



Archives Association of Ontario

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

Twenty-Fourth Annual Report, 2016
for the year 2015-2016

**Archives Association of Ontario Twenty-Third Annual Report
2015 - 2016
Table of Contents**

	Page
Annual General Meeting Agenda	3
Reports of the Directors and Committees	
Report of the President	4
Report of the Treasurer	9
Report of the Preservation Committee	10
Report of the Institutional Development Committee	11
Report of the Professional Development Committee	14
Report of the Awards Committee	17
Report of the Communications and Advocacy Committee	18
Report of the Fundraising Committee	19
Report of the Organizational History Committee	21
Report of the Municipal Archives Interest Group	27
Report of the Student Outreach Planning Committee	28
Report of the Director Without Portfolio/Web Administrator	29
Reports of the AAO Staff	
Report of Managing Matters Inc. (AAO Secretariat)	30
Report of the Archives Advisor	31
Report of the ARCHEION Coordinator	35
Reports of the Chapters	
Report of the Eastern Ontario Chapter	37
Report of the Durham Region Area Archives Group	39
Report of the Northwestern Ontario Archivists' Association	40
Report of the Southwestern Ontario Chapter	41
Report of the Toronto Area Archivists' Group	42
Annual General Meeting 2014 Minutes – May 30, 2014, Oshawa, Ontario	
Draft Financial Statements to be distributed at AGM	



Archives Association of Ontario

**Archives Association of Ontario (AAO)
Annual General Meeting (AGM)**

Thursday, May 12, 2016

11:30 AM – 12:30 PM

Provincial Room, Prince Arthur Waterfront Hotel
17 Cumberland St. N., Thunder Bay

AGENDA

1. Call to Order
2. President's Opening Remarks
3. Approval of the Agenda
4. Approval of the Minutes of the 2015 AGM
5. Report of the President
6. Report of the Secretary-Treasurer
 - a. Approval of the Auditor for 2016-2017 Audit
7. Institutional Development Committee Report
8. Report of the Secretariat
9. Approval of Constitutional Amendments
 - a. Membership of the Institutional Development Committee
 - b. Extension of Student membership to new graduates
 - c. Addition of Chapter Stakeholder to AAO Board of Directors
10. Election of the Board of Directors
11. Other Business
 - a. Provincial Acquisition Strategy - Vote
 - b. 25th Anniversary Organizational History Project
 - c. 2017 Conference Presentation
12. Adjournment

AAO Annual President's Report, 2015-2016

Overview

When I began my term as President in May 2015, I was fortunate enough to step into the role equipped with a new strategic plan for the Association to guide it through to 2020. The plan reaffirmed the AAO's commitment to serving its members and the broader archival community as a network of archives and archivists providing programs and education, advocacy and shared knowledge. It further set out a five-year vision for the Association as "a vibrant centre of expertise and advocacy for a thriving Ontario archival community that helps Ontarians discover their heritage". Thanks to the hard work and dedication of my fellow directors on the AAO Board, our staff members, and the many other volunteers who supported the Association over the past year, 2015-2016 has proven a success in addressing the AAO's four strategic priorities:

- 1. Growing and nurturing a strong, thriving, and engaged membership.**
- 2. Securing a high level of efficiency, accountability and visibility as an organization.**
- 3. Serving as a centre of expertise for the Ontario archival community.**
- 4. Continuing to serve as an active, reliable and responsive member of the Canadian archival community.**

The Association made significant strides this year towards reaching its five-year performance goals under these priorities. In addition to the Shirley Spragge Bursary program and the Membership Recognition Program introduced in 2014-2015, the AAO continued to deliver core programming and services. It also embarked on new endeavours, in large part thanks to funding received from the Government of Ontario and the Documentary Heritage Communities Program (DHCP) of Library and Archives Canada. Below is an outline of the Association's many successes for 2015-2016.

Core Activities

Board Administration

The AAO Board of Directors held seven meetings over the year, and more than half by teleconference to keep meeting-related costs to a minimum. The annual Leadership Team Meeting was held on October 23rd at the Archives of Ontario during which the Board, Chapter heads, and AAO Standing Committee and Special Interest Group (SIG) Chairs had the opportunity to engage with the Chief Privacy Officer and Archivist of Ontario, John Roberts. We considered ways in which the AAO and the Archives of Ontario can work together to serve archives and archivists across the province.

Dana Thorne, Vice-President, participated in a July 27th teleconference of the Provincial and Territorial archival councils hosted by the Canadian Council of Archives (CCA), and I represented the AAO at the CCA Annual General Meeting (AGM) on October 28th.

Archives Advisor and Archeion Coordinator Programs

Iona McCraith as Archives Advisor, and Amanda Hill as Archeion Coordinator, remained very busy this past year providing essential advice, support and training to archival, heritage, and cultural institutions across Ontario, both in person and remotely by telephone and email. While Iona continued to conduct site visits, coordinate the Archives Emergency Response Network and assist members with preparing for Archives Awareness Week 2016, Amanda oversaw the upgrade of Archeion to 'Access to Memory' (AtoM) 2.2 – both in addition to supporting the Board in many other ways.

Annual Conference Delivery

The Conference Planning and Program Committees hit the ground running in 2015 to organize the joint conference, "Archives Confidential: Breaking Down the Barriers", we are delivering this year with the Association for Manitoba Archives (AMA). The incredible work of these committees was led by Matt Szybalski as Conference Committee Chair, and Tracey Krause as Conference Program Committee Chair. Special thanks must also be extended to the following individuals: Christina Wakefield, Chair, Northwestern Ontario Archivists' Association (NOAA); Danielle Robichaud, AAO Board Liaison to the Conference Planning Committee; Dana Thorne, Fundraising Committee Chair; Terra Belanger, AAO Account Coordinator, Managing Matters, who kept administration on track behind the scenes; and Emma Prescott, AMA President, whose cooperation made this joint conference possible. A riveting conference awaits us in Thunder Bay this May!

Special Projects and Initiatives

i. Completion of Online Instructional Videos

Beginning in 2014, the AAO received financial support through the Ontario Ministry of Tourism, Culture and Sport's Culture Development Fund (CDF) to produce a series of six instructional videos. Iona McCraith and Amanda Hill, in their capacities as Archives Advisor and Archeion Coordinator, respectively, completed the final installment of three videos in 2015-2016. The videos have all been made freely available on YouTube and on the AAO website, with over 2000 total views to date. This initiative alone demonstrates the Association's commitment to remaining a centre of expertise for the Ontario archival community.

ii. AAO Organizational History Project

The current Board was very excited to establish a Special Committee to oversee the preparation of a written history of the Association and its precursors to mark the AAO's 25th

anniversary in 2018. Under the chairmanship of Paul Henry, work is being completed in two phases, with Phase I having concluded this year. To date, the committee has delivered a proposed outline for the final deliverable while beginning to identify key individuals and resources to be consulted during Phase II, when writing will commence. I had the pleasure of sitting on the committee alongside Dana Thorne as a Board representative. I greatly look forward to continuing to work with this incredibly devoted group of members who have generously offered their time, experience, wisdom and collective knowledge of the organization to realizing this long-anticipated product.

iii. Student Outreach Planning

Towards realizing the Association's membership goals, the Board also established a Student Outreach Planning Committee tasked with identifying and recommending activities and tools that will position the AAO to most effectively engage with and support its existing Student Members and new professionals across the province. The mandate of the committee has been extended into 2016-2017 so that it may continue to advise the Board on how to improve the Association's Student Member recruitment efforts.

A significant outcome of the committee's work in 2015-2016 has been a proposal to extend Student membership to existing Student members for up to two years after their graduation. The Board endorses this proposal and hopes that all members will agree that this will help new professionals to continue their involvement with the AAO while transitioning into their careers. Another achievement of the committee is a student outreach strategy that includes creating a student-focused section of the AAO website, regular student features in *Off the Record* (OTR), and a new Student member recruitment package. Although the AAO Board was able to provide representation at information management student networking sessions held at the University of Ottawa and the University of Toronto this year, the committee is seeking ways for the Association to increase Student mentorship and networking opportunities.

iv. AAO Website and Social Media Review

The AAO Board of Directors also initiated a review of its Web and social media presence towards the goal of streamlining the Association's online communications and achieving consistent brand messaging. As a member of the Special Committee tasked with this work, I can report that we completed an inventory and assessment of all of the social media channels used by the AAO to identify potential areas of improvement and arrive at recommended rebranding options. A strategic framework within which to monitor and measure the AAO's use of social media tools against its 2015-2020 strategic priorities through was also created. Activities of the committee will continue into the coming year, with greater focus placed on establishing performance indicators and implementing web analytics to gather data on the effectiveness of the AAO's use of social media and its website.

v. Advancing Archeion: Increasing Access and Awareness-Building Project

Another project undertaken to improve the AAO's online activity involved hiring the Association's first Archeion Assistant to support the ongoing development of Archeion – a core

Web resource for archivists and archives users across the province. Thanks to DHCP funding secured for 2015-2016, the AAO Board was lucky enough to hire Emily Chicorli for three months to serve in this role. As Archeion Assistant, Emily completed a gap analysis and needs assessment to identify where, when and how AAO members would benefit most from assistance in uploading archival descriptions to Archeion. She also equipped the AAO Board with a proposed 2016-2017 schedule for delivering onsite Archeion support services to members; recommended how to increase member engagement in the use of Archeion; and prepared a poster to provide a visual summary of the project's scope and outcomes at events. Thanks to Emily's excellent work, the AAO is sure to achieve its goal of increasing its active contributors to Archeion by 1% annually over the next five years while reaching a total of 50,000 archival descriptions in Archeion by 2018.

Although Emily is unable to continue as the Archeion Assistant, the AAO has submitted a DHCP funding application for 2016-2017 to hire another individual for this position to deliver the required assistance and training identified by Emily, while continuing to promote Archeion as Ontario's archival information network.

vi. Provided Input into Rules for Archival Description (RAD) Update

In the fall, the AAO Board supported the CCA by rolling out a survey to solicit input from members and subscribers to the AAOLIST on the RAD update project being led by the Canadian Committee on Archival Description (CCAD). Survey responses were used by the AAO to prepare official feedback on the proposed project on behalf of the Ontario archival community. By participating in this process, the AAO reaffirmed its role as a reliable and responsive member of the Canadian archival community.

vii. Advocating for Archives: Ontario's Culture Strategy

Pursuant to our fourth priority as an organization, the AAO formally responded to the discussion paper put forth by the provincial Ministry of Tourism, Culture and Sport, *Telling our Stories, Growing our Economy: Developing a Culture Strategy for Ontario*. In addition to advocating on behalf of archives at a Town Hall session held in the fall about the proposed Strategy, the AAO wrote to the Ministry to highlight the significant and unique role that archives and archivists play as key cultural agents in society. As a result of the feedback we provided during the consultation phase, the Association has been offered an opportunity to review and comment on the core elements of Ontario's first Culture Strategy in advance of the final Strategy's delivery in the latter part of June.

viii. Institutional Issues Forum and Key Outcomes

Organized by the Institutional Development Committee (IDC) and held on October 22nd at the Archives of Ontario, the first Institutional Issues Forum of the AAO provided an opportunity for information exchange among representatives of Ontario's archival institutions. The forum facilitated increased coordination among AAO members in promoting Archives Awareness

Week in 2016, and led to the development of a Provincial Acquisition Strategy being put forth for vote by members at this year's AGM.

ix. Chapter Stakeholder Proposal

Although the Board of Directors experienced a reduction from eight to seven directors in 2015-2016 when the Secretary and Treasurer positions were merged, this served as the first in a series of steps to introduce formal regional Chapter representation on the AAO Board. Through the collaborative efforts of my fellow Board members and the Executives of the five regional Chapters, a proposal has been tabled to amend the Constitution of the AAO to create an ex officio director position on the Board under the title, "Chapter Stakeholder". If carried, this motion will be implemented immediately, with the new Chapter Stakeholder joining the Board of Directors in 2016-2017.

* * * * *

This year has been truly rewarding for me as AAO President. I received tremendous support from an inspiringly passionate and agile Leadership Team that continually impressed me with its ability advocate for the high-level interests of Ontario's archivists and archives while solving very practical problems. Specifically, the AAO's five regional Chapter Executives, SIGs, and Committees remained integral to keeping our members connected and informed. Iona McCraith, Amanda Hill and Emily Chicorli provided invaluable assistance to archives and archivists across the province, and exceptional service overall on behalf of the Association. We also could not have made it through the year without the administrative support provided by Lindsay Belanger, Terra Belanger, Lifang Guang, Tommy Wang, Pearl Chen and Michelle Prior of Managing Matters.

With respect to my fellow former, outgoing and continuing Board members, I could not have leaned on and learned from a better group of people this year. I have had the pleasure of leading the Association alongside Jodi Aoki, Crystal Campitelli, Myron Groover, Sarah Ferencz, Grant Hurley, Danielle Robichaud, Dana Thorne, Ned Struthers and Matt Szybalski. Beyond being fantastic individuals with whom I thoroughly enjoyed working, they are true professionals and laudable volunteers who I greatly respect and admire. A great team!

Respectfully submitted,

Marissa Paron
AAO President 2015-2016

AAO Annual Treasurer's Report
2015-2016
(as of April 19, 2016)

The AAO experienced a positive fiscal year in 2015-2016. Revenue totaled \$231,631, while expenses were \$219,592, resulting in a net income of \$12,039.

As in 2014-2015, the Association's financial management activities were heavily supported by Managing Matters, most recently by Michelle Prior, AAO Senior Accounting Coordinator. Additional support was provided throughout the year by Lifang Guang, Tommy Wang and Pearl Chen.

Earned and Private Sector Revenue:

Membership fees resulted in \$50,517 in revenue, while individual and corporate donations and sponsorships, and the Shirley Spragge Endowment, accounted for a further \$1,563 in revenue.

Grants:

Government grants, for which the AAO is very grateful, amounted to \$124,189 in total. Grants received are as follows:

ON Grant: General/Operation: \$66,000;

ON Grant: Archives of Ontario: \$45,700;

Culture Development Fund: \$8,646;

DHCP Grant: \$3,843

Other Revenue:

Miscellaneous Revenue: \$396

Professional Development Revenue:

The 2015 conference performed well, earning \$42,501, while Professional Development Committee workshops earned \$12,465.

Total Expenses:

Expenses incurred over the course of the year 2015-2016 totaled \$219,592.

Respectfully submitted,

Jodi Aoki

AAO Secretary-Treasurer, 2015-2016

AAO Preservation Committee Annual Report - 2015-2016

In 2015-2016, the Preservation Committee worked on several major projects that were objectives in the committee's 2013-2018 strategic plan. The first project was to update a series of introductory articles about preservation topics that were on the AAO website. Committee members checked that the information in the articles contained was still current, made revisions, and reformatted the articles so that they were consistent with the AAO's new branding. The committee also recommended that the AAO Board reverse a 2014 decision to restrict access to these articles to members only, citing the desirability of making basic preservation information widely available and noting the abundance of similar resources freely accessible elsewhere online. The AAO Board accepted the recommendation and the revised articles will be uploaded to the AAO website shortly.

The committee is currently working on another project to create a preservation resource webpage on the AAO website that will contain links to useful articles related to archival preservation. The Committee is also planning another webpage containing resources about emergency planning and response that is primarily intended to help members of the Archives Emergency Response Network (AERN).

The Preservation Committee also conducted a survey of the AAO's membership to determine their level of knowledge and their needs regarding the preservation of audiovisual records. Recognizing that audiovisual media are often especially at-risk because of the fragility of their media and the technological challenges they pose, the committee chose to focus on analogue and digital audiovisual records in the hope that the survey would help identify ways that the AAO might assist its members with them. In May 2015 the committee released its online survey which asked members about their audiovisual holdings, and their ability to process, preserve, and make them accessible. Participation in the survey was high, with over 60 AAO members responding. In fall 2015, the committee released a report to the Board and to AAO members which provided an initial analysis of the survey results and made recommendations

for future AAO programs that could assist members with audiovisual preservation. In early 2016, the Preservation Committee then reached out to the Professional Development Committee (PDC) with a recommendation that a workshop about analogue and digital audiovisual preservation be organized, which the PDC is looking into.

The committee met regularly during the past year, except for a brief hiatus during the summer months. In October 2015, Peter Houston succeeded Anne Daniel as Chair of the Preservation Committee. Peter will be resigning as Chair shortly as he is moving to Alberta. The Committee is currently in the midst of a membership drive. As of April 15th 2016, the members of the Preservation Committee were:

- Peter Houston
- Iona McCraith

- Anne Daniel
- Jessica Haskell
- Margaret Bignell
- Ned Struthers
- Russ McMillen
- Greg Hill

By Peter Houston, Preservation Committee Chair
April 25, 2016

Institutional Development Committee Report 2015-2016

1. Introduction

Matt Szybalski, Chair resigned from the Institutional Development Committee (IDC) in April 2016 for personal reasons. Sarah Ferencz assumed the position of Chair following a resolution of the Archives Association of Ontario (AAO) Board of Directors. Sarah's term commenced on April 18 and will finish in May, 2017.

At present, membership of the IDC consists of:

- Sarah Ferencz, Whitby Public Library, Chair (2015 – 2017)
- Paul Henry, City of Ottawa Archives (2015 – 2017)
- Stephen Francom, Elgin County Archives (2014 – 2016)
- Paul Leatherdale, Law Society of Upper Canada Archives (2014 – 2016)
- Anne McKeage, McMaster University (2015 – 2017)
- Sean Smith, Archives of Ontario (2014 – 2016)
- Ned Struthers, Mattamy Homes (2015 – 2017)

I would like to thank Matt for his leadership and dedication to the efforts of the IDC. The committee has accomplished a lot of important goals with Matt at the helm, not least of which is the annual Institutional Issues Forum which served as a jumping off point for the Provincial Acquisition Strategy.

2. 2015 – 2016 Accomplishments

IDC Action Items were mapped to the AAO Strategic Plan. The following progress was made on the Action Items identified in the IDC's 2014 – 2016 Action Plan.

Action #4 – Hold an institutional members forum to identify the top issues facing Ontario Archives over the next 5 – 10 years.

The IDC hosted an Institutional Issues Forum in partnership with the Archives of Ontario in October 2015. Matt led a discussion on the need for a Provincial Acquisition Strategy and delegates broke into small groups to answer a series of questions relating to the development of a strategy in Ontario. The forum supported the establishment of a working group to further develop a strategy for Ontario.

Representatives from the Archives of Ontario led a discussion on ways to better promote Archives Awareness Week 2016. Several ideas were evaluated and delegates agreed to encourage the Archives of Ontario and the AAO to work together in order to produce a toolkit for the annual event.

Work remaining: Plan and execute another Institutional Issues Forum in 2016.

Action #5 – Create an inventory of expertise that could be shared among institutional members.

Paul Leatherdale developed a survey to determine the services, skills, and technology available for sharing among the AAO's institutional members. The survey was distributed to 158 institutions in December 2015 and received 27 responses. Paul conducted a preliminary review of the results and prepared a report for the IDC to assess. The results will eventually be displayed on the member's only section of the AAO website.

Work remaining: Determine how to display the information in a beneficial way to the institutional members of the AAO. Explore the potential to partner with the Preservation Committee in order to support and promote the use of the survey findings.

Action #7 – Develop a collaborative inter-institutional collection strategy.

The working group (see Action #4) consists of the following members:

Charlotte Chaffey, Royal Ontario Museum Library & Archives

Sarah Ferencz, Whitby Public Library

Aaron Hope, Archives of Ontario

Sean Smith, Archives of Ontario

Charlotte Woodley, Region of Waterloo

Led by Sean, the working group drafted a Provincial Acquisition Strategy that was approved by the AAO Board of Directors. In addition, the working group created a toolkit so that archivists can successfully apply the strategy to their institutions' collecting strategies. The working group presented the toolkit and the Strategy to various stakeholders in a series of consultations and received a lot of good feedback.

Work remaining: Present the Strategy and the findings of the consultations at the AAO's 2016 conference. Continue to promote the adoption the Strategy among archives in Ontario. Develop institutional collection profiles on Archeion.

3. IDC Membership Proposal

In order to more easily recruit members to sit in the IDC, the committee is proposing the following amendment to the AAO Constitution which will change the membership requirements for the IDC. This amendment will be voted on at the AAO 2016 conference in Thunder Bay.

6.11 Membership of the Institutional Development Committee — the Institutional Development Committee shall consist of eight (8) persons. The Chair shall be a Head of an Institution (elected by special ballot by the Institutional Members to be conducted in advance of, or at, each Annual General Meeting); and the remaining members of this committee shall be Voting Members who may be the Head of an Institution, or who have the support of the Head of an Institution to be a member of the IDC. The term of office of the Chair and members of this committee shall be for two years, with one-half of the members retiring each year, as is the case with Directors as above provided. The Chair will also be a member of the Board of Directors of the Archives Association of Ontario as provided for in 3.1 (b).

Respectfully submitted,
Sarah Ferencz

IDC Chair

The AAO Professional Development Committee – 2015-16 Year-End Report

The 2015-16 members of the AAO Professional Development Committee (PDC) include:

Jacinda Bain, City of Ottawa Archives
Mary Gladwin, retired archivist
Tracey Krause (Co-chair), Appleby College
Debra Latcham, Dr. Catherine Steele 1928 Archives, Havergal College
Danielle Robichaud (AAO Board Liaison)
Gillian Shaw, City of Vaughan Archives
Erin Walsh, Port Hope Archives
Ciara Ward (Co-Chair)

The PDC held three teleconferences and one in-person meeting to discuss professional development initiatives.

The PDC is pleased to announce Erin Walsh and Ciara Ward as co-chairs for the 2016-17 fiscal year. We wish to thank and acknowledge Tracey Krause for her dedication, contribution, and service over the past few years as co-chair.

Professional Development Workshops 2015-16

The PDC was only able to offer one of the one proposed workshops this fiscal year. The second proposed workshop “How Legislation Affects Archives” has been rescheduled for November 17 & 18, 2016.

Over 2015-16, the AAO saw a total enrolment of 77 for professional development workshops (57 members & 20 non-members).

Workshop selection is determined by assessing the needs of the community through workshop questionnaires, existing AAO questionnaires and surveys, and consultation with AAO chapters. It is difficult to satisfy identified needs in each region, but the Committee has worked to develop new and exciting workshops that will interest the community.

Details of the 2015-16 professional development workshops are as follows:

April 23 & 24, 2015: How Legislation Affects Archives – Instructor: Robin Keirstead

The two-day workshop was held at the Archives of Ontario and gave participants an overview of how Canadian legislation, in particular, copyright, freedom of information, and protection of privacy, affects archives and archival research.

Number of training days: 2 days

Number of registrants: 30 (28 AAO members)

May 27, 2015: Tools for Electronic Records – Instructor: Jeremy Heil

The 2015 pre-conference workshop was held at Fanshawe College. Continuing from the foundations of the "Introduction to Electronics Records" this workshop examined tools used in preparing, acquiring, processing and preserving electronic records.

Number of training days: ½ day

Number of registrants (morning session): 8 (6 AAO members)

Number of registrants (afternoon session): 13 (8 AAO members)

May 27, 2015: More than Documents: Getting it Right Managing Artifacts – Instructor: Mary Gladwin

The 2015 pre-conference morning workshop was held at Fanshawe College, and led participants in determining the best way to care for non-archival material from choosing the best storage containers to identifying the appropriate care and handling of artifacts.

Number of training days: ½ day

Number of registrants: 13 (7 AAO members)

May 27, 2015: Wikipedia for Archivists – Instructors: Amanda Hill & Danielle Robichaud

The 2015 pre-conference afternoon workshop was held at Fanshawe College. This workshop introduced participants to the principles and practicalities of editing Wikipedia and how to use this platform to further promote your institution's holdings.

Number of training days: ½ day

Number of registrants: 5 (4 AAO members)

October 26 & 27, 2015: Emergency Response and Salvage – Instructor: Iona McCraith

The two-day workshop was held at City of Ottawa Archives, and guided participants using hands-on practice in salvage procedures and health and safety issues in emergency response.

Number of training days: 2 days

Number of registrants: 8 (4 AAO members)

Upcoming Professional Development Workshops 2016-17

The PDC is pleased to announce the 2016-17 roster of professional development workshops; instructors, dates, and locations are in discussion.

Lone Arranger (Management of Small Archives)—Instructors: Mary Gladwin & Erin Walsh

This 2-day introductory workshop will guide participants on managing an archives. New archivists are often unprepared for the tasks involved in working in an archives, especially when they are the sole worker. Topics may include: how to set up an archives, writing business plans, managing volunteers, promoting activities within the archives, and preparing budget reports.

Preservation for Dummies (hands-on preservation methods on a budget)

This one-day hands-on workshop will guide participants on practical preservation methods and resources to maintain collections on a tight budget.

Exhibit Planning (partnering with the OMA)

This two-day workshop will address the foundation of planning and designing interpretive exhibitions that encourage visitors' understanding, participation, and emotional engagement. Topics include: managing the exhibition process, understanding visitors and their needs, leveraging your collections for storytelling, design tools, and exhibition evaluation.

Electronic Records Management (ERM)

This two-day workshop will introduce the concepts of records management, records life-cycle, subject classification systems, and the role of retention schedules within the framework of electronic records. Other topics include discussion on the tools, technology and processes that enable organizations to centrally, securely, and electronically manage records.

How to Support our Users (partnering with OGS)

This one-day workshop in partnership with the Ontario Genealogical Society and the Archives of Ontario will guide informational professionals on the tools and tricks that can be adopted to support their users research requests.

Understanding How Canadian Legislation Affects Archives—Instructor: Robin Keirstead

Date: November 17 & 18, 2016

Location: University of Guelph

This 2-day workshop will provide participants with an overview how Canadian legislation, in particular, copyright, freedom of information and protection of privacy, effects archives and archival research.

In Summary

The PDC thanks the AAO community for their continual support with our professional development program as we seek to build collaborations among the community and other cultural institutes.

Respectively submitted by: Tracey Krause & Ciara Ward, Co-Chairs of the AAO Professional Development Committee

Awards Committee 2015-16 Annual Report

To the membership:

The mandate of the AAO Awards Committee 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.

The 2015-16 AAO Awards Committee was comprised of Carolynn Bart-Riedstra, 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:

- We sent out letters of congratulations to 2015 winners, both to the recipients and their employers / sponsors where applicable. At least one of these follow-up letters resulted in additional media coverage for the recipient.
- We convened a total of five teleconference meetings to brainstorm potential leads and adjudicate nominations received.
- Significant improvements were made to the awards section of the AAO website to create more in-depth profiles of each award and better placement of the list of past recipients.
- We strengthened criteria for the Alexander Fraser Award.

I am pleased to report that we had an excellent response to our 2016 call for nominations. It is our sincere hope that you can join us in Thunder Bay on May 13th, 2016 to acknowledge and celebrate your peers!

Respectfully submitted,

Brian Masschaele

April 1, 2016

Report of the Communications and Advocacy Committee, 2015-2016

To the Board and Membership of the Archives Association of Ontario:

The Communications and Advocacy Committee was revived in 2015 after a hiatus in 2014. Development was the primary focus of the committee this year as we found a new chair, welcomed new members, and designed more effective ways for the Committee to support the needs of the Board and AAO members.

Committee Membership:

Laura Hallman (Chair)
Grant Hurley (Board Liaison)
Bailey Chui
Emily Monks-Leeson
Bridget Whittle

Significant Activities for 2015:

Advocacy Work [<http://www.aao-archivists.ca/Advocacy>]

- Collaborated with AAO Board and members to submit a response to the Ontario Culture Strategy Development process.
- Collaborated with AAO Board to submit a request for information to Ancestry.ca in regards to then recent media articles.
- Worked on a more formalized method of increasing and expediting the AAO's responsiveness to situations requiring intervention on behalf of members/the community.

Work from the Board:

- Assumed the role of responding to requests to publish to the AAOList on behalf of the Board and continued work to streamline this process.
- Committee member Bridget Whittle is chairing the Student Outreach Planning Committee.
- Committee Chair Laura Hallman is sitting on the Archives Awareness Week Committee.

Future Work

- The Committee will devise a plan to ensure we are proactive and informed in communications and advocacy work, especially in responding to requests.
- The Committee will work with the Archives Awareness Week 2016 Committee to develop and promote events and resources.
- The Committee will work to identify ways in which to bring AAO advocacy and communication into alignment with general contents of the AAO's Strategic Plan 2015-2020, and the Committee's Communications Strategy.

Respectfully submitted,
Laura Hallman
Chair, Communications and Advocacy Committee
Archives Association of Ontario

Fundraising Committee Report

2015-2016 members of the Fundraising Committee:

Dana Thorne, Committee Chair and AAO Vice-President
Ned Struthers, Committee Member and AAO Past-President
Donna Bernardo-Ceriz, Committee Member

The Fundraising Committee held two teleconferences between May 2015 and October 2015 and one teleconference between November 2015 and April 2016.

The role of the Committee:

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.

Conference Sponsorship

In conjunction with the Local Arrangements Committee, the Fundraising Committee worked to secure sponsorship for the 2016 Conference. Sponsors were contacted by email and by phone, and the following were secured: City of Thunder Bay; Minisis Inc.; Ancestry; Carr McLean; Andornot Consulting; Eloquent Systems; Flume Media Archiving; Spacesaver Solutions Inc.; University Products; Centre for Archive and Information Studies; Archives of Manitoba; Lakehead University; Lakehead University Department of History; Montel; Phipps & Associates Inc. A total of \$13,500 was raised to support the 2016 Conference.

The Fundraising Committee also collected advertisements and logos from all sponsors for inclusion in the conference program and on the webpage. The Fundraising Committee followed up with sponsors to provide them with a final version of the conference program, as well as details for vendors regarding the logistics of the Vendor Fair.

Advertising in Off The Record

The Fundraising Committee assisted in securing a paid advertiser for the 2016 issues of Off The Record. This advertiser is Eloquent Systems Inc. A paid advertiser has not been featured in Off The Record for several years, and the Committee provided advice during the process of reviewing appropriate advertising rates for the publication.

Adjudication of Shirley Spragge Bursary

The Shirley Spragge Bursary was adjudicated by the Fundraising Committee. Additional support was also provided by this Committee to revise the bursary webpage and application form, as well as create the timeline for the application cycle.

Member Recognition Article Series

Articles continue to be produced by the Fundraising Committee for Off The Record's Member Recognition series. The next article will be published in the Summer Issue.

Grant Writing Support

The Fundraising Committee assisted with the AAO's application to the second funding cycle of Library and Archives Canada's [Documentary Heritage Communities Program](#) (DHCP). The final application was submitted by the Fundraising Committee Chair on February 22, 2016.

Respectfully submitted,

Dana Thorne
Chair, Fundraising Committee
Vice-President / President Elect
Archives Association of Ontario

Report of the Organizational History Committee

Paul J Henry, Interim Chair
2015-2016

Beginning its work in late 2015, the Special Committee was charged with the following responsibilities:

Mandate

To serve as a Special Committee of the AAO Board of Directors for the purpose of reviewing corporate documents and canvassing members to prepare resources for writing the AAO's organizational history.

The Committee shall be in effect until the conclusion of the 2016-2017 term of the Board of Directors, with the possibility of renewal into 2018 until the organizational history is published.

Deliverables

The Committee is specifically tasked with delivering the following to the AAO Board of Directors by March 31st, 2016:

1. An environmental scan that identifies the following: documentary sources to be consulted and their locations; and past and present AAO members to be approached for contributions
2. A report that summarizes the Committee's review of records created by the AAO, its precursors, and its chapters, highlighting what material would be valuable for the organizational history
3. Survey past and present AAO members to identify contributions/stories regarding the AAO's history (this could take the form of an open call for contributions on AAO listserv and AAO website); submit a report of these findings
4. A proposal for the structure and outline of the organizational history based on the Committee's research findings, including a plan and timeline to deliver the final draft version in 2017, and a final product ready for dissemination for the AAO's 25th anniversary in 2018
5. Suggestions for a writer or team of writers from among the Organizational History Committee and/or general AAO membership to write the history

Committee members are:

- Paul J Henry (interim chair)
- John Smart
- Lutzen Riedstra
- Karen Teeple
- Brian Beaven
- Marissa Paron (AAO Board)
- Dana Thorne (AAO Board)
- Iona McCraith (AAO Staff, secretary)

The Special Committee held four (4) teleconference meetings between January and March 2016. As the timeline was quite short, the deliverables were divided amongst its members, as follows:

- Deliverable 1: environmental scan (John, Karen)
 - John and Karen compiled information and sources (to-date)
- Deliverable 2: location of records (Karen, John, Iona)
 - Karen reviewed available records at the City of Toronto Archives and the Archives of Ontario
 - John reviewed available records at the City of Ottawa Archives
 - Iona reviewed locations of Committee and Chapter records
- Deliverable 3: survey of members (Dana, Paul)
 - Volunteers had come forward to assist as early as December 10th, 2015
 - A survey was sent out to the membership on February 22nd
 - Responses were collected and summarized
- Deliverable 4: structure and outline (Brian)
 - A recommended structure and outline was drafted, reviewed and edited by the committee, and approved (attached in annex)
- Deliverable 5: recommendation for writers (committee)
 - Options respecting deliverable 5 were reviewed, as follows:
 1. A team of volunteer writers would be recruited each, or in combination, to serve as section editors as per deliverable 4, and to submit for final editing to a volunteer general editor/editors.
 2. The AAO hire a professional writer to draft the entire work, and to submit for final editing to a volunteer editor/editorial board.
 3. A team of volunteer writers be recruited each, or in combination, to serve as section editors as per deliverable 4, and to submit for final editing to a professional editor hired by the AAO for that purpose.

The Special Committee recommends Option 1 with a Recruitment Strategy to be developed as an immediate action item for its next meeting.

The Special Committee will continue its work into 2017.

Next steps of the Special Committee include developing a project timeline, and Recruitment Strategy, as above.

A table will be made available at the AAO Conference in Thunder Bay to provide an opportunity for the broader community to speak to members of the Special Committee and to obtain further information on participating.

Respectfully submitted.

**Annex: The AAO Organizational History Project
Commemorating the 25th Anniversary of the Organization in 2018**

Composed in committee with Brian Beaven as chief author and compiler
March 2016

What follows is an outline of the structure for the final deliverable of the project, irrespective of media formats that may be chosen for various components. The outline is agnostic on the question of digital and/or paper formats and on the question of whether the basic history component may be supplemented with complementary deliverables that will codify organizational information in useful formulations of data convenient to the ongoing administrative requirements of the officers of the Corporation. The outline is also agnostic on the question of whether the project will be executed by a contracted writer (with an inhouse voluntary editorial board) or will operate on the basis of a volunteer writing coop coordinated by a hired editor to aid the volunteer project team. These are matters of project structure that are the prerogative of the AAO Board in consultation with the existing planning committee.

For the purposes of ensuring a minimum completed text within the stated time frame set out in the terms of reference, the outline below assumes an integrated analytical text equal to an estimated 150 pages in paper print format with another 50 pages of pictures, index, and notes. In the five section outline below, that would translate into about 30 pages per section. This approach seeks to provide a bit of discipline in determining the level of detail that we attempt for any particular theme or chronological section. The sections are not fixed either in length or potential themes and a section may involve more than one chapter of the final product. The Sections are elaborated as a hypothesis about how we might organize the main project deliverable. The whole is meant to be framework that may be adjusted and refined as the evolving project team moves forward with the planning and execution of the research.

Working Title - "Turbulent Times: Building an Ontario Archives Association in an age of Information Innovation"

The idea here is to anticipate the theme of a bottom up effort to modernize professional archival activity at the provincial level in an environment where information technology has redefined the nature of the record and transformed the potential ways that traditional archival functions could best be delivered. The central theme is the disparate scale in which the AAO has developed over many years – the little provincial association seeking to tackle a giant transformational change transcending archives and changing society as a whole. Such a theme has the virtue of putting the development of the AAO in a broader perspective. Each provincial and territorial jurisdiction in Canada has had its unique experience in developing an archives association of some description over the last 35 years. In the case of Ontario, the AAO and its antecedents sought to build an association in the largest jurisdiction of its kind in Canada and one in which the Public Archives of Canada (as a federal institution located in Ottawa and the National Capital Region) played a leading role in the parallel effort to organize National institutions and forums for Archival endeavor. The AAO, then, developed in a unique set of circumstances and scale that shaped and complicated its evolution.

Five Sections

Section 1 -- Introductory Section (roughly 1972-1992)

- Setting the stage with a profile of what the Ontario Archival network looked like circa 1967-1980
- Antecedent organizations that played a direct or indirect role leading up to the 1993 amalgamation of OAA and OCA into AAO. Evolutions of regional "chapters" to 1993 as a sub-theme
- Toronto Area Archival Group TAAG, 1973, Eastern Ontario Archival Association EOAA 1978, and founding of OAA – and OCA. How TAAG and EOAA remained significant players in years after 1993
- Where PAC fits into the story (It certainly does in diverse ways)
- Archives of Ontario and Ontario Provincial Government as key institutional actors
- Parallel development of ACA, synergies and tensions
- Key roles of William Ormsby (to mid-1980s) and Ian Wilson (whole period of mid-1980s to 2013) in providing leadership. Other pioneers and leaders in the story will emerge from within the Ontario government, in creation of EOAA, TAAG, OAA, OCA, AAO, relevant activity and personnel originating at PAC/NA through to 1993
- Themes: the challenge of institutional parochialism; the volunteer nature of so much of the early bottom up leadership; Voluntarism as central to Ontario experience in building an archival association (to the present day)
- Because we are compressing stories of multiple entities and the formative cast of pioneers and early leaders, the section will not elaborate on programs in a thematic way. The aim is to ensure that we give a balanced narrative of who the pioneers were and what their unique contributions were in building a new organizational framework including establishment of key programs in this early period.

Section 2 -- Formation of the AAO as a Fundamental Step Forward – an amalgamation but to what end?

- An organizational hybrid, constitutionally expressed with institutional and individual membership categories and with subordinate Chapter entities (up to 1993, EOAA, OAA, OCA and TAAG were virtually separate and autonomous entities)
- Focus on steps leading to 1993 founding conference, motivations of prime movers and participants
- Theme of fundamental continuity with programs of antecedent bodies (test this against new initiatives after 1993)
- Trials of first executive 1993-1995, encumbered assets and limited income (three of the first AAO board members had sustained interaction with AAO over the next two decades)
- Basic structure of programs, budget and assets (looking forward through middle years),
- Challenges faced, issues yet unaddressed
- New challenges emerging by mid-1990s (internet, corporate info repositories detached from individual PC files, coping with its own internal organizational challenges)
- Pattern of new leadership stepping up to Board Executive level, strengths and weaknesses of the sustained executive churn

Section 3 -- Struggle with Finances, Programs and Governance

- Thematic section to deal with middle years from mid-90s to say 2006 approx. but the main point of the section is to provide a framework for an elaboration and assessment of the diverse programs developed from mid-1980s to early 2000s
- AAO is actually very dynamic organizationally in this period even as its programs are slow to evolve. We want to highlight accomplishments but we should not shy away from mistakes and failures as those are stories that strengthen organization long term (i.e., avoid repeating the same mistakes)
- Successive experiments in governance not able to address fundamental discontinuity of a small underfunded organization attempting to facilitate the transformation of a profession and its constituent institutional parts in an environment of radical technological change in digital applications and communications technology
- Challenges of establishing an administrative office to support the (volunteer) Board Executive
- Analysis of programs must include such deliverables as Annual Conferences, a growing Awards Program, the activity of the Institutional Development Committee, the Professional Development Committee and the workshops and certificate programs that it administered, *Off the Record*, Municipal Archivists Interest Group (as an important source of ideas and initiatives), Archives Advisor program, Conservation Advisor Program, Archeion Coordinator, ongoing activities of distinct Chapter cultures, AAO website and AAO list-serve among others (this bullet should be built up as project team receives input from members and past leaders) important to profile all pioneer and long term staff members, Owen Cook, Jennifer Bunting, Caroline Bart-Riedstra, Archieon coordinators, Iona McCraith (and any office staff who played a sustained role over time)
- Some failures, e.g. the fumbling of the income potential of the charitable status initiative which was successful but never translated into a reliable funding source. This is not a blame game exercise; we are talking about stumbles and initiatives that did not pan out. Also the complications of young volunteer executive boards with limited human resources admin. experience trying to manage contractors/employees and almost inevitable missteps as programs matured

Section 4 -- Getting Beyond the Old Formulas (roughly from 2006 to present, i.e., 2018)

- (note: the date dividing section 3 from Section 4 is, at this point, arbitrary and the final demarcation must flow from the chronology of the story line and actual organizational developments)
- Theme: the AAO begins to achieve organizational balance and looks to a new organizational vision and mandate
- Transcends missteps in previous period
- Fine tuning of the new directions in program deliverables
- Text demonstrates changes and progress, often in guise of long established programs but with emphasis on how there are many initiatives for change (may include paths and options not taken where these still seem relevant to understanding why AAO culture is what it is)
- This section must address the role of the AAO in the struggle for NADP and related issues arising from Caron regime at LAC, 2009-2013. AAO was one of many institutional bodies under whose auspices resistance to initiatives from a rogue management regime at LAC was sustained
- New challenges that emerged in time frame

Section 5 -- Context of 25th Anniversary, 2018

- Evolving role of AAO in archival network of Ontario and Canada today
- Profile of Ontario Archival Network as it exists circa 2016-2018 and major players shaping it
- Major programs with focus on current incumbents like Archives Advisor, Awards Chair, Chair of IDC, PDC, webmaster, Chair of the Municipal Archives Interest Group, etc.
- Success stories at all levels to put meat on theme that archives have indeed transformed themselves in what they do and how they do it (even as they perform the traditional and key role as keeper of the record)
- Progress in addressing digital archives (as transformational theme that unites whole history)
- Continuing strategic challenges facing AAO and broader Archival community both organizationally and in relation to the revolution in information resources of a modern digital society

The above outline is not meant to be comprehensive. It is an educated guess about the scope of the subject matter and the central issues that will require analysis and explanation. It demonstrates a doable and practical project that will enhance our understanding of a fundamental transformation in the archival community of Ontario; in the rapidly changing social dimension in which it operates and in the contribution of the AAO in preserving archival principles in an age of information.

In addition to the above short historical treatment of the AAO, this core deliverable may be supplemented by “appendices” in whatever form may prove expedient for the purposes of codifying definitive, accessible and user friendly reference source of basic information possessing both historical and administrative utility. Such resources will arise naturally from the research required to produce the organizational history and do not really expand the scope of the project. This is a very expedient use of resources for ongoing administrative purposes. Some of this work is already proceeding in the early stages of planning the project.

Alternatively, instead of formal appendices incorporated into what may be a published final product (and thereby increasing costs), the supplementary material could be posted on the AAO website as appendices in an expanded digital version of the final deliverable. These appendices could even be included in some web-based interactive site where substantive issues of interpretation or codified information would be an ever-freshed primary resource of continued organizational activity. The potential scenarios for the scope of final deliverables are infinite; the purpose of this document is to provide something quite finite and clear about what can be achieved in the timeframe and with resources available.

Municipal Archives Interest Group Report – 2015-2016

MAIG's 2015 AGM was held during the AAO Conference in London, Ontario. During this meeting we said good-bye to former Chair Laura Lamb and thanked her for her dedication to MAIG while she served from 2012 to 2015. We then welcomed a new executive. Brenda Hicock, former Vice Chair, took on a new role as Chair, Gillian Shaw was elected Vice Chair, and Gina Coady continued on as Secretary/Treasurer.

The annual MAIGazine was revamped and published in August with many interesting submissions from around the province. Thank you to everyone who contributed. Submissions for this year's publication are gratefully accepted.

MAIG's annual Open House was held in Peterborough on Friday, October 2nd. Members toured two Archives – the Trent Valley Archives and the Peterborough Museum and Archives. Attendees learned about the holdings in each Archives as well as ongoing projects and initiatives. Lunch was then enjoyed by all and was followed by a productive and informative meeting.

The 2016 AGM will take place Wednesday, May 11th at 2:00 p.m. during the AAO conference in Thunder Bay. Sean Smith from the Archives of Ontario will be on hand to speak about the AAO's Provincial Acquisition Strategy and answer any questions.

I'd like to thank the executive, Gillian Shaw and Gina Coady, for their ongoing hard work and collaboration. It's been an exciting year, and I look forward to our upcoming events.

Respectfully submitted,
Brenda Hicock
MAIG Chair

Student Outreach Planning Committee Report, 2015-2016

The AAO Student Outreach Planning Committee convened in November 2015 with an ambitious set of goals. The 2015-16 committee consisted of Bridget Whittle (Chair), Christopher Benitez (Student liaison), Grant Hurley (AAO Board Liaison), Erin Walsh (Secretary and PDC Liaison), and Ciara Ward-Baker (PDC Liaison).

Following consultation on original terms of reference with the AAO Board, we set ourselves the following priorities:

1. Student Members Page (Complete)

We developed a page aimed at students' interests and needs. The areas in which the AAO can help them and would appeal to them have been highlighted, including contacts, social media, and emphasizing the affordability of membership. <http://aao-archivists.ca/Students>.

2. Promotional Package (Complete)

Promotional content will be provided on USBs to hand out to students. We look forward to distributing these materials in the coming year.

3. Extend Student Membership Rate for New Professionals (Pending Approval)

We have tabled a motion that the student rate be extended for two years following graduation in an effort to maintain and increase membership. New professionals would be required to join as students to benefit from the rate. The amendment for the student rate will be decided at the upcoming AGM.

4. Develop Mentorship Program (In Progress)

Suggestions for a mentorship program came from a number of sources and were echoed by our student liaison. The exact shape of the program will be ironed out in the coming year. Full support has given by the Professional Development Committee, who will maintain the program.

5. Off the Record (In Progress)

Two new sections will be added to *Off the Record*: student profiles and student questions. The latter can be used to compliment the mentorship program, sourcing answers from mentors and helping to connect students with experienced voices.

6. Student-Centered Workshops (In Progress)

We have been gathering information about the kinds of workshops students would be interested in as well as establishing the best ways to contact and engage students. The PDC has agreed to present the workshops and we will be working with them in the coming year to design and implement student-specific programs.

Director Without Portfolio/Web Administrator Report

Over the past year I have continued to facilitate the work of the AAO by providing administrative support for web-based work, including social media promotions, on behalf of AAO Staff; Board of Directors; Chapters; Committees; and Special Interest Groups. As part of this work I have streamlined how and when promotions take place by ensuring consistent messaging and formatting.

Action items completed:

- Created or supported the development of web pages pertaining to the Joint AAO/AMA Conference; the Provincial Acquisition Strategy; Archives Awareness Week; AAO Awards; and the Shirley Spragge Bursary.
- Established guidelines for disseminating AAO content on the website to comply with the Accessibility for Ontarians with Disabilities Act.
- Centralized photos of AAO events and workshops on [Flickr](#), introducing Creative Commons Attribution-ShareAlike licenses (CC BY-SA) so that anyone can use the images provided the original photographer is credited.
- Ensured and maintained the promotion of AAO workshops, events and initiatives via the website and social media accounts.
- Edited or formatted AAO communication pieces to ensure consistent branding and message clarity.
- Acted as Board liaison for the Awards Committee; Professional Development Committee; and Conference Planning Committee.
- Began drafting an AAO Style Guide to facilitate a common look and feel for official AAO documents.
- Initiated the review and development of more clearly defined guidelines and templates for use during the conference planning process.

Submitted by: Danielle Robichaud

Date: May 4, 2016

Report of the AAO Secretariat – Managing Matters, Inc.

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

- MM supports membership renewals by fielding all phone calls and manually renewing individual and institutional memberships.
- MM assists with the coordination of Board meetings as well as updating AAO administration forms and membership lists for all Chapters.
- MM continues to assist with sending out e-blast communication to members.
- MM has transferred AAO over to the ManagingTalks teleconference system and continues to assist with scheduling teleconferences for Board/Committee members.
- MM assists with updating the website and placing orders for promotional materials.
- MM has assisted with conference registration and the conference program creation.
- MM has printed certificates of attendance for the Wikipedia Workshop on April 30th as well as award certificates for the 2016 Conference.
- MM has purchased frames for award certificates, mailed certificates of attendance and packaged framed awards for transport to the 2016 Conference.
- MM assists with event registration for workshops and the annual conference.

I would like to sincerely thank the entire 2015-2016 AAO Board of Directors, Iona, Amanda, and all of the chapter and committee volunteers for their hard work, cooperation and support throughout the year. It is an absolute pleasure working with each and every one of you, and I am so proud of everything we have accomplished together.

We strongly encourage all members and volunteers to reach out to us at the AAO office at any time. We can be reached at aao@aao-archivists.ca or 647-343-3334.

Respectfully submitted,

Terra Belanger
Account Coordinator, Managing Matters

Archives Advisor Year End Report

2015 to 2016 was another very busy year for the Archives Advisor. This report provides the highlights of my activities for the year.

Email Inquiries

Handling email inquiries is a significant part of the Advisor's job. I handled 830 emails to and from AAO members and 790 to and from non-members with specific requests for information. Non-member inquiries came from archivists, curators, librarians, record managers, organizations with archival collections or wanting to start an archival program, and members of the general public. In support of the work of the AAO Board and committees I also had an additional 2,684 email communications during this period.

Phone Consultations

Phone consultations are used in lieu of on-site visits where feasible, due to the limited travel budget for the Advisor program. Phone consultations are typically half to one hour duration plus any time required to send follow-up information via email. To illustrate the range of assistance provided the following lists describe institutions or individuals that consulted me and the topic of the discussion.

AAO Member:

- Heritage Professionals, Toronto – various record management issues
- University of Hearst Archives – pros and cons of accepting a very large donation of documents
- Canadian Slovenian Historical Society, Toronto - improving archives organization
- Pentecostal Assemblies of Canada Archive – ADT tests on cellulose acetate film
- Greater Sudbury Archives – records management and archives management and development
- AAO-E Chapter President – training in records management/introduction to archives for county municipalities in his region
- Kitchener Public Library – How to calculate time required for a re-description project
- Greater Sudbury Archives – records retention bylaw questions
- Gravenhurst Archives – developing archives mandate
- County of Oxford Archives – needs study for new archives facility
- Heritage Consultants – Documentary Heritage Communities Program (DHCP) funding
- Wellington County Archives – questions about their 2016 application for DHCP funding.
- Student AAO member – how to network with archives professionals and get a career in archives.
- AAO member – concerns about how their rejected DHCP application was managed, lack of information and confusion about guidelines.
- Cathedral Church of St. James – emergency help with insect infestation in the archives stacks.
- Archives of Ontario – referrals to contract archivists to do an appraisal of potential records donation from a company in northern Ontario.
- St Jerome's University Archives, Waterloo - storage and handling requirements for their art collection.

- Canadian Slovenian Historical Society, Toronto – salary range for newly graduated archivist they want to hire, developing a budget for the archives, and developing a copyright policy.
- Canadian Slovenian Historical Society – referrals to University of Toronto iSchool contacts to find a co-op student to work in archives.

Non AAO Member:

- NGO, Toronto – environmental standards and storage requirements for records
- Association of Translators & Interpreters of Ontario, Ottawa - establishing an archives
- Canadian Friends Historical Association, Toronto – creating a digital archive
- Archdiocese of Kingston – establishing an archives
- Enoch Turner Schoolhouse Foundation, Toronto – recommendations for archives to donate their records to
- Member of public, Sudbury – seeking an aerial photo of Manitoulin Island reserve from c.1940
- Honest Ed's Store, Toronto – source of information on proclamation of Mirvish Village
- Heritage Services, Regional Municipality of Halton – accessioning, inventories, arrangement & description
- Records Management Department, City of Peterborough – how to handle water damaged records with mud and mould on them
- Municipality of Thames Centre – preserving municipal archival records
- Sudbury Public Library – best practises for storing microfilm
- Member of public, Ottawa – mould remediation in home office
- Gillian Reese Communications – digitization and databases
- Park Lane Home Builders, St. Catharines – locating a land registration to prove zoning use
- Niagara Parks Commission – new facility for archives
- Native Canadian Centre of Toronto – developing an archive for the Centre.
- Hamilton Artists Inc. – how to establish an archives for their organization
- Member of the public – how to enhance faded writing on a historical document.
- Business Library, York University – provided emergency advice on handling water damaged microfilm following a flood in the library
- Tembec Ontario Northwest, Kapiskasing – referrals to contract archivists for an appraisal project.

On-Site Visits

Visits are made when a phone consultation is not sufficient to address the issues for which advice or guidance is being sought. Priority for visits is given to AAO members, but an organization seeking help in establishing or further developing an archive may also request a visit. Most visits require one half to one full day plus travel time. One or two days may also be required to write a follow-up report. The following list shows the organizations visited this year.

AAO Member:

- Seneca College Archives, Scarborough, April, 2015
- London Room in Public Library, London, May
- Granite Club, Toronto, June
- Mennonite Archives, Conrad Grebel College, Waterloo, July

- Lennox & Addington Museum and Archives, Napanee, July
- Belleville & Hastings County Archives, Belleville, July
- Conseil des Ecoles Publiques de L'est Ontario, Ottawa, August
- Canadian Slovenian Historical Society Archives, Toronto, August
- Windsor Public Library Archives, October
- St. Jerome's University Archives, Waterloo, April, 2016

Non AAO Member:

- Aurora Heritage Centre and Archives, April
- Archdiocese of Kingston, July
- Upper Canada Village Archives, July
- Martyrs Shrine Archives, Midland, August
- University of Toronto, Scarborough Campus Library, August
- Canadian Association for Conservation Archives, Ottawa, August
- Canadian Native Center of Toronto, Toronto, February 2016-04-24

Training Delivered

A two day AAO workshop on Emergency Response and Salvage was given at City of Ottawa Archives in October for 15 participants. Participants included staff from archives, museums, Department of Defense and a student from Western University and were split between AO members and non-members.

I presented a seminar on archival careers, knowledge and skills required and the Canadian archival system in November for 18 students in the Ontario Graduate Certificate Program - Cultural Heritage Conservation and Management at Fleming College in Peterborough.

I instructed a Canadian Council of Archives webinar on Archives Security in November, 2015 and February, 2016 for 7 participants at each session.

Outreach Activities

Providing outreach to promote archives to non-archival communities and the public is also a significant part of the Advisor's role. These are the events I did this year.

- With the Archeion Coordinator participated in Archives Awareness Week event at Archives of Ontario on April 9, 2015. We did a one-hour presentation on AAO services as part of a lecture series and staffed the AAO information table in the lobby for the day, meeting and talking with visitors to the archives.
- As a second Archives Awareness Week activity, on April 11, 2015, I staffed the AAO information table and demonstrated Archeion at an Ontario Genealogical Society workshop in Toronto.
- Represented the archival sector at a one day meeting of Fleming College's Arts & Heritage Advisory Committee in Peterborough on May 11, 2015.
- Assisted Managing Matters staff with editing and proof-reading text and finding photos for three new AAO program promotional brochures.
- Participated in Municipal Archives Interest Group one day meeting and tour of Trent Valley Archives and Peterborough Museum and Archives October 2nd.
- For 2016 an Archives Awareness Week Working Group was formed, consisting of Mark Epp and Jay Young from the Archives of Ontario and Laura Hallman and Iona

McCraith representing the AAO. Between October 2015 and April 2016 we planned a promotional campaign for Archives Week. I worked with AAO staff to review and finalize poster designs created by Dee Psaila of Archives of Ontario. I wrote articles and tip sheets and compiled other resources on promoting archives and events for the AAO website, to help members plan and promote events for AAW 2016. I created new website pages to advertise our member's Archives Week events to the public and for the Members Only Resources. Throughout March and during the week in April I regularly sent out promotion blasts via social media.

- On at least a weekly basis I sent posts to the AAOLIST, the Advisor's Twitter account and AAO Facebook page and regularly contributed to the Advisors news blog on the AAO website.

Meetings Attended

Part of my position as Advisor is to support the work of the AAO Board and its' committees as required. In this capacity I attended the following meetings throughout the year. Most of these via 1-1½ hour teleconference.

- AAO Board - May , June, August, September, December (2015), January, March (2016)
- Institutional Issues Forum – full day meeting October (2015)
- Leadership Team – full day meeting October(2015)
- Preservation Committee teleconferences - March, September (2015), January (2016)
- Provincial Archives Advisors Group teleconferences – March, July, September (2015), January (2016)
- Fundraising Committee teleconference – August (2015)
- Institutional Development Committee – January, February (2016)
- Organizational History Committee – January, February, March (2016)

AAO Organizational History Committee

I act as secretary for this committee; organizing the teleconference meetings and preparing meeting Agendas and Minutes. Between January and April 2016 I also assisted with the planning, background research to locate records pertaining to AAO's history and preparation of the project outline.

Archives Emergency Response Network (AERN)

This is a service offered only to AAO members and coordinated by the Archives Advisor. Currently 40 institutions are participating in this voluntary network of mutual assistance in the event of an emergency at one of the participating institutions. The breakdown of participants by AAO regional Chapter areas is Southwestern Ontario – 13, Toronto area – 16, Eastern Ontario – 7 and Northern Ontario – 4.

Respectfully submitted

Iona McCraith, Archives Advisor

Archeion annual report for 2015-2016

Highlights of the year

Archeion Assistant Emily Chicorli completed her Documentary Heritage Communities Program (DHCP) project (funded by Library and Archives Canada) on increasing engagement with Archeion. She delivered a survey to users and non-users of Archeion and analyzed the responses in a report to the AAO Board.

The two-year Culture Development Fund Project (funded by the Government of Ontario) was successfully completed, with six videos made available on the AAO's website and through the AAO's YouTube channel. To date they have received over 2,000 views and the channel has 15 subscribers.

In September Archeion was upgraded to AtoM 2.2, giving users options in producing printed finding aids and improving site navigation.

Data updates

Four new repositories were added to Archeion over the course of this year: University of Toronto Scarborough Library, Archives & Special Collections; the Strutt Foundation; the Archives and Special Collections at the Morriset Library, University of Ottawa; and Lakehead University Archives.

Training and promotional activities

May 27, 2015	Archives and Wikipedia workshop, with Danielle Robichaud in London, Ontario
Oct 22, 2015	Participation in the AAO's Institutional Forum at the Archives of Ontario
Feb 28, 2016	Conference call on the new Provincial Acquisitions Strategy

Regular postings on Archeion matters are made to the Archeion News section of the AAO site (<http://aao-archivists.ca/Archeion>) and shared on the AAO mailing list as well as on the Archeion Twitter account (@AAOArcheion) and on the AAO's Facebook page.

Queries received

In the period covered by this report 161 email and three 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

AtoM provides information about new and revised Archeion records through its administrative interface. The table below summarizes the number of records in the system for each month.

Date	Number of live descriptions (at fonds or collection level)	Number of new descriptions added (at all levels) in preceding month	Number of contributing institutions	Number of authority files
01-Apr-15	9,861	137	170	13,929
01-May-15	9,878	33	170	13,954
01-Jun-15	9,934	18	170	13,971
01-Jul-15	9,939	89	170	14,073
01-Aug-15	9,949	50	171	14,090
01-Sep-15	9,978	3	172	14,095
01-Oct-15	10,268	48	172	14,100
01-Nov-15	10,213 ¹	89	172	14,157
01-Dec-15	10,191	282	172	14,186
01-Jan-16	10,210	33	174	14,203
01-Feb-16	10,212	114	174	14,245
01-Mar-16	10,255	535	174	14,287
01-Apr-16	10,275			

The table below shows levels of use of Archeion by visitors to the site (produced using Google Analytics' software).

Date	Visits in preceding month	Unique Visitors in preceding month	Page views in preceding month
01-Apr-15	8,777	7,516	57,871
01-May-15	7,813	6,806	61,087
01-Jun-15	7,370	6,453	47,739
01-Jul-15	7,259	6,385	40,777
01-Aug-15	7,099	6,242	37,660
01-Sep-15	6,880	6,111	37,620
01-Oct-15	7,025	6,280	25,472
01-Nov-15	7,169	6,369	27,484
01-Dec-15	7,679	6,768	28,292
01-Jan-16	6,857	6,194	25,444
01-Feb-16	8,166	7,088	31,923
01-Mar-16	8,450	7,176	39,642
01-Apr-16	8,793	7,798	37,093

¹ This number and December's are lower than the previous months due to tidying-up of records by Port Hope Archives, who have been grouping items in the database which had previously been added separately, into fonds.

Respectfully submitted,
Amanda Hill
Archeion Coordinator, April 2016

AAOEe Chapter Report – 2015-2016

For the 2015-2016 year the AAOEe Chapter Executive added two new members to the Executive with Laurie Dougherty. Arnprior & McNab/Braeside Archives, as Secretary and Saara Mortensen, Ottawa Jewish Archives, as a member-at-large taking on our social media. The addition of Laurie and Saara has helped balance the executive away from a predominance of City of Ottawa Archives staff.

We both hosted and sponsored a number of events over the course of the year:

- Sept 17, 2015, Monda Halpern's, Alice in Shandehland: Scandal and Scorn in the Edelson/Horwitz Murder Case book launch
- October 1, 2015, City of Ottawa Archives Taverns and Troublemakers vernisage – provided the food for the event, \$100
- Oct 26 – Oct 27, 2015, AAO Emergency Response and Salvage Workshop – In conjunction with the PDC, City of Ottawa Archives, the AAOEe provided organization support in the form of food, materials and promotion.
- Feb 5, 2016, AAOEe Winter Welcome – Trivia and Skate Night – Syrian Refugee fundraiser
 - o Participation 22
 - o Raised \$240.00
- April 20, 2016, Sean Smith, Provincial Acquisition Strategy teleconference – an information session hosted by Sean to outline the strategy, the goals and to receive feedback. While participation was limited, we were able to bring together archivists from both Ottawa and Kingston, which really should happen more often.

Events attended by Chapter President:

- November, 13, 2015, "Canada's Archives: A New Blueprint—A Vision and Areas of Focus 2016-2026", launch event and discussion – attended the event held at Library and Archives Canada to provide input and engage with fellow archivists on the future of the Canadian archives system

- November 4, 2015, attended along with AAO President, Marissa Paron, the Ottawa Town Hall to discuss the Ontario Culture Strategy Discussion Paper. It was very important to have representation from the archives profession as archives were almost exclusively left out of the discussion paper. I was able to bring to the attention of those attending the Town Hall the important role that archives have in supporting and generating a culture economy. General consensus was received on the importance of Archives. Marissa and Matt followed up with an official written response by the AAO.
- Date ?, School of Information Studies, University of Ottawa, professional associations / student event – Along with AAO President, Marissa Paron, attended a meet and greet event between students and representatives of local professional organization. While participation by students appeared to be limited, it was overall a useful exercise as I learned about the existence of some information professional organizations that are not specifically archives in nature but do cater to local archivists.

Overall, the year has been a productive one and with the fresh eyes of new members on the executive we hope to continue to grow and develop. Our plans for the 2016-2017 year have already begun with the arrangement to have a 1 hour information session for staff at Library and Archives Canada set for September.

John D. Lund, President
AAOEe Chapter

DRAAG Annual Report

The focus of 2015 was advocacy and raising the profile of archives and archival collection throughout the Region.

Events

To celebrate Archives Awareness Week, we once again held our online “Meet Our Members” event. This event introduces our followers to some of the fascinating and varied collections that can be found within Durham Region and the people who care for them. The popularity of this online event has grown each year and drives traffic to our website.

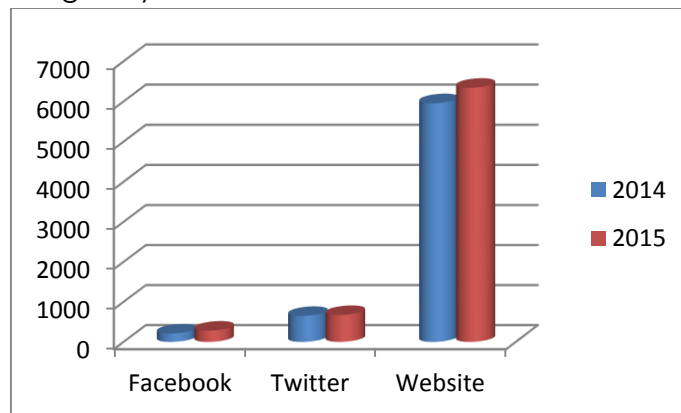
This year we approached Rogers TV Durham to take part in an episode of Talk Durham. Three member sites took the opportunity to talk about their collections, their duties as archivist and the importance of preserving local history.

Advocacy

Members of DRAAG continued to advocate the importance of archives in a variety of different manners. Several sites contributed articles on various local history topics to newspapers throughout Durham Region. These articles bring attention to the variety of information held within the local archives to a wide and varied audience. The Port Hope Archives participated in a weekly radio segment focused on local history and invited members of DRAAG to come and share stories of their collections.

Members of DRAAG worked with local history teachers to continue a partnership focused on bringing local history into the classroom. Two members lead a day long primary source workshop to help students understand what a primary source is and how it can help research projects. Members also assisted each other by providing guest speaking services when needed.

Our presence on social media continues to grow. We have reached over 280 likes on Facebook and over 670 followers on Twitter. Our website continues to be updated regularly to share some of the amazing resources available throughout Durham Region with more and more traffic coming to it regularly.



Jennifer Weymark – Chair
Archivist , Oshawa Community Museum

NOAA Report May 2016

2015-2016 Activities:

NOAA has focused the majority of its efforts this year on organizing the joint AAO/AMA conference. Matt Szybalski headed up the conference team and the local arrangements committee, and kept the planning on track. He also arranged for the leaders of Library and Archives Canada, the Archives of Ontario and the Manitoba Archives to all attend and join in our conversation.

We did host a few smaller events this year. On May 9, 2015, we hosted Jeremy Heil for his *Bits & Bites* presentation in the Fireside Room at Brodie Public Library in Thunder Bay. This free event was attended by members of NOAA and interested members of the public. On November 12, 2015, Sarah McCabe of the Ontario Historical Society gave us a presentation where she discussed the issues of open access and copyright that she has encountered in transferring OHS publications to open access resources.

The fourth annual Archives Crawl for the History Students Group at Lakehead University was held on March 12, 2016. The Crawl started at Brodie Public Library, moved on to the City of Thunder Bay Archives, 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. This annual event will be hosted again during the 2016-2017 school year.

The NOAA AGM was held April 5, 2016 at the City of Thunder Bay Archives. This date brings us back in line with the fiscal year of the AAO and allowed us to choose a candidate for the new AAO chapter Stakeholder position. Matt Szybalski presented the IDC's proposed Acquisition Strategy and facilitated a discussion. NOAA members were supportive of the proposal.

The 2015-2016 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
- Member-at-Large: Kathy Traynor, Lakehead University Library
- Member-at-Large: Joshua Klar, City of Thunder Bay Archives

Christina Wakefield
President, NOAA
Acting Corporate Records Manager and City Archivist, City of Thunder Bay Archives
cwakefield@thunderbay.ca
807-625-2822

SWOC Report May 2016

Greetings from Southwestern Ontario!

On November 14th, SWOC held its Annual General Meeting at the new Stratford-Perth Archives. A special thanks goes out to Betty Jo Belton, Archivist, who not only hosted the event, but provided a tour of their new facility. It's a fantastic space and I encourage everyone to try and stop in for a visit! Following the tour, we held our AGM, and then went for a lovely lunch afterwards in downtown Stratford.

After many years at the helm of SWOC, Theresa Regnier stepped down as President of the Chapter. I want to thank her again for all her years of hard work, especially on the London Conference, and I wish her all the best in her future endeavours. I want to also thank Jessica Blackwell for volunteering for the position of Vice President, as she joins Arthur McClelland, Gina Coady, and myself to make up the SWOC Executive.

A small party of SWOC members ventured out on March 5th for our first annual Spring Thaw (previously known as the Winter Warmer) at The Only on King in London, Ontario. All enjoyed an incredible meal and a chance to catch up!

On April 19th, SWOC hosted a Provincial Acquisition Strategy Information Session at Western University. Led by Charlotte Woodley, attendees were able to learn more about the proposed strategy and were able to voice their opinions in a Q&A following the presentation.

On May 28th, SWOC will be holding its AGM at the Middlesex Centre Archives, following a tour and presentation by the Archives' volunteers. More information will follow on the listserv. Hope you can all attend!

If you have any ideas for events or would like to host an event at your facility, please don't hesitate to contact myself or any other member of the SWOC Executive.

Liz Mayville
President,
Southwestern Ontario Chapter



Annual Report for the period 01 April 2015 to 31 March 2016

- 1 – joint event for Archives Awareness Week with: Archives of Ontario (AO), York University Libraries Clara Thomas Archives & Special Collections (YUL-CTASC) and the City of Toronto Archives – *I Found It in the Archives* film night (ca. 36 in attendance)
- 1 – Annual General Meeting & Dinner (19 in attendance)
- 1 – joint event with University of Toronto Archivists' Group (UTAG) AtoM and Archivemata information session (ca. 37 in attendance)
- 2 – i-School events (ca. 100-150 student attendees at each event):
 - Convocation reception & taag award presentation
 - Associations as Your Gateway to Networking
- 1 – planned tour – Toronto Noir walking tour (ca. 18 attendees)
- 1 – welcome reception for Archivist of Ontario (ca. 27 attendees)
- 1 – Holiday pub night (ca.30 attendees)
- 1 – joint event with AAO's Provincial Acquisition Strategy Working Group (6 attendees)

09 April 2015 – A joint event for Archives Awareness Week: **taag**, AO, CTASC, and City of Toronto Archives collaborated on the *I Found It in the Archives* film night. Archives who contributed film clips for the night were: University of Toronto Archives and Records Management Services (UTARMS), AO, City of Toronto Archives, YUL-CTASC, Scotiabank Archives Corporate Records and Fine Art Department, and the Ontario Jewish Archives Blankenstein Family Heritage Centre. Thanks to City Archivist, Carol Radford-Grant, for helping us by waiving the venue rental fees, Archivist, Paul Gardiner for his technical skills, YUL-CTASC Digital Projects & Outreach Archivist, Anna St.Onge, for emceeding the night & providing the pay-what-you-can movie lobby-themed snacks (to help cover security guard costs), University of Toronto Archivist, Loryl MacDonald, **taag** Executive committee, and Julia Holland for helping to offset the remaining security guard costs. Julia Holland was the **taag** point-person for co-ordinating this event! (ca. 36 in attendance)

16 April 2015 – **taag's** Annual General Meeting & Dinner – The Royal Canadian Yacht Club (RCYC) on St. George Street, Toronto.

We welcomed Wayne Reeves, Chief Curator for City of Toronto Museums & Heritage Services as our guest speaker. RCYC Archivist, Bev Darville, also provided a tour of the collection following Wayne's talk. Thank you to **taag** Executive members Beverley Darville, Juanita Rossiter and James Roussain for acting as the AGM sub-committee again this year!

2015-2016 the chapter Executive remains:

Julia Holland (President), James Roussain (Vice-President), Juanita Rossiter (Secretary), Beverley Darville (Treasurer), Celia Schmidt (Member-at-Large - Communications / Social Media), Tys Klumpenhower (Member-at-Large), Siân Madsen (Member-at-Large), and Jonathan Lofft (Past-President). (19 in attendance)

12 June 2015 – **taag** award at iSchool Convocation Reception

taag President, Julia Holland, presented the **taag** award to Donna Bernardo-Ceriz at the post-convocation reception at the iSchool. (ca. 150 student attendees & their families)

7 August 2015 – **taag's** 42nd birthday!

11 September 2015 – **taag** and University of Toronto Archivists' Group (UTAG) hosted a free information session: Archivematica / AtoM session led by Sarah Romkey, MAS/MLIS of Artefactual Systems at the MacLean Hunter room, Thomas Fisher Rare Book Library, University of Toronto. (ca. 37 in attendance)

21 October – **taag** Vice-President, James Roussain, and Treasurer, Beverley Darville, attended the Associations as Your Gateway to Networking event at the i-School to promote the importance of networking with peers through professional association membership. (ca. 15-20 associations, ca. 150 student attendees)

23 October 2015 – **taag** President, Julia Holland, attended the AAO Board-Chapter-SIGs meeting in Toronto (Archives of Ontario).

05 November 2015 – Toronto Noir: Gangsters and Gallows walking tour (ca. 18 attendees)

19 November 2015 – **taag's** welcome reception for newly appointed Chief Privacy Officer & Archivist of Ontario, John Roberts; in the Fairley Lounge, The Faculty Club, University of Toronto – cash bar. (ca. 27 attendees).

10 December 2015 – **taag's** holiday pub night at the Bedford Academy – cash bar. (ca. 30 attendees)

31 March 2016 – A joint event **taag** & Charlotte Chaffey, representative of the AAO's Provincial Acquisition Strategy Working Group, had an informal information session in the Private Dining Room, Trinity College, University of Toronto. (6 attendees)

Respectfully submitted,
Julia Holland, **taag** president

taag.chapter@gmail.com

05 April 2016





AAO Annual General Meeting Minutes
Fanshawe College London
Thursday, May 28, 2015

1. Call to Order
 - N. Struthers called the meeting to order at 12:35 pm.
2. President's Opening Remarks
 - N. Struthers asked for a round of applause for Conference Organizers.
 - Board Members introduced themselves.
 - Please see complete AGM Package for copies of full reports.
3. Approval of Agenda
 - Motion21/2015: Moved by J. Holland, and seconded by M. Gladwin that the 2015 Annual General Meeting Agenda be approved as presented; carried.
4. Approval of the Minutes of 2014 Annual General Meeting
 - Motion22/2015: Moved by B. Bevan and seconded by J. Holland that the Minutes of the 2014 AAO Annual General Meeting be approved as presented; carried.
5. Report of the President
 - Please see full report in AGM Package.
 - In addition to completing a transition in secretarial services, the AAO was successful in accomplishing several major projects this year:
 - The Shirley Spragge fund now operational and underway. There is a student at the 2015 Conference who has benefitted from the bursary.
 - The Website is now in its final version, and coincides with the new AAO logo and brand.
 - With the support of the Government of Ontario's Cultural Development Fund Grant and the work of I. McCraith and A. Hill, online training videos have been launched.
 - Operational changes to make the board move more seamlessly (Code of Conduct, updating procedural manuals, combining of Secretary/Treasurer position, discussions on changing Board structure to improve regional representation, partnerships with AO).
6. Report of the Treasurer
 - Report written and presented by Acting Treasurer, K. Babcock.
 - Please see full report in AGM Package.
 - Much appreciation is extended to Jesika Arseneau for her hard work and initiative in the role of Treasurer during her 2013-2014 term. As well, thank you to Lifang Guang at Managing Matters, AAO Senior Accounting Coordinator.

- There are two edits that need to be made to the 2014-2015 Report: In the budget, under Grants, the amount for the Cultural Development Fund should be \$16, 220. Also, under budget – refer to 2014-2015 Financial Statements (received separately from AGM package).

a) Approval of Auditor for 2015-2016 Audit

- Motion23/2015: Moved by K. Babcock, and seconded by N. Struthers that the Board and membership approve the hiring of an Auditor for the 2015-2016 audit; carried.

7. Report of Secretariat

- L. Belanger, AAO Account Coordinator at Managing Matters presented a report written by previous Account Coordinator, B. Yaffa. Please see full report in AGM Package.
- April 2014 saw a lot of work to execute a full transition to Managing Matters, and they officially began on May 1st, 2014.
- The Team has been busy with day to day operations, such as website development and management, database management, membership inquiries, event registration, financial management and other administrative and strategic initiatives.
- AAO members and volunteers are encouraged to reach out to the office at any time!

8. Election of Board of Directors

- 2 candidates have been nominated: Dana Thorne for Vice President-Elect, Myron Groover as Secretary-Treasurer. Nominees may also be called from the floor.
- No nominations from the floor for either position.
- D. Thorne elected as Vice President-Elect.
- M. Groover elected as Secretary-Treasurer
- Motion24/2015: Moved by M. Paron, and seconded by K. Babcock that the position of Vice-President/President-Elect (Dana Thorne), and Secretary-Treasurer (Myron Groover) be acclaimed for the 2015-2017; carried.

9. Election of Institutional Development Committee Members

- M. Szybalski has been nominated to continue serving as Chair of the Institutional Development Committee.
- No nominations from the floor for this position.
- Motion25/2015: Moved by N. Struthers, and seconded by M. Paron that M. Szybalski be re-elected Chair of the Institutional Development Committee; carried.

10. Approval of Updated Constitution

- B. Bevan comes forth with grammatical errors in proposed changes to item 3.3a. It should read as follows, "Each position of the Board of Directors shall be subject to election by ballot at the Annual General Meeting of Members and, subject as

hereafter provided, shall be elected from a slate of candidates put forward in the first instance by the Nominating Committee; all positions except Chair of the Constitutional Development Committee shall not require a vote should only one person be nominated for a given position. The Chair of the Institutional Development Committee shall be elected under the provisions of subsection 6.11."

- Motion26/2015: Moved by L. Hallman, and seconded by M. Gladwin that the proposed changes to the constitution be approved, with amendments presented by B. Bevan; carried.

11. Other Business

- a) Approval of AAO Annual Report of 2014-2015

- Motion27/2015: Moved by M. Paron, and seconded by M. Szybalski that the Board approves the AAO Annual Report of 2014-2015; carried.

b) 2015-2020 Strategic Plan:

- See full report of Strategic Planning Sub-Committee in AGM Package, and final copy of the 2015-2020 Strategic Plan.

- M. Paron, Chair of the Strategic Planning Sub-Committee presented an outline of the 2015-2020 Strategic Plan which was approved by the AAO Board on May 8, 2015. She thanked Committee members for their hard work and dedication to the project;

C. Campitelli, L. Hallman, M. Szybalski and B. Yaffa (Managing Matters).

- The Committee looked at the most recent expression of the AAO Mission Statement to try to come up with a high level vision of the AAO for the next five years.
- Four high level priority areas were identified; 1) Growing and nurturing a strong, thriving and engaged membership, 2) Securing a high level of efficiency, accountability, and visibility as an organization, 3) Serving as a centre of expertise for the Ontario archival community, 4) Continuing to serve as an active, reliable and responsive member of the Canadian archival community.
- The Conference Committee has had a white board to use as an open space to communicate ideas to the AAO Board during the 2015 Conference.
- The Committee has now fulfilled its mandate and will cease operations as a Special Committee of the Board.

c) Institutional Development Committee

- A brief report was presented by Committee Chair, M. Szybalski. See full report in AGM Package.
- Institutional Members Forum, and Institutional Development Committee meeting held at the 2015 Conference.
- One major project is the development of a collaborative acquisitions policy.
- There have been some constitutional changes to the committee to allow proxies of the heads of Institutions to sit on the Committee.
- There are currently two spots available, they must be heads of institutions.
- M. Szybalski also took a moment to thank outgoing President N. Struthers for his

hard work and dedication to the AAO.

d) 2016 Conference Presentation

- M. Szybalski announced that the 2016 Conference will be held in Thunder Bay.
- NOAA will act as the Local Arrangements Committee, but volunteers are needed for the Programming Committee.

12. Adjournment

- Motion28/2015: Moved by N. Struthers, and seconded by A. Collins that the 2015 Annual General Meeting be adjourned at 1:15 pm; carried.