

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

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Association of Canadian Archivists

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. The Bulletin is usually published quarterly by the Association of Canadian Archivists.

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Association of Canadian Archivists

the Bulletin

June 2008

Summer Market in front of City Hall, ca. 1930's
Courtesy of the Provincial Archives of New Brunswick

President's Report



It has been the priority of the ACA board for the last two years to focus on three aspects of ACA governance that we viewed as integral to ensuring that ACA continues to be vital and relevant for future years. These aspects are improving membership services, developing and then implementing recommendations from the Review and Renewal project as directed by

membership at the 2004 Annual General Meeting, and ensuring ACA acted as an national advocacy voice for archives and archivists.

Improving Membership Service

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

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

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

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

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

Further as mentioned below, the ACA Board and Membership Development Committee is asking the AGM to approve

the creation of a retired class of members. It is imperative that the collective memory and experience of long-term members are retained. It is hoped that this new membership class will allow more members to remain involved in the ACA and engaged in the profession after they retire from their work positions.

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

Review & Renewal Process

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

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

1. Outreach:

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

2. Professional Development:

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

3. Communications:

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

University of British Columbia ACA Student Chapter Report

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

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

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

- The Chapter hosted a 'Meet the Grads' event with SLAIS alumni
- A number of social nights were organized for students, including pub nights, bowling, and skating events
- In addition to our website, we raised our online profile with a presence on Facebook
- Chapter members represented the ACA on the SLAIS job fair committee, and were involved in its planning
- In addition, minutes of Chapter meetings were posted on the Chapter website, Chapter expenses and incoming monies have been managed, the Chapter's move into the new SLAIS space at I. K. Barber Learning Centre was coordinated, and the 2008-09 Chapter Executive has been elected.



On February 8th, the UBC student chapter hosted students from the Western Washington University SAA student chapter. The day's activities were enjoyed by all in attendance.

Office & Operations Report – AGM 2008

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

Refining service partners:

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

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

University of Toronto Student Chapter Final Report, 2007-2008

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

Some highlights:

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

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



McGill ACA Student Chapter Report

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

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

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

Events both social and educational included a tour of Le Cheval Blanc (the oldest microbrasserie of its type in Montreal, where the microbrasserie's history and archival situa-

tion were discussed by our engaging and informative guide, Martin), and the first annual McGill ACA Curling Bonspiel, wherein 20 enthusiastic LIS students with varying curling experience gathered for camaraderie and to enjoy playing one of Canada's most well-known sports.

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

Respectfully submitted,
Trudi Wright, coordinator

4. Governance:

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

- All ACA Committees now create agendas and minutes for each meeting and submit these documents to the ACA Office.
- All Committees are currently developing terms of reference and operational guides documenting Committee processes and procedures.
- Job descriptions for key volunteer positions have been developed.
- An annual self-evaluation process for Board members has been implemented.
- An expanded Planning & Priorities meeting/ orientation consisting of the Board of Directors, Chairs, and Committee Members was held in Toronto in November 2007. Participants deemed the meeting a success.
- A Volunteer Code of Conduct has been developed.
- All ACA planning documents, work plans, and performance measures have been revised so that they now reflect a mission-based approach to governance.
- Simplified and updated by-laws have been developed and will be considered by ACA members at the June 2008 AGM.

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

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

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

Advocacy

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

In 2007-2008, relatively high profile advocacy campaigns were mounted to keep the United Church of Canada / Victoria University Archives open at Victoria University (Toronto), to publicize concerns about captured Iraqi archi-

val records, and to encourage greater archival representation on the Canadian Cultural Property Review Board.

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

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

Conclusion:

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

Second, I would like to thank Leslie Latta-Guthrie, Executive Director and Provincial Archivist, and Wayne Murdoch, Director of Collections Management, Provincial Archives of Alberta for being so supportive of my work for ACA. It has greatly eased my term to be so fully supported by my employer.

Additionally, and most importantly, I would like to thank my fellow Board members and the ACA Office. In the past two years it has been an honour and a pleasure to work with board members Linda Fraser, Heather Home, Charlotte Woodley and Loryl MacDonald and the ACA Office staff, the extremely competent and hard working Duncan Grant and Judy Laird. Over the last two years, I feel we have been through a lot together and accomplished some significant successes for the ACA. Throughout busy periods and the occasional crisis, we have always been able to interact with each other with respect, collegiality and good humour. It has been a pleasure, an honour, and a privilege to work with such dedicated and competent colleagues.

Respectfully submitted,

Scott Goodine,
President
Association of Canadian Archivists

Vice President Annual Report

From July to December 2007, I completed my term as Director Without Portfolio and began my term as Vice President on January 1st, 2008. As a result, I will report on my activities in both capacities.

The ACA Director without Portfolio is the Board liaison with the Student Chapters, the Special Interest Sections, and the Education Committee. The Vice President assists in furthering the objectives of the Association, serves on the Bureau of Canadian Archivists, chairs the Ad Hoc Governance Committee, and oversees the Ad Hoc Communications Committee. In addition to participating in regular Board meetings, I worked on the following activities since last June 2007:

- assumed the Chair of the Ad Hoc Governance Committee and recruited its members.
- drafted with Scott Goodine, ACA President, an advocacy protocol outlining and formalizing advocacy roles in the Canadian archival community.
- assisted ACA members in the process of establishing a Climate Records and Information Special Interest Section (CRISIS).
- served as the ACA representative on the Steering Committee of the Save the Archives Coalition (United Church of Canada / Victoria University Archives).
- represented the ACA in meetings regarding the United Church of Canada / Victoria University Archives with Nora Sanders, the General Secretary of the United Church of Canada, and Paul Gooch, the President of Victoria University on 4 October 2007.
- revised with Duncan Grant, the Executive Director, the

Secretary-Treasurers Report

Financial Position as of March 31, 2008

Revenue:	\$263,518.77
Expenditure:	\$59,386.91
Net Income:	\$204,131.86

(Year-to-Date, unaudited)

Revenue Highlights

Membership

- Membership revenue includes a significant carry-forward of \$102,731.41 due to early payment of 2008 fees (i.e. 18-months for 12-month fee)
- additional membership fees are being received with conference registrations

ACA committee work plan template so that it now reflects a mission-based approach to performance measures.

- conducted an ACA student visit / pizza lunch for the ACA U. of T. Faculty of Information Studies Student Chapter on 29 October 2007.
- worked with Duncan Grant and Scott Goodine in developing the ACA Leadership Teams' first expanded Planning & Priorities meeting / volunteer orientation, held in Toronto in 1-2 November 2007.
- represent the ACA on the Library and Archives Canada Services Advisory Board (LACSAB) and attended its first meeting in Ottawa 30 November 2007.
- assisted Scott Goodine in drafting a memorandum of understanding with the Australian Society of Archivists.
- recruited the Program Chair for the 2010 ACA Conference.

Before closing, I offer my sincere thanks to the Board, SIS and Committee chairs, and members who volunteer their time to assist the ACA in its deliberations and delivery of services. Our association is only as strong as the commitment of its members and volunteers. Finally, I thank Duncan Grant and Judy Laird for their ongoing devotion to the interests of our members and to the success of the ACA.

Respectfully submitted,

Loryl MacDonald
Vice President

Archivaria

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

No significant revenue from other areas as conference and education committee revenue will not be determined until July/August.

Call For Proposals: ACA 2009 Annual Conference, Calgary, Alberta

Rights, Responsibilities, Trust: Archives and Public Affairs

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

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

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

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

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

Western Canada is known for its open, innovative, and ground-breaking exploration of public policy. Grass-roots movements and independent and unconventional approaches to politics, economics, and society in the west have frequently challenged the status quo and, by doing so, have often altered social expectations and changed the course of public debate. What challenges do archivists face in this changing public arena? How should archivists respond to the opportunities brought with an increased awareness of the social and political value of archives? How can archivists capitalize on this growing concern for public accountability and, thereby, better fulfill our role as custodians of evidence to serve the public interest? Widen your horizons in Calgary as we examine the role of archivists as guardians of the public trust in the 21st century.

Submitting Proposals:

In keeping with the spirit of innovation, the Program Committee invites contributions in a variety of formats for the 2009 Conference, including:

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

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

The deadline for submission of proposals is:
21 September 2008

Please feel free to direct questions to:

Cheryl Avery, Chair
ACA 2009 Program Committee
301 Main Library, 3 Campus Drive
University of Saskatchewan
Saskatoon, SK S7N 5A4
e-mail: cheryl.avery@usask.ca
telephone: 306-966-7253

Special Interest Section on Personal Archives (SISPA)

2008 has been an exciting year for SISPA thus far with many new developments:

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

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

97 individuals subscribed as of the end of April

(Apr. 21-24) “**guest expert**” Maryanne Dever (Monash University) appeared on the list

to discuss issues arising from reading her two articles “Reading Other People’s Mail” and “Greta Garbo’s Foot: or Sex, Socks and Letters” (forthcoming). Readings were available electronically to members in advance.

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

Citations relating to the discussion available on the wiki at: <http://personalarchivesbibliography.pbwiki.com/SISPA-discussion-with-Maryanne-Dever-%2821-April-2008%29>.

Plans have been made to repeat this guest spot twice yearly.

These developments and the evident success of the SISPA discussion show that SISPA is continuing to support its member’s interests and to further the theory surrounding personal archives as well as its practical application (a goal of the group since its inception).

We encourage new membership. Interested?

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

Respectfully submitted,

Catherine Hobbs,
SISPA Chair

University & College Archives Special Interest Section, UCASIS

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

- Dr. Wendy Duff (University of Toronto) presented to our Section on her involvement in AX-SNet, an international network of researchers working to improve access to archives by examining how users seek and use archival information. Robin Keirstead (University of Western Ontario) will be acting as the UCASIS contact for those institutions interested in participating in AX-SNet research activities.
- Crista Bradley (University of Regina) has compiled a master Canadian university/college contact list. We plan on using the list to advertise UCASIS activities and to promote membership in our Section. The list has been posted to the UCASIS Listserv for review and comment.
- A UCASIS sponsored session has been organized for the ACA 2008 Conference entitled, *Real World Digitization: Digitization Projects in the Academic Setting*.

- An implementation report on how to create a UCASIS repository of records retention schedules and related appraisal rationales is currently in draft stage. UCASIS members have expressed an interest in sharing this information amongst its members to further inform our records management and archival appraisal activities.
- Past UCASIS surveys are being digitized and will be posted on the Section’s web page soon.
- Our annual meeting at the ACA 2008 Conference (Fredericton) has been set for Wednesday, June 11 between 3:30 pm – 5:30 pm (room TBD). All are welcome.

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

Respectfully submitted,

Paul Hebbard
Chair, UCASIS

Expenditure Highlights

Conference

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

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

Salaries/Office Expenses

- Statutory requirements up to date
- Salary/Office expenditures are slightly under budget to date

Board of Directors expenses

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

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

Committee expenses

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

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

	2005-06	2006-2007	2007 (6-month)	2008	2009
Revenue	\$ 393,411	\$ 430,597	\$ 22,967	\$ 390,607	\$ 385,801
Expenses	\$ 393,756	\$ 382,712	\$ 127,561	\$ 363,452	\$ 360,855
Income (loss)	\$ (345)	\$ 47,885	\$ (104,594)	\$ 27,155	\$ 24,946
M’s Equity	\$ 268,104	\$ 315,989	\$ 211,395	\$ 238,550	\$ 263,496

Insurance costs

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

Website costs

- Cost associated with the website is one of our largest financial outlays in the year, while some costs have decreased now that e-archivaria is up and running
- A New server and an ADSL line needed for e-Archivaria, and which support and grow our on-line membership benefits, have been installed and are running well

Investments

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

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

Overall Financial Position:

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

Respectfully submitted,

Heather Home
Treasurer/Secretary

AUDITORS' REPORT

To the Members,
Association of Canadian Archivists:

We have audited the balance sheet of the Association of Canadian Archivists as at June 30, 2007 and the statements of changes in net assets and revenue and expenditure for the year then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

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

OUSELEY HANVEY CLIPSHAM DEEP LLP
 Licensed Public Accountants

Ottawa, Ontario
 October 1, 2007

Government Records Special Interest Section (GRSIS)

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

Outreach

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

Good Governance

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

Professional Development

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

Future Plans

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

Respectfully submitted,

Anna Gibson, Chair
 Government Records Special Interest Section



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

Municipal Archives Special Interest Section (MASIS)

MASIS held its second annual meeting at the 2007 conference in Kingston. It was a well attended meeting and much of the discussion was focused upon continuing our efforts to raise the profile of municipal archives in context of local government. and within the archives community as a whole. As a result of this meeting, the main focus of MASIS over the last year has been the development of standard performance indicators for municipal archives in Canada. This project has included forming partnerships with other organizations to conduct an academic research project. The

creation of a survey of municipal archives conducted by an academic institution is also included in this project. This is an ongoing project slated to be completed in June 2009. At the conference this year, MASIS is pleased to present a poster session on the performance indicator project.

Respectfully submitted,
 Cynthia Kent, Chair

Climate Records and Information Special Interest Section (CRISIS)

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



Figure 1: CRISIS founding members Martin Comeau, Leah Sander & Charlotte Woodley

Special Interest Section on Electronic Records (SISER)

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

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

Cara Downey

Access and Privacy Issues SIS

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

Respectfully submitted,
Paulette Dozois, Chair

Religious Archives Special Interest Section (RASIS)

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

ASSOCIATION OF CANADIAN ARCHIVISTS

BALANCE SHEET AS AT JUNE 30, 2007

	2007	2006
ASSETS		
CURRENT		
Cash	\$ 185,666	\$ 174,119
Investments	306,440	296,365
Accounts receivable	14,796	18,247
Prepaid expenses	-	3,245
	<u>506,902</u>	<u>491,976</u>
PROPERTY AND EQUIPMENT (note 4)	<u>23,605</u>	<u>15,465</u>
	<u>\$ 530,507</u>	<u>\$ 507,441</u>
CURRENT LIABILITIES		
Accounts payable	\$ 60,634	\$ 113,960
Deferred revenue (note 5)	139,237	110,730
	<u>199,871</u>	<u>224,690</u>
NET ASSETS		
Invested in property and equipment	23,605	15,465
Restricted for Scholarship fund	985	985
Unrestricted	306,046	266,301
	<u>330,636</u>	<u>282,751</u>
	<u>\$ 530,507</u>	<u>\$ 507,441</u>

Approved on behalf of the Board:

Scott Goodie

Director

Heather Home

Director

ASSOCIATION OF CANADIAN ARCHIVISTS

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

	2007	2006
INVESTED IN PROPERTY AND EQUIPMENT		
Balance - beginning of year	\$ 15,465	\$ 13,612
Purchase of property and equipment	14,178	6,028
Amortization	(6,038)	(4,175)
Balance - end of year	<u>\$ 23,605</u>	<u>\$ 15,465</u>
RESTRICTED FOR SCHOLARSHIP FUND		
Balance - beginning and end of year	<u>\$ 985</u>	<u>\$ 985</u>
UNRESTRICTED		
Balance - beginning of year	\$ 266,301	\$ 268,499
Net revenue (expenditure) for the year	47,885	(345)
Purchase of property and equipment	(14,178)	(6,028)
Amortization	6,038	4,175
Balance - end of year	<u>\$ 306,046</u>	<u>\$ 266,301</u>

ACA Bulletin, 2007-2008 Report

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

- That the ACA web site become the main entry point for all official ACA communications, including committees updates, conference schedules, and press releases.
- That the ACA *Bulletin* focus on informative articles of interest to the archival community, including public awareness initiatives, recent acquisitions, notes on IT, etc. This would define the *Bulletin* as an informal publication which differs from the academic focus of *Archivaria* and the official nature of the ACA web site.
- That the *Bulletin* approach provincial associations and/

councils for items; these are frequently published in the local newsletters but are not integrated into the national ACA communications.

- That the *Bulletin* encourages archival students to submit articles based on ongoing research or work experience.
- That the *Bulletin* be published quarterly and distributed in PDF format

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

Jessie Chisholm
Larry Dohey
Co-editors

Special Interest Section on Aboriginal Archives (SISAA)

ACA 2007, Kingston:

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

- Chair – Warren Sinclair
- Membership Secretary – Krisztina Laszlo

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

SISAA List Serve

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

Aboriginal Archives Guide

The English version of the promotional booklet *Aboriginal Archives Guide*, appeared in print in November 2007, SISAA's deepest gratitude goes out to Teresa Reilly, Vice-President of the Canadian Church Historical Society (CCHS), and the

CCHS, the Anglican Church of Canada's national historical association, for the financial support which made publication possible. About 2000 copies have been printed and the following have been distributed as of April 2008:

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

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

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

1. **Archivaria 64, 65 and 66**
Issue #64 (Fall 2007) was released to members and subscribers through the e-*Archivaria* Reserved Collection in April 2008; the printed version should be mailed before the conference. Issue #65 (Spring 2008), is well into production, and should be published shortly after the conference. This issue contains a Special Section on Archives and Photography (guest edited by Sarah Stacy). Issue #66 will be a regular issue, and is on-schedule for publication in the fall of 2008.
2. **Senior Associate Editor**
The new Senior Associate Editor of *Archivaria* is Carolyn Heald, who will assume the General Editor role in January 2009 and be responsible for issues 67-70. Carolyn comes to *Archivaria* with an insider's perspective, having been a member of the Editorial Board from 2000 to 2005, where she was responsible for the development of the present *Archivaria* Style Guide and the collection of the abstracts of masters theses in archival studies (*Archivaria* 55, Spring 2003). Carolyn says that she is "deeply honoured to accept the position of Senior Associate Editor and, in 2009 to assume the General Editorship, and looks forward to carrying on the tradition of publishing challenging and insightful articles of Canadian and international archival scholarship."

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

3. **W. Kaye Lamb Prize 2007**
Congratulations to David Bearman, winner of the W. Kaye Lamb Prize for 2007, for his article "Moments of Risk: Identifying Threats to Electronic Records," in *Archivaria* 62 (Fall 2006).
4. **Hugh A. Taylor Prize 2007**
Congratulations to Keli Rylance, winner of the inaugural Hugh A. Taylor Prize for *Archivaria*, for her article "Archives and the Intangible," in *Archivaria* 62 (Fall 2006).
5. **Web site changes**
The existing *Archivaria* web pages were mirrored French to reflect the bilingual content of the journal, and were formally launched on 21 April 2008. The Board of Directors and the Editorial Board would like to thank Marcel Barriault (French Language Editor) for all of his hard work on the translation and verification of these new web pages, and Mark Levene (ACA Webmaster) and Duncan Grant (Executive Director) for their work on the structural redesign.
6. **Archivaria Operational Guidelines**
Version 1.0 of the comprehensive *Archivaria* "Operational Guidelines" manual for all editorial and production staff was completed in April 2008.

Respectfully submitted,

Catherine Bailey
General Editor
Archivaria #63-66

Web Editor Report

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

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

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

Mark Levene
WebSite Editor

ASSOCIATION OF CANADIAN ARCHIVISTS

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

	2007	2006
REVENUE		
Archivaria	\$ 141,224	\$ 121,219
Conference	136,623	138,906
Education	15,223	15,305
Membership	122,309	102,476
Other	15,218	15,505
	<u>430,597</u>	<u>393,411</u>
EXPENDITURE		
Archivaria	92,077	101,479
Board of Directors	52,538	46,886
Conference	124,182	131,574
Education program	26,129	24,672
Member services	45,173	42,284
Outreach and government relations	33,117	36,952
Publications	-	168
Select committees	9,054	9,647
Special interest sections	442	94
	<u>382,712</u>	<u>393,756</u>
NET REVENUE (EXPENDITURE) FOR THE YEAR	\$ 47,885	\$ (345)

ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2007

1. PURPOSE OF THE ORGANIZATION

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

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

c) Property and equipment

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

Computers	30%
Furniture and equipment	20%

d) Scholarship fund

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

e) Revenue recognition

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

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

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

	2007	(314 days) 2006
REVENUE		
Donations	\$ 1,581	\$ 100
Investment	404	-
	<u>1,985</u>	<u>100</u>
EXPENSES		
Bank charges	77	-
Conference bursaries	390	-
	<u>467</u>	<u>-</u>
NET REVENUE FOR THE YEAR	<u>\$ 1,518</u>	<u>\$ 100</u>

ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2007

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

f) Contributions

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

3. FINANCIAL INSTRUMENTS

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

4. PROPERTY AND EQUIPMENT

	2007		2006	
	Cost	Accumulated amortization	Net	Net
Computers	\$ 28,649	\$ 10,973	\$ 17,676	\$ 8,311
Furniture and equipment	11,786	5,857	5,929	7,154
	<u>\$ 40,435</u>	<u>\$ 16,830</u>	<u>\$ 23,605</u>	<u>\$ 15,465</u>

5. DEFERRED REVENUE

	2007	2006
Contributions	\$ 28,318	\$ 27,259
Archivaria subscriptions	33,515	59,273
Memberships	77,404	24,198
	<u>\$ 139,237</u>	<u>\$ 110,730</u>

6. ARCHIVARIA

All members of the organization receive a subscription to Archivaria, which is funded by the allocation to Archivaria of \$18 per membership fee. In addition to support services directly related to Archivaria, approximately 25% of the organization's management and office support services are allocated to Archivaria.

7. COMMITMENT

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

8. COMPARATIVE FIGURES

Certain figures have been reclassified to conform with current presentation.

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

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

	2007	(314 days) 2006
ENDOWMENT FUNDS		
Kent Haworth fund		
Balance - beginning of year	\$ 1,642	\$ -
Gift from Canadian Council of Archives	-	1,642
Balance - end of year	<u>\$ 1,642</u>	<u>\$ 1,642</u>
Stan Hanson fund		
Balance - beginning of year	8,835	-
Gift from Canadian Council of Archives	-	8,835
Balance - end of year	<u>\$ 8,835</u>	<u>\$ 8,835</u>
Bryan Corbett fund		
Donation and balance - end of year	<u>\$ 500</u>	<u>\$ -</u>
UNRESTRICTED		
Balance - beginning of year	\$ 100	\$ -
Net revenue for the year	1,518	100
Balance - end of year	<u>\$ 1,618</u>	<u>\$ 100</u>



AUDITORS' REPORT

To the Members,
Association of Canadian Archivists:

We have audited the balance sheet of the Association of Canadian Archivists as at December 31, 2007 and the statements of changes in net assets and revenue and expenditure for the six month period then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2007 and the results of its operations for the six month period then ended in accordance with Canadian generally accepted accounting principles.

OUSELEY HANVEY CLIPSHAM DEEP LLP
 Licensed Public Accountants

Ottawa, Ontario
 February 21, 2008

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

BALANCE SHEET
 AS AT DECEMBER 31, 2007

	<u>2007</u>	<u>2006</u>
ASSETS		
Cash	\$ 2,347	\$ 10,577
Investment	9,949	-
Accounts receivable	299	-
	<u>\$ 12,595</u>	<u>\$ 10,577</u>
NET ASSETS		
Endowment funds		
Bryan Corbett fund	\$ 500	\$ -
Kent Haworth fund	1,642	1,642
Stan Hanson fund	8,835	8,835
Unrestricted	<u>1,618</u>	<u>100</u>
	<u>\$ 12,595</u>	<u>\$ 10,577</u>

Approved on behalf of the Board:

Heather Home
 Director

Scott Goodie
 Director



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, 2007 and the statements of changes in net assets and revenue and expenditure for the year then ended. These financial statements are the responsibility of the Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

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

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the revenue referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the Foundation as at December 31, 2007 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

O.H.C.D. LLP

OUSELEY HANVEY CLIPSHAM DEEP LLP
 Licensed Public Accountants

Ottawa, Ontario
 February 21, 2008

ASSOCIATION OF CANADIAN ARCHIVISTS

BALANCE SHEET
 AS AT DECEMBER 31, 2007

	2007	(June 30) 2007
ASSETS		
CURRENT		
Cash	\$ 89,248	\$ 185,666
Investments	315,921	306,440
Accounts receivable	6,401	14,796
Prepaid expenses	3,622	-
	<u>415,192</u>	<u>506,902</u>
PROPERTY AND EQUIPMENT (note 4)	<u>17,116</u>	<u>23,605</u>
	<u>\$ 432,308</u>	<u>\$ 530,507</u>
CURRENT LIABILITIES		
Accounts payable	\$ 1,403	\$ 60,634
Deferred revenue (note 5)	204,863	139,237
	<u>206,266</u>	<u>199,871</u>
NET ASSETS		
Invested in property and equipment	17,116	23,605
Restricted for Scholarship fund	985	985
Unrestricted	207,941	306,046
	<u>226,042</u>	<u>330,636</u>
	<u>\$ 432,308</u>	<u>\$ 530,507</u>

Approved on behalf of the Board:

Director

Heather Home

Director

Scott Goodie

ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF CHANGES IN NET ASSETS FOR THE SIX MONTH PERIOD ENDED DECEMBER 31, 2007

	2007	(12 months) 2007
INVESTED IN PROPERTY AND EQUIPMENT		
Balance - beginning of period	\$ 23,605	\$ 15,465
Purchase of property and equipment	-	14,178
Amortization	(6,489)	(6,038)
Balance - end of period	<u>\$ 17,116</u>	<u>\$ 23,605</u>
RESTRICTED FOR SCHOLARSHIP FUND		
Balance - beginning and end of period	<u>\$ 985</u>	<u>\$ 985</u>
UNRESTRICTED		
Balance - beginning of period	\$ 306,046	\$ 266,301
Net revenue (expenditure) for the period	(104,594)	47,885
Purchase of property and equipment	-	(14,178)
Amortization	6,489	6,038
Balance - end of period	<u>\$ 207,941</u>	<u>\$ 306,046</u>

ACA Foundation

As members and AGM attendees will recall, the Association of Canadian Archivists Foundation was established, incorporated and received charitable status in 2006. As a charitable, registered public foundation under Canada Revenue Agency, the ACA Foundation is able to raise funds in support of archival community-related scholarships and research.

The past year has been busy for the newly established Foundation and in particular for its Board of Directors, who are:

- Heather Home, Chair
- Gary Mitchell, Secretary
- Ellen Scheinberg, Director
- Paul Banfield, Director
- Scott Goodine, Director

The Foundation has received a small number of donations, as reported in the audited statements which follow. In addition, the Directors have been busy with the development of a Gift Acceptance Policy and this year's fund-raising activities: a virtual auction which is underway on e-Bay.ca as well as the Raffle & sale of pins & buttons at the ACA Conference. The Directors are now working on an Endowment policy, and once this is in place, we have plans for a donation campaign late in 2008 or early in 2009.

The funds raised from the Virtual Auction which was coordinated by Ellen Scheinberg, will be disbursed as scholarships in 2009, through the universities delivering archival studies programs. It should be noted that as a public foundation, ACAF does not have the ability to provide funds directly to an individual but delivers these monies through other registered charitable organizations, e.g. Canada's Universities and Colleges.

Foundation's Virtual Auction

The ACA Foundation is almost ready to launch its first virtual auction in early May. The auction will include certificates from three businesses as well as an eclectic array of pieces donated by ten Canadian artists.

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

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

The virtual auction will be accessible from the ACA home page. Just click on the Foundation logo and you will find the link to the E-Bay auction site. The auction will be launched at the conference in Fredericton in June, while bidding will take place over the next 10 days and the successful bidders will be announced at the end of the month. All of the proceeds will go to the Foundation to fund scholarships, travel bursaries and other educational initiatives. We therefore encourage members to forward the link to friends and family and bid often and high, since the money is going to a very good cause.

If you have any questions about the auction, please contact Ellen Scheinberg or Duncan Grant at the following e-mail addresses: escheinberg@ujafed.org or execdir@archivists.ca.



Marlena Wyman, "Unpatronized Merit and Useful Information," Encaustic and mixed media on paper (beeswax, pigments, primrose petals, parsley leaves, archival photograph reproduction), 7 x 10, 2008.



Nir Bareket, "Clothesline in Port Union, Nfld.," 11 x 14, 2006.

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

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

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

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

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

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

ASSOCIATION OF CANADIAN ARCHIVISTS

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

	2007	(12 months) 2007
REVENUE		
Archivaria	\$ 3,681	\$ 141,224
Conference	-	136,623
Education	-	15,223
Membership	6,371	122,309
Other	12,915	15,218
	<u>22,967</u>	<u>430,597</u>
EXPENDITURE		
Archivaria	23,742	92,077
Board of Directors	25,607	52,538
Conference	23,752	124,182
Education program	9,131	26,129
Member services	35,584	45,173
Outreach and government relations	9,507	33,117
Select committees	238	9,054
Special interest sections	-	442
	<u>127,561</u>	<u>382,712</u>
NET REVENUE (EXPENDITURE) FOR THE PERIOD	\$ (104,594)	\$ 47,885

ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2007

1. PURPOSE OF THE ORGANIZATION

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

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

c) Property and equipment

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

Computers	30%
Furniture and equipment	20%

d) Scholarship fund

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

e) Revenue recognition

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

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.

Public Awareness Committee Report

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

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

Our work plan has focused on several projects to date:

Canadian Archives Week

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

Committee Infrastructure Documents

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

Outreach Strategy

- Research into comparable outreach strategies from

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

Communications

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

Networking and Outreach

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

Upcoming Activities for Later this Year

- Collaborative effort with the Membership Committee to work on revising the ACA brochure.
- Possibility of publishing additional Archival Success stories.

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

Respectfully submitted,
Kat Timms

Annual Report of the Bureau of Canadian Archivists, 2007-2008

I am pleased to submit the 2007-2008 Annual Report of the Bureau of Canadian Archivists (BCA). The mandate of the BCA is to bring together Canadian archivists who are members of Canada's two national associations: The Association des archivists du Québec (AAQ) and the Association of Canadian Archivists. The partnership established between the BCA and both national associations seeks to encourage communication and cooperation among their respective members, while promoting professional development and training, as well as ensuring the development of the archival profession as a whole. The BCA also represents Canadian Archivists at the national and international levels.

The 2007-2008 BCA Board of Directors included the following members: Scott Goodine (ACA) and Nathalie Gélinas (AAQ), presidents of their respective associations; Linda Fraser, ACA Vice-President, who was replaced during the year by Loryl MacDonald; Anne LeClair, BCA Assistant Secretary General; and Robert Nahuet, BCA Secre-

tary General. Since 2006, both association executive directors (Duncan Grant, ACA and Andrée Gingras, AAQ) participate in BCA activities so as to ensure project continuity.

The coordination of professional development and training is an important BCA activity. The Bureau receives grant requests from the ACA, the AAQ, and the BCA. The mandate of the BCA Board of Directors is to evaluate, select, and prioritize grant requests before passing these on to the Canadian Council of Archives (CCA). In the fall of 2007, the CCA advised the BCA that funds from the National Archival Development Program (NADP) would not be available for any professional development and training programs at the national level. Consequently, Canadian archival associations (AAQ, ACA, BCA) did not receive any funds for 2007-2008 projects. As well, since 2006, the BCA is no longer supported by the CCA in any international initiatives. Both these developments have left the BCA in a precarious financial position. In order to receive clarifica-

Membership Development Committee

Committee Members:

Rob Fisher (chair),
Jennifer Mohan,
Leah Sander,
Regina Landwehr,
Heather Pitcher

Membership Statistics (as of March 2008)

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

Renewals

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

Student Visits

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

Mentorship Program

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

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

Nominations, Elections and Awards Committee

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

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

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

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

Respectfully submitted,
Michael Gourlie, Chair

ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2007

3. FINANCIAL INSTRUMENTS

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

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

4. PROPERTY AND EQUIPMENT

	2007		June 30 2007	
	Cost	Accumulated amortization	Net	Net
Computers	\$ 28,649	\$ 16,276	\$ 12,373	\$ 17,676
Furniture and equipment	11,786	7,043	4,743	5,929
	<u>\$ 40,435</u>	<u>\$ 23,319</u>	<u>\$ 17,116</u>	<u>\$ 23,605</u>

5. DEFERRED REVENUE

	2007		June 30 2007	
Contributions		\$ 28,318	\$ 28,318	
Archivaria subscriptions		72,611	33,515	
Memberships		103,934	77,404	
		<u>\$ 204,863</u>	<u>\$ 139,237</u>	

6. ARCHIVARIA

All members of the organization receive a subscription to Archivaria, which is funded by the allocation to Archivaria of \$18 per membership fee. In addition to support services directly related to Archivaria, approximately 25% of the organization's management and office support services are allocated to Archivaria.

7. COMMITMENT

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

8. STATEMENT OF CASH FLOWS

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

Director at Large

Over the last year I have enjoyed learning more about the ACA and meeting many wonderful volunteers. I am thankful to Scott, Loryl, Heather, Duncan and Judy and to all ACA volunteers for their patience and good humour. Here is a brief list of my activities in the last year:

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

Respectfully submitted,
Charlotte Woodley
Communications Committee



Education Committee Annual Report: June 2008 AGM

After being asked to Chair the Committee, I spent part of the summer of 2007 recruiting new members to the Committee and I'm very pleased with the results. Deidre Brocklehurst, Karen Buckley, Katherine Lagrandeur, and Jim Suderman are the new Education Committee members. We also have two "corresponding" members abroad: John Roberts (New Zealand) and Jan Liebaers (Anguilla) who contribute electronically.

The five core members had a first conference call in September, 2007 to get acquainted and up to speed on strategic and operational issues. Shortly thereafter, on November 2, we met face to face, in Toronto at the Expanded Policies and Priorities meetings to hammer out a work plan for 2008 containing a mixture of operational and strategic (based on review and renewal recommendations) initiatives.

At that meeting, we made the difficult decision not to offer an institute in 2008 due to the shift in the ACA work year, and uncertainties regarding funding. This gives us more time to plan a 2009 institute. However, we did feel that we could mount one or pre-conference workshops in 2008.

By early January, we had confirmed two workshops on 1) archiving e-mail (Nancy Adgent and colleagues from the U.S. Rockefeller Center, and 2) digital photography (John Lund from the Provincial Archives of Alberta). Both workshops were sold out, and the digital photography workshop was expanded to two offerings. I would like to thank Duncan Grant, Jim Suderman, and Deidre Brocklehurst for handling most of the operational aspects of workshop planning.

Between November, 2007, and April 2008, the Committee planned a professional learning needs survey, which was made available to members between early April and early May, 2008. The Committee looks forward to analyzing the results of the survey. Thanks are due to Karen Buckley, Katherine Lagrandeur, and Duncan Grant for their work in developing the content and format of the survey.

The Committee wrapped up the NADP grant file for the 2007 institute on user studies by preparing a final report for the CCA in January, 2008.

Finally, I would like to thank the Committee's director contacts on the Board, Loryl Macdonald (2007) and Charlotte Woodley (present) for their support.

Respectfully submitted,
Tom Belton
Education Committee Chair

Ad Hoc Communications Committee Annual Report

In 2007-2008, the Communications Committee has met once in person and once by teleconference. The priorities for this past year have focused on redeveloping aspects of the website and the ACA Bulletin, and begin to establish policies for the Communications Committee in its incarnation as a Standing Committee of the ACA. With some work already underway, the website is already undergoing some changes in anticipation of allowing Committees and SISs greater influence over editing their own web content, and in pursuing RSS capabilities. The ACA Bulletin has also been redefined to act more as a forum for stories from the country's archivists, and focusing the website as the main access point for reports of ACA activities. The Committee has also been examining all previous reports on issues relating to ACA communications to help us establish policies and practices in the coming years.

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

Respectfully submitted,

Jeremy Heil
Chair, Ad Hoc Communications Committee

Board Nominee Bios

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

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

Ad Hoc Governance Committee Annual Report

I am pleased to report on the activities of the Ad Hoc Governance Committee. At its 21 September meeting, the ACA Board struck up the Governance Committee as an ad hoc board committee with the Vice President as chair. The role of this Committee is to advise the Board of Directors on the overall governance of the ACA and to encourage continuity and consistency in all ACA operations. In 2007-2008, the Ad Hoc Governance Committee's primary initiative was to follow through on the Review & Renewal Report recommendations. During this process, our primary focus has been to update the ACA by-laws and to begin developing governance policies. Committee members are Rodney Carter (Religious Hospitallers of St. Joseph), Martin Comeau (City of Winnipeg Archives), and Michael Gourlie (Archives Society of Alberta).

The Ad Hoc Governance Committee has accomplished the following since September 2007:

- Met at the Planning and Priorities meeting in Toronto 1-2 November 2007.
- Submitted an article for the ACA Bulletin in November 2007.
- Had teleconferences on 14 December 2007, 29 February 2008, and 17 April 2008.
- Finalised the Committee's mandate and terms of references.
- Produced a Volunteer Code of Conduct.
- Began a review of ACA's records management practices.
- Developed Job Descriptions for key volunteer positions.
- Designed a Board Self-Evaluation Questionnaire.
- Began a review of the ACA's mission statement and vision.
- Compiled a list of volunteers' interests and skill sets.
- Prepared Honorary Members' Biographies for the ACA website.
- Began a review of ACA awards.
- Worked with Duncan Grant and a lawyer in revising the ACA's by-laws.

In closing, I extend my appreciation to Duncan Grant for his support and advice on governance issues. I also thank Rod, Martin, and Michael for their tremendous hard work over the last few months. I am especially grateful for their collegiality, humour, and ability to keep things light while being remarkably productive. Working with them has been a great pleasure.

Respectfully submitted,

Loryl MacDonald
Chair, Ad Hoc Governance Committee