

AAO

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

Twenty-First Annual Report, 2013
for the year 2012-2013

Archives Association of Ontario Twenty-First Annual Report 2013

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**Archives Association of Ontario
Annual General Meeting
Agenda**

Friday May 31, 2013

2:30 – 3:30 pm

St. Paul University

223 Main Street

Ottawa, Ontario

1. Call to Order
2. President's Opening Remarks
3. Approval of Agenda
4. Approval of the Minutes of the 2012 Annual General Meeting
5. Report of the President
6. AAO Annual Report
7. Report of the Treasurer
8. Election of the Board of Directors
9. Fees Increase Proposal - Vote
10. Other Business
 - a. 2013 Conference Presentation – Durham Region
11. Adjournment

Report of the President

Overview

The 2012-2013 fiscal year has been a transitional one for the AAO. The loss of NADP funding made for an atypical year filled with obstacles and opportunities for shaping the AAO into an Association which reflects these hurdles but also embraces them. In an effort to reflect the new direction of the Association, the members present at the Annual Team Leadership Meeting created a new vision for the AAO. The new vision is short and concise and represents the sense of community and focus on shared knowledge that many of our members have come to expect from the AAO: The Archives Association of Ontario is a network of archives and archivists providing programs, education, advocacy and shared knowledge.

The Archives Advisor, Preservation Consultant, and the Archeion Coordinator were outstanding in their commitment to the AAO and the quality of work produced despite the reduced hours for all three programs. At the end of this year, the AAO Board of Directors made the tough decision to restructure the advisory in an effort to create two sustainable programs with increased staff availability for members. The AAO will begin the 2013-2014 fiscal year with an Archives Advisor and an Archeion Coordinator, both of whom will be available for more frequent site visits, training, and outreach activities.

The Board of Directors re-struck the Communications & Advocacy Committee and the Fundraising Committee this year and provided them with goals and guidelines in which to accomplish prescribed tasks. Chaired by Sara Allain, the Communications & Advocacy has developed a Communications Strategy for the AAO which encompasses policies and procedures for advocacy efforts, communications with the membership, and has established AAO social media accounts. The Fundraising Committee, chaired by Becky George, created a preliminary report on fundraising opportunities for the AAO.

Off the Record was published four times this year with all issues available to members online in an effort to save on publication and postage costs. New for 2013-2014, the majority of the editing, design, and production of Off the Record will be taken on by the Director without Portfolio already responsible for overseeing the publication (Shelley Respondek). Thank you to everyone who has contributed material this year and we look forward to the new direction and design of the AAO's steadfast publication. 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.

Goals

At the Annual Team Leadership Meeting in October, I outlined four goals I wanted to achieve during my presidency. I am happy to state that I accomplished all of them during the 2012-2013 year.

1. Work with fundraising committee to achieve goals outlined in committee guidelines

Becky George has proven to be a determined and hard-working chair for the Fundraising Committee. The committee is currently working on a document outlining the best opportunities for securing funds from a variety of sources including private donors, public organizations or companies, government grants, and a fundraising drive among the members. Volunteers are still required for this committee.

2. Accomplish goals prescribed in Provincial Heritage Organization operating grant from Ministry of Culture, Tourism, and Sport

With the help of Becker Associates, the Board has been able to accomplish a number of goals prescribed in the PHO grant application, including the motions database, membership surveys, the funding report, improving volunteer recognition, and improving Board communication with the membership.

3. Achieve greater web presence via Communications & Advocacy Committee

The members of the Communications & Advocacy Committee have worked hard to create the Communications Strategic Plan and as such, the AAO now has a presence on Twitter, Facebook, and LinkedIn.

4. Ensure sustainability of the AAO and continue to foster community development among newer archivists

This year the Board focused on ensuring the sustainability of the AAO. We made the difficult decision to restructure the staff positions as a fiduciary responsibility. The AAO has also made a concerted effort to attract recent graduates and new archivists as volunteers.

I would like to extend a heartfelt thank you to the 2012-2013 Board of Directors for their dedication, determination, and hard work. We made an excellent team and I enjoyed working with all of you. Congratulations to Deb Majer (IDC Chair), Joseph Solovitch (Treasurer), and Erika Heesen (Secretary) who have finished their Board terms this year. I am also grateful for the ongoing support of the staff at Becker Associates, including Christina, Adam, Seamus, and Ryan. Without Becker and their willingness to negotiate and support the AAO, the Association would not be in the position it is to move forward as a sustainable organization. Thank you again to our three steadfast staff members – the AAO is indebted toCarolynn, Iona, and Amanda.

Finally, thank you to all of our dedicated volunteers and supporters. Without you the AAO wouldn't be where it is today. I look forward to seeing how the Association progresses over the next few years.

The AAO gratefully acknowledges the financial support of the Ministry of Government Services & the Archives of Ontario. Without them, the AAO would have had a very different 2012-2013 year.

Respectfully submitted,

Sarah Ferencz
AAO President

Institutional Development Committee Report

In lieu of the federal government's elimination of the NADP in April 2012 the Institutional Development Committee has ceased to exist as there is no longer a need for an adjudicating team. The chair position for Institutional Development remains as it is a position on the AAO's executive board.

During the 2012/13 fiscal year the Institutional Development chair oversaw the development of the AAO's Conference Planning Manual which was completed and submitted to the board 31 March 2013. A subcommittee was developed in the fall of 2012 consisting of board and association members with conference planning knowledge and experience. The manual is intended to be a resource and guide for all future conference planning and has been posted on the AAO's website.

Respectfully submitted,

Deb Majer, Chair

April, 11, 2013

Archeion Standing Committee Report

Mission Statement

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 archivist who serve them.

Summary

The Archeion Committee has little to add to Amanda Hill's fine summary of her activities as Archeion Coordinator for the 2012-2013 operating year. The committee has been very quiet this year in order to minimize costs and ensure that the Archeion Coordinator was able to fulfil her responsibilities without exceeding the program's now very limited budget.

In November 2012 the chair suggested applying for a MTF (Museums and Technology Fund) grant from the Ontario Government to help leverage funds to acquire software and train AAO staff and committees on online teaching tools like Adobe Connect. We have not yet heard back about this grant.

Our objective in the 2012-2013 operational year was to maintain the momentum generated by the completion of the 2011-2012 ICA-AtoM migration project and launch of the new Archeion website, despite the 'chill' within the community following the cancellation of the National Archival Development Program (NADP) by Library Archives Canada. It is still the objective of the committee to ensure that archivists across the province have access to training so that archival institutions can take full advantage of the enhancements inherent in the ICA-AtoM interface, and accelerate awareness of the provincial network to the general public and our fellow professionals in the heritage sector.

It is our belief that the statistics reported by the Archeion Coordinator reflects the continued commitment of the AAO membership to the Archeion program. It is our hope that in future months, more sustainable funding approaches can be developed to ensure the long-term sustainability of the program. To this end, the committee will be focusing in 2013-2014 on fundraising opportunities, as well as organizing online events or local meet-ups to update archival descriptions in Archeion and/or link Archeion descriptions to relevant Wikipedia entries to expand public awareness of Ontario's rich archival resources.

Respectfully submitted,

Anna St.Onge

Chair, Archeion Standing Committee

30 April 2013

Preservation Committee Report

Preservation Committee Members:

Greg Hill, Chair

Kelli Babcock, AAO Board Liaison

Margaret Bignell

Iona McCraith, Archives Advisor

John Lund

Gayle McIntyre

Russ McMillen

The Preservation Committee (PC) held 8 teleconference meetings from June 2012 to May 2013 and Chair, Greg Hill, attended the 2012 Annual Leadership Meeting at Whitby Public Library on October 22nd, 2012. The PC continues to actively fulfill its principle role of providing support and guidance to the AAO membership at large.

PC members have gathered surveys on digital and analog collections to determine what further information needs to be collected in a future survey. The PC continues to develop the organization and web presentation of these resources. As much relevant and current information is available across the internet, the committee strives to ensure web content is identified, vetted and made easily accessible to the AAO membership.

Committee members continue to liaise with relevant organizations to keep up-to-date with developments in standards, including initiatives such as potential new accreditation standards for audio/visual and digital media imposed by the Canadian Cultural Export Review Board.

The PC is currently creating a work plan for the coming year to continue to respond to membership needs. The PC has identified a need to develop resources that are specific to the AAO and focus on responding to the needs of its membership as these needs have potentially altered since the NADP cuts. The PC also continues to revise the 2012-2017 Strategic Plan to better reflect new working parameters of the Committee in response to the loss of NADP funds.

The PC organized a session for the 2013 AAO Conference titled *Digital Preservation Strategies: When the Future was Yesterday!* The PC extends its thanks to presenters John Lund, Russ McMillen and Jeremy Heil for participating in this session and offering their expertise.

The Committee would like to commend and sincerely thank Iona McCraith for her dedication to the committee while maintaining membership in a volunteer capacity from May 2012 to May 2013. As the newly appointed Archives Advisor, Iona provides continuity and a necessary direct link to the broader AAO membership.

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

Professional Development Committee Report

The 2012-13 members of the AAO Professional Development Committee (PDC) include:

Kathryn Harvey (Co-chair), University of Guelph, Archival and Special Collections
Mary Gladwin, Oxford County Archives
Tracey Krause (Co-chair), Appleby College Archives
Debra Latcham, Dr. Catherine Steele 1928 Archives, Havergal College
Erin Walsh, Port Hope Archives
Ciara Ward (AAO Board Liaison)

The Professional Development Committee held three in-person meetings, three teleconferences, and one Board meeting to discuss the future direction of the PDC. In particular, the Board has requested that the PDC reduce workshop offering over the 2013-14 fiscal year and focus on developing a strategy that is unique to our province, as well as updating the committee's procedural manual.

Over this past year, the PDC put forth proposals to strengthen both professional and community development. We look forward to working with the Board for their support in developing a student-member rate for professional development, a discount for frequent attendance to AAO professional development workshops, and designating revenue generated through professional development workshops to support AAO projects such as a travel bursary, ARCHEION, and Chapter initiatives, to name a few.

Professional Development Workshops 2012-13

The PDC ran 4 successful workshops this fiscal year, with a total enrolment of 66 participants (52 members & 14 non-members). Two workshops were cancelled due to low enrolment: Introduction to Arrangement & Description (Oct 27-28 at Queen's University) and Introduction to Records Management (Nov 15-16 at Whitby Public Library).

Workshop selection is determined by accessing the needs of the community through workshop questionnaires and other existing questionnaires, consultant with AAO regions, and the community at large through workshop questionnaires and other AAO surveys. It is difficult to satisfy the needs in each region, but it is the hope that the committee has developed exciting and new workshops that will interest the community.

Details of the 2012-13 workshops are as follows:

June 13, 2012: Pre-Conference Workshop, Oral History: The ABCs Instructors: Tracey Krause & Ciara Ward

The 2012 pre-conference workshop was held at the Robarts Library within the University of Toronto in Toronto; there were 8 registrants for this one-day workshop. Participants gained a practical overview of how to capture community stories by hands on instruction and a panel discussion on learning how to collect, record, share, and preserve their community stories. Number of training days: 1 Number of registrants: 10 (9 members & 1 non-member)

Oct 13, 2012: Advanced Preservation of Photographs

Instructor: Iona McCraith

This one-day Advanced Preservation of Photographs workshop was held at the Diocese of London, in London, Ontario. The advanced workshop focused on the most common photographic print and negative formats. Through a combination of lecture and hands-on activities, participants learned how to identify different types of photographic processes; how to recognize various types of damage and evaluate the condition of photographs; care and handling procedures; storage methods and materials to use for photographic prints and negatives; optimum environmental conditions; and how to clean prints and negatives.

Number of training days: 1 Number of registrants: 17 (15 members & 2 non-members)

February 9, 2013: Introduction to Understanding Media Collections

Instructor: Christina Stewart

The media collections workshop was held at the Canadian National Exhibition Archives in Toronto. Using a combination of lecture and demonstration, participants learned the working knowledge to handle and identify the unique characteristics of moving image film, sound recordings, video, and digital media. They also came away with a general overview of preservation concerns and issues, including biological and mechanical damage, and storage methods. Number of training days: 1 Number of registrants: 22 (18 members & 4 non-members)

February 23: Digital Imaging for Archives

Instructors: Christopher Gonzaga and Lizette Costa

The digital imaging for archives workshop was held at the University of Ontario Institute of Technology in Oshawa. Through lecture and demonstration, participants were introduced to the essential concepts and tools used in digitizing archival records such as industry best practices, workflow and image post-processing, embedded metadata and digital image management, data back-up and storage systems. Number of training days: 1 Number of registrants: 27 (20 members & 7 non-members)

In Summary

The PDC is confident that we will be able to hold successful professional development workshops over the 2013-14 year while still achieving the goals set forth by the Board. In particular, update the PDC manual and policies and a professional development strategy. However, it is vitally important that the AAO maintain their commitment to provide education development for the community. We thank the AAO community for their continual support with our professional development program.

Respectively submitted by Kathryn Harvey & Tracey Krause, Co-Chairs of the Professional Development Committee.

Communications and Advocacy Committee Report

Committee Members: Sara Allain, *Chair*
Kelli Babcock, *AAO Board Liaison*
Robyn Hall
Julia Hendry
Tracey Krause
Samantha Thompson
Sarah Wilkinson

The Communications and Advocacy Committee was reconstituted in 2012 after a lapse of several years in order to respond to challenges regarding the AAO's communication strategies and ability to advocate for the Ontario archival community following the 2011-2012 annual membership survey. The role of the Committee is as follows, as taken from the Committee's Operational Guidelines and 2012-2014 Goals:

To advise the Board on matters relating to communication with the membership, the operation of a program of public awareness and outreach, and to provide leadership in the event that emergency advocacy is required on behalf of the membership. The Committee shall provide liaison with the related Committee of the Association of Canadian Archivists and other archival institutions, as well as pursuing partnerships with other related bodies.

The goal of the Committee is to codify the AAO's strengths as a means to both encourage new membership and increase membership renewal amongst institutions/individuals. The Committee is working to create a cohesive, targeted messaging strategy that will engage our membership and also serve to differentiate the AAO from other institutions, such as the ACA, so that the value of the AAO is clear.

To this end, the new Committee has met six times including its initial meeting in September 2012, to plan and begin execution of new communications activity. The Committee began by identifying short-term priority goals including: documenting current communications channels, researching the activities of similar organizations, developing a communications and advocacy strategy, securing promotional partners and identifying stakeholders, creating an AAO Listserv policy, and conducting a website review. The Committee is guided in this work by the results of the AAO Membership Survey conducted in August 2012.

To date the Committee has accomplished a number of these tasks and continues to work on others. The Committee has documented the current communications channels of the AAO and its chapters, and has conducted some research into the practices of other archival organizations. The

Committee has also compiled a list of current and potential partners/supporters/stakeholders. An AAO Listserv Policy is also now in place as follows:

The AAOLIST is for sharing information, posting job openings, and for constructive discussion on topics of interest to list members. Any form of solicitation for business will not be accepted on the list but may be submitted as a paid advertisement in "Off The Record".

Another major achievement to date has been the creation of a Strategic Communications Plan for the AAO. A working group of Sara Allain, Robyn Hall, and Tracey Krause began to meet and create a working framework of the plan in the fall. The entire Committee then contributed final sections, with the report presented to the Board at their April 5, 2013 meeting. Becker Associates has also reviewed the plan, which was approved in April 2013.

The Strategic Communications Plan for year one includes a full review of the current state and recommendations for action, including: context, environmental scan, available resources, objectives and timelines, audiences and stakeholders, key messages, messengers and tactics, and evaluation practices. The Committee will be using the plan to guide its upcoming activity in the short and medium term. Some of the priority activities mandated in the plan include a website review and updates, creation of brand style guide, launch of social media channels, improvements to member renewal and general membership communications, and increased media outreach.

With the plan approved, the website review process is now underway. A working group of Julia Hendry, Samantha Thompson, Ciara Ward, and Robyn Hall will be focusing on updates to increase usability for members and best promote the AAO.

The Conference is another major activity in the AAO calendar. In order to learn, support and liaise with the Conference Committee, Sarah Wilkinson of the CAC Committee has been in touch with the Ottawa 2013 Conference Committee. Sarah has contributed to the development of a conference manual, she is bringing updates about the conference to the Committee, and will be working with Samantha Thompson on increasing student outreach.

The Committee is also working to ensure updated social media channels are in place in time for the conference. A new Facebook page has been created by Julia Hendry at: <https://www.facebook.com/pages/Archives-Association-of-Ontario/250882738391424> and members are encouraged to like the page.

Regarding advocacy, the Committee and the AAO Board drafted a letter to Dr. Caron and Minister Moore regarding the new Library and Archives Canada employee code of conduct. The code is of particular concern to the AAO as many AAO members work at LAC. Prior to its

release, the AAO contacted the other provincial archives associations and the letter was sent as a joint communication from 11 provincial bodies on April 23, 2013. The provincial associations will be discussing joint communications further at the ACA conference, as there are benefits to continuing to cooperate and advocate together. Advocacy will increase in priority for the Committee in year two as other activities under the year one plan are completed.

The Committee looks forward to continuing to execute its communications plan in the coming months, with the outcome of bringing visible benefits to the membership.

Sara Allain

Chair, AAO Communications and Advocacy Committee

sallain@utsc.utoronto.ca

Kelli Babcock

CAC AAO Board Liaison

kbabcock@utsc.utoronto.ca

Archives Association of Ontario Secretariat Report for the Annual General Meeting

History of Becker Associates with AAO

Becker Associates has been the management company for the Archives Association of Ontario since April 1, 2008. We are primarily responsible for office services, membership, finances, webhosting, and providing management leadership for the association.

The benefits of this approach for the association have been significant. The Board is free to focus on programs and services that enhance the value of membership. The Association also has access to highly trained and skilled management staff of not for profit organizations at a fraction of the cost of running your own office and hiring management staff.

In the five years as your secretariat, we have been delighted to be part of the AAO team and its accomplishments. We have focused our efforts on the following priorities:

- A systematic downsizing of equipment, offices, and archiving of material;
- Administration was systemized through computerized accounting;
- Online payment system was created for PDC, conference and membership renewal system;
- The website was redesign and ongoing support/training/improvements.

The reduction in overhead and administrative expenses has meant that more resources are being available to enhancing value to the members and supporting AAO staff and volunteers. As the Board met the crisis of the NADP funding cuts in May 2012, the association was well placed to weather the storm.

Significant Activities for 2012-2013

The Secretariat saw a significant change in the staffing during the past year. After 5 years as the manager of the association, Tammy Gunn left to pursue her own business. We were sorry to see her go but want wish her well on this exciting new phase in her life. Seamus Gearin is AAO's new Association Manager. Seamus joined Becker in July of 2012 and proved valuable to 8 smaller association clients. His role in the company has been restructured to ensure he is available to serve the AAO's every need. We are pleased to have Seamus join us.

With additional funding from the Ontario Government, the Secretariat completed the membership survey planned in 2012 and published the results on the AAO website. There were significant outcomes from the survey that led to the follow-up survey on ways to raising additional money for the Association including the development of a refined mission statement.

In additional, we conducted a 3 hour board development training workshop for board members to cover roles and responsibilities in March 2013. Shelly Respondek was able to attend.

We have devoted time to following projects to ensure the sustainability of the associations. This Business Case funding project that was approved by the Ontario Government in 2011 consists of a 5 year plan to strength the membership base and the administrative procedures of the associations.

Projects that we continue to work to be completed this year

- Motions database discussed in 2012 is ready for release pending the appropriate web coding being figured out. Once finalized, it will be available to all active members of the AAO. Expected release date September 1st, 2013.
- Policies and Procedure Manual to be completed September 1st, 2013 (in conjunction with new Board Orientation Manual)

New Projects that will be conducted this year include a Board Orientation Manual and a complete redesign of the AAO website under the guidance of the Communications and Advocacy Committee. The new site will include transaction history for members, a more coherent layout of resources and greatly improved forms for membership, workshop and conference payments. Christina and Seamus will also be assisting with the marketing activities of the association in an increased capacity to meet and resolve new challenges facing the organization.

Respectfully submitted,

A handwritten signature in cursive script that reads "Christina".

Christina J. Becker
Becker Associates

Archives Advisor Report

The hours for the Archives Advisor were reduced from 35 to 13.5 weekly and the budget was drastically reduced for travel and activities. However, I am happy to report the following activities to the membership even with the financial restrictions.

Queries

During the year I answered and/or sent 1014 email pertaining to questions that members and non-members of the AAO had about all aspects of archives management. This total includes 406 queries related to administration from the AAO board members or the Archives of Ontario. Email is the preferred method of communication with the Archives Advisor but I did have approximately thirty phone calls related to administration, queries about archival management and site visit requests.

Site Visits

During the fiscal year I visited 23 sites. These included two First Nations reserves, four church or religious organizations, seven municipal archives, four historical societies, one library, one Women's Institute group, two non-profit organizations and one Masonic Lodge. Referrals for site visits are from members, the AAO website and the Archives of Ontario staff. I referred four AAO institutional members to the Preservation Consultant for site visits.

Meetings

I attended the AAO's Southwestern Ontario Chapter (SWOC) barbeque on Thursday, September 6 which was held at University of Western Ontario. Approximately 14 people attended and it was a chance to talk to students and area archivists about the benefits of an AAO membership.

On September 30, I attended the Canadian Council of Archives General Assembly via teleconference. This was my last year as Chair of the Archives Advisor Work Group as the committee has been disbanded due to loss of funding from the Federal government and the loss of Archives Advisors.

I attended the AAO's leadership meeting held on October 22nd and the AAO's board meeting held on November 26th.

Lending Library

The Archives Advisor's lending library continues to be popular among AAO members. Books about facility planning, electronic records, records management and general books about archives are loaned to AAO members. The most requested titles are books on facility planning, records management, and care of electronic documents. Postage is paid for by the AAO.

Presentations/talks

On October 25, I spoke about facility planning with Iona McCraith, the AAO Preservation Consultant. This was in conjunction with the Municipal Archivists Interest Group and over twenty people attended. The event was held at Oxford County Archives in Woodstock.

On November 3 I participated in a genealogy workshop fair held at the Kitchener City

Hall sponsored by the Kitchener Public Library. Sixteen people attended my session about document preservation.

On November 26th I spoke to faculty and staff at University of Western Ontario regarding the impact of funding cuts to archives in relation in LAC.

Articles written

I wrote four articles for the AAO newsletter- *Off the Record* (OTR) during this fiscal year. In addition, several students from Western University's Faculty of Information and Media Studies Archives class submitted their class essays. Many of these were used in different editions of OTR.

Other activities

I continue to help the Middlesex Township Archives committee by providing information about archives management including policies and procedures. The Committee was successful in obtaining Middlesex Centre's former township hall in Delaware, Ontario and has renovated part to house the archival material for the township and two surrounding municipalities. This committee has been active for over ten years and has been trying to create a county archives. The county archives was turned down but this Township archives has been created instead. I have attended meetings for several years and provided information about policies and procedures, collection development and facility planning.

I also began helping the Ayr Archives Committee investigate the feasibility of a North Dumfries Archives. Both of these projects will be ongoing and will require advice from the Archives Advisor

Workshops attended

On January 24th I attended the CCA's webinar about the copyright changes. It was very useful and provided a good introduction to the changes in the legislation and their implications for archival material.

It has been my privilege and honour to serve the AAO for the last eight years as the Archives Advisor. It has been a rewarding time in my career and for me personally. I will miss everyone. Thanks also to my colleagues, Iona McCraith, Preservation Consultant, and Amanda Hill, Archeion Coordinator. Thank you to the Christina Becker, Tammy Gunn, and the staff at Becker Associates. Thanks also to President Sarah Ferencz, Kelli Babcock and the AAO Board members.

Respectfully submitted,

Carolynn Bart-Riedstra
AAO Archives Advisor

Preservation Consultant Report

The Preservation Consultant program has been a core service for AAO members since 1999, providing assistance from a professional archival conservator in a variety of ways. Through this program Ontario archivists improved their knowledge and skills in preservation of archival holdings and increased their capacity to preserve and make accessible archival heritage in Ontario for present and future generations.

With the loss of the National Archival Development Program (NADP) funding in April 2012, the part time Preservation Consultant program had to be reduced from twenty to three hours a week. This obviously presented challenges for the AAO in continuing to offer the various preservation services to members, but none-the-less a number of activities were still completed and preservation advisory assistance was continued throughout the year.

Advisory Services

The number of preservation inquiries via email and telephone from AAO members continued to remain substantial at 445. Some inquiries need only a quick answer but others require research or a lengthier written response. In addition, 58 inquiries were responded to from non-AAO members or the general public. In carrying out program activities and projects over the course of the year hundreds of emails are also exchanged with AAO Board, staff and committee members. Due to a very limited travel budget only five on-site visits were completed this year in central, southwest and southeast Ontario. Four of these were for complete preservation assessments and one was to discuss environmental and emergency preparedness questions. This was a significant decrease from the usual fifteen to twenty visits made annually in past years, but still an accomplishment given the limited resources of budget and time.

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

Archives Emergency Response Network (AERN)

The Preservation Consultant continued to promote the benefits of the network throughout the year, which had 28 institutions participating 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, where AERN participants will be able to find and download information pertaining to emergency planning and response is planned for implementation in 2013-14.

Environmental Monitoring Loan Program

This free service for AAO institutional members provides the loan of a temperature and relative humidity recording data logger for several months, to assist with monitoring conditions in the records storage. More information on this program is available on the website at <http://www.aao-archivists.ca/services>

Presentations and Training

The Preservation Consultant contributes to development and delivery of AAO training courses for the Professional Development Committee (PDC). This year a new one-day advance level workshop *Identification and Preservation of Photographs* was designed and presented to 18 participants in London in October.

A paper titled *Commemoration, Collaboration and Conservation – the Brampton Cenotaph Times Capsule*, co-authored with Diane Allen game of Peel Region Archives, was presented at the 2012 conference of the Canadian Association for Conservation in Peterborough and the 2012 AAO conference in Toronto.

A half-day seminar *Introduction to Archives Preservation* was presented in October to 20 students in the Library and Information Studies Program at University of Western Ontario, London.

A highlight of the year for me personally was the opportunity to visit Iqaluit, Nunavut on the southern end of Baffin Island. The Archives Council of Nunavut invited me as their guest to attend their annual two-day business and professional development meeting in November. I provided a one and half day workshop on archival preservation with an emphasis on modern media, and attended their AGM. I appreciated very much the opportunity to discuss archival issues of particular concern for our northern colleagues and to experience the wonderful landscape and hospitality of this northern community.

Outreach

Outreach activities provide opportunities to bring information about the importance and work of archives and preservation to other heritage groups and members of the public. In past years AAO staff has appeared at conferences and trade fairs of the Ontario Museums Association, Ontario Genealogical Society, and Ontario Library Association Super Conference, among other events. Often resulting in new members for the association. Unfortunately this activity had to be suspended this year so that the limited resources of AAO staff could be spent on our member's needs, which was deemed a higher priority. The Consultant was able to attend the annual one-day meeting of Fleming College Arts & Heritage Advisory Committee in Peterborough, where she has been the archival sector representative for several years.

AAO Preservation Committee

The Preservation Consultant has worked closely with this Committee since 1999, developing and implementing goals that increased preservation knowledge and capacity and promoted best practises among the archival community in Ontario. The Committee also assisted the Preservation Consultant in carrying out special projects, such as two preservation needs surveys carried out in the past decade. With the reduction in hours for the Preservation Consultant the AAO Board reluctantly decided the Consultant could no longer spend time on committee work.

The work plan instead focused on providing as much direct service to the members as possible. A summary of the Committee's activities is to be found elsewhere in this report.

I conclude my report with a sincere thank you to my AAO colleagues who supported the Preservation Consultant Program in various ways over the year. Board members for their direction and guidance; Becker Associates for administrative assistance; Greg Hill, Preservation Committee Chair, for advice and committee leadership; and especially my advisory service team mates, Carolynn Bart-Riedstra and Amanda Hill, for their collegial support, advice, companionship and essential good humour during a challenging year.

I would like to acknowledge the financial assistance of the Ministry of Government Services through the Archives of Ontario for the AAO Preservation Consultant Program.

Respectively submitted,

Iona McCraith, AAO Preservation Consultant

Archeion Activity Report

Queries received

In the period covered by this report 135 email and 11 telephone queries were responded to.

Data quality

The authority records in Archeion have been checked for duplicate entries and a number have been combined and/or deleted to ensure that there is only one entry for an individual or corporation who might appear in a number of different archival descriptions. New descriptions were monitored for consistency and general RAD compliance.

Training activities

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

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)

June 5, Archeion workshop, Victoria University Library (9 attendees)

September 15, training event at the Lithuanian Museum-Archives in Mississauga (12 attendees)

November 8 & 9, Arrangement and Description training at Belleville Community Archives (including session on Archeion)

A French version of the 'Archeion for Archivists' manual (translated by H  l  ne Caron) was published on the AAO website in July.

Promotional activities

A presentation on Archeion was given as part of the 'AtoMs of Gold' session at the ACA conference in Whitehorse in June 2012.

Regular updates were made to the Archeion Twitter account (@AAO_Archeion) and the AAO's website, mailing list and *Off The Record* publication.

Archeion Site Statistics

Date	Number of live descriptions (fonds/collection level)	Number of new descriptions added (at all levels) in preceding month	Number of contributing institutions	Number of authority files
01-Apr-12	8,401	387	91	12,172
01-May-12	8,711	37	91	12,559
01-Jun-12	8,726	44	92	12,596
01-Jul-12	8,766	242	95	12,645
01-Aug-12	8,813	304	95	12,687
01-Sep-12	8,861	169	95	12,780
01-Oct-12	8,975	163	95	12,861
01-Nov-12	9,029	416	95	12,936

01-Dec-12	9,045	369	95	12,922
01-Jan-13	9,065	167	95	12,985
01-Feb-13	9,096	432	96	12,966
01-Mar-13	9,116	41	96	12,967
01-Apr-13	9,147	166	96	12,953 ¹

Date	Visits in preceding month	Unique Visitors in preceding month	Page views in preceding month
01-Apr-12	5,198	4,425	48,613 ²
01-May-12	4,884	4,161	39,213 ³
01-Jun-12	4,244	3,747	19,267
01-Jul-12	3,731	3,159	18,837
01-Aug-12	3,153	2,648	16,326
01-Sep-12	3,148	2,612	21,808
01-Oct-12	3,231	2,732	14,431
01-Nov-12	3,597	3,083	20,484
01-Dec-12	4,195	3,629	22,218
01-Jan-13	3,950	3,540	16,832
01-Feb-13	5,833	4,939	29,755
01-Mar-13	5,863	4,869	26,689
01-Apr-13	6,374	5,439	30,071

Respectfully submitted,

Amanda Hill

Archeion Coordinator

April 2013

¹ This number has fallen due to removal of duplicate names in the authority files.

² This figure is high because of the Archeion training sessions in the previous month.

³ Also high due to Archeion training sessions in the previous month.

AAO East/Est

I would like to welcome everyone to our 2013 AGM and thank our hosts for making us feel at home at the Canadian Museum of Civilization. We look forward to the tour of the archives.

It has been an interesting year, a challenging year and possibly an amusing year with the interest shown in taking up Spanish Lessons.

A particular highlight for the Chapter has been the support provided for the forthcoming 2013 AAO Conference being held here in Ottawa at Saint Paul University, from May 29th through May 31st. The AAO East/Est Chapter will be sponsoring the Opening Reception that begins at 6pm on the 29th and all our members are welcome to the reception.

Our most challenging and rewarding event was the roundtable held on the future of archives, “What We Have Lost, What We Stand to Lose” that took place in mid-January. The roundtable brought together James Turk, Jim Burant, Patti Harper and Laurie Dougherty to speak on the loss of NADP funding, cuts to LAC, and the future of Archives in Canada. It did not merely look at our losses but provided a positive look at how the archives system in Canada may be made better. We had a turnout of 125 members of the archives community. It demonstrated our resolve and the level of commitment that archivists have to the profession.

I would like to thank in particular John Smart who spearheaded the roundtable initiative and took upon himself much of the work required to make it happen.

Though there was some delay, we were able to make sound recordings of the roundtable available for download through a private web address.

We held a variety of events throughout the year some building on themes from previous years. We kicked the fall off with a social at the Royal Oak on the Canal, which happens to be our upcoming conference pub. We partnered up once again with the Ottawa Storytellers for “Christmas Past comes Alive,” held at the City of Ottawa Archives. That was followed by the aforementioned roundtable. The AAO Executive was invited to the Arnprior & McNab Braeside Archives AGM and Candace, Theresa and I attended possibly the fastest and certainly entertaining AGM. They were celebrating their 20th anniversary and the Renfrew South District W.I was celebrating its centennial. Theresa, Margaret and Brian donned appropriate attire for Heritage Day and were great AAO ambassadors to the heritage community at City Hall. In March we had a small but boisterous spring social with a few archives stories to tell. Last but not least a very successful Trivia Night held in April where we raised \$260 (?) for the Ottawa Food Bank.

I would like to invite everyone to check out our new Facebook page which was created and has been maintained by Candace Vanskiver. She is doing a great job. It is worth checking out.

I would also like to put out a big thank you that reaches all the way to News Brunswick for Allison Gregor our long time Secretary who left us this year to take up new challenges.

I hope the upcoming year will prove to be similarly successful. We continue to look for ways to reach outside of the Ottawa region and represent broader Eastern Ontario. Our goal is to provide at least one workshop to supplement the reduced capacity of the AAO provincially. Advocacy will remain a key fixture. We are always open to ideas and initiatives from our members.

Thank you!

John D. Lund, President
AAO East/Est Archives

DRAAG Year-end Report 2012-13

This year saw the Durham Region Area Archives Group (DRAAG) becoming the newest chapter of the Archives Association of Ontario.

The chapter had begun as a grassroots effort to form a collective of all of the archives and local history repositories throughout the region. The history of each town and city throughout the region is so entwined that we felt working together, to understand and promote each other's collections, would better serve our patrons and the collections.

As the group grew, we approached the AAO concerning becoming a chapter. The rest, as they say, is history.

Events

DRAAG hosted our first annual Archives Awareness Week event on April 4, 2012. The event, called Preserving Your Family History, was a huge success with over 75 people attending.

Member of DRAAG set up displays to assist visitors will digitizing their family archives, with beginning their family genealogy and with caring for the documents and photographs in their collections.a

Two members of DRAAG spoke at the 2012 AAO Conference, while another presented at the pre-conference workshop.

Advocacy

DRAAG worked to promote the importance of archives through our on-line presence on Facebook, Twitter and through our website. With over 90 followers on Facebook, over 400 on Twitter and with 3600 views on our website, we feel our efforts are successful.

Respectfully submitted,
Jennifer Weymark, Chair

Northwestern Ontario Archivists Association Report

NOAA held our AGM in September and elected some new and returning members to our executive:

President: Christina Wakefield, Records Analyst/Archivist, City of Thunder Bay Archives

Vice-President: Matt Szybalski, Corporate Records Manager and Archivist, City of Thunder Bay Archives

Secretary: Sara Janes Records Analyst/Archivist, City of Thunder Bay Archives

Treasurer: Louise Wuorinen, Head of Collections, Lakehead University Library

NOAA has concentrated on two major initiatives since our AGM:

In November, we hosted an Archives Crawl for the History Students' Group at Lakehead University. The Crawl started at the City of Thunder Bay Archives, moved on to the Northwestern Ontario Sports Hall of Fame, and then the Thunder Bay Museum. The students had tours of the facilities, learned about the archival holdings of each institution and were able to examine some items themselves to see how the materials could benefit their research. We also continued a conversation about career paths in the heritage professions throughout the day discussing with each archivist and curator how they had gotten to where they were, and what educational possibilities there were. The students really enjoyed the experience and many returned to the institutions in order to do some research for school projects. The students and NOAA agreed that the Archives Crawl should become an annual event, and we hope to add more local heritage institutions next time around.

NOAA is currently organizing a Copyright Workshop, led by Jean Dryden, to be held at Lakehead University, Thunder Bay^h May 9th and 10th. This two-day workshop will be similar to the one held in Toronto earlier this year, which many local institutions could not send their staff to due to the distance. The registration for this workshop is now full.

Christina Wakefield

President, NOAA

cwakefield@thunderbay.ca

807-625-2822

Southwestern Ontario Chapter (SWOC)

The SWOC events are planned to try to involve members from our wide geographic boundaries, though it is sometimes a challenge with everyone's busy schedules and competing demands for their time. Beginning with our annual barbeque held on Sept 6 at The Grad Club at Western University, the SWOC executive and members mingled with Library and Information Science students wanting to know more about archives. There was a tour of the Diocese of London Archives on Thursday Nov 15th with Archivist Deb Majer showed us around the newly renovated and well organized space. This after work event was quite popular as we had 11 attend. The Winter Warmer social get together at Aroma Restaurant in London on Saturday January 5 was with a small enthusiastic group that enjoyed a delicious meal and convivial conversation. It was disappointing that the Pests and Pest Management workshop scheduled for April 27 had to be cancelled due to low registration. We hope to offer again possibly in the early fall. Our annual general meeting planned for Saturday June 15th begins with a tour of the St. Marys' Museum and their community archives, which opened in a new wing in 2006. Afterward will be our AGM and then an opportunity to visit and network during lunch in the historic stonetown. I want to invite everyone to join us at this event! Thanks to all who've participated and become active and involved at the Chapter level.

It is important for me to acknowledge the support of my fellow executive members, Gina Coady (Treasurer) , Liz Mayville (Vice-President) and Arthur McClelland (secretary). Thank again for all your great ideas and creative input to planning SWOC activities.

Respectfully submitted,
Theresa Regnier
SWOC Chapter President

Toronto Area Archivists' Group Report

The last year has been relatively quiet in the life of TAAG. Following the successful hosting of the annual AAO conference in June, 2012, TAAG's Executive rested for the summer, resuming regular meetings in the autumn. While members have been made aware of TAAG's fortieth anniversary in 2013, few ideas emerged about how best to commemorate the founding of Canada's oldest professional association for archivists, perhaps reflecting the dispirited state of the profession.

Two days of workshops were hosted at Trinity College by TAAG presented by Dee Psaila of the Archives of Ontario. Her theme, 'Housing Collections', emphasized the potential of a diy approach to storage and budgeting for supplies. Both sessions were well-attended and TAAG received only positive feedback from attendees. Dee's enthusiasm and outstanding skills as an instructor were evident and she will likely collaborate with TAAG in the future.

TAAG's Facebook account has continued to grow and improve, thanks to Secretary Celia Schmidt's ongoing commitment to its management. Perhaps it has supplied a forum for members that liv events might have, had they been held with greater regularity.

TAAG remained financially independent and viable and has a handsome surplus currently in its bank account. Beverley Darville has assumed the Treasurer's office and is proving an efficient manager of money.

Financial solvency once again allowed TAAG to fund its annual prize for the top student in archives at the University of Toronto's iSchool. This year's winner (not yet announced) achieved a grade point average of 3.96 and will receive the \$200 award at the iSchool Convocation in June. Jonathan will present the prize in his final act as President before the 2013 TAAG AGM.

Thanks to Professor Wendy Duff, TAAG's fortieth annual AGM will feature as after-dinner speaker Professor Andrew Flinn of University College London, whose work emphasizes community archives. The Executive hopes this event will draw as many people as possible to help celebrate TAAG's historic milestone. More celebrations should follow.

Finally, TAAG's AGM on June 11 will witness a changing of the guard, as Jonathan's three year term as President, as well as the terms of most of the Executives, draws to a close. The future is bright, and we are all so very proud of the enormously positive change we have succeeded in bringing about in a relatively short time. TAAG is back, and the next forty years are on the horizon. In these difficult times for archives and archivists in Canada, TAAG remains committed to its founding vision within the AAO and the national archival network, whatever its future.

The TAAG Executive is: Jonathan Lofft, President; Celia Schmidt, Secretary; Bev Darville, Treasurer; Members-at-Large Anton Sardelic, Maria Phipps, Jill Spellman, and Sara Griffiths

Respectfully submitted,

Jonathan Lofft, PhD-student
President, TAAG

Municipal Archives Interest Group (MAIG) Report

Annual General Meeting

MAIG hosted a small group for its Annual General Meeting on June 13, 2012 in the Finlay Room of the Anglican Diocesan Centre in Toronto. Our new executive was elected and everyone enjoyed reconnecting and hearing about the activities in other Archives around the province.

MAIGazine

Once again, our Secretary/Treasurer Liz Mayville produced a professional MAIGazine for 2012. We had a great response from our membership and a wide variety of topics were covered including recent donations, new exhibits, facility renovations, and outreach activities. Thank you to those of you who submitted articles for our publication and remember that articles will be needed again this summer for the 2013 edition.

Annual Open House

On the 26th of October 2012, members of the Municipal Archives Interest Group (MAIG) gathered at the County of Oxford Archives for their annual Open House. This was the first event under the direction of the new Executive committee and one of our largest to date with 24 members attending. The day began with a very interesting and informative presentation by Iona McCraith, Preservation Consultant, andCarolynn Bart-Riedstra, Archives Advisor. Iona and Carolynn discussed a variety of factors to consider when building and/or renovating a municipal archives including environmental factors, security issues, site requirements, and LEED standards.

Afterwards, all attendees enjoyed a delicious home cooked lunch which was graciously provided by Mary Gladwin and Liz Mayville. During the meeting's roundtable, members had a chance to share their latest news and events from archives around the province. Upon the meeting's adjournment, all attendees were offered a tour of the County of Oxford's newly renovated facility, which features new moveable shelving in the vault, a processing/conservation workroom and a spacious meeting room. Overall, it was a very enjoyable and informative day that allowed everyone to reconnect.

Other

The members of the MAIG executive are in the process of planning our next Open House. Do you have a topic of interest you're interested in learning more about or a guest speaker you'd like to recommend? Please send your ideas or suggestions to our Secretary, Liz Mayville at lmayville@oxfordcounty.ca.

A message from the Chair

This is my first term as Chair of the Municipal Archives Interest Group. I must admit, at first I was intimidated by my new role outside the comfort zone of my job in the Local History &

Archives Department at the Hamilton Public Library and into the larger community within the world of archives. But everyone, especially Liz Mayville and Brenda Hicock, has been very positive and supportive. I've managed to connect a lot of names and faces and I look forward my first AAO Conference in Ottawa.

Executive 2012-2013

Chair – Laura Lamb, Archives Technician, Local History & Archives, Hamilton Public Library

Vice-Chair – Brenda Hicock, M.L.I.S., Archival Records Analyst, City of Vaughan Archives

Secretary Treasurer – Liz Mayville, Assistant Archivist, County of Oxford Archives

AISA Report

The AISA group will meet twice in the 2012-2013 year. Our first meeting was held in January, 2013 at Upper Canada College. Representatives from four IT departments discussed their role in helping the archives and their role in content management, particularly photographs and the programs used by each of their schools. There were representatives from eight independent schools at this afternoon meeting.

Our second meeting is being held on May 30, 2013 at Trinity College School. The topic for discussion is digitization and digital photographic management. As many of our schools are struggling with the overabundance of photographs this is a very timely topic.

Regards

Debra Latcham

Co-Chair

Association of Independent School Archivists

Archives Association of Ontario

Annual General Meeting

Minutes

Friday June 15, 2012

3:30 – 4:30 pm

The Centre of the Cathedral Church of St. James

65 Church Street

Toronto, Ontario

Call to Order

D. Hughes called the meeting to order at 3:40

President's Opening Remarks

D. Hughes welcomed the meeting attendees and drew their attention to the annual report within the conference packages

Approval of Agenda

Motion 43/2012: moved by D. Majer and seconded by C. Radford-Grant that proposed agenda be approved as presented; **carried.**

Approval of the Minutes of the 2011 Annual General Meeting

Motion 44/2012: moved by T. Kraus and seconded by L. Mayville that Minutes of the 2011 AGM be approved as presented; **carried.**

Report of the President

Highlights from report include

Ministry of Tourism, Culture and Sport offered us an additional Grant of 16,000 to improve the administrative function of the AAO. Grant was approved and we are moving forward with the approved tasks.

December 2, 2011 Archeion was launched with the new platform.

2011-2012 Board – Thanks to the members for all their hard work.

AAO Annual Report

Typos need corrected

Motion 45/2012: moved by A. St. Onge and seconded by A. Heppelwaite to approve the annual report as amended; **carried.**

Report of the Treasurer

See attached

J. Solovitch went over the highlights of the Financial Report. We are in good shape. Over the last five years we have been financially solvent and that has given us the opportunity this year to keep the association going.

Questions: Money for Archives Advisor from the Archives of Ontario – is it federal? No

Motion 46/2012: moved by D. Majer and seconded by B. Beavan to accept the audited report as presented; **carried.**

Motion 47/2012: moved by L. Austin and seconded by S. Respondek to appoint the same auditors as last year; **carried.**

Institutional Development Report

Update on IDC since March 30. The committee has been disbanded. The IDC Chair will stay on board to assist in other duties on the Board of Directors

Election of the Board of Directors

Sarah Ferencz, Danielle Hughes and Shelley Respondek were the members of the Nominations Committee.

Thank you to the board members who are leaving this year

Remaining members are:

Sarah Ferencz – President

Joseph Solovitch – Treasurer

Deb Majer – IDC

Erica Heesen will be taking over as Secretary

Nominations:

Proposed Slate

Kelly Babcock – VP

Shelley Respondek – Director without portfolio

Anton S. – Director without portfolio

Ciara Ward-Baker – Director without portfolio

Three calls for additional nominations from the floor were made; none being submitted, nominations were closed and a vote was taken to identify two of the three nominees for director without portfolio.

Motion 48/2012: moved by A. St. Onge and seconded by J. Spellman that the Vice President be accepted as presented; **carried.**

Motion 49/2012: moved by B. George and seconded by J. Weymark that S. Respondek and Ciara Ward-Baker be presented and accepted for director without portfolio; **carried.**

Other Business

2013 Conference Presentation – Ottawa

Paul Henry Local Arrangements Chair

Daniel German Program Committee Chair

Promotional video and power point presentation were shown

Survey Draw

Over 700 e-mails were sent for the survey

191 responses were received

43 % individual. 43% institutional members

Principal reason to join AAO – Networking & PD

More analysis will be done over the summer and presented to the board

Draw Winner – Carol Radford-Grant

DRAAG Announcement

Durham Region Area Archives Group recently approved as a new Chapter. Jennifer Weymark is the first chair

Update on Federal Funding Cuts

D. Hughes called for comments from the floor

Margaret Dixon: Thank you to the board from the floor for their handling of the situation

Advocacy & Communication Committee – should it be reinstated? The board has discussed reinstating the Fundraising committee and will look at the A&C Committee as well.

Brian Beavan – suggestion: Board make an appeal to select members to find 10 people who would match his donation pledge and recognize them next year (emergency fund). Suggestion as something the membership can do quickly. Membership fees cannot remain at 9 % of our operating revenues. Increasing membership fees can assist with new funding structure.

Margaret Dixon: Can we expand our membership base?

2009 – 2013 Strategic Plan – 5% increase in fees – why hasn't this been implemented.

Anna SO – willing to pay more for fees, best ambassadors are our staff members and are key to keeping our existing members, ACA is also starting an advocacy committee, if people are looking to sit on that committee, they should also sit on the AAO Advocacy Committee.

Danielle recognized the importance of our staff and explained the choice of the board to reduce hours but continue minimal services. Discussion has begun about charging fees to institutions for site visits.

Sandra Kemiele, Tracey Kraus, Becky George, Anna St. Onge offered to assist on the committees

Adjournment

Motion 50/2012: moved by J. Spellman and seconded by D. Majer to adjourn at 4:40; **carried**