



Please join us for the

2014 Annual General Meeting

Saskatchewan Council of Archives and Archivists

Friday, June 20, 2014

Prince Albert Historical Society

10 River St. E.

Prince Albert, Saskatchewan

2:15 Registration

2:30 Annual General Meeting

Presentation and Tour: Main Street Program in Prince Albert

10:00 am to 12:00 pm

Lunch will be on your own following the tour.

For more information on the presentation and the registration form, visit <http://scaa.usask.ca/>

Confirm your attendance by June 16th to
scaa@sasktel.net or call: 306-780-9414



**Saskatchewan Council
For Archives and Archivists**

Annual General Meeting 2014

Agenda Package

Friday, June 20, 2014

2:15 p.m. Registration

2:30 p.m. Annual General Meeting

**Prince Albert Historical Society
10 River St. E. Prince Albert, Saskatchewan**



**Canadian Council of Archives
Conseil canadien des archives**

Saskatchewan Council for Archives and Archivists
Annual General Meeting

Friday, June 20, 2014 2:30 p.m.

Prince Albert Historical Society
10 River St. E.
Prince Albert, Saskatchewan

Proposed Agenda

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▪ 2013-14 Audited Financial Statements (attached)	
• Appointment of 2014-15 Auditor	
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10. Adjournment	
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Following adjournment, there will be a member forum – an informal opportunity to share ideas, ask questions, seek advice, and generally discuss issues of concern.

**Saskatchewan Council for Archives and Archivists
June 21, 2013 - Annual General Meeting
Moose Jaw Public Library
Moose Jaw, Saskatchewan
Minutes**

Present:

Mark Vajcner (University of Regina Archives and Special Collections)
Crista Bradley, (University of Regina Archives and Special Collections)
Bruce Dawson, (Saskatchewan Parks, Culture and Sport)
Ken Dahl (City of Saskatoon Archives)
Cameron Hart (Saskatchewan Council for Archives and Archivists, Saskatoon)
Donald Duncan (Lloydminster Regional Archives)
Jamie Benson (Prince Albert Historical Society)
Rae Benson (Anglican Diocese of Saskatchewan)
Jackie Hobbs (Anglican Diocese of Saskatchewan)
Madeleine McLuhan-Myers (United Church Sask. Conference)
Jeremy Mohr (Sask. Archives Board)
Fay Hutchinson (RQHR Archives)
Kristina Rissling (Sask. Teachers' Federation)
Paul Gingras (SaskCulture)
Donald Johnson (Sask. Archives Board)
Alan Porter (Melfort & District Museum)
Amanda Oliver (Moose Jaw Public Library)
Tammy Buziak (via teleconference)
Lovella Jones, Executive Director, SCAA (Regina)

1. Call to Order

Mark Vajcner (chair) called the meeting to order at 2:37 p.m. and welcomed everyone to the meeting including those joining by conference call. He asked for roll call and introductions were completed.

2. Approval of Agenda

Motion: That the agenda be approved as presented.

Moved: Bruce Dawson; Seconded: Mark Vajcner

Carried

3. Approval of 2012 minutes

Motion: That the minutes of the 2012 SCAA Annual General Meeting be approved as presented.

Moved: Bruce Dawson; Seconded: Donald Johnson

Carried

4. Executive Reports

President's Report (circulated)

Mark Vajcner presented his report and spoke to two highlights for the year. The Archives Week Enhancement Project was completed and provided many worthwhile recommendations by Look Matters. The report is now in the hands of our Public Awareness Committee to review and implement.

The development of an SCAA Code of Ethics. Key principles underlying the Code are that archivists are engaged and involved and that the archival community remains cooperative, supportive and collegial.

He also thanked the Executive, Committees and Staff for their support throughout the year.

Motion: That the President's Report be approved as presented.

Moved: Mark Vajcner; Seconded: Donald Johnson Carried

Treasurer's Report (circulated)

Bruce Dawson reviewed his report with the attendees. Bruce provided clarification on the budget reduction for Travel Subsidy Grants as funds were not used in the previous year. The most notable change over the past year is the nearly \$20,000.00 increase to SaskCulture in the annual grant submission last fall to increase the core funding to help offset the loss of NADP.

Motion: To receive the Treasurer's Report as presented.

Moved: Bruce Dawson; Seconded: Jeremy Mohr Carried

Motion: To receive the 2012-13 Audited Financial Statements.

Moved: Bruce Dawson; Seconded: Donald Duncan Carried

Motion: To approve the 2013-14 Budget as circulated.

Moved: Bruce Dawson; Seconded: Ken Dahl Carried

Motion: To appoint Marcia Herback, CA as Auditor for the 2013-14 year.

Moved: Bruce Dawson; Seconded: Cameron Hart Carried

Mark thanked Bruce for his diligent work as Treasurer and the work that went into updating the chart of accounts and grouping expenses together for more accurate reporting.

Secretary's Report (circulated)

Donald Johnson has confirmed that the minutes of all 2012-13 Executive Council meetings up to the meeting of May 27, 2013 have been recorded and are accessible on the SCAA Intranet. Donald reported that in the 2012/13 year Council Membership reached 32 Individual Members (increase of 7 over 2011/12) and 50 Institutional Members (decrease of 4 over 2011/12 year). He thanked everyone for their help and support in his term.

Motion: To approve the Secretary's Report as presented.

Moved: Donald Johnson; Seconded: Mark Vajcner Carried

5. Committee Reports

Communications Committee Report (circulated)

Donald Johnson summarized the activity presented in the Annual Report and thanked Ailsa Hedley-Leftwich and Christine Charmbury for their support during the past year. Cameron Hart was thanked for producing an excellent monthly e-update to members.

Motion: To accept the Communications Committee report.

Moved: Donald Johnson; Seconded: Bruce Dawson

Carried

Grants Committee Report

Mark Vajcner, on behalf of Lenora Toth, thanked the committee members, Cheryl Avery, Bonnie Dahl and staff member Cameron Hart for their work this year and summarized the activity presented in the Annual Report.

Newly introduced this year, and appearing successful, was the Institutional Grants Program which replaced the NADP funding. There were 3 calls for grant applications with the final adjudication to take place in early June.

Motion: To accept the Grants Committee report.

Moved: Mark Vajcner; Seconded: Donald Duncan

Carried

Public Awareness Committee

Ken Dahl summarized the activity presented in the Annual Report and thanked Cheryl Avery, Nadine Charabin, Bonnie Dahl and Jeff O'Brien for their work this year.

He reported it was a great year with Archives Week 2013 going very well. The PAC will be working with the Communications Committee to review a very robust report from Look Matters in an effort to implement those recommendations that are deemed appropriate.

Motion: To accept the Public Awareness Committee report as circulated.

Moved: Ken Dahl; Seconded: Donald Johnson

Carried

Education Committee Report (circulated)

Jeremy Mohr summarized the activity presented in the Annual Report and thanked Joe LeClair and Amanda Oliver for their support.

This year saw several new workshops offered and some new educational directions for the SCAA. The committee will begin planning for possible development of online workshops to be piloted in 2014-15

Motion: To accept the Education Committee report as circulated.

Moved: Jeremy Mohr; Seconded: Jamie Benson

Carried

6. Executive Director Report (circulated)

The report was circulated and Lovella Jones reported on activities being undertaken by the Council at the administrative level and those being planned for the upcoming year. She also thanked the Executive and staff for their support throughout the year.

Motion: To accept the Executive Director Report as circulated.

Moved: Lovella Jones; Seconded: Jeremy Mohr

Carried

7. Archives Advisor Report

The report was circulated and Cameron Hart spoke briefly about his site visits to members, the number of queries from members and non-members, monthly e-updates and using Mail Chimp as a form of communication.

Motion: To accept the Archives Advisor Report as circulated.

Moved: Cameron Hart; Seconded: Donald Duncan

Carried

8. Election of Executive Committee

Mark thanked Rachel Wormsbecher for preparing the Nominations Committee Report. He advised that the positions open for election were the President, Vice-President, Treasurer, Institutional Member-at-Large, Individual Member-at-Large and Members-at-large.

This marked the first time an election was held for the position of Members-at-Large with 3 candidates on the slate. They were: Alan Porter, Kristina Rissling and Heather Wickstrom. They provided a short biography and their reason for allowing their name to stand. Completed ballots were collected and scrutinized by Amanda Oliver.

Motion: To destroy the ballots for this election.

Moved: Donald Duncan; Seconded: Bruce Dawson

Carried

Mark called for further nominations from the floor for each position. With no nominations received from the floor, the following slate was acclaimed:

President (2013-14):

- Cheryl Avery, University of Saskatchewan Archives (Saskatoon)

Vice-President (2013-15):

- Ken Dahl, City of Saskatoon Archives (Saskatoon)

Treasurer (2013-15)

- Jeremy Mohr, Saskatchewan Archives Board, (Regina)

Secretary (2012-14)

- Donald Johnson, Saskatchewan Archives Board, (Regina)

Institutional Member-at-Large (2013-15):

- Jamie Benson, Prince Albert Historical Society, (Prince Albert)

Individual Member-at-Large (2013-14):

- Norlayne Scott-Gaare, (Saskatoon)

Member-at-Large (2013-14):

- Alan Porter, Melfort and District Museum (Melfort)

Member-at-Large (2013-15):

- Kristina Rissling, Saskatchewan Teachers' Federation, (Saskatoon)

Signing Officers:

The following are proposed as signing officers:

Jeremy Mohr, Treasurer
Donald Johnson, Secretary
Lovella Jones, Executive Director

Motion: That signing officers for the Saskatchewan Council for Archives and Archivists be accepted as presented and that any two be authorized to sign on behalf of Council.

Moved: Bruce Dawson; Seconded: Donald Duncan Carried

10. Other Business

Mark presented the Code of Ethics on behalf of Lenora Toth. The Code of Ethics has been reviewed by the Executive with a recommendation that it be put forward at the AGM. After discussion, it was decided to change the wording under Professional Relationships to read as follows:

SCAA members respect the collecting mandate of all Saskatchewan Archival institutions. Members do not knowingly complete for or solicit the records that fall under another institutions collecting mandate.

Motion: To accept the wording changes

Moved: Bruce Dawson; Seconded: Ken Dahl Carried

Motion: To adopt the Code of Ethics

Moved: Mark Vajcner; Seconded: Donald Johnson Carried

Jeremy Mohr presented the Professional Development and Travel Subsidy Fund Guidelines, 2013-14. Discussion ensued on whether \$100.00/day was acceptable for accommodation and meal expenses. ACA will be held in Victoria in 2014 and members from Saskatchewan may need to attend as delegates for 2015 ACA in Regina which will require additional budget considerations.

Motion: To accept changes to the Professional Development & Travel Subsidy Fund

Moved: Jeremy Mohr; Seconded: Jamie Benson Carried

Motion: To put forth a financial motion at the 2014 AGM

Moved: Jeremy Mohr; Seconded: Jamie Benson

Carried

Motion: To adopt the Professional Development and Travel Subsidy Fund Guidelines, 2013-14

Moved: Jeremy Mohr; Seconded: Mark Vajcner

Carried

Christa Bradley thanked Mark Vajcner for remaining in the role of President and his dedication to the SCAA.

Mark thanked Amanda Oliver for hosting the Councils 2013 AGM and for the great hospitality.

Donald Duncan spoke to the importance of reminding Honourable James Moore Minister of Canadian Heritage and Official Languages on the importance of NADP.

Paul Gingras, Organizational Outreach and Development Coordinator from SaskCulture, Inc. and reminded the members that the Sask. Lottery license is coming up for review next year. In order to highlight the importance of the funding we receive from SaskCulture Inc., remember to invite your MLA to your event. This is a good opportunity to reinforce the importance of the funding as well as showcase the work that SCAA is doing.

11. Adjournment

Motion to adjourn.

Moved: Cameron Hart

The Meeting adjourned at 4:05 p.m.

President's Report, 2013-14

Will be available at the AGM.

Cheryl Avery
SCAA President, 2013-2014

Treasurer's Report, 2013-14

This was a challenging year financially for the SCAA, but I am pleased that my fellow executive members, SCAA staff, and SCAA committee members all worked together to meet that challenge. At the start of the year the SCAA's auditor had indicated an accounting error had occurred in previous years. We had previously indicated a surplus in revenue due to accounting in 2012-13 for an NADP grant that was not received alongside an overpayment that was not repaid. Unfortunately, after review the auditor indicated that these funds should not have been recorded in this manner. The net result was that \$7,213 that had been allocated to revenue from previous years needed to be removed from our financial statement, and a repayment of \$5,191 was required to Sask Culture for over representing revenue from previous years. After discussion the executive agreed that repayment should come from the operational accounts and not reserve funds.

The unforeseen repayment amount forced the executive to re-examine our 2013-14 budget and look for cost savings measures. It was primarily addressed from reduced expenses for the 2012-13 Moose Jaw AGM, reducing the Professional Development travel subsidies, and by a larger than expected revenue from the workshops notably the well-received Copyright Workshop.

A few observations from the Audited Financial Statements:

The audited statements for 2013-14 show a net deficit of \$5,487. Please note that this was largely due to accounting for the error in the previous budget of \$7,213 in revenue under the Canadian Council of Archives – Government of Canada source and the repayment of \$5,191 to Sask Culture. Correcting this mistake will allow for a more accurate picture of our finances moving forward. Overall the SCAA still remains in a strong financial position, although we are still heavily reliant upon grants most notably from the Saskatchewan Lotteries Trust Fund/ Sask Culture.

From the Statement of Operations:

Revenue:

Membership fees were down somewhat from the previous year. There was a noticeable increase in revenue in the workshop registration fees as well as from donations. The \$19,907 increase in funding under the Saskatchewan Lotteries Trust Fund was a result of our expected cost of living increase in our annual grant.

The net loss of \$7,213 in revenue under Canadian Council of Archives – Government of Canada was to account for the accounting error from the previous financial year, for the overpayment NADP funds that SCAA did not repay, as all NADP accounts were closed as well as the unpaid amount from this same grant.

Expenses:

The General Administration Expenses were reduced by \$2,343. This is most notable in the Office Supplies, Courier, and Postage area which saw a noticeable decrease from 2012-13 of \$2,591. This reduction occurred as fewer courier items were sent as signing authority was granted to the Treasurer and Secretary both of whom are based in Regina. As well in 2012-13 more of the year end surplus was spent on computer equipment and software than in the 2013-14 year.

Travel and meetings increased more than double the previous year or by \$780. There were more occasions for out of town executive to travel to Regina to attend meetings than in previous years when they were based in that city.

The budgets for Programs and Projects was \$20,400 larger than in previous years. Noteworthy is the decrease in archives awareness week funds with 2012 being higher due to the consultants' report, and a small budgetary decreases due to cost savings on local events. Professional Development spending increased noticeably as both SCAA and non-SCAA travel grants were fully used, and an out of province instructor was hired for the copyright workshop. Additional funds were spent to help promote the ACA conference; this amount will increase with the 2015 conference being held in Regina. As well, funds were allocated to secure rights to use copyrighted music on several SCAA short films from previous years. Institutional Funding for grants to our institutional members increased by \$21,141 as indicated in our grant proposal. And finally, \$5,191 was allocated for repayment to SaskCulture due to the accounting error of the previous year.

From the Statement of Financial Position:

Our current assets were lower as in 2012-13 an early transfer payment was received and a similar event did not occur in this year. This also corresponds to the higher liability amount due to the equivalent amount of this transfer payment in deferred revenue.

From the 2014-15 Proposed Budget:

In the Revenue section, we are slated for a \$10,000 increase in funds from our Saskatchewan Lotteries grant, but are asking for an additional \$5,500 to help cover last year's shortfall. The original increase was in part to make up for funds due to the loss of the NADP grant. No additional grants are anticipated for this year, and other revenue sources are expected to remain relatively static.

The overall General Operations Expenses are expected to increase by \$11,697 from the previous budget. A small increase in the Archives Advisor Salary will help keep pace with inflation. Further an increase of \$526 to the Archives Advisor Professional Development fund will help meet the higher travel costs of the 2014 ACA Victoria Conference.

General Administration Expenses are set to increase substantially by \$9,111 over the previously budgeted amount. A new budget item of \$500 for Newsletter and Member Communication was

established for the creation of a limited run print newsletter and online newsletters. The AGM expense amount was restored to previous year amounts of \$3,000 to account for the 2014-15 AGM in Prince Albert, the previous year's AGM in Moosejaw saw no expense claims and refreshment expenses had been allocated to the Professional Development area. Finally, \$5,000 has been set aside for consultant and facilitation fees in Strategic Planning.

The overall Programs and Projects Expenses have decreased only slightly by \$200 from the previous year's budget. A new budget of \$250 for the SCAA Unforgettable project has been set aside for expenses related to meetings and mailings for the project.

Archives Week and Public Awareness Expenses have been decreased by \$1,200 from the previous year. Lower amounts are expected due to reduced costs of venues at some locations, and the re-examination of some promotional methods. The Other Public Awareness budget was increased to \$750 to take advantage of new promotional opportunities with the media.

Professional Development costs decreased a small amount. The most noteworthy change was \$250 allocated for meeting, mailing, and research expenses for investigating Online Archival Tutorials.

While Institutional Funding Expenses has appeared to decrease, this amount is largely due to last year's repayment to Sask Culture. There have in fact been increases to the Institutional Grant, the Archives Week Grant, and for sponsorship for the 2014 ACA conference. In total we will be left with only a small surplus of \$151.54 in our 2014-15 budget.

In sum I would like to thank my fellow executive members, SCAA staff, and the SCAA committees for working together to address the financial challenge we faced. Further, I would like to thank Bruce Dawson and May P. Chan for agreeing to join the audit committee and reviewing our finances for this past year. This was not an easy year for SCAA financially and through everyone's hard work we can hopefully work to overcome it.

Jeremy Mohr
Treasurer
June, 2014

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
FINANCIAL STATEMENTS
MARCH 31, 2014

MARCIA HERBACK
Chartered Accountant
Professional Corporation

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

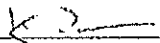
To the Members of
Saskatchewan Council for Archives and Archivists Inc.

Management has responsibility for preparing the accompanying financial statements and ensuring that all information on any related reports is consistent with the financial statements. This responsibility includes selecting appropriate accounting policies and making objective judgements and estimates in accordance with Canadian accounting standards for not-for-profit organizations.

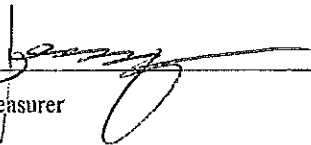
In discharging its responsibilities for the integrity and fairness of the financial statements and for the accounting systems from which they are derived, management maintains the necessary system of internal controls designed to provide assurance that transactions are authorized, assets are safeguarded, and proper records maintained.

Ultimate responsibility for financial statements to members lies with the Board of Directors.

Independent auditors appointed by the members audit the financial statements. The independent auditors report directly to the members and their report follows. The independent auditors have full and free access to the Board and management to discuss their audit findings as to the integrity of the organization's financial reporting and the adequacy of the system of internal controls.



PKP
President



Treasurer

June 3, 2014
Regina, Saskatchewan

MARCIA HERBACK
Chartered Accountant
Professional Corporation

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INDEPENDENT AUDITOR'S REPORT

To the Members of
Saskatchewan Council for Archives and Archivists Inc.

I have audited the accompanying financial statements of Saskatchewan Council for Archives and Archivists Inc., which comprise the statement of financial position as at March 31, 2014, and the statement of operation and cumulative surplus and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Basis for a qualified opinion

In common with many non-profit organizations, Saskatchewan Council for Archives and Archivists Inc. derives part of its revenue from the general public, the completeness and classification of which are not susceptible to satisfactory audit verification. Accordingly, my verification of these transactions was limited to accounting for the amounts recorded in the records of the organization and I was not able to determine whether any adjustments might be necessary to the donation revenue, excess of revenues over expenses, assets and net assets.

Qualified opinion


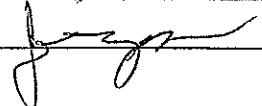
In my opinion, except for the effects, if any, of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Saskatchewan Council for Archives and Archivists Inc. as at March 31, 2014 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
 STATEMENT OF FINANCIAL POSITION
 AS AT MARCH 31, 2014
 (with comparative figures for 2013)

	2014	2013
ASSETS		
Current assets		
Cash and cash equivalents (Note 3)	\$ 122,291	\$ 121,060
Accounts receivable	-	10,174
GST receivable	<u>1,304</u>	<u>1,478</u>
	<u>\$ 123,595</u>	<u>\$ 132,712</u>
LIABILITIES		
Current liabilities		
Accounts payable and accrued liabilities	\$ 5,115	\$ 13,745
Deferred revenue	<u>83,500</u>	<u>78,500</u>
	88,615	92,245
NET ASSETS		
Unrestricted funds	<u>34,980</u>	<u>40,467</u>
	<u>\$ 123,595</u>	<u>\$ 132,712</u>

See accompanying notes

Approved on Behalf of the Executive Committee


 _____ Director

 _____ Director

MARCIA HERBACK
 Chartered Accountant
 Professional Corporation

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
STATEMENT OF OPERATIONS AND NET ASSETS
FOR THE YEAR ENDED MARCH 31, 2014
(with comparative figures for 2013)

	2014	2013
Revenue		
Sale of calendars and directories	\$ -	\$ 114
Membership fees	5,055	5,180
Workshop registration fees	3,070	2,299
Donations	920	645
Grants and contributions:		
- Saskatchewan Lotteries Trust Fund	157,000	137,093
- Canadian Council of Archives - Government of Canada	(7,213)	4,254
- Sask Culture	-	7,500
Interest and other income	<u>134</u>	<u>403</u>
	<u>158,966</u>	<u>157,488</u>
Expenses		
Association Management Contract	<u>31,588</u>	<u>29,628</u>
General Administration		
Accounting and legal	2,590	2,590
Advertising and promotion/planning	-	226
Bank charges	232	133
Membership	216	200
Office supplies, courier and postage	1,454	4,045
Printing and photocopying	285	144
Rent	3,807	3,557
Telephone	<u>1,554</u>	<u>1,586</u>
	<u>10,138</u>	<u>12,481</u>
Travel and Meetings		
Executive and committees	1,207	462
Executive director	<u>281</u>	<u>246</u>
	<u>1,488</u>	<u>708</u>
Programs and Projects		
Archives week and public awareness (Schedule 1)	6,394	18,043
Professional Development (Schedule 1)	7,477	4,290
Archives Advisor	56,865	55,358
Conference sponsorship	300	-
Short films	723	-
Institution funding	44,289	23,148
Grant repayment	<u>5,191</u>	<u>-</u>
	<u>121,239</u>	<u>100,839</u>
	<u>164,453</u>	<u>143,656</u>
Excess of revenues over expenses (deficiency)	(5,487)	13,832
Net assets, beginning of year	<u>40,467</u>	<u>26,635</u>
Net assets, end of year	<u>\$ 34,980</u>	<u>\$ 40,467</u>

See accompanying notes

MARCIA HERBACK
Chartered Accountant
Professional Corporation

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED MARCH 31, 2014
(with comparative figures for 2013)

	2014	2013
Operating activities		
Excess of revenues over expenses (deficit)	\$ (5,487)	\$ 13,832
Net change in non-cash operating working capital balances		
Accounts receivable	10,174	(2,446)
GST receivable	174	786
Accounts payable and accrued liabilities	(8,630)	(1,557)
Deferred revenue	<u>5,000</u>	<u>8,448</u>
Increase in cash	1,231	19,063
Cash position, beginning of year	<u>121,060</u>	<u>101,997</u>
Cash position, end of year	<u>\$ 122,291</u>	<u>\$ 121,060</u>

See accompanying notes

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2014

1. Status and nature of activities

Saskatchewan Council for Archives and Archivists Inc. is a non-profit organization funded primarily by governmental and other grants providing archival education, consultation and grant adjudication services for its members and coordinating the ongoing development of the archival system in Saskatchewan.

The organization was incorporated under the Non-profit Corporations Act, 1995 of Saskatchewan on January 29, 2001.

2. Summary of significant accounting policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Revenue recognition

Saskatchewan Council for Archives and Archivists Inc. follows the deferral method of accounting for grants. Grants are recognized as revenue in the year in which the related expenses are incurred. Membership fees are recognized as revenue in the year that they relate to. Donations are recognized as revenue when they are received.

Tangible Capital Assets

Tangible capital assets are recorded as an expense in the year of purchase.

Fund accounting

The accounts of the organization are maintained in accordance with principles of fund accounting. For financial reporting purposes, accounts with similar characteristics have been combined in the General fund (unrestricted). The general fund reflects the primary operation of the organization. The revenues consist of membership fees, grants and donations. The grants are used to provide a specific service. Expenses are for administration activities and for the delivery of specific services.

Financial instruments

The Saskatchewan Council for Archives and Archivists Inc. initially measures its financial assets and financial liabilities at fair value. It subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets subsequently measured at amortized cost include cash and accounts receivable. Financial liabilities subsequently measured at amortized cost include accounts payable.

3. Cash and cash equivalents

Included in cash and cash equivalents is \$16,907 (2013 - \$16,773) held in a Royal Bank GIC earning interest at 0.8% (2013 - 0.8%).

4. Deferred revenue

The following receipts have been deferred and will be recognized as revenue in the year the related program or event occurs.

	<u>2014</u>	<u>2013</u>
Saskatchewan Lotteries	\$ 83,500	\$ 78,500

5. Economic dependence

The organization is dependent upon the ongoing grant funding from the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and the Government of Canada and its agencies.

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2014

6. Financial instruments

Saskatchewan Council for Archives and Archivists Inc. is exposed to various risks through its financial instruments. The following analysis provides a measure of the Saskatchewan Council for Archives and Archivists Inc.'s exposure and concentrations at March 31, 2014:

Credit risk

Credit risk arises from the potential that a party may default on their financial obligations, or if there is a concentration of financial obligations which have similar economic characteristics that could be similarly affected by changes in economic conditions, such that the Organization could incur a financial loss. The Organization is exposed to credit risk with respect to cash and accounts receivable. The Organization manages its credit risk by placing cash with major financial institutions. Credit risk for accounts receivable is managed by the credit quality and diverse debtor base and creating an allowance for bad debts where applicable. There has been no change from credit risk exposure from 2013.

Liquidity risk

Liquidity risk is the risk that the Organization may not be able to meet a demand for cash or fund its obligations as they come due or not being able to liquidate assets in a timely manner at a reasonable price. The Organization is exposed to liquidity risk with respect to its accounts payable but manages its liquidity risk by holding assets that can be readily converted into cash. There has been no change from liquidity risk exposure from 2013.

Interest rate risk

Interest rate risk is a type of market risk that refers to the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate due to changes in market interest rates. The Organization is exposed to interest rate risk with respect to its cash and cash equivalents and its effect on interest income. Fluctuations in interest rates do not have a significant effect on cash due to the fact that interest income is not a major percentage of total revenue. There has been no change from interest risk exposure from 2013.

7. Comparative figures

Certain comparative figures have been reclassified to conform with current year's presentation.

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
SCHEDULES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2014
(with comparative figures for 2013)

	Schedule 1	
	2014	2013
Archives week and public awareness		
Advertising and media	\$ 2,099	\$ 1,341
Events - promotion	2,730	3,008
Events - other costs	687	1,330
Sask Youth Heritage Fairs	211	-
Institutional funding	267	371
Other AW and public awareness	400	11,993
	<u>\$ 6,394</u>	<u>\$ 18,043</u>
Professional development		
Facilities rental	\$ -	\$ 135
Instructor	1,128	1,050
Instructor travel and expense	975	1,387
Other PD costs	2,391	315
Travel subsidies general	1,500	393
Travel subsidies SCAA events	1,483	1,010
	<u>\$ 7,477</u>	<u>\$ 4,290</u>

MARCIA HERBACK
Chartered Accountant
Professional Corporation

Name of Eligible Organization: Saskatchewan Council for Archives & Archivists

Fiscal Year: 31/March

Expenses	Prior Year Actual (from audited financial stmts (2013-14))	Budget For current year (2013-14)	Upcoming Year Budget (2014-15)	Explanation of expense over \$2,000.00
Fiscal Year 2013-14				
General Operations				
Human Resources				
Archives Advisor Salary	\$ 45,921.00	46,123.00	47,045.46	Archives Advisor - benefits captured below
Archives Advisor Professional Development	\$ 823.00	1,224.00	1,750.00	
Association Management Contract	\$ 31,588.00	31,200.00	32,619.00	b-creative group - association mgmt. contract
Administrative Centre Services	\$ -	130.00	200.00	
Archives Advisor Employee Benefits	\$ 4,941.00	4,982.00	1,608.00	AA benefits captured under proper categories
EI	\$ -	0.00	1,152.00	AA benefits captured under proper categories
CPP	\$ -	-	2,160.00	AA benefits captured under proper categories
Total Payroll Expenses	83,273.00	83,659.00	86,534.46	
General Administration				
Accounting & Legal	\$ 2,590.00	2,550.00	2,600.00	
Bank Charges	\$ 232.00	250.00	175.00	
Memberships	\$ 216.00	250.00	250.00	
Advertising & Promotion	\$ -	0.00	0.00	
Communications Support & Translation	\$ -	110.00	120.00	
Newsletter & Member Communication	\$ -	0.00	500.00	
Business Fees & Licences	\$ -	20.00	20.00	
Courier & Postage	\$ 750.00	500.00	900.00	Postage Rate Increase in 2014
Credit Card Charges	\$ -	0.00	0.00	
IT Support	\$ -	0.00	0.00	
Office Supplies and Software	\$ 704.00	500.00	600.00	
Printing/Photocopying	\$ 285.00	110.00	120.00	
Rent	\$ 3,807.00	3,626.00	3,744.00	b-creative group - association mgmt. contract
Telephone & Internet	\$ 1,554.00	1,430.00	1,428.00	b-creative group - association mgmt. contract
Repairs & Maintenance	\$ -	0.00	0.00	
AGM expenses	\$ -	0.00	3,000.00	Executive travel/mtg expenses for 2014 AGM in Prince Albert
Miscellaneous / Contingency	\$ -	500.00	500.00	contingency only
Governance	\$ -	0.00	0.00	
Strategic Planning	\$ -	0.00	5,000.00	Consultant and Executive expenses for 5 days of planning
Total General Administration	10,138.00	9,846.00	18,957.00	

Name of Eligible Organization: Saskatchewan Council for Archives & Archivists

Fiscal Year: 31/March

Expenses	Prior Year Actual (from audited financial stmts (2013-14))	Budget For current year (2013-14)	Upcoming Year Budget (2014-15)	Explanation of expense over \$2,000.00
Travel & Meetings				
Executive & Committees	\$ 1,207.00	1,500.00	1,500.00	Executive travel/mtg/video conferencing costs
Executive Director	\$ 281.00	510.00	520.00	
Total Staff and Executive Travel Expenses	1,488.00	2,010.00	2,020.00	
Total General Operations	\$ 94,899.00	\$ 95,515.00	\$ 107,511.46	
Programs and Projects				
SCAA Unforgettable book project	\$ -	0.00	250.00	meetings expenses
SCAA Short Films Project	\$ 723.00	0.00	0.00	Licensing expenses
Archives Week & Public Awareness				
AW Events - promotion and printing	\$ 2,730.00	2,000.00	1,800.00	
AW Events - Venues & Food	\$ -	2,000.00	1,000.00	
AW Events - Advertising and media	\$ 2,099.00	2,500.00	2,000.00	
Other AW costs	\$ 687.00	0.00	500.00	
Sask Youth Heritage Fairs	\$ 211.00	250.00	250.00	
Other Public Awareness Costs	\$ 400.00	0.00	750.00	
AW & PA sub-total	6,850.00	6,750.00	6,550.00	
Professional Development				
PD instructors	\$ 1,128.00	1,500.00	1,500.00	
PD instructors - travel & expenses	\$ 975.00	1,377.00	1,300.00	
PD facilities rental	\$ -	310.00	250.00	
Other PD costs	\$ 2,391.00	110.00	100.00	2013 Purchased books and new computer for Archives Advisor
Online archival tutorials	\$ -	0.00	250.00	
Professional Development sub-total	4,494.00	3,297.00	3,400.00	
Institutional Funding				
Institutional Grants	\$ 43,356.00	44,000.00	48,000.00	
Archives Week Grants	\$ 1,200.00	1,200.00	1,200.00	
Travel Subsidies - SCAA Events	\$ 1,483.00	1,500.00	1,500.00	
Travel Subsidies - Non-SCAA events	\$ 1,500.00	1,500.00	1,500.00	
Grant Repayment	\$ 5,191.00	5,000.00	0.00	Repayment to SaskCulture (Related to NADP issue from previous yr and SaskCulture asked for repayment of AGF)
ACA Conference Sponsorship	\$ 300.00	0.00	300.00	
Institutional Funding sub-total	\$ 53,030.00	\$ 53,200.00	\$ 52,500.00	

Name of Eligible Organization: Saskatchewan Council for Archives & Archivists

Fiscal Year: 31/March

Expenses	Prior Year Actual (from audited financial stmts (2013-14))	Budget For current year (2013-14)	Upcoming Year Budget (2014-15)	Explanation of expense over \$2,000.00
Archives Advisor Services				
Archives Advisor Travel	\$ 3,640.00	3,500.00	3,500.00	AA travel to ACA in 2014 and outreach
Archives Advisor Communications	\$ 1,540.00	1,500.00	1,600.00	
Archives Advisory Service sub-total	\$ 5,180.00	5,000.00	5,100.00	
Total Programs and Projects	\$ 69,554.00	\$ 68,247.00	\$ 67,550.00	
Total Expenses	\$ 164,453.00	\$ 163,762.00	\$ 175,061.46	
Revenue				
SaskCulture				
Category				
Fiscal Year 2013-14				
Membership Fees	\$ 5,055.00	5,000.00	5,000.00	
Workshop Registration Fees	\$ 3,070.00	2,000.00	2,000.00	
Donations - Corporate	\$ 920.00	1,000.00	1,000.00	
Donations - Individual	\$ -	0.00	0.00	
Saskatchewan Lotteries	\$ 157,000.00	157,000.00	172,500.00	2014-15 for \$167,000.00, requesting increase to \$172,500 to cover shortfall due to repayment to SaskCulture for perceived non-use of funds in 2012-13 fiscal.
Nat. Arch. Devel. Prog. - Prof. Devel.	\$ -	0.00	0.00	
Canadian Council of Archives	\$ 7,213.00	0.00	0.00	
Other Grants	\$ -	0.00	0.00	
Interest and Other Income	\$ 134.00	200.00	200.00	
Miscellaneous	\$ -	0.00	0.00	
Surplus/Deficit from previous year	\$ -	0.00	-5,487.00	
Total Revenue	\$ 158,966.00	\$ 165,200.00	\$ 175,213.00	
SURPLUS/DEFICIT	\$ 5,487.00	\$ 1,438.00	\$ 151.54	

Secretary's Report, 2013-2014

I have confirmed that the reports and minutes of all Executive council meetings from the meeting of 2013-May-27 up to today 2014-Jun-20, have been recorded and will be accessible on the SCAA Intranet. Where verbal reports were given, the minutes record those reports. I will ensure that the minutes for today's meeting are recorded and accessible as well.

The relevant [SCAA intranet](#) folders for meeting minutes are all in:

[Executives and Committees](#) | [Executive](#) | [Minutes](#) | [2013-14](#)

There are 6 folders for the 2013-2014 business year:

- 1 – [27 May 2013](#)
- 2 – [16 August 2013](#)
- 3 – [9 December 2013](#)
- 4 – [25 February 2014](#)
- 5 – [14 April 2014](#)
- 6 – [26 May 2014](#)

Contact the Council office if you need and additions and changes to your access account.

The SCAA 2013-2014 membership numbers renewed as of June 2, 2014 are:

- 38 Institutional Members
- 21 Individual Members

These numbers will increase as renewals are received.

A list of institutional members is available online at

<http://sain.scaa.sk.ca/collections/index.php;/repository/browse>

Note that there may be some in this list who are not currently active.

I'd like to thank our *b-creative* staff Executive Director Lovella Jones and Debra Nyczai, and our Archives Advisor Cameron Hart for their ongoing work.

Respectfully Submitted,

Donald Johnson
Secretary, SCAA
2013-2014 Executive

Communications Committee Report, 2013-2014

The 2013-2014 Communications Committee is comprised of:

- Donald Johnson: Saskatchewan Archives Board, Regina (Chair)
- Ailsa Hedley Leftwich: Esterhazy Community Museum
- Christine Charmbury: Saskatchewan Archives Board, Saskatoon

I have created a Microsoft Word format template for the newsletter, so now most any member of the Communications Committee and the office will have a simpler time preparing future issues. This streamlining of the production process should allow the newsletter to be published more easily and on schedule.

The 'retro' *Spring 2013* newsletter has been uploaded to the [SCAA intranet](#) in and as:
[Executive and Committees | Communications Committee | Newsletter | 2014](#)

as:

[Outside the box - Spring 2013.pdf](#)

In the *Spring 2014* issue, there will be 2 articles for which the text and pictures have already been collected. These are from the City of North Battleford Historica Archives. I also have two possible regular sections for the newsletter:

- one introducing (re-introducing) an Archives in Saskatchewan, and
- the other introducing a member at one of our member institutions.

Both are rather appropriate for an organization with our name.

The *Spring 2014* issue will still need a President's report (from Cheryl Avery) and committee reports (from today's meetings) and then it will be ready for review and release.

Tim Novak of the SAB has put his name forward for the SCAA Secretary position starting for the 2014-15 term. He will also assume the role of Communications Committee Chair. (This has been the practice but is not a requirement from the by-laws/terms.) I have told him that if he becomes the Secretary and Chair, I would assist him with the production of the newsletter.

We have someone who has volunteered to be editor of the newsletter. Arrangements are being made to secure their services.

I would like to thank my fellow committee members Ailsa and Christine, as well as *b-creative* staff member Lovella Jones and Archives Advisor Cameron Hart.

Respectfully Submitted,

Donald Johnson
Chair of the Communications Committee, SCAA
2013-2014 Executive

Grants Committee Report, 2013-14

For the 2013-14 grant year, \$43,089.07 of the \$44,000 was allocated, leaving \$910.93 not allocated. All final reports and documentation have been received.

For this grant year, it should be noted at the outset that our Archives Advisor Cameron Hart did the vast majority of the front-end bull-work for this committee, including posting the grant application information, collecting and posting the applications. Our Executive Director Lovella Jones shared the work load, keeping minutes of the evaluation meeting, tracking the follow-up on questions and confirmations, and posting of final information to the intranet, as well as continuously maintaining the current status and summary table on the Intranet site.

The Committee all were given copies of each of the applications for review and conducted a group evaluation via tele-conference on 18 December 2013. There were 14 applications from 13 institutions, totalling about \$6,000 in excess of the total available funding. Follow-up queries were instigated and responses received and evaluated, with the committee corresponding via e-mail. One application (Saskatchewan Indian Cultural Centre) was withdrawn, with the organization agreeing to seek advice and instruction during 2014-15 with a view to re-submitting in 2015-16. Other adjustments in applications were made by the applicants and the final total requested funding came in just under the allocation amount available. See the summary table.

Total allocation available:	\$48,000.00
Approved allocation:	\$47,860.53
Not allocated:	\$ 139.47

Since none of the approved applicants have reports outstanding from last year, all cheques were issued on 1 April 2014 so projects could be initiated immediately in the 2014-15 fiscal year.

For this year it is quite interesting to see the range of projects – from assistance with start-up archives (Dance Saskatchewan and RC Diocese of Saskatoon) to ongoing projects (University of Regina and Saskatchewan Archives Board), to supplies and equipment for existing archives (Rosetown and Cut Knife) – probably a typical slice of the archival activities in the Province.

Committee Members:

Jamie Benson

Lenora Toth

Alan Porter

Cheryl Avery

IGP Approved Grants 2014-2015 - Summary	Allocation Amount =	\$ 48,000.00
<u>Institution</u>	<u>Project Name</u>	<u>Approved amount</u>
Lloydminster Regional Archives 5012 - 49th Street, c/o Atrium Centre Site, Box 27, Lloydminster, AB T9V 0K2	Newcap - Phase 2c	\$ 5,000.00
Rosetown Centennial Library Archives 201 - 5th Avenue, P.O. Box 1208, Rosetown, SK S0L 2V0	Conservation Supplies + Scanner purchase	\$ 3,641.08
Saskatchewan Archives Board P.O. Box 1665, Regina, SK S4P 3C6	Webpage for kids - Phase 2	\$ 3,000.00
Dance Saskatchewan Inc 205 A Pacific Avenue, Saskatoon, SK S7K 1N9	Free Flow Dance Theatre fonds	\$ 4,351.15
Saskatchewan Archives Board P.O. Box 1665, Regina, SK S4P 3C6	Still Photo Records - Phase 2	\$ 5,000.00
City of Yorkton Archives #37-3rd Ave. N., Box 400, Yorkton, SK S3N 2W3	Display Case purchase	\$ 4,788.00
Clayton McLain Memorial Museum Box 8, Cut Knife, SK S0M 0N0	Conservation Supplies + HrdDrv purchase	\$ 1,259.12
City of North Battleford Historic Archives 1291 - 101st Street, North Battleford, SK S9A 2Y6	Description project	\$ 4,992.31
Melfort & District Museum PO Box 3222, 401 Melfort St., Melfort, SK S0E 1A0	Slide collection	\$ 3,940.00
University of Regina Archives and Special Collections 107.4 Dr. John Archer Library, University of Regina, Regina, SK S4S 0A2	virtual display	\$ 4,772.95
Roman Catholic Diocese of Saskatoon Archives c/o Catholic Pastoral Centre 123 Nelson Rd, Saskatoon, SK S7S 1H1	Conservation Supplies	\$ 1,282.60
Oblates of Mary Immaculate, St. Mary's Province Archives Mazenod Residence 1111 Sask. Cr. W., Saskatoon, SK S7M 5J6	Conservation Supplies	\$ 833.32
Saskatoon Public Library - Local History Room 311 23rd Street East, Saskatoon, SK S7K 0J6	Hillyard photos	\$ 5,000.00
Total Allocation		\$ 47,860.53
Difference		\$ 139.47

Public Awareness Committee Report, 2013-14

Members:

Jeff O'Brien (City of Saskatoon Archives)

Madeleine McLuhan-Myers (United Church, Saskatchewan Conference Archives)

Bonnie Dahl (Saskatchewan Archives Board)

Activities

Archives Week

It would seem that the numerous Archives Week (AW) activities throughout the province have become a stable, well-attended, and positive fixture for the Council. Events in the larger centres, Regina and Saskatoon, have been solid, and so have the numerous smaller events (those institutions that receive AW funding from the Council send in a brief report letting us know about their event). The Council, through its AW Grants, does offer some support to these smaller institutions, and there is no reason why this financial support should not continue in the future.

Regina, for the second year in a row, held their AW event at Bushwakker's. Much, if not all, of the organizational work for this event was handled by staff from Saskatchewan Archives, with some financial support from the Council (this proved to be mainly in the form of promotion). This year the theme was the Saskatchewan Rough Riders, and the event was well attended and popular (obviously!). Al Ford and Rob Vanstone (Regina Leader-Post) were among the group that spoke at this event. Around 90 people attended this event (apparently Nancy Heppner, the Minister of Central Services who is responsible for the Provincial Archives was there).

In Saskatoon, the "Celebrity Reader Event" changed locations from the main theatre at the Saskatoon Public Library to "The Bassment", a local jazz and music venue. The feelings of the organizers were that the change in venues was a significant improvement. The room was at pretty much maximum capacity (we figured that around 115 people attended the event). Celebrity Readers included Jeff Rogstad (CTV-TV), Leisha Grebinski (CBC-Radio), Vera Pezer and Skip Kutz, among others.

- Both these venue choices followed the recommendation(s) put forward by the consultant that was hired last year to attend and evaluate the AW events put on by the Council (see PAC Report, 2013 AGM). The idea to hold events at licensed venues (food availability was also mentioned) was put forward by the consultant. It was hoped by organizers that these more casual locations might bring in new (first-time) attendees, as well as enhance the experience for the others, and the end result being larger, more satisfied audiences.

Heritage Fairs

Heritage Saskatchewan has taken over the administration of the various Saskatchewan Youth Heritage Fairs (SYHF). The thinking is that, with the guidance and support of Heritage Saskatchewan, the SYHF can reclaim past gains and become, once more, a positive and dynamic project covering most, if not all, of the province, and an event that students can participate fully

and look forward to. As in previous years, various members of the Council served as judges at the Youth Heritage Fairs.

- Cameron Hart, the Archives Advisor, has been very active with the Heritage Fairs, and has worked hard to increase the involvement of the Council at these fairs around the province.

Miscellaneous Outreach Initiatives, Projects and Events

- **“Unforgettable”** project – the PAC is currently working on putting together a coffee table book, containing unforgettable items from archival institutions in the province. The idea of this book is to include an image of the item along with a brief write-up explaining why it is unforgettable. We have received interest from U of R Press, in terms of potentially publishing these archival gems. Many of you have probably received an e-mail calling for submissions to this book, initially the response to this call was rather disappointing, but interest has picked up of late, and we are hoping to gather close to 100 submissions from which to choose from. We will soon be striking an editorial committee that will begin work on the next phase of this project (early - mid June?).
 - o As of June 1, we have received 85 submissions (not all that far from our goal of 100). For the most part the submissions have been really quite good, we have received pieces from almost all corners of the province, and the variety of topics for the submissions has been fantastic.
- **“Saskatoon Stories”** – Jeff O’Brien of the City of Saskatoon Archives, along with CFQC News anchor Rob McDonald, host a weekly segment during the supper news hour every Friday. Using archival photographs and documents they look back at historical events or themes taking place in Saskatoon. The City of Saskatoon Archives has received very good feedback from those who watch these segments, the sense is that CFQC is happy with these features as well.
- **“Lives and Letters”** – a number of years ago, the SCAA put together a series of short videos relating to certain aspects of Saskatchewan history using archival documents and images. These vignettes included narration and even some actors! After numerous obstacles and setbacks, these videos are now on-line and can be viewed by the general public. For more information on the project and the links to the various videos, go to the SCAA homepage at <http://scaa.usask.ca/>.

Respectfully submitted,

Ken Dahl
Chair, 2013-14 Public Awareness Committee

Education Committee Report, 2013-14

Committee Members

Kristina Risling (Saskatchewan Teachers' Federation) Chair

Jeremy Mohr (Saskatchewan Archives Board) Member

Rachael Wormsbecher (Swift Current Museum) Member

The 2013-14 year saw several new workshops being offered. The year began with **Digitizing Saskatchewan: Strategies and Best Practices for Digitizing Cultural Heritage Content** workshop presented during the SCAA AGM. It was led by Sask History Online and led participants through various stages of the digitization life cycle. It was a rescheduled workshop from the previous year due to a blizzard. The next workshop held was in December in Saskatoon. It was facilitated by Dr. Jean Dryden on **Copyright and Archival Collections**. The year finished out with a joint workshop held with the Saskatchewan Museum Association. The Canadian Conservation Institute presented their workshop on **Modern Information Carriers** in Yorkton. The committee also continued to provide assistance to the Archives Advisor for the "Introduction to Basic Archives" courses offered in several locations over the last year. All workshops were well attended and we hope to continue this trend in the upcoming year.

For the upcoming year, we are investigating several workshop possibilities. Another joint workshop with the Saskatchewan Museum Association on **Storage Reorganization** offered by the Canadian Conservation Institute is being investigated. We are also looking at the possibility of courses on archival preservation, or RAD (Rules for Archival Description). We are also open to suggestions if members have specific workshops they would like to see offered.

The committee also had a good year in terms of people taking advantage of the Professional Development and Travel Subsidy Program. Due to the changes that occurred the year before, it allowed for more people to take advantage of the fund and for more assistance with professional development to occur. We hope that you continue to take advantage of the funds available to all members.

Going forward, the committee has two major tasks. One is to look and put more effort into planning workshops that are applicable and would be well attended by the archival community in Saskatchewan. The other major task is to look more at the development of online workshops. The committee will be in touch with other archival associations from across the country that have well established online education opportunities, particularly British Columbia. The committee will continue planning for this upcoming year. We are also always looking for new Education Committee members. If anyone is interested in joining the committee, please contact the committee chair.

Kristina Risling
Chair, Education Committee

Executive Director Report, 2013-14

Our fifth year providing association management services to SCAA experienced internal changes in September. Audrey Price left b-creative group with Lovella Jones assuming the role of Senior Manager and Executive Director of SCAA. Deb Nyczai was hired as Marketing and Communications Coordinator for b-creative group and has helped with organizing various Archives Week activities.

The office continues to provide administrative support, support for membership renewal, ongoing communication support as well as fielding questions from the general public as they look for advice in using the archival services within the province. We provide administrative support to the Education Committee in delivery of workshops by preparing registration, managing attendance, completion of the statement of expenses and gathering survey results.

Archives Week continues to evolve and grow each year. It is great to see and hear about the events held throughout the province. There something to be said about the work of the dedicated volunteers that we have the privilege to work with prior to and during Archives Week.

The Archives Advisor acts as an ex-officio on the Grants Committee. While he does not participate in the final decisions he does assist with input and also provides assistance and guidance to those institutions applying for funding. The office continues to provide administrative support, communication and funding distribution for the committee.

On January 13, 2014 Parks, Culture and Sport Minister Kevin Doherty announced a renewed lottery agreement of 3.75% which guaranteed that sport, culture and recreation organizations will continue to receive and benefit from Saskatchewan Lotteries proceeds over the next five years.

SaskCulture began work on a Multiculturalism Strategy in 2013. Utilizing the services of R. Anderson and Associates, SCAA executive, Archives Advisor and office staff were involved in a 90 minute consultation session. Their findings and report are available on the SaskCulture website.

I have very much enjoyed this past year working with the entire Executive under the leadership and support of Council President, Cheryl Avery. We look forward to the opportunities presented to us and personal growth in the coming year.

Respectfully submitted by
Lovella Jones
Executive Director

Archives Advisor Report, 2013-14

SCAA has been very lucky to have a funder like SaskCulture that has stepped forward to help support the work of providing leadership, support, education and promotion that fosters the development, cooperation and advancement of the archival Community of Saskatchewan.

During the past year your Archives Advisor (AA) has continued working towards the “Key Success Measure” of 100% of Institutional members receiving a site visit outlined in the SCAA’s *Strategic Plan, 2012-15*, the AA made site visits across the province.

A site visit is defined as “where an advisor attends in person at a location regardless of the amount of time spent at the site”. (Definition agreed upon by the CCA Advisors Working Group at their October 2007 meeting.)

These visits were made to long-time members, others that are newer and those just starting out. In the past year we have seen the addition of three institutional members, **Dance Saskatchewan Inc. in Saskatoon.**

Additional Site visits to these institutions were also made:

- The Mennonite Historical Society of Saskatchewan in **Saskatoon**
- Roman Catholic Diocese Archives in **Saskatoon**
- Oblates of Mary Immaculate, St. Mary's Province Archives in **Saskatoon**
- **Moose Jaw** Public Library Archives
- The **Rosetown** and District Archives
- Metis Nation - Saskatchewan Genealogical and Archival Research Centre in **Saskatoon**
- The City of **North Battleford** Historic Archives
- **Regina** Qu'Appelle Health Region Archives
- The **Ranch Ehrlo Society** in **Regina**
- The **Melfort** and District Museum

Note: Some institutions may have received multiple visits.

The AA is not only responsible for the inquiries of members and the Executive but also those of non-members. During the past year, **4820** inquiries were made in 2013-14, down from **5455** made in the 2012-13 year.

A query is to be “every single point of contact,” therefore each call or follow-up email message will be counted as a query. (Agreed upon by the CCA Advisors Working Group.)

Month	Inquiries	Member	Non-Member
April 2013	609	365	244
May 2013	206	138	68
June 2013	408	232	176
July 2013	74	45	29
August 2013	53	21	32
September 2013	710	385	325
October 2013	366	244	122
November 2013	522	348	174
December 2013	393	298	95
January 2014	432	328	104
February 2014	604	236	368
March 2014	443	311	132
Totals	4820	2951	1869

2012-13 Totals were Total = 5455; Members = 3883; Non-Members = 1582

A larger volume in April 2013 was mainly due to two site visits and attending the 3 Youth Heritage Fairs. September saw Jane Dalley, a contracted conservator in the province for a week visiting members that participated in the Joint Conservation Grant. Archives Week (AW) events in early February were especially beneficial for contact.

The Advisor's activities also included attending and presenting exhibits or workshops as well as marketing the SCAA generally and its' members specifically to the public. These activities included:

1. Updating the SCAA's Facebook "page" and the SCAA's AW "events group" on Facebook
2. Compiling information for monthly E-updates,
3. Continuing to use the program "Mail Chimp" to give the E-update a more professional look and institute a "friends list" to update the general public on archival activities in their community.
4. Participating in organizations in the archival field or allied fields such as the Friends of the Saskatchewan Archives (FOSA), the Museums Association of Saskatchewan (MAS) and the Advocacy Committee of Heritage Saskatchewan.
5. Helping organize monthly Saskatoon Area Archives Group (SAAG) lunches
6. Attending the Saskatoon Youth Heritage Fairs (SYHF) (Judged and awarded SCAA prizes)
7. Attending and participating in the Association of Canadian Archivists' (ACA) Conference in Winnipeg.
8. Helping organize promotion and funding of Archives Week Events
 - Attending the Saskatchewan Urban Municipalities Association (SUMA) with allied organizations
 - Presented three "**Basic Archives for Volunteers**" workshops. One on April 11 in Saskatoon for the SCAA members, **Mennonite Historical Society of Saskatchewan**; another on May 31 for new member the **Watrous Manitou Beach Heritage Centre**; and on September 9 at The City of **North Battleford** Historic Archives. **26** members and non-members attended the three. A fourth was conducted to "make up" for one that had

to be cancelled earlier in the year at the **Rosetown** and District Archives, 7 members and non-members attended there.

9. The AA also attended the SCAA sponsored or co-sponsored workshops:

1. **“Digitizing Saskatchewan: Strategies and Best Practices for Digitizing Cultural Heritage Content** with Craig Harkema, Joel Salt and Lindsay Stokalko of Sask. History Online) (*Moose Jaw*)
2. **“Copyright and Archival Collections** with Dr. Jean Dryden (*Saskatoon*)
3. **“Modern Information Carriers”** with Joe Iraci of Canadian Conservation Institute CCI) (*Yorkton*)

Additionally the AA was able to attend several webinars not sponsored by the SCAA but offered by other organizations on subjects relevant to the archival field.

These included:

- The offering of the Canadian Council of Archives (CCA) of the **“National Archival Appraisal Board (NAAB) Bootcamp”** September 13, 20 and 27
- The offerings of the Connecting to Collections Online Community that included:
 - **“Caring for Audiovisual Materials”** on October 16, 21, 23, 28 and 30.
 - **“Outreach Activities for Collections Care”** on November 4, 6, 12, 14

The use of the open-source software of AtoM (Access to Memory) with the provincial database (SAIN) is continuing to expand. This year saw the Melfort & District Museum Archives begin adding close to 500 photos and descriptions. Also the Moose Jaw Public Library Archives is adding 242. Both are results of their Institutional Grant projects.

In addition to Facebook the SCAA has been using YouTube. Flickr is being used, but is restricted to specific SCAA projects.

The General Facebook “Page”, has reached **219 “likes”** up from **183** at this time last year, and in conjunction with other tools, has brought archives to the attention of the public.

So, in the new-year your AA plans to continue to expand those relations already established and create new ones to benefit the SCAA and members. Site-visits to current members will continue and potential members will be visited as identified. Plans to expand partnerships with like-minded groups such as the SYHFs are in the works as are the continuing work with the Museums Association of Saskatchewan (MAS.)

Revision submitted on June 3, 2014

By

Cameron Hart, SCAA Archives Advisor

Nominations Report 2014

Committee members:

- Donald Johnson (Saskatchewan Archives Board)
- Ken Dahl (City of Saskatoon Archives)

From the 2013-2014 Executive, we need to fill the following positions:

- Cheryl Avery, President (2 year term)
- Donald Johnson, Secretary (2 year term)
- Norlayne Scott-Gaare, Individual Member-at-Large (2 year term)
- Alan Porter, Member-at-Large (2 year term)

Fortunately, we have found individuals willing to fill all the above listed positions. Those willing to let their names stand include:

- Donald Johnson (Saskatchewan Archives Board) for President
- Tim Novak (Saskatchewan Archives Board) for secretary
- Heather Wickstrom (Jasper Cultural & Historical Centre, Maple Creek) for a MaL position
- Alan Porter (Melfort) to continue on in a MaL position

Nominations will also be accepted from the floor

B. Appointment of Signing Officers:

Respectfully submitted,

Ken Dahl
Chair, 2014 Nominations Committee

Appendix
List of Past SCAA Annual General Meetings

Year	Date	Location	Host Institution
2013	June 21	Moose Jaw	Moose Jaw Public Library
2012	June 23	Cut Knife	Clayton McLain Memorial Museum
2011	June 11	Wilcox	Archives/Museum Athol Murray College of Notre Dame
2010	June 18	La Ronge	Northern Saskatchewan Archives Pahkisimon Nuye?ah Library
2009	June 20	Saskatoon	City of Saskatoon Archives
2008	May 23	Regina	Archives & Special Collections University of Regina
2007	May 12	North Battleford	North Battleford Historical Archives Don Ross Centre
2006	June 17	Craik	Craik Eco Centre
2005	June 8	Saskatoon	University of Saskatchewan Archives
2004	June 19	Regina	Archives & Special Collections University of Regina
2003	June 27	Saskatoon	Diefenbaker Centre University of Saskatchewan
2002	May 11	Regina	Archives & Special Collections University of Regina
2001	May 12	Saskatoon	University of Saskatchewan Archives
2000	October 21	Regina	University of Regina Archives