



Association
of Canadian
Archivists

the Bulletin

May 2009





Association of Canadian Archivists
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Message from the Editor

It is an honour and a pleasure to serve as Editor of the Association of Canadian Archivists' Bulletin.

I have the very good fortune that my inaugural foray as Bulletin Editor is the Annual General Meeting issue. This special edition highlights the ACA's tremendous accomplishments in 2008-2009. Inside you will find annual reports of the ACA Board, Committees, Special Interest Sections, and Student Chapters. As you read the Bulletin, keep in mind that most of ACA's work is done by its member-volunteers – its Board, committee members, and editors - to name just a few. It is really only through the hard work and support of our members that ACA is able to achieve this kind of success. So, kudos to all of you who have contributed to the ACA this year!

I am especially grateful to two ACA volunteers - outgoing co-editors, Jessie Chisholm and Larry Dohey - for their tremendous work the past four years. Under their stewardship, the Bulletin changed its focus. Larry and Jessie envisioned the Bulletin as a forum for diverse archival voices,

one that fostered a larger sense of our community. I share their vision of a “you-centric” Bulletin.

I would like the Bulletin to tell your story. Do you have a story or is there something you think we should follow up? Have you recently acquired an interesting fonds, completed a large project, or have stories from the Reading Room front lines? Have you ever thought about writing for the Bulletin? Or about being a Bulletin columnist? Maybe you have ideas for topics you are interested in reading about. I want to hear from you!

I look forward to working with you – the readers – in producing an interesting and informative newsletter. Deadline dates and submission information are available on page 2 or on the website at: www.archivists.ca. In the meantime, happy reading and enjoy the ACA 2009 Calgary Conference!

Respectfully submitted by,
Loryl MacDonald,
Editor

Calgary 101: A Brief History

The 2009 Conference host city, Calgary, was founded in 1875 as a North-West Mounted Police post, built a year after the newly-formed Mounties had marched west to rid the territory of American whiskey traders. Fort Calgary was located at the junction of the Bow and Elbow rivers in southern Alberta, a spot with excellent views of the Rocky Mountains. It was very briefly called Fort Brisebois by one of the upstarts who helped construct it and mistakenly thought it should be named after himself. Colonel J.F.Macleod quickly renamed it Calgary after a bay in Scotland.

Two years later, in 1877, Chief Commissioner Macleod negotiated and presided over the signing of Treaty 7 with the Blood, Peigan, Siksika, Tsuu T'ina and Stoney at Blackfoot Crossing, on the Bow River east of Fort Calgary. Today Blackfoot Crossing Historical Park stands near the spot of the historic event and is the destination of the Conference day trip.

In 1883 the first train arrived in Calgary and we became a railway town. Stephen Avenue, the main commercial street at the heart of the city (and location of the official Conference Pub), was named for George Stephen, CPR's president. In 1912 the first Calgary Stampede was held and

(Continued on page 6)



J.F. Macleod, quintessential Mountie, 1879
Glenbow Archives NA-354-1

President Report

The new Board has met once in person at the Spring P&P as well as three times via conference call since being officially installed on 1 January 2009 to conduct the business of the Association. Having been away from the Association and its workings for sometime, I must admit I had some real catching up to do in terms of coming to terms with the myriad issues, initiatives, and forces at work within and without today's ACA. It is a daunting, but at the same time, exciting and challenging task!

Members include Rodney Carter, Vice-President; Michele Dale, Secretary-Treasurer; Heather Pitcher, Director-at-Large and myself, Paul Banfield, Chair.

The transition process from Past-President Scott Goodine and his team, has, for the most part been a smooth one, due to the 6-month shadowing process implemented this past fall. I also wish to thank the previous Board for all its dedication and vision in putting into place the Review and Renewal Process. It has provided the present Board with a firm base from which to move forward over the coming two years.

The past few months have witnessed your new Board getting used to their new duties and official responsibilities (it is always easier to shadow than to be in the glare of the headlights!); with the focus at present being on ensuring that ACA Conference '09 in Calgary is on track and moving forward in as effective and efficient manner as possible, in conjunction with the Program & Host committees and ACA staff.

Board members, who have their own reports to share, have been working hard in several areas, in conjunction with the Committees, to address ways and means of ensuring that the Association stays timely and relevant to the membership in 2009, within a rapidly changing and very uncertain environment. We have been working to place and replace volunteers on national and international bodies; we have both a new *Bulletin* Editor and a new Website in place with more features in development; we have been moving to consolidate lines of communication and jurisdiction with Chapters; we are continuing to ensure our financial position remains strong; the budget for 2009, as well as the work plans for the Committees and *Archiaria*, have been approved. Following the Conference & AGM, the Board plans to undertake several new initiatives which we trust will make ACA even more vibrant to both members and society as a whole.



Paul Banfield, ACA President

Finally, I wish to thank both my fellow Board members for the time and effort they have put into various initiatives since taking office – it is heartening to witness their energy and enthusiasm on behalf of the Association, as it is to view all the work undertaken by the Committees and Chapters -- and Duncan Grant and Judy Laird who really are the glue that keeps it all together!

Respectfully submitted by,
Paul Banfield,
ACA President

ACA 2009 Annual Conference Theme

Rights, Responsibilities, Trust: Archives and Public Affairs

- Can archival descriptions be trusted?
- Do gaps in our acquisitions affect people's individual rights?
- How do our decisions about the level and nature of archival processing affect public access to collections?
- How do cultural and social differences in a country or region affect how its archival records are managed and used?

These are just some of the questions posed in the excellent session proposals submitted to the 2009 Program Committee in advance of this year's ACA conference in Calgary, Alberta.

For this conference, the program committee wanted to explore all aspects of archives in the public sphere. *How* our collections have been used was certainly important. There is no question that archives are at the heart of many public debates. Our collections have enduring value not only for their historical information but also for their value as evidence. Topics as diverse as the protection of the environment, rights and freedoms in Tibet, and reconciliation between aboriginal people and governments in Canada and abroad all demonstrate just how essential archival records have been in the investigation of – and resolution of – countless public issues.

Of equal interest to the committee was the *effect* of the public spotlight on archival operations. We weren't entirely certain we'd find archives always basking in the warm glow of public adulation. Ethical dilemmas are inevitable, and hearing about them is interesting and instructive. Archivists need and want to understand how our colleagues have recognized, addressed, and sometimes shifted institutional priorities to cope with increased or changing public demand.

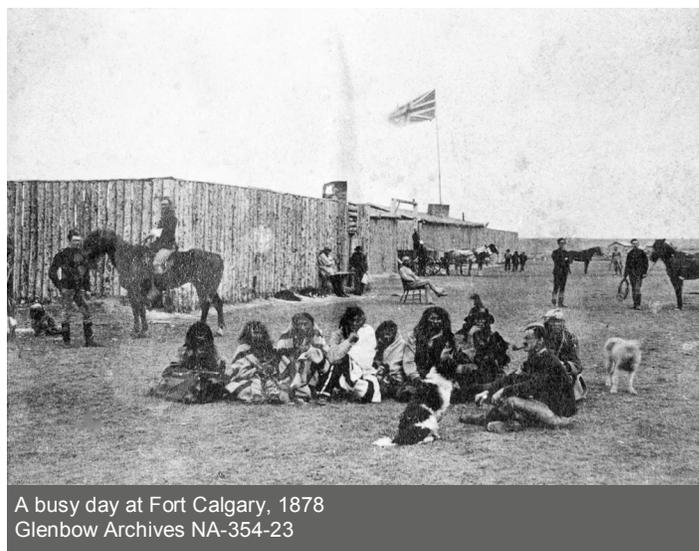
The committee members were also extremely interested in *context*. Has public policy affected how archivists conduct their work? What impact might privacy legislation have on future access to records, including such highly personal but tremendously informative materials as census records? What happens to privacy in the digital world of blogs, twitter, and Facebook?

And finally, the committee wanted to consider how archivists were reaching out to *inform* the public. Have archivists adequately made a case for increased – or adequate – resources to do our work? Can archives continue to be relevant when resources are increasingly sought on-line and an in-person visit to an archival repository is seen by some as an unnecessary and unwelcome complication in their quest for information?

During the conference, archivists will be critically examining our own professional as well as the social and policy context in which we work. The digital environment, access to information and privacy legislation, and intellectual property rights have all had an impact on how archives function. But our own actions – from our choices about arrangement and description to our acquisitions strategies or outreach programs – all affect how our profession is viewed and our holdings are used. Our actions directly determine the extent to which archives remain trusted repositories.

Have archivists come of age as a profession? Are archivists “at home in the world?” What challenges do archivists face in a changing public arena? We're looking forward to some interesting discussions in Calgary as we examine the role of archivists as guardians of the public trust in the 21st century.

2009 Programme Committee



A busy day at Fort Calgary, 1878
Glenbow Archives NA-354-23

(Continued from page 3, Calgary 101: A brief history for Conference participants)

the parade wended its way down Stephen Avenue to the delight of the crowds.

The elegant Edwardian-style Conference hotel, the Palliser, was opened by CPR in 1914. It was named, perhaps defiantly, in honour of early explorer John Palliser, who after his 1857-1860 Expedition declared much of southern Alberta a desert wasteland not worthy of settlement. In 1996 the CPR moved its head offices from Montreal to Calgary, and built the stunning Railway Pavilion next to the Palliser. The antique trains will be taking a break from their travels and will be in residence in the Pavilion during the Conference's opening gala.

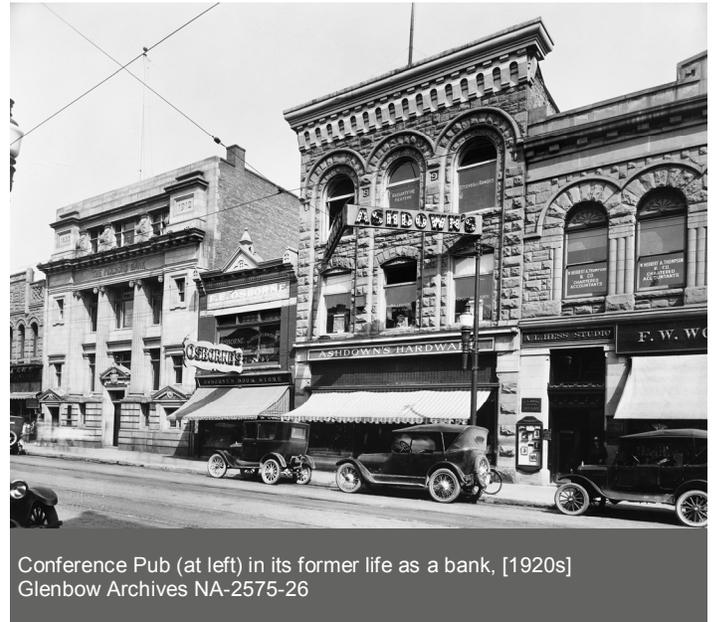


Cow on Stephen Avenue, 1889, Glenbow Archives NA-2864-13233

A second railway line now runs through the centre of the city, for the C-Train, Calgary's light rail transit. The C-Train will take you directly to the refreshingly green campus of the University of Calgary, the venue of the Conference workshops. The U of C was originally a branch of the University of Alberta, but became independent in 1966.

The Calgary Tower, on the other side of the Palliser from the Railway Pavilion, was started in Canada's Centennial year and opened in 1968. It became a monumental Olympic Torch when the XV Winter Olympic Games were held in Calgary in 1988. The huge gas flame on top is still lit up for special occasions. If you can keep an eye on the Tower while here for the Conference, you won't ever get lost.

2009 Local Host Committee



Conference Pub (at left) in its former life as a bank, [1920s]
Glenbow Archives NA-2575-26

Vice President Report

Since taking on the position of Vice President in January of this year it has been a quick period getting acquainted with the responsibilities and requirements of the role. I am thankful for the opportunity to shadow Loryl MacDonald since October's P&P meeting and wish to acknowledge her assistance in preparing me for the challenges of the Vice Presidency.

In the few months in the position, I have participated in Board Calls and discussions, assumed the chair of the Governance committee, and served as liaison to the Board for the Communication Committee. I also served briefly as the liaison for the Student Chapters until Director at Large position was filled.

My primary activities as Vice President, include reviewing the work plans of committees, SIS's and Student Chapters for 2009; began work drafting a policy on Student Chapter Support; and working with the Governance Committee in evaluating ACA's award categories.

In the coming year, I shall continue Loryl's excellent work in ensuring that the recommendations from the Review & Renewal Report continue to be implemented, shall further the work of the Governance Committee with my esteemed committee members, and I look forward to working as the ACA's representative to the Bureau of Canadian Archivists.

Respectfully submitted by,
Rodney Carter,
ACA Vice President

Secretary-Treasurer Report

2008 Summary

This AGM package contains the audited statements for 2008. The following table provides a synopsis of the past four years of the ACA's finances. The figures in the first four columns are audited results, and those in the final column are projections for 2009.

	2005-2006	2006-2007	2007 (6-month)	2008	2009 (est)
Revenue	\$ 393,411	\$ 430,597	\$ 22,967	\$ 473,268	425,028
Expenses	\$ 393,756	\$ 382,712	\$ 127,561	\$ 369,947	436,605
Income (loss)	\$ (345)	47,885	\$ (104,594)	\$ 103,321	\$ (10,678)
Members Equity	\$ 268,104	\$ 315,989	\$ 207,941	\$ 315,593	\$ 304,915

Revenue

- Income in 2008 for each of the three main revenue categories (membership fees, conference and Archivaria) was higher than estimated. In particular, the 2008 conference in Fredericton contributed to the year's financial success through the support provided by PANB and its partners, and the higher than anticipated attendance.
- As *Archivaria* #64 was delayed into 2008, member and subscriber fees were included in 2008 income, resulting in the significantly larger figure.
- During 2008, ACA was able to clear the SSHRC contributions received to date. With changes to both the SSHRC fiscal year (now April to March) and the ACA year (now Jan-Dec), these SSHRC contributions should now be expended during the fiscal period in which they are received.

Expenses:

- Publication of *Archivaria* #64 was delayed until 2008. Three issues (#64-66) were published in 2008, resulting in higher than expected expenses.
- Board and committee costs were higher than estimated, largely due to higher travel costs associated with the Spring and Fall Priorities & Planning meetings and Board meetings.
- Committee project expenses were lower than expected, in part due to the new website work being delayed until 2009, and in part thanks to excellent cost management by the chairs and committees.
- Conference costs in Fredericton were higher than estimated. The increased number of attendees resulted in additional costs for food and beverages. These expenses were fully offset by the increase in the number of registrations.
- Office and staff costs matched estimates, with the exception of slightly higher insurance fees and higher credit card fees, as many more financial transactions are taking place online using credit cards.

2009 Overview:

- It is expected that the global economic downturn and recession being experienced across Canada will have an impact on the archival community, and this will likely affect the programs and services offered by the ACA and the Association's financial results this year.

Revenue

- Membership figures to date are good, as identified in the Membership Development Committee report, but are not quite up to the level achieved in 2008.

- The Host Committee for Conference 2009 and the office staff have done an excellent job of acquiring sponsor support and trade show fees. At the time this report was written, conference registrations were arriving in line with our expectations.
- *Archivaria* subscriptions are steady. With some additional promotion this year as well, and the launch of electronic subscriptions, we hope to see an increase in this area.
- Our Editors and Communications committee are working to increase advertising revenues, and early results have been quite good.

Expenses:

- In general, costs for the 2009 Conference have been consistent with those of 2008. It is expected that hosting costs in Calgary will be somewhat higher than in Fredericton, since the Fairmont Palliser is a more expensive hotel.
- After five years, the ACA is investing in a much-needed revision to its website. We will be adding some web 2.0 functions in the coming months, which have been requested by committees and SIS's.

Investments: Operational & Strategic Reserves

- \$13,500.00 in interest was generated over the past year. We will keep our eye on this as the decline in interest rates continues.
- We did not need to withdraw any funds from the ACA Reserves in 2008 following significant losses in the six-month "year", from July to December 2007. The transition went slightly more smoothly than expected and cost us less than was anticipated.

Overall Financial Position:

As identified in the table presented at the beginning of this report, the ACA had a very good year in 2008 and has recovered from the loss incurred during the transition of member and fiscal year in 2007. The income results for 2009 are being carefully monitored, as the majority of our income is received within the first two quarters of the year. The Board is positioned to amend or constrain plans for the third and fourth quarters if income falls significantly short of budget targets. The presence of the Operational and Strategic reserves identified above also allows the Board some latitude in continuing to improve services while weathering the economic downturn.

Respectfully submitted by,
Michele Dale,
Secretary-Treasurer



AUDITORS' REPORT

To the Members,
Association of Canadian Archivists :

We have audited the balance sheet of the Association of Canadian Archivists as at December 31, 2008 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 December 31, 2008 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

OHCD LLP

OUSELEY HANVEY CLIPSHAM DEEP LLP

Licensed Public Accountants

Ottawa, Ontario
February 26, 2009

ASSOCIATION OF CANADIAN ARCHIVISTS

BALANCE SHEET
AS AT DECEMBER 31, 2008

	<u>2008</u>	<u>2007</u>
ASSETS		
CURRENT		
Cash	\$ 77,882	\$ 89,248
Investments	333,539	320,054
Accounts receivable	9,966	5,042
Prepaid expenses	-	3,622
	<u>421,387</u>	<u>417,966</u>
PROPERTY AND EQUIPMENT (note 4)	<u>12,785</u>	<u>17,116</u>
	<u>\$ 434,172</u>	<u>\$ 435,082</u>
CURRENT LIABILITIES		
Accounts payable	\$ 6,214	\$ 4,177
Deferred revenue (note 5)	<u>98,595</u>	<u>204,863</u>
	<u>104,809</u>	<u>209,040</u>
NET ASSETS		
Invested in property and equipment	12,785	17,116
Restricted for Scholarship fund	985	985
Unrestricted	<u>315,593</u>	<u>207,941</u>
	<u>329,363</u>	<u>226,042</u>
	<u>\$ 434,172</u>	<u>\$ 435,082</u>

Approved on behalf of the Board:

Director

*Original signed by
Michele Dale*

Director

*Original signed by
Paul Banfield*

ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2008

	<u>2008</u>	<u>(6 months) 2007</u>
INVESTED IN PROPERTY AND EQUIPMENT		
Balance - beginning of year	\$ 17,116	\$ 23,605
Purchase of property and equipment	387	-
Amortization	<u>(4,718)</u>	<u>(6,489)</u>
Balance - end of year	<u>\$ 12,785</u>	<u>\$ 17,116</u>
RESTRICTED FOR SCHOLARSHIP FUND		
Balance - beginning and end of year	<u>\$ 985</u>	<u>\$ 985</u>
UNRESTRICTED		
Balance - beginning of year	\$ 207,941	\$ 306,046
Net revenue (expenditure) for the period	103,321	(104,594)
Purchase of property and equipment	(387)	-
Amortization	<u>4,718</u>	<u>6,489</u>
Balance - end of year	<u>\$ 315,593</u>	<u>\$ 207,941</u>

ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF REVENUE AND EXPENDITURE FOR THE YEAR ENDED DECEMBER 31, 2008

	<u>2008</u>	<u>(6 months) 2007</u>
REVENUE		
Archivaria	\$ 160,522	\$ 3,681
Conference	170,817	-
Education	8,520	-
Membership	116,395	6,371
Other	<u>17,014</u>	<u>12,915</u>
	<u>473,268</u>	<u>22,967</u>
EXPENDITURE		
Archivaria	87,436	23,742
Board of Directors	58,424	25,607
Conference	127,500	23,752
Education program	20,559	9,131
Member services	65,155	35,584
Outreach and government relations	10,873	9,507
Select committees	<u>-</u>	<u>238</u>
	<u>369,947</u>	<u>127,561</u>
NET REVENUE (EXPENDITURE) FOR THE YEAR	<u>\$ 103,321</u>	<u>\$ (104,594)</u>

ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2008

1. PURPOSE OF THE ORGANIZATION

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

The organization is incorporated under the Canada 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) Financial instruments

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

Other financial instruments are measured at the initially recognized amount less appropriate allowances.

c) Property and equipment

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

Computers	30%
Furniture and equipment	20%

d) 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. Membership fees are recognized as revenue over the period to which they relate.

ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2008

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.

g) Expenditure allocation

The organization allocates certain administrative expenditure to its projects.

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

	2008		2007	
	Cost	Accumulated amortization	Net	Net
Computers	\$ 29,036	\$ 20,046	\$ 8,990	\$ 12,373
Furniture and equipment	11,786	7,991	3,795	4,743
	<u>\$ 40,822</u>	<u>\$ 28,037</u>	<u>\$ 12,785</u>	<u>\$ 17,116</u>

5. DEFERRED REVENUE

	2008	2007
Contributions	\$ -	28,318
Archivaria subscriptions	49,814	72,611
Memberships	48,781	103,934
	<u>\$ 98,595</u>	<u>\$ 204,863</u>

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, 2009 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.

Director-at-Large Report

As the Annual General Meeting fast approaches, it is hard to believe that I have nearly completed the first half of my term replacing Charlotte Woodley as Director-at-Large. I would like to take this opportunity to extend my sincere gratitude to the outgoing Board who have made me most welcome. I would especially like to thank Loryl MacDonald and Charlotte Woodley for providing answers to my countless questions enabling a smooth transition. I would be remiss if I did not thank Duncan Grant and Judy Laird as well. Their knowledge has been invaluable in these first few weeks of my tenure.

As Director-at-Large, I am responsible for liaison with Student Chapters and Special Interest Sections. The Student Chapters have been busy planning a lot of exciting events, as have many of the SISes. I look forward to meeting members of each group during the ACA Conference in May. Congratulations to both the BC and McGill Student Chapters on the success of their learning events. The ACA was able to provide some financial support to both events.

The ACA is pleased to offer continued support and services to Student Chapters. Specifics regarding the type of assistance we can offer are coming soon, as I have undertaken the continuation of a document outlining the support and services that the ACA offers to its Student Chapters. A draft of this document was presented at the Spring P&P. Feedback from discussion of the draft document is under consideration, with the final draft scheduled for completion prior to the AGM.

Recently, I have assumed the added responsibility of liaison for the Outreach Committee. I am very much looking forward to working with this engaging group of ACA volunteers.

In addition to working with Student Chapters, and the Special Interest Groups, I participate in the monthly Board conference calls. These virtual meetings always carry a very full agenda with a lot of ensuing discussion. It is during these calls that the "other duties as assigned" seem to pop up!

I have thoroughly enjoyed the first half of my tenure and am looking forward to serving the members as the Director-at-Large.

Respectfully submitted by,
Heather Pitcher,
Director-at-Large

Communications Committee Report

Over the past year, members of the Communications Committee have devoted most of their time towards the development of a new website for the ACA. This has involved a request for proposals from website developers to determine which solution would best suit the needs of the ACA, it's Board, Committees, SISs, Chapters and members. We decided on implementing a Drupal Content Management System (CMS) through Peaceworks over two phases. The first phase, being the redevelopment of the public site, was started in January of this year and will be completed before the Summer of 2009. The second phase, which will bring the member's site and Committee/SIS/Chapter working areas into alignment with the new public face of the website, will be undertaken shortly thereafter. The result of all of this will be the establishment of the website as the main conduit through which all official ACA communications are disseminated.

A call for an Associate Web Editor was posted just prior to the New Year. This call has, as of yet, gone unanswered. The Committee hopes to be able to fill this position before the end of the Summer. I would encourage any interested individuals to forward their name to the ACA Office.

Larry Dohey and Jessie Chisholm completed their tenures as Co-Editors of the Bulletin with the March 2009 issue. This particular issue was a real triumph in securing a new direction for the Bulletin, and I would like to take this opportunity to extend my sincere gratitude to both of them for their hard work and dedication over the past four years. I would also like to take this opportunity to welcome Loryl MacDonald as the new Editor of the Bulletin, and I look forward to working with her over the next year. We introduced an Opt-out option early this year, with the result that almost 50% of members have selected electronic only. Contact the office at aca@archivists.ca if you wish to have your name added to the opt-out list.

I would like to take this opportunity to thank my fellow committee members, Mark Levene, Cathy Bailey, Carolyn Heald, Larry Dohey, Jessie Chisholm and Greg Bak for their work and patience this past year.

Respectfully submitted by,
Jeremy Heil,
Chair, Communications Committee

General Editor, *Archivaria*, Report

Archivaria 67-69

The next three issues of *Archivaria* are underway in various stages of production. *Archivaria* 67 (Spring 2009) is on target for publication in time for the Calgary conference. The issue will include a special section on Archives and Activism. *Archivaria* 68 (Fall 2009) will include a special section on Queer Archives, with guest editors Marcel Barriault (Library and Archives Canada) and Rebecka Sheffield (University of Toronto). *Archivaria* 69 (Spring 2010) will be a special issue devoted to the topic of Archives and the Law, guest edited by Jean Dryden (University of Maryland) and Loryl MacDonald (University of Toronto).

e-Archivaria

Improvements have been made to meet the needs of large institutional subscribers. First, *Archivaria* is now available to subscribers in electronic format only. The annual subscription provides access to the Reserved Collection of *e-Archivaria* at a slightly reduced price. As well, Open Journals System at Simon Fraser University which hosts the Main Collection of *e-Archivaria* is now allowing access to the Reserved issues for institutional subscribers. While the Reserved Collection continues to be mounted on the ACA's server in Ottawa for access by ACA members, we can now allow institutional subscribers to have unlimited IP addresses for viewing the issues at SFU where previously they were limited to 10 IP addresses each because of the ACA's smaller Internet connection.

W. Kaye Lamb Prize 2008

Congratulations to Hannah Little, winner of the W. Kaye Lamb Prize for 2008, for her article "Archive Fever as Genealogical Fever: Coming Home to Scottish Archives" in *Archivaria* 64 (Fall 2007).

Hugh A. Taylor Prize 2008

Congratulations to James Opp, winner of the Hugh A. Taylor Prize for 2008, for his article "The Colonial Legacies of the Digital Archive: The Arnold Lupson Photographic Collection" in *Archivaria* 65 (Spring 2008).

Lamb and Taylor Prizes in 2009

After careful deliberation, the Editorial Board has decided not to award either the Lamb Prize or the Taylor Prize in 2009 in order to get these prizes back on their usual schedule. In the past, the Lamb Prize has been awarded for articles published in one calendar year. This pattern was disrupted when *Archivaria* 59 was removed from prize contention because it contained articles that had all been published previously. Accordingly, the 2006 Lamb Prize was awarded for articles in *Archivaria* 60 (Fall 2005) and 61 (Spring 2006) and this Fall/Spring pattern continued through 2007 and 2008.

The problem we face is that the Spring journal does not come out until very close to the conference. Not only does this mean that there can be no slippage in the production schedule, but more importantly, the Editorial Board is under tremendous pressure to read and adjudicate on articles in a compressed timeframe.

The only way to fix this problem is to return to adjudicating the Lamb Prize (and now the Taylor Prize as well) on a calendar year basis. In order to get back on track, we will adjudicate on three issues for the 2010 prize: *Archivaria* 66 (Fall 2008), *Archivaria* 67 (Spring 2009), and *Archivaria* 68 (Fall 2009). We regret that there will be no prizes to offer at the Calgary conference in 2009, but we are confident that this is the right course of action that works to the benefit of the authors, the integrity of the Lamb and Taylor Prizes, and the production quality of the journal.

Editorial Board

Leah Sander (Library and Archives Canada) has joined the Editorial Board as the new Exhibition Review Editor and will begin her term with *Archivaria* 68. Since the journal continues to solicit and receive more French-language copy, we have recruited Marcelle Cinq-Mars (Library and Archives Canada) for the new position of French-language Book and Exhibition Review Editor. The current Book Review Editor and Managing Editor are considering stepping down next year and we are currently searching for possible replacements.

Four people have been recruited to the Editorial Board in keeping with the decision at the Board meeting in Fredericton to expand the membership. I am pleased to welcome Suzanne Dubeau (York University), Gabrielle Prefontaine (University of Winnipeg), Wendy Robicheau (Acadia University) and Rick Stapleton (McMaster University). The other members of the Editorial Board are: Catherine Bailey (LAC), Marcel Barriault (LAC), Barbara Craig (University of Toronto), Bernadine Dodge (Trent University), Michael Dufresne (LAC), Andrew Horrall (NATO Archives), Mark Levene (LAC), Heather MacNeil (University of Toronto), Laura Millar (Vancouver), Robert McIntosh (LAC), and Kara Quann (LAC).

Respectfully submitted by,
Carolyn Heald,
General Editor, *Archivaria* 67-70

Governance Committee Report

The Governance Committee, under the leadership of Loryl MacDonald, had an extremely productive initial year, with the amendment of the ACA By-laws, development of a Volunteer Code of Conduct, the preparation of Honorary Member Biographies, the design of a Board evaluation survey, and the preparation of job descriptions for key volunteer positions. With this solid groundwork completed, the Governance Committee is continuing its work in advising the Board on issues relating to the governance of the Association and ensuring continuity and consistence in the ACA's operations. The committee members for 2009 are Martin Comeau, Linda Fraser, Michael Gourlie, and Loryl MacDonald.

The Committee met in person at the Fall P&P meeting in October, 2008 and participated in a conference call in March 2009, in addition to regular email communication. Over the fall and winter, the Governance Committee has been particularly engaged with nominations and awards. The Committee has sought candidates for, and filled, the Director at Large Position in time for the January 1st Board transition; sought nominations for the Director at Large and Vice-President positions for the AGM; and is seeking nominations for and reviewing submissions for the Honorary Membership and Member Recognition Awards. The Committee reviewed the ACA's awards and presented the Board with recommendations for creation of the category of Fellows of the ACA which was approved and put into place in time for the 2009 Conference. Additionally, the Committee has prepared a Committee Self-Evaluation Questionnaire based on the survey used for the Board to be distributed for use in time for the Fall 2009 P&P meetings and undertook a review of the Student Chapter guidelines to ensure they remain relevant after being in place for five years and recommend changes to the guidelines to reflect the realities and needs of the Chapters.

The Committee's main focus for the coming year will be to start developing records management guidelines for the ACA, to review the By-Laws of the ACA Foundation, and to continue the Committee's work in recruiting volunteers for ACA Board and Committee positions.

I would like to thank the hard work and good humour of my fellow committee members Linda, Loryl, Michael, Martin, and I very much look forward to continuing to work with them.

Respectfully submitted by,
Rodney Carter,
Chair, Governance Committee

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Membership Development Committee Report

Committee Members:

Rob Fisher (Chair), Leah Sander, Regina Landwehr, Andrea Robbins, Rachel Mills

CATEGORY	2009 ⁱ	2008	2007	2006	2005
Individual	284	351	244	312	278
Sustaining	2	33	26	36	35
Student	33	64	31	84	43
Student e-member	84	36	4	n/a	n/a
Associate & Retired	19	18	7	23	26
Honorary	11	8	5	6	4
Institutional	125	111	69	116	101
Total	558	621	386	577	487

Renewals and Recruitment

The committee conducted the annual early renewals campaign and prize draw in November and December 2008. Three publishers donated five books for the draw and over 180 individuals renewed before January 1st. The winners were Karyn Taylor, Kim Arnold, Greg Brown, Christie Teterenko, and Michelle Parsons. Leah Sander developed two new promotional brochures on behalf of the committee, targeting general membership and student e-members.

Mentorship

ACA Mentors and Mentees were recognized at the ACA conference in Fredericton in a very well-attended reception. Regina Landwehr took over as Mentorship Coordinator from Jennifer Mohan, who had established the Mentorship Program in 2004 and guided its development since then. Jennifer generously offered expert advice to Regina, ensuring a smooth transition. We would like to thank Jennifer for her hard work over the years in developing and growing the program. The mentorship year began with a recruitment and publicity drive in the fall. Twenty-six individuals are participating in the program this year, as mentors and mentees, demonstrating the value of this program in integrating new archivists into the ACA.

Student Visits

The committee continued to actively meet with students in graduate archival studies programs to introduce them to the ACA and the benefits of membership, and respond to their questions about the archival profession. The visits also provide an opportunity to promote the Mentorship Program and the student e-membership. Laura Millar visited the UBC students on behalf of the committee, Leah Sander visited the University of Manitoba, Rob Fisher visited McGill University, and Andrea Robbins visited Dalhousie University. The committee also promoted the student e-membership on ARCAN-L and other listservs.

Supporting Activities

With the assistance of the head office, large institutional members were canvassed to gain a better understanding of their expectations and inform the development of future member benefits and services. Andrea Robbins reviewed the content of the Membership and Mentorship sections of the web site for the committee, and revised and updated the existing content for upload to the new web site in the spring.

Respectfully submitted by,
Rob Fisher,
Chair MDC

ⁱ2009 figures as of 1 April; all others as of Dec 31st

Outreach Committee Report

The Outreach Committee (OC) is tasked with the mandate of increasing public awareness and understanding of archives and archivists among the general public.

For 2008/2009, 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; Karen White, Council of Nova Scotia Archives.



Outreach Committee Members

The Outreach Committee has had a busy year working on various projects! Here are some highlights:

1) Outreach Strategy

The Committee finished a second draft of the strategy document and submitted it to the ACA Board for review this past winter. We anticipate receiving comments back this spring. This strategy will help guide ACA's archival outreach programming, which is undertaken by the Outreach Committee. Once approved by the Board, the Committee plans to share the strategy document with ACA's membership.

2) Making Connections and Reaching New Audiences

a. Connecting with School Children

This past year, the Outreach Committee has begun to make a connection with school-aged children via historical fairs. A generous ACA volunteer, Don Bourden of the Royal BC Museum & BC Archives, manned the ACA booth at the National Historica Fair in Victoria, B.C., last July. This was the first time that ACA had a presence at the Historica Fair. The ACA display was sent out and Don fielded questions and shared anecdotes about archives and archivists with the participants (grades 4-9).

The Outreach Committee hopes to participate in the 2009 National Historica Fair in Ottawa this July.

The Committee has also started to develop new visual tools with child-appeal to accompany the existing ACA

display at upcoming historical fairs. More specifically, we have been working on developing a PowerPoint slide presentation that will include images, trivia, quotes and other child-friendly content.

b. Connecting with Professional Associations

With Kat (OC Chair) having attended the Annual Trade Show of the Canadian Society of Association Executives with Duncan (ACA Executive Director) in February 2009, the Committee now has tentative plans to prepare material and man an ACA booth at next year's Trade Show in Ottawa. It could be an excellent outreach opportunity to connect with that audience, who has expressed a need for assistance with records management and archival issues.

c. "Step into your archives", Doors Open, Toronto

ACA volunteers have continued to provide a presence at this event, which happens in late May at the City of Toronto Archives. This year, Juanita Rossiter of the Outreach Committee and Michele Dale, Secretary-Treasurer of the ACA, plan to man the ACA booth at this event and reach out to attendees.

3) Sharing Outreach Stories

a. The Outreach Committee has actively been soliciting and helping to contribute archival outreach success stories to the *ACA Bulletin* for publication.

4) Others Initiatives under Development

a. Archives Week Web Resources

This project has been stalled this past year due to the ongoing work to develop a new ACA website. There is content ready to be posted, however, once the new web space is available for use.

b. Mini Feedback Survey

The Committee has been developing a feedback survey eventually to accompany all outreach resources that we release. The feedback received through this mechanism will help the Committee to improve upon its products and better meet the needs of the archival community.

5) Upcoming Activities

We have other projects that we will be working on in the summer and fall, particularly content-development for various tools to be distributed to the public such as topical tip sheets and informational brochures.

We also plan to continue to develop the Archives Week resources after having posted our existing content to the new web space, when it becomes possible to do so.

As always, the Outreach Committee welcomes any new ideas and feedback! Please feel free to send us an email.

Respectfully submitted by:
Kat Timms, Chair, Outreach Committee

Professional Learning Committee Report

The Professional Learning Committee (PLC) has completed its first year under a new name and mandate: to focus on the professional learning needs of members.

The PLC continues to co-ordinate traditional in-person learning events such as workshops and institutes. To this end, The Committee has approved and planned two 2009 pre-conference workshops on 1) outreach and ethics (Patricia Whatley and Caroline Brown), and 2) conquering fear of film and video records. Karen Buckley has been very busy as the Committee Workshop Coordinator, while also serving on the Conference Host Committee. Duncan Grant has ably assisted her in planning the logistics of this year's pre-conference workshops.

PLC has made a recommendation to the Board of Directors that the ACA offer an institute, perhaps in partnership with another organization, later in 2010, in part so that members can take advantage of professional learning events at times and places other than the conference. More details about the theme and location of such an Institute will follow.

Beyond this, we would like to pursue the possibility of a partnership to offer our members at least one online education learning opportunity within the next year or two. We will begin the initial planning for such events later this year. At the same time, we look forward to participating in a larger strategic planning exercise.

Regarding other matters, improvement of the Committee's somewhat outdated web presence was another goal of this year's work plan. Over the course of the winter, we developed new content and submitted it for upload to the website.

Also, this winter, I consulted briefly with Laura Millar, who is writing a report on professional development for the Archives Association of Ontario. With Duncan Grant's help, I was able to answer a questionnaire that Laura developed for professional archival associations in Canada.

The Committee lost a member this year. However, including our two corresponding members, the current complement is still six members. Like all committees, we will need to plan for transition to the next PLC later this year.

Finally, I would like to thank the Board of Directors and ACA Secretariat for their support.

Respectfully submitted by:

Tom Belton

Chair, Professional Learning Committee

Special Interest Section on Aboriginal Archives (SISAA) Report

Recent accomplishments:

1. New co-chairs appointed – Teresa Reilly (Canadian Historical Society, University of Calgary) and Jonathan Lainey (Library and Archives Canada).
2. Annual meeting of the SISAA held on June 11 2008. Two guests from the New Brunswick Aboriginal People's Council were present and a visit to the Fredericton Native Friendship Centre was organized.
3. Work plan developed for 2009.
4. Fifty (50) *Aboriginal Archives Guides* (with an addenda sheet) were sent to 25 people in the USA (SAA Native American leaders and the related SAA executive).
5. The *Guide* was brought to the attention of the Indigenous Issues Special Interest Group (IISIG) of the Australian Society of Archivists during their annual meeting in August 2009.
6. Update and revitalization of the SISAA's web page.
7. A first contact has been established with the *Groupe de travail sur le patrimoine autochtone* of Bibliothèque et Archives nationales du Québec (BANQ).
8. A full-day tour bus organized to visit the Blackfoot Crossing National Historic Site the day before the ACA Annual meeting in May 2009.
9. Cooperated with the Religious Archives Special Interest Section on program proposals about the legacy of Indian Residential Schools and the efforts of archivists for the ACA Annual meeting 2009.

Upcoming activities/projects underway:

1. A first meeting between the *Groupe de travail sur le patrimoine autochtone* of BANQ and Jonathan Lainey will occur on April 30 2009.
2. We want to advertise the *Guide* and the SISAA in Aboriginal communities/organizations/media outlets.
3. We want to find resources for translating the guide into French and possibly into Inuktitut.
4. Exploring ways to assure a better use of SISAA (who are the members, what uses do they make of the SISAA, how can we stimulate the discussion, etc.).
5. Exploring ways to increase the membership and reach Aboriginal communities, students, etc.

Respectfully submitted by:

Jonathan Lainey and Terry Reilly,

Co-Chairs, SISAA

Special Interest Section on Access and Privacy Issues (SISAPI) Report

This is the third full year of the new Special Interest Section devoted to how access and privacy issues affect archivists and archives across Canada. Our first priority each year is to organize and run a session at the Annual Conference. This year we are once again pleased to host a SISAPI conference session. This year's theme of "Rights, Responsibilities, Trust: Archives and Public Affairs" was of great interest to the section and with the help of Daniel German of LAC the SIS suggested a total of three sessions of which one was accepted and many of our other ideas extended to other sessions. Speakers from Great Britain, Ontario, British Columbia and the national LAC will bring varying perspectives on "The Effect of Access and Privacy Legislation on Archives".

Throughout this year SISAPI has communicated through its work plans with the other ACA Special Interest Sections and is looking forward to greater consultation processes for the future. New members will also direct the work of the section in the coming year and we look forward to seeing all interested ACA members at our annual meeting on Thursday 14 May at the Palliser Hotel in the Leduc Room from 1pm until 3pm.

For those not able to attend the Annual conference this year, please contact the chair, Paulette Dozois at paulette.dozois@lac-bac.gc.ca regarding any issues or questions in which SISAPI can participate, new directions or just to join.

Hope to hear from you soon.

Respectfully submitted by,
Paulette Dozois,
Chair, SISAPI

Special Interest Section on Electronic Records (SISER) Report

Recent accomplishments:

- acceptance of a proposal for 2009 annual conference session, "More Than a Matter of Trust: Archivists Debate the Challenge of Electronic Records"

Upcoming Activities:

- session at 2009 annual conference
- annual SIS meeting

Respectfully submitted by:
Cara Downey, Chair, SISER

Special Interest Section on Climate Records and Information (CRISIS) Report

CRISIS members Martin Comeau and Leah Sander participated in a workshop at University of Western Ontario, October 23-24, 2008 hosted by the Network in Canadian History and the Environment (NiCHE). The workshop was meant to bring together those studying environmental history, and to identify potential archival resources. Martin and Leah presented a paper on the objectives of CRISIS, and what archivists in general can do to help those studying climate change.

CRISIS members also organized and had accepted a session for the upcoming ACA conference in Calgary, and are excited to have an environmental session at the conference.

Respectfully submitted by,
Leah Sander,
Chair, CRISIS



Martin Comeau and Leah Sander at the Climate History workshop at the University of Western Ontario, October 24, 2008

Government Records Special Interest Section (GRSIS) Report

This is the second year for the Government Records Special Interest Section (GRSIS). This year GRSIS concentrated its efforts on effective outreach, communications, good governance and professional development. The following is a summary of our activities since last April.

Outreach

GRSIS members were encouraged to become ACA mentors to raise awareness about GRSIS with students and new archivists. Several members are mentors and we hope to increase those numbers next year.

Communications

At the 2008 ACA Conference in Fredericton, NB, the SIS Chairs met to exchange information and discuss ways of better coordinating our activities. The SIS Chairs agreed to collaborate over the course of the year and share their work plans with one another. The Chairs also discussed how to better coordinate the annual meetings for members involved in more than one SIS. This year all of the subject based SISEs will meet at one time and the institutionally based SISEs will meet at another. It is hoped that this will enable members to attend meetings for more than one SIS.

Good Governance

GRSIS members were polled to find out what direction they would like GRSIS to take and the topics/issues they would like to focus on. Rather than conduct a formal survey, members were emailed and asked for their input. In the coming months we will begin acting on the results of the informal poll.

Professional Development

GRSIS will co-host a session at the 2009 ACA Conference with the Special Interest Section for Electronic Records (SISER). Unfortunately no members came forward this year with a proposal for a GRSIS sponsored session. Several members did, however, have suggestions for keynote speakers, which were passed on to the Conference Planning Committee.

Future Plans

While we have achieved several of the goals outlined in our workplan for this year, we still have much to do. Some of the activities outstanding include: communicating with other like-minded groups in jurisdictions outside of Canada; investigating tools that we can use to better communicate with members; and establishing a direction for GRSIS. We also hope to continue collaborating with other SISEs in the coming months.

One final note, at the annual meeting in Calgary on May 14, 2009 we will be choosing another Chair and Secretary to serve the members of GRSIS. After two years serving in this capacity, Johanna Smith and I will be stepping down as Secretary and Chair respectively. I would like to thank the GRSIS members and the ACA Board for their support over the past two years. I look forward to continuing as an active members of GRSIS and hope to assist our new Chair and Secretary as much as I can in the coming year.

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

Municipal Archives Special Interest Section (MASIS) Report

As discussed at the AGM in Fredericton, two key activities were identified for this year:

1. Improved communication: a series of teleconferences were proposed and investigated with the intent to share best practices and experiences as municipal archivists. After discussion, the series was postponed in favour of the use of the ACA's new Content Management System, including wiki, chat, etc. when it is launched.
2. The KPI project (now renamed "National Archival Activity Indicators") has been partially subsumed by the CCA Standards Committee. We are presently drafting preliminary guidelines which will be circulated for comment in May.

We look forward to seeing everyone at the 2009 AGM in Calgary.

Respectfully submitted by,
Paul Henry

Special Interest Section on Personal Archives (SISPA) Annual Report

Recent accomplishments:

- Oct. 2008: Listserv discussion week on the topic of Photography and Personal Archives with guest experts Alison Nordstrom (George Eastman House) and Martha Langford (Concordia).
- Article by Jessie Chisholm in the ACA Bulletin and call for new members on ARCAN-L.
- Discussions with the Professional Learning Committee for a future ACA Institute on Personal Archives.
- Continued management of the wiki bibliography and news to members on the listserv.
- Revision of website content.

Upcoming Activities:

- Apr. 2009: Listserv discussion week on the topic of Digital Personal Archives with Catherine Marshall (Microsoft).
- ACA 2009 AGM round table.
- Suggestion to members to have a local get-together to share descriptive tools and arrangement decisions.

Respectfully submitted by,
Catherine Hobbs,
Chair, SISPA

Religious Archives Special Interest Section Report

Following RASIS' meeting at the Conference in Fredericton, the idea to partner with the Aboriginal Archives Special Interest Section to propose a roundtable session at the Calgary conference on the Canadian Aboriginal Residential School Truth and Reconciliation Commission has been acted upon and, with SISAA co-Chair, Teresa Reilly, a call for participants was issued to both SIS'. After a very positive response, a proposal was submitted to the Conference Programme Committee. The session was accepted by the Committee, with some modification to avoid overlap with other sessions, and we will be holding the roundtable with six speakers. This roundtable will be the major event for the year for RASIS and I hope it will spark interest and reinvigorate the SIS.

During this past winter I reviewed the RASIS website and made recommendations on what elements should be transitioned to the new ACA web space, identifying documents that are no longer relevant and which documents need to be added in the future. I am looking forward to the launch of the new web space and have been sketching out plans for the RASIS page taking advantage of the planned enhanced functionality. I

have also reviewed the RASIS promotional material, in particular examined the brochure and identified elements still relevant and what needs to be updated should a new brochure be produced and have attempted to track down the RASIS display which has been missing for at least eight years. Unfortunately, I have come up against a dead-end and do not know if it still exists.

There are no issues or recommendations to the Board at this time.

Respectfully submitted by,
Rodney Carter,
Chair, RASIS

UCASIS Annual Report

UCASIS members have been working towards completing several projects identified for inclusion on our annual work plan at during our meeting in Fredericton last year.

Upcoming and in-progress activities

- Annotated bibliography on functions literature in progress
- Review UCASIS Webpage and make layout recommendations as part of the ACA's Website redesign project
- Post common records retention schedules and accompanying appraisal rationales online
- Draft and send letter to the heads of all Canadian university/college archives to encourage participation in UCASIS
- Survey of the types of research activities undertaken by university/college archivists as part of their employment responsibilities
- Conversion of the UCASIS annual membership survey to a web-based, rolling survey

I want to take this opportunity to thank the members of UCASIS for their enthusiasm and hard work and to welcome all ACA members not currently participating in UCASIS to attend our annual meeting this year. We would love to swell our ranks!

Respectfully submitted by,
Paul Hebbard,
Chair, UCASIS

Dalhousie University Student Chapter Report

The Dalhousie ACA chapter has just completed its second year in existence. As we are a new branch, we are still working on administrative issues and trying to make the branch as efficient and active as possible. At the last meeting of the academic year, we made constitutional changes to allow for more elected positions in the branch executive and added an amendment to allow for the awarding of travel grants for branch members to attend archival conferences. These changes to the constitution will undoubtedly strengthen the branch and pave the way for more activity.

During the fall semester, we organized a tour of the Halifax CBC media archives with the co-operation and support of Doug Kirby, media archivist for Halifax CBC. This was the second year that we have offered this tour for branch members and other students at Dalhousie's School of Information Management. We hope to continue with this tour as both years have been a success.

In the winter semester, we organized a second annual fundraiser that was very successful and built our funds to the level that we can begin offering travel grants to branch members as of next year.

The new year provides opportunities for more tours of archives in the Halifax area, more professional development events, and continued fundraising efforts. Furthermore, as the 2010 ACA conference will be in Halifax, the Dalhousie branch is excited about the opportunity to help in any way we can.

Lastly, the new academic year will be the first year without any of the branch's founding members as we will all graduate this spring. The Dalhousie branch will remain strong, however, as the new executive and members are more than capable of carrying on with great success.

Respectfully submitted by,
Braden Cannon,
Dalhousie ACA Co-coordinator

McGill Student Chapter

The McGill Student Chapter of the Association of Canadian Archivists had a very successful year, because we were able to attract more students to the activities and events that we hosted. We had an average of 20 students attending our events, which is a significant improvement from last year's low attendance of 5-10 individuals. Since, the Archives Stream numbers a small portion of the student body at the McGill School of Information Studies, we expanded our audience by inviting students from all streams: Library Studies, Knowledge Management and Archives.

We also adopted the strategy of having events that encouraged professional development, social networking and teamwork.

The ACA McGill Meet & Greet at Thompson House and the 3rd Annual ACA McGill Curling Bonspiel allowed students to get away from the classroom in a more social setting.



3rd Annual ACA McGill Curling Bonspiel,
Copyright Janelle Ramsay, 2009.

Professional development activities included a Brown Bag Lunch with Rob Fisher, tours of archives in Montreal and the 2nd Annual ACA McGill Colloquium. The Brown Bag Lunch with Rob Fisher gave Archives Students a great introduction to the professional guidance that the ACA has to offer them. The tours of the Redpath Museum, Canadian Centre for Architecture's Archives and Médiathèque du Musée d'art contemporain de Montréal introduced students to local archives in the Montreal Region.

The 2nd Annual ACA McGill Colloquium: *Breaking out the Box: "Challenges facing archival practice in a digital world"* offered Archives students a chance to display and communicate their work to an audience. The plenary speakers were David Bearman, Founding Partner of the Archives & Museum Informatics and Francois Cartier, Curator of Archives and History from McCord Museum. One important change this event brought was the creation of the ACA McGill Wiki

at <http://acamcgill.pbwiki.com/> where the information for the colloquium was advertized and titles and abstracts of the speakers were viewed.

Funding for these events was provided by the joint ACA/SLA (Special Libraries Association) bake sales in October and February, the grant from MLISSA (McGill Library Information Studies Student Association) and corporate sponsorship by DocuDepot.

Finally, these events wouldn't be possible without the help and support of my wonderful Student Chapter Executive: Jennie Ferris (Treasurer), Vanessa Sparks (Secretary), Mary Haberle (Communications Officer), Rosanne Lester (Webmaster), Trecia Schell (2nd Year Rep.) and Gina Gönczi (1st Year Rep.).

Respectfully submitted by,
Elaine Radman
Coordinator, ACA McGill Student Chapter

U of T Student Report

Our Chapter had a fabulous 2008-2009 year full of events chosen to both educate students and faculty to varying aspects of the archival profession and the benefits of ACA membership, as well as social events to simply unwind and talk with colleagues.

Starting the beginning of the year, we hosted a welcome back pub night at the Duke of York, and participated in a Faculty-wide professional organization afternoon, where we explained the benefits of ACA membership to incoming students as well as talking about the sorts of events we put on throughout the year.

In Fall 2008 our Secretary, Rebecka Sheffield, took a group to the Canadian Lesbian and Gay Archives. We also welcomed our newest faculty member, Heather MacNeil, by hosting a very successful "iTea," where Heather gave an informal talk about her research interests and professional history to a couple dozen students and faculty members.

Our bi-annual Halloween and Valentine's Bake sales are well received by the Faculty; it's how we are able to independently fund our pub nights, as well as give small tokens of thanks to our guest speakers and the archival institutions that we tour.

We also always have a healthy showing at the winter holidays party thrown by TAAG at the City of Toronto Archives; this year was no different. In the cold winter months, we also braved extreme wind chills to take a walk-

ing tour of the Junction neighbourhood and warmed up in the West Toronto Junction Historical Society's archive, where Events Coordinator Kristen Buckley volunteers. A small but passionate group of archival students decided to also tour Library and Archives Canada over reading week in February 2009. (See photo.) The students toured the Preservation Centre, and met up with Suzanne Page-Daze who gave them a lovely tour through all the vaults and the offices. The group also talked with archivists on site in Gatineau to discuss government records, as well as touring 395 Wellington to see the public face of LAC.

The Chapter was truly grateful that Ms. Rose Fine-Meyer was able to come to the Faculty in March and talk about her groundbreaking work with bringing archival education to the high school curriculum in Ontario. She had most of the audience in tears when she described the connection her students had with soldiers who had perished in World War II.

To end the year, the Chapter will host its famous year-end pub night at Toby's Famous Eatery on College Street on April 10, where all are welcome to come mix and mingle and revel in year of accomplishment. Respectfully submitted, Kate Guay, Chair, ACA U of T Student Chapter 2008-2009.

Respectfully submitted by,
Kate Guay,
Chair, 2008-2009



Reading Week tour of the LAC Preservation Centre in Gatineau, February 2009. L-R is Suzanne LeBlanc, Katie Matte, Jessica Green, Sarah Niezen, Laura Hallman, Michelle Parsons and Rebecka Sheffield

The Chapter started the school year with its traditional buddy program, matching new MAS and Joint MAS/MLIS students with continuing students. This program encourages networking between established students and new students, allowing for both friendship and mentorship. In addition, early in the school year, the Chapter coordinated a presentation on the ACA and AABC, to encourage new students to learn about the professional organizations available to them.

In anticipation of our Symposium as well as the upcoming ACA conference, the Chapter hosted an event on the basics of networking. Two archivists from the City of Vancouver shared their tips and answered questions from students, in a lively and informative discussion.

On February 11-13, the Chapter hosted the International Symposium, "Our Professional Identities in a World Gone Digital." This event brought together eight speakers, from the Netherlands, the United Kingdom, Canada, and the United States, to discuss the challenges facing contemporary records managers and archivists. The first two days were limited to SLAIS students and faculty, while the final day attracted 140 students, academics, and professionals from BC, Alberta, Washington state, and the Northwest Territories. The event, sponsored in part by the ACA, was a huge success. Full information and the proceedings are all available on the Chapter's website, at <http://www.slais.ubc.ca//PEOPLE/students/student-groups/aca/symposium.php>.

On February 27, five members of the Chapter took a trip down to Western Washington University. This annual exchange with students at the Archives and Records Management program at WWU offers an invaluable chance to compare our education with our southerly neighbours, as well touring some of the repositories on campus. We look forward to hosting WWU students next year.

Respectfully submitted by,
Kelly McElroy

As the Secretary General of the BCA, it is my great pleasure to present the report of activities held during the last year.

At the beginning of the year 2008-2009, the Board of directors of the BCA included: Scott Goodine from the ACA, Marc Beaudoin from the Association des archivistes du Québec, Loryl MacDonald from the ACA, and Denys Chouinard from the AAQ. For a certain period of time Ghislain Thibault (AAQ) acted as the Assistant Secretary General. Since January 2009, Paul Bandfield and Rod Carter both of the ACA have been the new members. Further, since 2006, the general managers of the ACA Duncan Grant and the AAQ Andree Gingras have also taken part in the activities of the BCA in order to ensure a follow-up of the different projects.

BCA activities are at two levels – first, at the Canadian level and second, as the representative of Canadian archivists on the international scene.

1. BCA activities at the Canadian level

In July 2008, members of the board of the BCA met with the management board of the Canadian Council of Archives. The main issue of this meeting was the complete absence of funding devoted to education activities from the CCA to the three major bodies representing Canadian archivists. At first glance, the CCA carefully listened to our presentation on that specific topic. However, nothing really concrete has emerged from this meeting. In other words, it seems that activities related to professional training and education do not have the support and commitment from core shareholders of the Canadian archival community.

The BCA board of directors met in October in Ottawa. Different items were at the agenda: the BCA financial situation, its participation within the Section of Professional Associations of the International Council of Archives (SPA-ICA), and a Retention Schedule translation project under the auspices of the SPA.

In mid-October, as a rep of the BCA, I also attended the CCA Annual general assembly.

2. BCA activities at the international level

As a member of the SPA Steering Committee, I participated in the International Council on Archives International Congress held in Kuala Lumpur last July. I attended SPA meetings and the ICA general conference.

(Continued on page 25)

My involvement within the SPA activities has been mostly devoted to the translation of different reports or papers, such as: Questionnaire on the ICA Code of Ethics: Results and Recommendations, *How to approach a potential donor government in Europe: some basic steps*, and also the November 2008 SPA Newsletter. Further, I also attended the semi-annual meeting of the SPA Steering Committee in Stockholm, from March 29 to April 2

However, the main project or the most demanding one concerns the translation of the SPA Retention Schedule – based on our Australian colleagues’ work. This is a 103 page publication. To make sure this project runs smoothly, a working group has been established. Although the work only really began only in January 2009, we expect to produce a French version by June 2009. I would like to thank the President and the Executive Director of the ACA for their involvement in that important project.

As my mandate as Secretary General of the BCA ends shortly, I would like to take this opportunity to personally thank my colleagues of both associations (ACA and AAQ) for their participation and cooperation during this two year period.

Respectfully submitted by,
Robert Nahuet Ph.D.
Secretary General
Bureau of Canadian Archivists

ACA Foundation Report

The Association of Canadian Archivists Foundation had a busy year in 2008, following the Conference and AGM. The current Board of Directors for the Foundation is:

Michele Dale, Chair
Gary Mitchell, Secretary
Ellen Scheinberg, Director
Heather Home, Director,
Scott Goodine, Director

The first effort at an online auction using the services of e-Bay Canada resulted in the generation of funds for the scholarship program, as well as a learning experience for the Foundation’s Directors. Heather Home is to be congratulated for her work in uploading all the auction items to e-Bay and responding to e-mail questions about the auction items. Of the 15 items offered for auction, nine of the items sold for a total of \$2,481, while a small amount was paid to e-Bay and PayPal as transaction fees for their services. There was a total of \$4,920 in tax receipts issued for the Goods in Kind donated to the auction.

An end-of-year call for donations at the time that members were being encouraged to renew early for 2009, was completed in November – December. This campaign resulted in donations of over \$1,000 to the general scholarships and \$625 to specific funds. As well, almost \$500 was raised through the sale of pins, buttons & raffle tickets at ACA 2008.

As a result of the success with the Auction and donations campaigns, the Foundation will be providing just under \$5,000 in scholarships to be shared among the three students selected to participate in the Student Session at the ACA Conference; the institutions of these three students, Donald Force, Jonathan Nordland and Braden Cannon, have each received payment of roughly \$1,600 which will be used to support the registration, travel and hotel for these students to participate at ACA 2009. This amount reflect an 80% ratio of the tax receipts which ACAF issued during 2008 for donations and gifts in kind, with the exception of those directed to a specific fund.

In addition to the fund-raising and tax receipting benefits, the Foundation draws on ACA resources to cover the costs for the Directors Errors and Omissions insurance coverage as well as the expense of the annual audit. For 2008, these costs were \$1,800 for the audit, \$860 for E&O coverage as well as \$400 for conference calls. In addition, the Foundation activities consume a small amount of staff time and office resources.

Respectfully submitted by,
Michele Dale,
Foundation Chair

AUDITORS' REPORT

To the Members,
Association of Canadian Archivists Foundation:

We have audited the balance sheet of the Association of Canadian Archivists Foundation as at December 31, 2008 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 Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as explained in the following paragraph, 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 common with many not-for-profit organizations, the Foundation derives revenue from gifts and donations the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of this revenue was limited to the amounts recorded in the records of the Foundation and we were not able to determine whether any adjustments might be necessary to donations revenue, net revenue for the year, assets and net assets.

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the revenue referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the Foundation as at December 31, 2008 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

OHCD LLP
OUSELEY HANVEY CLIPSHAM DEEP LLP
Licensed Public Accountants

Ottawa, Ontario
February 26, 2009

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

BALANCE SHEET
AS AT DECEMBER 31, 2008

	<u>2008</u>	<u>2007</u>
ASSETS		
Cash	\$ 5,437	\$ 2,347
Investment	10,000	9,949
Accounts receivable	<u>1,324</u>	<u>299</u>
	<u>\$ 16,761</u>	<u>\$ 12,595</u>
 NET ASSETS		
Endowment funds		
Bryan Corbett fund	\$ 1,000	\$ 500
Kent Haworth fund	1,667	1,642
Stan Hanson fund	8,935	8,835
Unrestricted	<u>5,159</u>	<u>1,618</u>
	<u>\$ 16,761</u>	<u>\$ 12,595</u>

Approved on behalf of the Board:

Director

*Original signed by
Michele Dale*

Director

*Original signed by
Paul Banfield*

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2008

	<u>2008</u>	<u>2007</u>
ENDOWMENT FUNDS		
Bryan Corbett fund		
Balance - beginning of year	\$ 500	\$ -
Donation	<u>500</u>	<u>500</u>
Balance - end of year	<u>\$ 1,000</u>	<u>\$ 500</u>
Kent Haworth fund		
Balance - beginning of year	\$ 1,642	\$ 1,642
Donation	<u>25</u>	<u>-</u>
Balance - end of year	<u>\$ 1,667</u>	<u>\$ 1,642</u>
Stan Hanson fund		
Balance - beginning of year	\$ 8,835	\$ 8,835
Donation	<u>100</u>	<u>-</u>
Balance - end of year	<u>\$ 8,935</u>	<u>\$ 8,835</u>
UNRESTRICTED		
Balance - beginning of year	\$ 1,618	\$ 100
Net revenue for the year	<u>3,541</u>	<u>1,518</u>
Balance - end of year	<u>\$ 5,159</u>	<u>\$ 1,618</u>

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF REVENUE AND EXPENDITURE FOR THE YEAR ENDED DECEMBER 31, 2008

	<u>2008</u>	<u>2007</u>
REVENUE		
Donations	\$ 8,952	\$ 1,581
Investment	<u>346</u>	<u>404</u>
	<u>9,298</u>	<u>1,985</u>
EXPENSES		
Bank charges	34	77
Conference bursaries	803	390
Receipted gifts in kind	<u>4,920</u>	<u>-</u>
	<u>5,757</u>	<u>467</u>
NET REVENUE FOR THE YEAR	<u>\$ 3,541</u>	<u>\$ 1,518</u>

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2008

1. PURPOSE OF THE ORGANIZATION

The mission of the Foundation is to provide funds for the promotion, development, operation, maintenance and other benefit of the Association of Canadian Archivists.

The Foundation was incorporated in 2006 under the Canada Corporations Act as a not-for-profit organization. It is a registered charity under the Income Tax Act and as such is exempt from income tax.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian 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) Endowment funds

The Kent Haworth fund was established to support archival education, scholarship and research.

The Stan Hanson fund was established to support students with a degree in history to pursue a degree in archival studies at one of the Canadian programs.

The Bryan Corbett fund was established to support a bursary to support students in their studies in a master's or doctoral level program in archival or information studies in Canada.

c) Financial instruments

The Foundation has a corporate bond that is accounted for as a held-to-maturity investment and is valued at cost.

Other financial instruments are measured at the initially recognized amount less appropriate allowances.

3. FINANCIAL INSTRUMENTS

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

Unless otherwise noted, it is management's opinion that the Foundation 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. 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.

Office & Operations Report

Following the Fredericton 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:

- Conducted a market review, confirming the scope of coverage and competitive pricing for the ACA CGL and directors E&O coverage

Adding Member Services:

- Conducted online surveys for the Professional Learning Committee as well as Self-Evaluation for the Board
- Requested software addition to allow Members to identify volunteer interests as well as SIS selections plus their own changes of address, e-mail, etc
- Set-up Opt-Out option for Bulletin & Archiviara

Finances

- Supported completion of the Dec 31 audits for ACA & ACAF; completed post-audit adjustments and proceeded with inclusion of deferred revenues & expenses into 2009 accounts & statements
- Prepared monthly income statements & report on the status of statutory requirements for the ACA Board;
- Compiled draft for the annual budget process and prepared the 2010 estimates
- Responded to CRA review of 3rd quarter GST report; their review confirmed our report was accurate
- Conducted financial analysis on a board proposal and for two conference hosting decisions

Conference

- Finalized facility contract for 2011; a review for 2012 is underway at this time
- Prepared & updated the 2009 conference forms, web site pages & on-line screens
- Launched conference registration, with messages to Canadian and international lists
- Prepared the 2010 sponsorship brochure & form

On-going Activities:

- Prepare agendas & support monthly Board meetings & conference calls, as well as various committee projects
- Support the activities of the ACAF Board
- Prepare monthly financial reports including bank reconciliation & income statement, monthly payroll, CRA tax & benefits payment, quarterly GST reports, and annual corporate renewals
- Liaise with editors for production of three *Bulletin* issues, as well as *Archivaria* #66 & #67
- Coordinate additions to Member's Only website (e.g. bulletins, AGM minutes, audited statements), uploading of documents to ACA public website, prepared PDF files for web editor to upload for *e-Archivaria*,
- Completed upgrades & renewals for accounting & office suite software, FTP & security certificates.

Respectfully submitted by,
Duncan Grant,
Executive Director

Call for Proposals – ACA 2010 Halifax, NS.

ACA Annual Conference June 10 – 12, 2010, Halifax, Nova Scotia

Standing on the Shoulders of Giants: The Next Generation of Canadian Archivists

"We are like dwarfs standing upon the shoulders of giants, and so able to see more and see farther than the ancients."
(Attributed by John of Salisbury to Bernard of Chartres, 1159)

The evolution of the Canadian archival community over the past twenty-five years is nothing short of remarkable. The Association of Canadian Archivists matured into a dynamic professional organization whose publications and conferences continue to set an international standard. The establishment of the Canadian Council of Archives, the creation of codes of ethics, the development and implementation of descriptive standards, and the use of the Internet to expand the reach of archives to vast new audiences are achievements on a national scale. Canadian archivists have revolutionized archival theory and practice through research and publications in the fields of post-modern theory, privacy and access, electronic records, and usage trends.

Standing on the Shoulders of Giants alludes to both the advancement in the archival profession, knowledge, and practice as well as its dependence on previous generations. Many of the archivists who founded archival institutions, directed national and provincial associations, and moulded the intellectual framework of the Canadian archival community are approaching retirement after distinguished careers. Meanwhile, the next generation of Canadian archivists is emerging, bringing with it a familiarity with the latest technologies and innovative approaches to traditional archival practices. The success of this transitional period, when one generation passes along its tools and knowledge to the next, will set the stage for the latest evolution of the Canadian archival system.

The 2010 ACA annual conference in Halifax, Nova Scotia will be an exciting forum to showcase current research and innovative activity in the archival field and to pay tribute to the giants who laid the foundations. The ACA 2010 Program Committee encourages proposals on the broad theme of Standing on the Shoulders of Giants. Proposals are solicited on, but not limited to, the following topics:

- History of archival theory and practice
- Archival professional identities
- Impact and challenges of digitization
- Financial sustainability of archives
- Challenges of managing archival institutions
- Changing users of archives
- Archival outreach, advocacy and public awareness
Legislation



Halifax Waterfront. Photo Credit: Destination Halifax/Nova Scotia Tourism and Culture / W. Hayes

Submitting Proposals:

In keeping with the spirit of innovation, the Program Committee invites contributions in a variety of formats for the 2010 Conference, including:

- traditional sessions
- focused debates on specific topics
- panel discussions
- roundtables
- talking circles
- poster sessions

Use the "Call for Submission" button on the ACA website at <http://www.archivists.ca/>. Submitting your session proposal in electronic form using this link is strongly encouraged.

The deadline for submission of proposals is:
21 September 2009

Please feel free to direct questions to:

Michael Gourlie, Chair,
ACA 2010 Program Committee
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Edmonton, AB T6E 4S8
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