



Archives Association of Ontario

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

Twenty-Fifth Annual Report, 2017  
for the year 2016-2017

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# The Archives Association of Ontario



## by the numbers in 2016-17

### Staff Services

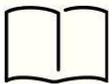
#### Archives Advisor

-  **391** e-mail consultations
-  **19** site visits
-  **18** phone consultations

#### Archeion Assistant

-  **42** institution training visits
-  **134** persons trained

### Off the Record

-  **4** issues **41** articles
- 560** downloads

### 2016 Conference

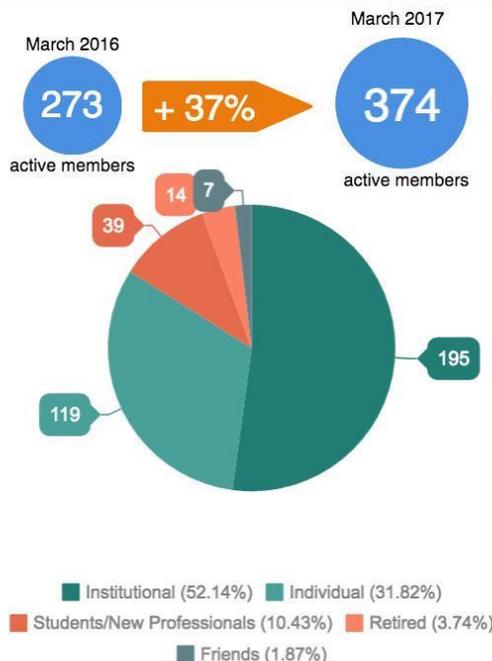
**74** attendees

 many Persian rolls consumed

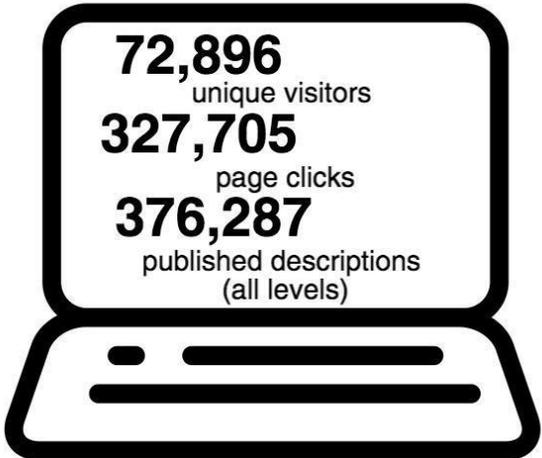


Thunder Bay  
2016: Archives  
Confidential

### Membership



### Archeion



# Annual General Meeting Agenda

## Archives Association of Ontario (AAO)

### Annual General Meeting (AGM)

Thursday, April 27, 2017

12:15 PM – 1:30 PM

Claude T. Bissell Building, BL 507

1. Call to Order
2. President's Opening Remarks
3. Approval of the Agenda
4. Approval of the Minutes of the 2016 AGM
5. Report of the President
6. Report of the Secretary-Treasurer
  - a. Approval of the Auditor for 2017-2018 Audit
7. Report of the Secretariat
8. Report of the Archives Advisor and Archeion Coordinator
9. Motion for Institutional Fee Update - Vote
10. Approval of Constitutional Amendments
  - a. Professional Development Committee Language Revision
  - b. Addition of Awards Committee Description
11. Election of the Board of Directors
12. Other Business
  - a. Student Outreach Committee Report
  - b. Organization History Committee Report
  - c. 2018 Conference Presentation and Future Conferences
13. Adjournment

# Reports of the Directors and Committees

## Report of the President

The AAO's [2015-2020 Strategic Plan](#) included the following 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.

In 2016-2017, the AAO accomplished goals identified in the Strategic Plan including: increasing overall AAO membership by a minimum of 4% per year; keeping 100% of AAO volunteer positions occupied at all times; documenting the administrative history of the AAO; continuing to build Archeion by increasing active users and total archival descriptions in the database; and creating a database of subject matter expertise.

### **Core Activities**

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#### *Board Administration*

The Board of Directors met seven times in 2016-2017 (including four teleconferences and three in person meetings). The annual Leadership Meeting on October 28, 2016 served as an opportunity for Board members to meet with Committee Chairs, Special Interest Group Chairs, Chapter Presidents, and AAO staff to discuss items of mutual interest. Additionally, I represented the AAO at the Canadian Council of Archives AGM on November 14, 2016.

Through working with secretariat Managing Matters and collectively as a Board, some efficiencies in Board administrative matters continue to be introduced. These are integrated into the Board Orientation Manual as they are identified.

#### *Archives Advisor and Archeion Coordinator Programs*

Archives Advisor Iona McCraith was busy in 2016-2017, providing advice and services to archives across Ontario both in person and remotely via email and telephone. Iona had

the opportunity to visit institutions across Northern Ontario before and after the Thunder Bay Conference. In May 2016, the AAO bid adieu to Amanda Hill, who had served in the capacity of Archeion Coordinator. Lisa Snider was welcomed on board as the new Archeion Coordinator. Lisa oversaw the transition to an upgraded hosting platform for Archeion while providing support for users across the province.

### *Conference Delivery*

It was refreshing to travel north for the 2016 Annual Conference in Thunder Bay (mmmm Persians!) *Archives Confidential: Breaking Down the Barriers* was a joint conference between the Archives Association of Ontario and the Association of Manitoba Archivists, featuring delegates and speakers from both provinces. Many of the sessions at the 2016 Conference challenged archivists to think outside of their comfort zones and confront difficult issues.

The 2017 Conference in Toronto will be hosted at the University of Toronto's Faculty of Information (iSchool) and the theme is *Come Together: Meaningful Collaboration in a Connected World*. Conference planning committees have been working tirelessly this year to put the event together. I extend my appreciation to Local Arrangements Committee Co-chairs Emily Sommers and James Roussain; Programming Committee Chair Julia Holland; AAO Board Liaison to the Conference Planning Committees Tracey Krause; and the Fundraising Committee.

Locations for the next three conferences have already been identified and secured. They will be announced at the 2017 AGM.

## **Key Initiatives**

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### *Indigenous Connections and Resources*

The Archives Advisor worked with the Archives of Ontario's Indigenous Relations Working Group to establish connections and build relationships with Indigenous communities and record-keepers. The Archives Advisor and Archeion Coordinator attended the Ontario Museums Association's Indigenous Collections Symposium March 23 and 24 and presented a joint panel with the Archives of Ontario's Indigenous Relations Working Group.

Over the past year, the AAO launched two new resources on our website. The first page, [Toward Truth and Reconciliation](#), was launched in the fall to help archives in

addressing the TRC's Calls to Action. The second page, [Indigenous Resources](#), was launched in the winter and serves as a central repository of Indigenous records across the province. These online resources are intended to help archivists locate Indigenous materials as well as develop a better understanding of the implications and responsibilities of the TRC for archivists across Ontario.

Both the opening and closing plenaries of the 2017 Conference set the floor for Indigenous based discussions. This is also true of several other sessions during the 2017 Conference.

The final initiative would be carried out next year if funding is received through Library and Archives Canada's Documentary Heritage Communities Program (DHCP). The AAO has applied for DHCP funding to support three free Indigenous cultural competency sessions in locations across Ontario in 2017-2018.

#### *Archeion Assistant Program - DHCP Funding*

The AAO secured DHCP funding to support the second phase of a project. *Advancing Archeion Phase II: Community Capacity-building Through Onsite Support* built on the momentum that was created during the first phase of the project, *Advancing Archeion Phase I: Increasing Access and Awareness-Building*. During this second phase, the AAO hired an Archeion Assistant to travel to institutions across Ontario and provide in-person training in how to upload records to Archeion. In her capacity as Archeion Assistant, Lisa Snider was able to support archives across Ontario and provide vital training in uploading records to the online database.

The AAO has also applied for two additional projects under the third DHCP cycle, which closed in January 2017. The first application was to support a Professional Development Webinar Series that would become available to livestream and download in 2017-2018. The second application was to support free Indigenous cultural competency training in three different locations in 2017-2018 (northern Ontario, eastern Ontario, and southwestern Ontario).

#### *Organizational History Project*

One of the strategic priorities identified in the association's 2015-2020 Strategic Plan was the need to complete a written administrative history of the organization. This document would be invaluable for future Board members and AAO volunteers, and it would serve as an opportunity to celebrate the association's accomplishments. 2018 was chosen to release the organizational history because it marks the 25th anniversary of the association. An Organizational History Committee was struck to oversee this project. In 2016-2017, the Organizational History Committee completed key tasks

including: confirming volunteer writers for the five sections of the book; circulating a request to the AAO membership for photographs to be included in the final publication; researching publishing options; and collecting key information such as names of past Presidents and Chapter histories. The organizational history should be available for purchase at the 2018 Conference.

### *Outreach and Advocacy*

Initiatives accomplished by the Student Outreach Committee in 2016-2017 include: creation of a promotional package with information for student members, made available on AAO-branded USB keys; introduction of a "Student Members Page" on the AAO website; extension of student membership rates and privileges to new professionals (up to two years after graduation); new student section in *Off the Record*; and increasing student membership by 42% between January 2016 - January 2017. The Student Outreach Committee folded at the end of the 2016-2017 Board year, and the Communications and Advocacy Committee will assume responsibility for ongoing student outreach initiatives.

Advocacy efforts pursued by the Communications and Advocacy Committee and the AAO Board in 2016-2017 were: a secondary response to the Ontario Culture Strategy after the draft strategy was released; a written letter detailing concerns about the closure of the Reading Room at the Musee de la civilisation du Quebec in Quebec City; and a notice circulated on the listserv and to the AAO membership expressing concern about the Trump Administration's travel ban in February 2016.

### *Provincial Acquisition Strategy*

The Institutional Development Committee's Provincial Acquisition Strategy was officially adopted at the 2016 AGM. 2016-2017 was the first full year for the strategy, which encourages a collaborative approach to safeguarding the documentary heritage of Ontario.

In her roles as Archeion Coordinator and Archeion Assistant, Lisa Snider coached archival institutions across the province in how to upload collections mandates to Archeion. The wider availability of collections mandates online allows archivists across Ontario to understand which institutions are collecting what types of materials, and harness that knowledge to work cooperatively to ensure that donations are directed to the appropriate locations.

During Archives Awareness Week in April 2017, the Ontario Archival Accessions Register was officially launched. Linked on the [OAAR webpage](#) of the AAO website, this

resource summarizes accessions information that was submitted by ten different archival institutions regarding items that were donated to them in 2016.

### *Grant Consultation Meetings*

In person meetings were held with both of the AAO's major grant supporters in 2016-2017. In November 2016 I met with a Heritage Outreach Consultant from the Program Planning and Delivery Unit of the Ministry of Tourism, Culture, and Sport, administrators of the Provincial Heritage Organization (PHO) grant. Out of this meeting came specific direction regarding how the AAO can situate itself favourably to continue receiving PHO funding. The Board of Directors discussed this feedback and provided a formal written response in April 2017. At the 2017 Conference, VP Tracey Krause and myself will be leading a discussion during an afternoon session regarding future directions of the AAO and how we can situate ourselves to be financially viable.

Accompanied by the Archives Advisor and Archeion Coordinator, I met with staff from the Archives of Ontario in February 2017, who administer a grant that offsets the cost of those two programs. This meeting was an opportunity to provide updates between our two organizations and highlight the successes of our programs, as well as discuss how we can continue to work together. These meetings will be continued in 2017-2018.

### *Meeting of Archives Advisors*

On September 29 and 30, 2016, the AAO assisted in hosting a gathering of Archives Advisors from across the country. In a meeting space generously donated by the Archives of Ontario, Archives Advisors came together from British Columbia, Alberta, Saskatchewan, Ontario, New Brunswick, Nova Scotia, and Newfoundland and Labrador, as well as the RAQ (Reseau des services d'archives du Quebec) President, AAO President, and AAO Archeion Coordinator. This group meets regularly via teleconference, but had not had the opportunity for an in person meeting in several years. Key issues of mutual interest were discussed, including DHCP funding, AtoM, and provincial acquisition strategies. Thank you to our Archives Advisor, Iona McCraith, for coordinating the logistics of the meeting and creating the agenda.

## **Summary**

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It has been a privilege to serve on the AAO's Board of Directors. Thank you to Vice President Tracey Krause, whose passion for our association has been an inspiration this year. We have been supported by a tremendous Board of Directors, including

Secretary-Treasurer Jodi Aoki, Institutional Development Committee Chair Paul Henry, Director Without Portfolio Nick Richbell, Director Without Portfolio and OTR Editor Grant Hurley, and Chapter Stakeholder Jennifer Weymark. Thank you to our secretariat, Managing Matters, including Terra Belanger and Lydia Wang. Amanda Tome has been managing our online presence since fall 2016 when she assumed the Web Administrator position following the resignation of Danielle Robichaud (who served tirelessly in that position for several years). I have also appreciated the innovation and commitment from the rest of the AAO Leadership Team, including our Chapter Presidents, Committee Chairs, and Special Interest Group Chairs.

These volunteers all have full or part-time jobs on top of the hours that they devote to the work of the AAO. Thanks to our volunteers for the time and effort that is spent on AAO activities.

Lastly, we are fortunate to have an engaged and inquisitive membership, and I thank all our members for your ongoing support!

The AAO continues to accomplish great things, and I look forward to the future as we celebrate 25 years in 2018.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dana Thorne".

Dana Thorne  
AAO President, 2016-2017

## Report of the Treasurer

The AAO experienced a positive fiscal year in 2016-2017. Revenue totaled **\$252,299**, while expenses were **\$241,601**, resulting in a net income of **\$10,698**.

As in 2015-2016, the Association's financial management activities were heavily supported by Managing Matters.

### **Earned and Private Sector Revenue:**

Membership fees resulted in **\$50,705** in revenue, while individual donations, advertising revenue, and the Shirley Spragge Endowment accounted for a further **\$1,163** in revenue.

### **Grants:**

Government grants, for which the AAO is very grateful, amounted to **\$154,966** in total. Grants received are as follows:

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

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

DHCP Grant: **\$43,266**

### **Other Revenue:**

Miscellaneous Revenue: **\$147**

### **Professional Development Revenue:**

The 2016 conference performed well, earning **\$36,383**, while Professional Development Committee workshops earned **\$8,935**.

### **Total Expenses:**

Expenses incurred over the course of the year 2016-2017 totaled **\$241,601**.

Respectfully submitted,

Jodi Aoki

AAO Secretary-Treasurer

## Report of the Preservation Committee

### Committee Members

**Russ McMillen**, Coordinator of Mass Digitization, CBC Toronto (Committee Chair)

**Anne Daniel, Archivist**, University of Western Ontario (Secretary, Past Chair)

**Greg Hill**, Senior Conservator Archival and Photographic Materials (Past Chair)  
Canadian Conservation Institute

**Margaret Bignell**, Conservator Queen's University Archives

**Amanda Oliver**, Archivist, Western University Archives

**Luke Stempien**, Archivist, Lambton County Archives

**Liisa Graham**, Toronto Public Library

**Iona McCraith** (Board Liaison) Archives Advisor Archives Association of Ontario

The Preservation Committee met three times, April, June, and October. The focus this year was on the AAO Resources page of the website. The Committee reformatted the Resources and information sheets for the AAO website, updated the AAO website's resources page, and eliminated out of date links.

The Committee had, and thanks, two previous Chairs this year with Peter Huston stepping down early in the year and Anne Daniel acting as chair until June. We also thank past member Jessica Haskell and welcomed new members Amanda Oliver, Luke Stempien, and Liisa Graham.

In the next year we will be working on:

- The Archival Emergency Response Network
- Supporting Indigenous archives.
- An equipment sharing program.

Russell McMillen

Preservation Committee Chair

## Report of the Institutional Development Committee

Paul J Henry, Chair pro tem

### 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; she resigned in September 2016. Paul Henry, as vice-Chair, fulfilled the position of Chair for the duration of Sarah's term.

At present, membership of the IDC consists of:

- Paul Henry, City of Ottawa Archives (2015 – 2017)
- Paul Leatherdale, Law Society of Upper Canada Archives (2014 – 2018)
- Anne McKeage, McMaster University (2015 – 2017)
- Sean Smith, Archives of Ontario (2014 – 2018)
- Saara Mortensen, Ottawa Jewish Archives (2016-2018)

### 2. 2016 – 2017 Accomplishments

The following progress was made on the Action Items identified in the IDC's 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 its third Institutional Issues Forum in partnership with the Archives of Ontario in October 2016. The Forum featured the following sessions of interest to Archival institutions in Ontario:

- Archives as Good Medicine: Rediscovering Our Ancestors and Understanding the Root Causes of Intergenerational Trauma (Jesse Thistle, Metis-Cree / PhD candidate, York University)
- Archives and Indigenous Communities (Archives of Ontario's Indigenous Relations Working Group)
- Reconciliation through Archives and Records (Nichole Vonk, General Council Archivist for the United Church of Canada)
- An update on the Provincial Acquisition Strategy, and the Ontario Archives Accession Register (Aaron Hope)
- A general discussion on institutional member fees and structure (Paul Henry)

#### **Action #3 – Review the fee basis for institutional memberships.**

Following a positive discussion at the institutional issues forum, and a survey of institutional members in early 2017, a motion was drafted for voting by institutional members at the 2017 AGM.

Respectfully submitted.

## Report of the Professional Development Committee

The 2016-17 members of the AAO Professional Development Committee (PDC) include:

Jacinda Bain, City of Ottawa Archives  
Gillian Shaw, City of Vaughan Archives  
Darcy Hiltz, Guelph Public Library  
Mary Horman, University of Waterloo  
Garmen Tsao, Ontario English Catholic Teachers Association  
Mary Kosta, Congregation of the Sisters of St. Joseph in Canada  
Nick Richbell (AAO Board Liaison)  
Erin Walsh (Co-Chair)  
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 Darcy Hiltz and Mary Kosta as co-chairs for the 2017-18 fiscal year. We wish to thank and acknowledge Ciara Ward and Erin Walsh for their dedication, contribution, and service over the past few years as members and co-chairs.

### **Professional Development Workshops 2016-17**

Over 2016-17, the AAO saw a total enrolment of 53 for professional development workshops (41 members & 12 non-members).<sup>1</sup>

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

Details of the 2016-17 professional development workshops are as follows:

#### **November 17 & 18, 2016: How Legislation Affects Archives – Instructor: Robin Keirstead**

The two-day workshop was held at the University of Guelph and gave participants an overview on 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: 25 (19 AAO

members)

#### **April 30, 2016: Wikipedia for Archivists – Instructors: Amanda Hill & Danielle Robichaud**

The 2015 pre-conference afternoon workshop was held at the iSchool at the University of Toronto. This workshop introduced participants to the principles and practicalities of

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<sup>1</sup> Note: This total does not include the up-coming pre-conference workshop to be held on April 26, 2017

editing Wikipedia and how to use this platform to further promote your institution's holdings.

Number of training days: ½ day  
members)

Number of registrants: 12 (9 AAO

### **October 29, 2016: How to Run a Successful Oral History Project – Instructor: Laura Suchan**

This half-day workshop took a project-based approach to making links between the study and research of historical events and the lives of individuals. Participants learned the 7 steps to a successful project and are now better able to understand and apply accepted oral history methodology, particularly in the areas of collection, documentation and analysis of oral history in a research project.

Number of training days: 1/2 day  
members)

Number of registrants: 9 (6 AAO

### **May 11, 2016: Emergency Response and Salvage– Instructor: Iona McCraith**

This one-day workshop covered various topics of emergency response and salvage; including: Roles of emergency response team member; Health and safety issues in emergency response; Effective communication with your team and the media; Special issues to consider during salvage operation; Salvage priorities; Salvage procedures for archival records; and Emergency response resources.

Number of training days: 1 day  
members)

Number of registrants: 9 (6 AAO

### **Upcoming Professional Development Workshops 2017-18**

The PDC is pleased to announce the 2017-18 roster of professional development workshops; instructors, dates, and locations are in discussion.

#### **Managing Small Archives (Pre-Conference Workshop)—Instructor: Amanda Hill**

This introductory workshop will guide participants on managing small archives. New archivists are often unprepared for the tasks involved in working in an archives, especially when they are the sole worker. Topics include: how to set up an archives, developing policies, managing volunteers, promoting the archives, and making the most of technology.

#### **Exhibit Planning (in partnership with DRAAG)**

This one-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 one-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 (in partnership with OGS/AO)**

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.

### **Webinars (pending DHCP funding)**

With support of the AAO Board of Directors, the PDC has submitted an application for DHCP funding to run a webinar series for the 2017-2018 year. Pending the success of this application, the PDC will be delivering a smaller slate of workshops for this year, with the focus of the committee being divided between delivering in-person workshops, and webinars.

Topics in the initial proposed slate of four webinars will include **(subject to change)**:

- Copyright/Legislation for Archivists,
- Running an Oral History Project,
- Photoshop and Digital Photography for Archivists, and
- Making Collections Accessible Online using Archeion

The fourth topic may be changed depending on the needs of the membership following the completion of the AAO's DHCP-funded initiative Advancing Archeion. The webinar series will run between April 2017 and March 2018, with one webinar being presented per quarter.

### **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: Erin Walsh & Ciara Ward, Co-Chairs of the AAO Professional Development Committee***

## Report of the Awards Committee

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 2016-2017 AAO Awards Committee was comprised of Rodney Carter, Jean Dryden and David Sharron and the undersigned as Chair.

- We convened a total of five teleconference meetings to brainstorm potential leads and adjudicate nominations received. We also communicated regularly by email between calls as required.
- We provided some changes and updates to the Awards part of the constitution, with help from AAO Director, Nick Richbell.
- We provided information about the Award nominations through email and an article in OTR.

The committee is pleased to report that we received many excellent nominations. We are proud to recognize our peers and hope to see you on April 28<sup>th</sup> 2017 to help us acknowledge the Award recipients.

Respectfully submitted,

Carolynn Bart-Riedstra, Chair

AAO Awards Committee

## Report of the Communications and Advocacy Committee

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

The Communications and Advocacy Committee had a quiet but productive year; we welcomed some new members, wrote advocacy letters and in early 2017 received some new tasks from the Board which we look forward to working on.

### **Committee Membership:**

Laura Hallman (Chair)  
Grant Hurley (Board Liaison)  
Bailey Chui  
Bridget Whittle  
Charles Hunt  
Daniel German  
Emily Monks-Leeson  
Mackenzie Gott

### **Significant Activities:**

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

- July, 2016: Letter to express concern over the closure of the consultation room, and the laying off of staff at the Musée de la civilisation du Québec (MCQ).
- January, 2017: Letter to express concern over the Executive Order issued by the Trump administration restricting entry into the United States by individuals from seven predominantly Muslim countries.

#### **Ongoing Work**

- Continued efforts to monitor posts to the AAO Listserv.
- As was decided in early 2017, the Committee will now provide support and approval for regional chapters wishing to undertake advocacy campaigns at the chapter level.
- Committee member Bridget Whittle chaired the Student Outreach Planning Committee which completed its mandate and produced a final report and recommendations.
- Some members of the C/AC formed a Student Outreach Sub-Committee which will carry out some recommendations put forth in the report of the Student Outreach Planning Committee.
- Two members of our Committee are working on a small project to identify venues for connecting with individuals holding archival records in Ontario.

- Committee Chair will continue to sit on the Archives Awareness Week Committee

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

## Report of the Fundraising Committee

2016-2017 members of the Fundraising Committee:

Dana Thorne, Committee Chair and AAO President  
Tracey Krause, Committee Member and AAO Vice President  
Ned Struthers, Committee Member

We are grateful to Donna Bernardo-Ceriz for her service on this committee from 2013-2016, and we were pleased to welcome Tracey Krause onboard in 2016.

The Fundraising Committee held three teleconferences between May 2016 and April 2017, as well as an adjudication meeting to discuss applications for the Shirley Spragge Bursary.

The role of the Committee is:

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

### **Conference Sponsorship**

The Fundraising Committee worked with the Local Arrangements Committee to secure sponsorship for the 2017 Conference. The following sponsors were secured: Ancestry, Digital Treasury, Flume Media Archiving, University Products, Andornot Consulting, Ristech Company, Eloquent Systems, Spacesaver and Carr McLean. A total of \$9,000 was raised. The Fundraising Committee also collected advertisements and logos from all sponsors for inclusion in the conference program and on the webpage. All companies participating as sponsors were provided with a package providing key information about logistics for the Vendor Fair.

### **Shirley Spragge Bursary**

Activities completed by the Fundraising Committee for the Shirley Spragge Bursary included: creating timeline for application cycle; revising bursary webpage and application form; drafting communications regarding the bursary opportunity and directing those communications to post-secondary institutions as well as AAO members

and the listserv; adjudicating the Shirley Spragge Bursary; and contacting the successful application, following up with an announcement about the winner.

### **Member Recognition Article Series**

Articles continue to be produced by the Fundraising Committee for *Off The Record's* Member Recognition series. Four articles were submitted featuring archivists in different types of institutions across Ontario.

### **Giving Tuesday Initiative**

To encourage personal donations to the AAO, the Fundraising Committee initiated promotions around *Giving Tuesday*, a date in November identified internationally as an opportunity for not-for-profit organizations to solicit donations.

### **Archeion Sponsorship Proposal**

To compensate for increased hosting costs, the Fundraising Committee created a sponsorship package to attract a sponsor for Archeion. The Committee has unsuccessfully approached one company so far, and hopes to approach other companies in 2017-2018 with this opportunity.

### **Grant Writing Support**

The Fundraising Committee assisted with the AAO's two applications to the third funding cycle of Library and Archives Canada's [Documentary Heritage Communities Program](#) (DHCP). Additionally, the Fundraising Committee provided support to the President in writing the grant for the Provincial Heritage Organization funding application in June 2016.

Respectfully submitted,

Dana Thorne

Chair, Fundraising Committee

President

Archives Association of Ontario

## Report of the Organizational History Special Committee

*Paul J Henry, Chair*

2016-2017

Beginning its work in early 2016, 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.

Committee members are:

- Paul J Henry (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 eleven (11) teleconference meetings between April 2016 and March 2017. The special committee shall continue its work into 2018.

The timelines for the organizational history were confirmed as part of an overall recruitment strategy, working towards a publishing date just prior to the conference in 2018.

<b>Milestone</b>	<b>Date</b>
Outline	October 31 <sup>st</sup> (2016)
1 <sup>st</sup> draft	March 31 <sup>st</sup> (2017)
Comments from general editor	April 30 <sup>th</sup>
Revisions	May 31 <sup>st</sup>
Circulation and review by writing team	June 30 <sup>th</sup>
2 <sup>nd</sup> draft	September 30 <sup>th</sup>

Comments from general editor	October 31 <sup>st</sup>
Revisions	November 30 <sup>th</sup>
Final draft	January 1 <sup>st</sup> (2018)
Indexing, layout	March 31 <sup>st</sup>
Printing / distribution	Beginning April 1 <sup>st</sup>

Following establishment of the timelines, section authors were confirmed. They are:

<b>Section</b>	<b>Working title</b>	<b>Author</b>
1	Introductory Section (roughly 1972-1993)	John Smart
2	Formation of AAO as a Fundamental Step Forward (1991-1997/8)	Lutzen Riedstra
3	Struggle with Finances, Programs and Governance (1997/8-2006/7)	Anne Hepplewhite
4	Getting Beyond the Old Formulas (2006/7-2018)	Ellen Millar
5	Context of 25th Anniversary, 2018	Marissa Paron

Authors continued to research and write in the period leading up to March 31<sup>st</sup> 2017, with a call for photographs to illustrate the text going out to the broader membership in early March.

The Committee continues to review broader issues relating to the overall publication, while the editorial team of Paul Henry, Brian Beaven, and Karen Teeple work closely with each author to create a cohesive and engaging narrative.

Respectfully submitted.

## Report of the Municipal Archives Interest Group

MAIG's 2016 AGM was held during the AAO Conference in Thunder Bay, Ontario. Members heard from the AO's Sean Smith who introduced and led a discussion on the provincial acquisition strategy.

The annual MAIGazine was published in the summer 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 at Simcoe County Archives on Friday October 7<sup>th</sup>. We were very fortunate to visit during their 50th Anniversary year and to tour the 10,000 sq. ft. expansion the archives underwent in 2012. Attendees were also treated to a tour of the Simcoe County Museum. Lunch was then enjoyed by all and was followed by a productive and informative meeting.

The 2017 AGM will take place Wednesday, April 26<sup>th</sup> at 1:30 p.m. during the AAO conference in Toronto. Nominations are currently being accepted for the position of MAIG Secretary/Treasurer, and anyone interested in filling this role is invited to contact any member of the executive. A vote will take place during the AGM.

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

## Report of the Student Outreach Planning Committee

Committee Members: Grant Hurley (Board Liaison), Erin Walsh (Secretary), Ciara Ward-Baker, Bridget Whittle (Chair)

### **Mandate**

The committee was tasked with “identifying and recommending those activities that, if and when undertaken by the Association, would best position the AAO to effectively engage with and support its existing Student Members and future and new professionals across Ontario that represent potential AAO members. The Committee is further tasked with delivering products designed to inform the Board how it can maximize its Student Member recruitment efforts.” The specific requests consisted of:

1. A calendar for the AAO website and a written strategy for keeping the tool “evergreen.”
2. A preliminary calendar of events for 1 January 2016-31 March 2017.
3. A summary report of the key findings from recently completed AAO surveys.
4. A questionnaire, survey, or other appropriate tool to collect info to fill persistent knowledge gaps regarding Student Members' and student non-members' needs and interests.
5. A detailed outreach plan for the period beginning 1 April 2016 that includes recommended AAO activities, with corresponding desired/expected outcomes, timelines, dates, and an indication of whether each activity is expected to be unique or recurring.
6. The completed elements of a promotional package.

After further consultation with the board, and a summary of information from previous surveys involving students and feedback from the 2015 Leadership Meeting, a set of seven goals were set for 2015-16. The Committee and its goals were renewed by the AAO board for 2016-17. The Committee first met on November 26<sup>th</sup> 2015 and met an additional 4 times thereafter. It met on February 4, 2017 to produce the final report and conclude its mandate. The final report was presented to the AAO board with a set of recommendations and options for moving student outreach forward at the March 3, 2017 meeting.

The Committee's goals are listed alongside their related outcomes:

1. Develop Promotional Package

Result: The committee created a welcome package outlining AAO services and programs, which was added to USB sticks to hand out to students at events. This is a two-fold opportunity to interact with students, discuss with them the benefits and then provide them with the contact information and resources to follow-up after an event.

2. Create 'Student Members' Page on the AAO Website

Result: The committee created a student page on the AAO website to better advertise what we have to offer to students and provide easy contact.

3. Develop Mentorship Program (to be maintained by PDC)

Result: The committee scoped and developed the form of a potential mentorship program with the PDC. The PDC will now follow up with developing the program.

4. Create student section in *Off the Record*.

Result: In consultation with the OTR Editor, a student-focused portion of the newsletter was created, including opportunities for students to write about their work experiences, and to send in questions to professional archivists and have them answered in the "Ask an Archivist" column.

5. Discuss and develop a student-focused workshops with PDC.

Result: We discussed plans with the PDC to continue to develop student-focused workshops and ensure that relevant workshops are communicated to students.

6. Extend student membership rate for new professionals

Result: The student membership rate was extended to new professionals for two years following graduation with the approval of the membership at the 2016 AGM. A related workflow for approving student members was implemented in consultation with the AAO Secretariat.

7. Increase AAO student membership by 50%

Result: Student membership increased from 14 active members in March 2016 to 39 active members in March 2017: an increase of 178%.

## **Recommendations**

In order to continue to embed student outreach actions as a continuing function within the AAO's activities, the Student Outreach Planning Committee has identified the following activities as necessary for continuing student outreach:

- Liaise with the PDC regarding student-relevant or focused workshops and mentorship programs.
- Liaise with OTR Editor regarding student-related content.
- Liaise with conference planning committees for any student opportunities, including sessions/poster sessions, volunteering and student rates.
- Liaise with local AAO chapters and/or the chapter stakeholder to ensure adequate AAO representation at student events (e.g. networking and information days, job fairs, mentoring opportunities, etc.)
- Maintain contact information and contact with relevant educational programs:
  - Maintain calendar of student events requiring AAO attendance and inform relevant chapters/individuals for attendance.

- Correspond with student groups and educational program representatives (e.g ACA chapters, etc.) on promoting relevant AAO events, OTR content, Shirley Sprague bursary, volunteer opportunities, etc.
- Periodically review student membership statistics
  - Work with Secretariat to send reminders to lapsed student members about the membership extension.
  - Touch base with the Secretariat about student approval process workflow and any issues encountered.
- Update student page on website as needed.
- Maintain stock of USBs with student welcome package and ensure their distribution.
- Periodically (every 3-4 years) survey student membership on needs.

The Committee presented three options to the board:

- Include student outreach liaison responsibilities within the portfolio of one or more board members;
- Add a position to the Communications and Advocacy Committee and/or the Professional Development Committee to represent student outreach issues and concerns;
- Renew the existing committee or create a standing Student Outreach Committee.

The Board decided that oversight of student outreach activities be primarily transferred to the Communications and Advocacy Committee (CAC) and the board member responsible for liaising with the CAC to ensure that the CAC is adequately made aware of relevant student issues from across the organization. The CAC has appointed a Student Outreach Subcommittee comprised of two members plus the AAO board liaison to implement the Student Outreach Planning Committee's recommended activities.

## Report of the Web Administrator

In my role as Web Administrator for the AAO, which I began in early December 2016, I have liaised with Committees, the Board of Directors, Chapters and AAO Staff to update and create web content on the AAO site and promote events and resources using AAO's social media tools.

Over the past four and a half months I have completed the following tasks:

- Developed and promoted the Indigenous Resources page.
- Developed the conference webpages, accommodation, travel and events maps and promoted conference registration.
- Updated web content for the Provincial Acquisition Strategy and promoted the update using social media tools.
- Added Chapter events to the website.
- Promoted *Off the Record* call for submissions and releases, call for nominations for the AAO Board and Awards committee, Archives Awareness Week 2017 and applications for Shirley Spragge Bursary.

Over the next year, the website will be moved to a new theme as the one we are using now is no longer supported. I would like to use this opportunity to review the structure of the site to ensure AAO's key services such as Archeion, the Archives Advisor program and *Off the Record* are visible and easily accessible to users. The new theme choices that are available are responsive.

Respectfully submitted,

Amanda Tomé

## Report from the Editor, *Off the Record*

by Grant Hurley

### OTR Issues

- I released 4 issues on schedule.
- The special open access issue on Archives and Indigenous issues was very well-received and reported on outside of the AAO community. This issue involved greater planning and consultation than is usual for regular issues to ensure that it was inclusive and its content engaged with Indigenous issues in a thoughtful manner. I am deeply grateful for positive response to the call for submissions and for the strong work demonstrated by the issue's contributors. See [Librarianship.ca](http://Librarianship.ca) and [Activehistory.ca](http://Activehistory.ca) for examples of articles mentioning the special issue.
- In total, the 4 issues have been downloaded over 560 times, with the special open access issue comprising the majority of these downloads (350 at the time of writing).

### Advertising

- I am currently seeking to unify OTR advertising with broader AAO approaches to cultivating sponsorship. At present, advertising rates are listed online as part of the OTR section of the AAO website.
- There is currently 1 advertiser confirmed for the current year and I have sought additional advertisers from time to time.
- The 2017 rates were approved by the AAO board at the January 2017 meeting and are to be reviewed yearly.

### Improving Access

- With the assistance of the Web Administrator, a new landing page has been created for members that links directly to issues and displays them in a more attractive manner.
- We will explore options for increasing the visibility of past issues for the public-facing side of the site in the coming year.

### Documentation

- I am currently documenting current design and editing decisions in an OTR style guide.

# Reports of the AAO Staff

## Report of Managing Matters (AAO Secretariat)

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.

Kindly note, the AAO office moved to a new location in October 2016. The new address is 411 Richmond Street East, Suite 200 in Toronto, Ontario.

Please see a brief description of MM updates below:

- MM continues to support 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 assists with updating the website and placing orders for promotional materials.
- MM has assisted with this year's conference including but not limited to:
  - Budget creation and reconciliation
  - Registration and invoicing
  - Conference program creation and SWAG orders
  - Reviewing contracts
  - Email communication
- MM has printed and framed the award certificates for the 2017 Conference.

I would like to sincerely thank the entire 2016-2017 AAO Board of Directors, Iona, Lisa, 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 [aoa@aoa-archivists.ca](mailto:aoa@aoa-archivists.ca) or 647-343-3334.

Respectfully submitted,

Terra Belanger  
Account Coordinator, Managing Matters

## Report of the Archives Advisor

2016 to 2017 was another very productive year for the Archives Advisor Program. This report provides a summary of major activities for the period 1<sup>st</sup> April 2016 through 31<sup>st</sup> March, 2017.

### **Inquiries**

Handling requests for information, advice and referrals via email is a significant part of the Advisor's job. I handled 666 emails to and from AAO members and 304 to and from non-members with specific requests for assistance. Non-member inquiries came from archivists, curators, librarians, record managers, public and private organizations with archival collections or wanting to start an archival program, and members of the general public.

### **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. The following lists describe institutions or individuals that received such advisory service and the topic of the discussion.

AAO Member:

- Presbyterian Church in Canada Archives, Toronto - fumigation and deodorization treatments for records received from a tropical country mission.
- University of Hearst Archives re accessioning photographs and single item donations; handling, cleaning & storing smoke and mould damaged photographs
- Marsh Collection Society, Amherstburg on accessioning and copyright for digital photographs and photocopies of photographs
- Anglican Church of Canada , Toronto – emergency assistance following a flood
- Sincal Health Systems, Toronto – advised on storage boxes and archivists salary scale and job description
- Private Archives Consultant, Toronto – storage of photographs
- Bruce County Archives – procedures for drying wet stereo slides mounted between glass
- Simcoe County Archives – copyright
- Badminton & Racquet Club, Toronto – emergency help following a fire
- Member, Toronto – training and options to transition from archivist to conservator
- General Archives of the Basilian Fathers, Toronto – packing and moving archival collections

Non AAO Member:

- Ontario Association of Ontario Land Surveyors, Toronto – how to start an archive

- Professional Association of Canadian Theatres, Toronto – how to start an archive
- Ross McDonald School for the Blind, St. Catherines – how to start an archive
- Chatham-Kent Hospice – how to start an archive
- Ojibwe Cultural Centre, Manitoulin Island – digitization of oral history audio tapes
- London Music Hall of Fame – collection management and exhibition
- Sudbury Public Library – digitization of newspaper microfilm
- Orangeville Heritage Board – digitization of oversized assessment books
- Volunteer at a community archives, Toronto – resources to learn about basic archives management
- Right to Life Archives, Toronto – archival appraisal
- Canadian Heritage Photography Foundation, Toronto – digitization

### **On-Site Visits**

Visits are made when a phone consultation is not sufficient to address the issues for which advice is being sought. Priority is given to AAO members. Most visits require half to one full day plus travel time, then two or more days may be required to write a follow-up report if needed. This year in conjunction with the Thunder Bay Conference I was able to schedule visits with many of the NOAA members on my way to and from Thunder Bay. The following list is all the institutions visited.

AAO Member:

- St. Jerome's University Archives, Waterloo, (April 2016)
- Grand Erie Education Archives, Brantford (April)
- Sault Ste Marie Public Library Archives (May)
- City of Thunder Bay Archives (May)
- Lakehead University Archives, Thunder Bay (May)
- University of Hearst Archives, Hearst (May)
- Laurentian University Archives, Sudbury (May)
- University of Sudbury Archives (May)
- Greater Sudbury Archives, Falconbridge (May)
- Pentecostal Assemblies of Canada Archives, Mississauga (June)
- Stratford –Perth Archives (June )
- Lennox & Addington Archives, Napanee (June)
- Community Archive Belleville & Hastings County, Belleville (June)
- Marine Museum of the Great Lakes, Kingston on behalf of Simcoe County Archives (June)
- CIBC Archives, Toronto (August)
- MAIG Open House, Simcoe County Archives, Minesing (October)
- TAAG Member Recognition Event, Toronto (November)
- Simcoe County Archives 50<sup>th</sup> Anniversary Celebration, Minesing (November)
- City of Vaughan Archives (December)
- Badminton and Racquet Club, Toronto (March 2017)
- Canadian Lesbian and Gay Archives, Toronto (March)
- Crescent School Archives, Toronto (March)

Non AAO Member:

- Royal Canadian Curling Club, Toronto (July)

### **Training Delivered**

- A one day AAO 2016 preconference workshop on Emergency Response and Salvage for 7 participants in Thunder Bay.
- A CCA webinar on Archives Security for 7 people in September 2016.
- In collaboration with conservators from the Archives of Ontario a one day refresher workshop on Emergency Response and Salvage was given at Archives of Ontario for approximately 20 of their staff who are on their Emergency Response Team.
- I also participated in a 2 hour AABC live webcast on First Nations Archives in February 2017.

### **Archives Emergency Response Network**

There are now 43 institutions in the network. Breakdown of participants by region is: SWOC – 14, TAAG – 18, AAO-Ee – 7 and NOAA – 4.

### **Outreach Activities**

Providing outreach to promote archives to non-archival communities and the public is also a significant part of the Advisor's role. Following on the successful Institutional Development Issues Forum of October 2016 it was decided the Advisor should increase efforts to reach out to Indigenous communities and organizations in particular. These are the events I attended this year.

- Represented the archival sector at a one day meeting of Fleming College's Arts & Heritage Advisory Committee in Peterborough.
- Toured a former residential school at Woodlands Cultural Centre, Brantford with staff from Archives of Ontario Indigenous Relations Working Group.
- Attended two day OMA Symposium on Indigenous Collections at Six Nations, Brantford and with Sean Smith from Archives of Ontario and Lisa Snider, Archeion Coordinator presented at this event on the provincial archives response to TRC Calls to Action and initiatives of the AAO relating to Indigenous issues.
- Contributed information for new Indigenous resources page on AAO website.
- In collaboration with AAO Webmaster Amanda Tome prepared and posted updated information for Archives Awareness Week 2017 website pages.
- Continued regular posts on AAO social media.
- Assisted with preparation of content and design of new updated promotional banner for AAO.

### **AAO Committee Support**

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 working meetings throughout the

year of the Board and some committees as well as completing specific tasks delegated to the Advisor.

### **AAO Organizational History Committee**

As secretary for this committee I organized scheduling the monthly meetings, prepared Agendas and Minutes and attended all meetings. This year I also continued to locate and collect records from former members of AAO Board or Committees and to compile and maintain information and documents on the Committees shared Google Drive that would assist the authors of the history in their research and writing.

### **Provincial Acquisitions Strategy Working Group (PAS)**

Participated in rollout and implementation of the Strategy this year and promoted participation in PAS whenever meeting with or speaking to AAO members or other organizations.

### **Preservation Committee**

I completed formatting and uploading nine preservation articles revised by Committee to AAO Drive and website in Public Resources section. Attended three teleconference meetings of this Committee. For 2016-2017 I was also Board Liaison for this Committee.

### **Canadian Council of Archives (CCA) Archives Advisors Working Group**

This year the Advisors Working Group , which consists of eleven provincial and territorial advisors or representatives from across Canada, was able to hold a two day meeting in person for training, business and discussion of common issues and concerns. This had not occurred since 2012 due to a lack of funding resources. The meeting was held at Archives of Ontario and as local host Advisor I arranged the program, local arrangements and attended this working meeting in September 2016. In addition the Advisors meet via teleconference monthly to share information on their respective work and discuss issues of mutual concern.

Respectfully submitted

Iona McCraith, Archives Advisor

## Report of the Archeion Coordinator

**By:** Lisa Snider, Archeion Coordinator

**Date:** April 4, 2017

**Time Period Covered:** May 16, 2016-March 31, 2017

### Highlights of the Year

- Completed AtoM 2.3 upgrade and researched new features.
- Completed upgrade of Archeion hosting, which will allow us to do more bulk uploads.
- Researched and am working on Subject headings and Place headings sections in Archeion, in terms of upgrading those areas and possibly locking them down.
- Presented at the Ontario Museum Association Conference on indigenous subject headings and languages in Archeion.
- Worked on Archeion and its role in the Provincial Acquisition Strategy.

### Summary of Communication

- I handled 826 emails from to and from Archives Association of Ontario (AAO) members that relate to Archeion.
- I handled 29 emails from Non-Members that relate to Archeion.
- I handled 25 emails about AtoM that related to the use of AtoM.
- I handled 420 emails related to Archeion (General).
- I handled 163 PR related emails.
- I handled 84 emails from the public.
- I handled 307 emails related to the Archives Advisor Group.
- In support of the work of the AAO Board and Committees, I handled an additional 938 email communications during this period.

Response to an email can take five minutes or an hour, depending on the complexity of the inquiry, and the troubleshooting involved. This can be a significant part of the Archeion Coordinator's position, depending on the time period.

### Archeion Related Communications

Email

Members: Archeion Changes

- 31 members requested help with changes to Archeion for their institution.
- 214 emails related to these inquiries.

Members: Archeion Issues

- 27 members requested help with problems they encountered with Archeion.
- 284 emails related to the troubleshooting related to these issues.

Members: Archeion Bulk Upload

- 27 members contacted re the new 2017 bulk uploading feature, to see how many records may need to be bulk uploaded in mid 2017.
- 6 members requested help with limited bulk uploading and with the issues found with this uploading of 50+ records.
- 54 emails related to the troubleshooting related to these issues.

#### Artefactual: Archeion Issues

- 48 issues submitted to Artefactual related to issues and problems encountered with Archeion by members and the Coordinator.
- 300 emails related to the troubleshooting related to these issues.

#### Non-Members: Archeion Related

- 1 potential new members contacted the Coordinator about changes to Institutional Profiles
- 3 potential new members contacted the Coordinator for information about how to use Archeion.
- 1 institution needed changes to their Institutional Profile.
- 29 emails related to these inquiries.

#### Phone

##### Members: Archeion Help

- 6 member Institutions received phone help with Archeion use and issues, including: Brock University Archives, Multicultural History Society of Ontario, Port Hope Archives, Royal Botanical, Guelph Main Library and Muskoka Discovery Centre.
- 13 hours total phone call time that related to this work.

#### **Public**

##### Archeion Related Queries

- 20 requests for information that related to Archeion materials.
- 69 emails related to these inquiries.

##### Non-Archeion Queries

- 5 request for information.
- 15 emails related to this inquiry.

#### **AtoM**

##### Archival Community: AtoM Related

- 5 requests for information that related to the use of AtoM in individual and multi-institutional settings.
- 25 emails related to these inquiries.

#### **AAO Board and Committees**

##### Admin: General

- 257 emails in support of my position as Archeion Coordinator, including business cards, invoices, office, listserv, etc.

#### Accessibility: AODA and Archives

- A member brought an AODA accessibility question to the Advisor, who passed it on to the Coordinator, who is an expert in archival accessibility.
- This is ongoing and evolving project.
- 2 email conversations, and 31 emails total, were associated with this item.

#### IDC Provincial Acquisitions Strategy Committee

- Coordinated and consulted with Committee and finalized how Archeion can contribute to the PAS.
- The Coordinator spoke briefly about Archeion's role in the PAS at the AAO Institutional Issues Forum in Toronto.
- Contributed to PAS discussions about how Archeion could be connected with the online PAS list in a Phase II project, such as linking to Archeion descriptions, when put up in Archeion.
- 163 emails associated with this work.

### **Promotional Activities**

#### Twitter and YouTube

- 62 engagements on Twitter, and 3 on YouTube:
- 3 YouTube Subscribers
- 22 Twitter Followers
- 3 Twitter Retweets
- 13 Twitter Likes
- 17 Twitter Mentions
- 15 Archeion Images used in Ontario Ministry of Community Safety and linkings to Archeion by UHN Libraries.

#### Conference Proposals

- The Coordinator's two participant proposals on Archeion for two AAO panels were accepted.
- ✓ Indigenous Collections Symposium
- ✓ PAS Updates
- 68 emails associated with this conference and the OMA one in March 2017.

#### Website: Indigenous Specific

- Researched Subject Terms in Archeion related to Indigenous materials, and tally materials under each of those terms.
- Listed 10 varied descriptions for the website coordinator to use on the new web page.
- Confirmed links for new webmaster for Indigenous Resources page.

### **Provincial Advisors**

- I participated in emails, when required.
- I Chaired the February meeting.

- I participated in emails about the results of the September in person meeting, when required.
- I emailed Advisors about their Artefactual hosting set ups.
- I emailed two Advisors about their policies surrounding their AtoM set ups.
- Sent out emails and a Doodle poll for the next Archives Advisor meeting (Iona had to take over due to my schedule)
- 74 emails re Archives Advisor list questions.

## **Meetings Attended**

### In Person

- 2 Board meetings
- 1 AO meeting (Dana and Iona)
- AAO Institutional Issues Forum-Toronto
- AAO Leadership Meeting-Toronto
- Archives Advisor Meeting-Toronto

### Phone

- 3 Board meetings
- 7 Archives Advisor meetings
- 1 IDC Meeting (January)

## **Archeion Related**

### AtoM 2.3 Version Upgrade

- Archeion was updated to Version 2.3 on September 9<sup>th</sup>, 2016.
- Extensive research was done on the upgrades to all features in the new version, so that it could be incorporated into training.
- A message was sent to the listserv to note the four most important new features in the system.
- The Coordinator is researching how some of the new features could be enabled in a multi-institutional environment, such as a new navigational layout that would impact the entire site.
- The Coordinator extensively tested and checked the site before, during and after the upgrade to note issues for Artefactual. Then tested the site again after the issues were fixed (Statistics not showing and digital object tracker disappeared).
- 7 email conversations with 35 total emails with Artefactual were associated with this item.

### Hosting Upgrade

- Prepared for the upgraded hosting move on January 26, 2017.
- Conversed with Artefactual throughout move process to ensure no issues.
- Checked site after upgrade to ensure all features worked okay.
- Researched past issues with Archeion from former Coordinator's emails and issues submitted to Artefactual.
- Emailed Artefactual for advice on time out and issues experienced by members and how these could be alleviated by a hosting upgrade.

- In this period, at least four members had issues with time outs, that were likely on the Archeion (and not the member) side.
- Talked in person and on the phone with other Archives Advisors across the country to survey what hosting options they have with their systems.
- I provided a detail survey of the issues for the Board that was presented at the AAO Leadership Forum.
- I completed a detailed report on the advantages of upgrading Archeion hosting, which was presented to the Board and approved in December 2016.
- 83 emails conversations related to this item.

#### Subject Headings

- I liaised with the President on potential Subject Heading issues brought to the Coordinator from at least two members.
- I presented at the AAO Leadership Conference to make the Board aware of the issues.
- I presented on issues with subject headings to two in person Board meetings for feedback.
- These issues included: locking down Subject Headings to keep consistency, improving the Subject Heading area so it works for more members, adding indigenous terms from the MAIN list from Manitoba that is now being used by LAC.
- Research is being conducted to ensure a smooth transition for the Subject Heading changes, anticipated to take place in spring 2017.

#### Sponsorship

- The President presented an Archeion sponsorship proposal, which was declined.
- I provided feedback on what could be included in the proposal.
- I helped to create screen shots and mock ups of what could be done with a sponsor on Archeion, Twitter, etc.
- 20 emails related to this area.

#### Duplicates

- I was constantly cleaning duplicates in the Places, Names, Subject and Authority areas. There was more than one member creating not only duplicate place, authorities and subjects, but also institutional profiles.

#### Bulk Uploads

- I did extensive research on csv and xml bulk upload methods, and researched in depth the new AtoM 2.3 templates.
- I emailed many members about bulk uploads that hopefully will start in Spring 2017.
- I identified many issues that need to be addressed before we start bulk uploading (ie: Subjects, Places, duplicate authority records, similar authority records, etc.)

## Statistics

Date	Number of Descriptions (All Levels-Public)	Number of Contributing Institutions	Number of Authority Records
01-Jun-16	35,461	176	14,443
01-July-16	35,628	176	14,518
01-Aug-16	35,787	176	14,599
01-Sep-16	36,973	175	14,734
01-Oct-16	38,117	176	14,750
01-Nov-16	38,433	176	14,823
01-Dec-16	38,688	181	14,877
01-Jan-17	38,855	178	14,899
01-Feb-17	39,164	177	14,911
01-March-17	39,181	177	14,920

Date	Visits (Preceding Month)	Unique Visitors (Preceding Month)	Page Views (Preceding Month)
01-Jun-16	7,713	6,789	31,414
01-July-16	7,872	6,872	30,211
01-Aug-16	7,465	6,660	24,826
01-Sep-16	8,530	7,466	34,939
01-Oct-16	7,957	7,093	25,943
01-Nov-16	7,962	7,060	33,754
01-Dec-16	8,465	7,344	34,230
01-Jan-17	7,265	6,425	34,776
01-Feb-17	8,968	7,862	37,647
01-March-17	10,527	9,325	39,965

Respectfully submitted,

Lisa Snider  
Archeion Coordinator  
April 6, 2017

## Report of the Archeion Assistant

**By:** Lisa Snider, Archeion Assistant

**Date:** April 4, 2017

### **Archeion Assistant Project Completion**

I want to thank the Government of Canada for their generous DHCP grant to complete the Archeion Assistant project in 2016-2017. I also want to thank the Board for their support and patience over the last few months, and the previous Assistants Emily and Niloufar for their great work on the first part of this project.

The Assistant provided in person training and workshops on how to use [Archeion](#) in their institutions. The Assistant was also able to provide presentations on the benefits of using [Archeion](#) to three non-AAO members as well. These institutions were excited about [Archeion](#), and they are hopefully joining us in 2017.

The Archeion Assistant, Lisa Snider, traveled around Ontario from October 2016 to March 2017. She visited 42 institutions, and 134 people attended the in-person sessions. As well, there was one virtual session with 1 participant.

The trainees ranged from trained and/or professional archivists, librarians, museum personnel and IT staff to volunteers, interns, etc. who have no formal training in any of these areas.

The institutions varied in size, from the largest archives in the province to small archives in people's homes. The type of institution also varied, and they included: archives, museums, libraries, historical societies, foundations, corporate, municipal, religious, university, college, provincial and private organizations.

Many archives collaborated to attend the training sessions. For example, the City of Thunder Bay and Lakehead University participated in a joint session in Thunder Bay; at the University of Ottawa, other archives were present including the Centre for Research on French Canadian Culture (CRCCF); and at the Kitchener Public Library training session, participants came from Wilfred Laurier University Archives, the Region of Waterloo Archives and the Architectural Conservancy of Ontario (North Waterloo Region Branch).

The training and workshops were provided to people all over the province, and included places such as Toronto, Delaware, Gravenhurst, Goderich, St. Catharines, Sudbury, Delhi, Sault St. Marie, Ottawa, Drummond Centre/Perth, Hearst, Hamilton, Kitchener, Dundas, Napanee, Port Hope, Newmarket, Thunder Bay and Vaughan.

A web page about the Assistant work was put up and it can be found at: [http://aao-archivists.ca/ArcheionAssistant\\_DHCP](http://aao-archivists.ca/ArcheionAssistant_DHCP). Lisa would like to thank the institutions she visited for their time and enthusiasm!

Most of the institutions that were trained, enthusiastically embraced the new feature of bulk uploading into Archeion. Many are now preparing their bulk uploads so they are ready for upload, and it is anticipated that we will be given 7,500-10,000 descriptions to bulk upload into Archeion by fall 2017.

All participants were sent a survey for feedback on the training experience and the trainer. While this wasn't included in our application, the Archeion Assistant felt it was

important to gauge the success of the training, and get valuable feedback from participants.

One question in the survey related directly to the future use of Archeion: 'Will the information covered in training be useful when you interact with Archeion? All survey respondents answered this question, and 98% of respondents found the training 'extremely useful' or 'very useful', and 2% found it 'moderately useful'.

Most respondents of the survey indicated that the training helped them to get more comfortable with how to use Archeion, and the in-person training was of great value to them. Some of the comments from the survey that they filled out after the training session include:

- ✓ "...we can participate in Archeion without mega hours of work"
- ✓ "...it was an excellent opportunity for...[us] and we look forward to having more of our information available to the public as soon as we can."
- ✓ "[the training was] Extremely useful, will be able to apply it both for updating older records and creating new ones for fonds not yet entered"
- ✓ "Absolutely it [the training] will useful to me. Being new to Archeion, I found that becoming familiar with some of the features of the software was immensely helpful. Also, I am coming from a library background so the information was insightful. I will be working on uploading descriptions to Archeion in my position and seeing the back end of it will be helpful to me going forward. "
- ✓ "Lots of opportunity to ask questions for someone who is new to Archeion and to archival description (RAD) "
- ✓ "I liked one-on-one for this training. It allowed time with certain concepts that I needed more help with without spending time on concepts that other people need help with, as is often the case in group training. "
- ✓ "Hands on with only two trainees gave lots of time for specific examples and questions. Also I appreciated her ability to travel to our location. "
- ✓ "The entire session was very informative and useful. I now have a good understanding of how to use Archeion."

Respectfully submitted,

Lisa Snider  
Archeion Coordinator  
April 2017

# Reports of the Chapters

## Report of the Chapter Stakeholder

To the Board and Membership of the Archives Association of Ontario

Through an amendment to the Constitution of the AAO, voted on and carried at the 2015/16 AGM, the position of Chapter Stakeholder was added to the Board of Directors. The role of the Chapter Stakeholder is as follows:

The Chapter Stakeholder Position acts as the representative for the Chapters at a Board level. Specific activities include:

- Reporting all matters related to the Chapters discussed at a Board level to the Chapter presidents/chairs;
- Liaising with Chapters to bring matters of concern from the Chapter level to the Board level for discussion and/or action; and
- Optimizing the relationship between the Chapters and the Board.

Work Completed:

- Development of position description
- Teleconference meeting with Executives of the Chapters
- Worked to clarify the procedures involved with requesting and accounting for core funding for the Chapters
- Acted as the voice of the Chapters at the Board level

Respectfully submitted,

Jennifer Weymark, Chapter Stakeholder

## Report of the Durham Region Area Archives Group

The focus of 2016-2017 was to work more closely with the Archives Association of Ontario (AAO) ensuring more efficient use of funds and better cross promotion of chapter efforts. The Chair of the Durham Region Area Archives Group (DRAAG), Jennifer Weymark, filled the new Chapter Stakeholder position on the AAO Board of Directors.

The DRAAG membership met on January 23, 2017 to plan for the upcoming year and discuss the chapter executive. Changes to the chapter leadership were made in March: Jennifer Weymark stepped down to become Vice-Chair and Sarah Ferencz assumed the position of Chair.

### **2016-2017 Events**

DRAAG partnered with the AAO's Professional Development Committee (PDC) and offered a new workshop called *How to Run a Successful Oral History Project*. The University of Ontario Institute of Technology (UOIT) at Oshawa hosted the workshop and provided refreshments in-kind. Laura Suchan, Executive Director of the Oshawa Museum, led the workshop, which was very well attended. Proceeds from the workshop were directed to the PDC. Both DRAAG and the PDC worked to promote the workshop to the archival community. The DRAAG executive is hoping to partner with the PDC again in autumn 2017 to offer another joint workshop.

DRAAG used Archives Awareness Week 2016 to connect with the community. DRAAG showcased chapter members through the web series called "Meet the Archivist". We featured some of our newest members on social media which garnered community engagement on Facebook and Twitter.

### **Advocacy**

Members of DRAAG continued to promote and advocate for the importance of archives in our communities. Our members are regular contributors to local newspapers and write about local history throughout the year. Several of our members also sit on municipal advisory committees relating to built and cultural heritage.

As Chair, Jennifer Weymark conducted a site visit to the Port Hope Archives to assist the new archivist and the Board of Directors with establishing a realistic workflow.

DRAAG's social media presence continues to grow. We have 300 likes on Facebook and over 700 Twitter followers. We engage with our followers on a regular basis and promote the AAO's events and efforts. The chapter website is updated regularly to share some of the amazing resources available throughout Durham Region.

Respectfully submitted,

Sarah Ferencz

Chair, Durham Region Area Archives Group  
Archivist, Archives at Whitby Public Library

## Report of the Eastern Ontario Chapter

AAO AGM 2017 – April 26<sup>th</sup> – 28<sup>th</sup>

Our key fall event took place on October 13, 2016, when we hosted Provincial Archivist, John Roberts. John spoke on the current directions of the Archives of Ontario and the AO's role and support of the AAO's Provincial Acquisition Strategy. His presentation was followed by a town hall on the acquisition strategy. We had approximately 20 participants, including archivists, researchers, genealogists, a Professor from Carleton University, a member of the Huntley Historical Association and etc. The event was well received.

The AAOEe Chapter most recently completed in conjunction with Library and Archives Canada the ground work for the symposium, "A Day in the Life of an Archivist" to take place on April 20<sup>th</sup> from 10am to 12pm followed by a tour of the Gatineau Preservation Centre. The symposium will include presentations by LAC staff and archivists from the Ottawa area. It will be an opportunity for LAC staff to learn more about the activities of the AAO and the Chapter to learn more about LAC initiatives.

Our last event was a games night at the LOFT on March 2<sup>nd</sup>. It was a small enthusiastic crowd. A classic game of Clue prevailed over the hundreds of newer offerings, much like Leonard Cohen over Drake for a Juno.

We have put together a list of institutional members in the Eastern Chapter catchment and we are diligently working on a brief survey to distribute to our institutional members. Our objective is to determine what services or workshops are pertinent to our members.

The AAOEe Chapter AGM is scheduled for May 13<sup>th</sup>. We will have the AGM in conjunction with a walking history tour of the Chaudiere district.

Chapter Executive line-up:

John D. Lund, currently President, stepping down as President, standing for Member at Large

Jacinda Bain, currently Vice-President, standing for President

Claire Sutton, currently Member at Large, standing for Vice-President

Theresa Sorel, currently Treasurer, standing for Treasurer

Saara Mortensen, currently Secretary, stepping down from Executive

Laurie Dougherty, currently Member at Large, stepping down from Executive

A financial statement will be submitted to the AAO Office at the completion of the AAOEe AGM.

John D. Lund, President  
AAOEe Chapter  
20170403

## Report of the Northwestern Ontario Archivists' Association

### 2016-2017 Activities:

NOAA successfully hosted the 2016 AAO conference at the Prince Arthur Hotel in Thunder Bay, May 11-13, 2016, despite our fearless leader, Matt Szybalski, being unable to attend due to knee surgery. A good time was had by all and I am sure conference attendees remember it with fondness every time they see that blaze orange toque hanging out in their cupboards!

NOAA has been actively participating in heritage events in Thunder Bay, explaining what we do and the services offered by the AAO, and inviting people to our events. We were a sponsor and helped to organize the first ever Heritage Symposium on February 25, with local members of the Ontario Historical Society. The Symposium was to help new heritage groups learn about the resources in the community and share their challenges and triumphs. We were also a sponsor for the Military History Symposium and participated in the Lakehead Social History Institute events and workshops. NOAA also wrote to one of our local MPs, Don Rusnak, regarding LAC's lending of microfilm to institutions outside of Ottawa, supporting similar letters from local historians.

In December, we welcomed Lisa Snider who came to train us on Archeion and was kind enough to also give a public lecture for NOAA entitled, "Lower the Electronic Barriers: Digital Accessibility Tips for Archives, Libraries and Museums."

The fifth annual Archives Crawl for the History Students Group at Lakehead University was held on March 4, 2017. The Crawl started at the Lakehead University Archives, moved on to the City of Thunder Bay Archives, the Brodie Public Library, 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 2017-2018 school year.

The NOAA AGM was held March 30, 2017 at the Prince Arthur Hotel. We were delighted to welcome four new members to our group who had heard about us through our participation in other heritage events. We enjoyed a presentation after the AGM from Grant Hurley of the Ontario Council of University Libraries, who spoke to us about their digital preservation system.

### The 2016-2017 NOAA Executive:

- President: Christina Wakefield, City of Thunder Bay Archives
- Treasurer: Louise Wuorinen, Lakehead University Library
- Secretary: Sara Janes, Lakehead University Archives
- Past-President: Michel Beaulieu, Lakehead University History Department
- Member-at-Large: Kathy Traynor, Lakehead University Archives
- Member-at-Large: Joshua Klar, City of Thunder Bay Archives

Christina Wakefield  
President, NOAA  
Associate Archivist, City of Thunder Bay Archives  
cwakefield@thunderbay.ca  
807-625-2822

## Report of the Southwestern Ontario Chapter

This year has been a quiet one for SWOC since our AGM in May 2016, although we have been trying to host new types of events to better engage with our constituents, particularly students who are interested in pursuing archival work. To this end we have attempted to host two "archivist speed dating" nights where students could sign up to come and rotate through speaking with someone employed in the archival world. These events were open to students in the MLIS program and MA Public History program at Western. Unfortunately we were not able to get enough students to sign up to make the events viable, however we still believe that this event would be of use and hope to try it again in the future.

Moving into the spring and summer, we have two events tentatively planned. We will be hosting our AGM, place and date yet to be determined but please keep an eye out for follow up information. As well, we are planning to revive the traditional summer BBQ for MLIS students at Western, with opening it up to MA Public History students and our colleagues in the SWOC area.

If you have an idea for an event you would like to see SWOC host, be it a workshop, a tour, a panel, anything, please get in contact with the executive. We want to work for you! Please note as well that we are still seeking SWOC members for board positions, specifically that of Vice-President. If you are interested in getting involved with SWOC please contact a member of the executive.

The 2016-2017 year has been a busy one for TAAG! Work on behind-the-scenes preparations for the 2017 AAO Conference has been our primary activity the past number of months as we ready ourselves to welcome AAO delegates to Toronto at the end of April. We again wish to thank Dean Wendy Duff and the Faculty of Information, University of Toronto, for their generous conference support.

Aside from preparing for the AAO Conference, TAAG has maintained our regular slate of social and professional programming for our Toronto-area members. From 01 April 2016 to 31 March 2017 we have held the following events:

1. Annual General Meeting 2016
2. TAAG Chapter Award presentation at the Faculty of Information, University of Toronto graduation
3. Associations as Your Gateway to Networking evening at the Faculty of Information, University of Toronto
4. Member Recognition Night
5. OMEKA.net Workshop
6. Winter Warmer social night
7. Annual General Meeting 2017

#### **1) Annual General Meeting 2016**

Date: 21 April 2016

Location: Bedford Academy, 36 Prince Arthur Avenue, Toronto

Number of attendees: ca. 35

TAAG held its 2016 Annual General Meeting and Dinner on 21 April 2016 and, breaking with tradition a bit, held the jam-packed event in a private room at the Bedford Academy.

John Roberts, Chief Privacy Officer and Archivist of Ontario, welcomed our guests with a talk reflecting on key events during his first six months at the helm of the Archives of Ontario that have shaped his view of the Canadian archival landscape.

The AGM itself was a busy one. We bid a reluctant goodbye to two members of the executive committee: Treasurer, Beverley Darville, and Secretary, Juanita Rossiter. Celia Schmidt carried on in her role as Member-at-Large, Julia Holland, Tys Klumpenhower and James Roussain moved to the roles of Past-President, Secretary, and President, respectively. Emily Sommers joined the executive in the role of Vice-President, Katey Watson as Treasurer, and finally Jessica Haskell, Maegan Ayre, and Amanda Tomé as Members-at-Large.

## **2) TAAG Chapter Award presentation**

Date: 16 June 2016

Location: Desautels Hall, Rotman Building, 105 St. George Street, Toronto

Number of attendees: ca. 150 students and their families

The annual iSchool convocation TAAG award is given to one full-time or part-time graduate with the highest academic achievement in the Archives and Records Management concentration of the MI program in the Faculty of Information, University of Toronto.

It was our distinct pleasure to present this year's award to Jillian Harkness.

## **3) Associations as Your Gateway to Networking**

Date: 19 October 2016

Location: Faculty of Information, University of Toronto

Number of attendees: ca. 100 students

TAAG was invited to participate in the Faculty of Information's annual Associations as Your Gateway to Networking event where members from 20+ professional associations representing libraries, museums, archives, knowledge management and other information professions are on-hand to speak with students and promote the value professional memberships. James Roussain attended on behalf of TAAG. Thanks to Emily Sommers for preparing posters and handouts for students and to Isidora Petrovic, Careers Officer, Faculty of Information.

## **4) Member Recognition Night**

Date: 7 November 2016

Location: Harbord House, 150 Harbord Street, Toronto

Number of attendees: ca. 25

On Monday, November 7, TAAG held a pub night at the Harbord House to celebrate our fellow archivists, Jean Dryden and Loryl MacDonald, 2016 recipients of the AAO Alexander Fraser Award. The Alexander Fraser Award is given to individuals who have contributed in a significant way to the advancement of the archival community in Ontario. Both Jean and Loryl were unable to attend the AAO Conference in Thunder Bay to receive their awards - given their numerous contributions to the Canadian archival community, it was only fitting that we celebrate this great achievement.

TAAG would like to thank to Ellen Scheinberg for all her help in ensuring the evening's success, as well as Emily Sommers and Tys Klumpenhouwer for their help in organizing the event.

## **5) OMEKA.net Workshop**

Date: 11 November 2016

Location: E.J. Pratt Library, Victoria College, University of Toronto

Number of attendees: 20

On Friday, November 11, TAAG hosted an introductory workshop on Omeka.net, a free, web-hosted content management platform. Led by Leslie Barnes, Digital Scholarship Librarian at the University of Toronto Libraries, participants learned how to display collections, build exhibitions, gather stories, and map photographs online. With over 18 participants, the event was a smash success and was well received by all those who attended.

TAAG would like to thank the staff of the E.J. Pratt Library at Victoria College, University of Toronto for allowing us the use of their computer lab and for hosting the event, as well as Katey Watson for taking the lead on organizing the workshop.

#### **6) Winter Warmer**

Date: 19 January 2017

Location: Harvest Kitchen, 124 Harbord Street, Toronto

Number of attendees: ca. 25

In lieu of the annual Holiday Party, TAAG this year decided to welcome the New Year and beat the doldrums of a dark January by hosting a Winter Warmer. Held at the Harvest Kitchen, TAAG offered a casual venue for colleagues to connect and mingle over dinner or drinks. The use of the venue required a minimum spend which, unfortunately, was not met and so a cost of \$133.62 was paid by TAAG to cover the outstanding minimum spend balance.

TAAG would like to thank Julia Holland for organizing this event.

#### **7) Annual General Meeting 2017**

Date: 9 March 2017

Location: Blackburn Room, Robarts Library, University of Toronto

Number of attendees: ca. 40

Taking place a bit earlier than in past years, TAAG hosted its Annual General Meeting on March 9<sup>th</sup> where we welcomed over 40 attendees for a talk given by former Librarian and Archivist of Canada, Dr. Ian Wilson. Titled "Whereof what's past is prologue," Dr. Wilson's talk mused on the past and present challenges facing our profession and urged those in attendance to not sit on our laurels but rather to continue engaging our communities, fellow colleagues, and our leaders to promote archives and their importance to society. We can be proud of our past successes but must continue to learn from them and not grow complacent. Dr. Wilson's talk offered reflection and amusing anecdotes accumulated through his years of public service which culminated in a lively discussion amongst all in attendance.

As our full executive was elected last year with a two-year mandate, no elections were called at the meeting and our administrative business wrapped up quickly. Our executive remains:

James Roussain, President

Emily Sommers, Vice-President

Tys Klumpenhower, Secretary

Katey Watson, Treasurer

Celia Schmidt, Member-at-Large  
Maegan Ayre, Member-at-Large  
Amanda Tomé, Member-at-Large  
Julia Holland, Past President

The 2016-2017 year has been a fun and challenging year for the TAAG executive as we strove to strike a balance between our regular membership programming as well as our obligations in assisting with the planning of the 2017 AAO Conference. We are pleased with our events this past year and look forward to offering a varied offering of events, workshops, and talks in the months ahead.

I want to close by thanking the current executive for their tireless efforts and commitment to the profession.

Respectfully submitted,

James Roussain  
TAAG President  
[taag.chapter@gmail.com](mailto:taag.chapter@gmail.com)

5 April 2017

#### **Financial statement for the year ending 31 March 2017**

<b>Revenues</b>	
Donations	\$0.00
AGM 2016	\$1,020.00
Workshop - Introduction to OMEKA.net	\$660.00
Bank interest	\$0.00
<b>Total Revenues 01 April 2016- 31 March 2017</b>	<b>\$1,680.00</b>
<b>Disbursements</b>	
Faculty of Information student award	\$200.00
AGM 2016	\$1,301.85
Workshop - Introduction to OMEKA.net	\$75.74

Winter Warmer	\$133.62
AGM 2017 (estimated)	\$130.00
Bank fees \$2.50/month	\$30.00
<b>Total Disbursements 01 April 2016- 31 March 2017</b>	\$1,871.21
<b>Bank Reconciliation</b>	
opening balance 01 April 2016	\$2,309.28
add receipts	\$1,680.00
<b>total</b>	\$3,989.28
less disbursements	\$1,871.21
<b>Closing balance 31 March 2017</b>	<b>\$2,118.07</b>

# Annual General Meeting 2016 Minutes - May 12, 2016, Thunder Bay, Ontario

## **Archives Association of Ontario (AAO)**

### **Annual General Meeting**

Thursday, May 12, 2016

11:30 AM – 12:30 PM

Provincial Room, Prince Arthur Waterfront Hotel

17 Cumberland St. N., Thunder Bay

### **Minutes of Meeting**

#### **1. Call to order**

Marissa Paron called the meeting to order at 11:58 p.m.

#### **2. President's Opening Remarks**

Marissa Paron thanked the Conference Program and Local Arrangement Committees for their hard work. She also thanked the membership for the opportunity to be President and her fellow Board members for their work during the 2015-2016 term including Dana Thorne, Danielle Robichaud, Ned Struthers, Matt Szybalski, Sarah Ferencz, Grant Hurley, Jodi Aoki, as well as Myron Groover and Crystal Campitelli. Thanks were extended to the regional chapters and committees that support the Board. It was noted that the AAO functions as a network to accomplish its mission, and gets stronger as challenges are approached and conquered. Additional thanks were extended to Archives Advisor Iona McCraith, Archeion Coordinator Amanda Hill, and Terra Belanger from the secretariat.

#### **3. Approval of the Agenda**

A discussion regarding membership fees was added to Item #11, Other Business.

MOTION: A motion to approve the agenda pending addition of "Membership Fees" under Item #11, Other Business was made by M. Paron and seconded by P. Henry; carried.

#### **4. Approval of the Minutes of the 2015 AGM**

MOTION: A motion to approve the minutes was made by M. Paron and seconded by J. Burant; carried.

#### **5. Report of the President**

Marissa Paron described initiatives undertaken by the AAO in 2015-2016, including:

- Documentary Heritage Communities Program (DHCP) funding received from Library and Archives Canada to hire an Archeion Assistant, Emily Chicorli, who did a great job assessing how to help institutional members in contributing

to Archeion. The next stage of the project will involve providing more direct assistance to members in uploading records to Archeion.

- Web and social media review, building on the rebranding started last year. Review involves trying to ensure social media channels are used effectively to fulfill the AAO's mission and satisfy the priorities of the Strategic Plan. Steps completed so far include an inventory of AAO social media accounts and an analysis of where there might be room for improvement. An invitation was extended to members who would like to participate in this process; anyone who is interested should contact incoming President Dana Thorne at [president@aao-archivists.ca](mailto:president@aao-archivists.ca).

- Student Outreach Planning Committee has demonstrated great ideas and enthusiasm for how to better engage students and young professionals.

- Organizational History Committee working on a history of the AAO to be published in 2018 for the AAO's 25<sup>th</sup> anniversary. Iona McCraith is seated at the registration table and will gladly collect any stories or information you want to share about the AAO for the history.

- OTR Editor Grant Hurley has refreshed the publication and taken it in some exciting directions with a fresh new look. New content is also being introduced.

- The Board is also working to improve the AAO's processes. The two Director Without Portfolio positions have been separated from the Web Administrator and OTR Editor positions. The Director Without Portfolio may still express an interest in those roles, but as the DWP may choose to focus on other Board responsibilities, volunteers can be sought for the Web Administrator and OTR Editor positions.

- The AAO has been agile and responsive this year.

## **6. Report of the Secretary-Treasurer**

Unfortunately, Secretary-Treasurer Jodi Aoki was not available for the meeting. In her stead, Marissa Paron thanked Jodi as well as Myron Groover (who was in the role before her) for their work in the 2015-2016 term. She also thanked Michelle Prior, Pearl Chen and Lifang Guang, who provide accounting support from Managing Matters.

The AAO is still in a state of financial health. A small surplus from last year was added to the AAO's reserve account, which is modest and within the range of recommended levels for a non-profit organization.

### **a. Approval of the Auditor for 2016-2017 Audit**

MOTION: A motion to approve the hiring of an auditor for 2016-2017 was made by M. Paron and seconded by J. Holland; carried.

## **7. Institutional Development Committee (IDC) Report**

Sarah Ferencz acknowledged Matt Szybalski for his work and dedication to the IDC Committee over the last several years. It has been a big year for the IDC.

An Institutional Issues Forum was held at the Archives of Ontario in October. This was a great exercise and included discussions about the Provincial Acquisition Strategy (PAS) and Archives Awareness Week. From the forum, a working group was formed to move forward with the PAS and has been meeting regularly to move forward with the strategy. Aaron Hope has circulated detailed information about the PAS on the listserv.

The IDC undertook a survey of institutional members to create an inventory of expertise that can be accessed by institutional members. The IDC is currently analyzing the results of the survey and partnering with the Preservation Committee to determine the best steps moving forward.

A constitutional amendment regarding membership in the IDC will be put forward later in the meeting.

## **8. Report of the Secretariat**

Terra Belanger introduced herself. She is the AAO Account Coordinator and works with the secretariat office Managing Matters. Terra works with an accounting team as well. She runs the daily administration of the AAO including email responses and phone calls, and is happy to provide support. She thanked all AAO volunteers, Board members, Chapter members, Iona McCraith, and Amanda Hill for their work over the year, as well as Christina Wakefield for putting together the conference. To contact her, send a message to the AAO office email address at [aao@aao-archivists.ca](mailto:aao@aao-archivists.ca).

## **9. Approval of Constitutional Amendments**

### **a. Membership of the Institutional Development Committee**

MOTION: A motion to approve a change in requirements for membership of the IDC was put forward by M. Paron and seconded by S. Smith; carried.

### **b. Extension of Student membership to new graduates**

There was a question regarding why student membership should be extended to new graduates (up to two years after graduation). M. Paron noted that there is a lot of enthusiasm among new graduates to join associations, but in practical terms not everyone who graduates with a degree quickly transitions into employment. These financial struggles can make it hard to put money aside for association memberships. With extension of the cheaper student rate will allow these new graduates to remain part of the organization until they have had a better opportunity to secure themselves financially.

MOTION: A motion to approve an extension of student membership fees to new graduates (up to two years after graduation) was put forward by M. Paron and seconded by J. Burant; carried.

**c. Addition of Chapter Stakeholder to AAO Board of Directors**

It was noted that a detailed description of the reasoning behind this decision has been written up.

MOTION: A motion to introduce a new Chapter Stakeholder position to the Board of Directors was put forward by M. Paron and seconded by J. Weymark; carried.

**10. Election of the Board of Directors**

Three candidates have been nominated: Tracey Krause for Vice President / President Elect; Nick Richbell for Director Without Portfolio; and Grant Hurley for Director Without Portfolio. No nominations were presented from the floor for any of the positions.

- T. Krause elected as Vice President / President Elect.
- N. Richbell elected as Director Without Portfolio.
- G. Hurley elected as Director Without Portfolio.

**11. Other Business**

**a. Provincial Acquisition Strategy (PAS)**

IDC member Sean Smith spoke about the PAS. At the 2015 Conference, Sean and Matt

Szybalski delivered a presentation called Life is a Highway about new directions for Ontario archives. A conversation about collaborative acquisitions was initiated, and it continued at the Institutional Issues Forum hosted by the Archives of Ontario in October. A working group was developed and met bi-weekly to create a cohesive vision and strategy for a PAS. The working group has also put together a toolkit.

As a network that shares the documentary heritage of the province, the PAS will encourage institutions to critically examine their own collections mandates and share this information, identifying where strengths lie and how archivists can work together.

All work has been done within the confines of the AAO, using the network's tools to communicate about the PAS. Since there are more archival collections in the province beyond the purview of the AAO, the PAS will reach beyond AAO members to other archives in locations such as libraries and museums to get a comprehensive picture of what is being collected across the province.

The PAS working group has consulted with the AAO community throughout the process and communicated updates regularly. The spirit of the strategy seems to resonate with the community.

Through the AGM vote, AAO members agree to accept the draft strategy and accept the challenge of implementing it over the next year.

MOTION: A motion to approve the draft Provincial Acquisition Strategy was put forward by M. Paron and seconded by P. Henry; carried.

#### **b. 25<sup>th</sup> Anniversary Organizational History Project**

Organizational History Committee Chair Paul Henry introduced the project, indicating that the history would expand beyond the AAO to prior organizations including the Ontario Association of Archivists (OAA) and Ontario Council of Archives (OCA), as well as the development of early chapters. The Committee is looking for volunteers that would like to contribute to the project, either as holders of knowledge (former AAO presidents, Board members, committee volunteers, etc. who may have information stored in their heads or their basements) or as writers to tackle a particular section of the history. A strategy is currently being drafted to find individuals who will champion each of the sections that have been laid out in Brian Beaven's proposal (see full proposal in AGM package).

A question was asked regarding whether the AAO has a records retention schedule. The answer was yes, but the schedule is out-dated. It was indicated that the current records retention schedule could be made available. It was also noted that the current formal repository of AAO, OAA and OCA records is the Archives of Ontario, while institutions throughout the province have taken responsibility for chapter records (following a decision in the early 2000's that the AO would not take chapter records). Anyone with AAO or chapter records in their possession was encouraged to contact Secretary-Treasurer Jodi Aoki at [secretary-treasurer@aao-archivists.ca](mailto:secretary-treasurer@aao-archivists.ca) regarding transfer of this material to an appropriate repository. Physical records may be able to be transferred by Iona McCraith during her travels as Archives Advisor.

Clarification was requested regarding the scope of the project. It was indicated that the project was celebrating the 25<sup>th</sup> anniversary of the AAO (coming up in 2018) but that the scope of the project would capture the earliest chapter development as well as the OAA and OCA.

#### **c. 2017 Conference Presentation**

Marissa Paron was pleased to announce the location of the 2017 Conference – Toronto! She also expressed pleasure to partner with TAAG in presenting this conference and thanked the Chapter President James Roussain for his support so far.

#### **d. Membership Fees**

Marissa Paron noted that due to the AAO's exceptional growth and solid progress on the five-year Strategy Plan, there may be a need to increase membership fees. There will be no changes immediately, but the Board will be examining the current fee structure over the next year and may consider an incremental increase in fees. There will be communication about this issue forthcoming.

A question was raised about the last time that a discussion occurred regarding membership fee increases. The consensus was that the last discussion occurred at the 2014 Conference in Oshawa.

## 12. **Adjournment**

The meeting was adjourned at 12:40 p.m.