



Association
of Canadian
Archivists

theBulletin

Annual Reports
June 2010

View from the Citadel, looking across Halifax Harbour with the Town
Clock and Brunswick St. in the foreground,
1883 Notman Studio, Accession No. 1983-310 No. A-3/10003 NSARM

Association of Canadian Archivists
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Issue	Submission deadline
<i>Summer issue</i>	<i>June 15</i>
<i>Fall issue</i>	<i>Sept 3</i>
<i>Winter issue</i>	<i>Nov 9</i>

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Table of Contents

Editor's Message.....	3	Municipal Archives SIS Report	26
President's Report.....	4	Religious Archives SIS Report.....	26
Vice President's Report	5	University and College Archives SIS Report.....	26
Secretary-Treasurer's Report.....	6	Dalhousie University Student Chapter of the ACA	27
ACA Auditor's Report.....	8	UBC Student Chapter Report	27
Director at Large, Annual Report.....	14	ACA McGill Student Chapter Report	28
Communications Committee Report	14	U of T Student Chapter Annual Report.....	28
Membership Development Committee Report	15	Project TEAM Canada, InterPARES 3	29
Outreach Committee Report	16	Canadian Commission for UNESCO Representative	29
Professional Learning Committee Report	16	CCA Copyright Committee.....	29
General Editor, Archivaria Report	17	News from the Bureau of Canadian Archivists.....	30
Bulletin Editor Report.....	18	ACA 2010 Annual Conference Theme.....	30
ACA Foundation Report	18	2011 Conference Programme Committee	
ACAF Auditor's Report.....	19	announces theme.....	31
Office & Operations Report	24	Following Churchill's Steps: Things To Do in Halifax....	32
Electronic Records (SISER) Report	24	ACA 2010: Nova Scotia Trivia	
Aboriginal Archives (SISAA) Report	25	BONUS Question	32
Government Records (GRSIS) Annual Report	25		

Editor's Message

Dear Readers,

Welcome to the Bulletin's Annual General Meeting issue. This special edition highlights the ACA's activities in 2009-2010. In keeping with the Conference theme – Standing on the Shoulders of Giants - it is a time to reflect on the Association of Canadian Archivists' achievements over the past year and to consider the trends that shape our organisation's future. Inside you will find annual reports of the ACA Board, Office, Committees, Special Interest Sections, and Student Chapters. Also, included in this Bulletin are articles related to the ACA 2010 Conference.

I hope that you can join us in Halifax for what promises to be fun and educational time. If you are unable to make it out, no worries - the Bulletin Summer issue will provide conference coverage of all the important events.

In the meantime, happy reading!

Best Regards,
Loryl MacDonald

Board Nominees

Deirdre Bryden, nominee for Secretary/Treasurer (2011-2012) Deirdre Bryden is Archivist (University Records) at Queen's University Archives. She has a Master of Archival Studies from the University of British Columbia and a Bachelor of Arts in Archaeology and Classical Studies from Wilfrid Laurier University. Prior to working at Queen's, she was employed as an archivist at the World Bank Group Archives in Washington, D.C. She has also worked as the archivist for the Religious Hospitallers of St. Joseph Archives in Kingston, and as a description archivist for the Council of Nova Scotia Archives in Halifax, Nova Scotia. Deirdre was Secretary for the Archives Association of Ontario and is also actively involved in the Association of Canadian Archivists.

Loryl MacDonald, nominee for President (2011-2012) has been the Records Archivist at the University of Toronto Archives since 2000. She holds a Bachelor of Laws and a Master of Archival Studies from the University of British Columbia. She has served as vice president of the Association of Canadian Archivists as well as president of the Archives Association of Ontario and of the Toronto Area Archivists' Group. Loryl has also been Bulletin Editor and Guest Co-Editor of *Archivaria* #69, the law and archives special issue. She has taught the graduate level records management course at the University of Toronto Faculty of Information. Loryl very much looks forward to serving as the ACA President and to working with the various ACA Committees, Special Interest Sections, and Student Chapters over the next two years.

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President's Report

Since I last reported to this body, the Board of the Association of Canadian Archivists has met on a monthly basis via conference call, and has undertaken two Planning and Priorities meetings, in order to conduct the business of the Association, on behalf of its members. The Board continues to include Rodney Carter, Vice-President; Michele Dale Secretary-Treasurer; Heather Pitcher, Director-at-Large, and myself, Paul Banfield, President, all ably supported by ACA Office Staff, Duncan Grant, Executive Director, and Judy Laird, Administrative Coordinator.

Much, I believe, has been accomplished over the intervening period, which will be made more than apparent in the following portfolio reports by other Board members; Chairs of Standing Committees and Special Interest Groups; the editors of *Archivaria* and *The Bulletin*; and other individuals representing the Association on CCA Committees and international bodies.

It leaves it to me to present an overview of accomplishments to date, and tasks still to be completed, or which are on-going. First up is Conference '10, which as you know, is to be held this year in Halifax, at the Westin Nova Scotian. Thanks to the Programme Committee, led by Chair, Michael Gourlie; the Host Committee under the reins of Chair, Andrea Robbins; and the ACA Office Staff (Duncan Grant and Judy Laird), all is coming together nicely, and members can be assured of attending and experiencing yet one more very successful annual gathering of the Association.

Secondly, I continue to be very pleased to report that the financial situation of the Association remains stable and healthy. Once again, and on behalf of the Association as a whole, I wish to thank Duncan Grant, Executive Director for his on-going assiduity in ensuring sound fiscal management, and best practice is sustained in relation to the ACA's finances, with able oversight from Secretary/Treasurer, Michele Dale. Even though there are signs of life in the economic climate of the country, the Board has, and will, continue to adopt a small 'c' conservative approach to budget matters, including looking closely at whether to maintain the current freeze on individual memberships for a second year. It will also mean that any new, or continuing, initiatives will be scrutinized very closely over the coming months, in light of potential budget implications.

Thirdly, following the Fall 2009 Expanded P&P and the Spring 2010 Meetings, and vigorous discussions based on Board Self-Evaluation exercises, three priorities have emerged for the immediate future. These include: a) an advocacy protocol; b) a look at strategic planning for moving the Association forward in the years ahead; and c) pro-

gressing with Phase Two of the revamped the ACA web site. In regard to a), the advocacy protocol is currently being drafted and should be posted on the ACA web site shortly.

As for b) a document has been drafted and a preliminary discussion took place at the Spring P&P meeting outlining a number of potential topics for consideration within the context of strategic planning. It is anticipated that between the Spring and Expanded Fall P&P 2010, decisions, based on these discussions, and further consultations over the intervening period, will result in a concrete plan being adopted in October, thus helping to inform the new Board's direction in moving the Association forward in 2011. And, in regard to c) the evolution of the ACA web site, especially in the context of Web 2.0, continues to be ramped up, thanks in large measure to the work of Duncan Grant and V.P. Rod Carter, who have been instrumental in meeting with our design group, service providers, and technical support people to ensure a rigorous schedule of deliverables is maintained and key benchmarks are achieved. In early April, a select group of Board and Standing Committee members engaged themselves with the design group in test bed scenarios, which will culminate with a formal launch of Phase Two during Conference '10 in Halifax.

Fourthly, the Board continues to monitor situations, troubling and potentially so, as they arise, and has worked closely with several provincial Associations in particular, over the past number of months to coordinate advocacy efforts, should they need to be instituted. While the larger picture is not as dire as south of the border, given the current climate (and let us hope it never is!), nonetheless, there is still reason for concern. Consequently, and as has been alluded to above, this fact has shown the necessity for an advocacy protocol to be available for members on our web site, should they require assistance. We also continue to be on stand by to assist the CCA's Copyright Committee, should we be needed.

Finally other matters that require on-going Board attention include the filling of volunteer positions, at both the Board and Committee levels in particular. This continues to be a real concern for the Association. While the present economic downturn is undoubtedly one reason, another is the lack of a coordinated approach among a number of bodies to identify and nurture volunteers over an extended period of time. Consequently, both the ACA and AAQ have met on two occasions with the CCA to talk about a national strategy, in consultation with our provincial counterparts, in order to address this worrisome de-

velopment. Both Associations are currently awaiting a document from the CCA speaking to this matter, which we will then be commenting upon.

The ACA Board, along with numerous other institutions and individuals, was pleased to submit a detailed response to the survey, looking at the current and future relationship of Library and Archives Canada with the Canadian archival community, that was distributed by Dr. Terry Cook, earlier this year. We were equally pleased to learn during our annual meeting with Dr. Daniel Caron and his senior management team last month, that we will be invited to a day-long session, later this year, to discuss in more detail, the findings and recommendations of the final report.

On the international scene, the Board has been working closely with our SAA counterparts on identifying strategies that will allow our two Associations to work in a more coordinated fashion.

I will close by acknowledging and thanking both my fellow Board members, and the ACA Office staff once again, for all their support and hard work over the past number of months. Because of their dedication and commitment, my position has been a much easier one to fill, and the Association remains strong and vibrant.

Respectfully submitted
Paul Banfield, ACA President

Vice President's Report

It has been a busy year in the Association and it has been my pleasure to serve on the Board. Work in my role as Vice President for the ACA has been focused quite intensively on two areas: Governance and Communication. The activities as interim Communications Committee Chair will be summarized in a separate report and the work with Governance shall be discussed here.

A significant amount of energy has been devoted to the refreshing Board members and key volunteer positions. Calls have gone out to potential nominees for the President and Secretary-Treasurer positions for the 2011-2012 term. Additionally, finding members to fill committee positions, particularly on the Outreach Committee has been a priority. With first use of the Volunteer Interest form, along with people suggested by the Governance Committee, most of the key vacancies have been filled and we will hopefully have a strong slate of candidates for the Board to be elected at the AGM.

The ACA is looking for new recruits for Committees and if you are interested in volunteering with your Association I strongly encourage you to get in touch.

In the Governance realm, time has also been devoted to soliciting and evaluating awards nominations. A strong slate of nominees for the Fellows of the ACA was received by the Committee and our recommendations have been forwarded to, and were approved by, the Board.

Working with the Governance Committee to ensure that key Association documents are up to date and to continue to recruit volunteers has been, and will continue to be, a very important part of my work as VP. I would like to thank the members of the Committee – Martin Comeau (City of Winnipeg Archives), Linda Fraser (Canadian Architectural Archives at the University of Calgary), Michael Furlie (Archives Society of Alberta), and Loryl MacDonald (University of Toronto Archives and Records Management Services) – for their work on this Committee.

In addition to attending the regularly scheduled Board meetings, conducting business over email, and assisting the President as needed, I represented the ACA along with Duncan Grant at the Bureau of Canadian Archivist meeting in Ottawa at the end of October where issues of mutual concern for the ACA and AAQ were discussed.

I would like to extend my thanks to my fellow Board and committee members and to Duncan and Judy who have been a pleasure to work with and who work so hard on behalf of the Association.

Respectively Submitted,
Rodney Carter

Secretary-Treasurer's Report

	2006-2007	2007 (6-month)	2008	2009	2010 (est)
Revenue	\$ 430,597	\$ 22,967	473,268	449,834	378,487
Expenses	\$ 382,712	\$ 127,561	369,947	403,437	394,163
Income (loss)	\$ 47,885	\$ (104,594)	\$ 103,321	\$ 46,397	\$ (15,676)
M's Equity	\$ 315,989	\$ 207,941	315,593	\$ 365,446	\$ 349,770

2009 Summary

This AGM package contains the audited statements for 2009. 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 2010.

Revenue

- The ACA exceeded its income goals in two of the three major areas: annual conference and *Archivaria*, while falling short of the target for Membership revenue.
- Conference results were very good.
- *Archivaria* subscriber revenues were down, but were offset by a surprising increase in reprint fees.
- Revenue was below targets on workshops, and sales of advertising and publications, while these are much smaller revenue streams overall.

Expenses:

- Spending was at or below budget estimates for all areas except *Archivaria*.
- The Committee and Board costs were lower than expected, in part due to decreased attendance at meetings and also because some planned projects did not occur.
- The Conference costs increased due to higher registration; *Archivaria* expenditures were higher because #68 was a much larger issue.
- *Bulletin* expenses were up, as four issues were produced.
- Web site costs were higher with the new site development.
- Office and staff costs matched to estimates, with the exception of slightly higher costs for insurance, and higher credit card fees as many more transactions are taking place online, paid by credit card.

Members Reserve:

- These funds are in place to offset contractual commitments (see Note #8, Audited statements), as well as to support new initiatives viewed to be of strategic importance for the ACA.
- The operational and strategic reserve fund continues to grow as interest earned during the year is added. All of

our investments are “safe” (i.e. in bonds and GIC's). However, low interest rates limit our ability to earn significant income and we are seeing lower returns on re-invested funds as existing GICs mature. Income of \$12,500.00 in interest was generated during 2009.

2010 Overview:

The global economic downturn, along with the recession being experienced across Canada, is having an impact on the archival community and will affect the programs and services offered by ACA, as well as the Association's financial results this year.

Revenue

- Member figures to date are good, as identified in the MDC report, while not up to the level achieved in 2009.
- As conference registrations are arriving daily at the office, I will provide a verbal supplement to this item at the AGM; despite the efforts of the Host Committee and office, sponsor support and trade show fees are down, reflecting the economic times.
- *Archivaria* subscriptions are steady, and with some additional promotion this year, as well as 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 are quite good.

Expenses:

- While it is difficult to say anything definitive about costs at this point, since these expenses are related to events (conference & workshops), as well as publications which are scheduled in the coming weeks, the 2010 estimates predict a modest \$15,000 (4%) deficit.
- In general, costs are consistent with the previous year while hosting costs in Halifax will be somewhat higher at the Westin Nova Scotian, due to weaker sponsor support and lower attendance.

The ACA is adding some Web 2.0 functions as requested by committees and SISEs, and will be introducing these in presentations at the Members Input and AGM in Halifax.

Forecast for 2011:

- The preliminary estimates suggest another modest deficit as per 2010. This highlights a need to focus on recruiting new members and adding *Archivaria* subscribers to boost revenues.
- A significant number of ACA members are reporting constrained financial situations, with cuts to financing for staff and professional development, due to the recent economic downturn.
- The conference site in Toronto should result in good attendance and a modest net return.
- Expenses: office, salaries, insurance, *Archivaria* and *Bulletin* production costs are expected to see only modest increases over expenses in 2010. However, air travel costs for the Board and for the P&P meetings are expected to be higher. Web site costs will include further additions to the new Members Web 2.0 functions, and web traffic monitoring for the Reserved Collection of e-*Archivaria* (which is being supported by a SSHRC contribution).

Overall Financial Position:

As identified in the table presented at the beginning of this report, ACA had a very good year in 2009. The income results for 2010 are being carefully monitored, as the majority of these funds are received within the first two quarters of the year. The Board is positioned to be able to amend or constrain plans for the third and fourth quarters if income falls significantly short of the budget targets, while the presence of the Operational & Strategic reserves identified above will allow the Board some latitude in continuing to improve services while weathering the downturn and slow recovery.

Respectfully submitted,
Michele Dale,
Secretary-Treasurer



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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, 2009 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, 2009 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 25, 2010

ASSOCIATION OF CANADIAN ARCHIVISTS

BALANCE SHEET
AS AT DECEMBER 31, 2009

	<u>2009</u>	<u>2008</u>
ASSETS		
CURRENT		
Cash	\$ 134,262	\$ 77,882
Investments	345,734	333,539
Accounts receivable	5,397	9,966
Prepaid expenses	<u>2,751</u>	<u>-</u>
	488,144	421,387
PROPERTY AND EQUIPMENT (note 4)	<u>9,329</u>	<u>12,785</u>
	<u>\$ 497,473</u>	<u>\$ 434,172</u>
CURRENT LIABILITIES		
Accounts payable	\$ 20,854	\$ 6,214
Deferred revenue (note 5)	<u>100,859</u>	<u>98,595</u>
	<u>121,713</u>	<u>104,809</u>
NET ASSETS		
Invested in property and equipment	9,329	12,785
Restricted for Scholarship fund	985	985
Unrestricted	<u>365,446</u>	<u>315,593</u>
	<u>375,760</u>	<u>329,363</u>
	<u>\$ 497,473</u>	<u>\$ 434,172</u>

Approved on behalf of the Board:

Original signed by Paul Banfield
Director

Original signed by Michele Dale
Director

ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2009

	<u>2009</u>	<u>2008</u>
INVESTED IN PROPERTY AND EQUIPMENT		
Balance - beginning of year	\$ 12,785	\$ 17,116
Purchase of property and equipment	-	387
Amortization	<u>(3,456)</u>	<u>(4,718)</u>
Balance - end of year	<u>\$ 9,329</u>	<u>\$ 12,785</u>
RESTRICTED FOR SCHOLARSHIP FUND		
Balance - beginning and end of year	<u>\$ 985</u>	<u>\$ 985</u>
UNRESTRICTED		
Balance - beginning of year	\$ 315,593	\$ 207,941
Net revenue for the year	46,397	103,321
Purchase of property and equipment	-	(387)
Amortization	<u>3,456</u>	<u>4,718</u>
Balance - end of year	<u>\$ 365,446</u>	<u>\$ 315,593</u>

ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF REVENUE AND EXPENDITURE FOR THE YEAR ENDED DECEMBER 31, 2009

	<u>2009</u>	<u>2008</u>
REVENUE		
Archivaria	\$ 121,052	\$ 160,522
Conference	185,873	170,817
Education	4,590	8,520
Membership	122,661	116,395
Other	<u>15,658</u>	<u>17,014</u>
	<u>449,834</u>	<u>473,268</u>
EXPENDITURE		
Archivaria	84,026	87,436
Board of Directors	53,778	58,424
Conference	157,128	127,500
Education program	16,776	20,559
Member services	81,949	65,155
Outreach and government relations	<u>9,780</u>	<u>10,873</u>
	<u>403,437</u>	<u>369,947</u>
NET REVENUE FOR THE YEAR	<u>\$ 46,397</u>	<u>\$ 103,321</u>

ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2009

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 plus accrued interest.

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 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, 2009

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

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

			2009	2008
	Cost	Accumulated amortization	Net	Net
Computers	\$ 29,036	\$ 22,743	\$ 6,293	\$ 8,990
Furniture and equipment	11,786	8,750	3,036	3,795
	<u>\$ 40,822</u>	<u>\$ 31,493</u>	<u>\$ 9,329</u>	<u>\$ 12,785</u>

5. DEFERRED REVENUE

	2009	2008
Contributions	\$ 2,490	\$ -
Archivaria subscriptions	49,162	49,814
Memberships	49,207	48,781
	<u>\$ 100,859</u>	<u>\$ 98,595</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 (see note 7).

ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2009

7. Administration expenses

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

	<u>2009</u>	<u>2008</u>
Archivaria	\$ 42,033	\$ 40,335
Board of Directors	30,264	29,041
Conference	40,352	38,721
Education program	13,451	12,907
Member services	38,671	37,108
Outreach and government relations	<u>3,363</u>	<u>3,227</u>
	<u>\$ 168,134</u>	<u>\$ 161,339</u>

8. COMMITMENTS

Lease

The organization has leased premises to November 30, 2013 at approximately \$11,000 per annum.

Contractual obligations

The organization currently has agreements with two hotels to provide accommodations for the 2010 and 2011 conferences at costs of approximately \$122,000 and \$150,000 respectively.

9. STATEMENT OF CASH FLOW S

A statement of cash flows has not been provided as information on cash flows is readily apparent from the other financial statements.

10. CAPITAL DISCLOSURE

The organization defines its capital as its net assets, which are not subject to external requirements. Management's objective, when managing capital, is to safeguard the organization's ability to continue as a going concern, so that it can continue to provide services in accordance with its mission.

Director at Large, Annual Report

It is my pleasure to submit the annual report for the Director-at-Large. My roles and responsibilities include Board liaison with the Outreach Committee, liaison for all Special Interest Sections and all Student Chapters. This year has been a busy one. Student Chapters have been especially active, and there has been much change and activity within the Outreach Committee.

- **Initiated and conducted Student Chapter conference calls.** These conference calls are scheduled quarterly and provide an opportunity for student chapters across the country to communicate, collaborate, and exchange ideas outside of the opportunities provided by the annual conference. There has been very positive feedback from this newly implemented communications tool.
- Met with the Outreach Committee during Fall P&P to assist with further strategic development, update work plans, and provide guidance for 35th anniversary planning.
- Assisted with the transition of the new Outreach Committee Chair
- Participated in and regularly contributed to monthly Board conference calls.

I continue to enjoy my work with Student Chapters and the Outreach Committee. I am looking forward to more engagement with the SISes in the upcoming year and anticipate that the roll-out of more web-enabled communication tools on our new website will facilitate an increased presence for the various SISes.

Respectfully submitted,
Heather Pitcher
Director-at-Large

Communications Committee Report

Since October 2009 I have been working as interim Chair of the Communications Committee. This role was left vacant at a critical time in the redevelopment of the website and I my activities in this position have largely been focused on the maintenance of the ACA website and working with the Executive Director and the web designers on the expansion and redevelopment of the Members' Site.

Adding, updating, and revising content of the ACA site is an ongoing task. In the months after the launch of the new site, a number of kinks needed to be worked out, as might be expected. The site is now fully operational with new content and functionality being added on a regular basis. Improvements, both large and small, continue to be made to make the site more useful and relevant to the membership

The largest task as Chair has been assisting with the planning of the Members' Site. Planning discussions via email and teleconference have occurred along with a two-day User Group Session led by PeaceWorks involving myself, Duncan Grant, and five members from Ottawa in February. This Members' Site redevelopment is focused on making the ACA site an invaluable, interactive tool for the membership and I am very happy to be involved in the process. The work being done by PeaceWorks is being monitored to ensure deadlines are being met and I look forward to demonstrating the new functions to members at the Conference.

The Governance Committee has been asked to solicit volunteers to fill the Communications Committee Chair and/or web editor and I hope that a suitable candidate can be found in the near future.

I would like to express my thanks to Duncan Grant for the invaluable work he has done with the web over the past year, ensuring that we have a professional (and functional) site.

Respectively submitted,
Rodney Carter,
A/Chair

Membership Development Committee Report

Committee Members

Garth Clarke (Chair), Rob Fisher, Leah Sander, Regina Landwehr, Andrea Robbins, Rachel Mills, Deirdre Bryden

CATEGORY	2010	2009	2008	2007*	2006
Individual	277	320	351	244	312
Sustaining	4	2	33	26	36
Student	33	33	64	31	84
Student e-member	117	84	36	4	-
Associate/Retired	12	0	18	7	23
Institutional	100	130	111	69	116
Total	549	595	621	386	577

NB: 2007 was a 6-month transition year.

Renewals and Recruitment

The committee conducted the annual early renewals campaign and prize draw in December 2009 and January 2010. Five publishers donated five books for the draw and over 200 individuals renewed before January 1st. The winners were Sharon Larade, Linda McIntyre, Amy Marshall-Furness, Carolyn Heald, and Christina Nichols. Two promotional mailer cards were printed to target general membership and student e-members.

Mentorship

ACA Mentors and Mentees were recognized at a successful reception at the ACA conference in Calgary. Regina Landwehr, the Mentorship Coordinator, launched a recruitment and publicity drive in the fall. Twenty-four individuals are participating as mentors and mentees in this year's program – demonstrating the program's value in supporting the integration of new archivists into the ACA and the archival community.

Student Visits

The committee continued to meet with students in graduate archival studies and information science programs to introduce them to the ACA and the benefits of membership, and to answer their questions about the archival profession. The visits provide an opportunity to promote the Mentorship Program and the student e-membership. Patti Harper attended the University of Ottawa's open house for its School of Information Science on behalf of the committee, Garth Clarke attended the Forum for Information Professionals at the SLIS at the University of Alberta, Andrea Robbins visited Dalhousie University, and Rachel Mills visited the University of Manitoba.

Respectfully submitted,
Garth Clarke, Chair MDC

Outreach Committee Report

The Outreach Committee's main objective is to increase public awareness and understanding of archivists and archives among the general public. The Committee is currently in a time of transition as Tania Aldred has recently stepped down as Chair. We thank Tania for all of her hard work. Committee members who continue on for 2010/11 include Shelley Sweeney, Angela Smith and Melissa McCarthy.

Since Calgary, the OC has worked on several initiatives directly related to our mandate and other tasks to support the 35th anniversary at this year's conference in Halifax. There are several outreach initiatives under development. These include:

- a PowerPoint presentation for members to use in public displays
- an Archives Guide for non-profit organizations, taking its lead from previous exemplary work done by Braden Cannon in his studies at Dalhousie
- Content development for topical outreach brochures for several audience specific groups, such as students and genealogists.

To support the 35th anniversary celebration, members of the OC have taken on two substantial projects. First, a picture slideshow of ACA conferences past including captions where possible – arranging and describing our organizational memory, so to speak! Secondly, over the course of the Halifax conference, the OC plans to create a video of founding players in the ACA as well as creating a speaker's corner opportunity at key social events such as our beloved East/West baseball game and pub nights.

Looking to the future, the OC will continue to support membership in their outreach to the public by providing support to outreach events in archives across Canada. The OC will also be exploring and fostering partnerships with various other Canadian outreach groups to avoid redundancy, as well as fully appreciate state and scope of archival outreach in Canada. And finally, looking toward 2011, the OC will also be considering the initiative of a pan-Canadian Archives week and what groundwork it may entail.

Respectfully submitted,
Kate Guay, Outreach Committee Chair

Professional Learning Committee

The PLC has had a quiet year, during a period in which it struggled to move forward while maintaining an active membership of only two or three individuals (currently myself, Karen Buckley, and Diane Haglund). Under the circumstances, the Committee continued to co-ordinate traditional in-person learning events such as workshops and institutes. To this end, PLC requested and reviewed proposals for 2010 pre-conference workshops. Some interesting proposals were received, including one from the Australian Society of Archivists, which could not proceed for fiscal and logistical reasons. However, the Committee did co-sponsor (along with Andrea Robbins of the Conference Host Committee) a one-day workshop on Social Media and Archives. Once again, I must thank Duncan Grant ably assisted us in coordinating this year's pre-conference workshops.

PLC continues to recommend to the Board of Directors that the ACA offer occasional institutes, at times other than the conference, in part so that members can take advantage of high-quality professional learning events at times and places other than the conference. An institute later in 2010 is a definite possibility; the decision will have been made by the time you read this report.

Beyond this, we were asked to conduct a survey of the membership regarding the possibility of management and leadership training. Karen Buckley conducted this survey on behalf of PLC. At the time of the writing of this report, the survey had just closed; we received 39 responses, which are in the process of being analyzed.

I received a few requests for information from individuals outside Canada who were interested in learning about professional opportunities and qualifications in Canada. I tried to answer these as best I could, or refer the questions to others.

Regretfully, I have decided to step down as PLC Chair effective at the end of 2010. I have enjoyed my work on this committee since 2005, and look forward to serving ACA and its members in some future capacity.

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

Respectfully submitted,
Tom Belton, Professional Learning Committee Chair

General Editor, *Archivaria* Report

High ranking from the Australian Research Council

The high academic quality of *Archivaria* was recognized by the Australian Research Council in February 2010. The Excellence in Research for Australia (ERA) initiative, which assesses research excellence in higher education, issued a ranking of academic journals and gave *Archivaria* an A+. Only six journals in the library and information science discipline were given an A+ ranking, and two of them were archives journals (*Archival Science* was the other one). See http://www.arc.gov.au/era/era_journal_list.htm for the full journal list.

Current and upcoming issues

Archivaria 68 (Fall 2009), with its special section on Queer Archives, was published early in the new year. It has been well received by the wider research community and the ACA office has seen higher than usual single-issue sales. My sincere thanks are offered to Guest Editors Marcel Barriault (Library and Archives Canada) and Rebecka Scheffield (University of Toronto) for proposing this special section, and for their diligence in soliciting articles and reviews and working with the authors to produce a ground-breaking series of texts of interest to the archives community and beyond.

Archivaria 69 (Spring 2010) is right on schedule, and members should receive it in advance of the conference in Halifax. This is a special issue on Archives of the Law, guest edited by Jean Dryden (University of Maryland) and Loryl MacDonald (University of Toronto). Submissions for *Archivaria* 70 (Fall 2010) are currently being reviewed, and revised, for publication later in the Fall.

e-Archivaria and OJS

Anyone logging on to the *e-Archivaria* Main Collection recently will have noticed the advertising banners running across the top and bottom of the screen. Currently we are advertising the ACA Conference in Halifax, and subscriptions to *Archivaria* itself; however, we offer this advertising space to other entities and see this as an additional source of revenue for the Association.

The ability to use advertising banners is just a small fraction of the functionality offered by Open Journals System (OJS) which hosts *e-Archivaria*. While to date the ACA has been using OJS for making the journal accessible online, the software provides an entire suite of journal management functionality—from online submissions, to editorial review, to peer review, revisions, copy editing, layout, proofreading, and finally publication.

This doesn't mean *Archivaria* is going electronic-only; we will still publish a hardcopy journal. What it means is that authors can now submit their articles through OJS using

any web browser and be able to track the article's progress through the reviewing, editing, revising, layout, and proof-reading stages. Reviewers will access manuscripts for peer review through their browser at the *e-Archivaria* website and be prompted for their assessments as the deadline approaches. Editors can more easily keep track of items submitted and where they stand in the publication process. The system maintains the confidentiality of authors and reviewers at all stages.

Authors wishing to submit to the journal can go to the *e-Archivaria* Main Collection at <http://journals.sfu.ca/archivar/index.php/archivaria>, register as an author, and upload their submission. Those reviewing submissions will be required to register as a reviewer.

Using the full functionality of OJS will make journal management and production more efficient and accountable. Many academic journals in Canada, particularly those in the humanities and social sciences, are now using OJS. For more information about OJS and the larger Public Knowledge Project of which it forms a part, see <http://pkp.sfu.ca/>.

Editorial Board

There have been some changes to the Editorial Board. Wendy Robicheau (Acadia University) has reluctantly stepped down due to restraints and pressures in her own situation. We thank Wendy for her contribution and wish her well in future.

Suzanne Dubeau (York University Archives) who currently sits on the Editorial Board will assume the position of Managing Editor in July 2010. The Managing Editor handles the technical aspects of the journal, including overseeing the copy editing, revisions, layout, and proofreading stages, as well as liaising with the printer. This position has been vacant for a year, and I have been handling the tasks myself, a job made easier by the fact that *Archivaria* 68 and 69 have been partially in the hands of two sets of competent guest editors.

Jean Dryden (University of Maryland) was recently appointed Senior Associate Editor and will take over the job of General Editor in January 2011. Jean has been involved with journal from the beginning when she published an article in *Archivaria* 1. She has editorial experience having been a guest editor for *Archivaria* 69 and also having guest edited a double issue of the *Journal of Archival Organization*. As former working archivist turned academic, her combined practical experience and academic research give her a well-rounded perspective of particular relevance to *Archivaria* and its readership.

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

Bulletin Editor Report

It is an honour and a pleasure to serve as Bulletin Editor. Since being appointed to the position in April 2009, six issues have been produced – Conference 2009, Summer 2009, Fall 2009, Winter 2010, Spring 2010, and Conference 2010. I am very grateful to Duncan Grant and Judy Laird for their tremendous work on the Bulletin. They have been wonderful copy editors. I also wish to thank those of you who made submissions.

As every Editor will report, the greatest challenge in producing the Bulletin is finding content. The Bulletin is a forum for diverse archival voices, one that fosters a larger

sense of our community. The Bulletin tells *your* story. And so, I encourage you to make a submission. Have you recently acquired an interesting fonds, completed a large project, or have tales from the Reading Room front lines? Have you ever thought about writing for the Bulletin? Or about being a Bulletin columnist? I very much look forward to working with you – the readers - in producing an interesting, fun, and informative newsletter.

Respectfully submitted,
Loryl MacDonald, Bulletin Editor

ACA Foundation Report

The Association of Canadian Archivists Foundation has continued its activities to raise funds since the conference and AGM last year in Calgary. In addition, the board has focussed much of its efforts to establish a Scholarship Endowment Fund. The current Board of Directors for the Foundation consists of:

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

Fundraising primarily took place toward the end of 2009, and we were successful in attracting \$745 in donations. In addition, we held another on-line auction through eBay Canada, and raised just over \$1,000. We owe particular thanks to Heather Home for uploading the auction items to eBay. The funds that were raised will be used to help defray the conference costs of the three graduate students who were selected to participate in the Student Session at this year's conference in Halifax. Be sure to attend this session on Thursday June 10 at 1:30 to hear the fresh perspectives of these students.

Since the ACA conference in May 2009, ACAF directors have worked to establish a Scholarship Endowment Fund. This new fund will be used to produce a long-term income stream for the provision of scholarships to archival studies students, and thus support the Canadian archival profession. Following advice from legal counsel, and, in compli-

ance with regulations of the Canada Revenue Agency and the Ontario Trustee, which each have jurisdiction over charitable public foundations such as the ACAF, the Board completed and approved three significant policies. These are the Gift Acceptance and Disbursement Policy; the Declaration of Trust for the Scholarship Endowment Fund; and the Investment Policy. These policies are necessary documents for the conduct of fund-raising campaigns, as well as the subsequent management and disbursement of collected donations.

Conference delegates are invited to attend ACAF presentations at the Members Input session on Friday June 11 at 4:00 and at the AGM on Saturday June 12 at 4:00. These presentations will inform members about ACAF's recent accomplishments, particularly the Scholarship Endowment Fund, and about the major fund-raising campaign planned for the coming months.

The Foundation board is seeking new members to replace Heather Home and Scott Goodine who have contributed generously of their time through two full terms. Suggested names of ACA members who are inspired fundraisers will be received gratefully.

Respectfully submitted,
Michele Dale, ACAF 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, 2009 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, 2009 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 25, 2010

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

BALANCE SHEET
AS AT DECEMBER 31, 2009

	<u>2009</u>	<u>2008</u>
ASSETS		
Cash	\$ 1,712	\$ 5,437
Investment	10,000	10,000
Accounts receivable	<u>3,047</u>	<u>1,324</u>
	<u>\$ 14,759</u>	<u>\$ 16,761</u>
NET ASSETS		
Endowment funds		
Bryan Corbett fund	\$ 1,500	\$ 1,000
Kent Haworth fund	1,717	1,667
Stan Hanson fund	9,035	8,935
Unrestricted	<u>2,507</u>	<u>5,159</u>
	<u>\$ 14,759</u>	<u>\$ 16,761</u>

Approved on behalf of the Board:

Original signed by Michele Dale
Director

Original signed by Gary Mitchell
Director

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2009

	<u>2009</u>	<u>2008</u>
ENDOWMENT FUNDS		
Bryan Corbett fund		
Balance - beginning of year	\$ 1,000	\$ 500
Donation	<u>500</u>	<u>500</u>
Balance - end of year	<u>\$ 1,500</u>	<u>\$ 1,000</u>
Kent Haworth fund		
Balance - beginning of year	\$ 1,667	\$ 1,642
Donation	<u>50</u>	<u>25</u>
Balance - end of year	<u>\$ 1,717</u>	<u>\$ 1,667</u>
Stan Hanson fund		
Balance - beginning of year	\$ 8,935	\$ 8,835
Donation	<u>100</u>	<u>100</u>
Balance - end of year	<u>\$ 9,035</u>	<u>\$ 8,935</u>
UNRESTRICTED		
Balance - beginning of year	\$ 5,159	\$ 1,618
Net revenue (expenditure) for the year	<u>(2,652)</u>	<u>3,541</u>
Balance - end of year	<u>\$ 2,507</u>	<u>\$ 5,159</u>

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF REVENUE AND EXPENDITURE
FOR THE YEAR ENDED DECEMBER 31, 2009

	<u>2009</u>	<u>2008</u>
REVENUE		
Donations	\$ 745	\$ 8,952
Fundraising	1,153	-
Investment	<u>435</u>	<u>346</u>
	<u>2,333</u>	<u>9,298</u>
 EXPENSES		
Bank charges	31	34
Conference bursaries	4,804	803
Receipted gifts in kind	<u>150</u>	<u>4,920</u>
	<u>4,985</u>	<u>5,757</u>
 NET REVENUE (EXPENDITURE) FOR THE YEAR	 <u>\$ (2,652)</u>	 <u>\$ 3,541</u>

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2009

1. PURPOSE OF THE ORGANIZATION

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

The Foundation 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 an investment certificate 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 FLOW S

A statement of cash flows has not been provided as information on cash flows is readily apparent from the other financial statements.

5. CAPITAL DISCLOSURE

The Foundation defines its capital as its net assets, which are not subject to external requirements. Management's objective, when managing capital, is to safeguard the organization's ability to continue as a going concern, so that it can continue to provide services in accordance with its mission.

Office & Operations Report

In line with previous reports, your staff continues its work to improve the efficient and effective operation of ACA providing increased value for members & volunteers.

Adding Member Services:

- Supported minor refinements to Member's only site & worked with Communication committee & Board in development of the Web 2.0 additions to the Members site.
- Updated content on the www.archivists.ca site
- Drafted *Archivaria's* first SSHRC report of the 2008 grant program (3-year funding, 2009-2011); our submission for the next 3-year grant program is due in June 2011, supporting 2012-2014.
- Set-up traffic monitoring (Google Analytics & AWStats) for *e-Archivaria* (SFU) and the ACA server and captured traffic results at Dec 30/09 for the ACA sites.
- Supported production of 2 *Archivaria* & 4 *Bulletin* issues, uploading content to the web collections;
- Prepared 'fillable' PDF forms for membership, trade show exhibitors and advertisers

Finances

- Supported the Dec 31 audit of financial records for ACA & ACAF; completed post-audit adjustments and proceeded with inclusion of deferred revenues & expenses into 2010 accounts & statements
- Prepared monthly income statements & report on statutory requirements for the ACA Directors;
- Compiled a preliminary draft for the annual budget process and 2011 estimates

Conference

- Finalizing facility contract for 2012 and initiated a facility search for 2013

- Completed an addendum to the 2010 facility agreement (i.e. rate reduction & n/c internet)
- Prepared & updated the 2010 conference forms, web pages & on-line screens;
- Supported Program Committee meeting, online forms for speaker commitments, calls for student papers & posters, then selections by conference call; compiled content for @Glance, chairs & AV grid
- Launched conference registration, with messages to Canadian and international lists
- Began development of the 2011 sponsorship brochure & form

On-going Activities:

- Prepare agendas & support monthly Board meetings & conference calls as well as various committee projects (e.g. PLC workshop, MDC member stats); identified issues for Board's strategic consideration
- Support the activities of the ACAF Board,
- Prepare monthly financial reports including bank reconciliation & income statement, monthly payroll, CRA tax & benefits payment, quarterly GST reporting
- Alerted Board to passage of C-4 Non-profit Act, and next steps (2011)
- Amended Operations documents to reflect current practices and improve utility of these resources
- Coordinate additions to Member's Only website (e.g. bulletin, minutes, audited statements), uploading of documents to ACA public website, prepared PDF files for web editor,
- Oversaw upgrades for the websites (four locations), the member database, as well as renewals for ACA FTP & security certificates; daily back-up of server content including member & subscriber records, accounting, project documents and correspondence.

Electronic Records (SISER) Report

At ACA 2009 the SISER meeting was scheduled at the same time as Archives Geekfest. Nonetheless, the only overlap in attendance at the two functions was one SISER co-chair. Much of the discussion at the SISER meeting focused on how to bridge the gap between SISER membership and participation in electronic-records related events such as Geekfest. Among the recommendations were a change of name for Geekfest - to make it sound less like an event for accomplished techies and nerds - and the scheduling of the SISER meeting as part of the event.

The SISER executive agreed to rename and coordinate

Geekfest for ACA 2010. The new name - The Archives and Technology Unconference, or TAATU - is intended to be less intimidating for non-techie archivists as well as sound more legit for their employers. This year's SISER meeting is scheduled for the afternoon of the event. Let's hope that both TAATU and SISER benefit from this partnership!

In addition to coordinating TAATU, SISER has once again sponsored a panel during the conference itself.

Respectfully submitted
Cara Downey & Greg Bak, SISER Co-Chairs

Aboriginal Archives (SISAA) Report

Developments & accomplishments

At the last ACA Conference (2009):

- 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.
- A full-day tour bus organized to visit the Blackfoot Crossing National Historic Site the day before the ACA Annual meeting in May 2009.
- SISAA members went to a special visit of the Blackfoot gallery of the Glenbow Museum, with Blackfoot representative and curator.
- Joanna Sassoon, senior archivist at the State Records Office of Western Australia, gave an update of what was currently occurring regarding Aboriginal archives in Australia.

Others:

- SISAA co-chair Terry Reilly presented a workshop on First Nations and Issues in contemporary religious archives at the Tribal Archives, Libraries and Museums Conference on Oct. 23 2009, in Portland Oregon.
- Co-chair Terry Reilly gave a paper called: “*Prospects in First Nations Archives: Reflections based on my participation in the Tribal Archives, Libraries and Museums Institutes and Conference programs*”, at the University of Manitoba Archives, November 27 2009.

- We were able to refer First Nations communities (Grand Council of the Crees (Eeyou Istchee), the Huu-ay-aht First Nation, the Westbank First Nation) to the *ACA Aboriginal Archives Guide* and provide some guidance regarding archival needs.
- Some items of discussion have been circulating on the *listserv*, notably the LAC position on the “Update on subject headings for Aboriginal peoples in Canada”, and the recent LAC’s Aboriginal documentary heritage discussion paper.
- The SISAA web page has been updated

Plans for 2010:

- Co-chair Terry Reilly plans to be working on a committee that is planning an academic conference including poster sessions for the first national event sponsored by the Truth and Reconciliation Commission, scheduled for June 15-19 2010, in Winnipeg.
- SISAA co-chairs recognize that the *listserv* could be better used, and should find ways to stimulate the exchange of information.
- Given the very low rate of information exchange on the *listserv*, it may be time to have a frank discussion about the future roles, purposes and goals of the SISAA. We intend to put this discussion into our next work plan.

Respectfully submitted,
Jonathan Lainey & Terry Reilly, SISAA co-Chairs

Government Records (GRSIS) Annual Report

This year GRSIS has been largely inactive, but efforts were made to continue this SIS in the hope that a “renewal” of commitment from its members will take place at the Halifax conference.

The following is a summary of activities since last April.

- At the annual meeting in Calgary on May 14, 2009 there was a call to replace the Chair and Secretary, who were both stepping down. At that point no one was prepared to commit themselves to serve. Nevertheless, a lively and wide ranging discussion of government records issues was ably led by Linda Nobrega, while Leslie Buchan acted as minute taker. Later in the summer, Diana Moore volunteered to serve as Chair, and John McLeod agreed to take on the role of Secretary.
- One suggestion raised at the annual meeting was that efforts be made to communicate with other like-minded groups across Canada and in other jurisdictions. With this in mind, the Chair attempted to contact the Federal Provincial Territorial Records Council, only to discover that this group has apparently lapsed into inactivity.

- Reference to GRSIS disappeared from the ACA website after it underwent a major revision. That problem was eventually rectified and information about GRSIS has since reappeared.
- The major activity this year was to organize a GRSIS-sponsored session for the Halifax conference. While several enthusiastic speakers stepped forward, cuts to travel budgets and work commitments had an impact on early plans. However the session is expected to proceed, largely thanks to the help of Crista Bradley, a member of the program committee.

GRSIS will be meeting in Halifax on June 9th. Members will be approached before that date for suggestions for agenda items and discussion topics.

Respectfully submitted,
Diana Moore, Chair,
Government Records Special Interest Section

Municipal Archives SIS Report

Thanks to everyone who came out to the AGM in Calgary. Three principal components remain at the core of MASIS activities for 2009-10:

- Increasing communication amongst municipal archivists: MASIS will be exploring Web 2.0 tools to improve communication when they become available through the ACA's web site.
- NAAI (National Archival Activity Indicators): the NAAI working group met in Toronto in November as part of the Canadian Council of Archives Standards Committee, to review the second draft of activity indicators. Draft three will be circulated in Summer/Fall 2010 for comment, before being circulated to the wider archival community in 2011.
- Conference AGM: the opportunity to meet face to face on an annual basis continues to be an effective tool for exchanging ideas on improving and developing our municipal archival programs to meet the needs of our sponsors and users.

We look forward to seeing everyone in Halifax.
Paul Henry, Karen Teeple (Co-chairs)

Religious Archives SIS Report

Prior to the 2009 conference RASIS worked with the Aboriginal Archives Special Interest Section in the organization and proposal of a session on the Indian Residential School Truth and Reconciliation Commission at the Annual Conference. This session, which featured six speakers, was extremely well attended and there was great deal of positive feedback from both the speakers and the audience. The issues discussed animated many conversations over the rest of the conference.

The four speakers from this session also provided important input into the ACA's response to an article in the *Globe & Mail* regarding religious archives and the TRC. While RASIS has not been very active in the last few years it has responded to issues in the wider community and, I believe, has played an important role in the Association's advocacy activities.

I am hoping that with the launch of the enhanced member's only site that communication among RASIS members will be enhanced. Similar problems are being faced by religious archives across the country and a forum for sharing ideas and issues would be most welcomed.

Respectfully submitted,
Rodney Carter, RASIS Chair

University and College Archives SIS Report

Last year's UCASIS meeting in Calgary marked a change of regime. Paul Hebbard stepped down as Chair, as did Raymond Frogner as Secretary. After a bit of cajoling, Deirdre Bryden and Joanna Andow agreed to serve as Co-Chairs, as well as covering the Secretary position as need be.

Co-Chairs Andow and Bryden have spent most of the past year becoming familiar with their myriad of duties, as well as brainstorming possible new projects in which the UCASIS membership might be interested. They are hoping to receive member input and ideas regarding new projects at the next meeting at the Halifax conference.

In April 2010, Co-Chair Bryden was invited to participate in the training and review group for the Web 2.0 functions being developed for the members website. She was very pleased with what she saw. Not only is the website easy to use, but it will also work perfectly as a means for UCASIS members to share information.

Once the website is made live, the UCASIS Co-Chairs will proceed with the on-going initiative to post the following

three resources on the website:

- records retention schedules and associated appraisal rationales
- scanned copies of past UCASIS surveys
- job descriptions for positions common in university archives

Co-Chairs Andow and Bryden have enjoyed their first year at the helm of UCASIS, and look forward to the upcoming year and the possibility of new projects using the revamped members website.

We look forward to seeing many UCASIS members at our next meeting during the ACA Conference in Halifax: Wed June 9, 3:15-5:15 in the Lunenburg Room of the Westin Hotel.

Respectfully submitted,
Joanna Andow and Deirdre Bryden, UCASIS Co-Chairs

Dalhousie University Student Chapter of the ACA

The Dalhousie Student Chapter of the ACA is coming to the end of its third year in existence. Over the past year the chapter has made significant progress to increase membership and interest in the School of Information Management (SIM) at Dalhousie University.

During the fall semester, we organized a meet and greet for first year students of the Dalhousie MLIS program at Dalhousie. ACA members hosted an information table and provided students with general information pamphlets and other ACA swag to raise our chapter's profile. The level of interest generated was very high, as was reflected in the attendance at our first general meeting. At this meeting we elected a First Year Co-Chair and also appointed two students to take charge of developing our chapter's website. These students have done an excellent job of increasing our Chapter web presence and continue to work on updating our site. The site can be visited at: <http://simsa.dsu.dal.ca/aca/>. Our second event of the fall semester was a luncheon information session hosted by Andrea Robbins of Nova Scotia Archives and Records Management. We had a great turn out for this event and Andrea provided students with a great deal of information about the ACA and the role of professional organizations in the lives of both students and professionals.

In the winter 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 third year that this tour has been offered to Chapter members, as well as other Dalhousie students, and it is quickly becoming one of the most anticipated and well reviewed tours organized by student associations at SIM. The Chapter also hosted a fundraiser in conjunction with the annual student led Information Without Borders conference, at which Dr. Daniel Caron of Library and Archives Canada was a keynote speaker.

Furthermore, for the second year in a row our chapter was a funder for this event.

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 is taking place in Halifax, the Dalhousie Student Chapter is hoping that many Dalhousie students will be able to attend. In order to promote this we are looking at providing funding opportunities for Chapter members interested in attending the conference and other archival related events.

Respectfully submitted
Greg Hayward
ACA Dalhousie Student Chapter, Co-Chair

UBC Student Chapter Report

ACA@UBC Recent accomplishments

- Throughout the year, the chapter hosted monthly pub nights for students to interact outside of school.
- 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 second semester, the Chapter coordinated a presentation on the ACA and AABC, to encourage new students to learn about the professional organizations available to them.
- We hosted a networking and bowling night in the second semester for students to meet with professionals in a casual setting.
- On March 10-12, the Chapter hosted the UNESCO-inspired International Symposium, "Preserving the Memory of the World", with speakers from Canada, the US, Germany and Malaysia. UNESCO allowed us to use its logo. The first two days were limited to SLAIS students and faculty, while the final day attracted 120 students, academics, and professionals from BC and across Canada.

The event, sponsored in part by the ACA, and by several other organizations, was a huge success. Full information and the proceedings are all available on the Chapter's website, at <http://www.tinyurl.com/symposium2010>

- In the spring term, we had the students enrolled in the archival program at Western Washington University up for a visit. This annual exchange with students of the Archives and Records Management program at WWU offers an invaluable opportunity to compare our education with our southerly neighbors, as well touring some of the repositories on campus. We had a great time showing the WWU students our school, and listened to a very interesting lecture by Rand Jimerson.

Upcoming Activities

- Spring events for the Student Chapter include a celebratory end-of-term pub night and a softball practice in anticipation of the ACA Annual Conference in Halifax.
- In addition, we are sending several students to the ACA conference in Halifax this year.

Respectfully submitted
Amanda Leinberger

ACA McGill Student Chapter Report

The McGill Student Chapter of the ACA, under the joint leadership of Gina Gönczi and Jonathan Dorey, had a very active and successful year. Our membership stood at 23 students, a significant number given the relatively small size of the Archives Stream within the broader population of the School of Information Studies.

The McGill ACA hosted several exciting events throughout the year; in November, we organized a 5 à 7 with Gordon Burr, Sessional Lecturer and Senior Archivist of the McGill University Archives, allowing students to socialize and discuss practical issues related to archives in a non-academic setting.

Our Brown Bag Lunch Speaker Series proved very popular, attracting an average of 20 students at each of the two sessions. Our fall session featured Theresa Rowat, Director and Senior Archivist of the McGill University Archives. Jean-Pierre Lachapelle, a preservation consultant specializing in audio-visual materials, gave a talk in the New Year.

In addition, two day-time tours were hosted during the winter months, of the Iron Mountain records management facilities in Laval and the Preservation Centre at the Bibliothèque et Archives nationales du Québec (BANQ), respectively.

The biggest event of the year was undoubtedly the 3rd Annual McGill ACA Colloquium, themed “The Archives of Tomorrow”, which was held on March 19, 2010. The event was well attended, with 38 participants coming and going throughout the day, including eight from the professional archival community.

U of T Student Chapter Annual Report

This year, the ACA Student Chapter organized several events for students at the i-school who are interested in archives. These events included tours, pub nights and a lecture. The tours included the UofT Archives, Exhibition Place & CNE Archives, The Archives of Ontario and the Canadian Gay and Lesbian Archives (CLGA). A pub night was included following the UofT Archives tour, which was our first event of the year, and a pub night followed the CLGA tour. We encouraged students to attend the TAAG Christmas party in December and organized a pub night after the TAAG event. Finally, a final pub night was held at Toby's in April after classes were finished. For the lecture, the ACA Student Chapter had the Faculty of Information's newest faculty in the area of records management and archives, Fiorella Foscarini, discuss "'Hard' vs. 'Soft' Approaches to Records Management" during an i-tea.

Five student presentations were held over the course of the day, covering such diverse topics as war archives, photographic archives and visual literacy, outreach and access issues, best practices in digitizing phonographic disks and cylinder recordings, and the close relation between archives and museums. A new addition to our program this year was a panel discussion, featuring Shannon Hodge (Jewish Public Library Archives), Iain Blair (Quebec Gay Archives) and Jackie Hayami-Stevens (Japanese-Canadian Cultural Centre), which addressed the challenges facing small community archives. Our plenary speaker, Sean Berrigan, Senior Advisor to the Librarian and Archivist of Canada, spoke about the changes being implemented at Library and Archives Canada in order to address the new challenges faced in the 21st century.

By way of closing, we would like to thank the ACA for their continued support, as well as our truly phenomenal Student Chapter Executive Committee who, without exaggeration, have made this year the success that it was: Elizabeth Zeeuw (Communications Officer), Nicholas Richbell (Assistant Coordinator), Suzanne Rackover (2nd Year Rep.), Dongwook Kim (1st Year Rep.), Marjorie Grenier-Massicotte (Secretary), and Cailinn Burns (Treasurer).

Respectfully submitted,
Gina Gönczi & Jonathan Dorey, Co-coordinators,

For fundraising this year, the ACA student chapter held two bake sales; one in October for Halloween and the other in February for Valentine's Day. With the money we made, we provided small gifts for guest speakers and tour guides as well as funded food at the year-end pub night. A small amount of money went towards administrative costs.

During our meetings we discussed and organized the topic to be presented at the student roundtable at the ACA Conference in Halifax for June. We decided that to present on the perspectives of students on the area of archives and social justice. Additionally, the first-year representative began to make a website for the UofT chapter which will continue into the next academic year.

Project TEAM Canada, InterPARES 3

Over the past year the Association of Canadian Archivists has been involved as a resource partner with Project TEAM Canada, InterPARES 3. TEAM Canada is an acronym for Theoretical Elaboration into Archival Management and is part of an international group that is examining issues related to the preservation of electronic records. This phase of the project, funded by Canada's Social Sciences and Humanities Research Council's Community-University Research Alliances (CURA) grant program, is examining the implementation the theory of preserving authentic records in electronic systems in small and medium-sized organizations.

TEAM Canada members include academic and professional collaborators, test-bed partners, and resource partners. The involvement of the Association of Canadian Archivists includes attendance at bi-annual workshops where test-bed partners have an opportunity to present the research that has been done to address specific challenges with regards to the preservation of electronic records in their institutions. The case studies presented at these institutions are critiqued by participants of the workshop and feedback is provided

for future directions.

The ACA participated in these meetings as a resource partner to provide assistance in the dissemination of research and educational activities. We also participated in the dissemination of information about this project for the interim project report required by the Social Sciences and Humanities Research Council.

The research that results from InterPARES 3 will provide the foundation for the development of educational tools and programs including in-house training programs, continuing education workshops, and academic curricula. The Association of Canadian Archivists looks forward to continuing its work with TEAM Canada and in providing its membership with educational opportunities to gain competence in preserving Canada's documentary heritage in digital form.

Linda Fraser, ACA Representative, InterPARES 3

Canadian Commission for UNESCO Representative

The Sectoral Commission for Culture, Communications and Information exists as an advisory committee to provide input to the Canadian Commission for UNESCO. David Walden, who many of you will remember as a member of the then Public Archives of Canada and the former Secretary to the Canadian Cultural Property Export Review Board from 1984 to 1999, is Secretary-General of the Commission. My role as ACA's representative to the Sectoral Commission, is to provide useful input and assistance with regards to archival matters. In 2010 I attended two meetings of the Commission, one August 31 and another November 16th, both in Ottawa (Bryan Corbett attended the spring meeting). My input in the summer meeting was to add to the briefing notes that would assist in developing Canada's position for the General Conference of UNESCO that took place in October in Paris. In addition to providing input

into these two meetings, I also wrote several notices and an article for the ACA Bulletin and assisted the Commission in putting forward a successful conference proposal for the ACA meeting in Halifax, which will present UNESCO's "Memory of the World" program. This year, I attended the 50th Annual General Meeting in Quebec City. The theme of the meeting was the linkages between biodiversity and cultural diversity and the potential for strengthening synergies between them. This focus arises directly from the two international years being celebrated in 2010: International year of Biodiversity and International Year for the Rapprochement of Cultures.

Shelley Sweeney,
University of Manitoba Archives & Special Collections

CCA Copyright Committee

The CCA Copyright Committee, on which Greg Brown and Brian Owens are the ACA representatives, has continued to monitor Federal government efforts to revise the Copyright Act. After soliciting input and support from the archival community in Canada, the Chair of the CCA Copyright Committee (Nancy Marrelli) made a submission in August 2009 to the Copyright Consultation held by Industry

Canada and the Department of Canadian Heritage. The Federal government copyright reform efforts are ongoing but moving slowly.

Greg Brown
Archives of Ontario

News from the Bureau of Canadian Archivists

Meetings

The Bureau of Canadian Archivists (BCA) met in Ottawa on October 23 and 24, 2009 as well as March 2, 2010. The BCA Directors also attended the Canadian Council of Archives (CCA) meetings in Ottawa on October 24 and 25, 2009 as well as March 2, 2010.

The 2009-2010 BCA Directors are

- **Claude Roberto**, Secretary General, Bureau of Canadian Archivists
- **Paul Banfield**, President of the Association of Canadian Archivists (ACA)
- **Rod Carter**, Vice-President of the Association of Canadian Archivists (ACA)
- **Marc Beaudoin**, President of the Association des archivistes du Québec (AAQ)
- **Brigitte Pollock**, Vice-president of the Association des archivistes du Québec (AAQ)
- **Duncan Grant**, Executive Director (ACA) and **Andrée Gingras**, *Director General (AAQ) were invited to attend the BCA meetings.*

Finances

The BCA Directors decided on October 23 and 24, 2009 to close the BCA bank account and have the BCA financial transactions handled by ACA as a ACA sub-account.

Projects in Canada

The BCA Secretary General agreed to handle the following projects suggested by the BCA Directors:

- Promote in English Canada the Universal Declaration of Archives
- Become more involved in promotion and advocacy

The BCA Secretary General volunteered also to finish the translation into French of a Model Retention Schedule for Records Management and Archival Professional Associations developed by Robert Nahuet, past BCA Secretary General. On the other hand, it was decided that the BCA did not need any more a representation on the Canadian Committee on MARC.

Projects outside Canada

The BCA Secretary General represents the Canadian archival community at the international level and is the Executive member of the Society of Professional Associations (SPA) which is a section of the International Council on Archives (ICA). Consequently the Secretary General attended a one week meeting in Malta and her expenses were generously sponsored by the ACA and the AAQ. The theme of the Malta conference was the education of the archivist.

The Secretary General assisted SPA in writing and translating into French material produced by SPA, including the January 2010 newsletter. She will continue to translate into French material produced by SPA to make it available to Francophone archivists in Canada and throughout the world. SPA also developed the Universal Declaration on Archives, based on a model used in Quebec, which was approved in principle in Malta by the ICA members.

Claude Roberto
Secretary General, Bureau of Canadian Archivists

Phone number: 780 427 0669
Provincial Archives of Alberta

ACA 2010 Annual Conference Theme

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

The process of creating the program for the ACA's conference is a daunting one for any ACA Program Committee. Does the overarching theme resonate with the community and address a topic of interest? Is the concept too narrow to attract proposals or far too broad to craft a coherent program? Fortunately for the members of the 2010 Program Committee, archivists from Canada and around the world rose to the challenge of the theme and submitted literally dozens of strong paper and session proposals, allowing the Committee to craft a balanced and creative program for the Halifax conference.

Given the conference's overall theme, one of the major threads of the conference is an examination of the complex issues that will remain the focus of the next generation of the archival profession. As would be expected, sessions addressing past ACA conferences topics such as truth and reconciliation, outreach, and electronic records are well-represented in the program. The presentations in the traditional student session, augmented this year by what is possibly the first session featuring all doctoral students, will highlight the latest directions in research coming out of the



Giant Angus MacAskill [1825-1863] of Cape Breton with Parson Taylor
Photo Collection NSARM

graduate schools. Archival theory itself gets a workout in sessions featuring mid-career archivists examining the concepts of archival value (and the value of archives), the role of the archive in the library, and diplomatics.

Key to examining these issues is an appreciation of their context, which highlights another important aspect of the conference: the evolution of the archival community over time. Inherent in the sessions about advocacy, copyright, preservation and privacy is an assessment of the evolution of the archival community's approaches to these issues in order to understand how we arrived at the current state of affairs. The session on archival legacies specifically addresses how archivists of the past, for better or for worse, continue to influence the work of archivists today. With the coming retirements of those archivists who shaped these discussions, these sessions provide valuable context for those up and coming archivists who are fresh to these debates.

The final and most surprising thread that arose out of the conference proposals was the number of papers challenging established thinking and preconceived notions in the archival community. Summarized most succinctly in the session title "What If They Got it Wrong?", the sessions on the last day focus largely on examinations of current directions, discussions of whether the archival community should base its future directions entirely on the accomplishments of the

past, and suggestions for new courses of action. Archivists will be able to assess critically and speak frankly about where the profession is headed, ultimately redefining a vision for the future and the means to achieve it.

It is inevitable that, with the passage of time, new generations of archivists take up the work and the causes of their predecessors. Hopefully, the conference program will help all generations of the Canadian archival community by providing the opportunity to draw attention to new challenges ahead; acknowledge and highlight valuable legacies worth preserving; and identify those topics requiring new approaches. As the archival generations come together to examine these issues, this year's Program Committee looks forward to lively discussions in Halifax.

2010 Program Committee

2011 Conference Program Committee announces theme: Back to Basics?

The 2011 ACA Conference Programme Committee is pleased to announce the 2011 Conference theme - Back to Basics? The general statement which all archives use to describe their role and function is to *acquire, arrange and describe, and make available* the records in their care. From the language we use to the descriptive formats we prescribe, the manner in which this is done is constantly evolving though much of the thought behind our practice remains the same.

The 2011 ACA Programme Committee seeks proposals for papers or session that examine the core functions and theoretical underpinnings of the work that archivists undertake in order to understand how they are holding up in the face of changing technologies, a changing user and donor base, and the increased demands on shrinking budgets. By examining the historical precedents in light of the current archival practices of today the committee hopes to enliven discussion and spark conversations about the intersection of theory and methodology in the current landscape.

Please stay tuned for the official call for papers. In the meantime, feel free to direct questions to:
Heather Home, Chair, ACA 2011 Program Committee
Queen's University Archives
Kathleen Ryan Hall
Queen's University
Kingston, Ontario
K7L 3N6
e-mail: home@queensu.ca

Following Churchill's Steps: Things To Do in Halifax

Sir Winston Churchill visited Halifax in 1943 and upon inspecting the city from the Citadel he said to Mayor Lloyd,

"Now, sir, we know your city is something more than a shed on a wharf".



V-E Day rioters packed together on Hollis Street between Blowers and Bishop Street
David Hall, Accession No. 1981-412/11 NSARM

In fact, Halifax has a great deal more! The greatest challenge for the 2010 Host Committee was deciding on only a few activities that we hope will give you a sense of our city and province's rich history and culture. We invite you to join us on:

- the day trip to Lunenburg and Mahone Bay
- the Welcoming Gala at the Maritime Museum of the Atlantic (Wednesday)
- the guided tour of Fort Charlotte on Georges Island (Thursday)
- the reception for the Past Place: contemporary art and archives exhibition (Thursday)
- the walking tours of historic downtown Halifax (Friday)
- the running tour of Point Pleasant Park or a breakfast in the Brewery Market (Saturday)
- the Wool & Wine Tour for knitting/fibre/wine enthusiasts (Sunday)

Also, the Westin Nova Scotian is a stone's throw from museums and National Historic Sites, approx. 2 km of waterfront

boardwalk with lots of attractions, the Garrison Brewing Company, the Brewery Market, and great shopping and dining in downtown Halifax. We hope you will be able to take some time to explore the city and experience for yourselves a little bit of that Maritime hospitality for which Nova Scotia is famous!

Looking forward to seeing you in June!
2010 Host Committee

ACA 2010: Nova Scotia Trivia BONUS Question

For those who have been following along with the Nova Scotia Trivia Quiz, we thought we'd throw in a Bonus Question. As with all other quiz questions, feel free to guess or Google. Each correct answer will be entered into the prize draw.

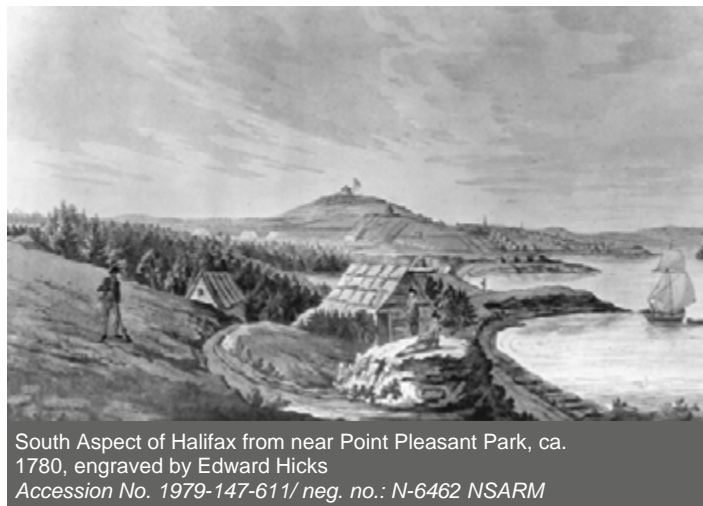
Bonus Question: What was the original name for the Halifax Harbour?

- Nova Scarcity
- Chebucto
- Chedabucto
- Chezzetcook
- Cobequid
- Codfish Point

Send your correct response to: aca2010halifax@gmail.com.

If you missed the previous Quiz Questions, there are more to come. The questions are posted each week on the ARCAN listserv, on the Association of Canadian Archivists' Conference 2010 Facebook group site, and on the ACA's website under announcements.

ACA 2010 Host Committee



South Aspect of Halifax from near Point Pleasant Park, ca. 1780, engraved by Edward Hicks
Accession No. 1979-147-611/ neg. no.: N-6462 NSARM