



Association  
of Canadian  
Archivists

# theBulletin

June 2013



Association of Canadian Archivists  
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P.O. Box 2596, Station D,  
Ottawa, Ontario, K1P 5W6  
Tel: (613) 234-6977  
Fax: (613) 234-8500  
Email: [aca@archivists.ca](mailto:aca@archivists.ca)

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**ACA Secretariat**  
Executive Director: Duncan Grant

Submissions, suggestions and any questions should be addressed to:  
Editor: Carrie Limkilde, [carrie.limkilde@ontario.ca](mailto:carrie.limkilde@ontario.ca)

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Penny Warne, Layout and Design  
[penny@warnedesign.com](mailto:penny@warnedesign.com)

**ACA Board Members**

President: Loryl MacDonald, [loryl.macdonald@utoronto.ca](mailto:loryl.macdonald@utoronto.ca)  
Vice President: Michael Gourlie, [michael.gourlie@gov.ab.ca](mailto:michael.gourlie@gov.ab.ca)  
Secretary-Treasurer: Karen Buckley, [kbuckley@ucalgary.ca](mailto:kbuckley@ucalgary.ca)  
Director at Large: Heather Beattie, [heather.beattie@gov.mb.ca](mailto:heather.beattie@gov.mb.ca)  
Director at Large: Scott Goodine, [scott.goodine@gov.mb.ca](mailto:scott.goodine@gov.mb.ca)

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## President's Report

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

In 2012-2013, 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.

### I. Governance:

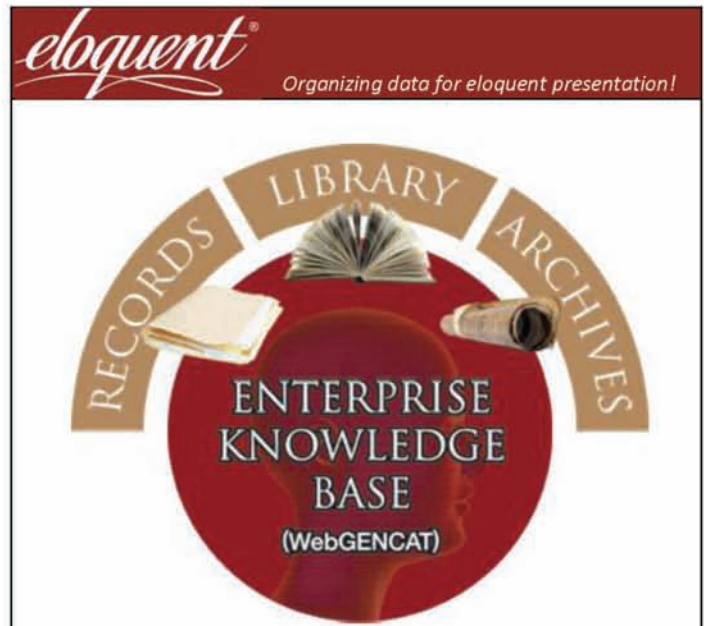
#### Leadership Team:

The New Year brought changes to the ACA Board. The term of Secretary-Treasurer Deirdre Bryden ended 31 December 2012. I thank Deirdre for her positive contributions and collegiality. I also wish to welcome Karen Buckley (University of Calgary Archives) and Scott Goodine (Archives of Manitoba) to the ACA Board of Directors in their respective roles as Secretary-Treasurer and Director-at-Large. Their terms of office are 1 January 2013 - 31 December 2014. With these two new appointments, the ACA Board and their portfolios for 2012 are:

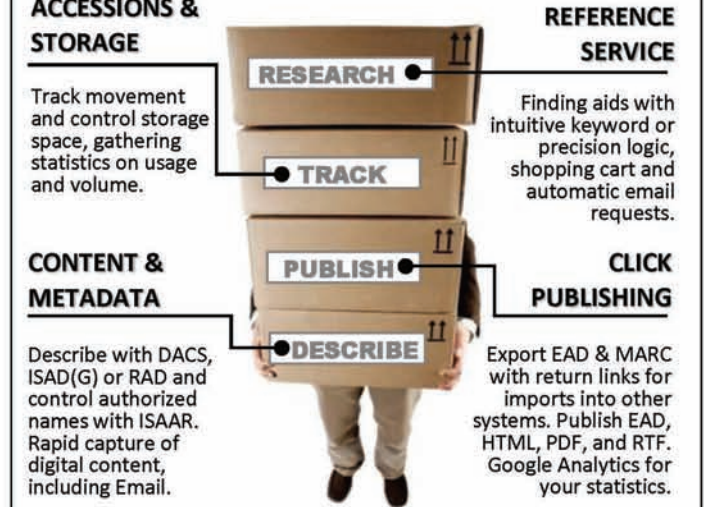
- Loryl MacDonald (President): Advocacy Committee (chair), Canadian Archival System Task Force (CAST), *Archivaria*, ACA Foundation, and ACA Secretariat;
- Michael Gourlie (Vice-President): Governance Committee (chair), CNCA Continuance Committee Project Team (Chair), Communications Committee, Ethics Committee, and ACA Foundation;
- Karen Buckley (Secretary-Treasurer): ACA Foundation (chair), and Education Guidelines Review Task Force;
- Heather Beattie (Director-at-Large): Membership Development Committee, Outreach Committee, Professional Learning Committee, Conference Program and Host Committees, Student Chapters, Special Interest Sections, and ACA Foundation and;
- Scott Goodine (Director-at-Large): Canadian Archival System Task Force (CAST) (chair), ICA, SPA, and SAA.

We welcomed a new member to the ACA Leadership Team. Jeremy Heil (Queen's University Archives, Kingston) is now Chair of the Communications Committee. With this appointment, the ACA Committee Chairs are:


- Shannon Hodge, Professional Learning Committee
- John Lund, Membership Development Committee
- Jeremy Heil, Communications Committee
- Michael Gourlie, Governance Committee
- Sara Janes, Outreach Committee



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### **Canadian Archives System Taskforce:**

With the sudden and immediate elimination of the National Archival Development Program on April 30, 2012 and continuing resource pressures across Canada, the ACA was tasked, at its 2012 AGM, to report back to its members on the future of the Canadian archives system and the ACA's role in the system. Towards this end, the ACA announced the creation of a task force on the future of the Canadian Archives System (CAST). The purpose of CAST is to make recommendations on ACA's role within the Canadian archives system and to facilitate the archival community's considerations and response to long-term and recent developments affecting the Canadian archival community.

CAST is chaired by ACA Director-at-Large, Scott Goodine (Archives of Manitoba). CAST members are Sean Berrigan (retired Library Archives Canada), Angela Fornelli (City of Wetaskiwin Archives), Kathryn Harvey (Guelph University Archives), Loryl MacDonald (University of Toronto Archives), David Mawhinney (Mount Allison University Archives), Jennifer Roberts (Yukon Archives), and James Roussain (U. of T. ACA Student Chapter).

## **II. Membership Services:**

### **2012 ACA Annual Conference:**

The annual conference reviews are in - and the 2012 ACA Annual Conference 6-9 June 2012 Whitehorse, Yukon was a hit. 95% of respondents to the Conference Survey thought the 2012 ACA Annual Conference a good to excellent experience. The conference attracted 148 registered delegates. 5 firms exhibited at the Trade Show and 14 organizations supported conference events and activities. Further, from the Welcoming Reception, the Yukon Cultural Show, Whitehorse Walk, Wildlife Tour, Hot Springs visit, Ball Game to the closing Dinner & Dance, all of the social activities were sold out. We are grateful to the Program Committee, chaired by Cathy Bailey, and the Host Committee, chaired by Lesley Buchan, who volunteered their time and expertise in making the 2012 Annual Conference in Whitehorse a great success. We also wish to express our gratitude to the Yukon Archives for playing such a key role in this conference.

### **2014 Annual Conferences:**

Meanwhile, planning is underway for the 2014 annual conferences. Ian Burnett (Yukon Archives) has been appointed the 2014 Programme Committee Chair and Sharon Larade (B.C. Government Records Service), 2014 Host Committee Chair. Under Ian and Sharon's capable leadership, ACA 2014 at the Fairmont Empress in Victoria, June 26-28 2014, will undoubtedly be a successful, fun, and memorable conference.

### **ACA Secretariat**

i. Due to financial restraints resulting from the cancellation of the National Archival Development Program, the CCA and its tenants – the ACA and the Canadian Historical Association - were forced to relocate offices. The ACA's new office is at 75 Albert Street, Suite 911, Ottawa. Our mailing address, telephone number and fax number remain the same.

ii. I am sad to report that our Client Services Coordinator, Judy Laird's, last day with the ACA was 31 August. Judy, who joined the ACA in 2003, contributed greatly to the association's successes. Judy coordinated client services including registering members and subscribers as well as handling registrations for ACA conferences and workshops. She was also responsible for the ACA's bookkeeping, deposits, and payables. We appreciate her hard work and wonderful sense of humour. We will greatly miss her and wish her the best. In the meantime, the ACA has hired a temporary person to handle administrative tasks and will undertake a search for a new Client Services Coordinator after the conference.

## **III. 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. Our letters are available on the website at: <http://archivists.ca/content/submissions-letters>.

### **Library Archives Canada / National Archival Development Program:**

The ACA feels profound sympathy for our LAC colleagues who are affected by LAC's elimination of staff positions. The ACA is also concerned with the chilling effect that some provisions of the *Library and Archives Canada Code of Conduct: Values and Ethics* will have. Most notably, section 4.4.2 of the Code identifies teaching, speaking at conferences, and other personal engagements as "high risk." We are also dismayed by the elimination of the National Archival Development Program and the deleterious consequences this will have for the archival community in the years to come. 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. This is truly a blow to the Canadian archival system. The ACA has written letters on these issues to the Minister of

Heritage and to the National Archivist. ACA contacted Heritage Minister Moore, suggesting some requirements for selection of Dr. Caron's successor. Further, May 31, the ACA also formally withdrew from the LAC Pan Canadian Documentary Heritage Network (PCDHN) forum. The ACA will continue to do what we can to support the Canadian archival community.

#### **Georgia State Archives:**

On September 18, the Association of Canadian Archivists (ACA) sent a letter to the Governor of the State of Georgia concerning the State of Georgia Archives. Due to budget cuts, as of November 1, the public will only be allowed to access the state's archives by appointment only. We were heartened to learn that the Governor recently announced that the archives would not close to the public, but he did not elaborate on how that fate would be avoided.

#### **Truth and Reconciliation:**

On January 23, the ACA sent a [letter to Prime Minister Stephen Harper](#) regarding the Truth and Reconciliation Commission on Indian Residential Schools. The Ontario Superior Court of Justice case brought by the Truth and Reconciliation Commission on Indian Residential Schools (TRC) found that the federal government is not fulfilling its obligations pursuant to the Indian Residential Schools Settlement Agreement. The ACA urged the Prime Minister to work with the TRC to come to suitable agreement on this matter. We hope that the survivors of Indian Residential Schools and the people of Canada to come to a true and meaningful reconciliation over this shameful aspect of Canadian history.

#### **Other Organisations and Institutions:**

- The Presidents, Vice-Presidents and Executive Directors of the ACA and Canadian Historical

Association held a teleconference on July 6 to discuss mutual concerns.

- On October 19, the ACA Board sent a letter to the [Minister of Canadian Heritage](#) regarding archives' participation in Canada's 150<sup>th</sup> Anniversary in 2017.
- The ACA Board contacted the chair of the Royal Society's Expert Panel on The Status and Future of Canada's Libraries and Archives and the chair of the Canadian Council of Academies' Expert Panel on Memory Institutions and the Digital Revolution concerning how archives and archivists can be more involved in the consultations.
- On March 25, along with the AAQ and the CCA Chair, the ACA issued a [joint statement concerning LAC Code of Conduct](#)
- On April 19, the ACA participated in the Canadian Historical Association's roundtable panel, "After the Cuts: The Future of History in Canada," at the National Council on Public History conference.

#### **Conclusion:**

In closing, I offer my thanks to Duncan Grant his ongoing devotion to the interests of our members and to the success of the ACA. I also thank outgoing Secretary-Treasurer Deirdre Bryden, for their hard work over the past two years. I am also very grateful to my colleagues on the ACA Board – Heather Beattie, Karen Buckley, Scott Goodine, and Michael Gourlie - 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

## Vice-President's Report

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During the past year, my activities as Vice-President have focused on regular Board teleconferences, taking part in email discussions between teleconferences, acting as a liaison with the Communications Committee, and chairing the Governance Committee. I also attended meetings with the ACA Executive Director at the University of Toronto iSchool regarding the ACA's online education initiative. In addition to these activities, I will be chairing the Council of President's meeting and the Member Input Session at the upcoming ACA conference in Winnipeg.

Respectfully submitted,  
Michael Gourlie, ACA Vice-President

## Director at Large Annual Report

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My role as Director at Large involves taking part in regular Board teleconferences, participating in email discussions between calls, and liaising with the Student Chapters, Special Interest Sections, Outreach Committee, and Membership Development Committee. Since fall 2012, I have also been the Board liaison for the Professional Learning Committee and 2013 Conference Programme and Host Teams.

The Student Chapters are all busy and thriving; it has been a pleasure getting to know the coordinators through email discussions and hearing about the conferences, tours, presentations, fundraisers, and other events they have been organizing. I would like to thank the outgoing Student Chapter coordinators for all of their time and effort over the past year and welcome the new coordinators to their roles.

This spring the ACA's Board approved the creation of a new Special Interest Section. The Sound & Moving Image SIS (SMISIS) will provide a forum for members who deal with sound and moving image materials to network and discuss issues relating to sound and moving image media in both analogue and digital forms, including its management, preservation, and migration. The Special Interest Sections can be valuable, vibrant networks within the ACA community, and I would like to do as much as possible this year to encourage and assist with this goal.

I would like to thank all of the Chairs, committee and team members with whom I have been liaising for all of their hard work – I think it would be difficult to find a more dedicated, intelligent, and passionate group of individuals. Special thanks go out to John Lund and Shannon Hodge as they end their terms as Chairs of the Membership Development committee and Professional Learning Committee, respectively.

Respectfully submitted,  
Heather Beattie, Director at Large

## Director at Large Report

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I began my term as Director at Large on January 1, 2013.

Since that time, I have participated in Board conference calls, decisions and aided in drafting advocacy messages. Additionally, I drafted a document for board discussion on ACA's role internationally and with other national organizations such as Library & Archives Canada and others.

However, my primary board assignment has been to chair the Canadian Archival System Taskforce (CAST). CAST was mandated at ACA's 2012 AGM to report on the future of the Canadian Archival System. So far, the bulk of CAST's work has been the creation of a Terms of Reference (attached), the recruiting of a committee, and preliminary meetings of the newly formed committee.

I am happy to announce that CAST is now active with a vibrant and active membership varied in age, professional background and geographical location. I am also happy to report that there seems to be an appetite for the work of the committee as not one ACA member turned down appointment in the committee.

CAST consists of:

- Scott Goodine – Chair (Archives of Manitoba)
- Sean Berrigan (retired Library Archives Canada)
- Angela Fornelli (City of Wetaskiwin Archives)
- Kathryn Harvey (Guelph Univ Archives)
- Loryl MacDonald (Univ of Toronto Archives)
- David Mawhinney (Mount Allison Univ Archives)
- Jennifer Roberts (Yukon Archives)
- James Roussain (U. of T. ACA Student Chapter)

As of now, we have had three productive meetings and explored different ways for the committee to move forward. I look forward to providing more information on CAST at the 2013 AGM.

Respectfully submitted,  
Scott Goodine, Director at Large

## Results from 2012

ACA finished the year with a less than 1% surplus of \$2,129, which was an improvement over an anticipated \$30,024 or 8% deficit approved at the 2011 AGM.

### 1. Revenue highlights: Revenue: \$377,016

- Revenue surpassed budget estimates for Membership, Archivaria, and investments.
- The annual conference did less well than expected, with lower than expected attendance.
- Membership revenue and numbers were up, particularly for the higher income levels & institutions.
- Archivaria met its income goal, due to reprint sales through Access Copyright while declining subscription numbers are a concern for 2013 & beyond.

### 2. Expenditure highlights: Expenses: \$374,877

- Expenses were \$34k under budget estimates overall
- Board of Directors expenditures was higher than anticipated due to unexpected costs for relocating the office and staffing the Client Services Coordinator position.
- 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 just over budget (\$1k) due to the office relocation & hiring, as well as increased legal & audit costs.
- The annual conference expenses were lower than estimated, as event services were reduced in light of fewer participating sponsors and exhibitors, as well as fewer delegates attending.

## Preliminary Outlook for 2013

While a budget deficit \$53k or 15% was approved at the 2012 AGM, the Board will continue to work to constrain costs to match revenues, while supporting priority initiatives.

- Revenue: budget \$346,935
- Key negative factors are the tight finance situation for most archives, the trend of declining subscriptions, plus loss of SSHRC travel for the conference.
- Early renewal promotion was up while subscription renewals are slow.
- Expenses budget \$399,830
- Committees are making good use of teleconferencing to advance their projects, while operational adjustments should yield savings in several areas.

## Draft Estimates for 2014

The initial estimates for 2014 show slight decreases in income and expenses, while a 15% deficit is shown at present. The Board will undertake to trim expenses and bolster income to bring the deficit under 7%.

Respectfully Submitted,  
Karen Buckley, ACA Secretary-Treasurer

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## ASSOCIATION OF CANADIAN ARCHIVISTS

### FINANCIAL STATEMENTS

DECEMBER 31, 2012

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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 sheets as at December 31, 2012 and December 31, 2011, and the statements of changes in net assets, revenue and expenditure and cash flows for the years 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 accounting standards for not-for-profit organizations, 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 audits. We conducted our audits 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, 2012 and December 31, 2011, and the results of its operations and its cash flows for the years then ended in accordance with Canadian accounting standards for not-for-profit organizations.

## **OUSELEY HANVEY CLIPSHAM DEEP LLP**

Licensed Public Accountants  
Ottawa, Ontario  
April 20, 2013



## ASSOCIATION OF CANADIAN ARCHIVISTS

BALANCE SHEET  
AS AT DECEMBER 31, 2012

	<u>2012</u>	<u>2011</u>
ASSETS		
CURRENT		
Cash	\$ 97,950	\$ 91,485
Investments (note 4)	457,349	485,987
Accounts receivable	1,353	-
Prepaid expenses	<u>2,935</u>	<u>4,837</u>
	559,587	582,309
PROPERTY AND EQUIPMENT (note 5)	<u>17,702</u>	<u>7,921</u>
	<u>\$ 577,289</u>	<u>\$ 590,230</u>
CURRENT LIABILITIES		
Accounts payable	\$ 7,050	\$ 9,409
Government remittances payable	-	2,284
Deferred revenue (note 6)	<u>103,288</u>	<u>113,716</u>
	<u>110,338</u>	<u>125,409</u>
NET ASSETS		
Invested in property and equipment	17,702	7,921
Restricted for Scholarship fund	985	985
Unrestricted	<u>448,264</u>	<u>455,915</u>
	<u>466,951</u>	<u>464,821</u>
	<u>\$ 577,289</u>	<u>\$ 590,230</u>

Approved on behalf of the Board:

Director

Director

# ASSOCIATION OF CANADIAN ARCHIVISTS

## STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2012

	<u>2012</u>	<u>2011</u>
<b>INVESTED IN PROPERTY AND EQUIPMENT</b>		
Balance - beginning of year	\$ 7,921	\$ 9,531
Purchase of property and equipment	13,965	1,183
Amortization	<u>(4,184)</u>	<u>(2,793)</u>
Balance - end of year	<u>\$ 17,702</u>	<u>\$ 7,921</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	\$ 455,915	\$ 387,775
Net revenue for the year	2,130	66,530
Purchase of property and equipment	(13,965)	(1,183)
Amortization	<u>4,184</u>	<u>2,793</u>
Balance - end of year	<u>\$ 448,264</u>	<u>\$ 455,915</u>

# ASSOCIATION OF CANADIAN ARCHIVISTS

## STATEMENT OF REVENUE AND EXPENDITURE FOR THE YEAR ENDED DECEMBER 31, 2012

	<u>2012</u>	<u>2011</u>
REVENUE		
Archivaria	\$ 118,801	\$ 110,941
Conference	103,792	182,076
Education	12,650	12,490
Membership	128,060	120,082
Other	13,714	14,408
	<u>377,017</u>	<u>439,997</u>
EXPENDITURE		
Archivaria	80,489	80,973
Board of Directors	77,969	61,975
Conference	127,847	139,691
Education program	21,161	20,399
Member services	60,111	61,551
Outreach and government relations	7,310	8,878
	<u>374,887</u>	<u>373,467</u>
NET REVENUE FOR THE YEAR	<u>\$ 2,130</u>	<u>\$ 66,530</u>

## ASSOCIATION OF CANADIAN ARCHIVISTS

### STATEMENT OF CASH FLOW S FOR THE YEAR ENDED DECEMBER 31, 2012

	<u>2012</u>	<u>2011</u>
<b>OPERATING ACTIVITIES</b>		
Net revenue for the year	\$ 2,130	\$ 66,530
Items not affecting cash		
Amortization	4,184	2,793
Net change in non-cash working capital items		
Accounts receivable	(1,353)	6,186
Prepaid expenses	1,902	2,464
Accounts payable	(2,359)	(3,390)
Government remittances payable	(2,284)	2,284
Deferred revenue	(10,428)	22,509
	<u>(8,208)</u>	<u>99,376</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of property and equipment	(13,965)	(1,183)
Sale (purchase) of investments	28,638	(77,341)
	<u>14,673</u>	<u>(78,524)</u>
<b>INCREASE IN CASH FOR THE YEAR</b>	<b>6,465</b>	<b>20,852</b>
Cash - beginning of year	<u>91,485</u>	<u>70,633</u>
<b>CASH - END OF YEAR</b>	<b>\$ <u>97,950</u></b>	<b>\$ <u>91,485</u></b>



# ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2012

## 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 accounting standards for not-for-profit organizations (see note 10) 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

Financial instruments are initially recognized at fair value and are subsequently measured at cost, amortized cost or cost less appropriate allowances for impairment.

### 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, 2012

### 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, credit, liquidity or market 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 1.85% to 3.4% and mature between February 2013 and December 2016.

### 5. PROPERTY AND EQUIPMENT

	2012		2011	
	Cost	Accumulated amortization	Net	Net
Computers	\$ 25,502	\$ 11,025	\$ 14,477	\$ 5,978
Furniture and equipment	13,642	10,417	3,225	1,943
	<u>\$ 39,144</u>	<u>\$ 21,442</u>	<u>\$ 17,702</u>	<u>\$ 7,921</u>

### 6. DEFERRED REVENUE

	2012	2011
Contributions	\$ -	\$ 2,156
Archivaria subscriptions	33,501	42,972
Memberships	69,787	68,588
	<u>\$ 103,288</u>	<u>\$ 113,716</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, 2012

### 8. Administration expenses

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

	<u>2012</u>	<u>2011</u>
Archivaria	\$ 47,340	\$ 45,188
Board of Directors	32,735	32,535
Conference	45,447	43,381
Education program	15,149	14,460
Member services	43,553	41,573
Outreach and government relations	<u>3,787</u>	<u>3,615</u>
	<u>\$ 188,011</u>	<u>\$ 180,752</u>

### 9. COMMITMENTS

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

The organization has leased premises to August 2017 at approximately \$16,000 per annum.

### 10. ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

Effective January 1, 2012 the organization adopted the requirements of the Canadian Institute of Chartered Accountants (CICA) Handbook - Accounting, electing to adopt the new accounting framework: Canadian accounting standards for not-for-profit organizations (ASNFP). These are the organization's first financial statements prepared in accordance with ASNFP which has been applied retrospectively. The significant accounting policies in note 2 have been applied in preparing these financial statements for the year ended December 31, 2012 and the comparative information presented in these financial statements for the year ended December 31, 2011 and in the preparation of the opening balance sheet as at January 1, 2011 (the organization's date of transition).

The organization issued financial statements for the year ended December 31, 2011 using generally accepted accounting principles prescribed by CICA Handbook - Accounting V. The adoption of ASNFP had no impact on the previously reported assets, liabilities and net assets of the organization, and accordingly; no adjustments have been recorded in the comparative balance sheet and statements of changes in net assets, revenue and expenditure and cash flows; and the opening balance sheet has not been presented.

## Governance Committee Report

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The Governance Committee is continuing 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 positions as well as awards nominations has been distributed to the membership. The call for awards received at least one nomination in each award category, an indication of the interest in recognizing achievement within the Canadian archival community. The call for nominations for board positions is still open, and we are eagerly seeking nominations.

In addition to the regular activities of the Governance Committee, the CNCA Working Group has met via teleconference to undertake the “continuance” of the ACA, which is the process of ensuring that the ACA is in compliance with the regulations of the new *Canada Not-For-Profit Corporations Act*. With the change in membership categories approved at the Whitehorse AGM in 2012, the ACA is now positioned to amend its bylaw to bring the Association into compliance with regard to the new regulations. With the able assistance of the ACA Secretariat and the Working Group’s members, the new ACA bylaw is ready and will be presented to the members at the AGM in Winnipeg as part of completing the continuance process for the Association.

The Committee intends to take a project of compiling, reviewing and updating the ACA’s policies, with the intent of creating an online governance manual that promotes transparency in the ACA’s operations.

I would like to thank the members of the Committee, Richard Dancy, Linda Fraser, Tim Hutchinson, and David Mawhinney; as well as the ACA Secretariat for their continuing support.

Respectfully submitted,  
Michael Gourlie, Chair

## Report of the Communications Committee

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The goals of the Communications Committee are to monitor and improve communications within the ACA, as well as with our stakeholders and other interested individuals. The members of the 2013 Communications Committee include Heather Allen (responsible for the ACA Twitter and Facebook presence), Carrie Limkilde (Bulletin editor), Amanda Tomé, Jonathan Dorey and Richard McKibbon.

This year, the Communications Committee has undertaken the following initiatives:

- Examine new delivery methods for the ACA Bulletin
- Survey the membership on the usability of the ACA website
- Survey Committees on the usability of the ACA members-only website
- Revise the Social Media Policy
- Create an Outlet Guide and Style Guide for Social Media

At the Fall P&P meeting, the Communications Committee was able to revisit the Social Media Policy and recommend updates. The Committee was also able to examine the assessment by Lisa Snider on the accessibility of the ACA website. The Committee agreed that these recommendations should be implemented as part of any update to website design, or sooner, should funding become available.

The Committee released a survey on the ACA Bulletin to the membership in December 2012. The results of this survey indicated 71% support for making the Bulletin available as a blog. The remaining 29% expressed some concerns with losing the print form, but were not altogether opposed to a blog format if accompanied by some alternative format that could lend itself to printing. With the difficulty in securing regular articles for the print Bulletin, as well as the promise of associated cost savings, the Committee has decided to proceed with moving to a blog format. A full article on this move will be featured in the next edition of the Bulletin. Once technical options have been weighed, we intend to launch the blog before the end of the year.

The website survey will be released two weeks prior to the Conference, and will remain active until just after the Conference. The results of this survey will assist the Committee in prioritizing any future updates to the website. The Committee survey on the use of the members-only website will follow in early Autumn.

Respectfully submitted by  
Jeremy Heil, Chair, Communications Committee



# Membership Development Committee Report

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

Membership numbers as of March 12, 2013:

- Individual members – 324
- Sustaining donors – 25
- Institutional members – 123
- Mentorship: 50 participants, 25 mentees and 25 mentors (to be confirmed)

Overall our membership numbers are fairly positive. To give a little perspective, the average membership numbers since 2005 are as follows:

- Individual members – 341\*
- Sustaining donors – 24\*\*
- Institutional members – 120\*
  - \*2007 not included due to the anomaly of the change of the membership year
  - \*\* 2009 not included in average due to anomalous drop in sustaining donors that is not representative of norm.

The numbers at this point are looking pretty good. We still have a couple of months before the conference. Our total is 595, which is not far off the final total for 2012 of 612. We are holding steady.

## Completed Projects

- We continued with our poster campaign for the Early Bird Draw, with the photo and map courtesy the University of Manitoba Archives & Special Collections.

A one page ad was printed in the Bulletin. The prizes and winners were as follows:

- Hamilton Public Library (C. Harding) - WLP, Basements & Attics, Closets & Cyberspace: Explorations in Canadian Women's Archives
- Jeffrey L. Dawson - University of Manitoba Press, Imagining Winnipeg: History through the Photographs of L.B. Foote
- Leanne Thompson University of Alberta Press, Canadian Folk Art to 1950
- We succeeded in matching our record numbers of last year for the Mentorship Program of 25 mentees. It was a struggle to get a mentor for each mentee and as of Dec 2012 we were only at 15 mentors. However, we were able to accommodate all mentees.

## Ongoing Projects

- Revision of MDC Operation Guide

Planning for 2012-1013

- Direct a campaign to institutions/managers regarding value of membership.
- Develop an ongoing campaign directed at young professionals.
- Work towards the development of an annual work plan.
- Review Operation Guide content and website membership information.
- Further plans will be reviewed as part of Spring P&P

Respectfully submitted,  
John D. Lund, MDC Chair

As of Mar 7/13	2005	2006	2007*	2008	2009	2010	2011	2012	2013
<b>Individual members</b> s/t	313	348	270	384	332	315	344	353	324
\$00,000 - 9,999	23	35	18	25	20	26	31	31	24
10,000 - 24,999	23	22	20	28	19	23	25	22	23
25,000 - 39,999	37	34	27	39	39	23	24	21	21
40,000 - 54,900	92	94	78	108	88	74	75	80	67
55,000 - 69,999	69	92	66	102	83	74	76	72	72
70,000 +	69	71	61	82	73	84	95	94	84
Fellow								20	20
Retired	n/a	n/a	n/a	n/a	10	11	18	13	13
Sustaining donors	35	36	26	33	2	18	23	18	25

Honorary	4	6	5	8	12	10	11	1	12
Associates	26	23	7	18	14	9	7	5	7
Students	43	84	31	64	33	36	30	26	17
student e-member	n/a	n/a	4	36	84	120	82	97	112

<b>Institutional (s/t)</b>	101	116	69	111	130	129	125	130	123
0 - 2 staff	75	79	45	69	81	79	77	77	73
3 - 5 staff	17	24	16	31	37	39	37	40	38
6 - 20 staff	5	5	2	3	4	3	3	5	5
21 - 50 staff	2	5	3	5	6	6	6	6	6
51 - 399 staff	1	2	2	2	1	1	1	1	1
400 +	1	1	1	1	1	1	1	1	0
<b>Total members</b>	<b>487</b>	<b>577</b>	<b>386</b>	<b>621</b>	<b>605</b>	<b>619</b>	<b>599</b>	<b>612</b>	<b>595</b>

## ACA Outreach Committee

Over 2012-2013, the Outreach Committee has solidified some of the initiatives we started in the past year, and has begun work on some new projects as well.

The Events Calendar calendar is available to the public on the ACA's website, and events can be posted by anyone (though they are subject to approval.) Members of the Committee will continue to send reminders to event organizers that this tool is available. The resources list also continues to be available in the Members' Area. While this list will never truly be complete, we hope that it can act as a great reference and inspiration to all ACA members as they experiment with new outreach efforts.

The Outreach Toolkit, which was announced in last year's Annual Report, is continuing well, and I'm really looking forward to how it will turn out. The preliminary release is expected for Fall 2013, and we'll be continuing to develop this Toolkit based on feedback, suggestions, and your needs.

We also plan to up our communications activities – watch for more information from us, and more stories appearing in the ACA's publications!

Thanks and appreciation go out to Shelley Sweeney, who finished her term on the Outreach Committee this past fall. I also would like to welcome new members Jordan Bass and Lindsay Osmun, and express my thanks to continuing members Nick Richbell and Bryan Bance, and our Board liaison Heather Beattie.

As always, any input into how the Outreach Committee can support your own efforts is more than welcome

Respectfully submitted,  
Sara Janes (chair)



**Concerned about the archives community?**

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

**Members' Input Session**

**June 13, at 1:15 pm**

**Campaign B,  
Delta Winnipeg**

## Professional Learning Committee

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### Workshops

The PLC selected and organized two pre-conference workshops for the ACA 2013 Conference in Winnipeg:

- Learning from Indigenous Archival Partnerships and Digital Collaborations (June 10<sup>th</sup> & 11<sup>th</sup>) – Two day workshop led by Kim Lawson (UBC), Michelle Rydz (Archives of Manitoba), and additional speakers.
- Preserving Video: Handling and Condition Reporting for Videotape on Cassettes and Reels (June 11<sup>th</sup>) – One day workshop led by Kristie MacDonald of vTape.

### Institute

From September 26<sup>th</sup>-28<sup>th</sup>, the PLC offered the successful *Digital Preservation Management*, led by Dr. Nancy McGovern and Kari Smith with contributions from Dr. Carolyn Hank. Held in Montreal on the downtown McGill campus, the workshop was filled to capacity with 27 attendees from across Canada. The workshop was also co-sponsored by McGill University's School of Information Studies.

### Up-Coming Work

In addition to regular duties of organizing 2014 pre-conference workshops, the PLC has also slated a review and discussions on the regularity of more intensive workshop offerings and whether changes are required to how pre-conference workshops are offered.

### Membership

I will be resigning the Chair to take maternity leave as of May 30, 2013. Jill Teasley will take up the Chair position with continued participation from Amanda Leinberger and new member Holden Stoffel. Creighton Barrett also stepped down from the PLC this year and we thank him for his excellent work over the last two years. The PLC will require at least two new additional members for the upcoming year.

Respectfully submitted,  
Shannon Hodge, Chair,  
Professional Learning Committee

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

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The following were the highlights of the past year. The transition from terms of 2 years (4 issues) to 3 years (6 issues) for the General Editor (GE) and the Managing Editor (ME) began this year. I was responsible for a fifth issue (#75); incoming GE Heather MacNeil will serve from July 2013 to December 2015 and will be responsible for five issues (#76-80); her successors will be responsible for six issues. I am grateful to ME Suzanne Dubeau for extending her term until December 2014 to ease the transition; her successors will serve for three years.

The new copy editor and proofreader are working out well; they have now worked on two complete issues and are familiar with the journal's style and procedures. Amy Marshall Furness has taken on the role of Exhibitions Reviews Editor.

A successful information session for prospective authors and reviewers was held at the ACA 2012 conference, and will be repeated this year.

Much effort this year was spent to clarify the respective roles of the ACA Board, the ACA office, and the Editorial Board.

Members should receive *Archivaria* 75 before the annual conference in June. *Archivaria* 76 will be a special issue on personal archives, guest edited by Catherine Hobbs.

It has been a privilege to serve as General Editor of the journal and I would like to thank the ACA for the opportunity, and the Editorial Board members for their support. Best wishes to Heather MacNeil. The journal is in good hands.

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

## ACA Office 2013 Annual Report

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Unlike previous years, 2012 – 2013 has been a year of change for the ACA office, hopefully not too evident in service to the individual member and general public, while I'm sure it has certainly been visible to the leadership team of Directors, Chairs, committee members and representatives.

### Office & Infrastructure:

Following news that CCA & CHA had located suitable office space after an unsuccessful search of 'space for 3', ACA was able to locate suitable offices quite close to the previous location, as well as locker storage. At the end of August '12, ACA relocated to 75 Albert. Along with relocating the office, ACA has changed internet, web hosting, and teleconference service providers. In September, Judy Laird retired after 10 years with ACA, and it's been a challenge to locate a suitable replacement.

### Finances & Database:

Reviewing ACA's operational expenses, we've been able to reduce or negotiate reduction in our costs for internet, phone service, credit card rates, web hosting, base rent, as well as increase use of e-transactions such as providing online receipts for member and subscriber renewal to reduce both direct and processing costs. Should you ask a Director or Chair, I'm sure most would agree that we're increasing our use of the database, accounting and associated applications.

### Conference:

This year's conference in Winnipeg has presented some new challenges including the absence of SSHC travel; this same situation is affecting many academic conferences in the social sciences and humanities who like ACA, use the funds to assist students as well as members who had no other sources of financial assistance. ACA is facing interesting

issues in regard to future conferences as the economic vitality of Canada's regions impact the availability and cost of function space and guest rooms for future conferences.

Key questions for member consideration are:

- Are you prepared to pay higher rates (accommodations & registration) to have ACA located in areas where the economy is on the upswing
- Are you prepared to look at alternative dates or time periods for the ACA conference in order to reduce or minimize the cost for delegates to attend?

### On-going Activities:

The routine work of renewing members & subscribers, registering conference and workshop delegates, with the publication and distribution of issues of Archivaria and the ACA Bulletin has continued, combining data entry and financials transactions, weekly bank deposits and monthly reconciliation reports to the Board. The office provides support for the Board's monthly teleconferences, as well as the occasional calls for Committees, the task forces and project teams, as well as support for various initiatives such as the recent Bulletin survey to members, and the preparation of the proposed Bylaw with the CNCA Project Team.

In closing, I would like to extend my thanks to the Board members, and all of ACA's volunteers for making working with your association very pleasant. While there is seldom a quiet moment at the office, their enthusiasm and encouragement make the experience very enjoyable.

Sincerely,  
Duncan Grant, Executive Director



## Bulletin Editor Report

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It has been my privilege to serve as the ACA Bulletin Editor for the past two years. I am continually impressed with all of the interesting projects and good archival work that happens across the country. In 2012, the ACA released four issues of the Bulletin covering ACA activities including the annual conference, archival news, feature articles with relevant subjects to the archives professions, and some brag worthy exhibits.

This past year, the ACA Communications Committee issued a survey to the membership to get your comments on the Bulletin. We received some very interesting feedback that will help us make improvements over the upcoming year.

As always, your ideas and articles are encouraged! I love to hear from you and find out what is happening in the world of archives across the country. A big thank you to Duncan Grant for his ongoing commitment and assistance in all things ACA! Thank you to all of the Bulletin's contributors for the wonderful content over the past year. Keep it coming!

Respectfully submitted,  
Carrie Limkilde, Bulletin Editor

## Association of Canadian Archivists Foundation

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The current Board of Directors for the Foundation is:

- Karen Buckley, Chair
- Gary Mitchell, Secretary
- Barbara Craig, Director
- Karen Teeple, Director Marcel Caya, Director

The ACAF directors have continued the fund-raising initiative directed to ACA Fellows and Past Presidents. An ACAF brochure produced in 2011 was mailed with the campaign letters in the fall.

By year-end, the ACAF successfully raised \$19,950 in direct donations and received an additional \$1,663 through CanadaHelps.org where several members have established regular monthly contributions. Fund-raising primarily through the Raffle & Silent Auction in Whitehorse brought in \$1,700, while \$3,000 was disbursed as scholarships amongst the three graduate students who presented at the student session in Whitehorse last June.

The Foundation will provide \$2,000 to be distributed amongst the three graduate students selected to present at the student session of the ACA conference in Winnipeg in June. The Raffle & Silent Auction is being planned for Winnipeg, with very good response to requests for donation of prizes.

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 have an information table during the coffee breaks in order to have many opportunities to talk with members about our initiatives.

The ACAF audit to December 31 2012 was completed March and a report will follow the Board's approval of the audit results this May.

Respectfully submitted,  
Karen Buckley, ACAF chair

**ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION**

FINANCIAL STATEMENTS

DECEMBER 31, 2012

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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 sheets as at December 31, 2012 and December 31, 2011, and the statements of changes in net assets and revenue and expenditure for the years 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 accounting standards for not-for-profit organizations, 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 audits. We conducted our audits 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, 2012 and December 31, 2011, and the results of its operations and its cash flows for the years then ended in accordance with Canadian accounting standards for not-for-profit organizations.

OUSELEY HANVEY CLIPSHAM DEEP LLP  
Licensed Public Accountants  
Ottawa, Ontario  
April 20, 2013

## ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

BALANCE SHEET  
AS AT DECEMBER 31, 2012

	<u>2012</u>	<u>2011</u>
<b>ASSETS</b>		
Cash	\$ 24,738	\$ 10,593
Investments (note 4)	12,190	12,190
Accounts receivable	<u>6,890</u>	<u>929</u>
	<u>\$ 43,818</u>	<u>\$ 23,712</u>
<b>LIABILITIES</b>		
Accounts payable	\$ <u>2,300</u>	\$ <u>-</u>
<b>NET ASSETS</b>		
Endowment scholarship fund	37,351	18,927
Unrestricted	<u>4,167</u>	<u>4,785</u>
	<u>41,518</u>	<u>23,712</u>
	<u>\$ 43,818</u>	<u>\$ 23,712</u>

Approved on behalf of the Board:

Director

Director

## ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

### STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2012

	<u>2012</u>	<u>2011</u>
<b>ENDOWMENT SCHOLARSHIP FUND</b>		
Balance - beginning of year	\$ 18,927	\$ 14,252
Donations	<u>18,424</u>	<u>4,675</u>
Balance - end of year	<u>\$ 37,351</u>	<u>\$ 18,927</u>
<b>UNRESTRICTED</b>		
Balance - beginning of year	\$ 4,785	\$ 4,858
Net revenue (expenditure) for the year	<u>(618)</u>	<u>(73)</u>
Balance - end of year	<u>\$ 4,167</u>	<u>\$ 4,785</u>

## ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

### STATEMENT OF REVENUE AND EXPENDITURE FOR THE YEAR ENDED DECEMBER 31, 2012

	<u>2012</u>	<u>2011</u>
<b>REVENUE</b>		
Donations (note 6)	\$ 8,486	\$ 1,596
Fundraising	1,706	-
Investment	<u>332</u>	<u>398</u>
	<u>10,524</u>	<u>1,994</u>
<b>EXPENSES</b>		
Bank charges	88	37
Conference bursaries	3,000	2,000
Operations	7,914	30
Receipted gifts in kind	<u>140</u>	<u>-</u>
	<u>11,142</u>	<u>2,067</u>
<b>NET REVENUE (EXPENDITURE) FOR THE YEAR</b>	<u>\$ (618)</u>	<u>\$ (73)</u>

# ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2012

## 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 is incorporated under the Canada Not-for-profit Corporations Act. 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 accounting standards for not-for-profit organizations (see note 7) 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 scholarship fund

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

### c) Financial instruments

Financial instruments are initially recognized at fair value and are subsequently measured at cost, amortized cost or cost less appropriate allowances for impairment.

## 3. FINANCIAL INSTRUMENTS

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

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

## 4. INVESTMENTS

The Foundation 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, 2012

## 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. RELATED PARTY TRANSACTIONS

Donations include \$5,480 from Association of Canadian Archivists.

## 7. ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

Effective January 1, 2012 the Foundation adopted the requirements of the Canadian Institute of Chartered Accountants (CICA) Handbook - Accounting, electing to adopt the new accounting framework: Canadian accounting standards for not-for-profit organizations (ASNFPO). These are the Foundation's first financial statements prepared in accordance with ASNFPO which has been applied retrospectively. The significant accounting policies in note 2 have been applied in preparing these financial statements for the year ended December 31, 2012 and the comparative information presented in these financial statements for the year ended December 31, 2011 and in the preparation of the opening balance sheet as at January 1, 2011 (the Foundation's date of transition).

The Foundation issued financial statements for the year ended December 31, 2011 using generally accepted accounting principles prescribed by CICA Handbook - Accounting V. The adoption of ASNFPO had no impact on the previously reported assets, liabilities and net assets of the Foundation, and accordingly; no adjustments have been recorded in the comparative balance sheet and statements of changes in net assets and revenue and expenditure; and the opening balance sheet has not been presented.

## Representative to the Canadian Commission for UNESCO

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The Sectoral Commission for Culture, Communications and Information is an advisory committee to the Canadian Commission for UNESCO. As the ACA's representative I provide input on archival matters.

In 2012 I participated in the annual general meeting May 10-12, 2012 and a fall conference call. The spring meeting concentrated on discussing UNESCO's priorities for the 21<sup>st</sup> Century. As always, I advocated for goals related to information and specifically archives as integral too good governance, accountability, and the protection of individual human rights. The fall conference call was brief due to budgetary retrenchments.

I provided a short film (with Brett Lougheed as director) to say goodbye to David Walden, who was Secretary-General of the Canadian Commission for UNESCO for 13 years. Prior to becoming Secretary-General, David was Director, Movable Cultural Property and Secretary to the Canadian Cultural Property Export Review Board and before that, an archivist at the then Public Archives of Canada. He is succeeded at the Commission by Myriam Montrat.

I also attended the annual general meeting of the Commission in Toronto, May 3-4, 2013. Gilles Lesage attended representing the Association des archivistes du Québec, and Maureen Dolyniuk representing the Hudson's Bay Company Archives (Archives of Manitoba), as one of only three Canadian fonds included in UNESCO's Memory of World Register. Former directeur général, Bibliothèque et Archives nationales du Québec Carol Coutour has been appointed to the Executive Committee.

The fall conference on the Memory of the World at UBC was singled out for praise by Axel Meisen, President of the Commission, in his report. The annual meeting focused on Strategic Directions for the Canadian Commission for 2013-17. There are increasing demands for UNESCO to become more involved with program delivery, particularly with partner organizations and the private sector. The ACA will be working on increasing our role in the Commission.

Shelley Sweeney,  
University of Manitoba Archives & Special Collections

## Religious Archives Special Interest Section Report

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RASIS has been very quiet in the past 2 years, in part because of the busy-ness of the chair, and in large part because of the increased stress/workload put on many religious archives due to the Residential Schools Truth and Reconciliation Commission document collections process. Religious archives with residential school records are responsible for complying with Schedule N of the 2006 Agreement which requires archives to give copies of all relevant records to the TRC for the Research Centre. For religious archivists – many of whom are volunteers, part-time and some of whom have little technological no-how, this has been an incredibly stressful and arduous process.

We spoke at our last AGM of our desire to think more about membership and also think outside-the-box about membership. Many religious archives cannot afford the annual ACA membership, let alone pay to send someone to the annual conference. How can we reach out to these archivists

and show our support? In addition, we realize that our membership is predominantly made up of the "Big 3" denominations – Anglican, Catholic and United churches – how can we broaden our membership to welcome those not only of other denominations, but also other religions.

In addition to the RASIS forum (<http://members.archivists.ca/content/religious-archives-special-interest-section>), I have set up a Facebook group for RASIS members. It only has 24 members and also has not had much activity.

I would like to see someone else take over the chair-ship this year, as I don't feel like I have been able to dedicate the kind of time and attention that this SIS deserves.

Submitted by  
Melanie Delva, Chair

## Special Interest Section on Access and Privacy Issues

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2012-2013 started out with a bang for the special Interest Section on Access and Privacy Issues (SISAPI). We organized an extremely well attended (standing room only) session at the 2012 ACA Annual Conference in Whitehorse. The session examined the application of solicitor-client privilege exemptions in the access and privacy legislations of British Columbia, New Brunswick and the federal government of Canada. This issue, which continues to hamper access in both public and private spheres in archives all across Canada, needs additional research and collaboration by Canadian archivists and our institutions.

A request on ARCAN-L was made for a session for the 2013 conference but unfortunately none were submitted to the committee this year. The SISAPI is proud to host the Workshop on Freedom of Information given at the 2013 Conference.

We look forward to a more productive 2013-2014.

Paulette Dozois (LAC) Chair, SISAPI  
Daniel German (LAC) Vice-Chair, SISAPI

## Technology and Archives Special Interest Section

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TaASIS is a forum for ACA members to discuss and act upon a wide variety of issues relating the intersection of archives, electronic records, and the digital world as it affects us. In 2012 we held the fifth annual Archives and Technology Unconference (TAATU) in Whitehorse. Once again it was a fun, productive, inspiring and informative day. More than 20 members participated. Highlights of TAATU 2012 included several excellent lightning talks including; this issue of digital video conversion and metadata being stripped out by some conversion tools necessitating that archivists take extra care in ensuring metadata is not lost, a talk on ACE (Auditing Control Environment), which monitors digital file integrity, and allows for third party auditing was explained, an interesting presentation on personal digital archives and the arrangement questions that ensue, the lightning talk on

Digital Humanities and the ways a new generation of historians might deal with digital sources also generated very good discussion. The two topics we focused on in our group discussions were: online advocacy strategies and, how can monetary value be assigned to digital records? Commentary throughout the event was posted on Twitter under #ACA2012 and #TAATU. The Google group created during TAATU 2012 has been used by members to keep in touch throughout the year and share and discuss technology and archives specific issues. All are welcome to join <http://groups.google.com/group/taasis>! Plans for TAATU2013 are well under way. The event will be held in the lovely new Richardson College for the Environment and Science Complex, at UofW.

Cindy McLellan, Chair

## Special Interest Section on Personal Archives (SISPA)

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### Recent Accomplishments

- Call for papers for a special issue of *Archivaria* (issue 76, Fall 2013) on the topic of Personal Archives. Guest editorial committee: Carolyn Harris, Catherine Hobbs, Robert Fisher, Rodney Carter.
  1. Call for papers circulated in September 2012.
  2. Over 50 submissions received from around the world.
  3. Articles currently in peer review.
- SISPA listserv dialogues have been on hold for the past year given the level of preparation necessary for special issue, comments have continued on the listserv.
  - Additions to the wiki bibliography
  - Members have attended conferences on areas relating to personal archives, including the

Personal Digital Archiving conference in Maryland (Feb. 2013).

### Upcoming Activities

- ACA June 2012 SISPA AGM.
- Publication of *Archivaria* 76 (Fall 2013) special issue on personal archives

### Long-term Activities (2012 and beyond)

- Continuation of the listserv dialogues
- Increased promotion and leveraging awareness in the Canadian archival community of SISPA's resources and activities.

Submitted by  
Catherine Hobbs, SISPA Chair

## University and College Archives Special Interest Section

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UCASIS was very pleased with the response received regarding our session at the ACA conference in Whitehorse last year. Many thanks again to our presenters – Patti Harper, Sarah Romkey and Wendy Robicheau for doing such an excellent job! Hopefully we'll have another UCASIS session at future ACA conference... Victoria perhaps?

Thanks also goes out to Paul Hebbard for posting past UCASIS surveys from 1975, 1980 and 1985 to the UCASIS page on the ACA Members Only site. This is a great resource for UCASIS members to have, and the Members Only Site is a good place to access them easily.

The chair will also be posting PDFs of past minutes from the paper files in her possession to the Members Only site, so they will be available to all.

Rumour has it that UCASIS will be receiving their own personal tour of University of Manitoba Archives' beautiful facility during the ACA conference in Winnipeg this June. Fingers crossed!

Deirdre Bryden will be stepping down from her position as UCASIS chair/secretary as she is at the end of her term. There has been some interest expressed for the position of UCASIS chair, but hopefully there will also be a volunteer for the position of secretary as it's a lot easier to have two people taking care of meeting duties rather than just one.

Respectfully submitted,  
Deirdre Bryden, UCASIS Chair

## ACA Dalhousie Chapter Report

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### Chapter Executive:

Amy Lorencz – Co-Chair	Karen Vermeulen – Co-Chair
Tara Rumsey – Treasurer	Alan Chorney – Secretary

### Faculty Advisor:

Bertrum MacDonald

### Student Members:

Kevin Hartford	Jane Willwerth	Stephanie Duncan
Mark Black	Danielle Appleby	Samantha Fritz
Jannaya Jenson	Christine Wu	Pia Dewar
Marc Harper	Melissa Archibald	James Rothwell
Patrick Hanratty	Dave MacLachlan	Mingyue Chen
Maggie Neilson	Jeremy Zwanenburg	Emma Stewart
Keriann Dowling	James Ross	Ray Macleod
Jennifer Vey	Leah Pohlman	Nicole Bloudoff
Tara Rumsey	Amy Lorencz	Alan Chorney
Karen Vermeulen		

### Activities

One of our biggest and most popular activities of the year was our tour of the Nova Scotia provincial archives and CBC digital archives in March. We had the opportunity to learn what goes on “behind the scenes” and see some of the interesting items held in each collection. We wrapped up the tour at CBC by watching a taping of This Hour Has 22 Minutes, which was a really fun way for our group to take a break from final assignments.

During the holiday season we had a gift raffle in the School of Information Management. We collaborated with some of the

other student associations, each coming up with a basket of holiday treats representing the association's interest and raffling them off at our holiday party. The ACA basket contained handmade gifts by our members, including baking, artwork, hand-knitted mittens, and a mixed CD, as well as some archives-themed prizes and ACA swag.

We also joined with Dalhousie's Librarians Without Borders group to host a used book sale. Donations came in from students, faculty, and community members, and the sale was a great success. It was a really great way to meet students in other faculties, and even gave us some ideas about collaborating with students in other programs, such as history, in the coming year.

This year was also the debut of our association's Twitter page. We use this as a platform to discuss current news events related to archives, share upcoming events at Dalhousie, and also forward any archives-related job postings we discover.

### Budget

Our chapter did not have much financial activity this year.

### Goals for the 2013-2014 School Year

Some of the goals we discussed this year for our upcoming year are to build a new and improved website for our student chapter, connect with students or students associations in other related faculties (such as History or Canadian Studies) in order to increase the ACA's presence on campus, and to fundraise to help send a student to the ACA annual conference.

# McGill Student Chapter Annual Report

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## 2012-2013 Executive

- Coordinators: Halley Silversides and Jodie Collin
- Assistant Coordinators: Keltie MacPhail and Evelina Stulgaityte
- Secretary: Stevie Horn
- Treasurer: Charlotte Van Hove
- Communications Officers: Veronica Ramshaw, Joshua Chalifour
- MLIS II Representative: Ariana Ross
- MLIS I Representative: Justin McKinney

## Membership and Recruitment:

Membership with the student association was under review for the 2012-2013 academic year. Previous members from the 2011-2012 academic year expressed concern that membership had very few benefits. The executive committee has since revised this structure and will start recruiting new membership in Fall 2013 with a small membership fee with benefits including discounts on events that the association may hold in the next year. Executive members were encouraged to become student members of the Association of Canadian Archivists. This year was difficult for executive recruitment; in the previous year, we had to hold elections for executive positions as many first year students wanted to be involved. This year, there were no positions that went to a vote meaning that there were far fewer students that wanted to be involved. This is despite recruitment efforts via MLIS orientation, email and Facebook. The 2012-2013 coordinators are aware of this promotional issue and are determined to get creative regarding recruitment to get more MLIS students involved in the ACA student chapter at McGill.

## Events:

This year we have had two fundraisers (both bake sales) and our major event was a trip to Ottawa (to take a tour of the Library of Parliament) with some support from the CLA student chapter at McGill. We also had a casual night in order to meet first year students early in the semester. We had planned on also having a student colloquium, but due

to a lack of student interest (we had only received one student paper for presentation - last year we had 6). However, we had speakers planned who are available in the Montreal area who are interested in speaking next year either at a brown-bag session or at the colloquium which is still being planned for the 2013-2014 academic year.

## Finances:

Finances were frozen for the second semester of the year due to officer issues with the Post-Graduate Students Society (PGSS) at McGill. Currently, our student chapter is still owed \$250 from our student organization, MLISSA, who receives their financial support and banking through PGSS. This meant that we had less money at our disposal than was expected towards the end of the year. Although this issue should be rectified by September 2013, it did not allow us to pursue an alternate event to the colloquium. The 2013-2014 coordinators will have \$250 in their account from this academic year which will greatly assist them in planning both a trip and a colloquium.

## Knowledge Management:

This is the first year that the McGill Student Chapter implemented a policy of knowledge management practices in line with our student organization, MLISSA. This was also done to avoid what happened last year - the new executive could not retrieve documentation from previous years and no passwords were handed down to the 2012-2013 executive. Once we had rectified a few of these issues, including having our Treasurer able to access our bank account and our communications team being able to access Facebook and our wiki.

Halley Silversides  
Co-Coordinator, ACA McGill Student Chapter  
(2012-2013 academic year)

# ACA University of Toronto Student Chapter

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The University of Toronto Student Chapter has had a busy year, with several events, tours, and talks with guest speakers. We have continuously held monthly meetings throughout the school year, which were consistently attended by executive members and first and second-year students in the Archives and Records Management stream. We also expanded our presence in the social media realm with the addition of Twitter (@ACA\_UofT) and the switch from a Facebook group to a Facebook Page (facebook.com/ACAUofT).

## Events / Fundraisers:

### September:

- Election of two first-year reps: Lauren Kilgour and Matt Rowheder

### October:

- Round-table discussion with Dr. Jacinta Prunty, the Programme Director for the MA in Historical Archives at the National University of Ireland, Maynooth. Dr. Prunty was visiting the iSchool to learn more about the curriculum of the Archives & Records Management path. Discussions centered around the difference between the curriculums in Toronto and Maynooth and the Canadian and Irish archival systems in general.
- Pub night, coinciding with the ACA PnP meetings which were happening in Toronto that weekend Halloween Bake Sale

### November:

- Resume, Cover Letter, & Interview DO's & DONT's; Roundtable discussion with Loryl MacDonald and Michael Moir
- Tour: Hockey Hall of Fame Archives and Resource Centre
- Movember: Total of 12 participants from across all disciplines took part and together raised over \$2,000 for the cause.
- End of Semester (and Movember) Pub Night

### December

- Tour: Ryerson Image Centre

### January:

- Welcome back Pub Night Tour: University of Toronto Media Commons & Film Vault

### February:

- Tour: University of Toronto Archives & Thomas Fisher Rare Book Library Valentine's Day Bake Sale

### April:

- Tour: Canadian Lesbian and Gay Archives Pub Night
- Tour: National Ballet of Canada Archives Tour: City of Toronto Archives
- Archival Dialogue: A Conversation on the Past, Present & Future of Archives o Roundtable discussion with Terry Cook and Verne Harris
- 2013/14 Student Executive Elections
- End-of-year meeting / briefings with new executives / Pub Night

### Student Chapter members:

Katrina Cohen-Palacios	Edward Coltof
Laura Dymock	Karolina Grzeszczuk
Kait Greer	Emily Hanlon
Lisa Harrison	Jessica Haskell
Sean Hayes	Lauren Kilgour
Rachel Klassen	Tys Klumpenhouwer
Nicole Matiyahu	James Roussain
Matt Rowheder	Emily Sommers
Julie St-Pierre	Ned Struthers
Sara Viinalass-Smith	Katherine Watson
Jessica Wever	

Faculty advisors: Heather MacNeil & Wendy Duff

### New Student Executive for 2013/14

- Co-chairs: Sean Hayes and Lauren Kilgour
- Treasurer: Matt Rowheder
- Secretary: Ned Struthers
- Communications: Jessica Haskell and Karolina Grzeszczuk
- Internal Affairs: Aida Tesfai
- Fundraising: Katrina Cohen-Palacios
- Events Coordinator: Laura Dymock