

AAO

Archives Association of Ontario
l'Association des archives de l'Ontario

Nineteenth Annual Report, 2012
for the year 2011-2012

**Archives Association of Ontario
Nineteenth Annual Report
2012
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Archives Association of Ontario

Annual General Meeting

Friday June 15, 2012

3:30 – 4:30 pm

The Centre of the Cathedral Church of St. James

65 Church Street

Toronto, Ontario

1. Call to Order
2. President's Opening Remarks
3. Approval of Agenda
4. Approval of the Minutes of the 2011 Annual General Meeting
5. Report of the President
6. AAO Annual Report
7. Report of the Treasurer
8. Institutional Development Report
9. Election of the Board of Directors
10. Other Business
 - a. 2013 Conference Presentation – Ottawa
 - b. Update on Federal Funding Cuts
 - c. DRAAG Announcement
11. Adjournment

Report of the President

With the end of the 2011-2012 fiscal year the AAO is happy to highlight its accomplishment from the past year.

Membership

The AAO membership, for the 2011-2012 fiscal year was 308 members in total, with 152 Individual members and 156 Institutional members. This is the second year that the AAO has used one single renewal date for all of its members.

Annual Leadership Team Meeting

This year's annual Leadership Team Meeting was well attended by AAO Executive Board members, Chapter and Special Interest Groups representatives, committee chairs and the AAO's three staff members. Tammy Gunn and Christina Becker from Becker Associates were also present at the meeting. The meeting focused on the Association's next five years and the receipt of extra funding from the Ministry of Tourism, Culture and Sport distributed over 2011-2016.

Ministry of Tourism, Culture and Sport – Provincial Heritage Organization Operating Grant (PHO)

At the end of the 2010-2011 fiscal year, the AAO was given the opportunity to set forth a business case, for a maximum amount of \$16,000.00 per year for the next five years, in addition to the Association's regular PHO operational grant application. The maximum additional funds were applied for and granted to the Association in July of 2011. The extra funds have been set aside to help improve the operation of the AAO and have been dedicated to the following activities: updating of the AAO's Policy and Procedures, survey of the membership at the beginning and again at end of the funding package, the creation of a conference manual, and investigation into alternate funding to name a few.

This year, the AAO accomplished three of the tasks; the completion of the motions database, a study into alternate funding for the Association and the drafting of the membership survey questions.

***Off the Record* and AAOList**

Off the Record was published four times this year, two electronic version and two paper versions. A heartfelt thank you to everyone who have contributed articles this past year to make the publication a success.

The AAOList continues to be well used for information sharing, discussions and announcements. Thank you to York University for their continued support in hosting this service.

Archeion

On December 2, 2011 Archeion was officially re-launched on the new ICA-AtoM platform. Since the launch, there has been a significant increase in archival descriptions from over 90 Institutional members contributors. Amanda Hill, Archeion Coordinator has also delivered 15 workshops reaching over 200 people. Please see the Archeion Committee and the Archeion Coordinator reports for more information.

Archives Advisor Programme

This year,Carolynn Bart-Riedstra, AAO Archives Advisor, conducted 48 site visits to both member and non-member institutions as well as answered 2,379 inquiries related to archival management. These numbers show that her services are in high demand and appreciated by archives large and small, near and far. Carolynn also continues as chair for the CCA Archives Advisors Working Group and is involved in created and fostering cultural partnerships and outreach activities. The AAO would like to thank the Ministry of Government Services and the Archives of Ontario for their continued financial support of this programme. Please see the Archives Advisor report for more information.

Preservation Consultant Programme

Iona McCraith, AAO Preservation Consultant, visited 14 site on preservation consultations and answered 1227 inquiries providing guidance and advice related to archival preservation. In addition to the site visits and inquiries, Iona continues to administer the Environmental Loan Programme, which provides institutions with the loan of temperature and relative humidity data loggers as well as the Archival Emergency Response Network, of which 28 institutions are members. Please see the Preservation Consultant report for more information.

Institutional Development Committee

After a year in hiatus, the Institutional Development Committee re-grouped to adjudicate the National Archival Development Program's 2012-2013 applications. Six applications were advanced to the Canadian Council of Archives for further adjudication.

Professional Development Committee

During the 2011-2012 year, the Professional Development Committee held four workshops attended by over 60 participants. The subjects covered were copyright, grant writing, basic preservation and arrangement & description.

Chapters and Special Interest Groups

This was a busy year for the AAO's Chapters and Special Interest Groups with them being active throughout the year. Activities included workshops, social events, open houses and tours.

Annual Conference 2011

This year's conference was held in Thunder Bay from June 15 to 17, 2011 carried the theme of *Archives & Community: Engaging the Public in the Modern World*. The conference was deemed to be a success with over 60 delegates enjoying a wide variety of sessions and activities.

A heartfelt thank you to all of those who continue to support the AAO: staff, members, volunteers and to Becker Associates. An extra special thank you also goes out to our donors!

I would like to acknowledge the work of the 2011-2012 Executive Board, thank you – Sarah Ferencz, Vice President; Ann-Marie Collins, Secretary; Joseph Solovitch, Treasurer; Debra Majer, IDC Chair; Shelley Respondek, Director without Portfolio and Jill Spellman, Director without Portfolio.

The AAO gratefully acknowledges the Ministry of Government Services & the Archives of Ontario; Library and Archives Canada, Canadian Council of Archives & the National Archival Development Program; the Ministry of Tourism, Culture and Sport & the Museum Technology Fund; and the Ontario Trillium Foundation, who without their financial support we would not be able to provide the programmes and services we do.

Respectfully submitted,
Danielle Hughes
AAO President

Report of the Treasurer

Institutional Development Committee

Institutional Development Committee members:

Debra Majer (Chair) – Diocese of London’s Archives
Karin Noble (Secretary) – Grey County Archives
Betty Jo Belton – Stratford-Perth Archives
Linda Cobon – Canadian National Exhibition Archives
David Sharron – Brock University Archives
Sylvia Lassam – Trinity College Archives
Mary Gladwin – Oxford County Archives
Margaret Bignell (Special Member) – Queen’s University Archives

As in previous years, the Institutional Development Committee (IDC) was responsible for the adjudication of institutional applications for National Archives Development Program (NADP) grants. The committee had two new members, Betty Jo Belton and Mary Gladwin. Sylvia Lassam also agreed to co-chair the committee with Debra Majer for the next funding year.

In the fall of 2011 the IDC had a conference call to discuss funding caps, setting provincial priorities, setting a deadline for the submission of institutional applications, which were to be sent to the Diocese of London’s Archives, and establishing a date for the adjudicating meeting. It was agreed upon that no priorities would be established, a funding cap would not be imposed for applicants and a deadline of January 6, 2012 at 4:30 p.m. It was also determined that all applications arriving after the deadline would be disqualified. The adjudicating meeting was held at the City of Toronto Archives 25 January 2012.

As in previous years, \$168,495, was allotted for Ontario. The amount helped to subsidize the Archives Advisor, the Preservation Consultant, ARCHEION and the Professional Development program. The remaining funds, \$32,902.25, were then secured for institutional applications which met the adjudicating criteria and \$28,180.40 was awarded to six projects.

There were seven applications successfully submitted before the deadline. As the committee reviewed the applications one was disqualified for not meeting NADP standards and six advanced to the CCA for approval.

Respectfully submitted by,
Deb Majer, Chair
April, 5, 2012

ARCHEION Committee

Archeion: Yours to Discover

The mission of the Archeion Standing Committee is to leverage information technology to build a provincial catalogue of archival holdings for the benefit of the public and the archivists who serve them. The Committee members and their partners have accomplished a remarkable amount of work in the past twelve months. As our membership is aware, the Archeion database was closed to new submissions from October 2010 until November 2011, to ensure that there would be minimal data loss as we migrated to our new platform. After the new ICA-AtoM software was in place, however, the updates, new submissions and multi-level descriptions started pouring in at an exhilarating rate.

Statistics related to ICA-AtoM descriptions

Since the launch of the new system we have seen a significant increase in description revisions and the addition of new descriptions (and additional levels of description) to our descriptive database. I believe our institutional memberships have jumped to about 90 contributors, so that is a clear indication of the new system's impact on the long-term viability of the Archives Association of Ontario as a whole.

Types of descriptions added to Archeion	Jan 27 – Feb 26 2012	Feb 27 – March 26 2012
Authority records (new)	71	290
Authority records (revised and updated)	252	439
Archival descriptions (new)	102	717
Archival descriptions (revised and updated)	1,216	1,270
Visitors to site		
Unique visitors	3,797	4,100
Page views	33,003	44,243

ICA-AtoM training and workshops

The increase in descriptions is due in no small part to the activities of the Archeion Coordinator, Amanda Hill, who was able to deliver 15 training workshops to members. Her presentations included representing the AAO at conferences and doing site visits upon request, reaching an estimated 200 people, 90 of whom received direct training on the software. Amanda Hill has outlined these visits in detail in her own report. Amanda Hill and I also visited a class of about 30 students at the iSchool at the University of Toronto on 3 April 2012 to introduce them to the history of the Archeion program and give a live demonstration and tutorial on submitting archival descriptions to the database. Amanda Hill had additional workshops planned this spring and summer, including workshops or site visits in Ottawa, Oshawa, Toronto and Sudbury. We are waiting to hear back from the Ontario Trillium Foundation for approval to spend outstanding funds on these activities. Participant feedback has been outlined in detail by Amanda Hill in her report.

Communication strategy and workshops related to the ICA-AtoM migration project

In an effort to be more transparent about how we document and promote the migration project, the committee agreed to pursue a more diverse and regular promotional strategy to keep our members updated. This included:

- **Short congratulatory statements** on twitter, the AAO website and both the AAO and arcan-l listservs announcing the formal launch of the new Archeion, the addition of new members to the AAO and various tidbits regarding the province's holdings;
- **Archeion brochures:** folded single-page introductory publication aimed at end users of Archeion . Approximately 500 Archeion brochures have been handed out at the Ontario Museums Association and Ontario Library Association conferences in addition to participants attending Archeion workshops.
- **'Archeion for Archivists' manual:** a 27-page guide to creating content for the Archeion website, covering the creation of institutional records, name authority files for creators of archives and archival descriptions which are compliant with the *Rules for Archival Description*. This guide is available for download from the AAO website and has been downloaded from the AAO site more than 700 times.
- **The set of slides** presented at Archeion workshops were also shared online, at <http://www.slideshare.net/amandahill/archeion-workshops-march-2012>. The workshop slides have been viewed online 116 times.

I am currently working on web videos demonstrating the basic elements of uploading an archival description to Archeion using Adobe Captivate software which will be freely available on YouTube. These videos have been delayed by the announced cuts to the NADP but should be available later this summer.

On 31 March 2012 (not a moment too soon), I secured a professional translator, H  l  ne Caron, to translate the "Archeion for archivists" manual into French. Ms. Caron was able to provide us with a fine translation and she and Amanda Hill provided the final draft of the manual immediately after the announced cuts to NADP. This file will be uploaded to the AAO website in the near future.

Grant applications

Top complete this project, the committee has applied to four funding bodies:

- EMC Heritage Trust Grant (an independent grant from the USA) for \$10,000;
- Museums and Technology Fund Grant (from the Government of Ontario) \$50,000;
- NADP (administered by the Canadian Council of Archives) for \$26,238 (confirmed for 2011-2012);
- the Ontario Trillium Foundation grant for \$13,200.

We reported back to the MTF fund administrators in December as well as the EMC Heritage Trust grant and the CCA on the outcome of the project. We are currently developing a final report for the Ontario Trillium Foundation but hope that the OTF will allow us to put unspent funds towards continuing the training workshops into the 2012-2013 operating year.

Migration project

The migration of the Archeion database is complete and is now hosted by Artefactual Systems Inc. servers in New Westminster, British Columbia using ICA AtoM software. Everything is running relatively smoothly with bugs being reported to Artefactual technical support staff. In particular we would like to thank Jessica Bushey, Jesús García Crespo, Evelyn McLellan, MJ Suhonos and Peter Van Garderen for their helpful, collaborative and supportive professionalism over the past two years.

Options for Hosting Digital Objects on Archeion

Archeion now offers the ability to store digital materials. In surveys of Archeion workshop delegates, 50% of archivists have indicated that they would be likely to use this. In April 2012, the AAO board of directors approved the purchase of 50GB of server space for digital hosting for April 1, 2012 to March 31, 2013 at a cost of about \$600.00. Every institutional member has a quota of 1GB of storage available. If additional storage is required, institutions must purchase additional space directly from Artefactual Systems. However, if an institution has its own secure online digital repository, it is possible to link these digital objects to Archeion descriptions directly.

Summary

The past two years have been very active and invigorating for myself, and I'm sure my fellow committee members. I think we're all looking forward to maintaining the quality of the descriptions held in Archeion and developing policies related the new enhancements and having a *very quiet* committee year in 2012–2013. Unfortunately, the sudden elimination of the NADP has plunged many of the AAO's program into crisis. The committee will be developing a one-off project proposal for the final year of the Museums and Technology Fund to assist in the training of our membership as well as soliciting our members and the public for sustaining funds to ensure the Archeion remains a strong and viable network of archival descriptions. In mid-April I was contacted by the president of the Association of Newfoundland and Labrador Archives inquiring about our experience with ICA-AtoM and I was eager to share with our sister organization the successes and challenges of the project. When the axe came down on 30 April, it was all the more devastating. My only comfort is that we were able to get the infrastructure in place to provide our membership with the means of establishing and reinforcing their online presence. It is now time for the committee and all AAO members to step forward and develop a

fundraising strategy that will ensure the long-term survival of this essential service, and the position of the Archeion Coordinator as a source of support, knowledge and expertise.

I would like to express my appreciation for the board and the membership's support on this project. All in all, the migration project has been a marked success and I hope it will have a lasting impact in the operation of archives across the province. I would like to thank my fellow members of the committee for their continued support, commitment, contributions and many, many volunteer hours tweaking metadata, reviewing grant applications and providing support to Amanda Hill's activities across the province. Without the support of Gina Coady, Suzanne Dubeau, Mary Gladwin, Rachel Lebkovich, Shanna Fraser, and all AAO volunteer contributors to Archeion across the province, this would have been a hopeless task. You have my sincere thanks and you should also thank yourselves for demonstrating that small-scale community-based projects such as Archeion are a cost-effective, empowering and viable option during times of fiscal constraint.

Respectfully submitted,
Anna St.Onge
Chair, Archeion Standing Committee

Preservation Committee

Preservation Committee Members:

Greg Hill, Chair

Margaret Bignell Laurie Dougherty John Lund

Gayle McIntyre Russ McMillen

Sarah Ferencz, AAO Board Liaison

Iona McCraith, Preservation Consultant (Ex-officio member)

The principle role of the Preservation Committee (PC) is to provide support and guidance to the Preservation Consultant and the AAO membership at large. Following the Preservation Needs Survey, completed in 2010, the need to develop some level of expertise in the realm of digital collections preservation was made clear. Traditionally, the Committee membership has been comprised of conventional paper based collections preservation specialists and archivists. Consequently, the search for some expertise in the digital realm was initiated. Both John Lund and Russ McMillan joined the committee this year bringing considerable, much needed expertise in this area. They are both also archivists, further broadening the expertise on the Committee. Their presence will allow us to address some of these expressed concerns. This brings the number of members on the committee up to six.

The number of committee members will be reduced by one at the face to face meeting in Toronto in June as Laurie Dougherty steps down from the Committee she has chaired for many years. The Committee and Preservation Consultant would like to thank Laurie profusely for the solid leadership she has shown over the years. Her understanding of the committee's roles and responsibilities and continuous efforts to move the committee's agenda along have been so much appreciated and admired.

Digital collections, whether born digital or resulting from scanning projects, are now ubiquitous. They are a fact of life and preserving them and their authenticity is a major challenge. One of the primary goals for the PC for the upcoming year will be to determine what the needs are through a survey followed by the development of a mechanism for providing the needed support. This year's face to face meeting in Toronto in June will focus on the issues surrounding digital collections and development of a survey tool.

AAO Web Site Preservation Resources were discussed at the March PC meeting to set the stage for a full discussion in June. Greg Hill and Gayle McIntyre will be revisiting a draft list of subject headings for preservation resources compiled in 2011 and in preparation for the June meeting. The Preservation Advisor has provided a detailed list of current resources and how they are structured on the web site, allowing a framework for future development. Each committee member has been charged with the responsibility of investigating potential content in

one specific media/collection type for discussion at the June meeting. This is an on-going long term goal for the PC though one that we would like to take concrete action on this year.

Laurie Dougherty drafted the Preservation Committee Strategic Plan 2012-2017 with revisions and input from the committee at large. It is an ambitious plan that concentrates on several key initiatives. Digital preservation is an area of great concern for the AAO membership and will be the focus of new training and web content initiatives. The plan was submitted to the Board for approval and was accepted. Much of the Strategic Plan is predicated on the presence of a Preservation Consultant within the AAO structure. With the loss of NADP funding and the resultant loss of the Preservation Consultant position, the Strategic Plan is less applicable. As a consequence re-writing the strategic plan to better reflect the new working parameters of the Committee will be a priority over the next two months.

The PC would very much appreciate guidance on this matter from the AAO Board to ensure that our efforts as a committee are directed, pertinent and relevant. A voluntary committee supporting the efforts of a paid employee within an organization will have a different modus operandi than one functioning more autonomously, certainly when it comes to implementation of strategic initiatives. Finally, we are extremely concerned about the long term implications of the loss of the Preservation Advisor's position as the capacity for the small and mid-sized archives across the province to maintain preservation programs has been significantly compromised.

The PC submitted a request for increased funding for the year in order to allow at least one face to face meeting annually. This year's meeting is to take place in Toronto during the conference in June. It is understood that funding increases will be negotiated annually based on the needs of the committee for that particular fiscal year. The committee would like to thank the AAO Board for this consideration and we look forward to a fruitful discussion in June.

The Preservation Committee would like to thank Iona McCraith, Preservation Advisor for her strong leadership and guidance of the Committee over the course of the last year. We have benefited greatly from her vast experience and sage advice on all aspects of the Committees mandate.

We look forward to a productive year as we look to augment our capacity to respond to the needs of the AAO membership.

Respectfully submitted,
Greg Hill
Chair, AAO Preservation Committee
(613) 998-3721, ext. 132
greg.hill@pch.gc.ca

Professional Development Committee

The PDC has undergone some changes in the past year with John Lund representing eastern Ontario and Jonathan Lofft, representing the Toronto area, stepping down.

Our current complement is now:

Kathryn Harvey (Co-chair), University of Guelph, Archival and Special Collections

Tracey Krause (Co-chair), Appleby College Archives

Ann-Marie Collins, Bruce County Museum and Cultural Centre (Board liaison)

Mary Gladwin, County of Oxford Archives

Debra Latcham, Dr. Catherine Steele 1928 Archives, Havergal College

Ciara Ward, (formerly) Cobourg and District Historical Society Archives

For the past two years now, we have been holding more of our meetings by conference call. This past year we held two in-person meetings plus four teleconferences. The committee has not yet met since the NADP elimination was announced, but for some time now we have been talking about how to structure our operations to become more self-sufficient and less reliant on NADP funding. These discussions will pick up in the coming year with a new urgency, since we are aware that the workshops will be important to funding the other activities of the association.

Between the period April 1, 2011 and March 31, 2012, the Professional Development Committee (PDC) ran four successful workshops, with a total enrolment of 60. The workshops were held in Toronto, Guelph, and Ottawa:

Details of the workshops are as follows:

October 29, 2011: Basic Preservation – Instructor: Iona McCraith

Using a combination of lecture, discussion, and practical exercises the one-day basics of preservation course will cover a wide variety of topics. You will come away with a general overview of preservation concerns and issues, including environmental monitoring and control, health and safety issues in archival records, the importance of condition assessments, care and handling guidelines for various media, storage methods and facilities, developing a preservation policy, and emergency planning.

Number of training days: 1

Number of registrants: 9

November 29, 2011: Grant-writing – Instructors: Carol Radford-Grant and Kathryn Harvey

The grant-writing workshop is aimed at those who are preparing to submit a grant application and would like a walkthrough of steps involved in articulating or "pitching" projects to granting agencies. Specifically, the instructors will be looking at the NADP funding stream and providing tips for preparing project descriptions, identifying how the project aligns with identified goals of

the funding stream, and preparing/justifying budgets. Both instructors have had considerable experience preparing successful applications to NADP, Young Canada Works, and other funding programs.

Number of training days: 1

Number of registrants: 8

February 4-5, 2012: Introduction to Arrangement and Description – Instructor: Amanda Hill

The Arrangement and Description 2-day workshop aims to provide a practical overview of arrangement and description within archives. Topics covered in this fundamental workshop include an introduction to the theory behind arrangement and description, and basic knowledge of the key descriptive standards used in creating archival descriptions. The workshop also takes a hands on approach to the subject with practical experience of arranging and describing archival materials and sharing them online using Archeion.

This workshop addresses such issues as:

- Principles of arrangement
- Practical arrangement exercise
- Principles of archival description
- Practical description exercise
- Descriptive standards for archives
- Describing records in Archeion

Number of training days: 2

Number of registrants: 18

March 10, 2012: Copyright – Instructors: John Lund and Jordan Snel (rescheduled from February 25, 2012)

Hosted at the City of Ottawa Archives new state of the art facility, the one day Copyright workshop is taking a unique approach, in which, two points of view will be presented on the status of copyright today. Between the rule of law and intellectual property anarchy where does the Archivist stand?

This workshop will address such issues as:

- Knowledge of current copyright legislation
- What to expect with pending changes to copyright legislation
- Is copyright still relevant in a world dominated by social media
- How artists approach the control and dissemination of their work
- Alternatives to copyright

Number of training days: 1

Number of registrants: 25

There was a fifth proposed workshop on **Event Planning** to be held March 3, 2012; however, this workshop did not go ahead as planned because of a lack of registrants. The 2012 pre-conference workshop to be held in the Robarts Library at the University of Toronto is “**Oral History: The ABCs**” and will be given by Ciara, Debra, and Tracey, all of whom have

experience with planning and conducting oral histories. As of the writing of this report, 12 people are registered for the workshop.

The year ahead will be a challenging one, but I believe that the committee will pull together and come up with some great ideas about how to move forward.

Respectfully submitted by Kathryn Harvey, PDC Co-Chair

Becker Associates (AAO Secretariat)

Archives Advisor's Annual Report

The Archives Advisory Services Program continues to be an important service to archival institutions in Ontario. The Archives Advisor completed 48 site visits this year. Of these, 6 referrals were made to the AAO Preservation Consultant. During the year 1 April 2011 to 31 March 2012, the Archives Advisor answered 2379 queries. The following is a summary of my activities.

Queries:

The most common method of communication was by email although phone calls were still high. Of the 2379 queries, 321 regarded site visits; 324 queries regarded all elements of archival management and 344 queries regarded working with other committees of the AAO, CCA or outreach activities. There has been an increase in questions regarding facility planning. These include questions about building new facilities and renovating old ones. There are also more questions about digitization including outsourcing versus in-house and preservation of electronic records.

Site Visits:

Forty-eight site visits were completed this fiscal year. Of these, 20 were members of the Archives Association of Ontario and 28 were not members. Referrals to the advisor were made by the Archives of Ontario, municipal archives and other institutional members. Potential site visit institutions were also referred to the Archives Advisor by both Federal and Provincial Ministries/Departments. Demands continue to be high for site visits and information regarding all aspects of archives administration, education and resources.

Outreach and Partnership Development:

In August I met with the Outreach and Partnership Development staff of the Archives of Ontario. It was an opportunity to discuss what the Archives Advisor does and for the AO staff to discuss what they were doing and how we could work together for archives in the province. It was also a good opportunity for me to hear how I could promote the various programs of the Archives of Ontario. While on the road I indicated to several institutions I visited the education initiatives of the AO, which includes traveling exhibits. It was suggested that we communicate once or twice a year to discuss what is going on in the province.

On 29 October 2011 I attended the Kitchener Public Library's first Annual Genealogy Fair which was located in City Hall. I was an exhibitor as well as a speaker. Over 300 people registered the day of the event and it was an excellent program bringing together various archives, libraries, genealogists and other resources for genealogy enthusiasts. I was able to promote the Archives of Ontario, the AAO, and municipal archives and help people find where records might be kept. This was an invaluable outreach opportunity and I hope to be able to participate again next year.

In early November 2011 I attended the Ontario Museum Association's annual conference again as an exhibitor. My colleagues, Iona McCraith, Preservation Consultant and Amanda Hill, ARCHEION Co-coordinator, also attended. Over 300 people attended this event and we talked to many of them. It was a great opportunity to network with different organizations including museums and makes people aware of the AAO and the various programs that we offer. As a result I had several requests for site visits from institutions who did not know about the Archives Advisor program. In addition we obtained several new institutional and individual memberships and promoted and answered questions about archives in the province.

The Archeion Coordinator, Preservation Consultant and I had a booth at the Ontario Library Association from February 1 to 3. The OLA has over 4500 delegates attending the conference and the opportunity to be an exhibitor was great as it allowed us to promote the services of the AAO including the new Archeion platform, ICA AtoM, and the resources available on our website. I also provided a brief presentation at a pre-conference session about genealogical resources, again highlighting Archeion and resources on our website.

Presentations and Meetings:

I presented various talks for five organizations and attended over twenty meetings during the last year.

Canadian Council of Archives:

I served my fifth year as Chair of the Archives Advisors Working Group for the CCA. It is a great networking opportunity to share information with colleagues across Canada.

It has been a busy and productive year and I have enjoyed meeting members and non-members across Ontario. Thank you for President Danielle Hughes, Vice-President Sarah Ferencz and the AAO Board for their continuing support. Thanks also to Tammy Gunn and Christina Becker for their help this past year. Finally, I would like to give a special thank you to my colleagues Iona McCraith, Preservation Consultant, and Amanda Hill, ARCHEION Coordinator, for their collegiality, support and friendship.

Respectfully submitted,
Carolynn Bart-Riedstra
AAO Archives Advisor

Preservation Consultant's Annual Report

Advisory Services

The Preservation Consultant program is a core service available to AAO members to provide preservation information, advice, guidance and assistance from a professional archival conservator throughout the year in a variety of ways. Through this program Ontario archivists improve their knowledge and skills in preservation of archival holdings and increase their capacity to preserve and make accessible archival heritage in Ontario for present and future generations.

The number of email and telephone inquiries responded to from AAO members requesting preservation information or advice continued to remain substantial at 525. Some of these inquiries are need only a quick answer but often research or a lengthy written response is required. In addition, 82 inquiries were responded to from non-AAO institutions or members of the general public. In carrying out other Preservation Consultant activities and projects over the course of the year 620 email communications were handled from AAO Board, staff or committee members.

Fourteen on-site visits were also completed this year throughout southwest, central and eastern Ontario. No requests for a visit were received from the northern chapter area this year. As usual, the range of reasons for the visit and nature of the institutions were quite diverse, including government, religious, private and public organizations.

Preservation information and news was disseminated regularly via the AAO web site www.aao-archivists.ca; the AAOLIST and two articles written for the newsletter *Off The Record*.

Archives Emergency Response Network (AERN)

The Preservation Consultant continued this year to promote the benefits of participation in the network, which currently has 28 AAO members from all regions of Ontario. Several members were provided with sample emergency response plans to assist them with developing their own plans. A special section of the AAO website is also planned where AERN participants will be able to find and download other information pertaining to emergency planning and response.

Environmental Monitoring Loan Program

This free service to AAO institutional members, administered by the Preservation Consultant, provides the loan of a temperature and relative humidity data logger for several months to assist institutions with monitoring conditions in their archive storage. The Preservation Consultant reviews the collected data and provides advice and recommendations for remedial measures to improve conditions as required. More information on this service is available on the website at <http://www.aao-archivists.ca/services/preservation-consultant/environmental-monitor-loan>

Training and Education

The Preservation Consultant contributes to development and delivery of training courses for the Education Program of the AAO and, when possible, also delivers workshops or lectures for AAO regional chapters or other organizations. Two workshops were delivered this year. A one-day Introduction to Archival Preservation was presented in Toronto for nine participants and a half day session on Basic Archival Preservation Techniques was presented in Kingston for 10 archivists from Area 83 Alcoholics Anonymous.

AAO Preservation Committee

The Preservation Consultant works with the Preservation Committee to develop and implement goals and objectives that increase preservation knowledge and capacity as well as promote best practises among the archival community in Ontario. The Committee also provides assistance to the Preservation Consultant in carrying out special projects or larger initiatives as required.

This year's primary accomplishments were three projects. First, contributing to the development of a five year Strategic Plan (2012-2017) for the Preservation Committee. Second, implementing action items delegated to the Preservation Consultant from needs identified in the 2010 Preservation Needs Survey of AAO members. Third, preliminary development of ideas for new preservation content for the AAO website.

Outreach

Outreach activities provide opportunities to bring information about the importance of archives and preservation of historical records to other heritage groups and members of the public. This year the Preservation Consultant attended the AAO booth at the OGS annual conference exhibit fair for 3 days with the Archives Advisor in Hamilton, attended by over 500 delegates and 1 day at the exhibit fair of the OMA conference in Kitchener, attended by 125 delegates. The Preservation Consultant, with the Archives Advisor and Archeion Coordinator also represented AAO at the OLA conference trade fair in Toronto for 2 days, attended by 3000 delegates.

Partnerships and Networks

The Preservation Consultant continued as a member of the Archives Advisors Working Group of the Canadian Council of Archives, and as Chair of the CCA Preservation Committee this year.. As a participant in the Advisors Working Group the Consultant contributed to sharing information and knowledge with other advisors across Canada, to benefit the partnership and expertise of archival advisory services in all provinces and territories. The projects of this CCA Working Group will also benefit archival institutions in all regions. The CCA Preservation Committee also works on specific projects to benefit the entire Canadian archival network. The Preservation Consultant also represents archival interests as a member of Fleming College Arts & Heritage Advisory Committee. This committee meets annually to discuss trends in the arts and culture sectors, employment opportunities in the sectors, and to advise on curriculum needs for

the Collections Conservation & Management and the Museum Management and Curatorship programs at Fleming.

I conclude my report with a sincere thank you to the AAO colleagues who support the Preservation Consultant Program in various ways over the year. AAO Board members for their direction and guidance; Becker Associates for administrative assistance; Laurie Dougherty, and Greg Hill Preservation Committee Co-Chairs, for advice, strong committee leadership and assistance with funding applications and reports; and especially my advisory service team mates,Carolynn Bart-Riedstra and Amanda Hill, for their collegial support, advice, good humour and sometimes companionship on the road.

I also would like to acknowledge the financial support given to the AAO Preservation Consultant Program by the Government of Canada through Library and Archives Canada, and administered by the Canadian Council of Archives.

Respectively submitted,
Iona McCraith
AAO Preservation Consultant

Archeion Coordinator's Annual Report

Launch of new Archeion service

All the descriptions from the old ARCHEION server were successfully migrated to the new system and the new service went live at www.archeion.ca on December 1, 2011. Anna St. Onge circulated a press release about the new service on December 2 to email lists and the AAO website.

Initial French pages were created on the site using Google's Translate service and these were corrected with the help of Isabelle Alain and Louise Charlebois at CCA into more fluent French prose in January.

Teething troubles

There were a number of data-related problems with the new site immediately after launch which meant that a fair amount of editing had to be undertaken. These included changing the way that predominant dates were recorded (affecting some 600 Archeion records) and dealing with overwritten authority files where there were both French and English biographical histories for individuals. These were ironed out in early December.

A more significant problem was caused by a data-conversion glitch in the French-language records, where the letter á had interrupted the upload of fields. The Artefactual support team were very helpful in re-uploading records for the affected institutions.

There was also a bug in editing process for institutional records which was causing contact details for one institution to be overwritten by those of another. This created a few problems for contributors until the bug was explained to Artefactual. They identified the problem and applied a patch to Archeion, fixing it, within a day.

'Archeion for Archivists' manual

A manual for archivists contributing data to Archeion was written during December and made available on the AAO website in early January. A message announcing its availability was sent out to the AAO list, inviting archivists to apply for a username and password. The manual has since been downloaded more than 900 times.

In April 2012 the manual was translated into French by H el ene Caron.

Queries received

In this reporting period the Coordinator has responded to a number of requests for usernames, creating over 100 new user accounts for the Archeion system to date. She has also answered a number of queries about editing descriptions and creating and correcting institutional details and

acted as a liaison between the software support team at Artefactual and users of the Archeion site.

OLA conference

The Coordinator attended the OLA conference with the Archives Advisor and Preservation Consultant in Toronto on February 2-3.

Training

The Coordinator taught the Professional Development Committee's Introduction to Arrangement and Description course in Guelph on February 4th and 5th. This incorporated half a day on using Archeion.

Site visits and workshops

February 3, University Health Network Archives (1 staff member)

February 27, site visit, Lennox and Addington Museum and Archives, Napanee (1 staff member)

March 7, Archeion workshop, Victoria University, Toronto (23 attendees)

March 7, site visit, Trinity College, Toronto (1 staff member)

March 7, site visit, The Law Society of Upper Canada, Toronto (1 staff member)

March 8, Archeion workshop, St. Michael's School, Toronto (6 attendees)

March 15, Archeion workshop, McMaster University, Hamilton (10 attendees)

March 16, Archeion workshop, Kitchener City Hall (8 attendees)

March 17, Archeion workshop, Elgin County Archives, St. Thomas (7 attendees)

March 19, Archeion workshop, Victoriaville Civic Centre, Thunder Bay (11 attendees)

March 24, Archeion workshop, Queen's University, Kingston (4 attendees)

March 27, site visit, Whitby Public Library (1 staff member)

April 3, talk and workshop (with Anna St. Onge) to Faculty of Information students, University of Toronto (c.40 attendees)

April 16, Archeion workshop, City of Ottawa Archives, (9 attendees)

April 23, Archeion talk and demo for Durham Region Area Archivists Group (7 attendees)

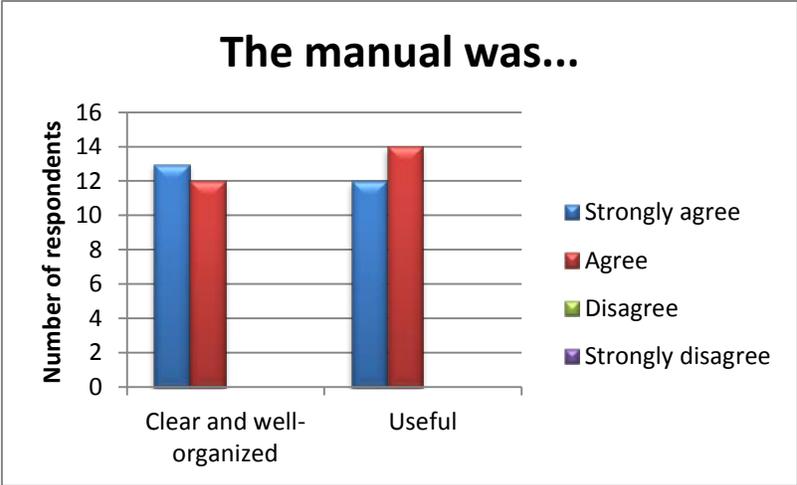
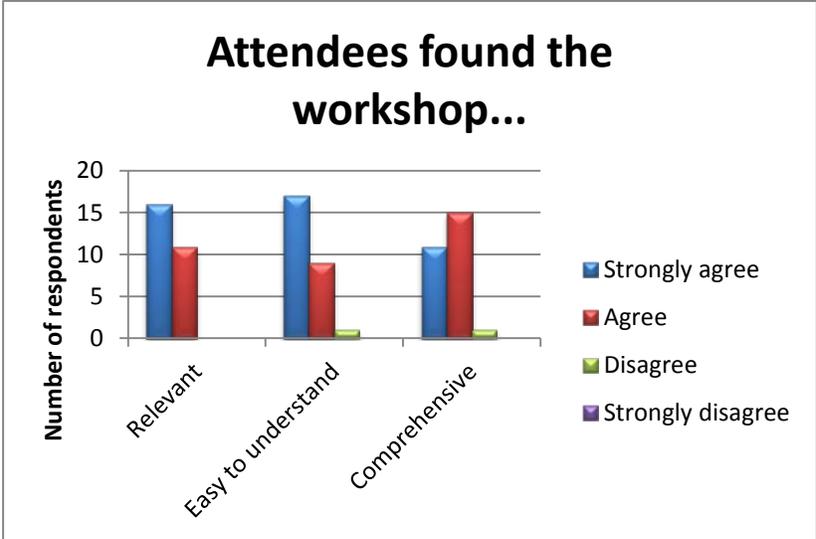
April 30, workshop for staff of University of Western Ontario Archives, (9 attendees)

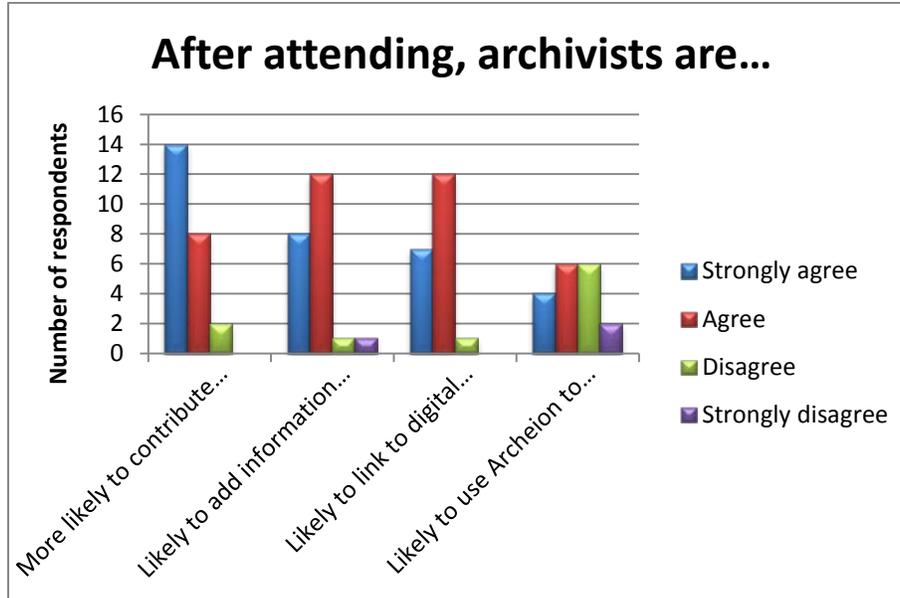
Post-workshop activities

The slides presented at the workshops were put onto the SlideShare site

(<http://www.slideshare.net/amandahill/archeion-workshops-march-2012>). They have been viewed more than 200 times. A write-up of the workshops was published on the AAO site and submitted to *Off The Record*.

A short survey form was made available and shared with the AAO list on March 26. 27 responses have been received and the feedback is summarized in the charts below:





Archeion site statistics

Date	Number of live descriptions at fonds and collection level	Number of contributing institutions	Number of authority files
01-Dec-11	8,230	72	11,735
01-Jan-12	8,230	72	11,735
01-Feb-12	8,228	78	11,806
01-Mar-12	8,265	79	11,888
01-Apr-12	8,401	91	12,172
01-May-12	8,711	91	12,559

Date	Visits in preceding month	Unique Visitors	Page views
01-Dec-11	80	31	5,703
01-Jan-12	1,659	1,327	14,340
01-Feb-12	3,708	3,024	27,245
01-Mar-12	4,401	3,701	28,615
01-Apr-12*	5,198	4,425	48,613
01-May-12	4,884	4,161	39,213

*Figures for March are higher than usual because of the workshop activities that month.

Respectfully submitted,
 Amanda Hill
 Archeion Coordinator, May 2012

Eastern Ontario Chapter (EOC)

Thank you to all AAO East members and the current executive for giving me the opportunity to serve you as chapter president this last year as well as the previous one.

I would like to say that the last year has been extraordinary in many ways and in particular for the Eastern Chapter of the Archives Association of Ontario. I am happy to say that AAO East is alive and is doing well. This is reflected in a number of ways including: the support and the level of participation the chapter has received from its members—outstanding; a renewed sense of purpose through careful reflection on its focus on and relevance to Eastern Ontario; and the chapters' stability—its finances, membership and executive.

Looking back on what we have accomplished this year, I would like to highlight some of the chapter's activities. This past year we held a variety of events including some social (pub night and Xmas potluck), one in partnership with another cultural organizations (Storey Tellers Event), some of interest to small archives (in particular, Archives from A-Z for those working in small archives was held at the City of Ottawa Archives), and one featuring archives (last year's AGM was a pre-opening look at the City of Ottawa Archives). As well AAO east executive visited archives (the Coyne Archives and Archives Lanark), met with representatives of the Archives Association of Quebec (AAQ) to see how we might work together on future events, participated in Heritage Day Activities at the City of Ottawa, took the lead to submit a proposal for the 2013 AAO conference to be held in Ottawa, were busy in drafting a proposed constitution for the chapter, and all the while we continued to blog, blog, blog on the chapter's blogspot. And we, as a Chapter, also showed our support to our community at large. AAO East held its second annual trivia night in February and had a record turnout of over 80 people at this event; and importantly we raised over \$1400 for a local charity--the Ottawa Snowsuit Fund. We can all take a moment and fell pride in AAO East because what has been accomplished is truly a reflection of the involvement of its members—that is, members including the executive who organized events and came out to support these events.

As I am coming to the end of my term as President, I will find other ways apart from serving on the executive to continue my involvement in AAO East and I hope each and every one of you also seek out ways to be involved. There are many opportunities for involvement—in addition to holding executive office, there are events to organize and to attend, and volunteers will be needed for the planning and logistics of the 2013 Conference, as well as archives, other cultural associations, and those in archives related professions will need to support each other as the impacts of federal spending cuts are felt. It is with a renewed sense of hope that I end my term as President knowing that the chapter has a solid base of support. Again I thank each and every one of you for a very successful year. May 2011 to May 2012, AAO East President Margaret Dixon

As a result of the AGM and election of Members to the Chapter Executive on 10 May 2012, the Executive of AAO East/Est for 2012-2013 is as follows:

President – John D. Lund

Secretary – Allison Gregor

Vice-President – Caroline Forcier-Halloway

Member-at Large – Dalton Campbell

Treasurer – Theresa Sorel

EOC Events 2011-2012

Date	Event	Location	Participants	Comments
26 May 2011	AGM and pre-official opening tour of the new City of Ottawa Archives	City of Ottawa Archives, Ottawa	29	2011-2012 AAO East/Est Chapter Executive Event
15-17 June 2011	2011 AAO Conference attended by AAO East/Est President	Thunder Bay	65	AAO East/Est President represented the Chapter
27 June 2011	Official opening and Reception of the new City of Ottawa Archives attended by Rebecca Giesbrecht, AAO East/Est Member-at-Large representing the Chapter	City of Ottawa Archives, Ottawa		Invitation only event; AAO East/Est representative attended on behalf of the Chapter
8 Sept 2011	Welcome back from Summer Pub Night--social	Georgetown Pub, Ottawa	14+	2011-2012 AAO East Chapter Event
30 Sept 2011	Out of the Box and Off The Shelf: Historical Sources for Storytelling—an Ottawa Storytellers and AAO East/Est event for Cultural Days	Library and Archives Canada (395 Wellington), Ottawa	25+	2011-2012 AAO East Chapter Event
5 Oct 2011	Invitation from Archives Lanark to speak to their members on the activities of AAO and the Eastern Chapter	Archives Lanark, Ottawa	24+	AAO East/Est President addressed Archives Lanark
17 Oct 2011	AAO Leadership Meeting—AAO East/Est President attended representing the Chapter	TPL, Northern District Branch, Toronto	20+	AAO East/Est President represented the Chapter
30 Oct 2011 (1-5 pm)	Archives from A-Z designed to provide an introduction to archives	City of Ottawa Archives, Ottawa	13+	2011-2012 AAO East Chapter Event with invitation extended to Coyne Archives and Archives Lanark
Dec 2011	AAO East/Est seasonal (Xmas) potluck supper—social	Home of VP, John Lund, Ottawa	9	2011-2012 AAO East Chapter Event
18 January 2012	Question and Answers with Danielle Hughes (AAO President) on the 2013 AAO Conference to be held in Ottawa—Open Information Meeting for all AAO members in Eastern Ontario	Library and Archives Canada (395 Wellington), Ottawa	9	2011-2012 AAO East Chapter Event
3 Feb 2012	AAO East/Est 2 nd Annual Trivia Night—charity fund-raiser and social event	Royal Canadian Legion, Ottawa	80+	2011-2012 AAO East Chapter Event
21 Feb 2012	Ottawa City Heritage Day – Participation by AAO East/Est	Ottawa City Hall, Ottawa	200 +	2011-2012 AAO East Chapter Event
10 May 2012	AGM and presentation including a tour of paper lab with conservator by Greg Hill and Intern Joanna McMann	Canadian Conservation Institute, Ottawa	20	Last event of the 2011-2012 AAO East Chapter Executive; included the election for the 2012-2013 Chapter Executive

Northwestern Ontario Archivists' Association (NOAA)

Southwestern Ontario Chapter (SWOC)

The past year has been busy with our regular event schedule spread across our large region.

The annual BBQ was held in late July at The Grad Club, University of Western Ontario for the 2nd time attracting approx. 20 many of whom were Faculty of Information and Media Studies Library Science programme students. Chapter members used this opportunity to network with students and helps to put a face on the archives profession to the students.

SWOC members were given a tour Nov. 12th by Kathryn Harvey of the Archival and Special Collections, University of Guelph Library. I want to thank to Kathryn for giving the tour, especially knowing her busy schedule.

Our Winter Warmer gathering was at the Borealis restaurant (one room school house, now their main dining room) in Kitchener on Saturday January 14th. Lively discussion and convivial company along with great food made for an enjoyable evening for all.

The Elgin County Archives hosted the Archeion workshop March 17th presented by Archeion Coordinator, Amanda Hill. We learned about the new ICA-AtoM software and how user friendly it is for creating and editing archival descriptions and authority records.

Our AGM will be in Goderich on May 26th with a full programme planned, including a walking tour of heritage buildings by local architect, John Rutledge; followed at Huron County Museum and Gaol by Pat Hamilton speaking about how the tornado effected disaster planning and records management practices. Then our annual general meeting will be held, hopefully with a Vice-President being elected as this position has been vacant since our last election. Afterwards we are adjourning to the Thyme on 21 restaurant for an awesome meal and further conversation.

I want to express my appreciation to fellow executive members Gina Coady and Arthur McClelland for their ongoing support and assistance. Thanks to all who participated at SWOC events as the chapter is here for you!

Respectfully submitted,

Theresa Regnier
SWOC President

Toronto Area Archivists' Group (TAAG)

2012 has been another successful year for TAAG. While the Executive was mainly involved in the planning of AAO's 2012 Conference, other important events and activities went ahead. The good work of the TAAG Executive as the nucleus of the Local Arrangements Committee deserves the recognition of all AAO members.

A workshop hosted at Trinity College, thanks to the continuing support of Sylvia Lassam, Rolph-Bell Archivist there, with Caterina Florio on the preventive conservation of textiles was well attended. The annual Winter Party occurred after Christmas at the Faculty Club and also drew a healthy crowd who enjoyed libations and food courtesy of TAAG. TAAG was able again this year to finance its award at the iSchool for the top graduate in the Archives path. This award will be presented during the AAO Conference at the iSchool's Convocation on June 15th, 2012.

Once again, TAAG was able to function without receiving any direct funding from AAO. In light of recent major cuts to AAO's funding from NADP, this decision has put TAAG ahead of the game. TAAG remains independently solvent. Our Facebook page continues to draw new friends and our membership clamor for more programming.

Executives participated in careers sessions for the Faculty of Information Alumni Association again this year. Doors Open will also provide an opportunity for Executives to represent TAAG in a variety of venues.

Finally, TAAG begins considering how best to mark its approaching 40th anniversary. Founded in 1973, TAAG is Canada's oldest professional association for archivists and 2013 presents an opportunity to commemorate and celebrate this important milestone. Ideas and suggestions are most welcome!

The TAAG Executives are:

Jonathan Lofft, President 2/3 years served

Celia Schmidt, Secretary 2/3 years served

Beverley Darville, Co-Treasurer 1/3 years served

Jill Spellman, Co-Treasurer 2/3 years served

Anton Sardelic, Member-at-Large 1/3 years served

Maria Phipps, Member-at-Large 2/3 years served

Respectfully Submitted,

Jonathan Lofft, President

Municipal Archives Interest Group (MAIG)

Annual General Meeting

We hosted a small group for the MAIG Annual Meeting on June 15, 2011 at the Port Arthur Hotel in Thunder Bay. Before the meeting we had time to catch up with colleagues and friends. The AGM ran smoothly and the round table discussion was lively and interesting as usual.

MAIGazine

As usual, our Secretary/Treasurer Liz Mayville produced a professional MAIGazine for 2011. Thank you to those of you who submitted articles for our publication and remember that articles will be needed again this summer for the 2012 edition.

Annual Open House

The 2011 Open House was hosted by the staff at the Region of Waterloo Archives. We were able to partner with the Archives Advisor to place an ad in Municipal World Magazine to promote the Open House and the AAO. We continued with our new format, including a workshop on the Region's Integrated Information Management/Archives System in the morning, followed by lunch. We enjoyed the afternoon tour of the facility and a round table meeting. This event is a wonderful way for Municipal Archivists to network and learn something new. Getting to see the storage facilities of other Archives always gives us ideas we can take home to our own facilities.

Other

Preparations are currently underway for the MAIG Annual General Meeting at the AAO Conference in Toronto.

I have very much enjoyed my time as a member of the MAIG executive. As this is my last word as a member of the MAIG executive, I would like to thank all members of the MAIG executive, past and present for their commitment to this Special Interest Group. I would like to thank Liz for continuing on with the MAIG executive and the new members who will be taking over from Sharon and I.

Executive 2011-2012

Chair – Ann-Marie Collins

Vice-Chair – Sharon White

Secretary Treasurer – Liz Mayville

Association of Independent School Archivists (AISA)

The AISA group met twice this year. In November 2011 we held a very successful workshop on Paper Conservation at the RCYC. Paper conservator Rose Newlove demonstrated the correct way to handle and repair damaged documents and books and also when NOT to do it yourself. Thank you to Beverley Darville for organizing and facilitating this very helpful workshop.

In March 2012 we met with Amanda Hill to discover the wonders of ARCHEION. Amanda helped us create records and upload them to the site. Thank you to Richard McQuade and St. Michael's College School for the wonderful morning workshop.

The AISA group has expanded to twenty eight members and we are looking forward to the Fall. Plans are underway for several exciting workshops on Digitization, Electronic Records and Oral History.

Annual General Meeting 2011 Minutes – June __, 2011, Thunder Bay, Ontario