

AAO

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

Twenty-Second Annual Report, 2014
for the year 2013-2014

**Archives Association of Ontario Twenty-Second Annual Report
2013 - 2014
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**Archives Association of Ontario
Annual General Meeting
Agenda**

Friday May 30, 2014
2:00 – 3:00 pm
University of Ontario Institute of Technology
2000 Simcoe Street North
Oshawa, Ontario

1. Call to Order (Kelli Babcock)
2. President’s Opening Remarks (Kelli Babcock)
3. Approval of Agenda (Kelli Babcock)
4. Approval of the Minutes of the 2013 Annual General Meeting (Kelli Babcock)
5. Report of the President (Kelli Babcock)
6. Managing Matters Welcome (Kelli Babcock, Becky Yaffa)
7. AAO Annual Report (Ned Struthers)
8. Report of the Treasurer (Jesika Arseneau)
 - a. Approve Auditor for 2014-2015 Audit
9. Election of the Board of Directors (Ned Struthers)
10. Election of Institutional Development Committee Members (Matt Szybalski)
11. Approval of Updated Constitution (Kelli Babcock)
12. Other Business
13. 2015 Conference Presentation – Southwestern Ontario Region (Theresa Regnier)
14. Adjournment

Report of the President

The Archives Association of Ontario is a network of archives and archivists providing programs, education, advocacy and shared knowledge.

Overview

The AAO achieved a great deal during the 2013-2014 fiscal year. While we continue to feel the loss of the National Archival Development Program, we have been active in re-evaluating and responding to the changing needs and realities of our organization and surrounding community. The AAO continues to be a driven and engaged network providing programs, education, advocacy and shared knowledge on behalf of archives and archivists in Ontario.

One of the most recent and biggest changes in our organization has been the transition to a new secretariat. At the Board's April 25th meeting we thanked Becker Associates for all of the hard work they invested into the AAO over the years. A gift was presented by the AAO Board as a token of thanks. We wish Adam, Christina, Seamus and Ryan all of the best in the future.

As of May 1st, the AAO began a new partnership with Managing Matters. On behalf of the AAO Board of Directors, I want to express our excitement in working with the Managing Matters team, who will offer the AAO expanded secretariat support. Within Jenny, Maddy, Becky, and the rest of the Managing Matters team the AAO has found an organized, enthusiastic, creative, and professional secretariat. Partnering with Managing Matters is an incredibly positive change for the AAO and I continue to invite all AAO members to get in touch with our new secretariat team with any questions, feedback or ideas that you may have for our association's future.

In addition to a transition in secretariat services, the AAO Board was successful in accomplishing our 3 primary goals during this fiscal year:

1. Re-designing the AAO website

A very big thank you to our Communications and Advocacy Committee for all of their work to plan and implement the AAO website re-design. The AAO website was redesigned as a responsive website to be accessible on mobile platforms. We also re-organized the information architecture of the website to make resources easier to find for members, as well as the public. It was launched in January 2014.

As of our May 1st secretariat transition, the re-designed AAO website is currently preserved and backed-up on disc and in other formats while the Board takes time to consider the best server options for the AAO website's future. In the interim, the Board and Managing Matters have collaborated on setting up a temporary website using the Wild Apricot membership platform. You can continue to connect to the AAO website at <http://aao-archivists.ca/>. We will continue to update members on this matter as it progresses.

2. Implementing fundraising activities

Dana Thorne, Chair of the AAO's Fundraising Committee, has done an incredible job in leading the AAO's commitment to increase revenue through diversified funding such as grants,

donations, membership fees and in-kind donations. The Fundraising Committee is aiming to fundraise 4-5% of the AAO's revenue - approximately \$12,500 for the 2014-2015 fiscal year. In 2013-2014, the Fundraising Committee has been successful in leading 2014 conference sponsorship and planning a Trillium grant application for late 2014. They have also developed a Donor Recognition thank-you message and the potential of pairing AAO workshops with sponsors. Many thanks to all volunteers involved in these initiatives.

3. Improving AAO administration

We have completed a number of initiatives to ensure the continued improvement and organization of AAO administration, including:

- creating procedures for annual staff reviews
- updating AAO Chapter and Committee guidelines
- updating the AAO Constitution for approval at the 2014 annual general meeting
- creating a Board orientation manual to improve knowledge transfer and volunteer organization
- reinstating the Institutional Development Committee under the leadership of Matt Szybalski, IDC Chair

The AAO Board, our staff, and many of our members, also participated in the Royal Society of Canada's Panel on the Status and Future of Canada's Libraries and Archives¹, as well as the Canadian Archives Summit on January 17th, 2014². The AAO has also recently joined a "Library Leaders" consortium, which includes the Association of Parliamentary Libraries in Canada, the Canadian Association of Law Libraries, and the Canadian Library Association. Recently, this advocacy consortium submitted a joint statement on the appointment of the new Librarian and Archivist of Canada³. By joining this advocacy consortium, the AAO can broaden its advocacy efforts and lend more of an archival presence to national advocacy efforts.

The AAO's Archeion and Archives Advisor programs continue to offer essential services relied upon by the Ontario cultural heritage community to strengthen our province's ability to preserve and provide access to archival records. Through the continued support of the Archives of Ontario and Ministry of Government Services, archival institutions of all types - heritage, private sector, not-for-profit, municipal - can access the Archeion and Archives Advisor programs' suite of services. The AAO is very lucky to have Iona McCraith and Amanda Hill in the roles of Archives Advisor and Archeion Coordinator, respectively. They have accomplished a number of incredible activities through their dedication, knowledge and passion throughout 2013-2014.

The Archeion Coordinator and Archives Advisor have also been involved in a number of partnership activities led by the AAO Board with the Archives of Ontario. The Board would like to expressly thank the Archivist of Ontario and the staff at the Archives of Ontario for continuing to build on collaborative initiatives with the AAO, such as Archives Awareness Week programming and sharing web resources for promotion and outreach to the public. We hope to continue this collaboration into 2014-2015.

¹ <https://drive.google.com/file/d/0B38uQ1oBLFUZUkNpNIBLLWF6Q2ZqNUZTcFVZa1dfZFpyYlBi/edit?usp=sharing>

² <https://docs.google.com/a/aoa-archivists.ca/file/d/0B38uQ1oBLFUZbDBHRkpvLWRaaUk/edit>

³ <http://www.cla.ca/AM/Template.cfm?Section=Home&TEMPLATE=/CM/ContentDisplay.cfm&CONTENTID=15184>

I would also like to extend thanks to all of the AAO's Committees and Chapters. I am so impressed by all of the Committee and Chapter reports this year! We have an incredible group of volunteers contributing to AAO programming and activities.

The 2014 AGM will mark the end of terms for Shelley Respondek, Ciara Ward and myself. Shelley coordinated the publication of many *Off The Record* issues and we will all miss her editorship in the AAO's quarterly newsletter, as well as her sound suggestions during Board meetings. Ciara has conducted, organized and implemented many AAO workshops in addition to being a dedicated AAO website administrator and voice of encouragement to Board members during her term. Thank you both for bringing all of your knowledge to the AAO and for all of your hard work. Thank you also to the rest of our 2013-2014 board - Jesika Arseneau, Laura Hallman, Ned Struthers, Matt Szybalski and Sarah Ferencz as Past-President. I am very grateful to have worked alongside you this year and so, so thankful for all of the time you have invested into the AAO. I am looking forward to all of the great work that you will accomplish in 2014-2015!

As AAO President, I have witnessed a lot of successes in 2013 and 2014 - these are due for celebration. So, congratulations! Congratulations to all of you, all of your archives, and all of the volunteers involved in the AAO. You have all done amazing things this year. I know how much time and dedication each one of you has invested into your jobs and our community. I feel so lucky to have such a wonderful group of archives colleagues and am incredibly grateful for all of the energy that you invest into the AAO.

Respectfully submitted,

Kelli Babcock
President, 2013-2014
Archives Association of Ontario
president@aao-archivists.ca

Digital Initiatives Librarian
University of Toronto
kelli.babcock@utoronto.ca

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<http://ca.linkedin.com/company/archives-association-of-ontario/>

AAO Annual Treasurer's Report 2013-2014

The AAO experienced a positive fiscal year in 2013 – 2014. The 2013 conference performed very well, earning \$22,487.

Membership revenue numbers are steady, despite the decrease from 2012 – 2013 (which saw a drastic increase due to the streamlining of membership renewal dates).

The Board has prepared a conservative budget due to the uncertainty of grant funding. Without Archives of Ontario funding, the AAO will run a maximum deficit of \$9,300. If AO funding is received, the AAO will again generate a small surplus in the 2014 – 2015 fiscal year, maintaining services and increasing outreach.

With the receipt of \$16, 220 from the Culture Development Fund, the AAO Archives Advisor and Archeion Advisor will focus on increased AAO promotion and outreach through the development of our webinars.

Cash balance is \$160,803.98.

Respectfully submitted,

Jesika Arseneau

AAO Treasurer, 2013 – 2015

Preservation Committee Report 2013 - 2014

It has been a quiet year for the Preservation Committee, as outside work commitments resulted in several dedicated and longstanding volunteers withdrawing from the committee while others needed to reduce their roles. Consequently, the Preservation Committee has been on hiatus since November 2013, as it was felt that the Committee needed to take some time to regroup and reconsider what its aims and objectives should be moving forward. A recent call for volunteers to join the Preservation Committee received an overwhelming response from the AAO List, and the widespread enthusiasm for reforming this committee means that exciting times are surely ahead.

Respectfully submitted,

Ned Struthers

AAO Vice President, 2013 – 2014

Institutional Development Committee Report 2013-2014

Background

The Institutional Development Committee is composed of 8 members, 7 of whom must be the head of an institution that has an institutional membership in the AAO. These committee members are to be elected at the AGM. In the past the IDC's main role was to adjudicate NADP grants. The committee effectively disbanded when the NADP was cancelled. Yet the IDC has an important role to play beyond that of grant adjudication:

- A networking forum for institutional members
- Provide input to the board on matters affecting institutional members
- Develop institutional member services
- Advise the board on the development of a provincial archival network
- To be in place as an adjudication body in the event that another grant program is developed

2013-2014 Accomplishments

The following steps were taken this year to revive the IDC

- Section 6.8 of the AAO constitution was used to establish a Special Committee to Re-establish the IDC
- 3 members were recruited to the Special Committee:
 - Paul Henry, City of Ottawa Archives
 - Sarah Ferencz, Whitby Public Library
 - Loryl MacDonald, University of Toronto Archives
- The 3 members of this Special Committee will stand for re-election by institutional members for a further one year at the 2014 AGM
- In addition 4 new members are to be elected to a two year term at the 2014 AGM
- This will re-establish the IDC as a committee that elects ½ of its members every year for a two year term
- The Special Committee drafted new Terms of Reference that were approved by the Board

The Special Committee has identified the following priorities for the IDC work plan:

1. Encourage institutional memberships by developing a comprehensive list of institutional membership benefits/incentives; brainstorm other possible benefits and how to develop them.
2. Hold an institutional members forum (format to be determined) to identify top issues facing Ontario Archives over the next 5 - 10 years and how the AAO can assist. Begin institutional members networking through the IDC.
3. Develop grant criteria and explore opportunities for lobbying.
4. Develop institutional standards perhaps along the lines of ARMA's Generally Accepted Record Keeping Principles (including self-assessment and a maturity model).
5. Develop a collaborative inter-institutional collection strategy.
6. Create an inventory of expertise that could be shared among institutional members.

Matt Szybalski
IDC Chair, 2013 - 2015

AAO Professional Development Committee | 2013-14 Summary

The 2013-14 members of the AAO Professional Development Committee (PDC) include:

Mary Gladwin, Oxford County Archives
Tracey Krause (Co-chair), Appleby College Archives
Debra Latcham, Dr. Catherine Steele 1928 Archives, Havergal College
Amanda Oliver, Western University
Erin Walsh, Port Hope Archives
Ciara Ward (AAO Board Liaison)

The PDC held one in-person meeting and five teleconferences to discuss professional development initiatives. In response to the AAO Board's request, the PDC has updated its mandate and objectives:

Working Mandate (to be approved at the 2014 AAO AGM)

The Professional Development Committee of the Archives Association of Ontario supports the archival community by providing basic and continuing education pertaining to information management.

Objectives

1. Maintain up to date research on current educational trends (ACTION: Research).
2. Foster relationships with Chapters and Committees to provide a cohesive educational opportunity (ACTION: Prevent duplication).
3. Plan and facilitate the annual Conference Workshop (ACTION: Extending a call for workshops).
4. Develop online educational curriculum (ACTION: Providing opportunities for widespread participation).

Per the Board's request, the PDC continues to update its manual and policies, as well as develop a professional development strategy to guide the committee in determining meaningful and relevant workshops for the community at large.

In honour of the renewed partnership with the Archives of Ontario (AO), the PDC held in celebration of the 2014 Archives Awareness a Moving Image Film Handling & Print Inspection workshop at the AO. We hope to hold a workshop on a continued basis at the AO.

Professional Development Workshops 2013-14

The PDC were only able to offer one of the four proposed workshops this fiscal year, apart from the 2013 pre-conference workshops, and had in total an enrolment of 56 participants (51 members & 5 non-members). Two proposed workshops were cancelled due to instructor unavailability, and the other proposed workshop was held in the 2014-15 fiscal year (Moving Image Film Handling & Print Inspection workshop).

Workshop selection is determined by assessing the needs of the community through workshop questionnaires and other existing AAO questionnaires and surveys, and consultation with AAO chapters. 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 2013-14 workshops are as follows:

May 29: Planning a Successful Digitization Project – Instructor: Russ McMillan

The 2013 pre-conference morning workshop was held at the City of Ottawa Archives, and saw 25 registrants.

This workshop led participants in detail through the strategy and planning stages of digitization projects.

Number of training days: ½ day Number of registrants: 21 (20 members & 1 non-members)

May 29: Digitization. Then What – Instructor: Amanda Hill

The 2013 pre-conference afternoon workshop was held at the City of Ottawa Archives, and had 25 registrants (16 of whom attended the morning workshop). This interactive hands-on workshop guided participants on the following topics: the pros and cons of making your collections accessible online through open source and social media platforms; how to use images for outreach and promotion; discussion on licensing and watermarking digital objects; and the consequences of sharing images.

Number of training days: ½ day Number of registrants: 25 (23 members & 2 non-members)

February 7: Getting Your Archives on Using Archeion – Instructor: Amanda Hill

The Archeion workshop was held at the **E.J. Pratt Library at the Victoria University in Toronto**, and there were 10 participants who attended this half-day workshop. This hands-on workshop aimed to encourage participation using Archeion (standards-compliant database) to promote collections. Other topics included a discussion of the Rules for Archival Description, and an introduction to authority records for creators of archives.

Number of training days: ½ day Number of registrants: 10 (8 members & 2 non-members)

In Summary

The PDC continues to be confident that we will be able to hold successful professional development workshops over the 2014-15 year, as we look to build collaborations among other cultural institutes, as well as contribute to the development of online courses through the Cultural Development Fund.

We thank the AAO community for their continual support with our professional development program.

Respectively submitted by: Tracey Krause, Co-Chair of the Professional Development Committee

AAO Shirley Spragge Committee Report 2013 – 2014

The Shirley Spragge Committee was established this year to address the inactivity of the Shirley Spragge Fund and establish goals for the fund moving forward. The Committee is comprised of Jesika Arseneau, Tracey Krause, and Betty Jo Belton.

I am pleased to report the following activities during the past year:

- The Committee has investigated the fund for its history and past uses, exact amounts currently in bank accounts, and what opportunities are available moving forward.
- The Shirley Spragge fund must be at \$20,000 in order to withdraw funds for the purpose of a grant or award. The AAO Board has agreed to top off the fund so that it can start to be used effectively

The transition in secretariat services has placed financial decisions temporarily on hold until the transition has been successfully completed. Once all AAO documents, finances and other information is with Managing Matters, the Board will be able to decide how to distribute AAO financial resources to top off the fund.

At that point, the Committee will work to redefine the goals for an annual Shirley Spragge award or grant to be implemented in 2014.

Respectfully submitted,

Jesika Arseneau
AAO Shirley Spragge Committee Chair
AAO Treasurer, 2013 – 2015

Awards Committee 2013-14 Annual Report

To the membership:

The 2013-14 AAO Awards Committee is comprised of Robin Keirstead, Ellen Scheinberg, Jim Burant and yours truly as Chair. On behalf of the committee, I am pleased to report the following activities during the past year:

The AAO Board approved a mandate statement and revised nomination criteria. The committee's mandate is to:

- Advertise, promote, adjudicate and present recognition awards supported by the AAO. These awards include: **Institutional, Corporate, Alexander Fraser and James J. Talman.**
- Advise the AAO Board on new award categories, modifications to existing awards, and opportunities for special recognition.
- Establish eligibility and procedural criteria for AAO awards.

A major initiative during the past year was the revision and enhancement of the committee's presence on the AAO website. Profiles of each award, lists of past recipients and photographs from previous ceremonies are now posted. I wish to thank Ellen Scheinberg for leading these efforts on our behalf and for working with the AAO as the association migrated to a new content management system.

The nomination deadline for 2014 awards was March 15 and the committee is currently deliberating on these nominations. Recipients will be acknowledged at the annual conference as part of a luncheon format. It is our sincere hope that you can join us to acknowledge and celebrate your peers!

Respectfully submitted,

Brian Masschaele
April 14, 2014

Fundraising Committee Report 2013 - 2014

The 2013-2014 members of the AAO Fundraising Committee include:

Dana Thorne, Chair

Jesika Arseneau, Committee Member

Donna Bernardo-Ceriz, Committee Member

Ashley Duhaime, Committee Member

Becky George, Committee Member

Sandra Kiemele, Committee Member

Ned Struthers, Committee Member

The Fundraising Committee was reformed in 2013 after a lapse. The new Fundraising Committee held four teleconferences between October 2013 and March 2014. The role of the Fundraising Committee is:

To advise the Board on matters relating to fundraising opportunities, research sustainable resources and identify Association-based projects that may be used for fundraising initiatives.

A general benchmark for non-profits is to fundraise 4-5% of the organization's total revenue. For the AAO, the goal is approximately \$12,500 for the year. Total donations over the last three years have fallen short of that benchmark: 2011, \$6,000; 2012, \$3,000; 2013, \$8,000 (these numbers include conference sponsorship). The Fundraising Committee would like to see these numbers increase to reflect the 4-5% mark.

During the 2013-2014 year, the Fundraising Committee worked with the 2014 Conference Committee to draft a letter requesting funding from potential sponsors. The Fundraising Committee also created a list of companies that have a vested interest in the archival community and would be strong candidates for sponsorship. This compilation can be referred to on an ongoing basis by the Fundraising Committee as a master list of potential sponsors for future projects. The Fundraising Committee also assisted the 2014 Conference Committee in reformatting and adjusting the sponsorship package that was sent with the letters.

Another area of focus for the Fundraising Committee has been the AAO's Donor Recognition program. Recognition of donations has been haphazard in the past, and the Fundraising Committee worked together to draft text for a thank you message that will be automatically sent

to donors after their donations are received. The Fundraising Committee is also brainstorming other ways of acknowledging donors, including listing them in Off The Record or on the AAO website, sending a small gift, as well as recognizing donors when they reach preset milestones with the organization (eg five years of membership, ten years of membership, etc.)

It was brought to the Fundraising Committee's attention that the OMA recently received Trillium funding for their [museumSUCCESSION project](#), and the Committee would be pleased to take the lead on preparing a Trillium application for the AAO. The Fundraising Committee is considering the July intake period for an application and has discussed focusing on one of several projects: providing more webinars online; producing joint workshops with the OMA; or increasing advocacy.

Looking forward to the next few months, the Fundraising Committee will be approaching the Professional Development Committee to see if they would be interested in pairing workshops or webinars with sponsors. Under this system, a company would be entitled to privileges associated with a particular workshop such as: distributing promotional information at workshops; naming rights in the workshop title, ie, "Brought to you by..."; logo inclusion in any material distributed regarding the workshop.

Respectfully submitted,

Dana Thorne

Chair, AAO Fundraising Committee

(226) 456-6460

dana.thorne11@gmail.com

April 24, 2014

Communications and Advocacy Committee Report 2013-2014

To the Board of the Archives Association of Ontario:

This was a big year for the Communications and Advocacy Committee (CAC). Following our reestablishment year in 2012-2013, the goals and directives of the CAC have begun to coalesce into a working mandate. The committee continues to consist of:

- Sara Allain, Chair
- Robyn Hall, Secretary
- Laura Hallman, Board Liaison
- Julia Hendry
- Tracey Krause
- Samantha Thompson
- Ciara Ward
- Sarah Wilkinson

Advocacy

The CAC continues to manage advocacy initiatives on behalf of the Board and membership of the AAO. In the past year, we have written several letters in support of the archival community. Of particular note is the AAO's participation in a joint letter regarding the next Librarian and Archivist of Canada, spearheaded by the ACA and CCA following the departure of Dr. Daniel Caron. The AAO prepended a cover letter to the Joint Letter that outlined our desire to have the next Librarian and Archivist of Canada adhere to certain professional standards, including active engagement in the archival and library community. We are proud to have been a part of the large-scale advocacy that was generated around this issue.

Social media

In early 2013, the AAO established Twitter, Facebook, and LinkedIn accounts for the AAO. Decentralized access to the social media accounts is something that we will continue to pursue so that the accounts are updated regularly with relevant content.

Website

After several years of dissatisfaction with the AAO website, CAC members undertook the renewal of the site with a new theme, information architecture, and website manual for volunteers. In particular, I would like to thank Robyn Hall, Samantha Thompson, and Julia Hendry for their work on the information architecture, and Ciara Ward and Kelli Babcock for their assistance with this work. Feedback following launch of the new site was highly positive.

As a result of the AAO's transition to a new association management company, Managing Matters (a decision wholly supported by the CAC), some of the website work completed this past year is currently not live. The website redesign completed is preserved and backed up while the AAO explores future website hosting options. In the interim, the AAO's Wild Apricot site will be the focus of the committee's communication efforts going into the summer.

Respectfully submitted,
Sara Allain
Chair, Communications and Advocacy Committee
Archives Association of Ontario

Becker Associates Secretariat Report 2013-2014

History of Becker Associates with AAO

Becker Associates was the management company for the Archives Association of Ontario from April 1, 2008 to March 31, 2014. We were primarily responsible for office services, membership, finances, webhosting, and providing management leadership for the association.

In the six 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;
- Administrative improvements through computerized accounting;
- Creating an efficient online payment and event registration system for PDC, conference and membership renewals;
- Website 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 2013-2014

The last fiscal year saw the completion of many ongoing projects as well as systematic improvements to the service provided to the AAO by Becker Associates. Projects that had been in the pipeline for the previous three years, including a digital board motions database, board orientation manual and policies and procedures manual were all finished and submitted to the board. In addition, the AAO website was redesigned and improved from the ground up. Not only was the site given a fresh new look, but a clear navigation was laid out by the Communication and Advocacy Committee. This was on top of improvements to the online payment forms, the addition of account information lookup for members that included payment history and the ability to pre-populate purchase forms with their contact information, and an entirely new backend for board and staff members to use that allowed them to check on the status of the association.

In January of 2014, the board decided to go through the RFP process for management companies and went with another organization. Becker has been happy to serve the AAO for the past 6 years and is proud of the help we provided in solidifying your financial present and our continued improvements to member service. We wish everyone the best of luck in your future directions!

Respectfully submitted,



Séamus Gearin
Senior Association Manager, Becker Associates

Managing Matters Inc. Secretariat Report 2013-2014

History of Managing Matters with AAO

Managing Matters is thrilled to be the new management company for the Archives Association of Ontario. Headquartered in Toronto, Canada, Managing Matters provides full-service association and event management across North America and internationally.

During the month of April 2014 our team worked to execute a full transition over to our firm. We officially began providing secretariat services for the AAO on May 1st, 2014. Going forward, we look forward to working closely with the AAO Board of Directors and volunteers to handle the day-to-day operations of the Association including website development and management, database management, member inquiries, event registration, financial management and other administrative and strategic initiatives.

Significant Activities for 2013-2014

April 2014

- Managing and completing a full transition of the entire AAO office infrastructure
- Obtaining and reviewing all of the AAO's historical data
- Creating the new AAO website and payment platform

May 2014

- Creation and distribution of a press release for the membership regarding the new management company
- Consolidation of all database records with the new website
- Aiding with conference preparation; creating documents, coordinating logistics
- Member support regarding conference registration and membership renewals
- Transfer of accounting information to new accounting software and processing of payments

Managing Matters is looking forward to providing the AAO with full association management services. We strongly encourage all members and volunteers to reach out to us at the AAO office at any time.

Respectfully submitted,

Jenny Faucher
President, Managing Matters

Becky Yaffa
Account Coordinator, Managing Matters

Archives Advisor Report 2013 – 2014

Site Visits

In person visits are greatly reduced from previous years due to our limited travel budget since the loss of NADP funding. All requests for visits are carefully considered, prioritized and weighed against the possibility of providing an adequate consultation via telephone and/or email. First priority is given to institutional members of the AAO or organizations wanting to establish an archival program. Of these organizations one non-member subsequently joined the AAO as a result of my visit and support.

Organization	Location	Member/ Non-member
3M Canada	London	Non-member
Fleming College	Peterborough	Non-member
North Dumfries Historical Preservation Society	Cambridge	Member
North Dumfries Township	Cambridge	Non-member
Roman Catholic Diocese	Hamilton	Member
Bruce County Museum and Heritage Center Archives	Southampton	Member
University Health Network	Toronto	Member
University of Toronto	Scarborough	Member
Oakville Historical Society	Oakville	Member
Maple Leaf Foods Archive	Kitchener	Member
Sisters of St. Joseph	Peterborough	Member
Hamilton Public Library Local History & Archives	Hamilton	Member

Inquiries

During 2013-2014 I handled 2,472 emails pertaining to all aspects of archives management. Of this total AAO members account for 1077 emails, 629 were communications with non-members (including archivists from other regions, workers in other provincial or federal heritage organizations, and members of the general public). The remainder were communications with the AAO Board, staff and committees in relation to the Advisor Program or other AAO work.

Phone Consultations

Lengthier consultations by telephone or Skype can sometimes be an option to making an on-site visit to an archive.. Written reports are not usually provided for these consultations but follow-up emails with supplementary information may be sent out. One of these consultations resulted in the creation of a new permanent archivist job and archives and a new member for AAO.

Organization	Location	Member/Non-member
Ontario Jewish Archives (3 x)	Toronto	Member
National Office – Girl Guides of Canada	Toronto	Member

Regional Municipality of York	Toronto	Non-member
Ontario Museums Association	Toronto	Non-member
Museums of Burlington	Burlington	Non-member
Canadian Council of Archives	Ottawa	AAO is CCA member
Toronto Asso. For Learning & Preserving the History of WWII in Asia (ALPHA)	Toronto	Non-member
Sudbury & District Archives (2 x)	Sudbury	Member
Sisters of St. Joseph	Peterborough	Member
Victoria County Museum & Archives	Lindsay	Non-member
Initiatives of Change Archives	Ottawa	Non-member
Member of public	Toronto	Non-member
Six Nations of the Grand River	Ohsweken	Non-member
L'Université de Hearst	Hearst	Non-member
University of Toronto Museum Studies student	Toronto	Non-member
Arnprior and District Archives (2 x)	Arnprior	Member
Sisters of St. Joseph in Canada (3 x)	London	Member
Prince Edward County	Wellington	Non-member
Member of public	Hamilton	Non-member
Member of public	Ancaster	Non-member
Canadian Conservation Institute	Ottawa	Non-member
North Dumfries Historical Preservation Society	Cambridge	Member
Maple Leaf Foods Archive	Kitchener	Member
Mattamy Homes – Director, Communications	Oakville	Non-member
Algonquin Park Visitor Centre - Manager	Whitney	Non-member
Huron County Museum & Historic Gaol	Goderich	Member
Archives of Ontario (2 X)	Toronto	Member
Catholic Archivists Group - Conference Chair	Toronto	Non-member
Council of Archives New Brunswick - Advisor	Fredericton NB	Non-member
Member of public	Barrie	Non-member
Ryerson University Archives	Toronto	Member

Outreach

As much as possible, within the limited operating and travel budget for the Archives Advisor Program, AAO supports outreach activities for the Advisor to provide information on the value and importance of archives in Ontario and to speak about the services and benefits of AAO membership. Other outreach is provided through the Archives Advisor's social media presence on AAO's Facebook page, web site, AAOLIST, and @advisor_aao Twitter account. Lengthier articles were written for the quarterly e-newsletter *Off The Record* on various topical subjects.

These are the events participated in this year.

- ❖ 2013 AAO Conference, Ottawa
- ❖ Ceremony for reopening of Local History Room and Archives, Halton Hills Public Library, Georgetown and unveiling of Ontario Heritage Trust plaque commemorating founding of Georgetown.
- ❖ Disaster response and salvage support (via telephone/email/Arcan-L/AAOLIST) to Alberta Society of Archives and AAO members and general public following summer 2013 flooding.
- ❖ Training session on emergency planning and response for meeting of Municipal Archivists Interest Group of AAO for 23 participants, Southampton.
- ❖ Gave a talk on preserving archives for 23 members of Lindsay Fortnightly Club (private literary society established over 100 years ago).
- ❖ Delivered half-day workshop on *Archives Preservation* for 25 Library and Information Studies students, University of Western Ontario, London.
- ❖ Webinar on *Archives Security* developed and delivered 3 times for Canadian Council of Archives, attracting 37 archivists from across Canada.
- ❖ Participated in half-day Royal Society of Canada consultation on the future of libraries and archives, Toronto.
- ❖ Participated in day-long Archives Summit meeting hosted at Archives of Ontario.
- ❖ Delivered one-day workshop on *Care of Documents in Museums* for 21 members of the Ontario Museums Association, Fergus.

Environmental Monitor Loan Program

Two institutions borrowed a data logger from the program this year to assist with monitoring temperature and relative humidity in their archive. Both are religious archives, in Peterborough and in London. Demand for this service seems to have waned over the last few years, possibly because more archives having learned the importance of regular and on-going monitoring are now purchasing their own equipment.

Archives Emergency Response Network

This program coordinated by the Archives Advisor continues to thrive. As of this report there are 38 AAO members participating from 28 institutions across Ontario. With the completion of the new web site resources on emergency planning and response for AERN is going to be added in 2014 as another benefit for these members. A promotional campaign to attract more participants was conducted this year and will be repeated again later in 2014. As always the Advisor is also a first responder to provide guidance and advice to any AAO member in need of assistance following a flood, fire or other emergency.

Special Meetings Attended

There were 3 special meetings I participated in this year. Due to budget constraints many meetings are taking place via Skype, teleconference or vehicles such as Adobe Connect. AAO is using these means as often as possible to conduct AAO business and reduce travel costs and time.

- ❖ May 2013 represented AAO at Ottawa Roundtable on the future of LAC, organized by members of the federal Heritage Committee to hear the views of national archive and library associations.
- ❖ June 2013 participated in annual one-day meeting of Fleming College, Arts & Heritage Advisory Committee. This committee discusses curriculum needs the Arts & Heritage programs, current issues, trends and employment opportunities in the various culture and heritage sectors.
- ❖ October 2013, attended CCA General Assembly as Chair of the CCA Preservation Committee.

Respectfully submitted,

Iona McCraith
AAO Archives Advisor

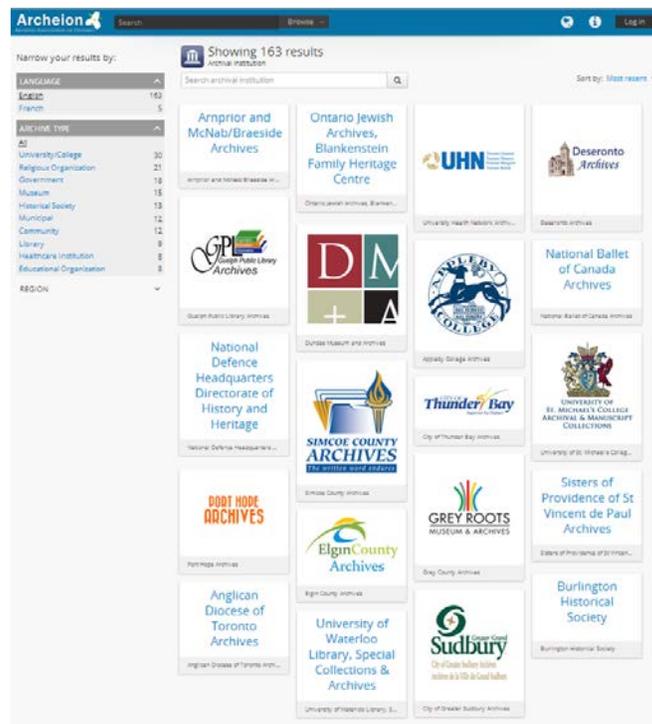
Archeion Report 2013 - 2014

Highlights of the Year

Archeion was upgraded from ICA-AtoM 1.3.1 to the new AtoM 2.0 software on February 4. As the layout of the new version is slightly different from the old one, the AAO took the opportunity to refresh the Archeion logo. The new logo more closely connects Archeion with the AAO as an organization.



The new site allows institutions to customize their repository's pages – as the screenshot below shows; several contributors have already done this:



Some previously inactive members have asked for accounts to be created on Archeion as a result of the publicity around the new site. Feedback from contributors generally to the new site has been very positive. Suggestions for further improvements have been channelled back to Artefactual.

Repository Statistics Reporting Improvements

Fundraising efforts for work to improve reporting in AtoM for contributing repositories were successful, with the required \$2,000 raised by the end of January from existing Archeion contributors. A contract has now been signed between the AAO and Artefactual for the work, which will take place between July 1 and August 1 2014.

This new feature will allow institutional contributors to Archeion to see how often their descriptions have been accessed. This should help archivists show the benefits of contributing to Archeion and may help them identify collections and fonds which could be prioritized for more detailed description and/or digitization initiatives. It will also be incorporated into the AtoM code for use by other AtoM-based sites.

Training and Promotional Activities

May 2, 2013	Keynote presentation at the annual conference of the Toronto Branch of the Ontario Genealogical Society on using archives ⁴ (100 attendees)
May 19, 2013	'Digitization, then what?' workshop at AAO conference (25 attendees)
November 2, 2013	Table and presentation at Kitchener Public Library's Genealogy Fair (100 attendees)
February 7, 2014	Archeion workshop in Toronto for Professional Development Committee (12 attendees)

The English and French versions of the 'Archeion for Archivists' manual were revised to reflect the changes in Archeion after the upgrade to the new version of AtoM. They are available from the AAO website.

The Archeion pages on the AAO website were themselves overhauled as part of that site's redesign in late 2013. Regular postings on Archeion matters are made to the Archeion News section of the AAO site and shared on the AAO mailing list as well as on the Archeion Twitter account (@AAOArcheion) and on the AAO's Facebook page.

With the removal of the list of AAO institutional members from the new AAO site, Archeion is now the main source of information on archival repositories in Ontario. In order to ensure that information was not lost, institutional records have been created on Archeion for those current institutional members who were not already listed on the site. As a result of this work, 65 'new' institutions are now listed on Archeion.

A survey on archivists' attitude towards and use of Wikipedia was shared with the community on March 17th. The results have been compiled and were published in a blog post on the AAO

⁴ Slides available online at <http://www.slideshare.net/amandahill/getting-your-hands-on-archival-gold>

website on March 27th.⁵ There was interest in having an online walkthrough on how to add archival resources to Wikipedia and it is hoped that this is something that the AAO will be able to produce in the future.

Queries Received

In the period covered by this report 169 email and 18 telephone queries were responded to.

Data Quality

Descriptions added to Archeion are checked for general RAD compliance and any duplicate place names, authority files and subject headings are removed.

Archeion Site Statistics

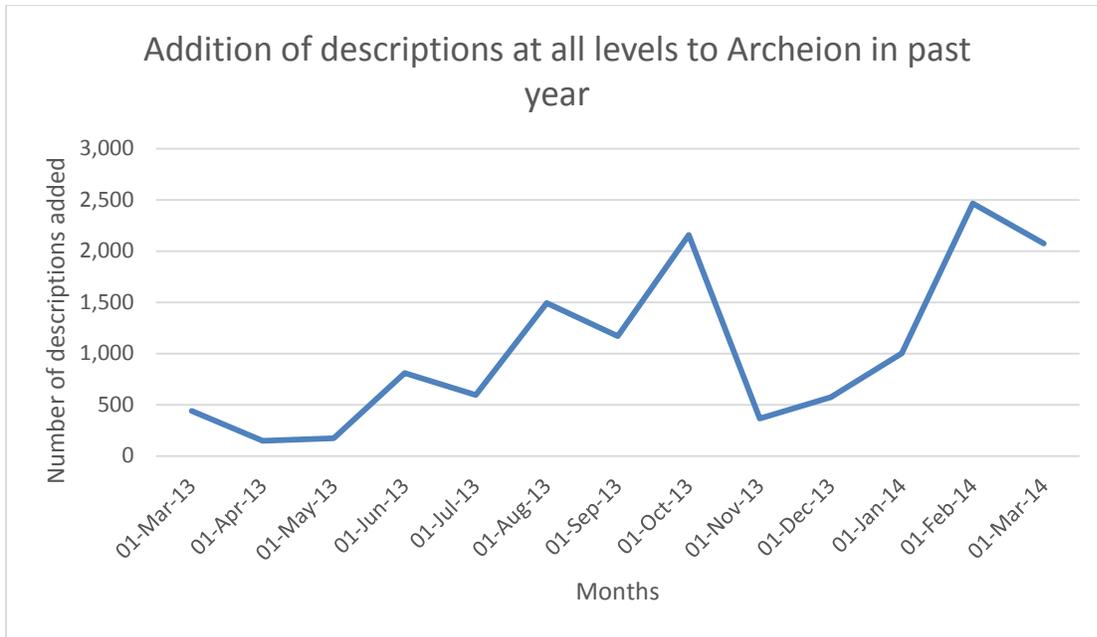
Date	Number of live descriptions (fonds/collection level)	Number of new descriptions added (at all levels) in preceding month	Number of contributing institutions	Number of authority files
01-Apr-13	9,147	166	96	12,953
01-May-13	9,152	60	96	12,966
01-Jun-13	9,158	71	96	12,998
01-Jul-13	9,172	331	96	13,001
01-Aug-13	9,347	259	97	13,204
01-Sep-13	9,379	55	98	13,247
01-Oct-13	9,391	9	98	13,259
01-Nov-13	9,649	515	98	13,407
01-Dec-13	9,588	33	98	13,386
01-Jan-14	9,579	17	98	13,385
01-Feb-14	9,597	193	163 ⁶	13,411
01-Mar-14	9,520 ⁷	384	163	13,465
01-Apr-14	9,540	163	163	13,503

The graph below shows the activity levels in terms of new archival descriptions (at all levels) added to the site in the last year.

⁵ <http://aao-archivists.ca/archeion-news/319-archives-in-wikipedia-survey-results>

⁶ Information about the repositories of an additional 65 AAO institutional members were added to the site because of the removal of the old institutional directory from the new AAO website.

⁷ Some collection/fonds descriptions from the Bank of Canada Archives were removed at their request this month. The National Defence Headquarters are continuing to de-duplicate French and English records in their holdings, which also contributes to the drop in this number.



Date	Visits in preceding month	Unique Visitors in preceding month	Page views in preceding month
01-Apr-13	6,374	5,439	30,071
01-May-13	5,793	5,064	20,922
01-Jun-13	5,135	4,496	21,211
01-Jul-13	5,866	5,193	31,825
01-Aug-13	3,153	2,648	16,326
01-Sep-13	4,497	3,931	35,228
01-Oct-13	4,273	3,805	36,981
01-Nov-13	4,496	3,869	29,965
01-Dec-13	4,151	3,621	24,091
01-Jan-14	3,328	2,916	20,989
01-Feb-14	4,318	3,566	28,868
01-Mar-14	4,596	3,650	45,560
01-Apr-14	4,631	3,877	43,313

Respectfully submitted,

Amanda Hill
 Archeion Coordinator
 April 2014

AAOEe Report 2013 - 2014

The AAOEe has had a low key year with much of the energy tapped from the archives community in Ottawa. The lack of any representation from the pool of full-time LAC archives staff on the Chapter executive has made it difficult to encourage LAC employee participation in Chapter events. This lack of participation may be due to the withdrawal of institutional support for active professional participation through work place incentives. On occasion we have found our planned activities in conflict with LAC specific socials. The energy of the executive is also strained by four out of five executive members coming from one single institution, the City of Ottawa Archives. Our workplace stresses carry over and are not balanced out by a more collective community engagement. This is particularly so as the City of Ottawa Archives has undergone a great deal of growth and change with its move into the purpose built facilities three years ago.

Not to be too hard on ourselves, the 2012-2013 year was highly successful with two key events, the highly successful roundtable on the future of archives and Ottawa hosting the AAO 2013 Conference. In spite of challenges in 2013-2014 the AAOEe carried on with some great events beginning with a Haunted Walk in October. Also in October I met with a representative of the Hellenic Community of Ottawa to discuss options and support for establishing their own institutional archives. Serge Barbe represented the City of Ottawa Archives as a potential repository if they chose that route.

On November 4th, I participated in a Friends of the City of Ottawa Archives (FCOA) group discussion on an initiative to document the Neighbourhoods of Ottawa through community based resources. I was there to provide support in the form of advice, workshops, etc that the Chapter may provide. A year to the day of our roundtable on the future of archives, we participated in the ACA Canadian Archives Summit by partnering with the City of Ottawa Archives to promote it as a regional location. While the numbers were modest at the Ottawa Archives location, it along with two other locations in the Ottawa-Gatineau area and all the participants across Canada added up to a great success.

We took part in the annual Heritage Day CHOO/COPO event at City Hall and took the opportunity to unveil our new AAOEe banner. I would like to thank our VP, Candace Vanskiver for her wonderful design (check out the photo on our Facebook page). In March, 2014 I took part in a Carleton University Public History book launch/student event at which I had the opportunity to speak to the room regarding student participation in the AAOEe. There was interest shown both by faculty and students. In joint collaboration with the PDC we hosted an ARCHEION workshop at Carleton University with the support of University Archivist, Patti Harper. Turnout for the workshop was low.

As we look towards our upcoming AGM on May 21st, I believe the upcoming year will be a self-reflective one in which we assess how to grow and develop the Chapter while maintaining the energy required to do so. We cannot rely on the tried and true but must reach out to students, out to past members and to new membership. There is a need to engage the small, mid-size archives in communities across Eastern Ontario. Does social media, the capacity to engage

online, hold an answer? If we are to go this route we must do so with a full understanding of the medium. We cannot bring chalk and slate to a digital world and expect to succeed.

So we will ponder and we will re-grow.

John D. Lund, President
AAOEe Chapter

PS - AAOEe, breaking it down E=East, e=est (folks were asking for something shorter than AAO East/est).

DRAAG Report 2013 – 2014

This year saw the newest Chapter of the AAO take a huge step and put in a proposal to host the 2014 AAO Conference. With the success of our proposal, we decided that the focus of this year and early 2014 would be simply on planning the Conference.

Once again, we decided to limit expenditures and not request any funding from the AAO. All of our events were hosted at sites that were provided free of charge and our presenters gave their time in kind.

Events

This year began with a very successful Archives Show and Tell event held at the Pickering Public Library. The event saw many of the member sites bringing items from their collections that they considered to be amazing, odd or downright weird. In fact, one of the sites brought a famous flea to show us. The public was also encouraged to bring in their most interesting items and share.

Advocacy

DRAAG worked to promote the importance of archives through our on-line presence on Facebook, Twitter and through our website. To this end, we held a very successful workshop in May called Social Media in Small Archives. The workshop, presented by Erin Walsh of the Port Hope Archives and Jennifer Weymark of the Oshawa Community Museum, focused on how small sites can use the various forms of social media to make their collections more accessible to researchers and to increase awareness of the site.

Our presence on social media continues to grow. We have reached over 150 likes on Facebook and over 520 followers on Twitter. Our website continues to be updated regularly to share some of the amazing resources available throughout Durham Region.

Jennifer Weymark – Chair
Archivist , Oshawa Community Museum

NOAA Report 2014 - 2013

2013-2014 Activities so far:

NOAA organized a Copyright Workshop, led by Jean Dryden, held at Lakehead University, Thunder Bay, May 9th and 10th 2013. This two-day workshop was very successful. It created a demand for more archival workshops to be held in Northwestern Ontario, and a greater turn-out at our October 2013 AGM. We are in the preliminary planning stages to host another archival workshop in Fall 2014.

On October 26, 2013, we hosted the second annual 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. The students really enjoyed the experience and many returned to the institutions in order to do some research for school projects. This annual event will be hosted again in Fall 2014.

2013-2014:

The NOAA AGM was held October 2, 2013 and concluded with a fascinating presentation of archival films that feature Fort William and Port Arthur by NOAA past-president, Dr. Michel Beaulieu.

The 2013-2014 NOAA Executive:

- President: Christina Wakefield, City of Thunder Bay Archives
- Treasurer: Louise Wuorinen, Lakehead University Library
- Secretary: Sara Janes, City of Thunder Bay Archives
- Past-President: Michel Beaulieu, Lakehead University History Department Chair

Christina Wakefield

President, NOAA

Records Analyst/Archivist, City of Thunder Bay Archives

cwakefield@thunderbay.ca

807-625-2822

SWOC Report 2013 - 2014

The Southwestern Ontario Chapter has had a busy year as outlined below. Most events had a London focus due to concentration of executive and active members.

The Annual General Meeting was rescheduled to July 20 and hosted by St. Marys Museum and their community archives (which opened in a new wing in 2006), with a tour of their facility prior to the meeting. The executive was acclaimed as current executive continued on for another term. Post meeting we adjourned to local restaurant, The Creamery for further networking and conversation.

Students from Western University were once again hosted at a summer BBQ held July 30th at The Grad Club, Middlesex College on the Western campus. Everyone who attended mingled with local archivists and staff and learned more about their facilities in a casual setting.

On Oct 10 2013 SWOC members and guests had a very interesting tour of the well organized and maintained Congregation of the Sisters of St. Joseph in Canada Archives in London provided by Mary Kosta. As an additional bonus Sister Jean showed off the LEED building which is the home of the Sisters of St. Joseph. Afterwards they kindly offered us some light refreshments.

Our annual Winter Warmer was held Dec. 8 2013 at the Delta London Armouries Hotel where everyone indulged in a delicious and abundant Sunday brunch.

The very popular (sold out) SWOC Conservation Workshop was held on Saturday afternoon March 15 at The D.B. Weldon Library, Western University in London. Mary Gladwin from the County of Oxford Archives demonstrated practical preservation techniques including cleaning, minor repair and encapsulation. Many of the 15 participants included students from Western University's Public History Program and Faculty of Information and Media Studies Library Science program, as well as AAO members. A side benefit was a number of students became members of the AAO to take advantage of lower rates for the workshop.

The Lambton County Archives in Wyoming hosted the SWOC Annual General Meeting on May 3. A tour of their facility was given by Heather Lavallee showing us around prior to our meeting. Afterward we changed venues to a local tearoom for lunch.

Once again my thanks go to the executive Liz Mayville, Vice-President; Gina Coady, Treasurer; and Arthur McClelland, Secretary for their great assistance with event planning and coordination. I want to thank all the members who come out to our events; it makes it all worthwhile!

The upcoming year will be very busy so hope many of you can become involved in the planning process.

Respectfully submitted,

Theresa Regnier
President

taag

taag is the Toronto Area Archivists' Group, a chapter of the AAO

<http://aao-archivists.ca/taag>

Annual Report for the period 01 April 2013 to 31 March 2014

- 1 – Annual General Meeting & Dinner (ca. 30 in attendance)**
- 2 – Planned tours (ca. 9-12 attendees each tour)**
- 1 – Workshop (24 attendees)**
- 1 – Holiday party (ca. 30 attendees)**
- 1 – Joint event with the ACA University of Toronto Student Chapter (ca. 75 attendees)**

April-June 2013...

Succession planning!!!! taag President, Jonathan Lofft, was busy canvassing Toronto-area archivists and new iSchool graduates to join the AAO and consider serving on the taag executive!

06 June 2013 taag award at iSchool Convocation Reception

taag President, Jonathan Lofft, presented the taag award to Lisa Harrison at the post-convocation reception at the iSchool.

11 June 2013 taag's Annual General Meeting & Dinner - Faculty Club, University of Toronto iSchool professor, Wendy Duff had arranged Andrew Flinn, professor at University College London as our guest speaker. There was a lot of administrative business to handle that evening, including the changing of executive, saying thank you's to 2010-2013 chapter executive members:

Jonathan Lofft (President), Celia Schmidt (Secretary), Beverley Darville (Treasurer), Anton Sardelic (Member-at-Large), Maria Phipps (Member-at-Large), Jill M. D. Spellman (Member-at-Large), and Sara Griffiths (Member-at-Large);

and welcoming... for 2013-2016 chapter executive:

Julia Holland (President), Siân Madsen (Vice-President), Juanita Rossiter (Secretary), Beverley Darville (Treasurer), Celia Schmidt (Member-at-Large - Communications / Social Media), Tys Klumpenhower (Member-at-Large), James Roussain (Member-at-Large), and Jonathan Lofft (Past-President).

7 August - taag's 40th birthday

25 September 2013 - Liz Derbecker, Library Assistant at the Osborne Collection, (in the Lillian H. Smith branch of the Toronto Public Library) gave us a “whirlwind tour of Significant Osborne Holdings Plus A Few Of My Favourite Oddities” presentation which was very well-received by the dozen in attendance. A large variety of materials, media, and codices were presented to attendees with Liz providing an insightful narrative; many questions were asked and interest remained high throughout. The post-tour pub held at the Pour Girl Pub. We’d like to thank Liz Derbecker from the Osborne for being our guide and another thanks to James Roussain for being the taag point-person on this tour!

23 October 2013 - Scott James, the Arts & Letters Club Archivist, a founding member of taag, and our guide, provided us with an amazing and thorough tour of the Club, detailing its history and some of its notable holdings. Scott was able to show us most of the Club, highlighting some of its more prominent collections such as a series of sketches by Arthur Lismer and works by J.E.H. MacDonald. Scott highlighted the importance of the Club to Toronto’s arts community, past and present. Scott also mentioned some of the unique struggles he faces as the Club’s archivist, which are mainly space and conservation constraints. To this, Scott highlighted the Club’s important and longstanding relationship with the Thomas Fisher Rare Book Library, which stores, preserves, and provides access to many of the Club’s collections. The tour finished in the Club’s bar, where Scott bought a round of drinks for all the tour attendees and entertained several questions. Following the tour, a pub night was held at the Duke of Somerset. Thanks to Tys Klumpenhower for being the taag point-person on this tour!

25 October 2013 - taag President, Julia Holland, attended the AAO Board-Chapter-SIGs meeting - at the end of the day, there was an impromptu tour of the Thomas Fisher Rare Book Library (thanks P.J. Carefoote and Jennifer Toews!) and the exhibition curated by taag chapter member, Arthur Smith (Royal Ontario Museum Library and Archives), who had a fantastic exhibition *Chevalier du bracelet: George Barbier and his illustrated works* from 30 September to 20 December 2013. ARCHEION Committee Chair, Anna St.Onge, also took interested folks over to the book sale at Trinity College.

14-15 November 2013 - The copyright workshop led by Dr. Jean Dryden, at Manulife Financial headquarters was well attended (24 people) and Jean provided us with many real-world archival scenarios as food for thought and discussion. The venue, and 2 coffee breaks, were sponsored by the Manulife Corporate Archives – extra, extra thanks to Donna Murphy and taag executive member Celia Schmidt for their hard work behind the scenes which made the workshop a great success!

12 December 2013 - about 30 folks showed up for some holiday cheer and to celebrate the season with taag! The folks at The Met Condos were great, thanks to taag Treasurer Bev Darville for booking us into her condo party room! Other “taag holiday elves” to be thanked: Mix-meister James Roussain was rockin’ a cool background vibe on the ipod! Tys Klumpenhower was the man with the special occasion permit & adult beverages, and Juanita Rossiter was responsible for enhancing the décor with extra holiday cheer!

ahead of the Archives Summit...

12 January 2014 - over 70 folks showed up for the joint taag-ACA University of Toronto Student Chapter event - Kate Theimer of ArchivesNext at the Thomas Fisher Rare Book Library - “thank yous” are extended to Kate herself for coming into town a day ahead of the Archives Summit, ACA Executive Director Duncan Grant for facilitating hotel and flight bookings, Loryl MacDonald, Head University of Toronto Archives and Records Management Services (and ACA President) for booking the Maclean-Hunter Room at the Thomas Fisher Libraray, Anne Dondertman at the Thomas Fisher Library for arranging for all the extra seating, as well as Sean Hayes and Lauren Kilgour, ACA Student Chapter Co-chairs for promotional work!

...and then the taag executive rested in February, and in March began planning for the next fiscal year...

Respectfully submitted,
Julia Holland, taag president
taag.chapter@gmail.com
21 April 2014



MAIG Report – 2014

On the 4th of October 2013, members of the Municipal Archives Interest Group (MAIG) gathered at the Bruce County Museum & Cultural Centre in beautiful Southampton for our annual Open House event. The day began with two interesting and informative presentations from Iona McCraith, AAO Archives Advisor and Jenna Leifso, Archives Research Assistant at the Huron County Museum and Historic Gaol in Goderich. Our theme was *In the Eye of the Storm: Emergency Preparedness and Response for Archives* and both Iona and Jenna shared their experiences dealing with natural disasters. Afterwards, Ann-Marie Collins offered a guided tour of the newly renovated Bruce County Museum & Cultural Centre. Everyone was envious of the beautiful space they created as well as a gathering place for the whole community to be proud of.

The members of the MAIG executive are in the process of planning our 2014 Open House. Do you have a topic of interest you're interested in learning more about or a guest speaker you would like to recommend? Or, if you're interested in showing off your archives by hosting the event, please contact Laura Lamb (llamb@hpl.ca) for more information.

The 2014 annual MAIG general meeting is scheduled on Wednesday, May 28 from 1 to 3 at the AAO Conference in Oshawa. Everyone is welcome!

It is with regret that we announce Liz Mayville is stepping down from her role as Secretary/Treasurer for MAIG. Liz's contribution to all our projects, her in-depth knowledge of the archival scene and her fine organizational skills have all played a huge part in making our MAIGazine, our annual events and overall presence within the archival community a success. Thank you Liz and be sure to keep in touch.

Spring is in the air and there's nothing like a new baby to celebrate a new beginning! Brenda Hicock, Vice-Chair of MAIG, is expecting her first baby. Congratulations to Brenda and to her new little family.

AISA Report 2013 – 2014

Sad to say but this has been a quiet year for the AISA group. We had one workshop at Trinity College Archives in the Fall which was not well attended. A group conference call is scheduled for this month. Hopefully we will be more active next year.

Regards,

Debra Latcham

Co-chair

Association of Independent school Archivists

dlatcham@havergal.on.ca

Annual General Meeting Minutes 2013

May 10, 2013

9:30am – 4:30pm

St. Paul's University, Ottawa, ON

Call to Order / Opening Remarks

S. Ferencz called the meeting to order at 2:38pm.

S. Ferencz thanked members for attending and commended the Committees in charge of organizing the AAO's annual conference.

Approval of the Agenda

Motion 32/2013: moved by B. Bevin and seconded by D. Hughes that the Agenda be approved as presented; **carried**.

Approval of the Minutes – see attached, June 15, 2012

Motion 33/2013: moved by S Ferencz and seconded by S. Respondek that the Minutes be approved as presented; **carried**.

President's Report - see attached

This year, the AAO Board was mainly focussed on the AAO's financial situation. It was necessary to offset the loss of the NADP, and the AAO Board has had to restructure the staffing to respond to these changes. In March, a formal interview process to hire for two new positions. Iona McCraith was hired as the Archives Advisor, and Amanda Hill was hired as the ARCHEION Co-ordinator. Staff are available, and taking calls. The President reminded those present to encourage members to use these services.

The AAO needed to examine its' mission and vision statements, and worked at the team meeting in October of 2012 to re-envision these. The mission of the AAO is: **The Archives Association of Ontario is a network of archives and archivists providing programs, education, advocacy and shared knowledge.**

This year, the Communications and Advocacy Committee has been re-established. The President commended Sarah Allain for her work in re-invigorating communications, particularly in social media.

The AAO Board also re-struck the Fundraising Committee. While this committee has had a less auspicious start, it will continue to work to find new avenues of resources and funds for the AAO.

The AAO Board renegotiated the AAO's contract with Becker Associates, and have realized savings in this regard. The President remarked that the AAO is in a better situation because of the cooperation of Becker Associates.

The AAO's newsletter, Off the Record, is now being published in digital form only, and entirely edited and put together by the Board.

S. Ferencz thanked the Board for their hard work, and commented that they were a great team with which to work.

Annual Report

There was a question asked regarding the status of motions database and policy and procedures manual. C. Becker responded that the Motions Database is part of the website re-development to be undertaken by Becker Associates. The Policies and Procedures Manual will be completed by the end of July 2013.

Motion 34/2013: moved by J. Solovitch and seconded by K. Babcock that the Annual Report be approved as presented; **carried.**

Report of the Treasurer

J. Solovitch reiterated that it has been a difficult year for the AAO. The loss of NADP reduced revenues by 40%. The AAO was able to balance the budget by utilizing a number of measures; most significantly by re-vamping staff services.

J. Solovitch commented that it was encouraging to see an increase in membership during this difficult time. The AAO has previously seen a decline, and membership alone is not a steady source of income.

The AAO Board received mixed messages from the membership survey. There are a number of people who either don't see the value in membership, or do see the value, but are against an increase in fees.

Currently, one of our two main sources of income is the PHO grant. The second grant that is typically part of the AAO's budget is not yet secured, and the AAO Board decided to plan for the worse and budgeted without that source of income. In large part, this necessitated cuts in services.

The AAO Board also felt that there were certain things that could not be cut from the AAO's budget, including the core services provided by the ARCHEION and the Archives Advisor position.

Given this, the AAO Board has decided to run a deficit over the coming year.

A question arose from the floor regarding the increase in membership revenue as stated in the financial report: Prior to 2011, membership was paid on a rotational basis. In 2012, this was changed to have all memberships due at the same time. This transition period created an increase in membership revenue on the books, especially due to the pro-rated memberships sold during the transition period.

A second question arose as to current membership numbers: There are 258 total members, with 144 individual memberships and 114 institutional memberships.

A third question arose regarding the current projected membership revenue for the coming year: \$60 000 was budgeted.

The Board was commended by an AAO member for their work during this difficult year.

A fourth question arose regarding the contract with Becker Associates: The contract with Becker Associates was renegotiated. The Board issued a Call for Proposals in order to perform due

diligence, and received four proposals. These proposals did not match the level of service provided by Becker Associates.

Motion 35/2013: moved by P. Henry and seconded by D. German that the Report of the Treasurer be approved as presented; **carried.**

A question arose regarding why the AAO conducts an auditor's report every year: This report is useful in terms of assuring financial accountability, and improves the AAO's position when applying for grants.

Motion 36/2013: moved by S. Ferencz and seconded by J. Heil that Michael be appointed as auditor for the coming year; **carried.**

J. Solovitch thanked everyone and the AAO Board for their help during the year, and commented that he is looking forward to seeing new energy and new ideas in the coming year.

Election of the Board

K. Babcock called for nominations from the floor. Seeing none, K. Babcock moved to approve the slate of candidates.

Motion 37/2013: moved by K. Babcock and seconded by S. Respondek that the slate of candidates be accepted as presented; **carried.**

Vote of the Members Regarding Fees Increase

Resolution:

Be it resolved that the AAO will increase its' fees according to the following schedule:

Institutional memberships fees by 15% (all)

Individual membership fees to \$95.00 (from \$85)

Student membership fees to \$30 (from \$15 - will now receive discounts at conferences & workshops)

NO increase to Retired membership and Volunteer membership

K. Babcock discussed the rationale behind the fee increase. A fee increase is necessary to balance increased costs due to the loss of NADP and other funding. Additionally, fees have been static for the past 5 years.

Discussion arose regarding a point of order regarding if institutions could vote for individual fee increase, and vice versa.

A question arose regarding "underemployed" archivists. There is not a separate category for underemployed archivists.

A second question arose regarding what discounts students would receive: students would receive a discount to PDC workshops, etc. if they are AAO members. This discount has not yet been set.

Motion 38/2013: moved by P. Henry and seconded by M. Szybalski that the resolution regarding the fees increase should amended to be split into two votes, one regarding individuals and one regarding institutions; **carried**.

Discussion ensued regard the increase to the individual membership. It was commented by the Board that the results of the membership survey was very inconclusive and the Board felt that it did not have a mandate for a large increase in fees. As a result, the Board decided to propose a modest increase.

It was commented that the proposed increase is not enough, and a **strategy is needed for future increases**, as we are underfunding our institution.

It was commented that members can also provide a donation to supplement what they feel the level of the membership fee should be.

A question arose from the floor; in the membership survey, was there any indication of what would be a tolerable increase, and could the membership vote on increases for the next few years at this AGM: three months notice is required for the members to vote on any changes before the AGM.

It was commented that there needs to be a more systematic and personal acknowledgement of donations to the AAO, and any donations should be communicated to the Committees of the AAO. The Board noted that this will be part of the website re-development (e.g. as soon as someone donates funds, a notification email will go to the President for thanking and/or to be sent to the Committee, etc.). It was additionally commented that in kind donations should be recognized officially by the AAO.

A second question arose from the floor regarding the number of people who responded to the survey: there were 110 responses to the survey.

It was commented that individual memberships should be stratified by income.

Motion 38/2013: moved by S.Ferencz and seconded by K. Babcock that the that the membership fees of the individuals be increased as presented; **carried**. Recorded vote of this motion was unanimous.

Discussion ensued regarding the institutional membership fee increases.

A question arose from the floor: Did individuals comment on increasing institutional membership fees in the membership survey: No. Individual comments on institutional fees were not taken into the summary/consideration by the Board in proposing this fee increase.

It was commented that the AAO was created by amalgamating two institutions. They both form an integral part of the AAO, and institutions need to bear an equal share to the individuals.

It was commented that the AAO needs to be careful regarding large increases in membership fees, for fear of driving institutions away. We are all in lean times.

It was commented that there is a fine balancing act between increases in institutional and individual memberships fees.

It was commented that the AAO needs to come up with a package of benefits for institutions and for individuals.

It was commented that this increase is fair and reasonable.

It was commented that it was encouraged that institutions support this motion, but the AAO Board has to keep in mind benefits for the institutions, and be cautious that we're not cutting away the reasons for the institutions to belong.

Motion 39/2013: moved by M. Szybalski and seconded by R. Carter that the membership fees of the institutions be increased by 15%; **carried.** Recorded vote of this motion was 9 yeas and 2 nays.

Other Business:

Thanks were extended from the AAO Board to the volunteers of the organization.

Thanks were also extended to the AAO's former Archives Advisor, Preservation Consultant, and ARCHEION Coordinator. Gifts were presented.

2014 Conference

The Conference will be hosted by DRAAG, newest chapter of the association, in Oshawa. The theme is: "Enhancing collective memory in times of celebration".

Adjournment

Motion 40/2013: moved by S. Ferencz and seconded by S. Respondek that the meeting be adjourned at 4:03pm; **carried.**