developments:

- All ACA Committees now create agendas and minutes for each meeting and submit these documents to the ACA Office.
- All Committees are currently developing terms of reference and operational guides detailing Committee processes and procedures.
- Job descriptions for key volunteer positions have been developed.
- An annual self-evaluation process for Board members has been implemented.
- An expanded Planning & Priorities meeting/orientation consisting of the Board of Directors, Chairs, and Committee Members was held in Toronto in November 2007. Participants deemed the meeting a success.
- A Volunteer Code of Conduct has been developed.
- All ACA planning documents, work plans, and performance measures have been revised so that they now reflect a mission-based approach to governance.

Simplified and updated by-laws have been developed and will be considered by ACA members at the June 2008 AGM.

Over the past year, the ACA Board, Office, and Committees have embraced strategic planning and review as part of their regular work plans.

Although much R&R work remains to be done, the R&R vision is steadily becoming a reality. We believe that these changes will help the ACA align its priorities and assign resources to better accomplish its mission and to successfully meet the needs of our members.

In closing off this section I would like to express, and I would like to do it on behalf of the ACA, my sincere thanks and admiration for the job done on this project by Vice-President Loryl MacDonald, Executive Director Duncan Grant and the Governance Committee. This has been a huge project and Loryl and Duncan have spent innumerable hours ensuring that it is done right and that deadlines are met. They both went above and beyond normal ACA expectations and should be congratulated for doing an excellent job on an extremely difficult and occasionally tedious project.

Advocacy

Throughout the term of this board, the ACA has made a conscious effort to be a strong and effective national voice for the archival community on advocacy issues.

In 2007-2008, relatively high profile advocacy campaigns were mounted to keep the United Church of Canada / Victoria University Archives open at Victoria University (Toronto), to publicize concerns about captured Iraqi archival records, and to encourage greater archival representation on the Canadian Cultural Property Review Board.

Throughout these processes, when possible, the ACA has tried to partner with other affected stakeholders including the Society of American Archivists and the Canadian Historical Association. All our advocacy efforts have gained responses by the intended audience and though it is not always explicitly stated, have forced the decision-makers to consider our concerns.

As I finish my term as President, I am convinced that active public advocacy on behalf of archives and archivists must continue to be one of the ACA’s most important services to ACA members and to the Canadian archival community. Within the Canadian archival system, the ACA is the only national entity that receives no direct governmental funding and as such, it has the freedom to comment on matters without concerns about alienating funding sources.

Conclusion:

As this will be my last AGM report as ACA Chair I have a number of thank you’s I would like to make. First, I would like to thank the ACA membership for allowing me the opportunity to serve as President for the last two years. I have greatly enjoyed my term as President and will continue to be involved with the ACA in whatever way possible.

Second, I would like to thank Leslie Latta-Guthrie, Executive Director and Provincial Archivist, Wayne Murdoch, Director of Collections Management, Provincial Archives of Alberta for being so supportive of my work for ACA. It has greatly eased my term to be so fully supported by my employer. Additionally, and most importantly, I would like to thank my fellow Board members and the ACA Office. In the past two years it has been an honour and a pleasure to work together and accomplished some significant successes for the ACA. Throughout busy periods and the occasional crisis, we have always been able to interact with each other with respect, collegiality and good humour. It has been a pleasure, an honour, and a privilege to work with such dedicated and competent colleagues.

Respectfully submitted,
Scott Goodine,
President
Association of Canadian Archivists
Western Canada is known for its open, innovative, and groundbreaking exploration of public policy. Grass-roots approaches to politics, economics, and society in the west have frequently challenged the status quo and, by doing so, have often altered social expectations and changed the course of public debate. What challenges do archivists face in addressing this changing public arena? How should archivists respond to the opportunities presented by the growth of the archival profession?

The ACMU conference in 2009 in Calgary will provide an exciting forum for re-examining archival records in light of the changing public environment, the increasing focus on accountability, and the changing role of the archivist in public affairs. The conference will be held in Calgary, Alberta, from March 1 to 3, 2009.

The Call for Proposals for the 2009 ACMU Annual Conference includes:

- **Traditional sessions**
- **Focused debates on specific topics**
- **Panel discussions**
- **Roundtables**
- **Talking circles**
- **Poster sessions**

Submitting Proposals:

To submit a session proposal, please visit the ACMU website at http://www.archivists.ca/submit-a-proposal-2009/. Submit your session proposal in electronic form using this link is strongly encouraged.

The deadline for submission of proposals is 21 September 2008.

Use the “Submit a Proposal, 2009” button on the Home page or Conference page of the ACMU website at http://www.archivists.ca/. Submitting your session proposal in electronic form using this link is strongly encouraged.

Cheryl Avery, Chair
ACA 2009 Program Committee
301 Main Library, 3 Campus Drive
University of Saskatchewan
Saskatoon, SK S7N 5A4

Please feel free to direct questions to:

Cheryl Avery, Chair
ACA 2009 Program Committee
301 Main Library, 3 Campus Drive
University of Saskatchewan
Saskatoon, SK S7N 5A4

e-mail: cheryl.avery@usask.ca
telephone: 306-966-7253

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**Rights, Responsibilities, Trust: Archives and Public Affairs**

While in the past historical records were often seen as quaint relics only remotely relevant to public concerns, today archives are playing an increasingly important role in contemporary public affairs. As written testimony in response to international disputes, democratic proof of global climate change, or the “smoking gun” in political and financial scandals, archival collections are being used not just as information about historical events but as evidence to address international disputes, social injustices, health and public safety concerns, and human rights violations.

Historically, archival institutions were often seen as serving a small and select population of academics, genealogists, or community historians. But traditional perceptions of archives and approaches to archives are increasingly challenged in this environment of increased accountability and decreased public trust. Archivists today must understand legislative, policy, and regulatory requirements such as access to information and privacy legislation, intellectual property rights, and personal information management. Our decisions about the records we keep, the way we manage them, and whether and how we make them available influence how and why they are used in public affairs, which then can affect public perceptions of the nature and value of archives.

Ensuring adequate financial, political, and social support for archival services has been an ongoing challenge, one made more difficult now that our holdings have taken on such different and frequently politically charged meanings. More than ever, archives are being seen by the public as tools for evidence of rights and responsibilities and as instruments in the search for accountability and trust. Archival practices and priorities are being shifted as a consequence.

The 2009 ACMU annual conference in Calgary, Alberta, will be an exciting forum for examining this changing public perception of archives and the consequent transformation of archival operations. The ACMU 2009 Program Committee encourages proposals on the broad theme of archives and public affairs, relating to topics such as:

- changing public policies about information and evidence
- mounting concern for human rights and social responsibilities
- shifting fiscal priorities for archives and challenges to financial sustainability
- increasing awareness of the importance of archives in current affairs
- the role of archives in sustaining a civil society

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**Archivaria**

- As #64 was delayed combined with #65 & #66 Archivaria subscriptions, $121,258.98 was carried-forward into 2008
- Subscription sales are a bit better than expected
- there is an adverse affect due to e-archivaria, as back issue sales have declined dramatically
- #64 is in the final stage of production, and should be delivered by late April
- #65 is well into production

No significant revenue from other areas as conference and education committee revenue will not be determined until July/August.
2008 has been an exciting year for SISPA thus far with many new developments:

(February) creation of a wiki for the SISPA bibliography of literature relevant to personal archives (http://personalarchivesbibliography.pbwiki.com/). Members can add citations in a collaborative environment with instant updates to other members.

(April) creation of the personal archives listserv (personal_archives@yale.edu)

97 individuals subscribed as of the end of April

97 individuals subscribed as of the end of April

April 21-24 “guest expert” Maryanne Dever (Monash University) appeared on the list to discuss issues arising from reading her two articles “Reading Other People’s Mail” and “Greta Garbo’s Foot: or Sea, Socks and Letters” (forthcoming). Readings were available electronically to members in advance.

Discussion archived at: http://email.yale.edu/pipermail/personal_archives/2008-April/authors.html.

University & College Archives Special Interest Section, UCASIS

UCASIS members have been steadily working away at several projects identified for inclusion on our annual work plan during our meeting in Kingston last year.

• Dr. Wendy Duff (University of Toronto) presented to our Section on her involvement in AX-SNet, an international network of researchers working to improve access to archives by examining how users seek and use archival information. Robin Keirstead (University of Western Ontario) will be acting as the UCASIS contact for those institutions interested in participating in AX-SNet research activities.

• Crista Bradley (University of Regina) has compiled a master Canadian university/college contact list. We plan on using the list to advertise UCASIS activities and to promote membership in our Section. The list has been posted to the UCASIS Listserv for review and comment.

• A UCASIS sponsored session has been organized for the ACA 2008 Conference entitled, Real World Digitization: Digitization Projects in the Academic Setting. The Board is pleased to see that committees (with great assistance from Director-at-Large, Charlotte Woodley) have done a great job of creating work plans and budgets for the coming year.

Committee expenses, particularly travel, are one of the largest expenditures on the budget. The Board does not wish to limit the make-up of committees based on geographic location but must take into account that this can be a serious consideration when having face-to-face meetings and travel monies are required. Within the committee activities this year, it has been nice to see that teleconferencing is being better utilized.

Respectfully submitted,
Catherine Hobbs,
SISPA Chair

Respectfully submitted,
Catherine Hobbs,
SISPA Chair

An implementation report on how to create a UCASIS repository of records retention schedules and related appraisal rationales is currently in draft stage. UCASIS members have expressed an interest in sharing this information amongst its members to further inform our records management and archival appraisal activities.

Past UCASIS surveys are being digitized and will be posted on the Section’s web page soon.

Our annual meeting at the ACA 2008 Conference (Fredericton) has been set for Wednesday, June 11 between 3:30 pm – 5:30 pm (room TBD). All are welcome.

I want to take this opportunity to thank the members of UCASIS for their enthusiasm and their support in making our Section one of the ACA’s most vibrant.

Respectfully submitted,
Paul Hebbard
Chair, UCASIS

Discussion archived at: http://mailman.yale.edu/pipermail/personal_archives/2008-April/authors.html.


Plans have been made to repeat this guest spot twice yearly. These developments and the evident success of the SISPA discussion show that SISPA is continuing to support its personal archives as well as its practical application (a goal of the group since its inception).

We encourage new membership. Interested?

Get in touch with Catherine Hobbs, Chair (catherine.hobbs@lac-bac.gc.ca) or Heather Dean, Secretary (heather.dean@yale.edu).

Respectfully submitted,
Catherine Hobbs,
SISPA Chair

Respectfully submitted,
Catherine Hobbs,
SISPA Chair

Expenditure Highlights

Conference
• Expenses for Fredericton are in line with budget estimates to this point in time
• percentage of office/staff time being dedicated to conference is a significant expenditure – estimated approximately $35,000.

The workshop expenses will be slightly higher with the 2nd Photo Records workshop, but will easily be offset by the second group of registration fees.

Salaries/Office Expenses
• Statutory requirements up to date
• Salary/Office expenditures are slightly under budget to date

Board of Directors expenses
• The expenses of the Board of Directors appear to be on target for this year

Board of Directors communications expenses are lower than expected and will likely be lower yet as a new service provider, with lower rates, is now being used

Committee expenses

We did not need to withdraw any funds from ACA Reserves during the six-month “year”, from July to December 2007, i.e. the transition has gone slightly smoother than expected costing us slightly less than anticipated.

Overall Financial Position:

In this AGM package, you will see the audited statements for ACA as of June 30/07 and at Dec 31/07 covering the past year. In light of the large deficit shown for the transition 6-month year, I have included the following table which provides a 4-year view of this transition’s impact on ACA’s finances; figures in the first three columns are audited results while those in the final two columns are best estimates as of the writing of this report.

Respectfully submitted,
Heather Home
Treasurer/Secretary

Insurance costs
• Insurance for ACAF was greater than expected. We will be looking at finding a new provider when we next go to negotiate for ACA insurance

Website costs
• Cost associated with the website is one of our largest financial outlays in the year, while some costs have decreased now that e-archivaria is up and running

• A New server and an ADSL line needed for e-Archivaria, and which support and grow our on-line membership benefits, have been installed and are running well

Investments
• $10,000.00 in interest generated over the year, while we will keep our eye on this as the current decline of interest rates continues

Statutory requirements up to date

Salary/Office expenditures are slightly under budget to date

Board of Directors expenses

The expenses of the Board of Directors appear to be on target for this year

Board of Directors communications expenses are lower than expected and will likely be lower yet as a new service provider, with lower rates, is now being used

Committee expenses

The Board is pleased to see that committees (with great assistance from Director-at-Large, Charlotte Woodley) have done a great job of creating work plans and budgets for the coming year.

Committee expenses, particularly travel, are one of the largest expenditures on the budget. The Board does not wish to limit the make-up of committees based on geographic location but must take into account that this can be a serious consideration when having face-to-face meetings and travel monies are required. Within the committee activities this year, it has been nice to see that teleconferencing is being better utilized.

Respectfully submitted,
Paul Hebbard
Chair, UCASIS

Revenue $393,411 $430,597 $22,967 $390,607 $385,801
Expenses $393,756 $382,712 $127,561 $363,452 $360,855
Income (loss) $345 $47,885 $104,594 $27,155 $24,946
M’s Equity $268,104 $315,989 $211,395 $238,550 $263,496


— ACA Bulletin June 2008 —
The Government Records Special Interest Section (GRSIS) currently consists of 38 members representing institutions across Canada, the United States and abroad. Our first year’s efforts have concentrated on outreach, good governance and professional development. Following is a summary of our activities over the past year.

Outreach
In an effort to encourage participation in GRSIS, the Chair and members contacted the ACA Student Chapters in the fall of 2007. Emails providing information about GRSIS were sent to the Chairs of the Student Chapters. GRSIS representatives also visited various universities to invite archival studies students to become members.

Good Governance
GRSIS explored the idea of getting members access to the ACA Sharepoint site to participate in online meetings, discussion groups/forums, post documents and conduct surveys. Unfortunately, this option is not feasible and we are still looking for ways to better communicate with our members. Various options will be discussed at the second annual meeting for GRSIS on June 11, 2008 at 3:30 p.m. in Fredericton, NB.

Professional Development
GRSIS will be hosting its first ever conference session specifically aimed at the needs of information professionals working with government records. The session will be a discussion panel open to all individuals interested in examining issues surrounding the creation, management and transfer of digital records in a government environment. GRSIS may explore hosting similar sessions at future conferences.

Future Plans
In the coming months, GRSIS will be conducting a survey of its members to develop a direction for the group. We will also be exploring ways of better communicating with similar groups in jurisdictions outside Canada and liaising with other Special Interest Sections. We look forward to the challenges ahead and are thankful for the support received this past year from GRSIS members and the ACA Board.

Respectfully submitted,
Anna Gibson, Chair
Government Records Special Interest Section

Municipal Archives Special Interest Section (MASIS)

MASIS held its second annual meeting at the 2007 conference in Kingston. It was a well attended meeting and much of the discussion was focused upon continuing our efforts to raise the profile of municipal archives in context of local government and within the archives community as a whole. As a result of this meeting, the main focus of MASIS over the last year has been the development of standard performance indicators for municipal archives in Canada. This project has included forming partnerships with other organizations to conduct an academic research project. The creation of a survey of municipal archives conducted by an academic institution is also included in this project. This is an ongoing project slated to be completed in June 2009. At the conference this year, MASIS is pleased to present a poster session on the performance indicator project.

Respectfully submitted,
Cynthia Kent, Chair

OUSELEY HANVEY CLIPSHAM DEEP LLP
Licensed Public Accountants
Ottawa, Ontario
October 1, 2007

AUDITORS’ REPORT

To the Members,
Association of Canadian Archivists:

We have audited the balance sheet of the Association of Canadian Archivists as at June 30, 2007 and the statements of changes in net assets and revenue and expenditure for the year then ended. These financial statements are the responsibility of the Association’s management. 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 plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at June 30, 2007 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

OUSELEY HANVEY CLIPSHAM DEEP LLP
Licensed Public Accountants
Ottawa, Ontario
October 1, 2007

Front row from left (seated): Anna Gibson, Chair
Linda Nobrega; Paulette Dozois
Second row from left: Johanna Smith, Secretary; Trudi Wright;
Jane Boyko; Jennifer Mahon; Gabrielle Nishiguchi
Third row from left: Dara Price, Garth Clarke

MASIS held its second annual meeting at the 2007 conference in Kingston. It was a well attended meeting and much of the discussion was focused upon continuing our efforts to raise the profile of municipal archives in context of local government and within the archives community as a whole. As a result of this meeting, the main focus of MASIS over the last year has been the development of standard performance indicators for municipal archives in Canada. This project has included forming partnerships with other organizations to conduct an academic research project. The creation of a survey of municipal archives conducted by an academic institution is also included in this project. This is an ongoing project slated to be completed in June 2009. At the conference this year, MASIS is pleased to present a poster session on the performance indicator project.

Respectfully submitted,
Cynthia Kent, Chair

OUSELEY HANVEY CLIPSHAM DEEP LLP
Licensed Public Accountants
Ottawa, Ontario
October 1, 2007
Climate Records and Information Special Interest Section (CRISIS)

CRISIS was established in July 2007 following the ACA conference in Kingston. The conference had included a session on the use of the archival records to study changes in the environment, and the importance of preserving records relating to the environment in archives today. There was a great deal of enthusiasm surrounding the establishment of the SIS, from within and outside Canada. The first meeting of CRISIS will be at the 2008 ACA conference in Fredericton. Because the meeting has not yet occurred, there have not been any activities of the SIS this year. Charlotte Woodley has created an environmental statement for the ACA with the aim of raising environmental consciousness within the association. We hope to gain momentum after our inaugural meeting in June.

Special Interest Section on Electronic Records (SISER)

As per last year's workplan, SISER has organized a session for this year's annual conference. The proposal was accepted and the presentation "Archives and the Technological Wave" occurred Thursday 12 June from 3:30 to 5.

Presenters included Jean Dryden (FIS/UofT), Sonya Sherman (Cayman Islands Archives), Francesca Marinin (SLAIS/UBC), Lori Nordland (Alberta Research Council) and Vicki Lemieux (Credit Suisse First Boston). John Roberts (Archives New Zealand) will Chair. The annual SIS meeting was held after the session.

Cara Downey

Religious Archives Special Interest Section (RASIS)

Over the last year RASIS has attempted to work toward building awareness to issues of concern and interest to religious archivists. Attention continued to be focused, particularly in the first part of the year, on building awareness and to advocate through letter writing campaigns regarding the United Church Archives. Members worked with other concerned parties (TAAG, CHA, Save the Archives Coalition, etc.) to present an informed and unified front opposing the closure of the archives. An annual meeting was scheduled for the 2007 conference in Kingston but, with only 3 members in attendance, the meeting was short and informal. The chair met and spoke with a number of archivists who work for religious bodies over the course of the conference about issues of mutual concern. The RASIS web page has been updated and ways of further utilizing the space is under consideration. We look forward to increasing activities and continuing to contribute to the ACA in the upcoming year.

Cara Downey

Access and Privacy Issues SIS

Over the last year the Access and Privacy Issues SIS has arranged for and facilitated Session 10b: Access and Privacy Issues in a Digital World with speakers Frances E. White, Jennifer Berlin and Brian Beaven. The SIS also held its annual meeting at the 2008 conference in Fredericton. It is hoped that the panel discussion, SIS meeting and growing member participation will contribute to increasing activities in the upcoming year.

Respectfully submitted, Paulette Dozois, Chair

ASSOCIATION OF CANADIAN ARCHIVISTS

BALANCE SHEET
AS AT JUNE 30, 2007

<table>
<thead>
<tr>
<th></th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CURRENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$185,668</td>
<td>$174,119</td>
</tr>
<tr>
<td>Investments</td>
<td>$306,440</td>
<td>$296,305</td>
</tr>
<tr>
<td>Accounts receivable</td>
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<td>$18,247</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>-</td>
<td>$3,245</td>
</tr>
<tr>
<td>PROPERTY AND EQUIPMENT (note 4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>506,902</td>
<td>491,976</td>
</tr>
<tr>
<td></td>
<td>23,605</td>
<td>15,465</td>
</tr>
<tr>
<td></td>
<td>$530,507</td>
<td>$507,441</td>
</tr>
<tr>
<td>CURRENT LIABILITIES</td>
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</tr>
<tr>
<td>Accounts payable</td>
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<td>$110,739</td>
</tr>
<tr>
<td>Deferred revenue (note 5)</td>
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<td>224,690</td>
</tr>
<tr>
<td>NET ASSETS</td>
<td>23,605</td>
<td>15,465</td>
</tr>
<tr>
<td>Invested in property and equipment</td>
<td>985</td>
<td>985</td>
</tr>
<tr>
<td>Restricted</td>
<td>306,046</td>
<td>266,201</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>330,836</td>
<td>282,751</td>
</tr>
<tr>
<td></td>
<td>$530,507</td>
<td>$507,441</td>
</tr>
</tbody>
</table>

Approved on behalf of the Board:

Scott Keelings
Director

Heather Home
Director
ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2007

<table>
<thead>
<tr>
<th></th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVESTED IN PROPERTY AND EQUIPMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance - beginning of year</td>
<td>$15,465</td>
<td>$13,612</td>
</tr>
<tr>
<td>Purchase of property and equipment</td>
<td>$14,178</td>
<td>$6,028</td>
</tr>
<tr>
<td>Amortization</td>
<td>$6,038</td>
<td>$4,175</td>
</tr>
<tr>
<td>Balance - end of year</td>
<td>$23,605</td>
<td>$15,465</td>
</tr>
</tbody>
</table>

RESTRICTED FOR SCHOLARSHIP FUND

Balance - beginning and end of year

<table>
<thead>
<tr>
<th></th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNRESTRICTED</td>
<td>$985</td>
<td>$985</td>
</tr>
</tbody>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance - beginning of year</td>
<td>$266,301</td>
<td>$269,499</td>
</tr>
<tr>
<td>Net revenue (expenditure) for the year</td>
<td>$47,885</td>
<td>$(345)</td>
</tr>
<tr>
<td>Purchase of property and equipment</td>
<td>$(14,178)</td>
<td>$(6,028)</td>
</tr>
<tr>
<td>Amortization</td>
<td>$6,038</td>
<td>$4,175</td>
</tr>
<tr>
<td>Balance - end of year</td>
<td>$306,046</td>
<td>$269,301</td>
</tr>
</tbody>
</table>


The co-editor of the ACA Bulletin Jessie Chisholm attended the Planning and Priorities meetings, held 1-3 November 2007 in Toronto, where the mandate and direction of the newsletter was discussed at length. Participants noted that there was frequently a duplication of information between the ACA web site and the Bulletin and that the relationship of both communications tools demanded some attention. The following recommendations were discussed and forwarded to the Board:

- That the ACA web site become the main entry point for all official ACA communications, including committees updates, conference schedules, and press releases.
- That the ACA Bulletin focus on informative articles of interest to the archival community, including public awareness initiatives, recent acquisitions, notes on IT, etc. This would define the Bulletin as an informal publication which differs from the academic focus of Archivaria and the official nature of the ACA web site.
- That the Bulletin approach provincial associations and/ councils for items; these are frequently published in the local newsletters but are not integrated into the national ACA communications.
- That the Bulletin encourages archival students to submit articles based on ongoing research or work experience.
- That the Bulletin be published quarterly and distributed in PDF format

To date, some of these recommendations have been implemented. This year, graphic designer Terry Sutton produced a new format for the ACA Bulletin. When possible, the editors have sought to include provincial and territorial news, public awareness projects, and incorporate photographs. The focus for the 2008-2009 will be the implementation of all recommendations forwarded to the Board.

Jessie Chisholm
Larry Dohey
Co-editors

Special Interest Section on Aboriginal Archives (SISAA)

ACA 2007, Kingston:
The annual meeting on 20 June 2007 included election of officers. Two positions were filled by acclamation:

- Chair – Warren Sinclair
- Membership Secretary – Krisztina Laszlo

The meeting had 11 attendees and included two presentations by Jonathan Lainey, the Aboriginal Archivist for Library and Archives Canada, and Ms. Jameson C. Brant, the Coordinator of the Aboriginal Training Program in Museum Practices within the Ethnology & Cultural Studies sector at the Canadian Museum of Civilization.

SISAA List Serve
The current membership stands at 49. The minutes of the SISAA annual meeting for 2006 and the SISAA status reports for Fall 2007 and Winter 2008 have been submitted for review by SISAA members.

Aboriginal Archives Guide
The English version of the promotional booklet Aboriginal Archives Guide: appeared in print in November 2007, SISAA's deepest gratitude goes out to Teresa Reilly, Vice-President of the Canadian Church Historical Society (CCHS), and the CCHS, the Anglican Church of Canada's national historical association, for the financial support which made publication possible. About 2000 copies have been printed and the following have been distributed as of April 2008:

- CCHS (400 copies)
- ACA Membership (150 copies)
- United Church Archives (100 copies)
- 2008 Rupert's Land Colloquium (16-18 May 2008 – the guides will be included with the registration kits). (130 copies)
- Provincial and Territorial Archival Associations (130 copies – 10 copies each)
- Library and Archives Canada's Aboriginal Heritage Initiatives office (10 copies)
- Centre for Rupert's Land Studies (10 copies)

The Steering Committee is now in the final stages of discussing the distribution of the guide among Aboriginal communities and expect to mail copies out in late May 2008.

In the meantime the guide is available in .pdf format on the ACA website (www.archivists.ca). Printed copies of the booklets are available from the ACA office for $2.00 each plus shipping and taxes.

The Steering Committee is now in the final stages of discussing the distribution of the guide among Aboriginal communities and expect to mail copies out in late May 2008.

In the meantime the guide is available in .pdf format on the ACA website (www.archivists.ca). Printed copies of the booklets are available from the ACA office for $2.00 each plus shipping and taxes.
1. **Archivaria 64, 65 and 66**
   Issue #64 (Fall 2007) was released to members and subscribers through the e-Archivaria Reserved Collection in April 2008; the printed version should mailed before the conference. Issue #65 (Spring 2008) is well into production, and should be published shortly after the conference. This issue contains a Special Section on Archives and Photography (guest edited by Sarah Stacy). Issue #66 will be a regular issue, and is unscheduled for publication in the fall of 2008.

2. **Senior Associate Editor**
   The new Senior Associate Editor of Archivaria is Carolyn Heald, who will assume the General Editor role in January 2009 and be responsible for issues 67-70. Carolyn comes to Archivaria with an insider’s perspective, having been a member of the Editorial Board from 2000 to 2005, where she was responsible for the development of the present Archivaria Style Guide and the collection of the abstracts of masters theses in archival studies (Archivaria 55, Spring 2003). Carolyn says that she is “deeply honoured to accept the position of Senior Associate Editor and, in 2009, to assume the General Editorship, and looks forward to carrying on the tradition of publishing challenging and insightful articles of Canadian and international archival scholarship.”

   The Editorial Board now comprises: Catherine Bailey, Michael Dufresne, Carolyn Heald, Marcel Barriault, Kara Quann, Sarah Stacy, Mark Levene, Robert McIntosh, Barbara Craig, Laura Millar, Heather MacNeil, Brian Brothman, Bernadine Dodge, and Andrew Horrell.

3. **W. Kaye Lamb Prize 2007**
   Congratulations to David Bearman, winner of the W. Kaye Lamb Prize for 2007, for his article “Moments of Risk: Identifying Threats to Electronic Records,” in Archivaria 62 (Fall 2006).

4. **Hugh A. Taylor Prize 2007**
   Congratulations to Keli Rylance, winner of the inaugural Hugh A. Taylor Prize for Archivaria, for her article “Archives and the Intangible,” in Archivaria 62 (Fall 2006).

5. **Web site changes**
   The existing Archivaria web pages were mirrored French to reflect the bilingual content of the journal, and were formally launched on 21 April 2008. The Board of Directors and the Editorial Board would like to thank Marcel Barriault (French Language Editor) for all of his hard work on the translation and verification of these new web pages, and Mark Levene (ACA Webmaster) and Duncan Grant (Executive Director) for their work on the structural redesign.

6. **Archivaria Operational Guidelines**
   Version 1.0 of the comprehensive Archivaria “Operational Guidelines” manual for all editorial and production staff was completed in April 2008.

Respectfully submitted,

Catherine Bailey
General Editor
Archivaria #63-66

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**ASSOCIATION OF CANADIAN ARCHIVISTS**

**STATEMENT OF REVENUE AND EXPENDITURE FOR THE YEAR ENDED JUNE 30, 2007**

<table>
<thead>
<tr>
<th></th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Archivaria</td>
<td>$141,224</td>
<td>$121,219</td>
</tr>
<tr>
<td>Conference</td>
<td>136,623</td>
<td>138,906</td>
</tr>
<tr>
<td>Education</td>
<td>15,223</td>
<td>15,305</td>
</tr>
<tr>
<td>Membership</td>
<td>122,309</td>
<td>102,476</td>
</tr>
<tr>
<td>Other</td>
<td>15,218</td>
<td>15,505</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>430,597</td>
<td>393,411</td>
</tr>
<tr>
<td><strong>EXPENDITURE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Archivaria</td>
<td>92,077</td>
<td>101,479</td>
</tr>
<tr>
<td>Board of Directors</td>
<td>52,538</td>
<td>46,886</td>
</tr>
<tr>
<td>Conference</td>
<td>124,182</td>
<td>131,574</td>
</tr>
<tr>
<td>Education program</td>
<td>26,129</td>
<td>24,672</td>
</tr>
<tr>
<td>Member services</td>
<td>45,173</td>
<td>42,294</td>
</tr>
<tr>
<td>Outreach and govern-</td>
<td>33,117</td>
<td>36,952</td>
</tr>
<tr>
<td>Re and relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publications</td>
<td>-</td>
<td>168</td>
</tr>
<tr>
<td>Select committees</td>
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<td>9,047</td>
</tr>
<tr>
<td>Special interest sec-</td>
<td>442</td>
<td>94</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>382,712</td>
<td>393,756</td>
</tr>
<tr>
<td><strong>NET REVENUE (EXPENDITURE) FOR THE YEAR</strong></td>
<td>$47,885</td>
<td>$(345)</td>
</tr>
</tbody>
</table>

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**Web Editor Report**

Since taking over the position of web editor in the Fall, there were two major developments for the web site. First, we were able, with the help of Open Journal team at Simon Fraser University, mount and link to all the issues of the Canadian Archivist, the predecessor journal to Archivaria. That web can be accessed through the Archivaria pages of the web site or directly through <http://journals.sfu.ca/archivar/index.php/ca/archives>.

The second major development, also connected to Archivaria was the launching of a French version of the journal’s pages. This heavy lifting of this project was done by the journal’s French language editor, Marcel Barriault, who did all of the translations and to Lorraine Gadoury who helped with the proof-reading.

For the upcoming year, we are hoping to move to a new content manager, which should help the committee chairs, SIS leads, and of course, the business office better manager the web site, allowing them more control and easier access to update documents, present news and, overall, to better communicate with members. The current content management system requires that many of the elements of the web be “hard-wired” to the making global alterations rather cumbersome and time-consuming. Hand-in-hand with that will likely come a minor redesign of the site, as the framework is now several years old.

Mark Levene
WebSite Editor

Respectfully submitted,

Catherine Bailey
General Editor
Archivaria #63-66
ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF REVENUE AND EXPENDITURE
FOR THE YEAR ENDED DECEMBER 31, 2007

<table>
<thead>
<tr>
<th></th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td>$1,581</td>
<td>$100</td>
</tr>
<tr>
<td>Investment</td>
<td>404</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>1,985</td>
<td>100</td>
</tr>
<tr>
<td>EXPENSES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank charges</td>
<td>77</td>
<td>-</td>
</tr>
<tr>
<td>Conference bursaries</td>
<td>390</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>467</td>
<td>-</td>
</tr>
<tr>
<td>NET REVENUE FOR THE YEAR</td>
<td>$1,518</td>
<td>$100</td>
</tr>
</tbody>
</table>

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2007

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 cultural based professions.
The organization is incorporated under the Canada Corporations Act as a not-for-profit organization, and is not subject to income taxes.

2. SIGNIFICANT ACCOUNTING POLICIES
These financial statements have been prepared in accordance with Canadian generally accepted accounting principles 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. Actual results may differ from those estimates.

b) Investments
The Corporation has federal and provincial bonds and investment certificates that are accounted for as held-to-maturity investments and are valued at cost.

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Computers</td>
<td>30%</td>
</tr>
<tr>
<td>Furniture and equipment</td>
<td>20%</td>
</tr>
</tbody>
</table>

d) Scholarship fund
The organization accepts non-receipted contributions in support of its scholarship initiatives and plan, which are subsequently transferred to the Association of Canadian Archivists (ACA) Foundation.
The scholarship fund is internally restricted and is under the direction of the Board.

e) Revenue recognition
The organization follows the deferral method of accounting for revenue. Restricted revenue is recognized in the year in which the related expenditure is incurred. Unrestricted revenue is recognized when it is received or becomes receivable.
ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2007

<table>
<thead>
<tr>
<th>Fund/Account</th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kent Haworth fund</td>
<td>$1,642</td>
<td>-</td>
</tr>
<tr>
<td>Gift from Canadian Council of Archives</td>
<td>$1,642</td>
<td>$1,642</td>
</tr>
<tr>
<td>Stan Hanson fund</td>
<td>$8,835</td>
<td>$8,835</td>
</tr>
<tr>
<td>Gift from Canadian Council of Archives</td>
<td>-</td>
<td>$8,835</td>
</tr>
<tr>
<td>Bryan Corbett fund</td>
<td>$500</td>
<td>-</td>
</tr>
<tr>
<td>Donation and balance - end of year</td>
<td>$500</td>
<td>-</td>
</tr>
</tbody>
</table>

UNRESTRICTED

<table>
<thead>
<tr>
<th>Fund/Account</th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance - beginning of year</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Net revenue for the year</td>
<td>$1,518</td>
<td>$100</td>
</tr>
<tr>
<td>Balance - end of year</td>
<td>$1,618</td>
<td>$100</td>
</tr>
</tbody>
</table>

ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2007

2. SIGNIFICANT ACCOUNTING POLICIES (continued)
f) 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
Unless otherwise noted, it is management's opinion that the organization is not exposed to significant interest rate, currency or credit risks arising from its financial instruments and the carrying amount of the financial instruments approximate their fair value.

4. PROPERTY AND EQUIPMENT

<table>
<thead>
<tr>
<th></th>
<th>Accumulated Net</th>
<th>Net</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cost</td>
<td>amortization</td>
</tr>
<tr>
<td>Computers</td>
<td>$28,649</td>
<td>$10,973</td>
</tr>
<tr>
<td>Furniture and equipment</td>
<td>11,786</td>
<td>5,657</td>
</tr>
<tr>
<td></td>
<td>$40,435</td>
<td>$16,630</td>
</tr>
</tbody>
</table>

5. DEFERRED REVENUE

<table>
<thead>
<tr>
<th></th>
<th>2007</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributions</td>
<td>$28,318</td>
<td>$27,259</td>
</tr>
<tr>
<td>Archivaria subscriptions</td>
<td>33,515</td>
<td>59,273</td>
</tr>
<tr>
<td>Memberships</td>
<td>77,404</td>
<td>24,198</td>
</tr>
<tr>
<td></td>
<td>$139,237</td>
<td>$110,730</td>
</tr>
</tbody>
</table>

6. 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.

7. COMMITMENT
The organization has leased premises to December 31, 2007 at approximately $13,000 per annum.

8. COMPARATIVE FIGURES
Certain figures have been reclassified to conform with current presentation.
ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

BALANCE SHEET
AS AT DECEMBER 31, 2007

<table>
<thead>
<tr>
<th></th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSETS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$2,347</td>
<td>$10,577</td>
</tr>
<tr>
<td>Investment</td>
<td>9,949</td>
<td>1,949</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>289</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>$12,595</td>
<td>$10,577</td>
</tr>
<tr>
<td>NET ASSETS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowment funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bryan Corbett fund</td>
<td>$500</td>
<td>$1,949</td>
</tr>
<tr>
<td>Kent Haworth fund</td>
<td>1,642</td>
<td>1,949</td>
</tr>
<tr>
<td>Stan Hanson fund</td>
<td>8,835</td>
<td>8,835</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>1,618</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>$12,595</td>
<td>$10,577</td>
</tr>
</tbody>
</table>

Approved on behalf of the Board:

Heather Home
Director

OUSELEY HANVEY CLIPSHAM DEEP LLP
Licensed Public Accountants

Ottawa, Ontario
February 21, 2008
ASSOCIATION OF CANADIAN ARCHIVISTS

BALANCE SHEET
AS AT DECEMBER 31, 2007

(June 30)

<table>
<thead>
<tr>
<th></th>
<th>2007</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CURRENT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$89,248</td>
<td>$185,666</td>
</tr>
<tr>
<td>Investments</td>
<td>315,921</td>
<td>306,440</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>6,401</td>
<td>14,796</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>3,622</td>
<td></td>
</tr>
<tr>
<td><strong>Total Current</strong></td>
<td>415,192</td>
<td>500,902</td>
</tr>
<tr>
<td><strong>PROPERTY AND EQUIPMENT (note 4)</strong></td>
<td>17,118</td>
<td>23,605</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$432,308</td>
<td>$530,507</td>
</tr>
<tr>
<td><strong>CURRENT LIABILITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable</td>
<td>$1,403</td>
<td>$60,634</td>
</tr>
<tr>
<td>Deferred revenue (note 5)</td>
<td>204,863</td>
<td>139,237</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>206,266</td>
<td>199,871</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invested in property and equipment</td>
<td>17,116</td>
<td>23,605</td>
</tr>
<tr>
<td>Restricted for Scholarship fund</td>
<td>985</td>
<td>985</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>207,941</td>
<td>300,046</td>
</tr>
<tr>
<td><strong>Total Net Assets</strong></td>
<td>226,042</td>
<td>330,636</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$432,308</td>
<td>$530,507</td>
</tr>
</tbody>
</table>

Approved on behalf of the Board:

O.H.C.D. LLP
OUSELEY HANVEY CLIPSHAM DEEP LLP
Licensed Public Accountants
Ottawa, Ontario
February 21, 2008
The ACA Foundation is almost ready to launch its first virtual auction in early May. The auction will include certificates from three businesses as well as an eclectic array of pieces donated by ten Canadian artists.

The artists consist of full-time professionals as well as archivists, who have dedicated their time after working hours producing artwork and exhibiting and selling their products. The individuals include: portrait photographer and Order of Canada recipient Al Gilbert; Alberta artist and curator, Gordon Snyder; archival professionals Marlena Wyman (Provincial Archives of Alberta); John Lund (Provincial Archives of Alberta), Carly Bailey (LAC) and Patrick Camminos (City of Toronto Archives); Jessica Bushey who graduated from UBC’s MAS program, and is the head of the digitization program for the Department of Anthropology at UBC; Robert Burley, photographer and head of the Photo Preservation program at Ryerson University; and professional photographers Nir Bareket and Vince Pietropaolo.

The artwork involved varies from a glass pendant produced by Cathy Bailey, mixed media pieces created by Jessica Bushey and Marlena Wyman, a woodcut illustration from Gordon Snyder, as well as different styles of photography by the remaining artists. There should therefore be something here that will appeal to everyone.

The virtual auction will be accessible from the ACA home page. Just click on the Foundation logo and you will find the link to the E-Bay auction site.

The auction will be launched at the conference in Fredericton in June, while bidding will take place over the next 10 days and the successful bidders will be announced at the end of the month. All of the proceeds will go to the Foundation to fund scholarships, travel bursaries and other educational initiatives. We therefore encourage members to forward the link to friends and family and bid often and high, since the money is going to a very good cause.

If you have any questions about the auction, please contact Ellen Scheinberg or Duncan Grant at the following e-mail addresses: escheinberg@ujafed.org or execdir@archivists.ca.
tion on these decisions, all three associations sent individual letters to the CCA in November 2007. To date, no response has been received. In March 2008, a joint bilingual letter was sent to the CCA and to the Library and Archives Canada (LAC) Strategic Office (both entities are responsible for the development and implementation of NADP at the national level). We requested that our concerns regarding the professional development and training of Canadian and Quebec archivists be addressed. As well - and knowing that NADP would be subject to a biannual review - we emphasized that we would like to actively participate in the evaluation process as regular members of the CCA. Finally, our letter strongly emphasized that we were requesting a meeting between CCA and LAC representatives on the issue of NADP's future. We believe that the BCA's role within this program and the program's 4th stated objective ("to increase capacity of archival networks to undertake strategic and developmental activities") warrants its involvement in NADP's future and review. In our joint letter, we stressed that the archival community's dynamic foundation was comprised of association members who represent 1200+ Canadian and Quebec archival professionals. Finally, our joint letter emphasized the fact that the AAQ, the ACA, and the BCA want to actively participate in the development of archival science in Canada; it is with this in mind that we offer the CCA and the LAC's Strategic Office our collaboration and our contribution to this important development.

Nevertheless, the BCA continued its activities on the international scene, particularly since its Secretary General is a member of the Executive Committee of the International Council on Archives' (ICA) Section of Records Management and Archival Professional Associations (SPA). Robert Nahuet actively participated in the November 2007 International Conference on the Round Table on Archives (CITRA), whose these was to "cooperate in order to preserve diversity." He designed a bilingual PowerPoint presentation on the BCA and its constituent associations (AAQ and ACA). His presentation was available at the AAQ booth. Inspired by the "Quebec Declaration on Archives," it was proposed at the ICA General Assembly that a "Universal Declaration on Archives" be prepared. The responsibility for the declaration was given to SPA.

Previously, Robert Nahuet was a member of the Scientific Committee of the SPA-International Conference of Archivists held in Madrid, Spain, from 18 to 20 October 2007 ("Archivists in Association: Challenges and Opportunities"). Scott Goodine (ACA), Diane Baillargeon (AAQ), and Nancy Marrelli (Archival Solidarity, SPA) participated in the international conference.

As BCA Secretary General and member of the ICA's Steering Committee of the Section of Records Management and Professional Associations, Robert participated in the biannual meeting of the ICA-SPA, which took place in historic Mexico, 31 March to 3 April 2008. Steering Committee members represented twelve countries: Switzerland (Didier Grange, President); France (Christine Martinez, vice-president); the United Kingdom; Australia; the United States; Spain (Catalonia); Israel; the Netherlands; Sweden; Japan; Mexico; and Canada. Discussions centred on the following topics: a new rate structure for association members; the section's newsletter; the president's four-year plan; and the Kuala Lumpur annual general meeting, which will take place during the 2008 International Congress. Additionally, members discussed numerous ongoing SPA projects and the distribution of responsibilities among committee members. Consequently, the following topics were discussed: SPA documents posted on the ICA Web site; the association membership directory; promoting SPA; Archival Solidarity (working group); the competencies and certification/accreditation of archivists, and professional development and training programs; the Universal Declaration of Archives; professional ethics; and a retention schedule - proposed by our Australian colleagues - which would serve as a comprehensive model of the different components of the International Council on Archives. An association survey project received our attention. Discussions followed on an Archives Day. The Committee's President presented an update of his project on the history of SPA.

Lastly, I would like to thank the members of the BCA Board of Directors for their support and commitment throughout the year, as well as their participation in BCA activities. I would like to thank Anne LeClair, whose mandate as BCA Assistant Secretary General comes to a close in June 2008.

Respectfully submitted,
Robert Nahuet Ph.D.
BCA Secretary General

ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF REVENUE AND EXPENDITURE
FOR THE SIX MONTH PERIOD ENDED DECEMBER 31, 2007

(12 months)

<table>
<thead>
<tr>
<th></th>
<th>2007</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Archivaria</td>
<td>$3,681</td>
<td>$141,224</td>
</tr>
<tr>
<td>Conference</td>
<td>-</td>
<td>136,623</td>
</tr>
<tr>
<td>Education</td>
<td>-</td>
<td>15,223</td>
</tr>
<tr>
<td>Membership</td>
<td>6,371</td>
<td>122,309</td>
</tr>
<tr>
<td>Other</td>
<td>12,915</td>
<td>15,218</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>22,967</td>
<td>430,597</td>
</tr>
<tr>
<td>EXPENDITURE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Archivaria</td>
<td>23,742</td>
<td>92,077</td>
</tr>
<tr>
<td>Board of Directors</td>
<td>25,607</td>
<td>52,538</td>
</tr>
<tr>
<td>Conference</td>
<td>23,752</td>
<td>124,182</td>
</tr>
<tr>
<td>Education program</td>
<td>9,131</td>
<td>26,129</td>
</tr>
<tr>
<td>Member services</td>
<td>33,954</td>
<td>45,173</td>
</tr>
<tr>
<td>Outreach and government relations</td>
<td>9,507</td>
<td>33,117</td>
</tr>
<tr>
<td>Select committees</td>
<td>238</td>
<td>9,054</td>
</tr>
<tr>
<td>Special interest sections</td>
<td>-</td>
<td>442</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>127,561</td>
<td>382,712</td>
</tr>
<tr>
<td>NET REVENUE (EXPENDITURE FOR THE PERIOD)</td>
<td>$(104,594)</td>
<td>$47,885</td>
</tr>
</tbody>
</table>

— ACA Bulletin June 2008 —
The Public Awareness Committee (PAC) is tasked with the mandate of increasing public awareness and understanding of archives and archivists among the general public. For 2007/2008, the committee has been comprised of the following members:

Kat Timms (Chair), Library and Archives Canada; Juanita Rossiter, Archives of Ontario; Tania Aldred, Canadian Museum of Civilization; Cameron Hart, Saskatchewan Council for Archives and Archivists; Jodi McDavid, Beaton Institute, Cape Breton University.

Our work plan has focused on several projects to date:

Canadian Archives Week
- Preparation to upload preliminary web content developed last year.
- Investigation of archives week programmes in other jurisdictions to help brainstorm potential next steps for developing archives week web resources.
- Planning to consult the archival community via the PAC Roundtable at the ACA 2008 conference in Fredericton, New Brunswick, regarding which archives week resources are desired or required.

Committee Infrastructure Documents
- Completion of a revised mandate statement, Terms of Reference document and Operations Guide for the PAC.

Outreach Strategy
- Research into comparable outreach strategies from other organizations to help determine the desired content and structure of the proposed ACA Outreach Strategy. This strategy document will be the Committee's primary focus for the remainder of 2008.

Communications
- Publication of one “Archival Success Story” in the ACA Bulletin, with the publication of a second article soon to come.

Networking and Outreach
- Planned participation in Toronto’s “Step into your archives” event in May, part of the Doors Open programme.
- Preliminary investigation into potential ACA representation at the National Historical Fair in Victoria, British Columbia, this summer. This would be an excellent archival outreach opportunity!

Upcoming Activities for Later this Year
- Collaborative effort with the Membership Committee to work on revising the ACA brochure.
- Possibility of publishing additional Archival Success stories.

As always, we welcome any input from members about the committee’s work, including feedback and suggestions.

Respectfully submitted,
Kat Timms

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I am pleased to submit the 2007-2008 Annual Report of the Bureau of Canadian Archivists (BCA). The mandate of the BCA is to bring together Canadian archivists who are members of Canada’s two national associations: The Association des archivistes du Québec (AAQ) and the Association of Canadian Archivists (ACA). The BCA is a national and international organization that seeks to encourage communication and cooperation amongst members of the Canadian archival system, and other information and cultural based professions. The organization is incorporated under the Canada Corporations Act as a not-for-profit organization, and is not subject to income taxes.

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 cultural based professions.

2. SIGNIFICANT ACCOUNTING POLICIES
These financial statements have been prepared in accordance with Canadian generally accepted accounting principles 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. Actual results may differ from those estimates.

b) Investments
The organization has federal and provincial bonds and investment certificates that are accounted for as held-to-maturity investments and are valued at cost.

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computers</td>
<td>30%</td>
</tr>
<tr>
<td>Furniture &amp; equip</td>
<td>20%</td>
</tr>
</tbody>
</table>

d) Scholarship fund
The organization accepts non-receipted contributions in support of its scholarship initiatives and plans, which are subsequently transferred to the Association of Canadian Archivists (ACA) Foundation.

The scholarship fund is internally restricted and is under the direction of the Board.

e) Revenue recognition
The organization follows the accrual method of accounting for revenue. Restricted revenue is recognized in the year in which the related expenditure is incurred. Unrestricted revenue is recognized when it is received or becomes receivable.

f) 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.

As always, we welcome any input from members about the committee’s work, including feedback and suggestions.

Respectfully submitted,
Kat Timms
Jennifer Mohan, the Mentorship Coordinator, launched the program for the 2007-2008 year with a recruitment and publicity drive in the fall. Eleven mentors and mentees were matched for the 2007-2008 year, demonstrating the continuing importance of this program in integrating new archivists into the profession – and into the ACA.

Nominations, Elections and Awards Committee
The Committee’s primary activities of the past year have been connected to those undertaken by the Ad-Hoc Governance Committee, which will soon take over the responsibilities of the Nominations, Elections and Awards Committee. I would like to thank the members of that Committee for assisting in the nominations and awards process this year.

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

- Paul Banfield, Queen’s University Archives, for President
- Michele Dale, City of Toronto Archives, for Secretary-Treasurer.

In addition to receiving nominations for Board positions, the Committee also received nominations for Honorary Membership as well as the Membership Service Awards. The recipients of these awards will be announced at the Awards Luncheon at the annual conference.

Respectfully submitted,

Michael Gourlie, Chair

### Membership Statistics (as of March 2008)

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>2008</th>
<th>2007</th>
<th>2006</th>
<th>2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>346</td>
<td>244</td>
<td>312</td>
<td>278</td>
</tr>
<tr>
<td>Sustaining</td>
<td>32</td>
<td>26</td>
<td>36</td>
<td>35</td>
</tr>
<tr>
<td>Student</td>
<td>63</td>
<td>31</td>
<td>84</td>
<td>43</td>
</tr>
<tr>
<td>Student e-member</td>
<td>37</td>
<td>4</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Associate</td>
<td>18</td>
<td>7</td>
<td>23</td>
<td>26</td>
</tr>
<tr>
<td>Honorary</td>
<td>8</td>
<td>5</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Institutional</td>
<td>108</td>
<td>69</td>
<td>116</td>
<td>101</td>
</tr>
<tr>
<td>Total</td>
<td>612</td>
<td>386</td>
<td>577</td>
<td>487</td>
</tr>
</tbody>
</table>

Renewals
The committee faced the challenge in 2007 of preventing a drop in membership numbers from the changeover from the July-to-June membership year to a January-to-December year. 2007 was a short “year”; just 6 months, July to December, without a conference, and with less incentive to renew. The committee mounted an early renewals campaign in June and July to make members aware of the 18-month special offer for 2007-2008. We held another campaign in December 2007 aimed at bringing back those members who had lapsed between July and December. Five publishers donated books for the prize draws. The winners of the summer campaign were Candace Loewen, Carole Pelchat, Greg Brown, and Marla Robinson; the winter winners were Rose Fine, Martha McLeod, Gilles Lesage, and Donald Herperger.

Student Visits
The committee continued its active program of meeting with students in graduate archival studies to promote membership in the ACA. The student visits dovetail with the start of the mentorship program each fall and also provided an opportunity this year to promote the new student e-membership. Laura Millar visited UBC, Scott Goodine visited University of Manitoba, Rob Fisher visited McGill, Loryl MacDonald visited University of Toronto, and Heather Pitcher met with Library Science students at Dalhousie who wished to form a student chapter.

Mentorship Program
ACA Mentors and Mentees were recognized at the ACA conference in Kingston at a very well-attended reception which will become an ongoing feature of the conference.

### Membership Development Committee

<table>
<thead>
<tr>
<th>Committee Members:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rob Fisher (chair), Jennifer Mohan, Leah Sander, Regina Landwehr, Heather Pitcher</td>
</tr>
</tbody>
</table>

### NOTES TO FINANCIAL STATEMENTS

#### 3. FINANCIAL INSTRUMENTS

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

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

#### 4. PROPERTY AND EQUIPMENT

<table>
<thead>
<tr>
<th></th>
<th>2007</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>Net</td>
<td>Net</td>
</tr>
<tr>
<td>Computers</td>
<td>$28,049</td>
<td>$16,276</td>
</tr>
<tr>
<td>Furniture and equipment</td>
<td>11,789</td>
<td>7,043</td>
</tr>
<tr>
<td></td>
<td>$40,835</td>
<td>$23,319</td>
</tr>
</tbody>
</table>

#### 5. DEFERRED REVENUE

<table>
<thead>
<tr>
<th></th>
<th>2007</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>June 30</td>
<td></td>
</tr>
<tr>
<td>Contributions</td>
<td>$28,318</td>
<td>$28,318</td>
</tr>
<tr>
<td>Archivaria subscriptions</td>
<td>72,611</td>
<td>33,515</td>
</tr>
<tr>
<td>Memberships</td>
<td>103,934</td>
<td>77,404</td>
</tr>
<tr>
<td></td>
<td>$204,963</td>
<td>$139,237</td>
</tr>
</tbody>
</table>

#### 6. 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.

#### 7. COMMITMENT

The organization has leased premises to December 31, 2008 at approximately $13,000 per annum.

#### 8. STATEMENT OF CASH FLOWS

A statement of cash flows has not been provided as information on cash flows is readily apparent from the other financial statements.
Over the last year I have enjoyed learning more about the ACA and meeting many wonderful volunteers. I am thankful to Scott, Loryl, Heather, Duncan and Judy and to all ACA volunteers for their patience and good humour. Here is a brief list of my activities in the last year:

- Participated in Education Committee and Public Awareness Committee conference calls
- Participated in Board Conference calls
- Assisted with the establishment of the Dalhouse Student Chapter
- Attended local familiarization trip of London, ON, with Duncan Grant, Executive Director
- Reviewed, edited and reformatted all Committee and Student Chapter work plans
- Developed draft Environmental Guidelines for the ACA
- Wrote a short article for the Bulletin on ACA's environmental initiatives
- Spoke to the University of Guelph History Students' Association
- Spoke to the Archives Association of Ontario's Introduction to Archives students
- Spoke to archival studies students in University of Western Ontario's Master of Library and Information Studies

Respectfully submitted,
Charlotte Woolley
Communications Committee

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Michele Dale, nominee as Secretary/Treasurer (2009-2010) has been the Supervisor, Collection Management and Standards at the City of Toronto Archives since Feb. 2007. Prior to that she was a Senior Archivist at the Archives of Ontario from 2001-07 and the Records Manager/Archivist at the Toronto Port Authority Archives from 1994-2001. She was also the President of the Toronto Area Archivists Group from 2002-04 and Co-Coordinator of the ACA Conference held in Toronto in 2003.

Paul Banfield, nominee as President (2009-2011), has been University Archivist at Queen's University at Kingston, since January 2006. Prior to that, he was Acting University Archivist at Queen's (2004-2005), and was Associate University Archivist from 1995-2003. He has held several ACA post over the years including Chair of the Education Committee, Editor of the Bulletin, and Conference Coordinator for the joint ACA/AAO Conference held in Kingston in 2007. He was also the first President of the newly amalgamated Archives Association of Ontario.

Respectfully submitted,
Loryl MacDonald
Chair, Ad Hoc Communications Committee