



Strategic Plan 2024-2027

December 01, 2023



Mission

SCAA promotes Saskatchewan's documentary heritage through leadership, support and education of archives and archivists. SCAA actively realizes this mission through the pursuit of the following goals:

1. To provide a forum for the exchange of information and ideas among those interested in archives;
2. To encourage the development of a cooperative archival system within the province;
3. To encourage the preservation and conservation of Saskatchewan's archival records;
4. To encourage the establishment of new archival institutions within the province;
5. To develop and promote standard archival policies and practices;
6. To assist members to obtain funding through granting and other funding agencies and, where necessary, to adjudicate grant requests on behalf of members;
7. To assist in the education of archivists and others with interests in the field of archives;

Vision

By 2030, SCAA will be recognized and appreciated by our members and the public as a key heritage organization in Saskatchewan.

Values

SCAA embraces diversity as a key value of our organization and across our membership.

SCAA is flexible and responsive to members in terms of changing demographics and technology.

SCAA offers a platform and venue for connecting, collaboration, and participation for our members, heritage interested individuals and institutions, and related organizations.

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Principal Results	Measures	Targets	2024 - 2025 Actions	2025 - 2026 Actions	2026 - 2027 Actions	Lead	Resources
Key Results Area #1: Reconciliation							
Relationships with Indigenous organizations and support for SCAA membership in advancing reconciliation (Policy; education opportunities)	Partnerships and new memberships	Partnerships with 2-3 Indigenous communities and/or new Indigenous memberships	Membership survey / environment scan - leading to establishment of priorities for reconciliation action coordinated by IWG	Implementation of plan, support for members, identify potential partners, relationship building (ongoing)		Indigenous Working Group	Honoraria for consultation with elders, knowledge keepers (\$1,500/year)
			Activate partnership with Cumberland House	Ongoing work including identification of training and support needs			

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Key Results Area #2: Revenue							
Increase Stable Non-Lotteries Grant Revenue	Diversification of revenue sources	Relationships with 2-3 new granting agencies or sponsors	Further scoping of requirements for the consultant to be engaged; identify consultant (request quotes)	<p>Hire consultant to assist with plan development including all identified actions</p> <p>Identify and research sponsors and develop strategy to approach sponsors</p> <p>Create profile of our key audiences for sponsors</p> <p>Develop sponsorship packages, benefit levels, etc.</p> <p>Research external grant possibilities - public sector and foundation/private</p> <p>Identify key areas requiring additional/new funding</p>	Implement fund development program in a sustainable way - targeted grant applications, foster potential sponsors	Revenue Working Group	Consultant \$12,000

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Key Results Area #3: Public Awareness							
Complete Unforgettable Book	Copies sold	Break even on printing costs - target 90% sold	Finalize camera ready publication, develop distribution/marketing plan, confirm printer/publisher	Publication and distribution	Ongoing promotion and sales	Public Awareness Committee	Design costs (\$4000)
Promote awards program	Nominations received	Additional nominations received independent of board/staff	Develop and implement broader communications plan for nominations and award			Staff	n/a

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Key Results Area #4: Membership Services							
Increasing membership, engaging them, retaining them.	Membership numbers	Increase in membership by 5%, retention rate of 95%	Membership survey (general) design, primary focus on non-members, evaluate results	Prioritize actions from survey results - responses re services, implications for recruiting new members. Begin implementation	Continue implementation of goals, follow-up survey	Staff (board consultation)	n/a
			Review scope of associate membership categories to ensure good fit with potential community partners	Identify new associate members (especially organizations) for recruitment, in conjunction with survey follow-up			

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Key Results Area #5: Staff and Volunteer							
Expand Staffing Capacity	Increased FTE	Increase of 0.5 FTE compared to current level	Assess staff and volunteer capacity; identify options for expansion	Implement expansion of staff roles, dependent on budget availability		Board	TBD
			Explore Canada Summer Jobs Grant Opportunity - identify project for January 2025 application	Explore and seek U of S, U of R and Sask Poly Student employment, internships	Continue internship and summer grants	Staff	Federal grant funding; mandatory employer costs could be covered by SCAA to score higher (\$1120)