



Association of
Canadian Archivists
Association canadienne
des archivistes

the **Bulletin**

June 2016



Association of
Canadian Archivists
Association canadienne
des archivistes

Association of Canadian Archivists
I.S.S.N. 0709-4604
Vol 41, No 1, June 2016

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

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Cover photo courtesy of Bell Archives – photo 36499
Workers posed on the Victoria Bridge. – July 1898

President's Report

Established in 1975, incorporated in 1978 and continued in 2013 under the Canada Not-for-Profit Corporations Act, the Association of Canadian Archivists (ACA) is a federally incorporated, not-for-profit association with its headquarters in Ottawa. Today, the ACA represents over 600 archivists and archives across Canada. Our mission is to provide the archival profession leadership and to facilitate an understanding and appreciation of Canada's archival heritage. To that end, the ACA Board maintained its 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**.

Governance

Leadership Team

The past year saw more changes in the ACA's Leadership Team. As of December 31, 2015, Michael Gourlie's term as Vice-President concluded and Jordan Bass assumed the mantle. As well, Patti Harper and Krisztina Laszlo became new members of the Board, with Patti taking over as Secretary from Karen Buckley who assumed the Chair's position of the Professional Learning Committee. I would like to thank Michael and Karen for their excellent contributions to the Board and their continued active involvement in ACA activities.

The ACA Board Members and their portfolios for 2016 are:

- **President: Kathryn Harvey** (U of Guelph) - Advocacy Committee, *Archivaria* Editorial Board & Editorial Team, ACA Executive Director, Library and Archives Canada Stakeholders' Forum, Canadian Archival System Working Group
- **Vice-President: Jordan Bass** (U of Manitoba) - Governance Committee, Online Education Steering Committee, Ethics Committee (as required when active)
- **Treasurer: Jennifer Roberts** (Yukon Archives) - Conference Programme & Host Committees, Professional Learning Committee, Finance Review Task Force, Finance & Audit Committee (as required if active), ACA Foundation
- **Secretary: Patti Harper** (Carleton U) - Communications Committee, Input to Governance Committee
- **Director-at-Large: Krisztina Laszlo** (U of British Columbia) – Membership Development Committee, Outreach Committee, Special Interest Sections, Student Chapters
- **Director-at-Large: Ian Burnett** (Yukon Archives) - ICA, SPA, SAA, NAANICA, AAQ, CCA, LAC

The remainder of the Leadership Team is as follows:

- **General Editor of *Archivaria*: Jennifer Douglas** (U of British Columbia)
- **ACA Foundation Chair: Treasurer Jennifer Roberts**

- **Communications Committee Chair: Amanda Tomé** (U of Toronto Scarborough)
- **Governance Committee Chair: VP Jordan Bass**
- **Membership Committee Chair: Raegan Swanson** (Council of Archives New Brunswick)
- **Outreach Committee Chair: Lindsay Osmun** (CIBC Archives)
- **Professional Learning Committee Chair: Karen Buckley** (U of Calgary)
- **Online Education Committee Chair: Cheryl Avery** (U of Saskatchewan)

Member Services

The 2015 Conference themed “Perspectives on the Archival Horizon” was held in Regina, Saskatchewan, drawing 174 delegates from across the continent as well as a few from overseas. Overall reports of the conference were positive from sessions to facilities to social activities, and the event even helped ACA along financially—as it is one of the three primary pillars (conference, *Archivaria*, memberships) of our association's traditional revenue streams. The wonderful work of the Program and Host Teams, chaired by Susan McClure (Halifax Regional Municipality Archives) and Jeremy Mohr (Saskatchewan Archives Board), respectively, is deeply appreciated.

This year our Host Team chaired by Shannon Hodge (Jewish Public Library) has worked hard to bring a slate of social activities that reflect Montreal's diversity, past and present. If you want to keep up with events on social media, be sure to follow and use the hash tag #ACA2016. The Program Team chaired by Rodney Carter (Religious Hospitallers of Saint Joseph) has put together a stimulating series of plenaries and member presentations under the general theme of "Futur proche": Archives & Innovation."

Next year's conference in 2017—Canada's 150th anniversary—will be held in the nation's capital June 8-10 at the Ottawa Marriott Hotel. Stay tuned for the announcement of the theme for that event!

ACA Secretariat

Duncan Grant, our stalwart Executive Director, and the ever-helpful Client Services Coordinator Maureen Tracey have remained a solid presence in the association office over this past year. Duncan and Maureen continue their support in all areas of the work of the ACA, ACA Foundation, and *Archivaria* Editorial Board as well as providing solid grounding for our conference planners. Their administrative and financial management support make it much easier for the ACA's 70+ Board and Committee volunteers to be so productive. You will be reading about all those efforts in the other annual reports included in this package.

Advocacy

The majority of my advocacy work as President over the past year has been to represent the interests of the association to various external groups. On August 27, 2015 the ACA and AAQ signed a historic Entente. Specific areas of collaboration and exchange between ACA and the Association des archivistes du Québec include joint projects as well as shared stances on issues of interest to the public or government. Included is the opportunity for ACA members to participate at the AAQ congress under the same conditions as AAQ members and vice versa. The Entente was developed as a more efficient and effective approach for the two professional associations to address issues of mutual concern, succeeding the now defunct Bureau of Canadian Archivists.

I and our Executive Director represented ACA at one in-person and one teleconference meeting of Library and Archives Canada's Stakeholder's Forum on which sit representatives from about 12 national documentary heritage organizations including museum, archives, and library bodies. Additionally, I represented ACA—again, along with the Executive Director—on the recently disbanded Canadian Archival System Working Group, whose work has now been handed over to the newly created Steering Committee which

will help coordinate and lead the work of the Canadian archival community. ACA will continue to be a strong presence on that Committee and is responsible for putting forward names of people to chair two of the Steering Committee's Task Forces—one on the Archival Workforce in Canada and the other on Archival Awareness. As well, the excellent work of the Special Interest Section on Aboriginal Archives (SISAA) was passed on to the Steering Committee.

Overall, the year has been busy, and as I close out my term as President, I am pleased to see that interest in the ACA's governance is generating a lot of interest. The Board is a strong team and the more than 70 committee chairs and members are conducting excellent work on behalf of the association over and above the work they do in their own institutions. The ACA is fortunate to have such members who keep the profession vibrant and diverse, and we look forward to your active engagement in the Association's affairs both at the Annual General Meeting and by volunteering your time for one of our many committees.

Respectfully submitted,
Kathryn Harvey, ACA President

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Vice-President's Report

As of this year's AGM in Montreal, I will be six months into my term as ACA Vice-President. In that time, I have worked at familiarizing myself with exiting Association policy and procedure, participated in regular Board meetings, and chaired the Governance Committee (see Governance Committee Report). In keeping with my duties as Chair of the *Governance Committee*, I am primarily responsible for the Association's elections. To this end, I have worked closely with the Committee, the ACA Secretariat, and past Vice-President, Michael Gourlie, to complete a Nominations & Elections and an Absentee Voting policy in time for this year's AGM. I am delighted to see that we will hold an election the AGM in Montreal and I hope that members will continue to be interested and engaged in ACA business.

Moving forward, I will work closely with the Online Learning Committee as its Board liaison as well as the

Membership Development Committee to ensure that online educational and professional development resources are made available to ACA's membership. I am very much looking forward to the Member Input Session and AGM this year as there is simply no online survey or teleconference that can compare to or substitute for an in-person conversation where the Board can hear and address the concerns of our Association's membership.

I feel very fortunate to be involved in the ACA at a time when our Association is redefining itself to meet the needs and expectations of a new generation of professional archivists within the context of a newly envisioned Canadian archival system.

Respectfully submitted,
Jordan Bass, ACA Vice-President

Secretary's Report

Well it has been almost a full year as part of the ACA Board and it has been enlightening and rewarding to participate in the discussions and issues.

Working with the Communication Committee has been a privilege. Amanda Tomé has completed her term as Chair and I would like to thank her for all her hard work and excellent leadership.

This next year a review of the website will require attention to how the current site handles the organization and arrangement of documents and where we can make changes in a new site. With the goal to streamline and incorporate some records management filing principles the hope is that required documents would be easier to locate and use. The need to update the site is due to the use of a platform that is now out of date. Forcing our hand to update is the perfect time to review what works and what doesn't.

Some questions around the accessibility of documents, our social media and other resources will be addressed with a new policy. Working with the Vice-President this policy will direct future ACA Board members and committees. There are current best-practice guidelines for non-profits and these will be utilized moving forward.

Other records management issues in the office space will also be addressed in the next year. Ensuring we are using our physical storage space and that documents are ready at hand when required is a priority.

This year has gone fast and once again I look forward to seeing colleagues and fellow archivists in Montreal.

Respectfully submitted,
Patti Harper



St. James Street looking west, festooned for royal visit. – [after 1894], Photo courtesy of Jewish Public Library Archives of Montreal

Director at Large Report

As a new member of the ACA Board of Directors, I am excited to be contributing back to my professional community, but am looking forward to the time where it doesn't seem quite so overwhelming! My portfolio includes being the board liaison for the Student Chapters, the Special Interest Sections, the Membership Development Committee and the Outreach Committee. The student chapters have been active this past year, with many exciting activities and professional development initiatives. This year we welcomed a new student chapter into the fold from the University of Western Ontario. Our other chapters are located at Dalhousie, the University of Toronto, McGill, University of British Columbia and the University of Manitoba. They all contain bright and dedicated students who I look forward to having as my colleagues when they start their archival careers. The Special Interest Sections

have also been busy, but I would like to specifically acknowledge the Special Interest Section on Aboriginal Archives who prepared a detailed and thorough response to the Truth and Reconciliation Commission's call for action #70. This document will help us move forward with a coordinated national response. Stay tuned! I'd also like to thank the Chairs and members of the Membership Development Committee and the Outreach Committee. I will let their reports speak for the amazing work they have done in the last year. I'd also like to thank my fellow board members for making me so welcome and their invaluable assistance in helping me learn the ropes. I'm looking forward to a productive year ahead with the ACA.

Respectfully Submitted,
Krisztina Laszlo, Director At Large

Director at Large Report

I am very pleased to have contributed to ACA through my first full year as Member at Large, having been elected at the June 28, 2014 Annual General Meeting and serving the first six months in a shadowing capacity.

My portfolio as Director at Large includes liaison and relationship building between ACA and a number of national and international bodies, including ICA, ICA-SPA, NAANICA, SAA, AAQ, CCA, and LAC. My term as Director coincides with my rotation as Chair of the Council of Provincial and Territorial Archivists (CPTA) and Co-Chair of the National, Provincial, and Territorial Archivists Conference (NPTAC), providing opportunities for information sharing and collaboration with these groups as well.

In September 2015 I attended the third annual ICA conference in Reykjavik, Iceland with the theme *Archives: Evidence, Security and Civil Rights – Ensuring Trustworthy Information*. I was particularly interested in the archives and civil rights aspect of the theme and how it might provide information and understanding for the Canadian archival community's response to the Truth and Reconciliation Commissions Calls to Action. I was also interested in learning more about the ICA's Human Rights Working Group's *Basic Principles on the Role of Archivists in Support of Human Rights* which I think offers another useful tool for understanding and responding to the TRC's recommendations. One of the most interesting

presentations I attended was a case study on strategies adopted in the Catalan region of Spain for promoting recognition and adoption of the ICA's *Universal Declaration on Archives*.

Throughout the fall of 2016 I served as board Liaison for the Special Interest Section on Aboriginal Archives. I was very pleased to provide support to this group and to report upon and circulate more broadly the exceptional work they completed – possible interpretations and understandings of TRC Call to Action #70, a literature search and annotated bibliography, and comprehensive recommendations for an ACA response to the TRC.

I also continue as Board contact for the ACA representative to the CCA Canadian Committee on Archival Description (CCAD) as the committee undertakes its assessment of possible scenarios for revisions to RAD. I have also been pleased to participate in the fall and spring ACA Planning and Priorities sessions and monthly board meetings, offering whatever advice and suggestions I am able.

I am looking forward to another busy and productive year contributing to ACA.

Respectfully submitted,
Ian Burnett, ACA Director at Large, Yukon Archives

Treasurer's Report

Results from 2015: ACA finished the year with a 4% surplus of \$15,358, which was an improvement over an anticipated \$48,186 deficit (15%) approved at the 2014 AGM. The ACA audit to December 31 2015 was completed in March; the Audited Statements appear follow this report.

1. Revenue highlights: Revenue: \$353,113
Revenue surpassed budget estimates for Membership and the Conference, while conference income was down from 2014 due to lower attendance in Regina.

- Membership revenue was higher than last year, while member numbers were lower due to decreases in the mid-income categories.
- Archivaria fell short of its income goal, declining subscription numbers were a concern for 2015 & going forward. Income from reprint sales also decreased as many institutions opt-out of Access Copyright.
- No Education income resulted from cancellation of the pre-conference workshop due to the Instructor's travel visa problem.
- Two non-operational items resulted in ACA finishing with a surplus in 2015: a transfer of funds from ACA's US dollar account to Canadian currency resulted in 1-time gain of almost \$7,000 and there was a transfer of investment income from ACA's reserves. Without these items, ACA would have finished the year in the red.

2. Expenditure highlights: Expenses: \$337,763

- Expenses were \$24k under estimates overall
- Board of Directors & committee expenditures were higher than estimates due to participation in archives community activities. However, reducing attendance to the Fall P&P reduced meeting costs. Advocacy expenses were up due to increased activity in this area over the year.
- The annual conference costs were lower than estimated; some services were reduced in light of fewer participating sponsors and exhibitors, and the Host Team did a good job to select food and beverage at lower cost.
- Professional Learning's pre-conference workshop was cancelled eliminating both revenue and almost all expenses.
- Archivaria costs were lower due to smaller sized issues and reduced numbers printed while higher mailing costs offset some of the savings. For the first time in many years, production expenses were higher than income.
- Staff & office costs were \$12k under estimates, with noted saving from use of e-mail for renewal receipts rather than Canada Post.

Preliminary Outlook for 2016: While a budget deficit \$46k or 13.1% was approved at the 2015 AGM, the Board, while supporting priority initiatives, continues to work to constrain costs to match revenues with current estimates at 9% or \$35k deficit.

- Revenue: budget \$349,139
- Early renewal by members was up slightly while subscription renewals are slow.
- Attendance for the Montreal conference is expected to be somewhat higher than average years.
- Key negative factors are the tight financial situation for most archives, declining Archivaria subscriber numbers, and lack of SSHRC funding for Archivaria.
- Expenses budget \$384,792
- The President, VP and Treasurer completed a detailed income and expense review, yielding cost saving for the Association.
- Committees are making good use of teleconferencing to advance their projects, while operational adjustments should yield savings in several areas.

Draft Estimates for 2017: The initial estimates show a similar income to 2016 but rising expenses; a 10% deficit is shown at present. As always, the Board will endeavour to trim expenses and bolster income to further reduce the deficit. In the last two years, ACA has been able to finish the year with a small surplus but this has been primarily due to investment income from our reserve funds. In the absence of income over expenses from Archivaria, fee increase in other areas may be unavoidable in upcoming years. As indicated in a recent series of articles, the financial health of the ACA is a partnership between the Board, the Committees and the membership. The ACA Board has been working to identify areas of our budget that could be eliminated and ways to potentially reconfigure the entire archival association financial landscape. I hope to engage in discussions about this with members in Montreal this June. Your continuing support of the organization is appreciated.

Respectfully Submitted,
Jenn Roberts, ACA Treasurer



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 statement of financial position as at December 31, 2015, and the statements of changes in net assets, operations 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 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 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, 2015, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

OHCD LLP

OUSELEY HANVEY CLIPSHAM DEEP LLP

Licensed Public Accountants
Ottawa, Ontario
April 14, 2016

ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2015

	<u>2015</u>	<u>2014</u>
ASSETS		
CURRENT		
Cash	\$ 160,432	\$ 146,420
Prepaid expenses	1,500	5,058
	<u>161,932</u>	<u>151,478</u>
INVESTMENTS AND ACCRUED INTEREST RECEIVABLE (NOTE 4)	493,238	480,296
PROPERTY AND EQUIPMENT (note 5)	8,067	11,229
	<u>\$ 663,237</u>	<u>\$ 643,003</u>
 CURRENT LIABILITIES		
Accounts payable	\$ 4,000	\$ 7,314
Government remittances payable	1,600	173
Deferred revenue (note 6)	113,976	107,203
	<u>119,576</u>	<u>114,690</u>
 NET ASSETS		
Invested in property and equipment	8,067	11,229
Unrestricted	535,594	517,084
	<u>543,661</u>	<u>528,313</u>
	<u>\$ 663,237</u>	<u>\$ 643,003</u>

Approved on behalf of the Board:

original signed by
Kathryn Harvey

Director

original signed by
Jenn Roberts

Director

ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2015

	<u>2015</u>	<u>2014</u>
INVESTED IN PROPERTY AND EQUIPMENT		
Balance - beginning of year	\$ 11,229	\$ 14,549
Purchase of property and equipment	-	925
Amortization	<u>(3,162)</u>	<u>(4,245)</u>
Balance - end of year	<u>\$ 8,067</u>	<u>\$ 11,229</u>
UNRESTRICTED		
Balance - beginning of year	\$ 517,084	\$ 509,996
Net revenue for the year	15,348	3,768
Purchase of property and equipment	-	(925)
Amortization	<u>3,162</u>	<u>4,245</u>
Balance - end of year	<u>\$ 535,594</u>	<u>\$ 517,084</u>
TOTAL	<u>\$ 543,661</u>	<u>\$ 528,313</u>

ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF OPERATIONS FOR THE YEAR ENDED DECEMBER 31, 2015

	<u>2015</u>	<u>2014</u>
REVENUE		
Archivaria	\$ 76,844	\$ 82,108
Conference	124,845	128,253
Education	-	5,829
Investment income	12,942	11,973
Membership	128,871	124,974
Other	9,611	7,757
	<u>353,113</u>	<u>360,894</u>
EXPENSES		
Archivaria	77,371	78,414
Board of Directors	67,201	65,261
Conference	98,020	114,510
Education program	16,322	18,343
Member services	61,121	66,924
Outreach and government relations	17,730	13,674
	<u>337,765</u>	<u>357,126</u>
NET REVENUE FOR THE YEAR	<u>\$ 15,348</u>	<u>\$ 3,768</u>

ASSOCIATION OF CANADIAN ARCHIVISTS

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2015

	<u>2015</u>	<u>2014</u>
OPERATING ACTIVITIES		
Net revenue for the year	\$ 15,348	\$ 3,768
Items not affecting cash		
Amortization	3,162	4,245
Interest	(12,942)	(11,973)
Net change in non-cash working capital items		
Accrued interest receivable	7,404	1,049
Accounts receivable	-	22,750
Prepaid expenses	3,558	1,032
Accounts payable	(3,314)	2,014
Government remittances payable	1,427	(716)
Deferred revenue	6,773	(30,103)
	<u>21,416</u>	<u>(7,934)</u>
INVESTING ACTIVITIES		
Purchase of property and equipment	-	(925)
Purchase of investments	(7,404)	(687)
	<u>(7,404)</u>	<u>(1,612)</u>
INCREASE (DECREASE) IN CASH FOR THE YEAR	14,012	(9,546)
Cash - beginning of year	<u>146,420</u>	<u>155,966</u>
CASH - END OF YEAR	\$ <u>160,432</u>	\$ <u>146,420</u>

ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2015

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 Not-for-profit Corporations Act 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 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 expenses during the reporting period. The estimates and assumptions are reviewed annually and, as adjustments become necessary, they are recorded in the financial statements in the period in which they become known.

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) Revenue recognition

The organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenditure is incurred. Unrestricted contributions are recognized as revenue when they are received or becomes receivable. Membership and subscription fees are recognized as revenue over the period to which they relate. Other revenues are recognized in the year in which the event is held or the revenue earned.

ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2015

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

e) 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 and accrued interest 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 investment certificates that earn interest at annual rates that range from 2.05% to 2.55% and mature between February 2016 and September 2020.

5. PROPERTY AND EQUIPMENT

	2015		2014	
	Cost	Accumulated amortization	Net	Net
Computers	\$ 28,586	\$ 22,170	\$ 6,416	\$ 9,165
Furniture and equipment	13,642	11,991	1,651	2,064
	<u>\$ 42,228</u>	<u>\$ 34,161</u>	<u>\$ 8,067</u>	<u>\$ 11,229</u>

6. DEFERRED REVENUE

Deferred revenue represents revenue received relating to next year as follows:

	2015	2014
Archivaria subscriptions	\$ 37,815	\$ 40,815
Memberships	76,161	66,388
	<u>\$ 113,976</u>	<u>\$ 107,203</u>

ASSOCIATION OF CANADIAN ARCHIVISTS

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2015

6. DEFERRED REVENUE (CONTINUED)

Deferred revenue changed as follows:

	<u>2015</u>	<u>2014</u>
Balance - beginning of year	\$ 107,203	\$ 137,306
Less - amount recognized as revenue in the year	(107,203)	(137,306)
Plus - amount received related to following year	<u>113,976</u>	<u>107,203</u>
Balance - end of year	<u>\$ 113,976</u>	<u>\$ 107,203</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).

8. ADMINISTRATION EXPENSES

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

	<u>2015</u>	<u>2014</u>
Archivaria	\$ 47,155	\$ 46,889
Board of Directors	32,264	32,083
Conference	39,709	39,485
Education program	14,320	15,301
Member services	54,104	53,799
Outreach and government relations	<u>9,927</u>	<u>9,871</u>
	<u>\$ 197,479</u>	<u>\$ 197,428</u>

9. COMMITMENTS

The organization currently has agreements with three hotels to provide accommodations for the 2016, 2017 and 2018 conferences at costs of approximately \$160,000, \$146,000 and \$135,000 respectively.

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

Communications Committee

Committee members: Emily Chicorli, Sean Hayes, Richard McKibbon, Leah Sander, Amanda Tomé (Chair), Patti Harper (Board Liaison, Secretary).

The Committee continues to engage and communicate with members using the ACA's social media platforms. The statistics for the tools used by the Association are as follows: 115 new followers, 75 shares and 777 likes on Facebook and 140 new followers, 162 retweets and 94 likes on Twitter.

We are currently reviewing our social media platforms to ensure that they provide the best avenue of communication to our members. We also hope to review other social media tools available to determine whether they can be used to allow the Committee to fulfill its mandate.

The Committee continues to provide website assistance to members and committees. We have evaluated ways to enhance security on the site, which we hope to accomplish by having a committee member liaise directly with ACA Committees and Special Interest Sections to update their

page content. By doing so we reduce the amount of people with administrative access to the website. We are also gathering information about our web content and functions so we can examine other website platforms that meet our needs.

The ACA must fulfill certain requirements to be compliant with the Accessibility for Ontarians with Disabilities Act (AODA), an Act that covers several areas including communications and information. The Committee compiled a list of requirements for the ACA Board of Directors who will develop policies for the association regarding accessibility.

As this is my last report as Committee Chair, I would like to take the opportunity to thank Duncan Grant and Patti Harper for their continued assistance and all the Committee members for their hard work.

Respectfully submitted,
Amanda Tomé, Chair, Communications Committee



Fundraising ball for the Jewish General Hospital. – 1937, Photo courtesy of Jewish General Hospital Library & Archives

Governance Committee

Committee Members: David Mawhinney, Linda Fraser, Richard Dancy, Tim Hutchinson, Jordan Bass – Chair.

The Governance Committee for this year's reporting period was chaired by outgoing Chair, Michael Gourlie and Current Chair, Jordan Bass. The mandate of the Governance Committee is to advise the Board of Directors on the overall governance of the Association, to encourage continuity and consistency in all Association operations, and to recognize noteworthy accomplishments within the archival community.

“Prepare a slate of one or more candidates for each director's office which will be vacant and for which an election is to be held at the annual general meeting”

The Governance Committee issued its annual call for Board nominations this year seeking individuals for the positions of President, Treasurer, and Director-at-Large.

“Recruit committee members and chairs of both standing and other committees of the Corporation [Association]”

Recruiting of volunteers to occupy committee chair and volunteer positions occurred throughout the year. As terms expire and members move on to other roles in the Association, there is a constant need to fill vacancies to ensure that committees are able to continue their work. Maintaining a full complement of volunteers that represent all demographics of the Association's membership continues to be primary activity of the Governance Committee.

“Develop and revise regulations, procedures and forms to document the nomination and election of the board and award recipients”

The Governance Committee authored a number of policies in 2015-2016. The following policies have been approved by the Association's Board of Directors:

July – December 2015

- **Conference Policy**
- Membership Policy
- Professional Learning Policy
- Records and Archives Policy
- Sponsorship Policy
- Human Resources Policy
- Naming Policy

January – June 2016

- **Nominations and Elections Policy**
- Absentee Voting Policy

*The Association's Policy, Codes and Procedures are available at <http://archivists.ca/content/policies-codes-and-procedures>

“Solicit nominations and recommend to the board the names of individuals to be honoured by the Corporation [Association] with the conferring of an award”

The Governance Committee issued its annual call for nominations for Fellow of the ACA, Membership Recognition Award, and Honorary Archivist Award. This year, the Committee received nominations for Fellow of the ACA and the Membership Recognition Award.

I would like to thank the past Chair of the Governance Committee, Michael Gourlie, for his support as well as the members of the Committee for their advice, scrutiny and dedication.

Respectfully submitted,
Jordan Bass, Chair



Royal Victoria College Hockey Team. - 1904
Photo courtesy of McGill University Archives

Membership Development Committee Report

Committee Members: Lori Podolsky, James Roussain, Nick Richbell (Mentorship Coordinator), Raegan Swanson – Chair.

Our total membership for 2016 is 552 including 323 individual professional members and 123 institutions. This figure represents a decrease/increase from 35 members in 2015. There are currently 83 individuals and 14 institutions who were members in 2015, that have not renewed for 2016.

ACA Mentorship Program

2016 was a successful year for the Mentorship Program with 72 participants (31 Mentors & 39 Mentees). MDC hopes that more ACA members will consider becoming Mentors in future years, as the number of Mentees continues to grow. Currently Mentees are being asked to take on more than one Mentee to meet demand. Additionally, MDC will be soliciting testimonials from past Mentors and Mentees for the website for fall of 2016. Please let us know if you would like to contribute a testimonial.

Early Bird Membership Renewal Draw

MDC held its annual Early Bird Membership Renewal Draw, which for a second year included a draw for a complimentary 2017 ACA Membership. The prizes and winners were as follows:

- **Kate Guay** - Bastian, Jeannette A., and Megan Marinoff. *Archives in Libraries: What Librarians and Archivists Need to Know to Work Together*. Society of American Archivists, 2015. Donated by the SAA
- **Robb Gilbert** - Marks, Steves. *Module 8: Becoming a Trusted Digital Repository*. Society of American Archivist, 2015. Donated by the SAA
- **Sherry Lawson** -Turcotte, Elise. *Guyana*. Translated by Rhonda Mullins. Coach House Books, 2014.(Governor General Award Nominee: Best English Translation) & Pittman, Al. *Collected Poems*. Edited by Michael Crummey. Breakwater Books, 2015. Donated by the The Literary Press Group
- **Trudi Wright** - Young, Deanna. *House Dreams*. Brick Books, 2014 & Paddon, Susan. *Two Tragedies in 429 Breaths*. Brick Books, 2014. Donated by the The Literary Press Group
- **Marie-Josée Allard** - Tomm, Jillian and Richard Virr. *Meetings with Books: Special Collections in the 21st Century*. McGill University Library and Archives, 2014. Donated by McGill University Library and Archives
- **Rachel Beattie** - MacMillan, Margaret. *History's People: Personalities and the Past*. Anansi Press, 2015. Donated by Anansi Press
- **Julianna Trivers** - Robertson, Heather. *Walking into Wilderness: The Toronto Carrying Place and Nine Mile Portage*. Heartland Associates, 2010. Donated by Heartland Press.
- **Ryan Courchene** - Garden, John F. *Nicholas Morant's Canadian Pacific*. Footprint Pub, 2002. Donated by Canadian Pacific.
- **Tim Hutchinson** - Durante, Luciana and Patricia C. Franks. *Encyclopedia of Archival Science*. Rowman & Littlefield Publishers, 2015. PDF Donated by Luciana Durante
- **Alexandra Wieland** - Sandstrom, John and Liz Miller. *Fundamentals of Technical Services*. American Library Association, 2014. Donated by American Library Association
- **Jessica Bushey** - Santamaria, Daniel A. *Extensible Processing for Archives and Special Collections: Reducing Processing Backlogs*. American Library Association, 2015. Donated by American Library Association

Alexandra Wieland won a complimentary 2017 ACA Membership donated by the ACA Foundation.

Continuing Projects include working with the Outreach Committee in soliciting new members, and with the Online Learning Committee to help bring more services to ACA members.

Respectfully submitted,
Raegan Swanson, MDC Chair

Online Learning Committee

A survey of the archives community provided the Committee with strong direction in regard to topics for online education modules. Discussions with CCA and many of the Provincial/Territorial Councils confirmed that ACA's focus for content development will compliment rather than compete with offerings by these groups.

The ACA has submitted a grant application for funding to assist in developing the first phase of its proposed online education courses, and will be sending out a RFP for potential content development/delivery shortly.

Respectfully submitted,
Cheryl Avery (Chair)

Outreach Committee Report

The Outreach Committee has welcomed a returning member this year, Melissa McCarthy. Melissa has already committed to help make our Outreach Toolkit bilingual and we look forward to working with her in the coming year.

The Consultants Directory has now been available to members since June 2014. At the beginning of 2016, a survey was circulated to directory members to determine the effectiveness of the directory to connect them with clients and to determine if they would be willing to pay a fee for continued listing. Responses indicated that they would be willing to pay a fee in exchange for increased promotion of the directory and increased business to them. A promotional campaign for the directory is currently in development beginning with promotion of the directory on the ACAs social media sites.

The Events Calendar continues to be an active resource for our members. New events are consistently being added to the calendar by ACA members and the Outreach Committee. We encourage all ACA members and others to post any professional and outreach events to the calendar.

Continuing projects include the Outreach Toolkit and updating the ACA Information Sheets. Already proposed articles for the toolkit include outreach using social media, working with school boards in the development of outreach programs, creating online exhibits, hosting tours, and working with corporate teams on outreach initiatives. We are currently ready to post our entries on using Flickr and working with school boards. We will be working with the Communications Committee to host them on the ACA website and to promote them on the ACAs social media sites.

The ACA Information Sheets were originally created by our predecessor committees around 2007. Some of the information and links contained in them is now out of date. The current Outreach Committee is currently working on reviewing and updating the information sheets so that they can continue to be a valuable resource for our members.

Respectfully submitted,
Lindsay Osmun (Chair)

Professional Learning Committee

Workshops:

The workshop produced by the Canadian Conservation Institute (CCI) on "Modern Information Carriers" was successfully delivered to 12 participants in Ottawa on March 4th 2016.

The PLC has also selected two 1-day pre-conference workshops for the 2016 ACA conference in Montreal:

- "Enhanced Internal Monetary Appraisal," a bilingual offering by the Archives of Ontario and the Bibliotheque et Archives nationales du Quebec.
- "Upskilling Archivists: Archival Outreach using Crowdsourcing" offered by the McGill University Archives.

Up-coming projects:

The PLC is considering a possible career-oriented offering at upcoming conferences and has also begun some research into a basic presentation on good record-keeping that could be posted on YouTube. Both these projects are being considered joint efforts with the Outreach and Membership Committees.

Committee Members:

The Chair of the PLC passed from the exemplary hands of Patti Harper to Karen Buckley as of January 1st, 2016. We also would like to thank Holden Stoffel and Amanda Leinberger for their service to PLC over the past few years.

Report on Canadian Commission for UNESCO (CCUUNESCO)

The 55th AGM of the CCUUNESCO was held in Ottawa, Ontario, June 4-6, 2015. The theme of the meetings was *Nurturing Culture (s) to bridge divides: So What? Now What?* The meeting led to “A Call to Action” whereby members were invited to share with the CCU any initiatives they have undertaken over the course of the year aimed at bridging divides between cultures. The responses to this call were shared through the CCU’s Facebook page and highlights are to be presented at the next CCUNESCO AGM in Winnipeg in April 2016.

There was discussion amongst some of the delegates about UNESCO’s international *Convention for the Safeguarding of Intangible Cultural Heritage* (2003) and reference to it by some of the speakers. Canada has not signed on to this convention unlike other member states which seems surprising, particularly in the wake of the release of the TRC report and its recommendations over the past year. The full text of the convention can be found here: <http://www.unesco.org/culture/ich/en/convention>.

A meeting to discuss the possibility of the establishment of a *Memory of the World Register* for Canada was held in

Ottawa on the 30 March 2016, led by Marcel Caya, Chair of the Canadian ad hoc Committee for the Memory of the World program. A variety of questions were discussed as to how this would play out in practical terms. This included how the program and its requirements would be communicated to encourage submissions that would get a good representation of the country –especially from under-represented groups and types of heritage such as oral tradition. As a first step, participants agreed that there needed to be a definition or guidelines established for articulating nationally significant documentary heritage.

The *Recommendation Concerning the Preservation of, and Access to, Documentary Heritage in the Digital Age* was adopted in November 2015 and the final text can be viewed on UNESCO’s website: <http://unesdoc.unesco.org/images/0023/002339/233916e.pdf>. The ACA submitted comments on earlier drafts of this document, many of which have been incorporated into the final document.

Maureen Dolyniuk
6 April 2016

Annual Report of the General Editor, *Archivaria*

During this year, the role of General Editor passed from Heather MacNeil’s hands (*Archivaria* 76-80), to mine (*Archivaria* 81-86). I’d like to take this opportunity to thank Heather for her hard work and commitment to *Archivaria*’s ongoing excellence. Heather has agreed to remain on the Editorial Board this year (after 15 years of service) to provide continuing assistance to me in my new role, and we will suggest that this is a model that be followed going forward, i.e. where the outgoing General Editor commits to a year following their term to help ease the transition for the incoming General Editor.

Since *Archivaria*’s last annual report, Jean Dryden, Laura Millar and Rick Stapleton all completed long terms on the Editorial Board. Loryl MacDonald has been appointed to the Editorial Team as Associate Book Review Editor, and Shyla Seller has joined the Editorial Board.

Archivaria 80 celebrated the 40th anniversary of the journal with a special issue guest edited by Fiorella Foscarini, Amy Furness, Heather MacNeil and myself. The issue was conceived as a forum for considering the role and impact of *Archivaria*, its development over time, and its place in the archival community, as well as to speculate on the future of the profession and discipline of archival studies, and included articles by archivists and archival educators, doctoral students and academics from allied disciplines. At

the time I write this report *Archivaria* 81 is in the final stages of production and should be available to ACA members and subscribers in early May.

Emily Sommers, technical coordinator, has been working on assessing and making active use of previously unused features in the OJS to improve the presentation of e-*Archivaria* and the consolidation of online information about *Archivaria*. Assessment of OJS features to streamline the submission, peer review and editing processes is ongoing.

At the June 2015 meeting of the *Archivaria* Editorial Board, it was decided that a working group would be struck to orient its next steps as the journal of the Association of Canadian Archivists. This working group consists of Emily Sommers, Cathy Bailey, Greg Bak and Robert McIntosh. The Group’s Report will be submitted to the General Editor by the end of April. Its recommendations aim to establish budgetary clarity, enhance the user experience of the journal and the effectiveness of the production platform, and allow greater reach for the journal.

Respectfully submitted,
Jennifer Douglas, General Editor, *Archivaria* 81-86

ACA Office Report

Office & Infrastructure: Maureen Tracey is now in her third year as Client Services Coordinator. She has been continuing to increase her knowledge of the Association and scope of her work activities.

Finances & Database: We continue to increase use of e-transactions such as providing online receipts for member and subscriber renewal to reduce both direct and processing costs. The e-Archivaria collection at SFU received a software upgrade, and with the addition of a member login for embargoed issues, all members as well as subscribers access the collection at that site. Improved security & anti-spam features have been incorporated for job & event postings and other web forms.

On-going Activities: The routine work of renewing members & subscribers, registering conference and

workshop delegates, the publication and distribution of issues of Archivaria 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 quarterly calls for committees, the task forces and Conference Teams, plus support for various initiatives such as the recent Canadian Archives System Working Group.

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

Sincerely,
Duncan Grant, Executive Director

Association of Canadian Archivists Foundation

The current Board of Directors for the Foundation is:

Jenn Roberts, Chair	Marion Beyea, Director
Ian Forsyth, Director	Kelly Stewart, Director
Marcel Caya, Director	Sean Hayes, Director

The ACAF Directors continued the fund-raising initiative directed to ACA Fellows and former Directors and drafted an analysis of fundraising potential in order to move more purposefully towards our \$100,000 Endowment Fund goal. We hope that customized messages and targeted asks will help us reach our 2016 goal to see \$10k in donations, and encouraging 70 new individual donors.

By year-end, the ACAF successfully raised \$9,437 in donations and gifts plus an additional \$4,041 through CanadaHelps.org where several members have established regular monthly contributions.

1. Donations to the Endowment Fund = \$6,405
2. Donations to the Unrestricted Fund = \$7,596
3. Total donations = \$14,001
4. Fund-raising activities* = \$2,146
5. Total revenue achieved = \$16,147

*(includes the Raffle & Silent Auction in Regina plus the sale of screen-printed "Doughty Drawers," that raised an additional \$540)

The ACAF disbursed \$2,000 in bursaries amongst the three graduate students who presented at the student session in Regina last June and we have done so again for three

students who are here in Montreal.

The ACAF Endowment Fund, supported by donors' directed donations is now over \$54,300. An additional goal for 2016 is to encourage more donors to contribute specifically to this fund while maintaining a healthy balance in our Unrestricted Fund. Many ACA members have generously supported both funds over the past few years and I encourage each one of you to consider making a donation so that we can support newcomers to our archival family.

If you have not made a charitable donation in the past five years, Canada Revenue provides a very significant tax credit under its First Time Donor initiative.

Participation at the Members-Input session as well as at the ACAF Annual General Meeting during the ACA conference is planned per usual and I would welcome any questions you may have about the Foundation and our initiatives.

I would like to thank all of the Directors for their hard work this year and for their patience with me as I have developed my fundraising knowledge.

The ACAF audit to December 31, 2015 was completed in March 2016 and appears following this report.

Respectfully submitted,
Jenn Roberts, ACAF Chair

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 statement of financial position as at December 31, 2015, and the statements of changes in net assets, operations 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 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 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 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 Association of Canadian Archivists Foundation as at December 31, 2015, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



OUSELEY HANVEY CLIPSHAM DEEP LLP

Licensed Public Accountants
Ottawa, Ontario
March 18, 2016

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2015

	<u>2015</u>	<u>2014</u>
ASSETS		
Cash	\$ 25,433	\$ 15,205
Investments (note 4)	46,642	46,642
Accounts receivable	<u>4,930</u>	<u>4,175</u>
	<u>\$ 77,005</u>	<u>\$ 66,022</u>
LIABILITIES		
Accounts payable	<u>\$ 2,494</u>	<u>\$ 2,300</u>
NET ASSETS		
Endowment scholarship fund	54,311	47,906
Unrestricted	<u>20,200</u>	<u>15,816</u>
	<u>74,511</u>	<u>63,722</u>
	<u>\$ 77,005</u>	<u>\$ 66,022</u>

Approved on behalf of the Board:

original signed by
Jenn Roberts

Director

original signed by
Marcel Caya

Director



ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2015

	<u>2015</u>	<u>2014</u>
ENDOWMENT SCHOLARSHIP FUND		
Balance - beginning of year	\$ 47,906	\$ 42,971
Donations	<u>6,405</u>	<u>4,935</u>
Balance - end of year	<u>\$ 54,311</u>	<u>\$ 47,906</u>
UNRESTRICTED		
Balance - beginning of year	\$ 15,816	\$ 9,318
Net revenue for the year	<u>4,384</u>	<u>6,498</u>
Balance - end of year	<u>\$ 20,200</u>	<u>\$ 15,816</u>

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF OPERATIONS FOR THE YEAR ENDED DECEMBER 31, 2015

	<u>2015</u>	<u>2014</u>
REVENUE		
Donations (note 5)	\$ 7,596	\$ 10,105
Fundraising	2,146	1,951
Investment	921	885
	<u>10,663</u>	<u>12,941</u>
EXPENSES		
Bank charges	252	311
Conference bursaries	2,000	2,000
Operations	4,027	4,132
	<u>6,279</u>	<u>6,443</u>
NET REVENUE FOR THE YEAR	<u>\$ 4,384</u>	<u>\$ 6,498</u>

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2015

	<u>2015</u>	<u>2014</u>
OPERATING ACTIVITIES		
Net revenue for the year	\$ 4,384	\$ 7,208
Endowment scholarship fund donations	6,405	4,225
Net change in non-cash working capital items		
Accounts receivable	(755)	1,984
Accounts payable	194	-
	<u>10,228</u>	<u>13,417</u>
INVESTING ACTIVITIES		
Purchase of investments	-	(34,452)
INCREASE (DECREASE) IN CASH FOR THE YEAR	<u>10,228</u>	<u>(21,035)</u>
Cash - beginning of year	<u>15,205</u>	<u>36,240</u>
CASH - END OF YEAR	<u>\$ 25,433</u>	<u>\$ 15,205</u>

ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2015

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 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. The estimates and assumptions are reviewed annually and, as adjustments become necessary, they are recorded in the financial statements in the period in which they become known.

b) Endowment scholarship fund

The fund was established 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.

d) Revenue recognition

The Foundation follows the restricted fund method of accounting. Endowment contributions are accounted for in the endowment scholarship fund. The deferral method is used for restricted contributions such that they are recognized as revenue in the year in which the related expenditure is incurred. Unrestricted contributions are recognized as revenue when they are received. Other revenue is recognized when it is earned or the event takes place.

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.



ASSOCIATION OF CANADIAN ARCHIVISTS FOUNDATION

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2015

4. INVESTMENTS

The Foundation has investment certificates that earn interest at annual rates that range from 1.85% to 2.1% and mature between February 2016 and 2017.

5. RELATED PARTY TRANSACTIONS

Donations include \$3,000 (2014 - \$3,000) from Association of Canadian Archivists.

6. PRIOR YEAR ADJUSTMENT

The prior year's donations revenue in the statement of operations has been reduced by \$710 and the donations in the endowment scholarship fund have been increased by the same amount.



Port de Montréal à la Place du marché / Photo par John Henry Barton . - [vers 1864]
Photo Courtesy of Archives Montréal

Aboriginal Archives (SISAA)

The Special Interest Section on Aboriginal Archives undertook the following activities during the 2015/2016 year:

TRC Response:

On June 2, 2015 the Truth and Reconciliation Commission of Canada, released its *Summary of the Final Report of the Truth and Reconciliation Commission of Canada* through which they issued 94 separate “Calls to Action” to various sectors of Canadian government and society calling upon them to rise up and meet the challenge of reconciliation. “Call to Action #70” spoke directly to the Canadian archival community.

In an effort to provide members of the ACA Executive Board with a more sound understanding of this “Call to Action”, its context, and its potential for effecting change in the name of reconciliation within a Canadian archival context, SISAA was called upon to compile its recommendations on how the ACA might respond. In July, 2015, a SISAA Working Group was formed and eight dedicated members undertook the task of an extensive literature search and several group discussions over the following seven months. The result was a final report recommending eight actions for consideration. To view the

full report, please log into the [ACA Members Only](#) website (join SISAA if you haven’t already) and view: “SISAA Working Group Recommendations to TRC Call to Action #70” and the “Uploaded Bibliographies” post in the Document Folder.

Aboriginal Archives Guide Review:

The second significant task of the year was completed by SISAA member, Reagan Swanson, who provided an extensive critical review of the original 2007 *Aboriginal Archives Guide*. Thanks to her insight we now have direction on revisions and additions to the *Guide* which will need to be developed.

It has been an exciting and engaging year to say the least, and we look forward to meeting the significant challenges and tasks that lay ahead as we seek to understand, and embrace the spirit of reconciliation, not only within a Canadian archival context but also as Canadian citizens.

Respectfully submitted,
Erica Hernández-Read, Co-Chair

Personal Archives Annual Report (SISPA)

This year was quite a productive one for SISPA. In 2015-2016, we completed the SIS’ Operations Guide; organized a session on Personal Archives for the ACA Conference in Montreal; and moved to new email listserv, now using the Google Group platform (https://groups.google.com/forum/#!forum/personal_archives). This move was done in advance of the main activity for the year: the listserv discussion on Archival Work & Emotion held April 4th to 8th. During this week, SISPA members shared their ideas and experiences relating to the various aspects of emotional labour they undertake while working with personal archives.

This type of discussion will occur at least once again next year, with the topic to be determined by the group. Additionally, for 2016-2017, SISPA will look to again to organize proposals for the ACA conference; shall continue to share news and views on the listserv; and shall keep the Personal Archives Bibliography up to date.

Respectfully submitted,

Rodney Carter
SISPA Chair

Sound and Moving Image (SMISIS)

The Sound and Moving Image Special Interest Section (SMI SIS) held its annual meeting at the ACA Conference in Regina, Saskatchewan. Four people came out and had a great deal of ideas and suggestions for the group. One suggestion was to have an unofficial meeting at one of the sponsored lunches at the conference so as to include any members who may not arrive for the conference for the Wednesday afternoon. There didn't seem to be time to organize this for Regina but we agreed to try it at the Montreal Conference. We hope this strategy can bring new members to the group.

It has been a somewhat slow year but we did have two accomplishments. Firstly, we were able to put together a

proposal for a panel on Sound and Moving Image archives which was accepted. So there will be an SMI session at the conference. Hopefully this will encourage more interest in SMI topics. Secondly, the listserv we maintain saw a few emails with questions on how to handle various SMI documents which were successfully answered.

We will meet again in Montreal and we hope this meeting will result in some new goals for the group.

Respectfully submitted,
Rachel E. Beattie, Chair

Technology and Archives (TaASIS)

Mandate:

This group 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.

Accomplishments during the current period:

- Held The Archives and Technology Unconference (TAATU) 2015 in Regina, SK. Once again it was a fun, productive, and interesting day. To quote E. Lonie after her first TAATU, "I left this year's TAATU feeling energized and motivated, and not at all overwhelmed. I would encourage anyone with an interest in how technology is rapidly changing the archival landscape to make TAATU a regular part of their ACA conference experience. I hope to see you all in Montreal!" More than 20 people participated. Highlights of TAATU 2015 include:
 - Creighton Barrett talked about AtoM physical storage at Dalhousie
 - There were some digital preservation details brought up in a presentation by Sarah Romkey with her talk on levels of arrangement in Archivematica SIPs
 - Max Otte followed with a discussion of some of the approaches to email archiving including the Capstone approach in the U.S.

- Paul Hebbard presented about integrating digital preservation considerations into donation agreements
- There was some great brainstorming throughout the day. One of the topics that really caught on was "Accession standards"
- The Google group created in 2012 where members keep in touch throughout the year and share and discuss technology and archives specific issues is still in use: <http://groups.google.com/group/taasis>
- The annual meeting of TaASIS was also held June 10, 2015. Cindy McLellan will continue to serve as TaASIS Chair for the upcoming year.
- TAATU 2016 in Montreal is going to be fabulous! It will be held in the Webster Library at Concordia University.

Respectfully submitted,
Cindy McLellan, Chair

McGill University Student Chapter

2015-2016 was a jam-packed year for the McGill Student Chapter of the ACA. We kicked off our new school year with elections and an increased overall membership. The first year students at McGill SIS are fabulous and were eager to get involved with leadership positions. Our annual fundraiser, the Halloween Samosa Sale, took place a few days before Halloween and we were able to raise enough money to partially fund our signature event, The ACA McGill Student Chapter Winter Colloquium. After discussing various themes over the first part of the Fall term, our chapter decided to plan the Colloquium around the theme of "preservation in/and archives." The event took place on February 12th, 2016 and we were lucky to be able to book six great speakers from both the McGill community and greater Montreal. Speakers included archivists (both traditional materials and digital) from the Jewish Public Library Archives, The Association of Canadian Archivists and McGill Rare Books and Special Collections. We also had a PhD student share her experiences in consulting archives for her dissertation. Overall the event was a great success. The chapter really came together as a team to make

this event happen and I was thrilled to be a part of it. In March we took a trip as a group to the Queen's University Archives, to speak with the archivist, Heather Home. She gave us a tour of the facility and told us about her experiences working in the archive, how she became an archivist and some of the preservation problems and conundrums she faces in working with the collection there. We also had the opportunity to visit a new exhibit that has just opened in the Queen's University Library. Thank you again to Ms. Home for allowing us to be a part of your day, we loved the visit to Kingston! In the next year, we hope to add to the success of our existing events and hopefully plan another "archival outing" in the Spring of 2017.

Thank you for another great year!

Grace Zell
Coordinator, McGill Student Chapter
McGill University SIS Class of 2016



Marché temporaire sur le Champ-de-Mars / Photo par E.L. Giroux . - [192-], Photo courtesy of Archives Montréal

Executive Members:

Coordinator:	Jenny Vanderfluit
Co-Treasurers:	Lyse Rowledge & Becky Taylor
Secretary:	Michelle Spelay
Communications Officers:	Brianna Gormly & Gillian Dunks
Co-Publicity Officers:	Maria Paraschos & Marie Schockley
Events committee:	Jarin Schexnider, Christie Waltham, Alex Kusowski, & Jessica Tung
Webpage Administrator:	Sarika Kelm
WordPress Administrator:	Robin Koning
Graphic Designer:	Megan Janzen
AABC Representative:	Christie Waltham
ARMA Representative:	Marche Riley
MLIS Representative:	Alex Kuskowski
First Year Representatives:	Andrea Tarnawsky & Chloe Perrin
Members-at-large:	Alisah Hilt, Anna Henrichsen, Kristina McGuirk, Mark Penny, Mia Steinberg, and Rebecca Willmot
Faculty Advisor:	Luciana Duranti

We got things off to a bit of a slow start this year and planning of this year's events did not begin in earnest until August 2015. Due to unforeseen circumstances we experienced a change in leadership in late August. One of our co-coordinators was offered a co-op position and resigned. Confusion regarding the program requirements for executive members led to a need for a slight restructuring of our executive and the creation of a new position in the form of MLIS representative and my move from secretary to coordinator.

Things did not really begin for us until the September 2015 Orientation for incoming students at School of Library, Archival and Information Studies (SLAIS). Several

members of the executive attended the event and promoted the ACA, the benefits of membership in the organisation and our student chapter including the mentorship program, our peer support program, and our annual international seminars & symposium. This was a great success as the entire incoming MAS cohort joined our mailing list, with half signing on to the chapter as members, many talking on executive roles. I was able to attend the orientation lunch for the intake of the January MLIS cohort as well, and managed to get all of the incoming MLIS/MAS dual program students to sign on to our mailing list as well. I take this as quite a positive, as many of this year's executive members were dual students, part of last January's library intake.

Our first social event, a "Welcome/Welcome back" pub night followed the orientation pot-luck and the decision to move to a location on campus meant that the event was an even great success than past years. This provided an excellent opportunity for the executive to meet the new students and recruit new members.

We continued our successful mentorship program in which first year students are paired with upper year students who can advise them on courses, co-op, professional experience programs and other offerings at SLAIS. This program was launched at a tea social which offered students a chance to meet and mingle. Later in the year we had a movie night where we raffled off some donated prizes and a couple "Canadian Archivists are RAD" t-shirts that we found hidden away in our storage. The shirts were such a hit that our chapter's graphic designer is currently drawing up our own version of the punny shirts and looking into printing options so we can all have RAD shirts.

Since we got off to a slower start this year, we explored partnerships with other student groups on campus. In January we helped to promote a panel hosted by the Special Libraries Association: *Convergence: Special Librarian Roles in Libraries, Archives and Museums*. In future we hope to contribute more with co-hosting events along these lines. We have also discussed the possibility of planning joint tours with the SLA.

The majority of our energies were spent on our 8th annual seminar and symposium. Because of the late start, planning of the event did not begin in earnest until August 2015. From September to December we held meetings twice a month to plan the event and discuss general chapter business. After the Christmas break, we met weekly until the event, held February 10th, 11th, and 12th. Interest in the

topic was high, I was somewhat taken aback when speakers began to contact us *offering* their services. I actually had to turn down a speaker from New Zealand!

This year's theme was *Preserving Liquid Communications*. Our roster was somewhat smaller than last year, with nine speakers participating in two days of panels and one day of symposium presentations. All participants were engaging and there was excellent participation from the community. We set up a webpage whereby students could submit questions for each panel leading up to the event, and over the event itself our social media was quite active.

To read abstracts and see the presentation slides please visit: <http://acasymposium2016.sites.olt.ubc.ca/symposium/abstracts-presentations/>.

Our four panel sessions were moderated by a member of the chapter with the support of a faculty member. For information on panels, please visit:

<http://acasymposium2016.sites.olt.ubc.ca/seminars/>

For more information on the symposium please see: <http://acasymposium2016.sites.olt.ubc.ca>.

You can also see our official Flickr album here:

<https://www.flickr.com/photos/acaubc/albums/72157664025490619>

We look forward to even more activities in the 2016-2017 year!

Prepared by Jenny Vanderfluit (Coordinator)



Canadian Jewish Legion in parade. Kik Cola sign in background. Jeanne-Mance and Villeneuve. – 1945
Photo courtesy of Alex Dworkin Canadian Jewish Archives