

## aca Bulletin

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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. The Bulletin is usually published bi-monthly by the Association of Canadian Archivists. Submissions, suggestions, and any questions should be addressed to:

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## Library and Archives Canada Event

The Membership Committee recently held its annual meeting in Ottawa on March 30-31, 2007 and as part of that occasion hosted a reception for ACA members and new archivists at Library and Archives Canada (LAC). Canada's National Archives has hired twenty new archivists in the last few months. The reception, held at LAC's new Place de la Cité facility in Gatineau, Quebec, was an opportunity to congratulate the new archivists and inform them about the ACA.

ACA President, Scott Goodine, emceed the event, assisted by LAC



Bob McIntosh making his remarks to the attendees of the LAC Event sponsored by the Membership Committee of the ACA

representative and past Archivaria editor, Bob McIntosh. The ACA office was represented by Duncan Grant. A number of light refreshments and beverages were served and the event was very positively received with a good turn out from new hires and ACA members at LAC.

It is hoped that in future similar events can be held to highlight the work of the committee and to promote membership in the Association. A number of attendees commented that joint events with other provincial / territorial / or regional associations might be beneficial in

future. The Membership Committee welcomes suggestions in this regard and hopes to hear from interested sister associations.



ACA Membership Committee (l to r - front: Jennifer Mohan, Leah Sander, Rob Fisher / back: David Mawhinney, Regina Landwehr)



A view of some of the attendees of the LAC Event in Gatineau, Quebec (l to r: Brian Bevan, Hilary Morgan, Leah Sander, Rob Fisher, Paulette Dozois, and David Mawhinney)



Association  
of Canadian  
Archivists

# BULLETIN

June 2007

## President's AGM Report

It is an honour and a privilege to represent the Canadian Archival Community as President of the Association of Canadian Archivists (ACA). It has been a pleasure to see how our dedicated staff and volunteers work so hard to ensure that our association continues to evolve and stay relevant in the 21<sup>st</sup> century. I would encourage all attendees to take a close look at the reports compiled in the AGM package. After all, this is your association - a complete understanding of ongoing initiatives and programs ensures greater member participation and satisfaction.

Fiscal year 2006-2007 has been a busy one for the board of the Association of Canadian Archivists. Perhaps most significantly, in January, ACA launched *e-Archivaria* to broad support from the Canadian and international archival community. Feedback to *e-Archivaria* has been unanimously positive and both the office and board received congratulations from a variety of sources. I personally received complimentary notes from colleagues in

the United States, South Korea, England, New Zealand and Australia. Special congratulations for the success of *e-Archivaria* are due *Archivaria* board representative (and new editor) Cathy Bailey, former *Archivaria* editor Robert McIntosh and ACA executive director Duncan Grant.

From the beginning of my term, I have concentrated on three aspects of governance that I see as crucial to ACA's continued well-being: advocacy, improving member services and the Review and Renewal project. I would like to revisit as to what ACA has done in the last year in regards to these three issues/projects.

### Advocacy

ACA's 2005 member survey indicated that advocacy was a major concern for ACA members. Building upon that concern, the ACA board has been actively undertaking advocacy efforts on behalf of its members. Since July 2006, the ACA board has participated in the following public advocacy campaigns:

- Letter to the federal Minister of Heritage concerning the Portrait Gallery: <http://www.archivists.ca/downloads/documentloader.aspx?id=5174>
- Letters to the General Council of the United Church of Canada concerning the Central Archives of the United Church of Canada: <http://www.archivists.ca/downloads/documentloader.aspx?id=5175> (ACA president) and <http://www.archivists.ca/downloads/documentloader.aspx?id=5177> (Religious Archives Special Interest Section (RASIS) Chair, Rod Carter).
- Letter to the Standing Senate Committee on Legal and Constitutional Affairs concerning Bill C-2, the Federal Accountability Act: <http://www.archivists.ca/downloads/documentloader.aspx?id=5176>
- Letter to Toronto Star (published) concerning a new Archives of Ontario Building: <http://www.archivists.ca/downloads/documentloader.aspx?id=5178>
- Letter on the statutory review of the Personal Information Protection and Electronic Documents Act (PIPEDA). <http://www.archivists.ca/news/communications.aspx>
- Advocacy, in concert with the Saskatchewan Council for Archives and Archivists, on the termination of the City of Regina Archivist position and the elimination of services at the City of Regina Archives. Two letters were sent to the Regina City Council and two letters were sent to the editor of the Regina Leader-Post. To maximize impact the council letters have been

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published on the SCAA website. <http://scaa.sk.ca/communicate/advocacy-cora.html>

- All letters received responses and were well received by members. The Archives of Ontario has received word of a new building to be built on the York University campus. The future of the Portrait Gallery and the Central Archives of the United Church of Canada remain up in the air. We are monitoring these situations and will respond appropriately. Unfortunately, and despite a wonderful advocacy campaign led by the SCAA, the archival community was unable to sway the decision to reduce services at the City of Regina Archives. ACA hopes to continue to work with SCAA to reverse council's decision.

It remains my view that continued public advocacy is a necessary public reminder to the archival community of ACA's worth and as a national archival organization with no ties to government, one of ACA's greatest potential strengths.

In addition to public advocacy, ACA has also been active in less public advocacy efforts that have resulted in positive gains for the association and the Canadian archival community. Included in this is a joint letter to editor of *Atlantic Monthly* from myself and Elizabeth Adkins, president of the Society of American Archivists, on the importance of archives as the memory of society. Unfortunately the letter was never published.

#### Improving Services for 2006-2007

If we want ACA to remain a viable and healthy association, it is imperative for ACA to work at providing better value for money to its membership base. While I believe that ACA presents good value to membership, at times we have been negligent in reporting our efforts to our members. In 2006-2007, the ACA has introduced several new services that benefited its members and the broader Canadian Archival Community.

- In January 2006, *E-Archivaria*, a digitized, searchable full text database

of the complete run of *Archivaria*, was launched. As planned, the most recent eight issues are available through the Member's Only site while the remaining issues are available to all. The launch went relatively smoothly with the only major glitch being institutional access for larger members such as LAC and AO; a workable solution has been developed that is amenable to the institutional members and ACA. ACA must, and does recognize that our large institutional members deserve as much value for service as possible.

- In the summer of 2007, ACA hopes to mount the complete run of *Archivaria's* predecessor, *The Canadian Archivist*, which will also be freely available on the Internet. All issues have been digitized, while the process of loading the scans and inputting the metadata is underway..
- We are continuing to increase value to members by further developing the e-commerce component of its website. Following a successful pilot project in 2006, members are now able to renew online and register for conferences. The Electronic Members directory is experiencing increased use, while members can now update their SIS interests. We would like to explore as to how we can improve and add to our e-commerce services.
- Led by the membership committee, we have launched a major membership drive in late Spring/Summer 2007 in order to maintain and build its membership base during our switch from a July-June fiscal year to a January-December year. Members can receive an 18-month membership (July 1, 2007 to December 31, 2008) at the cost of a normal 12 month year if they renew before July 1, 2007. It is imperative that we do this as there is the potential for a large loss of revenue if we lose members during this switch. At the end of March, I attended a two-day membership committee meeting in Ottawa and attending this meeting reinforced my belief of the hard work and beneficial service our

committees contribute to the association.

- The board is working with the membership committee to create a new class of student membership that would involve electronic delivery of all documents. The new e-membership for students will be presented for approval at this AGM and if successful, implemented immediately. If we do this we would be able to deliver all services to students at reduced costs for both the ACA and the students. It is possible that further e-memberships may be offered if this one is successful.

In order to attract a broader student contingent to the annual conference, the board has dropped the student conference registration rate to \$195 from \$375. The \$195 figure reflects a rough estimation of hard costs per participant.

#### Review and Renewal Project

As most ACA members are aware, for the last three years, a special initiative for the ACA has been the undertaking of a Review and Renewal project to determine the effectiveness of current programs and the degree they meet membership expectations. A Review and Renewal Select Committee was struck and the project has gone through several phases. Of note, the already passed change to the fiscal year came directly from this project. From 2004-2006, the committee was chaired by ACA President, Marc Lerman. However, with Marc leaving the board, the decision was made that chairing this committee was too arduous for a sitting president. ACA Director without Portfolio Loryl MacDonald agreed to take on the commitment as chair with a hard goal of wrapping up the project with a report to the ACA Annual General Meeting in June 2007. This report is included in the AGM package. I would like to congratulate Loryl and the whole R&R committee for the hard work they have put in to make this project a reality (and on time - no easy feat!)

I am excited by the recommended changes and look forward to a stimulating discussion of the report at the Members Input session and at the AGM. It is important to note, however, that the

## SLAIS 25<sup>th</sup> Anniversary

On April 14<sup>th</sup> 2007, the Master of Archival Studies (MAS) Program at the University of British Columbia has celebrated its 25<sup>th</sup> anniversary. It began in the academic year 1981-82, under the joint administration, within the Faculty of Arts, of the School of Library, Archival and Information Studies (SLAIS) and the Department of History, and under the helm of Terry Eastwood, who was the sole full time professor for the initial 6 years of the program and its chair for twenty years. In 1987, the MAS gained a second position, which has since been occupied by Luciana Duranti; in 1989, in connection with the formal introduction in the curriculum of the study of electronic records and with the administrative separation of the program from the Department of History, a third position was created, occupied on turn by Albin Wagner,

Charles Dollar, and Heather MacNeil, the first graduate of the program to teach in it as a full time professor; and in 2004, a year after the beginning of the new doctoral program, a fourth position was awarded to archival studies and taken in 2005 by Francesca Marini.

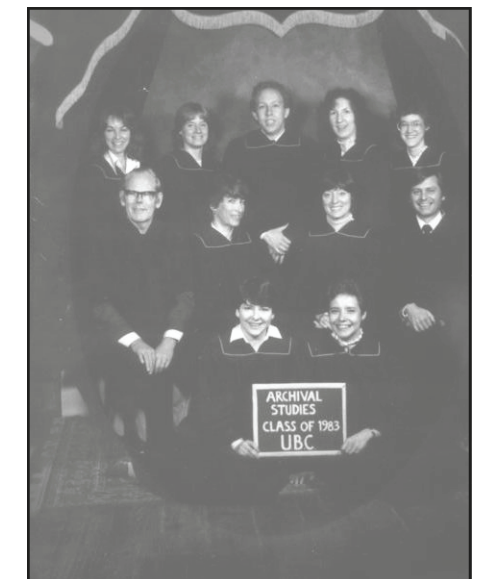
In addition to the four full time archival studies professors, several well known Canadian archivists have taught in the MAS program as adjunct professors. Among them, Hugh Taylor, Reuben Ware, Ian Forsyth, John McDonald, Sue Bigelow, Janet Turner, Laura Millar, and Evelyn Peters McLellan have contributed for several



Part of the 25th class 2006-2008

years to the education of the new generations of archivists. Many others, especially graduates of the MAS program, have taught for a year or two, eagerly offering their expertise in the midst of their busy young careers, whenever they were needed. Over the years, several visiting scholars, like Maria Guercio from Italy and Jason Baron from the United States, have contributed their unique knowledge for a term. In 1998, the MAS program became the first and only education program to win the "Distinguished Service Award" of the Society of American Archivist.

Since its inception, the MAS program has produced 505 graduates (405 MAS and 100 with the double degree MAS/MLIS). Presently, the students enrolled in the MAS program are 94 (41 MAS and 53 MAS/MLIS). A very large portion of this



The first class 1981-1983

archival crowd came from various parts of Canada to attend the 25<sup>th</sup> anniversary celebration, to listen to the story of the program as recounted in its exquisite details by Basil Stuart Stubbs, the SLAIS Director for the first ten years of the program, to share the memories, and to enjoy the feeling of being part of archival history. The celebrations will continue during the ACA Conference in Kingston and everyone is invited to raise a glass with the MAS graduates, students, professors, associates and friends!



Some MAS graduates



Current and graduating students 2007

## Faculty of Information Studies Student Chapter 2007 AGM Report

It was an eventful two terms for the first year of the ACA Student Chapter at the Faculty of Information Studies (FIS). Through the encouragement of our mentor and faculty advisor, Wendy Duff, our chapter first came together in the spring of 2006 with the intention of beginning an active role in the fall term.

Our first official event was the annual ACA and Toronto Area Archivist Group (TAAG) Pizza Lunch, where representatives from both organizations came to introduce new students in the program to the opportunities provided to them through getting involved with these professional associations.

In November, we held our first Bake Sale, an event that was sure to be a success with the combination of essays and hungry students. Money raised went towards future planned events.

The archival-theme for our events continued in February with a visit to the Steam Whistle Brewery. We were joined by several members from TAAG who were only too happy to support the activities of our chapter.

In March we were honoured to welcome Terry Cook as our guest speaker. In spite of the blizzard that moved in just before his talk, this event was well-attended by students and many people from the Toronto archival community. We would like to acknowledge the Toronto Area Archivist Group (TAAG) and the ACA for their financial contributions towards this event.

## ACA Municipal Archives Special Interest Section

MASIS membership currently consists of 25 members representing an array of municipal archives in nine provinces. Following the inaugural meeting of the group at the 2006 conference in St. John's, initial planning, communication, education and advocacy tasks were identified and the section is now a working group.

Our first year's efforts have been focused on conducting a survey of ACA member institutions to gather statistical data that can be used for institutional planning and as a basis for comparison when assessing municipal archival facilities, operations, and programming. For survey purposes, "Municipal Archives" are ACA member institutions that have a mandate to acquire both local government and community records.

The survey is divided into two parts. The results of the first part, which focuses on the current state of archival facilities and accommodations along with other relevant findings will be presented on June 21 at the ACA-AAO Conference in Kingston

(Session 3b: "Do Others See Us? Canada's Municipal Archives"). The second part of the survey which deals with archival services and programming data will be conducted as part of next year's MASIS activities.

The 2<sup>nd</sup> annual MASIS meeting is scheduled to take place in Kingston on June 20. We anticipate that further initiatives for 2008 will be identified relevant to improving MASIS communications through increased use of the ACA Bulletin and Website and developing other means of raising the profile of municipal archives outside of the archival community.

We appreciate that MASIS concerns have been more integrated into this year's Conference program and would also like to recognize the efforts of the ACA Board for their demonstrated support and public advocacy of the importance and value of sustaining municipal archives in Canada.

Respectfully submitted,  
*Cynthia Kent*, MASIS Chair

## Change to Membership Year – Renew Early and Save!!!

Renew your membership before July 1<sup>st</sup>, 2007 and get six months free! The Membership Committee wants to announce a drive to have members of the Association renew their membership early this year. Why? Based on a motion passed at the Annual General Meeting in St. John's, Newfoundland in June 2006 the Association has changed its membership year from a July to June configuration to a January to December arrangement. This change was approved by the Canada Revenue Agency (CRA) last fall.

The change becomes effective on July 1, 2007. To assist with the new alignment of the fiscal year

the Board of Directors has agreed to offer a special 18-month membership for those looking to renew before July 1, 2007. To make this renewal more lucrative it was decided to offer the 18-month rate at this year's 12 month rate. This is an exceptional deal and members should really try to renew as soon as possible or at the joint AAO-ACA Conference in Kingston, Ontario to take full advantage.

The Committee will also be launching an early renewal promotion with a number of prizes that will relate to the location of this year's joint conference in Kingston. Look for further details on ARCAN-L in the coming weeks.

membership is being asked to pass a resolution to proceed with the report's recommendations. While we welcome - at the Member's Input Session - discussion of the recommendations, it will be at the 2008 AGM that individual recommendations requiring by-law changes come to a vote.

I would like to close by thanking those who are finishing their volunteer positions as committee chairs with the ACA. Over the last year it has been a pleasure to work with Raymond Frogner (Web Editor), David Mawhinney (Membership), Crista Bradley (Public Awareness) and Denise Jones (Education). All four have put in significant time and effort into ACA and are to be commended for their work to make our association better.

I would also like to thank outgoing vice-president Linda Fraser for her support and good humor over the last two years. She has been a pleasure to work with and has been great council to have on the board. I would also like to thank outgoing Director without Portfolio, and (hopefully) incoming Vice-President, Loryl MacDonald for her excellent work on the Review & Renewal Project and her other board activities. R&R was a huge project and Loryl succeeded in taking it on mid-stream, recruiting two new committee members, and delivering a quality report on a tight deadline. It has been an honour to work with Linda, Loryl and Secretary Treasurer Heather Home on the ACA executive in the last year. We began our work together as colleagues but we will continue on as friends. I am thankful for that.

Lastly I want to thank ACA Executive Director Duncan Grant and Administrative Coordinator Judy Laird. As most of you know, they have a busy job to keep the association running smoothly, and they succeed in that in all respects and with a minimum of fuss and considerable competence.

I look forward to an eventful 2007-2008.

Respectfully submitted,

*Scott Goodine*,

ACA President

## Vice President's Report

Thank you for allowing me the opportunity to serve as Vice President of the Association of Canadian Archivists. It has been an honour to serve on the Board for the past two years. The Vice President, upon request, assists the President in furthering the goals of the Association. In addition, the Standing Committees on Nominations, Publications, Public Awareness, and Constitutional Review report to the Vice President.

In addition to participating in regular Board meetings and liaising with Committee chairs, over the past few months I have been involved in the following activities:

- Attended a two day Inter PARES meeting in Vancouver to learn about the next phase for that program, participate in discussions, and provide feedback and suggestions for the CURA/SSRC proposal;
- Wrote a report on the InterPares meeting for the ACA Board;
- Represented the ACA as a resource partner in a Social Sciences and Humanities Research Council (SSHRC) of Canada research project to be based at the University of British Columbia;

- Served as Board member for the Bureau of Canadian Archivists and participated in monthly conference calls;
- Participated in the adjudication of AAQ, ACA, and BCA requests to the National Archival Development Program;
- Organized and Chaired the Council of Presidents Meeting.

I would like to take this opportunity to thank my Board colleagues for their generosity, humour, and professionalism over the past two year. It has been my pleasure to serve on a Board that has been chaired so efficiently and with such good humour by our past President, Marc Lerman and our current President, Scott Goodine. I have also enjoyed working with Loryl MacDonald and Heather Home. I would also like to thank the Committee Chairs and members for all their hard work over the past year. In conclusion, I would like to take this opportunity to thank Duncan Grant and Judy Laird. Their hard work and dedication is critical to the success of this Board and the ACA in general.

*Submitted respectfully by Linda Fraser*

## Director without Portfolio 2006-2007 Annual Report

It has been an honour and a pleasure to serve as the ACA Director without Portfolio. The Director without Portfolio is the Board liaison with the Student Chapters, the Special Interest Sections, and the Education Committee. The Director without Portfolio also carries out supportive duties and special assignments as determined by the Board of Directors.

This past year has been a rewarding experience for me as Director Without Portfolio. In addition to participating in regular Board meetings and liaising with SIS, Student Chapter, and Committee chairs, I worked on the following activities in 2006-2007:

- continued to serve with Scott Goodine, ACA President, and Duncan Grant, ACA Executive Director, as a Director of the ACA Foundation, the charitable arm of the ACA.
- assisted the ACA Board in preparing advocacy letters concerning the Central Archives of the United Church of Canada, the *Federal Accountability Act*, the Archives of Ontario, and the *Personal Information Protection and Electronic Documents Act*.
- participated with Scott Goodine in a meeting with officials from the Archives of Ontario on 29 August 2006.
- assisted in the recruitment of the ACA 2008 Conference Program Committee Chair.
- conducted, with a representative from the Toronto Area Archivists' Group (TAAG) of the Archives Association of Ontario (AAO), an

ACA/AO information session for 35 U. of T. Faculty of Information Studies students on 13 November 2006.

- conducted with a representative from TAAG an ACA/AO information session for 19 George Brown College archival students on 1 February 2007.
- developed, with Duncan Grant and the Board, the ACA's privacy policy, privacy statement, and privacy compliance practices documents in compliance with the *Personal Information Protection and Electronic Documents Act*.
- represented the ACA at Step Into Your Archives at the City of Toronto Archives on 26 May 2007.
- since October 2006, chaired the ACA Review and Renewal Select Committee. I thank the R & R Committee members - Terry Eastwood, Michael Gourlie, Jeremy Heil, Jerry O'Brien, and Juanita Rossiter - for their tremendous efforts to meet tight deadlines and to accomplish what at times seemed like an overwhelming task.

I am also very pleased to report that the Government Records Special Interest Section was established this spring. The ACA Board is delighted to have a new Special Interest Section and looks forward to working with GRSIS in the upcoming year.

In closing, thanks to Duncan Grant and Judy Laird for their ongoing devotion to the interests of our members and to the success of the ACA. I am also very grateful to my colleagues on the ACA

Board – Linda Fraser, Scott Goodine, and Heather Home - for their insight, collegiality, and, most important, senses of humour during deliberations. Further, I wish to thank Crista Bradley, Chair of the Public Awareness Committee, Raymond Frogner, Web Editor, Denise Jones, Chair of the Education Committee, and David Mawhinney, Chair of the Membership Committee, who will be ending their terms on the ACA Leadership Team. Finally, I extend my appreciation to all of the Student Chapter, SIS, and Committee chairs and to the members who volunteer their time, energy, and expertise on behalf of the ACA. Without the kindness and generosity of volunteers, the ACA would not exist. Our association is only as strong as the commitment of its members and volunteers. I am grateful.

Respectfully submitted,  
*Loryl MacDonald*  
Director without Portfolio

## Annual Report of the UBC Student Chapter for 2006-2007

### I. Membership and administration

During the September – April academic year, the UBC ACA Student Chapter executives were as follows:

- Coordinator: Carolyn Petrie
- Secretary/Treasurer: Suher Zaher-Mazawi
- Webmaster/Archivist: Tracey Krause
- Events Coordinators: Natalie Catto and Christina Miller
- First-Year Rep: Adam Cowling
- Faculty Advisor: Francesca Marini

In total, the Chapter recorded membership fees recorded for 28 members.

### II. Summary of activities

#### i. September 2006

- Members of the Chapter executive spoke at the SLAIS orientation session, and to MAS students during the first week of classes, to promote the Chapter to new students and encourage them to join the ACA.
- Christina Miller and Natalie Catto organized a guest speaker session with representatives from the ACA (Laura Millar) and the AABC (Krisztina Laszlo) to speak to new students about association membership benefits.
- Christina Miller and Natalie Catto continued the Chapter's "Buddy Program", and matched all new students signed up for the program. A pub night was held to celebrate these new peer-mentoring relationships, and to bring first and second year students together socially.

- Tracey Krause designed and constructed a new website for the Chapter, and created a blog for student discussions.

#### ii. October 2005

- The chapter held a successful Halloween Bake Sale fundraiser, partnering with the SLA Student Chapter, and raising over \$160 dollars.
- The Chapter helped organize a "MAS Curriculum Update" session, at which students had the opportunity to meet with the Curriculum Committee Student Representative to discuss proposed changes and ask questions.

#### iii. November 2005

- Christina Miller and Natalie Catto organized a lunch-time event with Ciaran Trace, an archival professor at the University of Wisconsin.
- Christina Miller and Natalie Catto organized many events for Archives Week, including:
  - Colloquium with Rosaleen Hill, addressing preservation skills
  - Archives Tours of the Museum of Anthropology and Belkin Art Gallery on campus,

#### iv. January 2006

- Members of the Chapter again spoke to the new intake of students at the SLAIS orientation session, to encourage them to get involved and join the ACA.
- The event co-ordinators organized a Welcome Back Pub Night for all first and second year students

#### v. February 2006

- The Chapter again raised significant funds through a Valentine's Day Bake Sale, partnered again with the SLA Student Chapter; all funds were donated to the SLAIS Job Fair.
- Carolyn Petrie and Tracey Krause represented the Chapter in a collaborative effort with other Library student chapters to plan and host the second-annual student-run SLAIS Job Fair. SLAIS students had the opportunity to listen to professional panellists from throughout the lower mainland, and participate in one-on-one sessions with professionals to discuss resumes, cover letters and interview skills.
- Christina Miller and Natalie Catto organized a field trip to visit with archival students at Western Washington University, an ongoing annual event.

#### vi. March 2006

- Christina Miller and Natalie Catto organized a workshop, entitled "Administering Access to Information and Protection of Privacy Law in Canadian Archives" with Ian Forsyth, attended by 18 students over a two-day period

#### vii. April 2006

- Christina Miller and Natalie Catto organized an evening social event to celebrate the end of term and the graduation of many of the second-year students.

## Religious Archives Special Interest Section Annual Report

This past year has a quiet one for RASIS. The annual meeting, held in St. John's on June, was attended by seven members. Discussion centred around the interests and activities of the members and ideas for increasing awareness of Religious Archives and RASIS. The most significant event impacting on

Religious Archives in Canada was the proposal issued in July 2006 to drastically reduce funding for the Central Archives of the United Church of Canada. On behalf of RASIS, the chair issued a letter urging the General Council to reconsider these cuts. In the upcoming year, it is hoped that RASIS

can increase its activities, and based on the desire expressed by members, update its publicity materials, becoming a visible presence in the ACA.

Respectfully submitted  
*Rodney Carter*, Chair

## Special Interest Section On Electronic Records (SISER)

At the 2006 conference, SISER discussed possibilities for becoming increasingly relevant to the ACA membership. The solution proposed was to develop an electronic records workshop for the 2007 conference. The workshop - Preserving Electronic Records, to be led by Evelyn Peters-McLellan and Lori Nordland - will be offered two days before the Kingston conference. Depending on response to the workshop, which will be discussed via e-mail amongst the section members, future initiatives will be decided upon.

Respectfully submitted  
*Cara Downey,*  
 Chair, SISER

## ACA McGill Student Chapter (ACA MSC) 2006 – 2007 Annual Report Summary

### Advocacy

The Chapter initiated and participated in various advocacy activities including the creation of a website (<http://www.gslis.mcgill.ca/aca/index.html>) and Student Chapter Blog (<http://mcgillaca.blogspot.com>); participation in the GSLIS Orientation session for incoming students and the GSLIS Career Fair.

### Fundraising

The Chapter was able to raise a substantial amount of funds to pass on to the next year through a variety of fundraising activities: a book sale in collaboration with SLA and CLA student chapters; a Halloween event in collaboration with SLA student chapter in selling Candygrams; and a Valentine's Day bakesale.

## UCASIS Report 2007

This year has been a successful one for UCASIS. After lobbying ACA for several years, the Special Interest Sections will have their annual meetings scheduled into the annual conference program. This is also the first year that UCASIS will have its own session at the conference, with three presentations that will cover; writing university histories, graduate work with university archives, and university governance and digitisation.

The annual survey continues with results to be posted on the ACA website. Another project is examining the possibility of sharing records retention schedules and associated appraisal rationales for common records series created in post-secondary institutions. After discussion with editors, it was agreed that *Archademe* (UCASIS newsletter) will be incorporated into the *Bulletin* when it is next produced.

## Special Interest Section on Personal Archives (Sispa) Annual Report for 2006-2007

Catherine Hobbs, SISPA Chair, left on maternity leave in Fall 2006 and was replaced as Acting Chair by Rob Fisher, who will remain in an acting capacity until Catherine's return in Fall 2007. SISPA continued to provide its members with a forum for the discussion of issues relating to personal archives over the past year. Issues of particular concern have been the implications of the Federal Court decision in the Maurice Phillips case for access to personal fonds held by archival institutions and the future of the National Archival Appraisal Board. SISPA has few active projects at the moment but the Bibliography on Personal Archives was revised and made available to members.

*Rob Fisher*  
 Acting Chair

### Elections

Two general meetings were held in the fall to fill open positions and in the spring to elect new members of the executive committee.

### ACA

Communication and participation with the ACA community occurred through a discussion concerning electronic membership to Archivaria for students; and a discussion about the role of Student Chapters within the ACA.

## Annual Report of the Secretary-Treasurer

In the past fiscal year, there have been no changes to the ACA's management of its finances. The financial activities of the Association continue to be overseen by the Secretary-Treasurer, the Finance Committee and the Board of Directors. The ACA Executive Director and Administrative Coordinator, handle various transactions such as bank deposits, payment of invoices and completing of accounting entries. These staff members, in consultation with various committee chairs and service providers, compile the revenue and expense estimates in preparing the annual budget. These draft documents are reviewed by the Finance Committee and Board prior to a presentation to the members at the AGM.

### Financial Position:

In the June-July 2007 issue of the ACA Bulletin and on the Members website one can find the following:

- ACA audited financial statements to June 30, 2006
- ACA Foundation's audited financial statements to December 31, 2006

The ACA statements show annual operations of slightly less than \$400,000 meanwhile the accumulated operational and strategic reserves are slightly below \$300,000 which is 72% of the year's income. These reserve levels are within the range identified in the Association's investment policy.

Three important points, relating to the association's finances, are as follows:

- With the creation of the ACA Foundation and the transfer of the Haworth and Hanson funds to this entity, two sets of financial statements will be presented;

- With assistance from the office staff, we have introduced some changes to the presentation of financial information; the changes were made to eliminate inconsistencies in the treatment of some expenses and improve the disclosure of costs for each of the strategic priorities of the ACA; and
- Due to the change of the membership year to a January to December cycle, we will present two budgets this year for ACA, and will have two audited statements (June 30 & Dec 31, 2007) for consideration at the 2008 AGM.

### Audited Statements:

For the year ending June 30, 2006, we achieved a modest increase in each of the three major sources of revenue: Archivaria, Conference and Membership. In addition, the Education income was significantly higher with the 2006 Institute held in St. John's assisted by NADP funding from CCA.

In expenses, costs were higher than the previous year while equal or below the budget set for each and matched revenue for that area. Archivaria costs were higher due to increased postage costs as well as the development costs of e-Archivaria. Conference costs were higher due to higher attendance. The yearend result of a \$345 deficit represents a significant improvement over the initial estimate of a \$10,000 deficit.

### Current Year Estimates:

The year to June 30, 2007 is proceeding in line with revenue and expense estimates presented in the 2006-07 Budget, although results from the 2007 Conference, which involves both significant revenue and expenses, are only partially known at this time.

### Coming Year Budget:

The coming year, leading up to the 2008 AGM, involves two financial years for the ACA due to the change of membership year. The first financial period is July to December 2007 (a 6-month year) while the second is January to December 2008. The split into two separate years is required by Canada Revenue Agency. Two budget documents, labeled 2007 and 2008, are provided in the AGM package and also posted to the Members website.

Included with the coming year budgets, we are presenting a table of member fees for 2008 through 2011. These fees were reviewed by the Finance Committee, Chairs of Standing Committees and SISes, and are recommended to you by the Board.

### In conclusion:

The Finance Committee and Board feel that we have been working effectively and are pleased with the improvements in the presentation of the financial information. The transition of the membership year, the development of e-Archivaria and the addition of e-commerce functions to the website represent sizeable investments and it is felt that their future benefit to the members and association will be positive.

I would like to take this opportunity to express my sincere thanks to the members of the Finance committee, the Board and the office staff for their outstanding support and advice.



Ouseley Hanvey Clipsham Deep LLP

## AUDITORS' REPORT

To the Members,  
**Association of Canadian Archivists:**

We have audited the balance sheet of the Association of Canadian Archivists as at June 30, 2006 and the statements of changes in net assets and revenue and expenditure for the year then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at June 30, 2006 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

**OUSELEY HANVEY CLIPSHAM DEEP LLP**  
Chartered Accountants

Ottawa, Ontario  
October 2, 2006.

## Bureau of Canadian Archivists Annual Report 2006-2007

Board members this year included presidents Scott Goodine (ACA) and Nathalie Gélinas (AAQ), vice-presidents Linda Fraser (ACA) and Judith Marcotte (AAQ), replaced by Nathalie Denis, Assistant Secretary General Marc Lerman, replaced by Anne Leclair, and myself, Shelley Sweeney, as Secretary-General. Executive Directors Duncan Grant (ACA) and Andrée Gingras (AAQ) also participated.

The BCA adjudicated grants to forward to CCA: "Strengthening Archival Strategic and Development Activities in Canada and Abroad," (BCA); "Why do They do That? Getting to Know Our Users Through Effective User Research," Institute (ACA); "Précongrès 2007 de l'Association des archivists du Québec" and "Outil DVD sur la préservation en archivistique" (AAQ). Regrettably the BCA's application for assistance for international participation was unsuccessful, as was last year's application.

Internationally I sat on the ICA's Section on Professional Association's (SPA) Steering

Committee and attended the CITRA meeting in Curaçao in November. There I also participated in meetings of the Program Committee of the Conference on Professional Archival Associations that will take place in Madrid in October (18<sup>th</sup>-20<sup>th</sup>) 2007. Robert Nahué was nominated by the BCA and was accepted to sit on the Program Committee as the North American representative. The next CITRA will be in Québec City this November, and I lobbied Library and Archives Canada to allow all Canadian archivists to attend the meeting. The BCA has been informed that a general invitation will go out to the community. I talked about *e-Archives* and *e-Archivaria* and the Québec Declaration on Archives at various SPA and ICA meetings and sent a number of articles to the *ACA Bulletin*, *AAQ's La Chronique*, every Council across Canada, Library and Archives Canada, as well as the international community.

I will attend another SPA Steering Committee meeting in Kyoto, Japan in May, presenting a generalized set of recordkeeping

guidelines for committees and a report on archives days/weeks around the world. We will also discuss: certification of archivists, translations of the code of ethics and competency profiling and awareness, among others. We will meet with the Japan Society of Archives, where I will speak on Canadian archival organizations.

Gilles Lesage, of La Société historique de Sainte-Boniface in Manitoba, launched the International Professional Archival and Records Management Associations Database for SPA at: [http://www.shsb.mb.ca/dbtw-wpd/textbase/CIA/SPA\\_rech.htm](http://www.shsb.mb.ca/dbtw-wpd/textbase/CIA/SPA_rech.htm)

I wish to thank Jacinthe Duval of the Centre du Patrimoine for translation assistance, and Julianna Trivers of the Archives of Manitoba and Brett Loughheed of the University of Manitoba Archives for assistance with the BCA web site.

*Shelley Sweeney*  
Secretary General

## Nominations, Elections and Awards Committee Report

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

- Loryl MacDonald, University of Toronto Archives, for Vice-President
- Charlotte Woodley, Region of Waterloo Archives, for Director without Portfolio.

In addition to finding candidates for Board positions, the Committee received nominations for the Membership Service Award and Honourary Membership. These names will be revealed at the Awards Lunch during the conference.

*Michael Gourlie*, Chair  
*Danny Moore*

**Charlotte Woodley**, nominee as Director without Portfolio (2007-2009) has been the Archivist at the Region of Waterloo Archives, Kitchener, Ontario since 2005. She is a member of the Public Awareness Committee of the Association of Canadian Archivists (2005-2007). Charlotte is a graduate of the Archival Studies program at the University of Manitoba.



**Loryl MacDonald**, nominee as Vice-President (2007-2009), has been the Records Archivist at the University of Toronto Archives since 2000. She has a Bachelor of Laws and a Master of Archival Studies from the University of British Columbia. She is also past president of the Archives Association of Ontario and the Toronto Area Archivists' Group. Loryl very much looks forward to serving as the ACA Board Vice President and to working with the various ACA Committees and Special Interest Sections over the coming two years.

## AGM Report - Constitutional Review Committee, June 2007

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

The Committee did not meet in 2006. I have done a couple of phone "consultations" with the ACA office. We are anticipating that the Committee will have significant work in 2007 as outcomes related to the Review become known.

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

Respectfully submitted,  
*Diane Haglund*, Chair

(Continued from page 17)

#### Lamb Prize 2006 and 2007

Congratulations to the winner of the W. Kaye Lamb Prize for 2006, Terry Cook, for his article "An Archival Revolution: W. Kaye Lamb and the Transformation of the Archival Profession" in *Archivaria* 60 (Fall 2005), pp. 185–234. The winner of the 2007 Lamb Prize will be announced at the ACA Awards luncheon in Kingston in June 2007.

#### Hugh A. Taylor Prize 2007

The new Hugh A. Taylor Prize for *Archivaria* will be awarded annually to the author of the *Archivaria* article that presents new ideas or refreshing syntheses in the most imaginative way, especially by exploring the implications of concepts or trends from other disciplines for archival thinking and activity, and by extending the boundaries of archival theory in new directions. The inaugural winner of the Taylor Prize will be chosen from issues #62 and #63, and announced in Kingston in June 2007.

#### Journal production changes

While University of Toronto Press (now Thistle Printing Limited) will continue to print the journal, as of Issue #63, we have shifted initial setup of the journal from the Press to a desktop publisher (John Luimes, i. Design Group). This move will reduce costs and place more production control in our hands.

#### Web site changes

The existing *Archivaria* web pages will shortly be mirrored in French to reflect the bilingual content of the journal. Marcel Barriault, French Language Editor, is the Editorial Board member responsible for overseeing the content of these pages.

Respectfully submitted,  
Catherine Bailey  
General Editor  
*Archivaria* #63-66

## ACA Web Editor AGM Report, June 2007

#### Responsibility:

The ACA Web Editor is responsible to advise the ACA Board of Directors, related Committees, Special Interest Sections, and general ACA membership on the design, development, and function of the ACA web site.

#### Goal:

To effectively promote the ACA web strategy by supporting publication of quality content which is informative and useful to the members of the Association of Canadian Archivists and the Canadian archival community; enhancing the web sites utility and ease of use for visitors; promoting an administrative and operational communication strategy for web content and ensuring that the web site has an appropriate technical underpinning

#### Contributions:

1. File Title Conventions – Posted for executive and committee access on SharePoint
2. Web Committee Terms of Reference
3. Created template to better manage executive and committee members' requests for submissions of material for web site – Posted for executive and committee access on SharePoint
4. Selected list of web sites for possible RSS feed to ACA web site.
5. Posted regular changes and updates to web site.
6. Recommended possible changes to site including: job sites and postings; RSS; archival blog.

## We Want to Bring More Life to Each Page

We know that communication within any organization is important and as the Editors of the ACA Bulletin we are cognizant that we play an important role in insuring that members across the country are aware of the activities in our association. We have enjoyed working with you as the Editors of our Bulletin and look forward to working with you during the year.

This has been a learning process for us and we are feeling more comfortable with the product with each publication. In recent months we have tried to streamline the process working with an onsite design and graphics person. This allows us to "see" the product and manipulate it to make it fit our expectations.

We have proven at times that our inexperience has been a handicap. We apologize to those individuals who submitted articles that did not get printed. We also regret that we have had to edit a number of articles – but space is often an issue. We have enjoyed working with all of you who have contributed articles for publication and we invite more archivists to write about their work and special projects.

We do want to make our bulletin representative of the archival community in the whole of this country, in order to do this, we need your submissions. We would also like you to consider sending photographs and graphics that fit with the articles that you write. We want to bring more life to each page.

We look forward working with you in the future and welcome any suggestions that you might have.

All the best,

Jessie Chisholm  
Larry Dohey

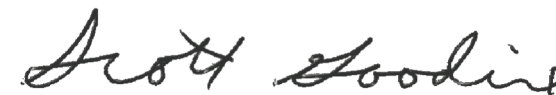
## ASSOCIATION OF CANADIAN ARCHIVISTS

### BALANCE SHEET AS AT JUNE 30, 2006

	2006	2005
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 174,119	\$ 125,929
Investments (note 4)	296,365	286,000
Accounts receivable	18,247	7,021
Prepaid expenses	3,245	-
	<u>491,976</u>	<u>418,950</u>
PROPERTY AND EQUIPMENT (note 5)	<u>15,465</u>	<u>13,612</u>
	<u>\$ 507,441</u>	<u>\$ 432,562</u>
<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 113,960	\$ 12,201
Deferred revenue (note 6)	110,730	137,265
	<u>224,690</u>	<u>149,466</u>
<b>NET ASSETS</b>		
Invested in property and equipment	15,465	13,612
Restricted for Scholarship fund	985	985
Unrestricted	<u>266,301</u>	<u>268,499</u>
	<u>282,751</u>	<u>283,096</u>
	<u>\$ 507,441</u>	<u>\$ 432,562</u>

Approved on behalf of the Board:

Director



Director



## ASSOCIATION OF CANADIAN ARCHIVISTS

### STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED JUNE 30, 2006

	2006	2005
<b>INVESTED IN PROPERTY AND EQUIPMENT</b>		
Balance - beginning of year	\$ 13,612	\$ 11,361
Purchase of property and equipment	6,028	7,296
Amortization	(4,175)	(5,045)
Balance - end of year	<u>\$ 15,465</u>	<u>\$ 13,612</u>
<b>RESTRICTED FOR SCHOLARSHIP FUND</b>		
Balance - beginning and end of year	<u>\$ 985</u>	<u>\$ 985</u>
<b>UNRESTRICTED</b>		
Balance - beginning of year	\$ 268,499	\$ 228,454
Net revenue (expenditure) for the year	(345)	43,281
Purchase of property and equipment	(6,028)	(7,296)
Amortization	4,175	5,045
Transferred to restricted for Scholarship fund	-	(985)
Balance - end of year	<u>\$ 266,301</u>	<u>\$ 268,499</u>

## Public Awareness Committee 2006-2007 Annual Report

### Committee Membership and Meetings

- Crista Bradley (Chair), Cara Downey, Rachel Ross, Anthea Seles (resigned November 2006), Kat Timms, Charlotte Woodley.
- The Committee met in October 2007 to set its work plan and then communicated regularly via email for the rest of the year.

### New Awareness Documents

- Developed three new fact sheets and a poster to help raise the profile of archives and archivists in Canada. Check them out at [www.archivists.ca](http://www.archivists.ca).

### Archives Week Initiative

- Researched archives week activities across Canada with a view to creating an on-line resource to facilitate collaboration and information sharing.

- Hosting a roundtable for all provincial and territorial archives advisors at ACA 2007 to discuss current and future directions of this initiative.

### Product Development

- Developed a new ACA button and pin in collaboration with the ACA Office

### ACA Outreach and Display

- Cara Downey and Scott Goodine represented the ACA at the SAA 2006 Conference in Washington, D.C.
- Regular promotion of the ACA display.

### Public Awareness Success Story

- Sponsoring a new *Bulletin* column that features public awareness success stories from archives across Canada.

### ACA Website Review

- Reviewed ACA web content and submitted recommendations to Web Committee.

### ACA Good Governance

- Participated at ACA Planning and Priorities meetings.
- Provided feedback on ACA's Review and Renewal initiative.
- Developed PAC Operating Guide and other procedures.

The support and leadership of the ACA Board and Office have been sincerely appreciated over the course of the last year. Kind thanks are also due to the PAC members for their enthusiasm and dedication to raising the profile of archivists in Canada.

Respectfully Submitted,  
*Crista Bradley*  
Chair, ACA Public Awareness  
Committee

## Annual Report of the General Editor, *Archivaria*

### 1. *Archivaria* 62, 63, and 64

Issue #62 (Fall 2006) was mailed to members and subscribers in December 2006. Issue #63 (Spring 2007) is well advanced in production at this date and should be published by the time of the conference in Kingston. It contains a Special Section on Archives and Culture, guest-edited by Amy Tector and Johanna Smith. Issue #64 will be a regular issue, and is on-schedule for publication in the fall of 2007.

### Editorial staff and Editorial Board Composition

Until January 2007, the General Editor has been fully responsible for the entire production of the journal (gathering submissions, peer review administration and copy edit/printing). These responsibilities are now shared with a Managing Editor. The General Editor, as the primary contact for *Archivaria* and Chair of the Editorial Board, will continue to be responsible for managing the journal's content; the new Managing Editor is responsible for the production process, taking approved text from the

editorial team and ensuring the publication of the paper and electronic versions of the journal. I am pleased to welcome to this new position Michael M. Dufresne.

Andrew Horrall, Book Review Editor, stepped down in the fall of 2006; Kara Quann has now taken on this role. We would like to thank Andrew for all his work over the past three years, and continue to welcome him as a member of the Editorial Board.

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

### e-*Archivaria*

e-*Archivaria* was formally launched in January 2007. The Main (open) Collection (volumes 1-54) are available to the public at <http://journals.sfu.ca/>

[archivar/index.php/archivaria](http://www.archivists.ca/index.php/archivaria); the most recent eight issues (volumes 55-62) are retained in the Reserved Collection, accessible only to members of the ACA and individual and institutional subscribers at <https://www.members-archivists.ca/>. Phase II of e-*Archivaria* will include the digitization of back issues of its predecessor, *The Canadian Archivist*.

To assist with the ongoing development of e-*Archivaria*, we have formalized the position of e-*Archivaria* Technical Coordinator. I am pleased to welcome to this position Mark Levene, who will be working closely with the Managing Editor and the ACA Office staff for all issues related to *Archivaria*'s electronic publication.

Many thanks to Duncan Grant and Judy Laird at the ACA Office for all of their work since the formal launch to implement institutional subscriber access to the Reserved Collection, including the related technical issues.

(Continued on page 18)



## Education Committee Annual Report: June 2006 – June 2007

### Committee Members & Meetings

Tom Belton, Denise Jones (chair), Heather MacNeil, Deidre Simmons, and Johanna Smith met twice this year, in Ottawa at LAC in October and in Winnipeg at the Archives of Manitoba in May. In addition we had one conference call and many email exchanges throughout the year.

### Professional Development Offerings

#### Call for Proposals

Last summer we had a call for proposals. The proposals were reviewed during our October meeting and the concrete planning for 2007 educational offerings began shortly thereafter. Johanna Smith liaised with the Conference Programme Committee which assisted with planning.

#### ACA Institute

Feedback received after last year's ACA conference led to the development of this year's Institute, "Why do they do that? Getting to Know our Users through Effective User Research." Tom Belton has been the Institute Coordinator leading the thorough planning, negotiations, grant writing, and everything in between.

### ACA Workshop

Deidre Simmons has been the Workshop Coordinator for a second year and her hard work has paid off in this year's Electronic Records Workshop being sold out. Our thanks to SISER for proposing this topic. Additionally, Deidre acted as liaison with the AAO in the early stages for the AAO's workshop at the conference.

### Other Topics

In addition to electronic records and user research, we explored the possibility of other topics such as management, facility design and record-keeping approaches. For various reasons these topics did not get past the preliminary planning stages but they remain of interest to the ACA and can be pursued further in the future.

### Committee's Operational Guidelines & Terms of Reference

Johanna Smith developed the Committee's Operational Guidelines and Denise Jones developed the Terms of Reference. These resources will help smooth the transition from one

committee to the next and will provide for more consistent record-keeping and planning at the committee level.

### Review and Renewal

Heather MacNeil acted as liaison to the Review and Renewal Committee. The committee provided input throughout the Review and Renewal process and we look forward to the implementation phase for the proposed recommendations.

### Outgoing...

Our term is up on June 30th and so we would like to thank ACA members for their questions, ideas, and support. We have worked diligently at developing guidelines and templates for future committees and we trust that the next committee will step into a fairly comfortable role; a role that continues to grow as the profession's educational needs evolve. Our thanks to the ACA Board, Loryl MacDonald in particular, and the Office for their support over the past year.

Respectfully submitted,  
*Denise Jones*

## Report of the Membership Committee of the Association of Canadian Archivists to be tabled at the Annual General Meeting.

The Membership Committee conducted its annual visits to the professional schools across the country last fall. We also made our very first visit to the McGill University program to an enthusiastic response.

The visits were conducted as early as possible in order to promote the mentorship program. This ongoing program is in its fourth year of success and is spearheaded by committee member, Jennifer Mohan. The current statistics confirm that this is an increasingly popular benefit of membership for new archivists.

There are currently 16 pairs which is a 100 percent increase over the same period last year. A survey of participants was conducted with a great deal of positive feedback. One of the main comments was about arranging more same city contacts for pairs so the Committee encourages

more archivists with over 5 years of professional experience to become involved particularly in Vancouver, Toronto and Montreal.

The membership statistics continue to show positive gains. It is gratifying to see that almost one quarter of all individual members are students. We think that this bodes well for the future of the Association.

CATEGORY	March 2007	March 2006	2005-2006	2004-2005
Associate	23	23	15	26
Honorary	7	6	6	7
Individual	315	304	206	310
Student	100	73	30	54
Institutional	120	118	44	122
Sustaining	36	37	34	48
Total	601	561	335	567

Membership figures as at March 28, 2007

The Committee also arranged a meet and greet session in March to which the ACA President was invited to welcome the many recent hires at Library and Archives Canada in Gatineau, Quebec. The goal was to promote the work of the ACA and to draw attention to the benefits of membership.

*David Mawhinney - Chair*

## ASSOCIATION OF CANADIAN ARCHIVISTS

### STATEMENT OF REVENUE AND EXPENDITURE FOR THE YEAR ENDED JUNE 30, 2006

	2006	2005
<b>REVENUE</b>		
Archivaria	\$ 121,219	\$ 126,946
Conference	138,906	121,684
Contributions	-	28,428
Donations	-	985
Education	15,015	5,015
Investment income	10,727	8,626
Membership	102,476	93,513
Other	2,862	643
Publication	1,916	1,488
	<u>393,411</u>	<u>387,328</u>
<b>EXPENDITURE</b>		
Amortization	4,175	5,045
Archivaria	88,263	72,499
Bulletin	6,734	4,971
Committees and special interest section	46,872	41,725
Conference	91,450	67,147
Contributions to the BCA	2,000	2,000
Education	8,787	2,018
Executive committee	2,741	5,097
Office and general	21,349	23,034
Professional fees	8,727	2,330
Support services	92,076	83,049
Website	20,582	35,132
	<u>393,756</u>	<u>344,047</u>
<b>NET REVENUE (EXPENDITURE) FOR THE YEAR</b>	<b>\$ (345)</b>	<b>\$ 43,281</b>

## ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2006

### 1. PURPOSE OF THE ORGANIZATION

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

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

### 2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles and include the following significant accounting policies:

#### a) Estimates and assumptions

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditure during the reporting period. Actual results may differ from those estimates.

#### b) Investments

Investments are valued at the lower of cost and fair value.

#### c) Property and equipment

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

Computers	30%
Furniture and equipment	20%

#### d) Scholarship fund

The organization accepts contributions in support of its scholarship initiatives and plan. Until such time as the organization obtains charitable status, tax receipted contributions to the Stan Hanson and Kent Haworth funds are held by the Canadian Council of Archives and reported in its financial statements. The Scholarship fund is internally restricted and is under the direction of the Board.

#### e) Revenue recognition

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

## ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2006

### 1. PURPOSE OF THE ORGANIZATION

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

The Foundation was incorporated on February 21, 2006 under the Canada Corporations Act as a not-for-profit organization. It is a registered charity under the Income Tax Act and as such is exempt from income tax.

### 2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles and include the following significant accounting policies:

#### a) Estimates and assumptions

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditure during the reporting period. Actual results may differ from those estimates.

#### b) Endowment funds

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

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

### 3. FINANCIAL INSTRUMENTS

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

## ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF CHANGES IN NET ASSETS  
FOR THE PERIOD FROM INCORPORATION, FEBRUARY 21, 2006, TO DECEMBER 31, 2006

### ENDOWMENT FUNDS

Kent Haworth fund

Gift from Canadian Council of Archives and  
balance - end of period \$ 1,642

Stan Hanson fund

Gift from Canadian Council of Archives and  
balance - end of period \$ 8,835

### UNRESTRICTED

Net revenue for the period and balance - end of period \$ 100

## ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF REVENUE AND EXPENDITURE  
FOR THE PERIOD FROM INCORPORATION, FEBRUARY 21, 2006, TO DECEMBER 31, 2006

### REVENUE

Donations \$ 100

NET REVENUE FOR THE PERIOD \$ 100

## ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2006

### 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### f) Contributions

Contributions received are subject to specific terms and conditions regarding the expenditure of the funds. The organization's records are subject to audit by the contributor to identify instances, if any, in which amounts charged against contributions have not complied with the agreed terms and conditions and which, therefore, would be refundable to the contributor. In the event that adjustments to prior years' contributions are requested, they would be recorded in the year in which the contributor requests the adjustments.

### 3. FINANCIAL INSTRUMENTS

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

### 4. INVESTMENTS

Investments consist of Federal and Provincial bonds and investment certificates, and their fair value approximates cost.

### 5. PROPERTY AND EQUIPMENT

	2006		2005	
	Cost	Accumulated amortization	Net	Net
Computers	\$ 14,699	\$ 6,388	\$ 8,311	\$ 6,164
Furniture and equipment	11,558	4,404	7,154	7,448
	<u>\$ 26,257</u>	<u>\$ 10,792</u>	<u>\$ 15,465</u>	<u>\$ 13,612</u>

### 6. DEFERRED REVENUE

	2006	2005
Contributions	\$ 27,259	\$ 34,829
Archivaria subscriptions	59,273	78,171
Memberships	24,198	24,265
	<u>\$ 110,730</u>	<u>\$ 137,265</u>

### 7. ARCHIVARIA

All members of the organization receive a subscription to Archivaria, which is funded by the allocation to Archivaria of \$18 per membership fee. In addition to support services directly related to Archivaria, approximately 20% of the organization's management and office support services are allocated to Archivaria.

### 8. COMMITMENT

The organization has leased premises to December 31, 2006 at approximately \$12,000 per annum.



Ouseley Hanvey Clipsham Deep LLP

## AUDITORS' REPORT

To the Members,  
**Association of Canadian Archivists Foundation:**

We have audited the balance sheet of the Association of Canadian Archivists Foundation as at December 31, 2006 and the statements of changes in net assets and revenue and expenditure for the period then ended. These financial statements are the responsibility of the Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as explained in the following paragraph, we conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

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

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the revenue referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the Foundation as at December 31, 2006 and the results of its operations for the period then ended in accordance with Canadian generally accepted accounting principles.

### OUSELEY HANVEY CLIPSHAM DEEP LLP

Licensed Public Accountants

Ottawa, Ontario  
 January 31, 2007

## ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

BALANCE SHEET  
 AS AT DECEMBER 31, 2006

### ASSETS

Cash	\$ <u>10,577</u>
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### NET ASSETS

Endowment funds	
Kent Haworth fund	1,642
Stan Hanson fund	8,835
Unrestricted	<u>100</u>
	<u>\$ 10,577</u>

Approved on behalf of the Board:

Director

Director