



Association of Canadian Archivists
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The Bulletin





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des archivistes

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

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Executive Director: J.M. (Jo) McCutcheon

The ACA office is located on the unceded, unsurrendered Territory of the Anishinaabe Algonquin Nation whose presence here reaches back to time immemorial.

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Computer Centre

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Annual Reports: Board of Directors

ACA President's Report Erica Hernández-Read, 2022-2023

Land Acknowledgement

The Association of Canadian Archivists (ACA) through its Board of Directors, employees and membership, acknowledges that the ACA head office and its employees work in the city of Ottawa on the south bank of the Kitch Sibi, on the unceded, unsurrendered territory of the Anishinaabe Algonquin Nation whose presence here reaches back to time immemorial.

We pay respect to the Algonquin people, who are the traditional guardians of this land. We acknowledge their longstanding relationship with this territory, which remains unceded.

We pay respect to all Indigenous people in this region, from all nations across Canada, who call Ottawa home.

We acknowledge the traditional knowledge keepers, both young and old. And we honour their courageous leaders: past, present, and future.¹

ACA: An Overview

Established in 1975, incorporated in 1978 and continued in 2013 under the *Canada Not-for-Profit Corporations Act*, the Association of Canadian Archivists (ACA) is a federally incorporated, not-for-profit association with its headquarters in Canada's national capitol city. Its mandate, organizational structure, and membership categories were revised in June 2020 and accepted by the membership as *By-law No. 1* to replace previous By-laws enacted in 2013.

Today, the ACA represents over 600 archivists and archives across Canada and works via a dynamic standing and ad hoc committee structure to provide members with opportunities to network with archives and records professionals across the country, develop professional skills and expertise, and participate in national and international advocacy initiatives. To support these high-level objectives, the ACA Board has continued to focus on four key themes identified in our Strategic Plan (2018-2021) as critical to the success of the ACA as a thriving association relevant and responsive to its diverse membership. These themes are effective advocacy,

¹ Taken from the University of Ottawa's "Indigenous Affirmation" located here: <https://www.uottawa.ca/about-us/indigenous> and accessed May 8, 2023.



quality and responsive member services, good and transparent governance, and the actualization of our equity commitments in all aspects of ACA policies, programs and services.

ACA 2022-2023 Year in Review

Advocacy

The ACA endeavors to be a strong voice on issues of concern to members of Canada's archival communities. Advocacy includes developing a vibrant, diverse, and inclusive community of support and engagement among and for archivists across Canada; as well as representing our profession and our colleagues to kindred heritage organizations and to public institutions whose policies or decisions may have a significant impact on a members' institutional success and professional lives. To this end, the ACA Board has undertaken advocacy action on behalf of its members in the following areas over the past year:

- **Afghan Refugee Support Efforts (Sept. 2021-ongoing):** Since Sept. 2021, I have been corresponding with colleagues at UNESCO Archives to assist them with a request for help they had received from Afghan archivist, Eshaq Yaqubi after the Taliban coup on August 15, 2021. Mr. Yaqubi and his young family managed to flee their home in Kabul on Oct. 21, 2021, but have been languishing in Abu Dhabi's "Humanitarian Village" ever since. While refugee sponsorship it is not something the ACA can take on, we have been able to amplify existing [GoFundMe](#) fundraising efforts in support of this process and will continue to do whatever we can in support of this work. As of May 8, 2023, funds raised equal \$43,533 of the \$50,000 required to proceed with the Yaqubi's Canadian refugee application.
- **Endorsing the *Reconciliation Framework*: (April 2022):** The Board formally endorsed *The Reconciliation Framework: The Response to the Report of the Truth and Reconciliation Commission Taskforce*. Through this acknowledgment, the Board recognizes and embraces its responsibility to actualize reconciliation initiatives which will lead to much needed systemic change within the ACA, and to support our members as they identify their own paths towards reconciliation.
- **ACA Fundraising Campaign (June 6-10):** Through our June 2022 on-line silent auction and print-on-demand merchandise sales, the ACA raised \$6,103 for the State Archival Service of Ukraine with the understanding that such funds would be distributed to those archives across Ukraine whose infrastructure and/or archival materials were damaged during the ongoing war with Russia. Fortunately for us, in 2021 the Galt Museum and Archives entered into a formal Memorandum of Understanding with SASU, and it was through this pre-existing agreement that the ACA was able to directly transfer all funds raised, thereby limiting the amount of times currency must be converted and the number of currency



exchange charges that must be paid. The monies ACA raised were officially transferred to the Galt Museum and Archives in Nov 2022 and subsequently forwarded to SASU.

- **Museum Policy Renewal Processes (Nov. 2022-ongoing):** Since November 2021 I have been working collaboratively with the Canadian Council of Archives and, at times, the Canadian History Association, advocating to the Department of Canadian Heritage for the fulsome inclusion of archivists from all types and sizes of archives across the country to be a part of the Museum Policy renewal consultation process. As part of this work, the Board has regularly and vehemently encouraged members of Canada's archival communities to contribute feedback into this renewal process in whatever way was most feasible to them - whether through the PCH online survey, direct written submissions, or roundtable participation. The Board, along with the CCA, is also in the beginning stages of planning a dedicated "all-archives" roundtable to which we will be inviting representatives from the Department of Canadian Heritage's Museum Policy Renewal team.
- **Support for American Library Association (April 2023)** In solidarity with our American information management colleagues, who have been battling relentless attempts to both ban or censor books written by members of the 2SLGBTQA+ and BIPOC communities *and* to defund public libraries that do not comply with these heinous efforts, the Board of Directors issued a Letter of Solidarity to the American Library Association. This letter, which is underpinned by both our [Equity Commitments](#) and our collective vested interest in standing up for our fundamental freedoms over thought, belief, opinion and expression, was provided along with an offer to take advocacy action in support of their efforts, if such action would be helpful. As an additional follow-up, this letter of solidarity was also sent to the Canadian Federation of Library Associations, along with a similar offer to engage in joint advocacy action against the banning of books.
- **"Ask an Archivist" Button (May 2023):** As part of our overall website refresh, and in keeping in line with our Equity Commitments (i.e., Commitment #1, "Membership Services") the Board approved the launch of a new ACA "Ask an Archivist" button. This public communication tool links to a general ACA email address and is intended to facilitate direct asynchronous communication between BIPOC, people with disabilities, new Canadians, and 2SLGBTQIA+ individuals and ACA leaders about the association, the profession, or issues impacting archives and recordkeeping more broadly. This button is also intended to better triage the archival-type public inquiries regularly received by our Secretariat.
- **Indigenous Matters Working Group:** Rather than revising the ACA's original "Guide to Indigenous Archives" (2007), the IMWG has been working this past year on reconceptualizing and developing a resource guide which provides direction to folks on archival issues and challenges unique to those working within an Indigenous archival context. The first draft of this resource guide is expected to be ready for public review by summer 2023.



Membership Services

The ACA is a member-driven organization which endeavors to meet the needs and interests of the diverse and dynamic archival profession as it currently exists across Canada. Membership services aim to provide myriad professional development opportunities and benefits for ACA members at all points in their career, and to promote archivists as a recognized and understood profession in the eyes of the public, government, business and industry, and other stakeholders. To this end, the Board has undertaken the following activities to enhance our members' suite of exclusive services and benefits.

- **Memorandum of Understanding with Australian Society of Archivists (Feb. 2023):** As part of our commitment to Strategic Objective 3.1, “to explore opportunities to provide additional membership benefits to ACA through relationships with other professional associations,” the Board developed a reciprocal membership agreement between the ACA and the Australian Society of Archivists. This agreement provides ACA members with access to ASA resources and offerings (conferences, workshops, courses, etc.) at ASA membership rates. Likewise, ASA members are now able to access ACA resources and offerings at ACA member rates.
- **Conference Planning Committee (CPC):** Given the significance of the ACA annual conference, the Board established a Conference Planning Committee (CPC), whose primary objective is to develop preliminary plans for the annual conferences of the Association of Canadian Archivists 2-3 years ahead of the conference dates. The Conference Program Team and Host Team structures *are to remain in place*; however, the Chairs of these Teams will now report to the Conference Planning Committee. The Conference Planning Committee’s responsibilities include such tasks as determining the physical/anchor location of in-person/virtual conferences, conference theme development, and populating the annual Conference Program and Host Teams. The CPC held their first meeting during our Spring 2023 Planning and Priorities meetings this past April.
- **Carr McLean Sponsorship:** The ACA is currently in our second year of an annually renewed sponsorship agreement with Carr McLean. Through this agreement ACA members receive a 10% discount off all Carr McLean online purchases over \$100. Discount codes for the current year were made available to all interested members as of January 1, 2023 and remain in effect until Dec. 31, 2023.
- **Ancestry Sponsorship:** The ACA is currently in year 2 of a 5-year sponsorship agreement with Ancestry. Through this agreement, the ACA receives up to \$60,000 in total financial support - that’s up to \$12,000 per year. Our second annual installment of \$12,000 was received on January 1, 2023. All received monies have been, and will be used as follows:
 - Not less than \$1,250 will be provided annually to the ACA Foundation for distribution through the Ancestry Continuing Education Award.



- Funds will also be used towards ACA conference costs, which in turn helps keep member conference fees down.
- **International Archives Week (June 2023):** Together with the Australian Society of Archivists (ASA) the ACA Board organized a suite of 5 events and workshops both to honour and celebrate Indigenous History Month and International Archives Week. ACA and ASA members were invited to attend all events at the member rates advertised by the hosting association. Events included the following: “The Reconciliation Framework: Open Conversation with Members of the TRC-TF” (June 1); “The First Nations Principles of OCAP,” a presentation by Kristine Neglia, First Nations Information Governance Centre (June 7); Kairos Canada, Virtual Blanket Exercise (June 8); Implementing a Trauma-Informed Approach to Archives” Workshop, ASA (June 9); and our (Silent) Online Fundraising Auction in Support of State Archival Service of Ukraine (June 6-10).

ACA Conference 2022

Overview: From June 15-18 the ACA hosted its 47th Annual Conference, in its first ever hybrid format. Entitled “Unsettled: Redefining Archival Power,” this hybrid conference held on the UBC Vancouver campus, brought together 125 speakers, instructors, and moderators from across Canada and around the world to facilitate an outstanding selection of presentations, sessions, forums, and workshops. Of the 389 attendees, 147 were in-person – an excellent turnout for our first in-person event in three years.

Sponsorship Benefits: Through the financial sponsorship provided by our 2022 Conference sponsors, Ancestry, Carr McLean, ARMA-Vancouver, Lucidea, Adams/Mathew Digital, Nunavut Archives and Saskatchewan Council for Archives and Archivists, and through the incredible generosity of ACA members like you to the ACA Foundation, we were able to provide subsidized conference registration for 27 members experiencing precarious employment or job loss.

Indigenous Relationship Building: At this year’s conference, the Board of Directors announced our commitment to build relationships with the Indigenous communities upon whose lands our in-person conferences take place - to learn more about the communities and cultures themselves, to try to understand how ACA membership can better support their archival work, and to share this knowledge with ACA members. For the June 2022 conference, this commitment led us to connect with the Musqueam Nation through the Musqueam Archives. After months of talking and planning, we collectively decided on holding space for Musqueam community members to open and close our conference in alignment with traditional Musqueam protocols for such gatherings. At the conference outset, we listened to and learned from Elder Dr. Larry Grant who spoke to us about Musqueam territory and history and who called upon ACA members/conference attendees to act as event Witnesses. At the closing, the Board participated in a traditional blanketing ceremony with, Wade Grant who again taught us about Musqueam protocol, and then called



upon the conference Witnesses to share with us what they learned, and what they would share once they returned to their home communities.

Gratitude: Neither this conference, nor its success, would have been possible without the tremendous efforts of the 2022 Conference Program and Host Teams. Please join me in thanking the following ACA members for their time and dedication towards ensuring the success of the ACA’s 2022 Annual Conference:

ACA Program Team	ACA Host Team
Krisztina Laszlo, Chair	Maxwell Otte, Chair
Renee Belliveau	Alan Doyle
Ferrin Evans	James Goldie
Cameron Hart	Melanie Hardbattle
Krista Jamieson	Kayla Lar-son
Karleen Delaurier-Lyle	Emily Larson
Shamin Malmas	Maria Parachos
David Mawhinney	Ashlynn Prasad
Carmen Miedema	
Krista McCracken	
Andrea McCutcheon, Board Liaison	
Karen Ng	
Moska Rokay	
Adria Seccareccia, Professional Development Liaison	

ACA Leadership Teams

Board of Directors - Incumbents: The 2022/2023 year saw the addition of a few new members to the ACA Board. Kyle Pugh joined the Board as ACA Treasurer (2022-24), and John Richan committed to the role of Director-at-Large (2022-24). Returning for a second term in office were both Andrew Chernevych and myself who continue in our respective roles as Director-at-Large and President, (2020-22; 2022-24).

Board of Directors - Replacements: In September 2022, the Board received the sad news that our amazing Director-at-Large 3, James Roussain, had to resign from his ACA Board position effective October 1, 2022 due to a significant increase to his work portfolio. In accordance with Section 5.10 of By-Law No. 1, the Board approved the appointment of Amanda Oliver to the position of Director-at-Large 3 effective October 31, 2022. Amanda’s term extends until June 14, 2023, at which time a member vote will determine an official incumbent to this position.



As of October 31, 2022, the ACA Board and their portfolios for 2022/2023 consisted of:

- Erica Hernández-Read, President (Public Advocacy and Awareness, Indigenous Matters Working Group, Conference Planning, International/SCCA, Ex-officio all committees)
- Anna Gibson Hollow, Vice President, (Governance, Nominations and Awards, Strategic Planning Working Group, Conference Planning)
- Kyle Pugh, Treasurer (Finance, ACA Foundation, Conference Planning)
- Kaitlin Normandin, Secretary, (Membership)
- Amanda Oliver, Director-at-Large, (Professional Development Committee, Professional Competencies for Archivists Working group)
- John Richan, Director-at-Large (ACA Student Chapters, Website Working Group)
- Andrew Chernevych, Director-at-Large (ACA Special Interest Sections, Communications)

The ACA Board would like to acknowledge the tremendous work of outgoing Board members Anna Gibson Hollow (Vice President), Kaitlin Normandin (Secretary), and James Roussain (Director-at-Large 3) and thank them for their incredible contributions towards the ACA and our membership.

As of January 1, 2023, leadership for the ACA Standing Committee and Working Groups consisted of the following Chairs & co-Chairs:

- Fiorella Foscarini (outgoing) Heather Home (current), General Editor, *Archivaria*
- Ashlynn Prasad, Communications Committee
- Michael Gourlie & Ian Forsyth, Governance Committee
- Kira Baker, Membership Committee
- Shannon Hodge & Alice Albarda, Nominations & Awards Committee
- Adria Seccareccia, Professional Development Committee
- Robert McLelland & Rene Georgopolis, Public Awareness & Advocacy Committee
- Raegan Swanson & Krista McCracken, Indigenous Matters Working Group
- Angela Fornelli & Chris Trainor, Strategic Planning Working Group
- Amanda Oliver, Professional Competencies for Archivists Working Group
- Jean Dryden, ACA Rep on the Canadian Council of Archives Statutory Review Working Group

The ACA Board would again like to acknowledge the amazing work of outgoing chair Kira Baker (Membership) and outgoing General Editor, Fiorella Foscarini (Archivaria) and thank them for their tremendous contributions towards the ACA and our membership.

ACA Secretariat:

- Jo McCutcheon, Executive Director
- Maureen Tracey, Membership Services Coordinator

The ACA Board would like to acknowledge Jo McCutcheon and Maureen Tracy for their indefatigable work on behalf of the Association and our membership. Without their patient support we would not be in the strong position we are in today.



Finally, I would like to express my personal gratitude to my incredible Board colleagues, Committee/Working Group Chairs and co-Chairs, and Committee/Working Group Members who so freely give of their time, their expertise, and their energy towards the deliberations and delivery of services to of our member-focused association. Thank you, each of you, for everything you do.

*Respectfully submitted,
Erica Hernández-Read
ACA President, 2020-2024*



Dog sled on the winter trail near Hazelton, BC
Photo credit: Northern BC Archives, University of Northern British Columbia
Parker Bonney Photograph Collection, Accession #2003.23.1.1.10



Vice-President's Report
Anna Gibson-Hollow, 2022-2023

It is hard for me to believe that my term as Vice President is coming to an end. Serving on the Board of Directors these past two years has been a fulfilling and rewarding experience for me. It has been a pleasure getting to know all of the volunteers on the Board, committees, Special Interest Sections, Student Chapters and working groups who make this association so great. It makes me proud to be a member of an association with such dedicated, talented and smart members.

Over the past year it has been my pleasure once again to serve as the Board liaison to the Governance Committee and the Nominations and Awards Committee (NAAC). As you will see from their reports, both of these committees were very busy developing policies, reviewing award nominations and soliciting members for Board nominations. At the risk of stealing their thunder, I want to congratulate the Governance Committee on getting five policies approved. The Fee Subsidy Policy, Financial Management Policy, Gifts, Donations and Sponsorship Policy, Reserve Fund Policy and Travel and Accommodations Policy will be available on the ACA website soon. I also want to congratulate NAAC for successfully filling all vacant Board positions and selecting award recipients for all of the ACA awards. We have a very impressive slate of Board nominees and award winners!

A big thank you to the members of the Governance Committee (co-chairs Michael Gourlie & Ian Forsyth, Heather Bidzinski, John Roberts, Gillian Dunks, Alexandra Mills, Shamin Malmas) and members of NAAC (co-chairs Alice Albarda & Shannon Hodge, Susan Hart, Heather MacNeil, Tanis Franco) for your hard work and dedication to the ACA.

Strategic Framework

Another priority for the Board this year was the development of a new strategic framework for the ACA. The Strategic Planning Working Group (SPWG) was formed in October 2022 to develop a strategic framework that would guide the activities of the association. Over the past seven months the SPWG has put in over 25 hours of meeting time (not including the several hours of work done offline!), conducted two virtual SWOT analysis meetings, circulated an online SWOT analysis form, reviewed data from the members' input survey circulated in May 2022 and the SWOT feedback and drafted a new strategic framework document which was presented at the Members' Input session on May 31, 2023.

The new strategic framework, which is guided by the ACA Equity Commitments and the Truth and Reconciliation Framework, differs a bit from the previous strategic plan in that it does not provide a checklist of goals, tasks to complete and deadlines. Instead, it challenges the Board, Committees, Special Interest Sections, Student Chapters and Working Groups to incorporate the strategic objectives to **Advocate, Support Learning** and **Engage Members**, into their yearly



work plans. It also calls on all of these groups to regularly report on how their work is supporting these objectives. Work plan and reporting templates will be developed to assist the ACA volunteers in doing this work. A report on what was completed for the previous Strategic Plan 2018-2022 is also available in the appendix.

Many thanks to Angela Fornelli (co-chair), Chris Trainor (co-chair), Jill Teasley, Allie Querengesser and Jesse Carson for the tremendous work that you put into developing our new Strategic Framework. I owe you all a debt of gratitude for the time and commitment you gave to this important work.

As I wind up my final report as your Vice-President, I want to thank my fellow Board members for their dedication, support and for making our Board meetings so much fun (yes, that's right...fun!) As a member, I am excited to see what the association will achieve under the guidance of our new Board.

I also want to extend my thanks and gratitude to Jo McCutcheon and Maureen Tracey for all that you do on a daily basis for the association. Both of you put in many hours making the association run smoothly. To quote Ted Lasso, "I appreciate you!"

Finally, I want to thank the members for putting your trust in me to serve as your Vice President. Our members are what make the ACA so strong!

Respectfully submitted,
Anna Gibson Hollow
ACA Vice President, 2021-2023

Secretary's Report **Kaitlin Normandin, 2022-2023**

As I come to the end of my term as ACA Secretary, I'd like to reflect on the work and achievements of the Board of Directors, the Membership Committee, and our incredible membership. I feel very lucky to have been able to work with such thoughtful and passionate people, driven by the desire to serve the archival community and make the ACA more equitable.

As such, I'd like to thank President Erica Hernandez-Read for her vision of an inclusive, representative organization and belief that we can always do better; Anna Gibson-Hollow for asking the hard questions with good humor; Kyle Pugh for rising to the occasion as Treasurer and cracking me up along the way; Andrew Chernevych for his measured and reasonable responses; John Richan for his graciousness and for being (arguably) the nicest man in Montreal; Amanda Oliver for hitting the ground running and tackling big projects with zero complaint; Jo McCutcheon for being the hardest-working Executive Director I've ever met; and



Maureen Tracey for keeping this whole operation running smoothly. Thank you as well to former Treasurer Andrea McCutcheon and Directors at Large James Roussain and Gillian Dunks – it was a real pleasure getting to know you.

I'd also like to thank outgoing Membership Committee Chair Kira Baker for her literal years (!) spent on the committee and her commitment to improving services for members as well as broadening participation in the ACA. Excellence shines through everything you do. Thanks to Membership Committee members past and present for their many contributions: Melanie Davey, Elis Ing, Jamie Sanford, Nicole Aminian, Suzanne Hervieux and Kyle Pugh – wearing one of many hats. You've generously given so much of your time and energy.

It's been a privilege to serve as Board Liaison to the Membership Committee; please see the Chair's report on the Committee's full activities over the last twelve months as I cannot hope to do them justice. The Membership Committee has a number of annual tasks, including coordinating the Mentorship Program and Early Bird Prize Campaign. The Committee has also drafted a new Volunteer Manual for the benefit of all ACA volunteers, collecting key information in one location. The Committee continues to work with the Website Renewal Working Group to review and update membership-related webpages.

Much of my term has been dedicated to proposing new Individual and Institutional ACA membership fee amounts and structures. [Two motions](#) to adopt the proposed member fee changes were put to a Special Member vote on Wednesday, November 16, 2022. Members submitted questions and comments ahead of time as well as at the meeting. I was impressed by the considered feedback given by members at this meeting, which resulted in a more fulsome [FAQ](#). Two hundred and twenty-two members voted on these motions, overwhelmingly in favor of both. The certified results of the vote are available [here](#). The new membership fees and structures will go into effect for the 2024 membership year, more communications about this will go out this summer.

I wish to thank all members for their input and for taking the time to cast their ballot. Furthermore, I am grateful that members voted for motions that make membership more feasible for individuals who are unemployed, underemployed, part-time or contract; as well as small organizations run by volunteers or that only have a few staff members; even if that meant their own membership fees would go up. Thank you, thank you, thank you for being so supportive of your colleagues.

With appreciation,
Kaitlin Normandin
ACA Secretary, 2021-2023



Treasurer's Report
Kyle Pugh, 2022-2023

I am pleased to present this year's Treasurer's report, with special thanks to Past Treasurer Andrea McCutcheon, as well as the ACA Secretariat for the phenomenal work they have done. Their service has ensured that the ACA is on a strong financial standing. Efforts to streamline ACA financial processes have resulted in lower operational costs and more efficient workflows, which enables the Secretariat to offer more timely and enhanced services to our Membership and the Board. This past year, due to a growing number of members, the Board elected to purchase a larger package from Wild Apricot, our Membership Management Software, which will allow us to effectively manage the needs of, and provide opportunities to, our members. This is reflected in our membership numbers, with 325 active individual members and 121 active institutional members.

Conservative approaches to our investments have resulted in relatively stable returns despite unpredictable global circumstances. Current ACA investments total approximately \$388,000.00, an increase from last year/ 85% of these investments, totaling approximately \$326,000.00, remain in GICs, with a 5-year laddered maturity plan. Those coming up for renewal will benefit from higher interest rates and will allow for moderate growth at no risk. The remaining 15% of our investments were placed into socially responsible / green technology funds. The War in Ukraine, which began in earnest in February 2022, has resulted in major changes to the global economy. As a result, our socially responsible have seen a moderate decrease this year of approximately \$6000.00. We do have confidence that recent government investments in green technology will result in a rebounding.

The ACA's first fully in-person conference is scheduled to take place in Charlottetown, Prince Edward Island this upcoming June. While this year's conference is expected to cost more than conferences in years past, in part due to historically high inflation rates and a hotel industry reeling from the COVID-19 pandemic, we are on track for it to be revenue neutral. Special thanks must be given to the Archivaria Board for their continued excellence. Our world-renowned academic journal, which serves to inform the archival profession, also generates revenue for the ACA. Subscriptions are on track to match last year's number, and we continue to explore additional licensing agreements.

This resilience has allowed us to absorb additional, unexpected costs without causing financial strain. The ACA Board elected to cover the costs of the legal support provided by Borden, Ladner, and Gervais, which enabled the ACA Foundation to regain its charitable status. Our 2022 audit is currently underway with the firm Ouseley Hanvey Clipsham Deep, LLP Chartered Professional Accountants, and we expect it to be completed shortly.



ACA Budget, 2023

2023 Projected Budget and Highlights

The following 2022-2023 projected budget was prepared in consultation with the Executive Director and approved by the ACA Board of Directors at the December 2022 meeting. This year's budget reflects a conservative revenue projection, particularly with respect to our conference in Charlottetown this June. Some factors, particularly inflation, have meant that costs have climbed with respect to food and beverage prices. In coming years, we will prioritize, when possible, hosting conferences at more economical venues such as universities.

ACA Budget	2021 Budget	2021 Audit	2022 Budget	2022 YTD	2023 Budget
Revenue	2021 Budget	2021 YTD	2022 Budget	2022 YTD	2023 Budget
Membership	\$ 125,000.00	\$ 130,479.00	\$125,000.00	\$135,900.00	\$130,000.00
Conference	\$ 50,000.00	\$ 49,182.00	\$58,000.00	\$60,175.00	\$106,250.00
Archivaria	\$ 75,000.00	\$ 75,656.00	\$75,000.00	\$72,396.61	\$75,000.00
Investment Income	\$ 5,000.00	\$ 13,130.00	\$5,000.00	\$842.00	\$5,000.00
Workshops/PD	\$ 5,000.00	\$ 13,985.00	\$15,000.00	\$7,571.20	\$12,500.00
Advertising			\$2,000.00	\$450.00	\$5,000.00
CEBA* / other	\$ 2,500.00	\$ -	\$20,000.00	\$20,000.00	\$500.00
Sponsorships	\$ -		\$ 12,000.00	\$ 12,500.00	\$ 12,000.00
SSHRC	\$ -	\$ 1,529.00		\$ 18,500.00	\$ 18,500.00
Total Revenue	\$262,500.00	\$283,961.00	\$312,000.00	\$328,334.81	\$364,750.00
Expenses	2021 Budget	2021 Audit	2022 Budget	2022 YTD	2023 Budget
Board of Directors		\$ -	\$ 24,000.00		\$ 21,500.00
Travel/Accommodations	\$ 5,000.00	\$ 400.00	\$ 10,000.00	\$ 6,801.40	\$ 10,000.00
Food/Beverage	\$ 1,500.00	\$ -	\$ 5,000.00	\$ 560.71	\$ 1,000.00
Special Projects/Task Force	\$ 2,000.00		\$ 2,500.00	\$ 10,100.00	\$ 2,000.00
Communication	\$ 500.00		\$ 500.00	\$ 249.07	\$ 1,500.00
Equity Commitments	\$ -	\$ -	\$ 2,000.00	\$ 1,894.80	\$ 2,000.00
Reconciliation	\$ -	\$ -	\$ 4,000.00	\$ 3,470.00	\$ 2,000.00
ACAF Agreement					\$ 3,000.00
Sub Total	\$ 9,000.00	\$ 400.00	\$ 24,000.00	\$ 23,075.98	\$ 21,500.00
Expenses	2021 Budget	2021 Audit	2022 Budget	2022 YTD	2023 Budget
Committees		\$ 5,573.00	\$ 10,000.00	\$ 3,323.91	\$ 6,500.00
Activities/Meetings	\$ 1,000.00	\$ 1,299.00	\$ 2,500.00	\$ 201.90	\$ 2,000.00
Programs / Software /					
Memberships	\$ 1,000.00	\$ -	\$ 5,000.00	\$ 2,683.00	\$ 2,000.00
PD Expenses	\$ 2,000.00	\$ 4,274.00	\$ 2,500.00	\$ 439.01	\$ 2,500.00
Sub Total	\$ 4,000.00	\$ 5,573.00	\$ 10,000.00	\$ 3,323.91	\$ 6,500.00
Expenses	2021 Budget	2021 Audit	2022 Budget	2022 YTD	2023 Budget
Conference		\$ 18,998.00	\$ 56,250.00	\$ 56,250.00	\$ 90,250.00



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Venue	\$ 12,500.00		\$ 22,000.00	\$ 4,031.88	\$ 5,000.00
Audio/Video/WebService	\$ -	\$ 18,998.00	\$ 11,000.00	\$ 28,906.04	\$ 22,000.00
Food/Beverage	\$ -	\$ -	\$ 13,000.00	\$ 17,845.11	\$ 50,000.00
Honoraria/ Keynotes	\$ -	\$ -	\$ 3,000.00	\$ 2,077.52	\$ 5,000.00
Social and Misc.			\$ 6,500.00	\$ 4,613.80	\$ 7,500.00
Awards	\$ -	\$ -	\$ 750.00		\$ 750.00
Sub Total	\$ 12,500.00	\$ 18,998.00	\$ 56,250.00	\$ 57,474.35	\$ 90,250.00
Expenses	2021 Budget	2021 Audit	2022 Budget	2022 YTD	2023 Budget
Member Services		\$ 6,194.00	\$ 7,500.00	\$ 7,500.00	\$ 9,500.00
Website	\$ 2,000.00	\$ 3,097.00	\$ 2,000.00	\$ 3,000.00	\$ 4,000.00
Software	\$ 2,500.00	\$ 3,097.00	\$ 3,000.00	\$ 765.81	\$ 3,000.00
Student Chapters	\$ 800.00		\$ 1,000.00	\$ 200.00	\$ 1,000.00
SIS Groups	\$ 500.00	\$ -	\$ 500.00	\$ 300.00	\$ 750.00
Communications			\$ 1,000.00	\$ 321.03	\$ 750.00
Sub Total	\$ 5,800.00	\$ 6,194.00	\$ 7,500.00	\$ 4,586.84	\$ 9,500.00
Expenses	2021 Budget	2021 Audit	2022 Budget	2022 YTD	2023 Budget
Archivaria		\$ 36,050.00	\$ 35,000.00	\$ 35,000.00	\$ 38,000.00
Publishing/Contract Services	\$ 32,000.00	\$ 36,050.00	\$ 35,000.00	\$ 12,961.10	\$ 38,000.00
Printing	\$ -	\$ -	\$ -	\$ 3,099.25	\$ -
Distribution	\$ -	\$ -	\$ -	\$ 1,876.05	\$ -
Awards				\$ 400.00	
Editorial Board		\$ -	\$ -	\$ 350.00	\$ -
Sub Total	\$ 32,000.00	\$ 36,050.00	\$ 35,000.00	\$ 18,686.40	\$ 38,000.00
Expenses	2021 Budget	2021 Audit	2022 Budget	2022 YTD	2023 Budget
Office Administration		\$ 196,104.55	\$ 185,000.00	\$ 185,000.00	\$ 191,000.00
Salaries, Costs, Benefits	\$ 159,000.00	\$ 168,104.55	\$ 165,000.00	\$ 151,567.68	\$ 173,500.00
Rent, Supplies, Equipment, Training	\$ 28,000.00	\$ 28,000.00	\$ 20,000.00	\$ 19,842.12	\$ 16,000.00
Contract Support / Training				\$ 125.00	\$ 1,500.00
Sub Total	\$ 187,000.00	\$ 196,104.55	\$ 185,000.00	\$ 171,534.80	\$ 191,000.00
Expenses	2021 Budget	2021 Audit	2022 Budget	2022 YTD	2023 Budget
Corporate Services		\$ 16,386.45	\$ 16,000.00	\$ 16,000.00	\$ 17,000.00
Insurance/Legal Fees	\$ 1,500.00	\$ 3,747.60	\$ 1,500.00	\$ 2,829.60	\$ 3,000.00
Audit Fees	\$ 7,500.00	\$ 5,500.00	\$ 6,500.00	\$ 5,700.00	\$ 6,000.00
Banking/First Data	\$ 7,500.00	\$ 6,938.85	\$ 7,500.00	\$ 5,485.01	\$ 7,250.00
Mis. Expenses		\$ 200.00	\$ 500.00	\$ 800.00	\$ 750.00
Sub Total	\$ 16,500.00	\$ 16,386.45	\$ 16,000.00	\$ 14,814.61	\$ 17,000.00
Expenses	2021 Budget	2021 Audit	2022 Budget	2022 YTD	2023 Budget
Total Expenses	\$ 266,800.00	\$ 279,706.00	\$ 309,750.00	\$ 293,496.89	\$ 373,250.00
Total Revenue Minus Expenses	2021 Budget	2021 Audit	2022 Budget	2022 YTD	2023 Budget
Net Income	\$ (4,300.00)	\$ 4,255.00	\$ 2,250.00	\$ 34,837.92	\$ (9,000.00)
	8000				

Submitted with best wishes,
Kyle Pugh
ACA Treasurer, 2022-2024



Director-at-Large (1) Report
Andrew Chernevych, 2022-2023

This year I had the honour to oversee two important portfolios: the Communications Committee and Special Interest Sections. The latter was ‘inherited’ from Gillian Dunks, who had been a force behind revitalization of many SIS groups. The mission, I discovered, is still an uphill battle, with many challenges to overcome. With more than a dozen groups, the SIS universe exhibits a wide range of engagement and activity patterns. Some groups had been dormant; some had recently been formed and need advice and support. My role was to connect to them all, support for their work and be their link to the Board and the larger ACA membership community.

Most of the day-to-day organizing work in the SIS groups is performed by the chairs. It was them who coordinate the meetings, set up the agendas, mobilize members and organize events. This demanding (and often underappreciated) role is the difference between a section that merely exists and a one that thrives. SISARO (SIS for Archives of Religious Organizations), under the leadership of Mary Grace Kosta, is an example of a thriving group. It has regular meeting, vibrant participation, and a history of collaboration with US archival community for high-profile online events. With SISARO, I had a chance to support the group in organizing the AGM and formalizing the leadership succession process.

During the period, a few sections experienced a notable revitalization. The Municipal Archives SIS (MASIS), with Jamie Sanford and Angela Fornelli as Chairs, revamped their activities and re-engaged their members with virtual events, such as Zoom talk with Ukrainian archivists reporting on their challenges during the full-scale Russian invasion. Thanks to tireless efforts of Lorne J. Shapiro and Lisa Mullins, the SIS for Indigenous Archives (SISIA) came back from its dormant state to serve the ACA members who work for Indigenous organizations.

It is exciting to report that several new SIS groups appeared on the horizon recently. The BIPOC Section, under the leadership of Tam Rayan, has had its first Winter Meet and Greet in November last year. Recently, the Labour Archives SIS was formed, and its inaugural meeting took place in May 2023. Kudos to Lukas Damer for spearheading this initiative. Other groups, including Sound/Moving Images, Technology & Archives, University & Colleges, Environment, Government Records, continued strong. Thanks to Andrea Tarnawsky for all her work as Co-Chair of the Technology & Archives SIS.

One questions that came up a few times was “Do I need to be an ACA member to participate in SISs?” The answer is yes. Participation in the ACA Special Interest Groups is one of the benefits of ACA membership, either individual or institutional, and the membership dues sustain the ACA community and enable us to offer services, supports and subsidies.



The Communications Committee is one of the most efficient and productive working groups I ever experienced and last year was not an exception. The transition of responsibilities between the outgoing Chair (Karen Suurtamm) and the incoming Chair (Ashlynn Prasad) was smoothly coordinated well in advance; similar smooth succession took place for Scope & Content Newsletter and In the Field Blog. The Social Media Team added some new people and the whole Communication Committee grew to 10 members. All for the sake of keeping the membership informed and supporting the strategic priorities of the ACA. Big thanks to all the Communication Committee volunteers!

Respectfully submitted
Andrew Chernevych
ACA Director-at-Large (1), 2020-2024



Engineering students in drafting class, 1944

Photo credit: University of Alberta Archives, UAA-1969-097-243b, Engineering students in drafting class, 1944



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Director-at-Large (2) Report Amanda Oliver, 2022-2023

I am pleased to present this report after completing my first term as Director-at-Large (2). I joined the ACA Board of Directors in October 2022 to fill the Director-at-Large (2) vacancy. I would like to thank James Roussain for his contributions to this portfolio from 2021-2022.

I have the privilege of supporting two groups in my capacity as Director-at-Large 2: the Professional Development Committee (PDC) and the Professional Competencies for Archivists Working Group (PCAWG). My work with PDC consisted of developing a full schedule of workshops for 2022-2023, including a pre-conference workshop. The workshops offered have been very successful and on a wide variety of topics, such as web archiving, digital records, and description and access for anti-Black archival materials, to name a few. For more details, please see the Report of the Professional Development Committee. In addition to this work, PDC has been building professional development related content for the ACA website. Please check the ACA website to see new and updated resources created by the committee. I would like to thank Adria Seccareccia for her leadership and enthusiasm as chair of PDC.

PCAWG was established in January 2021 with the aim of examining and identifying the core competencies required for archivists. The efforts of this working group were delayed due to pandemic-related interruptions. I was tasked with resuming the work of PCAWG and serving as chair for the group. In January 2023, Amanda Jamieson, Anne Quirk, and Adria Seccareccia joined me on PCAWG. This dedicated group has worked diligently to build off previous efforts in this area and work towards developing a professional competencies document to present to membership and the Board. This work will continue in 2023-2024.

I would like to thank all the members of PDC and PCAWG for their hard work and dedication this past year. I would also like to thank Jo McCutcheon and the Board for their support.

Respectfully submitted,
Amanda Oliver
Director-at-Large (2), 2022-2023



Director-at-Large (3) Report
John Richan, 2022-2023

The portfolio for the newly created Director at Large (3) role includes liaising with the ACA's four active student chapters and ten special interest sections. These groups have put in tremendous effort this year to shift all of their activities to an online environment and have put on exceptional events in spite of the challenges posed by COVID-19. Thank you to all chairs and members for your contributions.

The Portfolio for the Director at Large (3) role included liaising with ACA Student Chapters, ACA Website Renewal Working Group, and coordinating the launch of a new Student and Emerging Professional SIS group for autumn 2023.

[ACA Student Chapters](#)

With the return of full time in-person instruction at campuses across Canada, ACA Student Chapters at the University of British Columbia, University of Manitoba, University of Toronto, and McGill University organized a range of engaging and well attended virtual and in-person events. Of note, the ACA Student Chapter at UBC organized its' 14th Annual Symposium, "Archives Unbound" which took place online over two days with 220 registered attendees. A full list of Chapter activities is located in the appendices. Thank you to all Chapters for your collaboration over the academic year. A special thank you to James Roussain who provided support during the transfer of this portfolio.

[Website Renewal Working Group](#)

The ACA Website Renewal Working Group has been a coordinated effort alongside ACA Executive Director, Jo McCutcheon. The primary objectives of this group focused on putting in place a new work plan to structure website updates by leveraging Microsoft Teams, as well as, soliciting member feedback through regularly scheduled open calls. The Working Group plans to submit a grant proposal in the coming year with the goal of undertaking a large-scale website redesign in the lead up to the 50th anniversary of ACA. A special thank you to Jo McCutcheon for her continued and tireless work on the website, Andrew Chernevych for his past contributions to the website, and all input submitted from members.

[Student and Emerging Professional SIS Group](#)

This new Student and Emerging Professional SIS group is currently in the planning stages with the goal of launching in autumn 2023. The Board is hopeful this new group will create a new space, to run alongside existing ACA Student Chapters, to provide opportunities to network,



exchange knowledge, and have a greater voice in ACA. The inaugural meeting, which will act as a listening session, is scheduled to take place June 6th, 2023.

Respectfully submitted,
John Richan
Director-at-Large (3)

Archivaria Annual Report (June 2022–May 2023)
Heather Home, General Editor

I wish to start my first annual report for *Archivaria* with thanks to the entire Board and the ACA Office in assisting me with the transition into this role. A special thanks to Fiorella Foscarini and Jennifer Douglas for their continued mentorship in this role. Also, thanks to Carli LaPierre who undertook the role of Editorial Board Assistant this year.

Editorial Board (EB) Composition

No new EB members have been added over the course of the past year; however, several departures from the team will affect the EB composition after June 2022.

Departures in 2022-2023: Rodney Carter, Karen Suurtamm, Emily Sommers, and Shyla Sellars.

Joined the Board in 2022-2023: Mya Ballin, Rebecka Sheffield, Siham Alaoui, and François Dansereau.

Joining in June 2023: Krisztina Laszlo and Heather Bidinski.

I wish to express my utmost gratitude and thanks to all the Board members who are moving off the Board and on to other things. I would especially like to extend my gratitude to Editorial team members Shyla Sellars and Emily Sommers. Shyla has been a member of the board since 2015, becoming Managing Editor in 2017. In this role she has worked hard to elevate the visual impact of the journal as well as bringing her publishing industry expertise and knowledge to the production process of *Archivaria*. Emily has the on-line editor of e-*Archivaria* since 2015. Her work with the OJS system and the elevation of our online presence has been integral to the journal. Their presence and dedication has greatly aided the journal over the past 9 years.

Stepping into the role of Managing Editor is Rebecka Sheffield and the Online Editor role will be filled by Mya Ballin. These transitions are underway with the Spring issue. Kristy Waller stepped into the role of Exhibitions Review Editor on the departure of Catherine Falls last year.



Senior Associate Editor role: It was decided that this position should revert to its former status of being a role for the incoming General Editor for one year prior to assuming the position. It is no longer a role serving alongside the General Editor for the entire length of their term. Having just assumed the role of General Editor I can unequivocally say that having a year to shadow is an advantage and to have that role officially recognized is helpful both for the individual with their own institution/employer, as well as the journal, allowing for the development of relationships with authors who will appear in the first issue under their supervision.

Editorial Board Meetings

In the annual meeting that took place (hybrid) in **June 2022** at the ACA conference we handled the transition of new members, made some decisions regarding roles (see Senior Associate Editor role above) and discussed moving forward with updating and revising the operational guidelines.

The **Fall meeting's** focus was on the guidelines and introducing Carli LaPierre to the Board. Carlie went on to conduct interviews with Editorial team members to review the Roles and Responsibilities sections of the Operational Guidelines.

The **January meeting** reviewed the interview notes that Carli produced as well as discussion for 50th anniversary issue.

The upcoming agenda for our **June meeting** of the Board will involve: Review and approval of suggestions and changes to the Roles and Responsibilities documents before it's formally incorporated into the new operational guidelines; Francois Dansereau will be presenting his research into "écriture inclusive", and how gender inclusive language can be a contentious topic within the French language (e.g., "student" = gender neutral in English, but étudiant(e) isn't). The issue about evolving language is an issue of much discussion in the publishing world, and there are differences between Quebec and France. These changes can have a significant impact on writing. He offers to do a more formal report on his research, but he is suggesting that the board look more closely at this issue, and make our position clear in our information in advice to authors, making the distinction between translating abstracts and providing information on the writing for original submissions (i.e., writing style); Review of extended html mark-up application for fall issue; Formal discussion and approval of 50th anniversary issue; Review of the Editorial Board Assistant position. The Board will be discussing making this position permanent. It was useful this year as well as providing useful opportunities to the student who took it on. A continuation of the role is being considered as a way to provide mentorship and experience to new and emerging professionals. The thought is that it would be a two-year term (open to students in archival programmes).



Journal Production

Two issues of the journal were produced. *Archivaria* 94 (Fall 2021) special issue on person-centred archival theory and praxis guest edited by Jennifer Douglas, Maya Ballin, Jessica Lapp, and Sadaf Ahmadbeigi was published online at the end of November 2021, and *Archivaria* 95 (Spring 2023) is currently in production and will be released in May. *Archivaria* 96, Fall 2023 is well under way.

We have recently changed proofreaders to enable bilingual proof reading and have been discussing finding a copyeditor for French language submissions.

Journal Access and Distribution

We have recently contracted with Coalition Publica for enhanced metadata. Applying full XML to *Archivaria* will increase online discoverability, simplify production into other/new formats, meets best practices for archiving, and permits text and data mining. This level of processing identifies finer semantic elements within the text body, such as section headings, paragraphs, quotations, bibliographies, footnotes, transcriptions, lists, figures, tables, images, multimedia, and more. These enhancements will begin with the fall issue of *Archivaria*.

Awards

The EB oversees the adjudication of three awards. The 2021 winner of the Lamb Prize (awarded to the article that “by its exceptional combination of research, reflection, and writing, most advances archival thinking in Canada”) was [Safety, Collaboration, and Empowerment: Trauma-Informed Archival Practice](#) by Kirsten Wright and Nicola Laurent published in *Archivaria* 91 (Spring 2021). I wish to thank the EB members who reviewed all the articles published in 2021 and expressed their preferences.

The winner of the Taylor prize (awarded to the article that “presents new ideas or refreshing syntheses in the most imaginative way”) is chosen by the GE, and a professor of Archival Studies (selected by the GE), who decide the winner by consensus. In 2021, that role was filled by Karen Suurtamm from the University of Toronto. The 2021 winner of the Taylor Prize was [“I Can’t Wait for You to Die”: A Community Archives Critique](#) by Harrison Apple published in *Archivaria* 92.

The Managing Editor is responsible for managing the Gordon Dodds Prize adjudication process. The prize recognizes “superior research and writing on an archival topic by a student enrolled in a Master’s level archival studies program.” Papers are nominated by faculty members and instructors, and adjudicated by a committee consisting of the GE, the ACA Board of Directors liaison and two members of the archival community selected by the GE. Last year’s adjudication committee consisted of Greg Bak, Jeremy Heil, and François Dansereau, whom I wish to thank

for their service. The prize was awarded in September 2022 to Mya Ballin for her article entitled “I’d Rather Have Something than Nothing”: Presence and Absence in the Records of Transracial, Transnational Adoptees” which will appear in *Archivaria* 95. Mya is a graduate from the University of British Columbia, and her article was submitted by Professor Jennifer Douglas.

The EB has recently undertaken the voting for the 2022 Lamb Prize winner; Professor James Lowry will assist the GE with the selection of the Taylor Prize winner. Both prize winners will be revealed in June.

Special projects ongoing:

- Operational guidelines revamp – focus on providing EB members with good onboarding experience
- Looking into online submission platform
- Special anniversary issue
- A number of other potential technical fixes: data sets, AI generated texts, software.
- Distribution: Academic Search Engine Optimization (use of keywords in our articles)



Choir from CKCU, March 1948

Photo credit: University of Alberta Archives, UAA-1969-097-026, Choir from CKUA, March 1928



ACA Committee Reports

Communications Committee Annual Report, 2022-2023

The Communications Committee provides a vital role for the ACA by developing and delivering strategic communications in a variety of formats. This includes the management of ACA social media (Facebook, Twitter, Instagram), the production of the ACA's monthly newsletter (Scope & Content) and the publishing of the ACA's monthly blog (*In the Field*). The committee also assists all other ACA committees and Special Interest Sections by helping to promote their activities.

Committee members: Ashlynn Prasad (Chair and Social Media Team Lead), Catherine Barnwell (*In the Field* editor), Kelly Turner (Scope & Content co-editor), Olivia White (Scope & Content co-editor), Cameron Welsh (*In the Field* team member), Abbi Asokan (Social Media Team member), Kate Moore (Social Media Team member), Natalia Diaz (Social Media Team member), Sarah Lake (Social Media Team member). Andrew Chernevych served as Board Representative.

The 2022-2023 year has seen the Communications Committee further streamline our processes to increase our efficiency. While the committee had previously been informally organized into three teams (social media, *In the Field*, and Scope & Content), we have further formalized that structure so that every member has a role on one of the teams. This has increased the effectiveness of the entire committee by ensuring that roles are clearly defined, that committee responsibilities do not slip through the cracks, and that new members are well supported by their small teams. We are grateful to the ACA Board of Directors for approving the expansion of the committee by one member, which has ensured that we have a full complement of members on each of our three teams.

Some highlights since our last report in June 2022:

- Breaking away from NARA's Archives Hashtag Party to create our own monthly ACA Hashtag Party, which encourages the promotion of archival materials on social media from institutions across Canada and increases interaction amongst Canadian archivists. We also hope to increase participation by announcing themes quarterly rather than monthly.
- Increased streamlining of social media content creation by leveraging tools like Asana and Canva, which have enabled us to communicate more effectively amongst ourselves, plan social posts farther in advance, and respond more fluidly to short notice.
- Beginning planning social media promotion for the annual conference farther in advance than ever before, with plans to streamline this process even more in coming years.



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- Adjustments to the production process for our e-newsletter, Scope & Content, to ease the editing process and to simplify collaboration between co-editors.
- An increase in the number of posts to the blog, *In the Field*, with 24 posts published between June 2022 and May 2023, and many more in the pipeline for this summer. We have also seen the innovation of blog post series, with contributions by several authors on one topic, and we have leveraged the blog as a tool to promote the annual conference.
- Increased direct collaboration with other ACA committees with the aim to increase broad community awareness of ACA functions.
- We bade a fond farewell to our outgoing chair, Karen Suurtamm, and outgoing members Renee Belliveau (social media team), Francois Dansereau (blog team), Claire Malek (social media team), and Rebecca Murray (outgoing blog editor). We thank them warmly for positioning the committee for continued success.
- We have welcomed several new members in the past few months: Cameron Welsh, Kelly Turner, Olivia White, Kate Moore, Natalia Diaz, and Sarah Lake. Each new member has stepped up and begun producing high-quality content with a speed and effectiveness that is to be commended across the board.

Respectfully submitted,
Ashlynn Prasad, Chair
ACA Communications Committee





Governance Committee Annual Report, 2022-2023

In 2022-2023, the Governance Committee continued to meet monthly to work on revising existing and creating new policies to support the work of the Association. The primary activities this year surrounded the development of an updated conference policy as well as a revised membership policy designed to incorporate the ACA’s Equity Commitments. The Committee liaised with the Secretariat, the Financial Review Committee, and the Membership Committee to ensure that these policies met their requirements. While work is underway on an honoraria policy, Governance will also be surveying other ACA committees to determine which are their priorities in terms of writing new or revising outdated Association policies.

The Committee thanks departing co-chair Deirdre Bryden and member John Roberts for their service on the committee, and welcomes Ian Forsyth as co-chair and Gillian Dunks, Shamin Malmas and Lindsay Stokalko as new committee members.

*Respectfully submitted by
Ian Forsyth and Michael Gourlie, Co-chairs
Governance Committee*

Membership Committee Annual Report, 2022-2023

The Membership Committee serves to promote ACA membership, enhance member services and experience, and manage the ACA Mentorship Program. The Membership Committee currently consists of Kira Baker (Chair), Nicole Aminian, Kyle Pugh, Suzanne Hervieux, and Audrey Gan-Ganowicz. Our Board representative is Kaitlin Normandin, Secretary, and both Jo McCutcheon and Maureen Tracey also participate on the Committee. At the end of 2022, we had several committee members complete their terms: Melanie Davey, Elis Ing and Jamie Sanford. I wish to thank them for all their hard work and commitment to the Committee over the years. To that end, we recently had Suzanne and Audrey join the Committee! I’m also so pleased to welcome another new volunteer, Peter Houston, who will be taking over the role of Chair.

ACA Membership Statistics

Level	2023	2022	2021	2020
Individual	325	308	335	450 (includes Student members)
Institution	121	107	110	110
Student	246	218	189	-
Total	692	633	634	560

Spring member data collected: May 15, 2023, Apr. 15, 2022, May 25, 2021, June 8, 2020



Committee Activities

Membership Drive

Every fall, the Membership Committee and the ACA Secretariat hold the Early Bird campaign to help remind our current members to renew for the coming year. This year we had 198 members renew their membership – thank you, early birds! We gave out 18 draw prizes including gift cards, books and electronics as well as free registration for a professional development workshop and hotel accommodation for the Annual Conference in P.E.I. provided by the ACA Board. The Membership Committee also set aside gift card prizes to specifically award Student members as well as “emerging professional” members who had recently transitioned from the Student to Individual membership category within the last two years. From our initial draw, a few winners also generously chose to donate their prizes to other members, for which the Secretariat then re-drew names for those prizes.

Mentorship Program

Mentorship Co-Coordinators Nicole Aminian and Kyle Pugh launched the 2023 Mentorship Program. This current cohort consists of 26 mentees and 24 mentors, with two mentors kindly agreeing to take on two mentees instead of one. A virtual “Meet Up” is organized for the end of May as a casual get together for mentees and mentors across the provinces. We also plan to hold another Meet Up in a few months. Feedback is solicited at the end of each year and responses from the 2022 cohort were overall very positive. The Membership Committee relies on members from the ACA general membership who sign up to be volunteer mentors. Without you, we could not run this program every year and we sincerely thank you.

Student Outreach

The Membership Chair and Board Director-at-Large, John Richan, met with executives from Student Chapters to introduce the Committee and offer any future support. The Membership Committee Chair was also invited by the UBC Student Chapter to attend their September meeting as a meet-and-greet opportunity and to talk about the role of the Committee. We are also excited by the development of the new Special Interest Section for Emerging Professionals and Students!

Special Projects

Behind the scenes, the Membership Committee created a Volunteer Manual as a tool for new volunteers participating in ACA Committees, Task Forces, and the Board.

On November 16, 2022, a Special Membership Meeting was held for the general membership to vote on the proposed changes to membership fees and categories. This was the culmination of work by the Membership Committee, Financial Review Committee and the Board to review Individual and Institutional membership categories. Both motions passed with the changes set to be implemented in 2024. The Membership Committee will be working on updating our information for members and ensuring the changes are clearly communicated.



Finally, I wish to extend special appreciation to our Board liaison, Kaitlin Normandin, whose contribution and support to the Committee and myself have been tremendous.

*Respectfully submitted,
Kira Baker, Chair
Membership Committee*



University of Alberta Ladies' Hockey Team

Photo credit: University of Alberta Archives, UAA-1977-045-002



Nominations and Awards Committee Annual Report, 2022 - 2023

Committee members: Alice Albarda (Co-chair), Shannon Hodge (Co-chair), Anna Gibson-Hollow (Board Liaison), Susan Hart, Heather MacNeil, Tanis Franco

The Nominations and Awards Committee (NAAC) was established in 2021 after the Board revised the pre-existing Awards Committee to include responsibility for Board nominations. Last year the NAAC prioritized setting a strong foundation for future activities by updating its terms of reference, policies, and annual schedule. 2022-2023 saw the committee continue this work by establishing communications procedures to support ACA nominations process.

Highlights for 2022-2023 include:

- Development of annual communication plan, schedule, and standardized messaging to support Board elections and awards nominations.
- Continued research and updating of the ACA Fellows biographies.
- Development of standardized structure and references for ACA Fellows biographies.
- Ongoing development of outreach materials to promote Board participation.
- Integrating equity, diversity and inclusivity priorities into ACA awards and honours programs, documentation, and selection processes.
- Continued review and updating of NAAC documents on the ACA website.
- Increased solicitation of nominations and communications with the professional community in regards to Board elections.

*Respectfully submitted,
Alice Albarda and Shannon Hodge, co-Chairs
Nominations and Awards Committee*

Professional Development Committee Annual Report, 2022-2023

Committee Membership

At the end of 2022 the PDC committee transitioned to a new chair. Devon Mordell, who served as chair for two years. The PDC is very grateful for Devon's work in structuring and leading the committee. Devon also worked with the new chair, Adria Seccareccia, to help her transition into the new role as of January 2023.

Also, at the end of 2022, the ACA welcomed a new ACA board liaison, Amanada Oliver, whose knowledge of the ACA's activities and previous service on the PDC has helped to provide guidance on the PDC activities.



At the beginning of 2023, Trudi Wright unfortunately had to step away from the committee. Mariana Mejía Ahrens also informed the PDC that she would be stepping away for a time, with the possibility of not returning. This will be confirmed in the following month.

Also at the beginning of 2023, the PDC was happy to welcome a new volunteer, Courtney King.

As always, it would be impossible for the PDC to do its work without the help and support of Jo McCutcheon.

Professional Development Workshops

The PDC continues to focus on offering workshops. Since Spring/Summer 2022, nearly 125 participants registered for 4 unique workshops. Topics included web archiving, processing digital records, and description and access for Anti-Black archival materials. ACA members also had access to assisting “Implementing a Trauma-Informed Approach to Archives”, which was held by the Australian Society of Archivists.

Offering these workshops continues to only be possible due to the instructors, who are generous to offer their time and expertise, the support and involvement of participants, and the members of the PDC.

Website updates

The focus of 2023 has been, and continues to be, improving the information on the PDC pages on the ACA’s website. PDC meetings have been focused on compiling information that we feel would be useful for our members. New sections will include information on archives education programs, training, and career growth.

The first revision of the PDC’s current landing page was completed and recommended changes were suggested to the Website Renewal Working Group in April 2023.

Respectfully submitted,
Adria Seccareccia, Chair
Professional Development Committee



Convocation, 1948

Photo credit: University of Alberta Archives, UAA-1979-051-260, Convocation, 1948



Public Awareness and Advocacy Committee Annual Report, 2022-2023

The Public Awareness and Advocacy Committee (PAAC) was formally struck in April of 2021. During 2022, we built up our committee with some new members as others left.

We adjusted our workplan from what we first established when we started. We now have 5 outcomes for our workplan which are listed below. What we accomplished in 2022 under each outcome are included.

Workplan Outcome 1: Engage ACA membership in issues affecting archives and recordkeeping.

We discussed various issues and when relevant, shared these issues with ACA members. We kept track of copyright legislation as well as a federal meeting, the National Summit for Canadian Heritage. Canadian Heritage's Museum Policy was an issue that we shared with membership to encourage participation so that federal programs may be more beneficial for our profession. Additionally, we have been regularly involved with ACA's website development to ensure the advocacy pages are kept up-to-date and relevant.

These accomplishments for 2022 are in-line with ACA's strategic priorities of publishing regular briefs on advocacy issues as well as refreshing the advocacy page of the website (strategic priorities 2.1.2, 2.2.1, 2.2.2)

Workplan Outcome 2: Promote Archives as a Profession.

We created an environmental scan on awareness resources and are currently preparing to share these resources with ACA membership.

These resources meet strategic priority 2.4.1, to develop promotional material.

Workplan Outcome 3: Create a Skeletal 3-5 year plan.

The 3-5 year goals of this plan are as follows:

- Increase the profile of PAAC;
- Increase advocacy efforts of the ACA;
- Build and improve relationships with allied groups and associations;
- Increase awareness activities of PAAC.



Workplan Outcome 4: Build and Maintain Relationships with Allied Groups to Promote Social Justice Issues.

The committee has mainly been trying to identify which groups to work with without over committing in this area. A related event occurred in partnership with AABC. PAAC and AABC organized a film screening for a NFB film, “Unarchived.” 70 people attended this virtual screening.

Furthermore, we helped organize an auction to support Ukrainian Archives. \$6,103 was raised in this effort.

This outcome meets ACA’s equity efforts.

Workplan Outcome 5: Respond to Member Requests.

The Committee developed a submission form on the website for requests as well as procedures for responding which meets the strategic plan section 2.2.1.

From a 2021 request, PAAC formed a Trauma-Informed Archival Practice Working Group. This group has assisted in provided the Australian Society of Archivist’s workshop, “Implementing Trauma-Informed Archival Practice” to ACA members. The working group presented work to date at a Trauma-Informed Archives Community of Practice meeting. Additionally, the working group has created a resource list on trauma and archives, including resources contending with vicarious trauma as a health and safety issue for archivists.

An Afghan Archivist feeling Afghanistan requested financial support. ACA spread word and with other groups over \$42,00 was gathered for this support.

*Respectfully submitted,
Robert McLelland & Rene Georgopolis, co-Chairs
Public Awareness and Advocacy Committee*



Special Interest Section Reports

Government Records SIS (GRSIS) Annual Report: 2022-2023

The GRSIS virtual gathering on May 11th was attended by 10 archival professionals in addition to the chair, working with municipal, provincial, federal, and legislative records in addition to constituency records and other "private" records that our organizations acquire in a total archives context. Newfoundland and Labrador, Ontario, Manitoba, Alberta, and British Columbia were all represented; we also had a nice mixture of regular attendees and new faces. There was lively discussion on a wide range of topics, including:

- the challenges of the new Microsoft 365 environment which is being adopted by governments across the country, but does not intersect well with existing classification and scheduling systems (and related physical records), as well as archival transfer
- the value of constituency records and other records of elected officials, and the difficulty of acquiring these, leading to questions of whether legislation would be possible and advisable, and how to protect privacy
- how to provide restricted access to website content and other digital records that requires redaction to meet legislated access and privacy requirements (the trickiness of redacting video recordings was mentioned)
- the vulnerability of municipal archives to shifting priorities, shifting locations (e.g. into a museum context), and expectations for them to juggle community expectations and government's records management needs

We could have kept the conversation all day - looking forward to our next session!

*Respectfully submitted,
Susan Hart, Chair*

Municipal Archives SIS (MASIS) Annual Report, 2022-2023

On April 12, 2023 at 8:00 AM EST/5:00 AM PST the MASIS held a special meeting on the topic of the preparations and challenges of working in an archive during a time of war. The very early hour was to accommodate the attendance of the guest speakers Olesya Stefanik, Director of the Central State Historical Archive of Ukraine, L'viv and Oksana Melnyk, Archivist Central State Historical Archives of Ukraine, L'viv. They presented on the long and unique history of the archive as well as the records they house; records dating as far back as 1370 AD. They were not only able to guide those in attendance



through their normal work duties but also through the very exceptional procedures that have had to be implemented due to the current war as shown through the two following videos that were included in the presentation on the Central State Historical Archives of Ukraine, Lviv <<https://youtu.be/Kr-3FUtyGbc>> and Unity Traditions in Centuries<<https://youtu.be/EGzsl0UWDeY>>. A recording of the meeting is found here <https://us02web.zoom.us/rec/share/Ojc014QxulYVojUoTnWBrNuhJYNXa40RBpFygxcpXQwWPI2FyRpgVsPVcHraGASC.VSnzqJghxOqmDFhK> and a download of the presentation given is found at: [2023-04-12 MASIS Presentation Lviv Central State Archives.pdf](#). The MASIS Co-Chairs would like to thank all those who were able to attend and encourage ACA members to watch this very special meeting.

Respectfully submitted,
Angela Fornelli and Jamie Sanford, Co-chairs

Special Interest Section for Archives of Religious Organizations (SISARO) Annual Report, 2022–2023

A workplan for 2023 was prepared and submitted to the Director-at-Large. The membership list was updated, and new members added to the Google Groups listserv. Notices were posted to the listserv throughout the year to keep members aware of networking and training opportunities for religious archivists in the broader archival community.

The main event for this year was organizing a webinar on community archiving for May 25. The panelists invited were Simon Patrick Rogers of The Toronto Information Network for Independent Music Co-operative (TINI Music Co-op), Winifred and David Wake of Nature London, Dez Nacario of the Anglican Diocese of Huron parishes, Kathy McVady of Madonna House, and Kathleen Winter of the Catholic Women's League.

The Annual General Meeting will be held on June 22 with a presentation by Jeanne Riordan of the Shambhala Archives. Mary Grace Kosta concludes her term and Carol Hollywood takes over as Chair. Elections will be held for Chair-Elect.

Respectfully submitted,
Mary Grace Kosta, Chair
Carol Hollywood, Chair-elect



Special Interest Section of Black, Indigenous, and People of Colour (BIPOC) Annual Report, 2022-2023

A BIPOC Special Interest section was created in 2022 as a result of the momentum of the various BIPOC Archivists Fora held during the last three ACA conferences. The BIPOC SIS wants to acknowledge the ground work done by the Diversity Working Group at the University of Toronto in setting up the first Forum in 2020. Subsequent fora and the 2021 BIPOC Participant Survey further showed us the need for a safe and welcoming space for Indigenous, Black and People of Colour to gather, share their expertise and experiences as well as build its own community of support and mentorship.

In 2022 the facilitators of the BIPOC Archivists Forum presented the idea of creating a SIS to the attendees and to the ACA Board later that year. The first event was held as an online Meet and Greet in November 2022 where the Statement of Goals were publicly presented to attendees and the group brainstormed future community and networking events together.

The first year of the SIS has been mostly about building communication channels (which include a Discord, email, and Google Groups accounts) and planning for a positive space for building community events. We are hopeful to have more online and in-person gatherings in the future.

The Special Interest Section is currently led by Lisa Uyeda, Rebecca Sekine, Tamara Rayan, and Laura Hernandez. BIPOC archives and memory workers interested in participated in events may contact the SIS via BIPOCarchivists@gmail.com

Respectfully submitted,

Lisa Uyeda, Rebecca Sekine, Tamara Rayan, and Laura Hernandez, co-chairs



ACA Student Chapter Reports

University of Manitoba, ACA Student Chapter, 2022-2023

In November 2022 the University of Manitoba ACA Student Chapter was officially re-instated. Our activities and events were combined with the History Graduate Student Program (HGSA) as most of the members of the HGSA executive (myself included) are in the Archival Studies Program.

In the first semester, we held an event called “Surviving and Thriving in Grad School” where we discussed the process of applying to the history graduate Joint Master’s Program (JMP) at the UofM and UofW and shared advice from faculty on how to approach graduate-level work. A discord server for the history graduate students with independent channels for the archival stream was also established at this time as a platform for discussion and sharing news. Other first-semester activities included a weekly writing session group on Zoom that was held for the last couple of weeks before the winter break in December of 2022.

The last HGSA/ACA event of the year was the end-of-semester “study session” in which undergraduate/graduate students were invited to mingle and work on their final papers in St. John’s College with catering provided by “The Daily Bread Café” on the UofM campus.

The most successful activity of the HGSA/ACA has been our “Monthly Meet-up,” held between October 2022 – April 2023. This was a once-monthly group event held on the third Friday of every month where archives and history graduate students and those interested in graduate studies were invited to meet, talk, and catch up on our work and research. Near the end of the year, this group expanded to include several undergraduate students interested in pursuing graduate degrees in history. While undergraduate outreach was an overall success, we had a difficult time establishing regular contact with the older archival studies and history graduate students working on their theses. However, the current cohort of history/archival studies students is quite close-knit. As this cohort advances to Thesis/MRP work, the social networks established this year will hopefully carry forward and expand to include the next cohort of incoming Archival Studies Students.

Current Status and Future Plans

Currently, the ACA chapter at the University of Manitoba could be described as “minimally active.” The strong presence of the HGSA executive in the Archival Studies Program and the small size of the JMP graduate student cohort made it difficult to attract interest in the planning of archival-specific events in the 2022/2023 academic year. While the close connection



between the two history graduate student associations is a definite boon, the goal for next year is to have the UofM ACA Student Chapter establish a more independent presence and organize more specifically archival-related activities and events in the 2023-2024 academic year.

The current priority over the summer months is to re-establish contact with previous members of the U of M ACA Student Chapter so the current and future executive(s) can gain access to social media accounts, websites, emails, and bank accounts. With independent social media, bank accounts, and contact information, the UofM ACA can begin offering activities and events independent of the HGSA. This will hopefully help push official membership above the current minimum of three (3).

Respectfully Submitted,
Blake Mueller, Chair UofM ACA Student Chapter (2023)

McGill University, ACA Student Chapter, 2022-2023

Here is a point form summary of our activities 2022-2023 including an upcoming interview and I have attached more details for our Artexte tour and the career panel.

- Thursday April 20, we will be recording an interview with Ezell Carter (former ACA coordinator and current archivist at the Jewish Public Library)
- Friday, March 24- ACA McGill Career Panel
- Wednesday March 22- Monthly Chapter Meeting
- Monday March 13- Executive Meeting
- Wednesday March 8 - Artexte Library Tour
- Monday February 13- Executive Meeting
- Wednesday February 8- Monthly Chapter Meeting
- Monday January 30- Executive Meeting
- Thursday December 15 - First Chapter Meeting

Many Thanks,
Amelia Keenan, Secretary McGill ACA Student Chapter (2023)



McGill ACA Student Chapter
Archivist Career Panel
25 March 2023

With many thanks to our panelists Veronica Dennison, Joyce Gabiola and Zachary Tumlin.

What we learned

General wisdom-

- Not all career paths are straight forward.
- An internship is a good place to kick off an archiving career.
- Employers are more interested in you experience than your education.
- Interest does not equal ability!
- Awards and published papers are nice but real reward is found in making a difference in people's lives.
- Subject matter expertise is less important than archival know how.
- Working with good people is more important than working for a prestigious organization.

Soft skills you'll need on the job-

- Holding space for trauma and mitigating harm.
- Performing outreach.
- Networking.
- Advocating for the good of our archive and ourselves.
- The ability to give people time to process in silence, even if it is uncomfortable.
- Setting appropriate boundaries.
- Being aware of privilege- archives are spaces that a lot of people feel uncomfortable navigating.

Useful hard skills-

- Linux
- Bitcurator
- Knowledge of opensource archiving software (as you'll likely be asked to do a lot with little to no resources)
- Digital archiving and preservation

Investing in yourself-

- Build a professional and a support network (they might overlap).
- Research career development.
- Find a good mentor. Hint- the ACA has an excellent mentorship program.

Questions to ask employers-

- Ask interviewers what development opportunities they offer during the interview as their response will tell you a lot.
- Ask about archive funding at the interview stage as this will also tell you a lot about the job you will be doing.
- Ask about the organisation's connections to other professional organizations.

Other-

- Some employers will actively mislead candidates about the work or the resources.
- More jobs are advertised with DEI(A) (Diversity, equity, inclusion and access) requirements, be careful that this isn't just lip service on the part of the organisation.



May 2023 ACA Annual Report *The Bulletin*

Panelist

Veronica Dennison
(she/her)



Digital Archivist and Special
Collections Librarian
Rhode Island College

Panelist

Joyce Gabiola
(they/them)



Archivist, LGBT History
Research Collection
University of Houston

Panelist

Zachary Tumlin
(he/him)



Project Archivist,
Economists' Papers Archive
Duke University

Professional Profiles and recent publications

Learn about Veronica Dennison
[here](#)

- [Understanding the Unseen: Invisible Disabilities in the Workplace](#)

Learn about Joyce Gabiola
[here](#)

- [It's a Trap: Complicating Representation in Community-Based Archives](#)
- [\(En\)countering the Archival Sidekick," Q&A: Voices from Queer Asian North America \(Temple University, 2021\).](#)

Learn about Zachary Tumlin
[here](#)

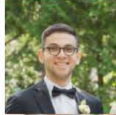
- ["This Is a Quiet Library, Except When It's Not:" On the Lack of Neurodiversity Awareness in Librarianship](#)

Organised by the ACA 2022/23 Executive-



Co-ordinator
Natasha Fisher

natasha.fisher@mail.mcgill.ca



Treasurer
Kevin Mancini

kevin.mancini@mail.mcgill.ca



Secretary
Amelia Keenan

amelia.keenan@mail.mcgill.ca

With much appreciated assistance from



Professor Gracen Brilmyer

gracen.brilmyer@mcgill.ca



University of British Columbia, ACA Student Chapter, 2022-2023

The student chapter at the University of British Columbia (ACA@UBC) had a very successful year in 2022-2023. Alongside our featured event, the 14th Annual Seminar and Symposium, we held two in-person tours, presented at both orientations for incoming cohorts of iSchool students, held two socials, and restarted our peer mentoring program. We also transitioned to a new faculty advisor, Jennifer Douglas, in November 2022.

This year, we held two in-person tours, one at the Indian Residential School History and Dialogue Centre (IRSHDC) at UBC in October 2022, and the other at the Nikkei National Museum and Cultural Centre (NNMCC) in November 2022. About 15 students from both the ACA@UBC and the wider iSchool community joined the IRSHDC visit, which was led by a student member of the ACA@UBC who also worked at the IRSHDC. Roughly six students participated in the NNMCC visit, where we learned about the Centre's community archiving practices from the Collections Manager. Together these two visits allowed students to explore archiving practices in varied contexts and were a highly valuable opportunity to engage with the professionals working at these institutions.

We relaunched our peer mentoring program in September 2022. This program pairs first-year students with upper-year students in order to provide new students with support and encouragement as they go through their first year at the iSchool. We were able to pair 12 first-year students with upper-year mentors. Each pair met once a month from October to April, allowing mentees to ask questions, receive advice and support, and build peer connections within the program.

This year, we built on last year's experience of hosting a virtual Seminar and Symposium on the topic of "Archives Unbound: Redefining Archival Concepts and Practice," and held a virtual event that included 26 speakers and resulted in a 44% increase in attendees. During the two-day event, these speakers engaged with participants on a range of topics, including digital and contemporaneous archiving, archival entrepreneurship, Truth and Reconciliation, and archiving and activism.

The decision to host a virtual event was one we reached collectively in the Executive, for several reasons. First, as an event run by and geared toward students, hosting the event virtually lowered the amount of unpaid volunteer work for our Executive, while enabling us to better compensate speakers for their time due to reduced overhead, increase the accessibility of the event to 155 student registrants from around the world by providing tickets free of charge, and ensure participants' safety during the ongoing pandemic.

Overall, the event was a resounding success, thanks to the ACA@UBC executive team, the attendees, the sponsors (ACA, AABC, ARMA Vancouver, UBC AMS, Collabware, Lucidea, Gravity Union, SFU Archives and Records Management, UBC Arts Co-op, UBC Graduate and



Postdoctoral Studies, and the UBC iSchool), and the speakers. Thanks to these sponsors and to the professionals who purchased tickets for the event, we surpassed our fundraising and ticket sales goals, which has left us in a stable financial position for the year ahead. We would also like to thank our outgoing faculty advisor, Luciana Duranti, for her many years dedicated to supporting the ACA@UBC, as well as our incoming advisor, Jennifer Douglas, for all her support. For more information on the seminar and symposium, please visit:

<https://acasymposium.arts.ubc.ca/>

Executive members:

Co-coordinators: Emma Moros and Cameron Welsh

Treasurer: Shelley Jennings and Morteza Rezaei

Secretary: Elizabeth Robertson

Events Coordinator: Tiana Kirstein

Communications: Kailey Fukushima

Webmaster: Lily Liu

ARMA Rep: Eleanor Graham

AABC Rep: Kira Razzo

LASSA Rep: Grace Park

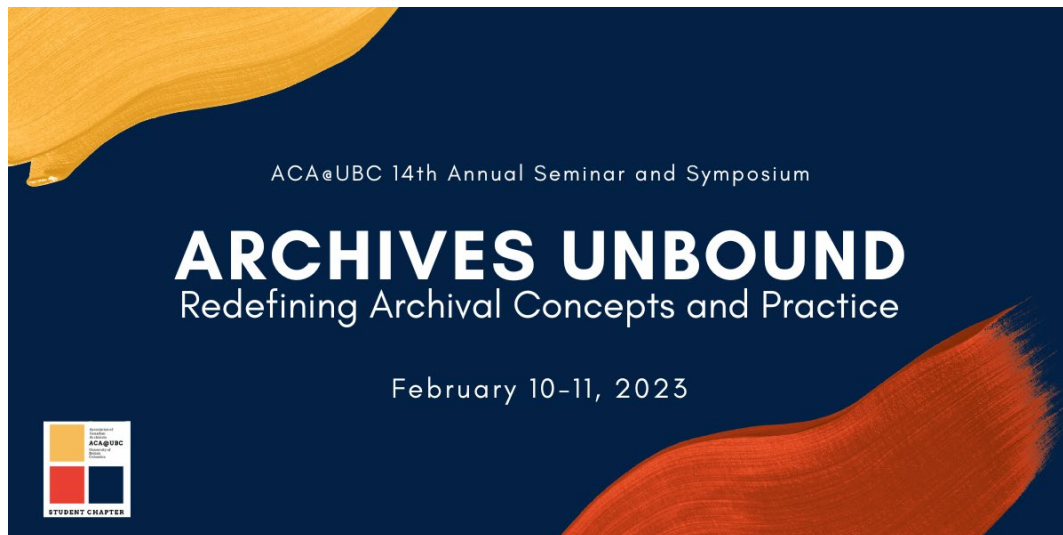
First-year MLIS/MAS Reps: Seiji Bessho, Eleanor Graham, Morteza Rezaei

Conference Volunteer: Dharani Persaud

We look forward to continuing to build on this year's successes in the coming year!

Respectfully submitted,

Emma Moros and Cameron Welsh, Co-Coordinators, ACA@UBC Student Chapter (2023)





Annual General Meeting Agenda, 2023

Tuesday, June 14, 2023
1:00 p.m. EDT / 10:00 a.m. PDT

1. Call to order
2. Approval of Agenda
3. Approval of Minutes of 2022 Annual General Meeting
4. President's Report
5. Vice-President's Report
6. Secretary's Report
7. Report of the Directors at Large (3)
8. Archivaria General Editor Report
 - a. Lambe and Taylor prizes
9. Committee Reports
10. Special Interest Section and Student Chapter Reports
11. Treasurer's Report
 - b. Approval of 2022 Auditor
12. ACA Foundation Report
13. Incoming Directors
 - c. Introduction of incoming Directors per June 1 - 13, 2023 election
Vice-President, Secretary, Directors at Large 2
14. Other Business
15. Adjournment



DRAFT Minutes, ACA Annual General Meeting

Tuesday, June 28, 2022

Draft – Not Approved

1. Call to Order

Erica Hernandez-Read called the meeting to order at 9:13 a.m. PDT and began the meeting with a land acknowledgment of the territory she is on as well as where the ACA office and staff are located.

2. Approval of Agenda

Erica moved to approve the agenda as presented; seconded by Andrew Chernevych. There were no changes or additions proposed and the motion was carried.

3. Approval of Minutes of 2021 AGM

Erica moved to approve the minutes of the 2021 AGM, seconded by Andrea McCutcheon. There were no corrections and the motion was carried.

4. President's Report

Erica acknowledged and thanked the outgoing Board members Andrea McCutcheon and Gillian Dunks. Erica moved acceptance of her report, seconded by James Roussain. There was no discussion; motion carried.

5. Vice-President's Report

Anna Gibson-Hollow highlighted the ACA Strategic Plan, *Moving Forward Together*, in her report. As mentioned in her report in the 2022 *Bulletin*, the Board of Directors decided to extend the strategic plan for another year to finalize several outstanding objectives. The Portage Group was engaged in May 2022 to help the ACA Board to obtain member feedback and provide them with a report on how ACA members felt they were doing. Anna noted that the Board planned to share a summarized report with membership and that the overall report card was positive. There was an increase in member satisfaction in all areas since the initial survey was conducted in 2017. The information contained in the survey report will inform the next Strategic Plan. A call for volunteers for this project will go out in Fall of 2022. Anna moved acceptance of her report, seconded by Jane Morrison. Motion was carried.



A member inquired as to the number of survey responses received in 2017 and in 2022. Anna noted that 109 survey responses were received in 2022. According to the Portage Group this is consistent. Anna agreed to find out the difference in responses received, and communicate that information out to membership.

6. Secretary's Report

Kaitlin Normandin had no additions to her report as published but highlighted that based on feedback from the Financial Review Committee and ACA Standing Committee Chairs, the ACA Board voted to endorse the recommendations laid out in the Individual Fee Reports and had a special Board meeting to review the Institutional Membership Fee Report. The reports are to be circulated to membership in preparation for a special vote in the fall/winter of 2022. Kaitlin moved acceptance of her report, seconded by Erica. There was no discussion; motion carried.

7. Reports of the Directors at Large (3)

Erica asked if the Directors wished to add anything to reports as published.

James Roussain noted that the student chapters were active, despite the challenges of returning to in-class/on-campus learning. The Professional Development Committee did some excellent work, thanks in part to the leadership of Devon Mordell. James mentioned that the PDC is ending the year with a large committee made up of members who are at many different points in their careers, with varied interests, from all parts of the country (and world). James encouraged membership to keep an eye out for future PD offerings.

Andrew Chernevych thanked the Communications Committee for their year-round work on the newsletter, blog and social media platforms. Andrew also thanked the outgoing Chair of the Communications Committee Karen Suurtaam and the communications team for their work on making the hybrid conference a success.

Gillian Dunks thanked the Student Chapter and Special Interest Section volunteers, as well as outgoing Chairs, for their work over the past year and the ACA Office staff for their role in supporting those groups.

Erica moved acceptance of the Directors at Large reports, seconded by Andrea McCutcheon. There was no discussion; motion carried.

8. *Archivaria* General Editor Report

Erica presented the report on behalf of Fiorella Foscarini. She announced the W. Kaye Lambe, Hugh A. Taylor and Gordon Dodds awards for 2021, reading the citations for each.



- **W. Kaye Lamb Prize** - Kristen Wright and Nicola Laurent for “Safety, Collaboration, and Empowerment: Trauma-Informed Archival Practice,” published in *Archivaria* 91 (the Spring/Summer 2021 edition).
- **Hugh A. Taylor Prize** - Harrison Apple for their article “I Can’t Wait for You to Die: A Community Archives Critique,” published in *Archivaria* 92 (the Fall 2021 edition).
- **Gordon Dodds Prize** - Melissa Castron, for their article “Colonialism, Computerized: The Canada Land Inventory and the Canada Geographic Information System at Library and Archives Canada,” published in *Archivaria* 93 (the Spring 2022 edition).

The winners of *Archivaria*’s three awards were announced at the Awards Ceremony held during the ACA’s 2022 conference.

Acceptance of the *Archivaria* report was moved by Erica, seconded by James Roussain. Fiorella Foscarini added a correction to the Taylor prize citation. In 2021, Professor Karen Surtaam from the University of Toronto was the professor of Archival Studies who assisted the General Editor in selecting the winner. Motion carried.

9. Committee Reports

Erica presented the Communications, Governance, Membership, and Professional Development reports, which are in the *Bulletin*. Acceptance of the Committee Reports was moved by Erica, seconded by Anna Gibson-Hollow. There was no discussion; motion carried.

10. Task Force and Working Group Reports

Erica stated that these reports were intended only as updates for AGM attendees.

Indigenous Matters Working Group

Erica noted that although a more comprehensive update on the Indigenous Matters Working Group (IMWG) can be found in the 2022 *Bulletin*, she wanted to let members know that work has begun to critically reflect upon the ACA - its structures and services - in light of the *Reconciliation Framework* and UNDRIP. Updates will be provided by way of *Scope and Content* submissions. Erica mentioned that although Raegan Swanson has competently taken on the role of co-chair, the IMWG is still looking for another co-chair and encouraged members who were interested to submit a volunteer form.

Professional Competencies for Archivists Working Group



James called attention to the work of the Professional Competencies for Archivists Working Group (PCAWG). Struck in January 2021, this committee is responsible for examining and identifying the core competencies required for practicing archivists. While the ongoing pandemic has delayed work for the time being, the committee is preparing a draft white paper which will help guide the PDC in its offerings. James is looking forward to continuing work on this in the upcoming year alongside Rebecka Sheffield, the committee chair.

11. Special Interest Section and Student Chapter Reports

Erica presented the Reports as published in the 2022 *Bulletin* and moved their acceptance, seconded by Andrea McCutcheon. There was no discussion; motion carried.

12. Treasurer's Report

Andrea McCutcheon thanked fellow Board members past and present, the ACA Secretariat, and all of the Committee Chairs and volunteers for their passion and dedication to the work accomplished over the past two years. She also thanked the ACA membership for their trust and providing her with the opportunity to volunteer for the organization. Andrea moved acceptance of the report, seconded by Erica. There was no further discussion. Motion carried.

12.1. Appointment of the Auditor

Andrea highlighted that the Secretariat solicited 3 bids to select an auditor for the ACA's 2022 Financial Statements. The offers ranged in price from \$3000.00 + additional fees for each non-standard follow-up required; to \$6,000 with the ACA's current firm (Ouseley Hanvey Clipsham Deep LLP); and up to \$10,000.00 (Parker Pims Lebano). The highest bid would have provided the ACA with additional accounting training. The lowest bid was perceived as a risk as there could have been fees billed over and above the base bid. The Financial Review Committee recommended that the ACA Board continue with Ouseley Hanvey Clipsham Deep LLM as they have worked with the ACA for a number of years and understand the organization. Andrea made the motion to hire Ouseley Hanvey Clipsham Deep LLP to conduct the audit of the ACA 2022 financial statements, seconded by Anna. There was no further discussion. Motion carried.

13. ACA Foundation Report

Andrea provided clarification regarding the challenges the ACA faced with the 2019 statement year filing to maintain its charitable status. The ACA's charitable status was revoked for failing to file a statement on time. Affected donors received an apology on behalf of the organization. The response of the Secretariat was swift and the organization is moving ahead with correcting the error.



Executive Director Jo McCutcheon was in contact with the CRA who advised on June 27th, 2022, that the ACA's submission is complete, in queue, and will be addressed in turn. As the outgoing Chair, Andrea was satisfied that the matter has been addressed to the extent it could be at this time and apologized for the error. News on the charitable status of the ACAF will be shared with membership as it becomes available. Members were encouraged to reach out to the Board via the Secretariat for further discussion or input on this or any ACAF matters.

Jo noted that the 2021 report would be submitted the week of June 27th, 2022. The application information was correct and she was waiting on the CRA's review and notification. Jo also emphasized that the ACA was one of many non-profit organizations that had their charitable status revoked in 2021, the result of a data migration glitch by the CRA.

Andrea moved acceptance of the report, seconded by Erica. There was no further discussion. Motion carried.

14. Incoming Directors

14.1 Introduction of New Directors

Chair of the Governance Committee Anna Gibson-Hollow reported on the election of incoming Directors. Anna introduced the incoming directors and read their bios: Kyle Pugh, Treasurer; John Richan; Director at Large. Erica Hernandez-Read (President) and Andrew Chernevych (Director at Large) were both elected for a second term. Anna extended congratulations to all incumbents and welcomed them to the ACA Board.

15. Other Business

15.1 ACA 2023 Conference: Charlottetown, PEI

Anna noted that the ACA is looking forward to having the ACA 2023 conference in Charlottetown, PEI. She was pleased to announce that Program Team Chair for the conference will be Lara Wilson, Director, Special Collections and University Archivist at the University of Victoria. Anna suggested that members who were still interested in participating on the Program and Host Committees should watch for *Scope and Content* calls for volunteers.

Anna highlighted that the ACA 2022 conference was the first attempt to push beyond stagnant conference territorial acknowledgment protocols as the ACA worked with Musqueam Archives to establish space for members of the Musqueam Nation to share with attendees some of their cultural practices around community gatherings. Looking forward to the Charlottetown conference, the Board will once again work to move past empty territorial acknowledgements and towards relationship-building and cross-



cultural connection as they begin talking with members of the Mi'kmaq Nation of Lennox Island shortly.

15.2 Fall 2022 Special Meeting of Membership

The ACA plans to hold a special meeting for the membership in the Fall. At this meeting, the ACA will be speaking to members about the 2023 budget, conference accessibility and pricing, as well as Institutional and Individual membership categories and fees. Anna urged members to watch for more details in future *Scope and Content* news and emails.

There was no other business raised from the floor.

16. Adjournment

Erica moved to adjourn the meeting, seconded by James. Motion carried; meeting was adjourned at 10:00 a.m. PDT / 1:00 p.m. EDT.

Association of Canadian Archivists Foundation

[ACA Foundation \(ACAF\) Report, 2022-2023](#)

Thanks to the ongoing generosity of ACA members, and the exceptional work of past ACAF Boards the ACA Foundation is in a robust financial position. The ACAF's investments have surpassed the \$100 000 mark, and our operational accounts continue to grow. The ACA Foundation, after protracted conversations with the Canada Revenue Agency, has seen its charitable status restored, and have been able to receive donations and issue tax receipts. I would like to thank the ACA Board for their support, both moral and financial, as well as the firm Borden, Ladner, and Gervais for their services.

The Foundation is thrilled that it has been able to support 3 bright archival students in the Emerging Voices panel at the upcoming ACA conference. The Board received the highest-ever number of proposal submissions, and found them all to be extremely interesting and thoughtful. We have also been able to establish a new conference travel bursary, totaling \$1500, to support students and emerging professionals in their efforts to begin their career. Finally, we are fortunate to be able to provide a number of subsidized registrations for this year's conference, for students and precariously employed members.

The ACAF Board is currently searching for a new member and is committed to incorporating the ACA Equity Commitments into our recruitment process. Members interested in adjudicating awards, fundraising, and seeking alternative sources of revenue are encouraged to reach out to me with questions, or to express their interest in volunteering.



The ACAF Board is grateful for the ongoing support of the ACA membership, and I am personally grateful for the incredible work done by my fellow Board members. I would especially like to thank Andrea McCutcheon, the Past ACAF Chair, and Christina Nichols for their work.

*Submitted with best wishes,
Kyle Pugh, ACAF Chair*



Convocation, 1948

Photo credit: University of Alberta Archives, UAA-1979-051-260, Convocation, 1948



The ACA Secretariat, 2022-2023

After several delays, it is finally happening, ACA 2023 is taking place in Charlottetown, Prince Edward Island. We appreciate the support that our amazing volunteers have provided to ensure ACA 2023 is well supported to make our first fully in-person conference since 2019 possible. Thank you to our sponsors and vendors who have continued to support the ACA. We are looking forward to seeing return and new vendors at this year's conference.

This AGM will be the last meeting for Anna Gibson-Hollow and Kaitlin Normandin. Reading their reports and being able to part of the work they undertake each month demonstrates their amazing commitment and support for the ACA. In particular, the work that Kaitlin Normandin (Secretary) and Kira Baker (Membership Committee Chair) completed this past year with the restructuring of membership fees and the updated volunteer manual were legacy projects, interrupted by the pandemic.

Working with the ACA Board of Directors, committee chairs and committee members, SISs, Student Chapters and members is an important reminder of how strong the association is with such dedicated and generous volunteers. As I noted last year, the creativity, dedication, energy and leadership demonstrated by the breadth of activities and the willingness to support local, provincial, national and international activities is inspiring. *Archivaria*, *Scope and Content*, *In the Field*, the updated website, new SISs, and the day-to-day contact with members demonstrate the work folks undertake to reach out to our amazing community of members. It really is an honour to be able to work with our members.

I would like to thank Heather Home, General Editor, Shyla Sellars, Managing Editor and Emily Sommers, Online editor for the amazing work they do and the work of the entire *Archivaria* editorial board. Their work with the support of Maureen Tracey continues to provide the community with access to a world-class journal. The ACA and *Archivaria* have been so fortunate for the work Shyla and Emily have undertaken to publish the ACA's journal. They will be missed.

I am grateful for the support that the ACA Board of Directors provides to the Secretariat every day. I am also thankful for the dedication, experience, and expertise of the board, volunteers, and Maureen Tracey. Thank you all.

Respectfully submitted,
Jo McCutcheon, Executive Director



Appendix

Moving Forward Together: ACA Strategic Plan 2018 – 2021 Report

In 2018, the ACA produced *Moving Forward Together: ACA Strategic Plan 2018-2021*: a three-year strategic plan intended to improve the association's programs and services. The plan identified three strategic priorities (Professional Development, Advocacy, Membership Development) and two enabling priorities (Communication, Organizational Performance), each with a series of objectives to guide the ACA's activities. In 2021, the ACA Board extended this plan for an additional year to allow time to develop a new strategic plan. This report looks back on the previous four years and provides a summary of all that was accomplished during this time.

Highlights

- The *ACA Equity Commitments*, which are to be embedded in all the work done by the ACA Board, Committees, SISs and Student Chapters, are established in October 2020.
- The *ACA Bias Response Protocol* is adopted, demonstrating the ACA's commitment to creating a bias and harassment-free environment for members and guests.
- The ACA Board publicly endorses the *Reconciliation Framework: The Response to the Report of the Truth and Reconciliation Commission Taskforce*.
- The ACA forms several new committees, working groups and special interest sections including the Public Awareness and Advocacy Committee (PAAC); Conference Planning Committee (CPC); the Professional Competencies for Archivists Working Group (PCAWG); the Indigenous Matters Working Group (IMWG); the Strategic Planning Working Group (SPWG); and the Labour Records SIS.
- Several existing committees are refreshed and renamed to reflect a change in activities and focus including the Professional Development Committee (PDC) (formerly Education Committee); the Nominations and Awards Committee (NAAC) (formerly Awards Committee); and Communications Committee (formerly Outreach Committee).
- The ACA begins offering virtual conferences with a commitment to alternating between virtual and in-person conferences each year.
- The Membership Committee completes an intensive review of individual and institutional membership fees and recommends fee changes for both categories that are approved by members.
- The *Scope and Content* newsletter and *In the Field* ACA blog are launched in December 2019.
- The Professional Development Committee (PDC) has offered 30+ professional development workshops to ACA members and non-members between 2020-2023.



Strategic Priority #1: Professional Development
Objective 1.1: Refresh guidelines for graduate-level education.
<p>In 2019, the Education Committee produced an internal report that recommended adopting the guidelines published by the Society of American Archivists, incorporating changes in key sections to reflect concerns of particular relevance to the Canadian context.</p> <p>In 2021, the Education Committee became the Professional Development Committee, which shifted its focus towards identifying professional competencies over graduate-level education to align with the ACA's Equity Commitments. The Professional Competencies for Archivists Working Group (PCAWG) was then formed as a result of this shift.</p>
Objective 1.2: Develop suite of professional training programs.
<p>In early 2021, the Professional Development Committee (PDC) surveyed ACA members to inform future professional development programming. The resulting data encouraged the PDC 1) to re-examine the cost of online workshops, as many members self-finance their workshop participation, 2) to involve instructors from more diverse professional backgrounds and 3) to explore less structured professional development opportunities.</p> <p>The Professional Competencies for Archivists Working Group (PCAWG) created a draft professional competencies document, which was not finished due to pandemic-related delays. PCAWG recently restarted activities and will develop a professional competencies matrix to inform the activities of the PDC.</p> <p>The Board is also waiting on the PCAWG professional competencies matrix to guide their commitments to collaborating with other provincial, territorial, international associations, as well as other GLAM sector bodies. That said, the Board has already established a partnership with the Australian Society of Archivists (ASA), which allows ACA members to get member rates to ASA workshops and vice versa.</p>
Objective 1.3: Explore accreditation of education programs (options white paper).
<p>In 2020, a draft "White Paper in the Accreditation of Canadian Archival Programs & of Individual Archivists Working in Canada" was completed and presented to the Board. The Board at that time decided not to go ahead with the strategy but instead changed the direction of the Education Committee. Rather than focus on post-graduate education, the Board decided to support current information professionals/practitioners regardless of education or background. The Professional Competencies for Archivists Working Group (PCAWG) was created to identify competencies required to work in the information section. These competencies will inform professional development offerings.</p>
Strategic Priority #2: Advocacy
Objective 2.1: Develop robust internal response protocol.
<p>In 2021, the Public Awareness and Advocacy Committee (PAAC) is created to respond to requests for advocacy from Individual and Institutional Members. Members of PAAC may be called upon to speak on behalf of archives and records professionals for public commissions, legal processes, and other national and international research and advisory initiatives relevant to archives, recordkeeping and cultural heritage.</p> <p>The ACA also begins reviewing policies, terms of reference and SIS statement of goals to ensure they align with our equity commitments. This becomes, and will continue to be a key component of all activities.</p>
Objective 2.2: Develop procedures to seek consultation from membership about advocacy issues.



<p>PAAC creates a "Raise an Issue" button on the ACA website. This form is available to both members and the general public to use to inform PAAC and the ACA about specific advocacy, outreach, and/or awareness issues that may require action by some facet of the ACA – the Board, our committees, our secretariat, or our membership.</p>
<p>Objective 2.3: Establish agreements/MOUs with other organizations to coordinate/add strength to advocacy work.</p>
<p>The ACA Board established a Memorandum of Understanding (MOU) between the ACA and the Australian Society of Archivists. It is also looking at revising an MOU with L'Association des archivistes du Québec (AAQ).</p> <p>The Board continues to investigate options for establishing agreements with other organizations based on PAAC recommendations. Currently PAAC and the Board are meeting with National, Provincial and Territorial Archivists Conference (NPTAC) and the Steering Committee on Canada's Archives (SCCA) to align strategies.</p> <p>PAAC is also looking into the value of creating a static database of experts, which includes members and non-member information professionals, versus finding experts as needed. Currently the members-only section of the website has space for this information.</p>
<p>Objective 2.4: Develop materials to promote archives and records professionals to students.</p>
<p>The development of materials to promote archives and records needs to be part of a larger strategy to develop a professional awareness plan. The ACA needs to determine the actual audience before it can determine what the "promo materials" will include. The original plan stated that materials needed to be developed for undergraduate and graduate students, but this focus may have changed in light of the new equity commitments.</p>
<p>Strategic Priority #3: Membership Development</p>
<p>Objective 3.1: Explore opportunities to provide additional membership benefits to ACA members through relationships with other associations.</p>
<p>The ACA Board is relying upon the work of PCAWG and the Indigenous Matters Working Group (IMWG) to inform this work. The Board has entered into an agreement with the Australian Society of Archivists (ASA) to provide our ACA members with access to ASA workshops at member rates and vice versa. The Board is also investigating other potential alliances for reciprocal member benefits.</p>
<p>Objective 3.2: Refresh criteria for ACA Awards.</p>
<p>The Nominations and Awards Committee (NAAC) has reviewed and amended the ACA Fellows Award criteria (namely removing the requirement to be an ACA member to retain Fellows status) and are reviewing other award criteria to ensure alignment with equity commitments. NAAC is also planning to develop new awards.</p>
<p>Objective 3.3: Better understand present and future needs of institutional members.</p>
<p>In 2019, the membership committee surveyed 70 archival associations across Canada, the U.S., Europe and some institutional members. Analysis of the research collected formed the foundation for the creation of an Institutional Members Review Mission Team, which included representation from Membership, Finance and Governance. This later became the Institutional Membership Working Group was created to review institutional member needs and make recommendations to the Board. The results of this review informed the institutional membership fee changes that were approved by membership vote in November 2022.</p>
<p>Objective 3.4: Better understand baseline information about members and lapsed members.</p>
<p>This is an ongoing initiative that is supported by the ACA's move to Wild Apricot to manage membership.</p>
<p>Objective 3.5: Develop diversity framework to broaden and enrich membership.</p>



<p>In early 2019, the Board worked with the Canadian Centre for Diversity and Inclusion (CCDI) to develop a two-day equity, diversity and inclusion (EDI) training 'bootcamp' for directors and committee chairs. This took place in March during the annual Spring Priorities and Planning meeting, after which the Board regrouped and discussed next steps. In November 2019 the Board struck a Task Force to make recommendations to the Board on how it could fulfill its strategic objective to develop a diversity framework. The result was the development of the <i>ACA Equity Commitments</i>.</p> <p>The Board has committed to ensuring that the ACA Equity Commitments are embedded in all the work done by the Board, Committees, SISs and Student Chapters and requires all Terms of Reference and Statements of Goals to include that commitment within them.</p>
<p>Enabling Priority #4: Communication</p>
<p>Objective 4.1: Enable collaborative technologies to facilitate work by ACA volunteers.</p> <p>SharePoint and Zoom are now being used by ACA volunteers and the Secretariat.</p>
<p>Objective 4.2: Deploy and maintain a fully operational website that is interactive, vibrant and regularly updated.</p> <p>The Website Renewal Working Group is reviewing the findability of website info and refreshing content. The Board plans to submit a grant application to hire a consultant to renew the website in celebration of the 50th Anniversary of ACA.</p> <p>Board minutes are now available on the members only section of the website. Once Committee Terms of Reference have been reformatted, these will be included as well.</p>
<p>Objective 4.3: Produce and disseminate regular communications to members.</p> <p>The <i>Scope and Content</i> monthly e-newsletter was launched in December 2019 and has been distributed monthly to all members. <i>Scope and Content</i> contains updates from the ACA Board, Committees, Secretariat, Students Chapters, Special Interest Sections and other member news.</p> <p>The ACA also sends regular emails to members about events, activities and calls for volunteers and publishes the information on the ACA website.</p> <p>The yearly <i>Bulletin</i> provides an annual report on ACA activities and is distributed to members by email and made available on the website in advance of the Annual General Meeting.</p>
<p>Enabling Priority #5: Operational Performance</p>
<p>Objective 5.1: Implement a new member services system that is fully integrated with the ACA website, allowing for members-only content and better information sharing.</p> <p>A new membership management system, Wild Apricot, is in use. This new system has allowed for a more robust membership directory available in the members-only section.</p>
<p>Objective 5.2: Refresh the ACA Operations Manual for Staff, Board and Volunteers.</p> <p>The <i>ACA Operations Manual</i> and <i>Volunteer Manual</i> are currently under revision.</p>