



Association  
of Canadian  
Archivists

# theBulletin

June 2012



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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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Executive Director: Duncan Grant

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<i>Autumn</i>	<i>September 5</i>

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## President's Report

It has been an honour and a pleasure to serve as ACA President.

In 2011-2012, the Board continues to focus on three themes that are key to ensuring that ACA continues as a thriving and relevant association – good governance, quality member services, and effective advocacy pursuant to the 2007 Review and Renewal Recommendations. Over the past year our association has taken strides on these fronts.

### Governance:

The New Year brought changes to the ACA Board. The terms of ACA Vice-President, Rod Carter, and Director-at-Large, Heather Bidzinski, ended 31 December 2011. I thank Rod and Heather for their tremendous work, positive contributions, and senses of humour. Michael Gourlie (Archives Society of Alberta) and Heather Beattie (Hudson's Bay Company Archives) joined the ACA Board of Directors in their respective roles of Vice-President and Director-at-Large. Their terms of office are 1 January 2012 – 31 December 2013.

With these two new appointments, the ACA Board and their portfolios for 2012 are:

Loryl MacDonald (President): Advocacy Committee (chair), Professional Learning Committee (board liaison), ACA Foundation (member), and ACA Secretariat;

Michael Gourlie (Vice-President): Governance Committee (chair), Communications Committee (chair / board liaison), Ethics Committee (board liaison), and ACA Foundation (member);

Deirdre Bryden (Secretary-Treasurer): ACA Foundation (chair), Archivaria (board liaison), and Conference (board liaison);

Heather Beattie (Director-at-Large): Outreach Committee (board liaison), Membership Development Committee (board liaison), Student Chapters (board liaison), Special Interest Sections (board liaison), and ACA Foundation (member).

There have also been changes with the Leadership Team. Shannon Hodge (Jewish Public Library Archives, Montreal) has been acting Chair of the Professional Learning Committee while Erica Hernández-Read (University of Northern British Columbia) is on leave. With this development, the ACA Committee Chairs for 2012 are:

- Amy Furness, Ethics Committee
- John Lund, Membership Development Committee
- Shannon Hodge, Professional Learning Committee
- Sarah Janes, Outreach Committee.
- Michael Gourlie, Communications Committee
- Michael Gourlie, Governance Committee

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The ACA Leadership Team also continued strategic plan development. We feel this is necessary in order to help the ACA align its priorities and assign resources to better accomplish its mission and to successfully meet the needs of our members. Towards this end, the ACA Leadership has developed a Vision Statement for 2016, which will be presented to during the ACA Members' Input Session. I look forward to your feedback on this issue as we move forward.

### **Improving Membership Service:**

Over the past year, there have also been developments in ACA membership services. On 13 October, the Board approved subscriber and event fees (Archivaria subscriptions, conference registrations, and workshops) for 2012 – 2016. We are pleased that there will be no increases in 2012.

Also, based on the recommendations of the Professional Learning Committee, the ACA investigated the possibility of electronic educational offerings to ACA members. The ACA recently met with the representatives for University of Toronto iSchool Institute to discuss the possibility of delivering online courses to ACA members. I am very grateful to the Professional Learning Committee and to Duncan Grant for their tremendous work in this exciting initiative. A project team will be established in the next few weeks to make specific recommendations concerning course content.

If you have an idea as to how ACA members can receive better value for their membership dollars, please let the ACA Leadership Team know. We would appreciate hearing from you.

### **Advocacy:**

The ACA endeavours to be a strong voice on issues of concern to the archival community. Advocacy includes supporting a vibrant community among archivists in Canada as well as representing our profession to kindred heritage organizations and to public institutions whose policies may have a significant impact on our professional lives. To this end, the ACA Board has undertaken advocacy on behalf of its members in several areas.

#### **1. Bill C-19, Ending the Long-gun Registry Act, An Act to amend the Criminal Code and the Firearms Act:**

On 8 November, 2011, the ACA sent a letter to the federal Minister of Public Safety concerning the records destruction provisions in Bill C-19, Ending the Long-gun Registry Act, An Act to amend the Criminal Code and the Firearms Act. The ACA is concerned that Bill C-19 contains provisions that explicitly override existing legislated information management processes. The current disposition of records in the Firearms Registry is for destruction ten years after last administrative action. Further, Sections 12 and 13 of the Library and Archives of Canada Act (LAC Act) require written permission from the Librarian and Archivist of Canada to destroy records. However, sections 29 (1) (2) and

(3) of the Ending the Long-gun Registry Act call for the destruction of records "as soon as possible" and that the LAC Act be ignored. To see a PDF copy of the ACA's letter, please go to the Submissions & Letters webpage on the ACA website: <http://www.archivists.ca/content/submissions-letters>. Our efforts attracted media attention including articles in The National Post and the Ottawa Citizen.

### **2. Census:**

The census was certainly on the ACA's advocacy agenda this year. Bill S-18, An Act to amend the Statistics Act, provides for the mandated review of the informed consent question no later than two years following the 2011 Census. The ACA and the Canadian Historical Association is working on an advocacy plan for the Census. We will ask for the removal of the opt-in clause from the Statistics Act and for the return of the Mandatory Long Form portion of the census. Further, we will encourage Library Archives Canada to devote appropriate resources to processing and preserving the born digital version of the census that has replaced older paper and microfilm versions as the archival record. The ACA believes that these steps will ensure that future censuses represent an accurate and reliable picture of our times. Please stay tuned for further advocacy efforts.

### **3. Other Organisations and Institutions:**

i. On November 4, 2011, Deirdre Bryden, Rod Carter, Duncan Grant, and I met in Ottawa with the Board of the Canadian Historical Association to discuss issues of mutual interest. On 26 January, 2012, Michael Gourlie, Duncan Grant, and I participated in a teleconference call with the CHA concerning next steps in Census advocacy.

ii. Various board members have participated in the Library Archives Canada (LAC) Stakeholder Forums. The primary purpose of these forums was to discuss possible collaboration in a Pan-Canadian Documentary Heritage Network. On November 4, 2011, Deirdre Bryden, Rod Carter, Duncan Grant, and I also met with representatives of Library Archives Canada.

iii. The ACA is also participating in Canada 150, a national, not-for-profit campaign to celebrate Canada's 150th birthday in 2017 by encouraging the recording and collecting of life stories, family histories as well as community and organization histories.

### **Black Monday:**

As I write this report, we have just received the disheartening news about Library and Archives Canada's plans to eliminate 105 staff positions. The ACA feels profound sympathy for our LAC colleagues who are affected by these changes

We are also dismayed by the elimination of the National Archival Development Program and the deleterious conse-

quences this will have for the archival community in the coming weeks and years to come. This is truly a blow to the Canadian archival system. The Canadian Council of Archives first received federal support in 1986 and, over the last twenty five years, the CCA's distribution of this federal funding has efficiently and successfully supported the development and advancement of archives throughout Canada. The Canadian archival system and its funding are the envy of the world.

We would like to stress that the ACA will be doing everything we can to support LAC colleagues and the Canadian Council of Archives.

### **Conclusion:**

In closing, I offer my thanks to Duncan Grant and Judy Laird for their ongoing devotion to the interests of our

## Vice-President's Report

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Having taken up my duties officially on January 1, 2012, my activities as Vice-President have focused on regular Board teleconferences, taking part in email discussions between teleconferences, serving as the liaison (and interim chair) for the Communications Committee, and chairing the Governance Committee. In addition to these activities, I chaired the Council of President's meeting and the Member Input Session at the ACA conference in Whitehorse.

As an incoming director, I was fortunate to attend the 2012 Symposium for Chief Elected & Chief Staff Officers, presented by the Canadian Society for Association Executives (CSAE), with the ACA Executive Director Duncan Grant. The two-day symposium offered insights into association development, leadership styles, governance models, and strategic planning, all of which will be helpful in the work of the ACA Board in future.

Respectfully submitted,  
Michael Gourlie,  
ACA Vice-President

members and to the success of the ACA. I also thank outgoing ACA Vice-President, Rod Carter, and Director-at-Large, Heather Bidzinski, for their hard work over the past two years. I am also very grateful to my colleagues on the ACA Board – Deirdre Bryden, Micheal Gourlie and Heather Beattie - for their insight, collegiality, and senses of humour. Finally, I thank the Student Chapter, SIS, and Committee chairs and all ACA members who volunteer their time, energy, and expertise on behalf our association. This commitment and generosity are what keep the ACA going and what has made being ACA President so rewarding. I am grateful.

Respectfully Submitted,

Loryl MacDonald

## Director at Large Report

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It is my pleasure to submit the annual report for the Director at Large. My roles and responsibilities include Board liaison with the Student Chapters, Special Interest Sections, Membership Development Committee, and Outreach Committee.

The Student Chapters have been very busy this year, organizing numerous presentations, tours, social events, and another successful ACA@UBC Symposium. I would like to thank the outgoing Student Chapter coordinators for all of their hard work in the past year. Your commitment to facilitating your chapters' activities makes student life so much richer and benefits the organization and profession as a whole. I would also like to welcome the new coordinators to their roles - I am looking forward to working with you over the next year. I have not had many opportunities to interact with the Special Interest Section chairs yet, but I hope to be able to help the SISEs use the resources available to promote themselves as vibrant forums for discussion and advocacy.

In addition to liaising with Student Chapters and SISEs, I work closely with the Membership Development and Outreach Committees. The MDC has been hard at work on the membership renewal campaign and a very successful revitalization of the Mentorship Program. The OC is continuing to work on a number of new initiatives, and the ACA Oral History Project Team will be moving forward with that exciting venture. Thank you to all who have contributed to these committees this year.

Ongoing participating in monthly Board meetings is an integral part of my involvement with the ACA as Director at Large, and I always look forward to our interesting and lively discussions.

Respectfully submitted,  
Heather Beattie, Director at Large

## Secretary-Treasurer's Report

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Financial position as of December 31, 2011

Revenue: \$430,427.43

Expenses: \$369,030.36

Net Income: \$ 61,397.07

### Results from 2011

ACA finished the year with a 14% surplus of \$61,397.07 and roughly \$10,000 more in revenue than budgeted, which was an improvement over the anticipated \$13,500 deficit approved at the 2010 AGM. The auditor's report to December 31 2011 appears on the next few pages following this report.

### Revenue highlights

- Revenue was at budget estimates for membership, and just below for Archivaria
- The annual conference did better than expected, with sold-out attendance.
- Membership revenue is slightly above than anticipated, due to some late membership renewals leading up to the conference.
- Archivaria was just below its income goals, due to declining subscriptions and very few sales of back issues.

### Expenditure highlights

- Expenses were higher than budget estimates in a few areas
- Board of Directors expenditures was higher, in the costs for P&P as well as supported ACAF expenses (legal, audit, insurance).
- Expenses in other area (e.g. committees, conference, Archivaria, etc.) were down as the Board & staff worked to hold costs in view of the tight economic climate. Staff and office costs were also under budget despite an increase to the CPP & EI employer rates.
- The annual conference expenses were lower than estimated, as event services were reduced in light of fewer participating sponsors and smaller contributions.

ACA was audited by Canada Revenue Agency for the years 2008-2009 as part of CRA's initiative to have a closer look at non-profit groups. Not surprisingly, both ACA passed with flying colours. A big thank-you to Duncan and Judy for working with the CRA auditor and providing all of the needed records!

That said, there was one issue pointed out by the CRA that needed to be changed. Up to this point, the ACA provided a lot of the operational costs for the ACAF. Under the recommendations of our lawyer in response to concerns raised by CRA, ACA and ACAF have now completed a Memorandum of Understanding which states that ACA will donate the funds to cover the costs of the audit; directors and officers insurance; and legal fees for the ACAF, for the next 4 years. In addition, the ACA Secretariat will continue to provide office support as they have in the past.

### Draft Estimates for 2013

The preliminary estimates for 2013 show a modest increase in income and expenses with the Conference going west to Winnipeg, while a 11% deficit is suggested.

Thank you to Duncan Grant and Judy Laird for their unflinching support and never-ending hard work for the ACA.

Respectfully submitted,

Deirdre Bryden  
Secretary-Treasurer.



**Concerned about the  
archives community?**

**Share your concerns with  
colleagues and ACA's Board  
of Directors at the  
Members' Input Session**

**June 7, at 3:15 pm  
Room A, High Country Inn**

**ASSOCIATION OF CANADIAN ARCHIVISTS**

FINANCIAL STATEMENTS

DECEMBER 31, 2011

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## INDEPENDENT AUDITORS' REPORT

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

We have audited the accompanying financial statements of Association of Canadian Archivists, which comprise the balance sheet as at December 31, 2011, and the statements of changes in net assets, revenue and expenditure and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### **Management's responsibility for the financial statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' responsibility**

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 comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements present fairly, in all material respects, the financial position of Association of Canadian Archivists as at December 31, 2011, and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.



### **OUSELEY HANVEY CLIPSHAM DEEP LLP**

Licensed Public Accountants

Ottawa, Ontario

May 1, 2012



# ASSOCIATION OF CANADIAN ARCHIVISTS

BALANCE SHEET  
AS AT DECEMBER 31, 2011

	<u>2011</u>	<u>2010</u>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 91,485	\$ 70,633
Investments (note 4)	485,987	408,646
Accounts receivable	-	6,186
Prepaid expenses	<u>4,837</u>	<u>7,301</u>
	582,309	492,766
<b>PROPERTY AND EQUIPMENT (note 5)</b>	<u>7,921</u>	<u>9,531</u>
	<u>\$ 590,230</u>	<u>\$ 502,297</u>
<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 9,409	\$ 12,799
Government remittances payable	2,284	-
Deferred revenue (note 6)	<u>113,716</u>	<u>91,207</u>
	<u>125,409</u>	<u>104,006</u>
<b>NET ASSETS</b>		
Invested in property and equipment	7,921	9,531
Restricted for Scholarship fund	985	985
Unrestricted	<u>455,915</u>	<u>387,775</u>
	<u>464,821</u>	<u>398,291</u>
	<u>\$ 590,230</u>	<u>\$ 502,297</u>

Approved on behalf of the Board:

Director

Director

*Originals signed by directors Deirdre Bryden and Loryl MacDonald*



## ASSOCIATION OF CANADIAN ARCHIVISTS

### STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2011

	<u>2011</u>	<u>2010</u>
<b>INVESTED IN PROPERTY AND EQUIPMENT</b>		
Balance - beginning of year	\$ 9,531	\$ 9,329
Purchase of property and equipment	1,183	3,173
Amortization	<u>(2,793)</u>	<u>(2,971)</u>
Balance - end of year	<u>\$ 7,921</u>	<u>\$ 9,531</u>
<b>RESTRICTED FOR SCHOLARSHIP FUND</b>		
Balance - beginning and end of year	<u>\$ 985</u>	<u>\$ 985</u>
<b>UNRESTRICTED</b>		
Balance - beginning of year	\$ 387,775	\$ 365,446
Net revenue for the year	66,530	22,531
Purchase of property and equipment	(1,183)	(3,173)
Amortization	<u>2,793</u>	<u>2,971</u>
Balance - end of year	<u>\$ 455,915</u>	<u>\$ 387,775</u>

## ASSOCIATION OF CANADIAN ARCHIVISTS

### STATEMENT OF REVENUE AND EXPENDITURE FOR THE YEAR ENDED DECEMBER 31, 2011

	<u>2011</u>	<u>2010</u>
REVENUE		
Archivaria	\$ 110,941	\$ 115,946
Conference	182,076	149,541
Education	12,490	12,635
Membership	120,082	116,718
Other	14,408	14,646
	<u>439,997</u>	<u>409,486</u>
EXPENDITURE		
Archivaria	80,973	80,259
Board of Directors	61,975	68,996
Conference	139,691	120,633
Education program	20,399	22,972
Member services	61,551	87,749
Outreach and government relations	8,878	6,346
	<u>373,467</u>	<u>386,955</u>
NET REVENUE FOR THE YEAR	<u>\$ 66,530</u>	<u>\$ 22,531</u>

## ASSOCIATION OF CANADIAN ARCHIVISTS

### STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2011

	<u>2011</u>	<u>2010</u>
<b>OPERATING ACTIVITIES</b>		
Net revenue for the year	\$ 66,530	\$ 22,531
Items not affecting cash		
Amortization	2,793	2,971
Net change in non-cash working capital items		
Accounts receivable	6,186	(789)
Prepaid expenses	2,464	(4,550)
Accounts payable	(3,390)	(8,055)
Government remittances payable	2,284	-
Deferred revenue	22,509	(9,652)
	<u>99,376</u>	<u>2,456</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of property and equipment	(1,183)	(3,173)
Sale (purchase) of investments	<u>(77,341)</u>	<u>(62,912)</u>
	<u>(78,524)</u>	<u>(66,085)</u>
<b>INCREASE (DECREASE) IN CASH FOR THE YEAR</b>	20,852	(63,629)
Cash - beginning of year	<u>70,633</u>	<u>134,262</u>
<b>CASH - END OF YEAR</b>	<u>\$ 91,485</u>	<u>\$ 70,633</u>

# ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2011

## 1. PURPOSE OF THE ORGANIZATION

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

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

## 2. SIGNIFICANT ACCOUNTING POLICIES

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

### a) Estimates and assumptions

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

### b) Financial instruments

Investments are classified as held-to-maturity financial instruments and are valued at cost plus accrued interest. Other financial instruments are measured at the initially recognized amount less appropriate allowances.

### c) Property and equipment

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

Computers	30%
Furniture and equipment	20%

### d) Scholarship fund

The organization accepts non-receipted contributions in support of its scholarship initiatives and plan, which are subsequently transferred to the Association of Canadian Archivists Foundation.

The scholarship fund is internally restricted and is under the direction of the Board.

### e) Revenue recognition

The organization follows the deferral method of accounting for revenue. Restricted revenue is recognized in the year in which the related expenditure is incurred. Unrestricted revenue is recognized when it is received or becomes receivable. Membership fees are recognized as revenue over the period to which they relate.

# ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2011

## 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### f) Contributions

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

## 3. FINANCIAL INSTRUMENTS

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

The organization has a provincial bond and investment certificates that earn interest at annual rates that range from 1.28% to 5.25% and mature between February 2012 and September 2015.

## 5. PROPERTY AND EQUIPMENT

			2011	2010
	Cost	Accumulated amortization	Net	Net
Computers	\$ 33,393	\$ 27,415	\$ 5,978	\$ 7,103
Furniture and equipment	11,786	9,843	1,943	2,428
	<u>\$ 45,179</u>	<u>\$ 37,258</u>	<u>\$ 7,921</u>	<u>\$ 9,531</u>

## 6. DEFERRED REVENUE

	2011	2010
Contributions	\$ 2,156	\$ 1,456
Archivaria subscriptions	42,972	38,733
Memberships	68,588	51,018
	<u>\$ 113,716</u>	<u>\$ 91,207</u>

## 7. ARCHIVARIA

All members of the organization receive a subscription to Archivaria, which is funded by the allocation to Archivaria of \$18 per membership fee. In addition to support services directly related to Archivaria, approximately 25% of the organization's management and office support services are allocated to Archivaria (see note 8).

## ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2011

### 8. Administration expenses

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

	<u>2011</u>	<u>2010</u>
Archivaria	\$ 45,188	\$ 42,827
Board of Directors	32,535	30,836
Conference	43,381	41,114
Education program	14,460	13,705
Member services	41,573	39,401
Outreach and government relations	3,615	3,426
	<u>\$ 180,752</u>	<u>\$ 171,309</u>

### 9. COMMITMENTS

The organization currently has agreements with three hotels to provide accommodations for the 2012, 2013 and 2014 conferences at costs of approximately \$96,000, \$126,000 and \$127,000 respectively.

### 10. CAPITAL DISCLOSURE

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

## Communications Committee

---

The primary activity of the Communications Committee this past year has been to complete development work on the ACA websites. Once the work on the site was largely completed by the website development company, representatives of as many ACA committees as possible were gathered via teleconference to receive training on how to update and manage the public website content assigned to their committee, ensuring that this content is up-to-date. The Committee is also in the early stages of creating a style guide to direct how content looks on each page to ensure consistency in presentation and format. An initiative which will receive priority in the coming months is to encourage members to use the “members only” section for committee work and other discussions to more fully utilize the capacity of that part of the website.

The Committee developed a new ACA Communications Policy that was adopted by the Board at the Fall P&P. With that overarching framework in place, the Committee has recognized the need to develop a communications strategy to ensure that all the communications platforms used by the ACA, particularly its social media presence, are performing effectively in keeping members and others informed about the ACA’s activities. In developing this strategy, the Committee will consult with and incorporate the comments and concerns of the ACA Board, Committees, SISes, and Secretariat to ensure that the strategy reflects the policy and meets the needs of the Association.

Respectfully submitted,  
Michael Gourlie, Interim Chair

## Membership Development Committee

---

Committee Members: Julia Hendry; Angela Amy Smith; Mary Flynn; Rachel Mills, Mentorship Coordinator; John D. Lund, Chair.

Results as of Spring P&P:

- 2011/2012 Early Bird Renewal Campaign resulted in our enrolment numbers being up in terms of member fees by \$10,000 at December 31, 2011 compared to December 31, 2010.
- 2012 Poster campaign tied into the 2012 ACA Conference with a poster from the Yukon Archives – “Sourdough Rendezvous,” Ted Colyer, artist.
- Mentorship Coordinator, Rachel Mills, re-invigorated the mentorship program. Participation numbers fell to 5 mentees for 2011. Promotion of the mentorship program had largely been left to the student chapters. Chapters were contacted to promote directly to students through local ACA members. Mentee numbers rose to 25 for

## Governance Committee

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The Governance Committee continued its efforts to recruit and fill available volunteer positions within the Association, including the Governance Committee itself. As member renewals come in, they will be reviewed for potential interests in the various committees and SISes that comprise the Association.

The call for Board position as well as awards nominations was distributed to the membership, which included the addition of an additional Director-at-Large. The Committee also developed a list of nominees for the Queen Elizabeth II Diamond Jubilee medal at the request of the ACA President.

In addition to the regular activities of the Governance Committee, there has been additional work pertaining to the review of the ACA Bylaw as a result of the *New Canada Not-For-Profit Corporations Act, which was proclaimed in October 2011. Basic issues such as membership categories, board composition, and various governance processes must be reviewed and, where necessary, amended to comply with the Act. A small working group was formed to address these changes, and it has met via teleconference to prepare a compliance plan that will be implemented over the next two years, which is the timeline for Canadian not-for-profits to adapt to the new rules of the Act.*

I would like to thank the members of the Committee, the working group, and the ACA Secretariat for their continuing support.

Respectfully submitted,  
Michael Gourlie, Chair

2012, the largest since the establishment of the mentorship program. 2012-2013 will see an increased focus on young professionals.

- Membership numbers as of March 12, 2012:
  - Individual members – 281
  - Sustaining donors – 18
  - Institutional members – 122

Projects currently underway

- 2012 welcome emails for regular members and student members were provided to Judy for distribution.
- An email went out to mentors/mentees on March 22<sup>nd</sup> to assess how the mentorship program is going this year. Responses by mentors and mentees to the assessment were quite favourable.



- After discussions at the Spring P&P the post card campaign was put on hold as there was concern that the costs outweighed the results.

Planning for 2012-1013

- Direct a campaign to institutions/managers regarding value of membership.

---

## Outreach Committee

The Outreach Committee would like to welcome Nicholas Richbell, who joined in the fall of 2011. Sadly, two of our members are leaving: former chair Kate Guay, and two-term committee member Melissa McCarthy. They may have finished their work with the Outreach Committee but both are continuing excellent work in archival outreach. I would also like to thank fellow committee members Shelley Sweeney and Bryan Bance, and Heather Beattie, our Board liaison, for their work throughout this year.

The Oral History project, which had been under the auspices of Outreach, has now been transferred to a Project Team. Shelley Sweeney, who has been heavily involved in this project since its inception, will continue as Team Lead. More oral histories will be recorded during the 2012 conference in Whitehorse, and these are available online to team members for review and indexing.

The events calendar, a major accomplishment of the 2010-2011 year, was opened to public submissions last summer, and is seeing regular use. All ACA members (and others!) are encouraged to post your archives events and check in to see what else is going on in different parts of the country. (Committee members will be reminding you regularly on Arcan-I.)

Members of the Outreach Committee were also behind the creation of accurate and informative articles on the ACA and Archivaria on Wikipedia. All members of the Canadian archival community are encouraged to edit and add as appropriate, and any suggestions of other needed articles are welcome.

Continuing projects include the Resource List (which has been worked on throughout 2011-2012 and should be launched before the 2012 AGM) and the development of an Outreach Toolkit for archives. The Outreach Committee will also be producing short articles for ACA Bulletin highlighting the great work being done by archives around the country.

Respectfully submitted,  
Sara Janes (Chair)

- Work towards the development of an annual work plan.
- Review Operation Guide content and website membership information.

Respectfully submitted,  
John D. Lund, Chair

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## Professional Learning Committee

It has been my privilege to stand as Acting Chair of the Professional Learning Committee while Erica Hernandez-Read completes her maternity leave. In addition to the continued dedication of Creighton Barrett, the committee welcomed two new members, Jill Teasley and Amanda Leinberger.

### Workshops

The PLC chose two workshops for the 2012 Pre-Conference offerings, a 2-day photographic care and handling workshop led by Greg Hill and a 1-day access legislation workshop led by Laurette Miller. Most unfortunately, due to low registration, the ACA had no choice but to cancel these workshops. The PLC eagerly anticipates working on pre-conference workshop offerings for 2013 in Winnipeg.

### Institute

The PLC will offer a fall workshop, *Digital Preservation Management*, to be held in Montreal, Quebec from September 26-28, 2012. The workshop, which is geared towards professionals and managers in the field, will be led by Dr. Nancy McGovern and Kari Smith with contributions from Dr. Carolyn Hank. The PLC extends a note of gratitude to McGill SIS for their generosity in hosting the workshop on campus. The PLC anticipates moving ahead with registration once the 2012 ACA Annual Conference is complete.

### E-Offerings for ACA Members

The PLC was pleased to follow developments of meetings between the ACA and the iSchool regarding a potential relationship for the delivery of online courses, and potentially certificates, for ACA members. The groundwork for these discussions was based on recommendations completed by the PLC in 2011, specifically to meet identified needs in offering management and leadership topics as well as offering courses or certificates beyond our current models. More developments on this work are sure to come in the near future.

Respectfully submitted,  
Shannon Hodge  
Acting Chair

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

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It is a pleasure to submit my second report as the General Editor of *Archivaria*. The following were the highlights of the past year.

**Change in Editors' Terms:** The ACA Board approved a change in the terms of the General Editor and the Managing Editor from 2 years (4 issues) to 3 years (6 issues) in order to mesh with SSHRC's 3-year cycle for Assistance to Scholarly Journals (ASJ) funding), and to give editors time to become thoroughly familiar with their jobs before having to begin the search for their successors. The change in term will be phased in according to a transition plan that will be complete by 2015.

**Next General Editor:** As part of that transition, it is a pleasure to report that Heather MacNeil has assumed the role of Senior Associate Editor and will become the next General Editor in June 2013.

**SSHRC Funding:** It is also a pleasure to report that *Archivaria* has received funding for 2011-2014 from the Social Sciences and Humanities Research Council's Assistance to Scholarly Journals program.

**New Copy Editor and Proof Reader:** Lyne St-Hilaire-Tardif has been involved with *Archivaria* in many roles since Vol. 32 (Summer 1991), most recently as copy editor and proof reader. In 2011, she signalled her intention to retire, and *Archivaria* 73 (Spring 2012) was her last issue. I want to acknowledge Lyne's tremendous contribution to 42 issues of the journal. Her long experience and her knowledge of the archival community have contributed greatly to the journal's success. It was decided that it would be better to separate the roles of copy editor and proof reader, and we have engaged a new copy editor and a new proof reader, who also worked on A73.

**Current and Future Issues:** Members should receive *Archivaria* 73 (Spring 2012) before the annual conference in June. *Archivaria* 74 (Fall 2012) will be a special issue on Archival Arrangement and Description, guest edited by Terry Eastwood. *Archivaria* 75 (Spring 2013) will be a general issue.

Respectfully submitted,  
Jean Dryden  
General Editor, *Archivaria* 71-75

## Bulletin Editor Report

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It is a real privilege to serve as Bulletin Editor, and I am thoroughly enjoying the opportunity to get acquainted with so many of my fellow archivists across the country. Since being appointed to this position in August 2011, we have released three issues – Fall 2011, Winter 2012, and Spring 2012, covering smaller special interest archives, hot topics like Bill C-19, innovative outreach initiatives, and more.

Thank you to Loryl MacDonald for being a wonderful guide, and to Duncan Grant and Judy Laird who work very hard on each issue of the Bulletin. I am very grateful for all of your help.

The most exciting part of this job is hearing from Canadian archivists. I'd love to hear from more of you and find out what you are up to and what collections make your institution so special. I am thrilled with the quality and diversity of the submissions I have received thus far. Thank you and keep them coming! We love to feature your stories and keep abreast of what's happening in archives across Canada. Canada is a vast country, but this is one way we can stay connected.

Respectfully submitted,  
Carrie Limkilde,  
Bulletin Editor

## ACA Foundation Report

The current roster of Directors for the Foundation is:

Deirdre Bryden, Chair  
Gary Mitchell, Secretary  
Carman Carroll, Director  
Braden Cannon, Director  
Barbara Craig, Director

The ACAF directors have concentrated their focus on completing and launching fundraising initiatives directed to ACA Fellows and Past Presidents, which was initiated last fall. An ACAF brochure was produced in 2011, and distributed at the Toronto Conference.

By year-end, the ACAF successfully raised \$4,150 in direct donations and received an additional \$745 through Canada-Helps.org where several members have established regular monthly contributions.

As discussed in the Secretary-Treasurer report, the ACA was audited by the CRA for the years 2008-2009. The one issue pointed out by the CRA that needed to be changed was regarding the Foundation's operating costs. Since establishing the Foundation in 2006, the ACA has paid operational costs for the ACAF. Under the direction from CRA, we have now passed a Memorandum of Understanding that states that ACA will donate the funds covering the costs of the audit, directors and officers insurance; and legal fees to

the Foundation, for the coming 4 years. In addition, the ACA Secretariat will continue to provide office support as they have in the past.

The Foundation will be using a portion of our funds to provide \$3,000 to be distributed amongst the three graduate students who were selected to present at the student session of the ACA conference in Whitehorse in June 2012. This amount is up from the usual amount due to the location of this year's conference.

Participation at the Members-Input session as well as at the Annual General Meeting during the ACA conference is planned per usual. In addition, the ACAF brochure will be included in the delegate's conference material, and the ACAF will hold their annual raffle at the ACA conference dinner.

The ACAF audit to December 31 2011 was completed, with no concerns raised by the auditor. The auditor's report appears on the next few pages following this report.

I would like to thank Duncan Grant and Judy Laird for their tireless work on behalf of the Foundation.

Respectfully submitted,  
Deirdre Bryden, ACAF chair



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**ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION**

FINANCIAL STATEMENTS

DECEMBER 31, 2011

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## INDEPENDENT AUDITORS' REPORT

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

We have audited the accompanying financial statements of Association of Canadian Archivists Foundation, which comprise the balance sheet as at December 31, 2011, and the statements of changes in net assets and revenue and expenditure for the year then ended, and a summary of significant accounting policies and other explanatory information.

### **Management's responsibility for the financial statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' responsibility**

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 comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

### **Basis for qualified opinion**

In common with similar organizations, the Foundation derives revenue from donations and fundraising, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues were 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 revenue, net revenue (expenditure) for the year, assets and net assets.

### **Qualified opinion**

In our opinion, except for the possible effects of the matter described in the Basis for qualified opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Foundation as at December 31, 2011, and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

*OHCD LLP*

### **OUSELEY HANVEY CLIPSHAM DEEP LLP**

Licensed Public Accountants  
Ottawa, Ontario  
May 2, 2012

# ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

BALANCE SHEET  
AS AT DECEMBER 31, 2011

	<u>2011</u>	<u>2010</u>
<b>ASSETS</b>		
Cash	\$ 10,593	\$ 6,305
Investment (note 4)	12,190	10,000
Accounts receivable	<u>929</u>	<u>2,805</u>
	<u>\$ 23,712</u>	<u>\$ 19,110</u>
 <b>NET ASSETS</b>		
Endowment scholarship fund	\$ 18,927	\$ 14,252
Unrestricted	<u>4,785</u>	<u>4,858</u>
	<u>\$ 23,712</u>	<u>\$ 19,110</u>

Approved on behalf of the Board:

Director

Director

*Originals signed by directors Deirdre Bryden and Gary Mitchell*

## ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

### STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2011

	2011	2010
<b>ENDOWMENT FUNDS</b>		
Scholarship fund		
Balance - beginning of year	\$ 14,252	\$ -
Donations	4,675	2,000
Transfer from Bryan Corbett fund	-	1,500
Transfer from Kent Haworth fund	-	1,717
Transfer from Stan Hanson fund	-	9,035
Balance - end of year	\$ 18,927	\$ 14,252
Bryan Corbett fund		
Balance - beginning of year	\$ -	\$ 1,500
Transfer to Scholarship fund	-	(1,500)
Balance - end of year	\$ -	\$ -
Kent Haworth fund		
Balance - beginning of year	\$ -	\$ 1,717
Transfer to Scholarship fund	-	(1,717)
Balance - end of year	\$ -	\$ -
Stan Hanson fund		
Balance - beginning of year	\$ -	\$ 9,035
Transfer to Scholarship fund	-	(9,035)
Balance - end of year	\$ -	\$ -
<b>UNRESTRICTED</b>		
Balance - beginning of year	\$ 4,858	\$ 2,507
Net revenue (expenditure) for the year	(73)	2,351
Balance - end of year	\$ 4,785	\$ 4,858

## ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

### STATEMENT OF REVENUE AND EXPENDITURE FOR THE YEAR ENDED DECEMBER 31, 2011

	<u>2011</u>	<u>2010</u>
REVENUE		
Donations	\$ 1,596	\$ 3,956
Fundraising	-	100
Investment	398	435
	<u>1,994</u>	<u>4,491</u>
EXPENSES		
Bank charges	67	30
Conference bursaries	2,000	2,000
Receipted gifts in kind	-	110
	<u>2,067</u>	<u>2,140</u>
NET REVENUE (EXPENDITURE) FOR THE YEAR	<u>\$ (73)</u>	<u>\$ 2,351</u>



# ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2011

## 1. PURPOSE OF THE ORGANIZATION

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

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

## 2. SIGNIFICANT ACCOUNTING POLICIES

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

### a) Estimates and assumptions

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

### b) Endowment fund

The Scholarship fund was established in 2010 to support students pursuing graduate or post-graduate degrees in archival or information studies in Canada.

### c) Financial instruments

Investments are classified as held-to-maturity financial instruments and are valued at cost. Other financial instruments are measured at the initially recognized amount less appropriate allowances.

## 3. FINANCIAL INSTRUMENTS

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

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

## 4. INVESTMENT

The Corporation has an investment certificate that earns interest at an annual rate of 2.72% and matures in January 2014.

## **ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION**

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2011

### **5. 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.

### **6. CAPITAL DISCLOSURE**

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

## InterPARES 3 Update

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InterPARES 3, in which ACA was a partner, was completed March 31, 2012. The research findings and products will be available soon on the InterPARES home page at: ([www.interpares.org](http://www.interpares.org)). The final InterPARES 3 Symposium was held May 10-12, 2012 in Istanbul and covered all the major research findings, recommendations and products of InterPARES 3., with speakers from Brazil, Canada, Italy, Korea, Malaysia, Spain, and Turkey.

The next phase of InterPARES, called InterPARES Trust, has already been initiated. InterPARES Trust has been the recipient of three successful funding applications.. The first is the funding for an international Peter Wall Exploratory Workshop, entitled “Trust and Conflicting Rights in the Digital Environment”, the purpose of which is to develop a proposal for a Peter Wall Major Thematic Grant. The workshop will be held on September 24-25, 2012. The second is a SSHRC Insight grant for a project called “The Law of Evidence in the Digital Environment” with Antony Sheppard (a veteran InterPARES researcher from the UBC Faculty of Law) as Principal Investigator and Luciana Duranti, the InterPARES director, as co-investigator. The third is a SSHRC Insight grant for a project called “Records in the Cloud”, which will be carried out over 4 years (2012-2016).

What follows is a description of the “Records in the Cloud Project.

Principal investigator Luciana Duranti (SLAIS-University of British Columbia), and Co-investigators Victoria Lemieux (SLAIS-University of British Columbia, Anthony Sheppard (Law-University of British Columbia), Ronald Cenfetelli (Sauder School of Business, University of British Columbia), Barbara Endicott-Popovsky (iSchool-University of Washington), Richard Marciano (SILS-University of North Carolina at Chapel Hill) and Erik Borglund (AIMS-Mid-Sweden University) will research the benefits and risks of keeping records in the cloud by addressing the following research questions:

1. How can confidentiality of organizational records and data privacy be protected in the cloud?
2. How can forensic readiness of an organization be maintained, compliance ensured, and ediscovery requests fully met in the cloud?
3. How can an organization’s records accuracy, reliability, and authenticity (i.e., identity and integrity) be guaranteed and verifiable in the cloud?

4. How can an organization’s records and information security be enforced in the cloud?
5. How can an organization maintain governance upon the records entrusted to the cloud?

These questions arise directly from the findings of previous research and conducted in the context of the InterPARES Project and the answers to them will support the achievement of the objectives of the proposed project, which are:

1. To identify and examine in depth the management, operational, legal, and technical issues surrounding the storage and management of records in the cloud;
2. To determine what formal policies and procedures a Cloud Services Provider (CSP) should have in place for fully implementing the records/archives management regime of the organization outsourcing the records, and for responding promptly to its needs;
3. To determine what formal policies and procedures a CSP should have in place for detecting, identifying, analyzing and responding to incidents;
4. To develop a methodology and an instrument for assessing the risks and benefits of outsourcing records/archives storage and processing to a CSP;
5. To develop guidelines for contractual agreements between organizations and CSPs, and for certifications and attestations by CSP; and
6. To develop policy and procedural models for the integration of outsourcing to the cloud with an organization’s records management and information governance programs, or archival preservation program.

We are very much looking forward to begin this new adventure.

Respectfully submitted by  
Linda Fraser

## Educational Guidelines Review Taskforce Report 2012

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### Members of the Taskforce

Deirdre Bryden, Chair  
Fiorella Foscarini  
Anne Hepplewhite  
Shannon Hodges  
Rebecka Sheffield

In April 2011, the Board struck up the Educational Guidelines Review Taskforce to review and make recommendations concerning the current version of the *ACA Guidelines for the Development of a Two-Year Curriculum for a Master of Archival Studies* published in 1990. In the twenty-one years since the Guidelines' publication, there have been significant developments in both archival education and professional practice. In light of these factors, the Taskforce was mandated to revisit the *ACA Guidelines* to determine whether they still meet the needs of the discipline and the profession.

It was unanimously agreed among the members of the Taskforce that the 1990 ACA Guidelines needed to be rewritten to more accurately reflect the current environment for Canadian archivists. Of specific concern was the area of electronic records which understandably was not part of the

1990 guidelines. It was decided the next step should involve contacting and interviewing interested stakeholders: for example, professors involved in teaching archival education, and also representatives of the different facets of the archival profession. It is imperative the new version of the Guidelines continues to address the full range of knowledge beneficial to the modern archivist, rather than narrowly focusing on one area.

The Taskforce also discussed the possibility of a future endorsement program as a way of pointing potential archival students towards the universities which follow the new Guidelines, thereby ensuring the students a certain type of education which will be beneficial to a future career as an archivist.

As the first step of the review is now complete, a new Taskforce will be formed to move forward on the issues identified.

Respectfully submitted,  
Deirdre Bryden,  
Chair

## Canadian Commission for UNESCO Sectoral Commission Culture, Communication and Information

---

There were two meetings of the sectoral commission in 2011. There was a sectoral meeting prior to the annual general meeting that was held June 9-11, 2001 at the Fairmont Château Laurier in Ottawa. At the meeting the sectoral commission discussed culture, communication and information elements that were deemed relevant for the next draft program and budget for UNESCO as a whole. Like many organizations, UNESCO is struggling with budgetary shortfalls of 5 to 10% and so are seeking to rationalize their programs to cut back their expenses. Unlike the Canadian Council of Archives and Library and Archives Canada, the Canadian Commission was fortunately not cut this year.

The sectoral commission also discussed the next medium-term strategy. The specific issues of UNESCO are not always easily married to the goals and objectives of the Association of Canadian Archivists. Issues topical to UNESCO as a whole for example revolve around education for sustainable development and climate change. However, regarding the culture of peace, I strongly recommended that good governance and accountability comes through good record-keeping and that balance between conflicting groups within a society is achieved through transparency of government activities.

This is generally the main theme of my comments at these meetings, however I have begun to introduce the necessity of heritage as a means of preserving and strengthening cultural identity of groups within society. This also can contribute to a culture of peace, when different ethnic groups feel confident of themselves.

The annual conference was quite exciting as delegates were able to personally meet with the right Hon. Michaëlle Jean, Special Envoy for Haiti and Dir. Gen. of UNESCO Irina Bokova. Although Mme. Jean's particular interest is in education, I was able to bring archival concerns to her attention as well as to Mme. Bokova's attention.

The second meeting in November of 2011 included presentations on the 40th anniversary of the world heritage convention from a representative of Parks Canada, and another presentation on the 10th anniversary of the convention for the safeguarding of intangible cultural heritage. Intangible cultural heritage include such things as folk art, folk dance, unique languages, traditions and so on. It was noted that Canada is not yet a state party to the convention, although there has been a series of initiatives organized in Canada since the convention was adopted in 2003. Archives can assist with the preservation of intangible heritage through the

preservation of documentation of these traditions.

Two items on the agenda of the meeting of the sectoral commission however were of particular interest. This included reports by Pauline Dugré on the Memory of the World Register and the World Digital Library ([www.wdl.org](http://www.wdl.org)). UNESCO wants the Memory of the World Register to "go into other areas as well." This could include a code of ethics of the information society, even though such a code would not be binding. There was some dissent about this however at UNESCO. The Universal declaration of Archives that the Association des Archivists du Québec had proposed, provides good principles. Because it is not a UNESCO instrument, however, there is some difficulty for Canada as well as for IFLA in promoting it.

There was a discussion about the IFLA Manifesto for Digital Libraries. See <http://www.ifla.org/en/news/unesco-endorses-the-ifla-manifesto-for-digital-libraries> for a brief overview.

The principles in the manifesto are seen as a guide and not binding. It is a document that helps member states but it is up to individual countries whether they use it or not. It in-

cludes a declaration, recommendations and conventions. It was noted that there are many manifestoes including a public libraries manifesto, school libraries manifesto and multi-lingual libraries manifesto. There are over 50 world days declared by UNESCO but only a dozen are the responsibility of UNESCO. Even within that frame of responsibility UNESCO celebrates some and ignores others. Such days take a lot of energy and money. This discussion was in response to my question about a world archives day.

With regards to the Memory of the World Register there is a plan to create a national register for Canada which would use the same criteria as the international register. Other countries have done this. With regards to the World Digital Library, there have been no inscriptions from Canada. Mostly the library consists of material from the Library of Congress in the United States.

One further note is that the AAQ has an official representative at the sectoral commission. Their representative is Gilles Lesage from the Centre du Patrimoine in Winnipeg.

Shelley Sweeney,  
University of Manitoba Archives & Special Collections

## ACA Office & Staff Report - 2012 Annual Report

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

Adding Member Services:

- Supported refinements to Member's only site, monitoring progress, testing functions & finalizing upload to ACA's two site; uploaded doc's to work areas.
- Updated content on the [www.archivists.ca](http://www.archivists.ca) site (conference, Archivaria, About Us)
- Captured results from Google Analytics & AWStats for e-Archivaria (SFU) and the ACA server at Dec 31/11 for the ACA sites.

Finances

- Completed the Funding Eligibility Memorandum of Understanding with SSHRC,
- Assisted preparation of Archivaria 3-year application for SSHRC funding as well as the 3rd year report of the grant program, 2009-2011, contacting SSHRC to confirm support, 2012 - 2014.
- Supported the audit of financial records for ACA & ACAF; completed post-audit adjustments and proceeded with inclusion of deferred revenues & expenses into 2011.
- Complied with Canada Revenue Agency requests for information including an audit of financial records for 2008 & 2009

- Prepared monthly income statements & status of statutory requirements for the Board;
- Compiled preliminary draft for the annual budget process and initial 2013 estimates

Conference

- Finalized 2014 contract, after visiting Victoria hotel facilities earlier in 2011
- Prepared & updated the 2012 conference forms, web pages & on-line screens;
- Supported Program Committee online forms for speaker commitments, calls for student papers & posters, compiled content for @Glance, chairs & AV grid,
- Supported Host Committee plans for social activities, local tour arrangements
- Launched conference registration, with messages to Canadian and international lists

On-going Activities:

- Prepared agendas & support monthly ACA & quarterly ACAF Board calls as well as committee calls & projects (e.g. PLC, OC, MDC); identified issues for Board's consideration
- Support the activities of the ACAF Board,
- Prepare monthly financial reports including bank reconciliation & income statement, monthly payroll, CRA tax & benefits payment, quarterly GST reporting
- Attended workshops, webinars and information sessions on Charity Law, social media, governance, productivity software,

- Amended Operations documents to improve utility of these resources
- Coordinate additions to Member's Only website (e.g. bulletin, minutes, audited statements), uploading of documents to ACA public website, uploading PDF and image files,
- Oversaw upgrades for the websites (four locations), the member database, as well as renewals for ACA FTP & security certificates; daily back-up of server content including member & subscriber records, accounting, project documents and correspondence.

Respectfully submitted by  
Judy Laird & Duncan Grant

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## Special Interest Section on Aboriginal Archives

The Special Interest Section on Aboriginal Archives (SISAA)'s discussion at the 2011 Annual Conference in Toronto, Ontario, focused primarily on the development of a business plan to document our goals and objectives over the next five years as professionals and active members within the communities that we serve. Central to our business plan is the creation of an outreach strategy that will have a direct impact on our relationship with individuals, groups and organizations within aboriginal communities who are actively involved in the preservation of documentary heritage, memory and traditional knowledge. This strategy would enable us to act as a resource for community-based archives and records centres by embracing modern technology in creating tools such as an interactive directory, new print materials and updating the Aboriginal Archives Guide in order to facilitate strong recordkeeping practices across band offices, tribal councils and other organizations. In addition, SISAA would like to further explore the possibility of embarking upon joint opportunities and initiatives with external professional associations and community groups dedicated to maintaining aboriginal cultures and histories while respecting the goals and objectives of the Association of Canadian Archivists.

Ericka Brosseau,  
Chair

## Special Interest Section on Access and Privacy Issues

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Special Interest Section on Access and Privacy Issues (APSYS) does not have a great deal to report. Majority of time was spent in getting session 9(a) **Limits to Reaching the Gold: The Application of Solicitor-Client Privilege in Granting Access to Private and Public Records in Canada** ready for ACA Annual Conference. Changes in participants and attempts to secure funding to allow participants to Whitehorse has taken up a great deal of SISAPI chair's time.

If all able to attend – which is not yet sure – message will be sent out on ARCAN-L for annual SISAPI meeting. Not sure yet if that can occur as my attendance is still a question mark.

Paulette Dozois,  
Chair

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## University and College Archives Special Interest Section

UCASIS is pleased to have recommended a session for the ACA conference which was accepted by the Program Committee. The panel discussion, entitled "Captivating Your Community: ", will be held on Friday June 8<sup>th</sup> at 10:30 (session 5c). Patti Harper (Carleton University), Sarah Romkey (University of British Columbia), and Wendy Robicheau (Acadia University) will be speaking in the session, while UCASIS chair, Deirdre Bryden, will be chair.

### Members Only Site

It has been decided to use the members only site to post more information for UCASIS members, in addition to the ever-popular UCASIS listserv. Past issues of UCASIS' former Archedeme have been posted on the site, and it is hoped that members will add to this collection. The chair will also be posting PDFs of past minutes from the paper files in her possession, so they will be available to all. There is also the intention to post on the members-only site some examples of university records retention schedules and appraisal criteria to share among the membership.

Last year, Co-chair Joanna Aiton was snapped up by the Provincial Archives of New Brunswick so was no longer a member of UCASIS. Deirdre Bryden agreed to serve two more years as chair of UCASIS.

Respectfully submitted,  
Deirdre Bryden,  
Chair

## ACA Dalhousie Student Chapter

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Since the beginning of the academic school year of 2011-2012, the ACA Dalhousie Student Chapter has accomplished many tasks and connected several MLIS students to the archives community of Halifax. After our first AGM in September when we elected our first-year co-chair (Amy Lorenz), we began to organize our first tour of the Nova Scotia Archives. Several students expressed an interest in attending, and the committee decided to merge the NS archives tour with the CBC tour, as both organizations are linked and closely located to each other. All students who attended the tour enjoyed themselves and were grateful to see inside the CBC radio building before it is dismantled.

Our next activity was a fundraiser with Dalhousie's Librarians Without Borders (LWB) Student Chapter. We held a used-book sale in the student union building and raised over \$100. Although this amount does not equal to that raised in last years book sale, we were nevertheless happy with the outcome, and to share our profits with LWB. Furthermore, through interaction with undergraduate students who purchased books, we were able to discuss the role of the ACA and the cultural importance archivists play in Canadian society.

Finally, through group and individual meetings, the ACA student chapter helped connect MLIS students to various archives located throughout Halifax, such as Shambhala, the Dalhousie University Archives, NSCAD Archives, and Saint Mary's University archives. Many students who participated in ACA organized events are currently working with the aforementioned institutions. To conclude the year, we held our AGM in April and voted in our new committee members who are looking forward to the upcoming academic year and running the ACA Dalhousie Student Chapter!

New Committee Members:

Co-Chair: Amy Lorenz  
Secretary: Alan Chorney  
Treasurer: Tara Rumsey

Sincerely,  
Doyle Lahey.

## ACA University of British Columbia Student Chapter

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The ACA@UBC began the school year at the First Year Orientation, where we helped welcome new archival and library students to the University of British Columbia. The event allowed the ACA@UBC to introduce ourselves to the new students, promote our mandate and recruit new members. Throughout the year we held a number of pub nights and had one bowling night where archival students in both their first and second years could get to know one another and discuss archives and the MAS program at UBC. Like most years, however most of our energies were focused on our seminar and symposium.

4th Annual ACA@UBC International Seminar & Symposium

This year marked our fourth annual international seminar and symposium held over three days, from February 15th – 17th, 2012. Planning for the event had begun the April

prior and many of our members worked through the summer to ensure that the seminar and symposium would be a success. Our theme this year was Unpacking the Digital Shoebox: The Future of Personal Archives and we invited academics and professionals from around the world to speak to us about this topic. Speakers included: Philip Bantin, Indian University; Jeannette Bastian, Simmons College; Erik Borglund, Mid-Sweden University; Patricia Franks, San Jose University; Babak Hamidzadeh, University of Maryland; Catherine Hobbs, Library and Archives Canada; Randall Jimerson, Western Washington University; Jeremy Leighton John, British Library and Elizabeth Yakel, University of Michigan. The event was an overwhelming success, with approximately 40 students present on each seminar day and over 120 professionals, students and academics present on symposium day. For more information on this event please visit: <http://tinyurl.com/6na27oz>.

## University of Toronto Student Chapter

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The University of Toronto Student Chapter has had a busy year, with events, talks and workshops.

### Results to date:

Have continuously held monthly meetings throughout the school year, which we consistently attended by executive members and first and second-year students in the Archives and Records Management stream.

### Events/Fundraisers:

#### September

- Election of 1st year representative: James Roussain
- Joint Pub Night with MISC (iSchool Student Council)

#### October

- University of Toronto Archives Tour
- ACA Student Chapter Pub Night with members of the ACA Executive
- Halloween Bake Sale
- Francesca Marini Lecture
- Marini spoke specifically about the nature of the Stratford Archives and the unique challenges that she faces as archivist.

#### November

- Women's College Hospital Tour
- Canadian Lesbian and Gay Archives Tour
- December
- Christmas Bake Sale

#### January

- Nelson Mandela Prison Movies Night
- This event also served as an informal Q & A for the Mandela Foundation Internship position offered through the iSchool

## ACA McGill Student Chapter

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The ACA McGill Student Chapter had a successful year. Events at the university (a semester-long support staff strike, a loss of funding and extended event insurance from the LIS organization, large-scale student strikes in Montreal in response to tuition increases, etc.) complicated planning, but the group managed to complete its projects. In the Fall term, members held a fundraising bake sale and hosted the archivist from Moment Factory--the company which created the multimedia installations for Madonna's half-time show at the Super Bowl--for a Brown Bag seminar. The organization also toured the Cinematheque Quebecois, the province's principal film archive and museum.

The McGill Chapter held two major events during the Winter term. On March 9th, members travelled to the Canadian

#### February

- Scotiabank Archives Tour
- Valentine's Day Bake Sale
- Judith Pudden Lecture
- Pudden spoke specifically about the nature of the ROM archives and the unique challenges she faces as archivist
- Teleconference with Verne Harris
- Spoke specifically of his experiences working with the Nelson Mandela Memory Foundation and the role of archives in memory reconstruction

#### March

- CBC Archives Tour
- 2012/2013 Student Executive Elections

#### April

- Archival Olympics/End of the Year Pub Night
- Briefings with new executives



Conservation Institute in Ottawa and toured the facilities. The site is unique in Canada and the staff was knowledgeable and welcoming. On March 16th, the group hosted the annual ACA Research Colloquium. The day-long event featured seven student speakers and presentations from two professional archivists, Shannon Hodge of Montreal's Jewish Public Library and Catherine Hobbs, Literature Archivist (English Language) for Library and Archives Canada (LAC). Club activities concluded with a visit to the Bibliothèque et Archives National du Québec for a workshop on poster preservation.

Sincerely,  
Sarah Gibbs