



**Saskatchewan Council
For Archives and Archivists**

Annual General Meeting 2015

Agenda Package

Wednesday June 10, 2015

11:30 a.m. Registration

12:00 p.m. Lunch

1:00 p.m. – 3:00 p.m. Annual General Meeting

Hill Tower 3

2nd Floor Boardroom – 2010 12th Avenue

Regina, Saskatchewan



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

Saskatchewan Council for Archives and Archivists
Annual General Meeting

Wednesday June 10, 2015 1:30pm

Hill Tower 3
2nd Floor – 2010 12th Avenue Regina, SK

Proposed Agenda

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1. Call to Order	
2. Approval of Agenda	
3. Approval of 2014 Annual General Meeting Minutes	3
4. Executive Reports	
• President’s Report.....	8
• Treasurer	
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▪ 2014-15 Audited Financial Statements (attached)	
• Appointment of 2015-16 Auditor	
▪ Proposed 2015-16 Budget (attached)	
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11. Other Business	
12. Adjournment	
13. Appendix: Past AGM Dates and Locations	

Following adjournment, there will be a member forum – an informal opportunity to share ideas, ask questions, seek advice, and generally discuss issues of concern.

Board members will meet briefly to discuss orientation and meeting dates.

**Saskatchewan Council for Archives and Archivists
June 20, 2014 - Annual General Meeting
Prince Albert Historic Society
Prince Albert, Saskatchewan
Minutes**

Present:

Kristina Rissling (Sask. Teachers' Federation)
Cheryl Avery (University of Saskatchewan)
Rae Benson (Anglican Diocese of Saskatchewan)
Jackie Hobbs (Anglican Diocese of Saskatchewan)
Paget J. Code
Cameron Hart (Saskatchewan Council for Archives and Archivists, Saskatoon)
Jeremy Mohr (Sask. Archives Board)
Ken Guedo (Prince Albert Historical Society)
Alan Porter (Melfort & District Museum)
Ken Dahl (City of Saskatoon Archives)
Jamie Benson (Prince Albert Historical Society)
Donald Johnson (Sask. Archives Board)
Crista Bradley, (via teleconference)
Tammy Buziak (via teleconference)
Tim Novak (via teleconference)
Lovella Jones, Executive Director, SCAA (Regina)

1. Call to Order

Chery Averyl (President) call the meeting to order at 2:30 p.m. and welcomed everyone to the meeting including those joining by conference call.

2. Approval of Agenda

Motion: That the agenda be approved as presented.

Moved: Jamie Benson; Seconded: Kristina Rissling

Carried

3. Approval of 2013 minutes

Motion: That the minutes of the 2013 SCAA Annual General Meeting be approved as presented.

Moved: Jeremy Mohr; Seconded: Alan Porter

Carried

4. Executive Reports

President's Report (circulated)

Cheryl presented her report focusing on a few items on the broad environment in which Archives is currently working. She discussed the cancellation of the NADP 2 years ago and the effects, CCA has started to request membership dues, It resulted in the Canadian Archives Summit with archivists and researchers from across the country gathered to consider the future of the Canadian archival system and the role of archives in our society generally and finally loss of the

NADP, together with other cuts and controversial policy decisions from Library and Archives Canada resulted in The Royal Society of Canada forming an Expert Panel on the Status and Future of Canada's Libraries and Archives.

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

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

Moved: Donald Johnson; Seconded: Alan Porter Carried

Treasurer's Report (circulated)

Jeremy Mohr reviewed his report with the attendees. Jeremy explained the auditors had indicated an accounting error had occurred in previous years. Jeremy reviewed the changes made to the budget to accommodate this error.

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

Moved: Cheryl Avery; Seconded: Kristina Rissling Carried

Motion: To receive the 2013-14 Audited Financial Statements as circulated.

Moved: Cheryl Avery; Seconded: Kristina Rissling Carried

Motion: To appoint Marcia Herback, CA as Auditor for the 2014-15 year.

Moved: Ken Dahl; Seconded: Jamie Benson Carried

Motion: To approve the 2014-15 Budget as circulated.

Moved: Ken Dahl; Seconded: Cheryl Avery Carried

Secretary's Report (circulated)

Donald Johnson has confirmed that the minutes of all 2013-14 Executive Council meetings up to today June 20, 2014 have been recorded and are accessible on the SCAA Intranet. Donald reported that as of June 2, 2014, there are 38 institutional members and 21 individual members, these number will increase as renewals are received.

Donald thanked b-creative staff Executive Director, Lovella Jones and Debra Nyczai and Archives Advisor Cameron Hart for their ongoing work.

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

Moved: Jeremy Mohr; Seconded: Alan Porter 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, as well as b-creative staff member Lovell Jones and Archives Advisor Cameron Hart.

Motion: To accept the Communications Committee report.

Moved: Cameron Hart; Seconded: Kristina Rissling

Carried

Grants Committee Report

Jamie Benson reviewed report as presented \$43,089.07 of the \$44,000 was allocated. All final reports and documents have been received.

Jamie noted at the outset Archives Advisor Cameron Hart did the vast majority of the front-end bull work for this committee. Executive Director Lovell 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..

Motion: To accept the Grants Committee report.

Moved: Jamie Benson; Seconded: Alan Porter

Carried

Public Awareness Committee

Ken Dahl summarized the activity presented in the AGM package.

He reported it was a great year with Archives Week 2014 going very well. Ken reported that Heritage Saskatchewan has taken over the administration of the various Saskatchewan Youth Heritage Fairs. Archives Advisor Cameron Hart has been very active with the Heritage Fares, and has worked to increase the involvement of the Council at these fairs..

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

Moved: Cheryl Avery; Seconded: Cameron Hart

Carried

Education Committee Report (circulated)

Kristina Rissling summarized the various workshops that were offered.

The committee had a good year in terms of people taking advantage of the Professional Development and Travel Subsidy Program.

Motion: To accept the Education Committee report as circulated.

Moved: Cheryl Avery; Seconded: Donald Johnson

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: Cheryl Avery

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: Cheryl Avery

Carried

8. Election of Executive Committee

Cheryl thanked Ken Dahl for preparing the Nominations Committee Report. She advised that the positions open for election were the President (2 year term), Secretary (2 year term), Individual Member-at-Large (2 year term) and Member-at-Large (2 year term).

People willing to fill these positions: President: Donald Johnson, Secretary: Tim Novak; MaL: Heather Wickstrom; Alan Porter (MaL).

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

President (2014-16):

- Donald Johnson, Saskatchewan Archives Board (Regina)

Vice-President (2013-15):

- Ken Dahl, City of Saskatoon Archives (Saskatoon)

Treasurer (2013-15)

- Jeremy Mohr, Saskatchewan Archives Board, (Regina)

Secretary (2012-16)

- Tim Novak, Saskatchewan Archives Board, (Regina)

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

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

Individual Member-at-Large (2014-16):

- Heather Wickstrom, Jasper Cultural & Historical Centre, (Maple Creek)

Member-at-Large (2013-15):

- 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: Cheryl Avery; Seconded: Jamie Benson Carried

11. Adjournment

Motion to adjourn.

Moved: Cheryl Avery

The Meeting adjourned at 4:02 p.m

President's Report, 2014-15

The SCAA continues to be a strong and stable association while many of our peer associations across the country are challenged by an evolving environment and limited resources. We have our staff and funders to thank for our successes but most important are our members who are meeting those challenges.

The reports from the Executive, staff, and committees will present the activities of this past year, but I will touch on a few of them myself.

The Executive roles were all filled normally at the last AGM, so we are back on the regular cycles of staggered roles in the Executive. We are proposing changes in the bylaws to ensure that the Executive roles can be filled more easily.

We have a new Executive Director and her transition into the position was smooth, and I can say that we and our Archives Advisor are all working well together.

Archives Week 2015, our premier activity of the year, was again very successful in the number of communities holding events, the number of participants at the events, and in the variety of events. In previous years I have been involved in the Regina Archives Week events, so I was unable to attend events in other communities. This last February I did attend Heritage Festival of Saskatoon. I would recommend to all our members to attend events held in other communities to see the differences, similarities, and the value of the Archives present throughout the province.

The SCAA is one of 5 pilot organizations for SaskCulture's Diversity Pilot Project. The project will help prepare us and other SaskCulture funded organizations to promote diversity, inclusion and equity for the people we serve. Through our participation in this project, our strategic plan will evolve to explicitly treat diversity in the activities of the SCAA.

We have begun the creation of our new Strategic Plan for 2016-2019, so the timing of the Diversity Project is very good.

The Association of Canadian Archivists' annual conference is being held in Regina in 2015. It has been 20 years since it was held in Regina, and 10 years since it was held in Saskatoon. 20 years ago, the SCAA did not exist. It was not until 2000 that the SCAA was formed from the SAS and the SCA. We hope to see many of our members at the conference.

Full details of all these points are available in the AGM package. As always the SCAA website is your best, first resource where copies of the package may be downloaded.

We are here to serve you, so I encourage you to contact any member of the Executive with your questions or suggestions.

Thank you for the privilege of serving as President of your association.

Respectfully submitted,
Donald Johnson

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Respectfully submitted,
Donald Johnson

Treasurer's Report, 2014-15

This past year the SCAA has had to deal with several challenges that have impacted upon our finances, but overall left the organization in a good position. Changes to staffing at the SCAA office resulted in many of our plans for the year being altered as we bid farewell to our Executive Director Lovella Jones and welcomed Sandy Doran to replace her. This resulted in some of our plans for the year being postponed as more energy was diverted to on-boarding our new staff person. In the midst of this staffing turnover, the Board also agreed to another change which will impact our programming going forward. SCAA joined SaskCulture's Diversity Initiative pilot project. This project delayed plans for our strategic planning as we thought of new innovative ways to incorporate diversity into our current and future programming.

As the SCAA Board grappled with these changes and new direction, we unfortunately diverted from some of our plans and therefore the budget. Thankfully our decline in revenue was also met with a decline in expenses allowing us to offset this difference. However, this has impacted upon our 2015-16 budget as activities planned for 2014-15, notably strategic planning, had to be carried forward. The Board will endeavor to move beyond the issues that affected us this year, and get back on track with our programming and planning for 2015-16. Overall the SCAA still remains in a good financial position, although we are still heavily reliant upon grants most notably from the Saskatchewan Lotteries Trust Fund/ SaskCulture, and are still dealing with the accounting clean-up from previous year's accounting errors and corresponding grant repayments.

Below are a few observations from the past fiscal year:

Revenue:

Membership fees were higher both from the previous year (\$5,055 in 2013-14) and what was expected in the budget. SCAA experienced a noticeable drop in registration fees. The Education Committee was only able to schedule a single workshop this past year, which further had to be rescheduled due to low registrations. Registrations for the workshop were down most notably due to the spending freeze affecting the Saskatchewan Government and Government entities. The SCAA board is hoping to be more proactive on workshop planning to address this shortcoming moving forward.

Our overall donations were down from the previous year. Our corporate donations in the past have primarily been related to in-kind and cost sharing for events and advertisements, largely corresponding to archives week. This year this activity was down noticeably from \$920 in 2013-14 to \$350. Those planning SCAA events are encouraged to find all opportunities for cost sharing, partnerships, etc. Appeals for donations from individuals did help offset this to a small degree, with \$185 donated, up from \$0 in the previous year.

The SCAA's largest source of revenue, its grant from the Saskatchewan Lotteries Trust Fund, was noticeably increased by \$10,000 this past year. This increase was to offset the loss of funds from the NADP, as well as to account for cost of living increases. SCAA had also planned on applying for grants to assist in the redevelopment of its website. Unfortunately, the board was unable to obtain the grant to do so. Finally, the repayment to Sask Culture from the previous

fiscal year resulted in a deficit that SCAA carried over. Overall SCAA's revenue was far less than planned for in the budget.

Expenses:

The Human Resources expenses related to the Archives Advisor largely corresponded to that budgeted. However, the Professional Development fund was not fully utilized. This was in part due to some confusion over how to allocate travel funds for professional development, and what activities should be considered professional development versus the regular business of the advisor, most notably the ACA conference. Because the advisor's travel funds were exhausted, this fund was underutilized. As Treasurer I hope to bring some clarity on how to allocate funds for travel and professional development in the coming year to avoid any further confusion on this matter.

The General Administration category was roughly in line with what was budgeted, but there were some anomalies. Bank charges were higher as SCAA needed to reorder cheques. Fees for Membership were much higher than budgeted, as was advertising and promotion. The former was due to new membership fees charged by the CCA. The latter was due to the purchase of SCAA promotional items at the end of fiscal to avoid a repayment to SaskCulture and promote the SCAA at the upcoming ACA conference in Regina and at future events. Office Supplies and Software was much higher due to the unforeseen repair and updating of a computer in the SCAA office. Both the AGM Expenses and Strategic Planning expenses were much lower than planned. AGM expenses were lower despite holding the event in Prince Albert as several executive members car pooled and had fewer claims than planned. This amount may need to be reduced in future budgets. And the Strategic Planning session only included a short meeting with a consultant with the bulk of the planning to take place in 2015-16. The Misc./Contingency budget was higher due to obtaining legal advice due to the anti-spam legislation.

The Travel and Meetings amounts were lower than expected, for the Executive Committee amount in particular. The SCAA board will remind board members to claim expenses and offer further training on this as new members come on board.

The Programs and Projects budgets were underutilized this past year. The Unforgettable Book Project team did not meet as planned, so this budgeted amount was unused. Archives Week saw overspending in Printing and Promotion but under spending in all other categories. Some of this is likely due to errors allocating funds to the proper accounts which should be resolved as staff gain experience.

The Professional Development budgets were lower than planned. This was primarily due to holding fewer workshops and not utilizing funds for meetings regarding online archival tutorials.

Institutional funding continued to be our most widely utilized service to members. Institutional Grant Funding, Archives Week Grants, and Non-SCAA Travel Subsidies were all utilized as expected. The SCAA Travel Subsidies was underutilized due to the reduced number of workshops this year.

In general our expenses were much lower than budgeted for this past year. The \$5,169 difference helped offset our lower than expected revenue, allowing SCAA to remain in a relatively good financial position.

From the 2015-16 Proposed Budget:

For Human Resources both the Archives Advisor and B-Creative will see small 2% increases to accommodate cost of living increases. The Archives Advisor's Professional Development fund was reduced as the ACA conference is being held in Regina.

Under General Administration, The Misc-Contingency fund was increased to pay for the CCA membership and strategic planning costs. If additional funds become available website redevelopment may also be conducted.

Under Programs and Projects, we continued to allocate funds to allow for a meeting related to the Unforgettable Book Project. Additional funds were also allocated for Archives Week Advertising and Promotion and for Other Public Awareness Costs, with the hopes of promoting SCAA and its events additionally this year.

Under Professional Development, the funds for hiring instructors and their travel were increased to hopefully allow SCAA to bring in more than one out of province instructor in to conduct a workshop this fiscal year. Funds continue to remain for a meeting to discuss online archival tutorials or other online archival training opportunities.

Under Institutional Funding, the institutional grants will see a moderate increase, allowing for more funds for projects. Both travel subsidies were also increased in the hopes that members would make use of the funds to attend the ACA Regina Conference and other SCAA workshops. Additional funds were allocated for ACA sponsorship to support the Regina conference.

Under Revenue, we are once again grateful for an increase from our principal funder, the Saskatchewan Lotteries Trust Fund administered via SaskCulture. This \$10,000 increase will help us alleviate the increased costs of living our staff experience and provide better support and programs to all of our members.

In sum I would like to thank my fellow executive members, SCAA staff, and the SCAA committees all of their hard work over this past year. Further, I would like to thank Mark Vajcner and May P. Chan for agreeing to join the audit committee and reviewing our finances for this past year. We encountered some challenges this past year and I hope we can all continue to work together to move beyond them and continue to operate a successful organization.

Jeremy Mohr
Treasurer
June, 2015

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.

FINANCIAL STATEMENTS

MARCH 31, 2015

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.

President

Treasurer

May 28, 2015
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, 2015, 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, 2015 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Regina, Saskatchewan
May 28, 2015


Marcia Herback
CPA, CA

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31, 2015
 (with comparative figures for 2014)

	2015	2014
ASSETS		
Current assets		
Cash and cash equivalents (Note 3)	\$ 131,537	\$ 122,291
Accounts receivable	330	-
GST receivable	<u>1,329</u>	<u>1,304</u>
	<u>\$ 133,196</u>	<u>\$ 123,595</u>
LIABILITIES		
Current liabilities		
Accounts payable and accrued liabilities	\$ 8,506	\$ 5,112
Deferred revenue	<u>86,000</u>	<u>83,500</u>
	94,506	88,612
NET ASSETS		
Unrestricted funds	<u>38,690</u>	<u>34,983</u>
	<u>\$ 133,196</u>	<u>\$ 123,595</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, 2015
(with comparative figures for 2014)

	2015	2014
Revenue		
Membership fees	\$ 5,650	\$ 5,055
Workshop registration fees	330	3,070
Donations	535	920
Grants and contributions:		
- Saskatchewan Lotteries Trust Fund	167,000	157,000
- Canadian Council of Archives - Government of Canada	-	(7,213)
Interest and other income	<u>135</u>	<u>134</u>
	<u>173,650</u>	<u>158,966</u>
Expenses		
Association Management Contract	<u>33,434</u>	<u>31,588</u>
General Administration		
Accounting and legal	2,604	2,590
Advertising and promotion/planning	3,651	-
Annual general meeting	1,884	-
Bank charges	311	232
Membership	574	216
Newsletter	513	-
Office supplies, courier and postage	2,404	1,454
Printing and photocopying	216	285
Rent	3,838	3,807
Telephone	<u>1,585</u>	<u>1,554</u>
	<u>17,580</u>	<u>10,138</u>
Travel and Meetings		
Executive and committees	868	1,207
Executive director	<u>438</u>	<u>281</u>
	<u>1,306</u>	<u>1,488</u>
Programs and Projects		
Archives week and public awareness (Schedule 1)	5,762	6,394
Professional Development (Schedule 1)	3,949	7,477
Archives Advisor	58,351	56,865
Conference sponsorship	300	300
Short films	-	723
Institution funding	49,261	44,289
Grant repayment	<u>-</u>	<u>5,191</u>
	<u>117,623</u>	<u>121,239</u>
	<u>169,943</u>	<u>164,453</u>
Excess of revenues over expenses (deficiency)	<u>3,707</u>	<u>(5,487)</u>
Net assets, beginning of year	<u>34,983</u>	<u>40,470</u>
Net assets, end of year	<u>\$ 38,690</u>	<u>\$ 34,983</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, 2015
(with comparative figures for 2014)

	2015	2014
Operating activities		
Excess of revenues over expenses (deficit)	\$ 3,707	\$ (5,487)
Net change in non-cash operating working capital balances		
Accounts receivable	(330)	10,174
GST receivable	(25)	174
Accounts payable and accrued liabilities	3,394	(8,630)
Deferred revenue	<u>2,500</u>	<u>5,000</u>
Increase in cash	9,246	1,231
Cash position, beginning of year	<u>122,291</u>	<u>121,060</u>
Cash position, end of year	<u>\$ 131,537</u>	<u>\$ 122,291</u>

See accompanying notes

MARCIA HERBACK
Chartered Accountant
Professional Corporation

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2015

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 \$17,042 (2014 - \$16,907) held in a Royal Bank GIC earning interest at 0.8% (2014 - 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>2015</u>	<u>2014</u>
Saskatchewan Lotteries	\$ <u>86,000</u>	\$ <u>83,500</u>

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.

MARCIA HERBACK
Chartered Accountant
Professional Corporation

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2015

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, 2015:

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 2014.

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 2014.

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 2014.

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, 2015
 (with comparative figures for 2014)

	Schedule 1	
	<u>2015</u>	<u>2014</u>
Archives week and public awareness		
Advertising and media	\$ 656	\$ 2,099
Events - promotion	3,172	2,730
Events - other costs	125	687
Sask Youth Heritage Fairs	250	211
Institutional funding	506	267
Other AW and public awareness	<u>1,053</u>	<u>400</u>
	<u>\$ 5,762</u>	<u>\$ 6,394</u>
Professional development		
Instructor	\$ 1,200	\$ 1,128
Instructor travel and expense	1,098	975
Other PD costs	16	2,391
Travel subsidies general	1,292	1,500
Travel subsidies SCAA events	<u>343</u>	<u>1,483</u>
	<u>\$ 3,949</u>	<u>\$ 7,477</u>

MARCIA HERBACK
 Chartered Accountant
 Professional Corporation

Secretary's Report, 2014-2015

All reports and minutes of Executive Council meetings from 23 September 2014 to 25 May 2015 have been recorded and made available on the SCAA Intranet. The minutes of meetings will indicate what was said in verbal reports. I will ensure that the minutes for today's meeting are also recorded and made accessible.

The SCAA Intranet folders for minutes of meetings are in [Executive and Committees|Executive|Minutes|2014-15](#)

There are 5 folders for the 2014-2015 business year:

- 1 - [23 September 2014](#)
- 2 - [8 December 2014](#)
- 3 - [23 February 2015](#)
- 4 - [13 April 2015](#)
- 5 - [25 May 2015](#)

Please contact the SCAA office if you need to have changes made to your access account.

The membership of the SCAA for the year 2014-2015 consisted of:

- 53 Institutional Members
- 29 Individual Members

The total was 82 members, an increase of 23 from the year 2013-2014. As of mid-May 2015 there have been 58 membership renewals (38 Institutional and 20 Individual).

The list of Institutional Members is available on the SCAA website at <http://sain.scaa.sk.ca/collections/index.php/:repository/browse>
Some of those listed may no longer be currently active.

An issue of the newsletter *Outside the Box* was released early in 2015. Our thanks go to Stevie Rae Horn of the University of Saskatchewan Archives for editing and compiling this issue. Mark Vajčner of the University of Regina Archives was responsible for proofreading the volume.

Appreciation for their ongoing work and assistance is extended to the staff of *b-creative*, Executive Director Sandy Doran and Fern Davis. As always our Archives Advisor Cameron Hart has provided valuable advice to Executive Members for which we are grateful.

Submitted by,

Tim Novak
Secretary, SCAA, 2014-2015

Communications Committee Report, 2014-2015

An issue of the newsletter *Outside the Box* was released early in January 2015. A President's Message from Donald Johnson appeared on the front page, followed by articles on Archives Week 2014. Contributions from the City of North Battleford Historic Archives and their Volunteer Committee member Harvey Cashmore were featured. Terry Lumsdon and Cameron Hart also contributed items. Archives Week bookmarks and postcards displaying photos from member archives rounded out the issue. A thank you is extended to all contributors. We are especially grateful to Stevie Rae Horn of the University of Saskatchewan Archives for her expert editing and compilation of this issue. Thanks are also given to Mark Vajčner of the University of Regina Archives who was responsible for proofreading the volume. We would like to invite other SCAA members to consider contributing articles, photos and announcements for future issues of *Outside the Box*.

As usual Cameron Hart has sent a number of e-updates to members throughout the year. This is a speedy and effective way of communicating news, workshops and upcoming events to our membership. Once again we thank Cameron for his diligent work and attention to this vital communications tool.

Submitted by,

Tim Novak
Communications Committee Chair
SCAA 2014-2015

Grants Committee Report, 2013-14

For the 2014-15 grant year, \$47,860.53 of the \$48,000 was allocated, leaving \$139.47 not allocated. By mid-May all final reports and documentation but one have been received; the City of Yorkton noted that their project and report will be completed by the end of May.

Again this year, it should be noted that our Archives Advisor Cameron Hart did the majority of the front-end work for this committee, including posting the grant application information, and collecting and posting the applications, as well as all the follow-up queries and adjustments requested from the applicants.

The Committee all were given access to copies of each of the applications for review and conducted a group evaluation via tele-conference on 13 November 2014. There were 18 applications from 15 institutions, totalling about \$15,000 in excess of the total available funding. Follow-up queries were instigated and responses received and evaluated, with the committee corresponding via e-mail and confirming the final recommendations for approval during a tele-conference on 26 November. One application (City of Regina) was withdrawn by them and one application was not approved outright due to lack of adequate documentation (Saskatchewan Baseball Hall of Fame and Museum). 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:	\$52,000.00
Approved allocation:	\$51,976.47
Not allocated:	\$ 23.53

Since none of the approved applicants have reports outstanding from last year, all cheques were issued in April 2015 so projects could be initiated immediately this fiscal year.

While a number of the projects and institutions were continuations from previous years, first time grants were awarded to the Wolseley Heritage Foundation, Gabriel Dumont Institute, Watrous Manitou Beach Heritage Centre, Regina Beach Heritage Centre, and the Saskatchewan Indian Cultural Centre.

Given the increasing amount of money being distributed through the Institutional Grant Program, it has been recommended to the Executive that the follow-up procedures be reviewed for completed grant projects. At present, the grant recipients are expected to submit a final report describing the completion of their projects, and to send a letter of thanks to SaskCulture Inc, with copies to the Minister of Tourism, Parks, Culture and Sport, and to the SCAA. In some instances photos are to be up-loaded to SAIN. On site confirmation is not done of work completed in accordance with each proposal approved for funding.

Committee Members:

Jamie Benson, Bonnie Dahl, Cheryl Avery, Don Johnson

Summary of 2015-16 Approved IGP Projects

<u>Institution</u>	<u>Project</u>	<u>Grant</u>
Saskatchewan Archives Board, Regina	Describe still photography	\$4,700.00
Saskatchewan Archives Board, Regina	Archives Posters	\$440.00
Saskatchewan Archives Board, Regina	Young Historians	\$1,500.00
Lloyminster Regional Archives	Accession Records	\$4,620.00
Wolseley Heritage Foundationj	Archives Equipment	\$1,762.89
City of North Battleford Historic Archives	Describe backlog of records & photos	\$5,000.00
Gabriel Dumont Institute	Describe Dickason Collection	\$5,000.00
Melfort & District Museum	Document Dr. Shadd Story	\$5,000.00
Dance Saskatchewan Inc.	Describe Free Flow Dance collection	\$3,428.95
Roman Catholic Diocese of Saskatoon Archives	Conservation equipment	\$2,343.65
Archives of the Humboldt & District Museum & Gallery	Describe & digitize slide collection	\$5,000.00
Watrous Manitou Beach Heritage Centre	Archival supplies	\$1,752.54
Regina Beach Historical Society Inc.	Scanning Equipment	\$1,428.44
Saskatchewan Indian Cultural Centre	Store Photo Collection	\$5,000.00
Saskatoon Public Library - Local History Room	Describe Hillyard Photo Collection	\$5,000.00
TOTAL		\$51,976.47

Public Awareness Committee Report, 2013-14

Members:

- Jeff O'Brien (City of Saskatoon Archives)
- Bonnie Dahl (Saskatchewan Archives Board)

Activities/Projects

Archives Week

As in previous years, Archives Week was a successful endeavour across the board, with many institutions and centres throughout the province holding events of various sizes. This year, as was done in the past, the Council offered its member institutions Archives Week grants of up to \$200.00 to those who requested. Many of our smaller members make use of these grants, which allows them to show certain portions from their collection to members of their community. The reports that we receive back are usually very positive, and the Council is always glad to help out.

In Saskatoon, their Celebrity Reader Event was held at The Basement again, and included a strong cast of speakers, including John Gormley (radio host, CKOM/CJME), Blaine Favel (University of Saskatchewan Chancellor), Vanese Ferguson (News Director, Saskatoon Media Group), and others. Oddly, attendance was a bit down this year, which was a disappointing considering the good group of presenters that were there, and the amount of promotion that was done.

The topic for the Regina Archives Week event was the Weyburn Mental Hospital which proved to be very popular, it was estimated that over 150 people attended the event. Apparently they had to turn people away at the door, their allotted space at Bushwackers was full up. I am pretty sure that this is a first in Saskatchewan, an Archives event in which the room could not hold all those who wanted to attend! Let's hope that this trend will continue on in the years to come.

Heritage Fairs

This is the second year that the Saskatchewan Youth Heritage Fairs were administered by Heritage Saskatchewan, it is hoped that with their guidance and expertise the SYHF will return to holding these fairs in all those centres that it once did. This year events were held in Saskatoon, Moose Jaw, Swift Current, and Regina. As in the past, Archives Advisor Cameron Hart was quite active in these events, and various Council members helped judge at the Fairs in Regina and Saskatoon.

Other Outreach Initiatives, Projects, and Events

"Unforgettable"

After getting off to a bit of a slow start, in the summer of 2014, the editorial committee sent the publisher a sample of the material that had been collected. Their response was quite positive (they did, however, indicate that this project was "complicated" and might require additional money). Work on the project lapsed during the fall/winter 2014-15. But the editorial committee has reconvened and we are working to get the remaining submissions and images to the publisher in the not too distant future. As was reported in last year's report, we have received over 100 really good submissions. It turns out that projects of this nature have a number of components, all of which need to be addressed and resolved in order to ensure a good end product.

“Saskatoon Stories”

City of Saskatoon Archivist, Jeff O’Brien and CFQC Saskatoon news anchor Rob McDonald host a weekly segment during the 6:00 news every Friday. Using archival photographs and documents they look back at historical events or themes that occurred in Saskatoon. The City Archives has received very good feedback from those who watch these segments, and we believe that CFQC is happy with the as well. Jeff and Rob started doing these segments in 2013.

Respectfully Submitted,

Ken Dahl
Chair, 2014-15 Public Awareness Committee

Education Committee Report, 2014-15

Committee Members

Kristina Rissling (Saskatchewan Teachers' Federation) Chair

Joe LeClair (Saskatchewan Archives Board) Member

Alan Porter (Melfort Museum) Member

The 2014-15 year saw only 1 new workshops being offered. At the beginning of the year, Bob Gill of Main Street Prince Albert presented on the **Main Street Prince Albert Program** at the SCAA AGM. In October, the MAS facilitated a workshop led by the CCI on **Storage Reorganization** in which SCAA members were able to receive a discount. To cap off the year, in March of 2015, an **Emergency Preparedness** workshop was held in Saskatoon facilitated by Jane Daley. Due to low numbers, the workshop was moved to the end of March, however, low numbers still ensued mainly due to budget constraints by many organizations. 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, which will prove challenging as budget cuts are being faced in many organizations. 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, especially with the upcoming ACA meeting being held in Regina in June 2015. We hope that you continue to take advantage of the funds available to all members.

Going forward, the committee's major task is to look and put more effort into planning workshops that are applicable and would be well attended by the archival community in Saskatchewan especially in tougher financial times. 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 Rissling

Chair, Education Committee

Executive Director Report, 2014-15

Our sixth year providing association management services to SCAA experienced internal changes in January. Lovella Jones left b-creative group, Sandy Doran assumed the role of Senior Manager and Executive Director of SCAA. In November 2014 Ashley Kilback was hired as Marketing and Communications Coordinator for b-creative and worked on Archives week in February 2015.

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.

In August of 2014 SCAA was selected by SaskCulture as one of 5 association to participate in a Diversity Planning Pilot. SaskCulture has identified that the emerging demographics of Saskatchewan require all cultural organizations to be responsive to diverse users and involve their organizations to meet this need. Our funding from SaskCulture will be dependent on our ability to create diversity within our association, provide structure and programs that are inclusive and to provide support to our membership that will allow them to be cross culturally competent. As part of this pilot project the Executive did several sessions with Flo Davis to develop our Diversity Plan, we are currently working on our new 3 year Strategic plan which will incorporate our new Diversity Plan.

We look forward to sharing these plans with our members over the next few months.

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

Respectfully submitted by
Sandy Doran
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 mission of SCAA in providing leadership, support, education and promotion that fosters the development, cooperation and advancement of the archival Community of Saskatchewan. Finding additional funders is crucial to helping SCAA further meet this mission.

Site Visits

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 had 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 several new institutional members, which had site visits:

- **Esterhazy** Community Museum Society
- **Martensville** Historical Centre
- **Regina Beach** Historical Society Inc.
- **Wolseley** Heritage Foundation

Site visits to these current Institutional Members were also made:

- The Saskatchewan Indian Cultural Centre in **Saskatoon**
- Dance Saskatchewan Archives in **Saskatoon**
- The **Whitewood** Tourism & Heritage Association
- □□□□**Moose Jaw** Public Library Archives
- The **Prince Albert** Historical Society
- The **Melfort** and District Museum
- The **Rosetown** and District Archives
- The City of **North Battleford** Historic Archives
- Qu'Appelle Health Region Archives

Note: Some institutions may have received multiple visits.

Inquiries and promotion

The AA is primarily responsible for the inquiries from members and the Executive but those of non-members, if they are of a general nature are also fielded.

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.) The below numbers are based on emails and phone calls fielded by the AA during the year as well as general questions from presentations and attendance at events.

Month	Inquiries	Member	Non-Member
April 2014	699	324	375
May 2014	332	187	145
June 2014	441	255	186
July 2014	391	175	216
August 2014	190	83	107
September 2014	362	166	196
October 2014	458	249	207
November 2014	459	317	142
December 2014	184	103	81
January 2015	530	344	186
February 2015	762	383	379
March 2015	429	304	125
Totals	5335	2990	2345

2013-14 Totals were: Total = 4820; Members = 2951; Non-Members = 1869

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

A larger volume in April 2014 was mainly due to the attendance at two Heritage Fairs in Saskatoon and Moose Jaw. June and July saw the advent of the Canadian Anti-Spam Legislation (CASL) and therefore saw an uptick in queries. Late September saw the initial call for project proposals for the Institutional Grant Program and therefore fed into the inquiries made in subsequent months. Archives Week (AW) events in early February were especially beneficial for contact.

Several regular activities are undertaken to preemptively answer questions, and they include:

1. Distributing information in monthly E-updates to members and using the program “Mail Chimp” to give the E-update a more professional look.
2. Maintaining a “friends list” to update the general public on archival activities in their community, also using the program “Mail Chimp”.
3. Using Facebook and other Social Media such as YouTube and Flickr in promoting

archives and for SCAA projects.

1. The General Facebook "Non-profit Page", has reached **274 "likes"** up from **219** at this time last year. So in conjunction with other tools, has brought archives to the attention of the public.

Professional Development

The Advisor's activities also included attending and presenting exhibits or workshops. These activities included:

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**), the Saskatchewan Genealogical Society (**SGS**) and the Advocacy Committee of **Heritage Saskatchewan**.
5. Presenting at the MAS "**Peer Exchange**" on Archives Week events November 8
6. Helping organize monthly Saskatoon Area Archives Group (**SAAG**) lunches
7. Attending the three **Regional Heritage Fairs** in Saskatoon, Moose Jaw and Regina.
8. Helping judge and award the Archives prizes at each one of the three.
9. Attending the Provincial Heritage fair and with an additional \$250 support from SAB, the AA helps award a \$500 bursary for the Archives Award.
10. Attending and participating in the Association of Canadian Archivists' (**ACA**) Conference.
11. Helping organize promotion and funding of Archives Week Events
12. Attending the Saskatchewan Urban Municipalities Association (**SUMA**) with allied organizations
13. Volunteering as Chair of the Annual Saskatoon Heritage Festival, held annually in conjunction with Archives Week.
14. Presenting to the North-East Museum Network in **Birch Hills** on digitization
15. Presenting three "**Basic Archives for Volunteers**" workshops.
 - o 2014-15 saw one held on April 10 in Saskatoon at the new SCAA institutional member, **Dance Saskatchewan Inc.**; another on May 28 at the **Regina SCAA office of b-Creative**; and on October 7 at **The Melfort and District Museum**. **20** members and non-members attended the three free sessions.

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:

- Webinar offering: Presto Centre Foundation of "**Why Preserving Contemporary Music Productions is so Difficult?**" April 8
- Live webcast: "**The rise of the data librarian**" October 16
- Webinar offering: PBCore "**A How-to and Why-to Webinar**" October 23
- Streamed Archives Roundtable: Archives Association of BC (AABC) "**Poor Little Orphaned Photographs**" October 24
- Webinar offering: Texas State Library and Archives Commission "**The 5 W's of**

- Planning an Imaging Project Part 1 (What, When, and Why)** November 6
- Webinar offering: Northeast Document Conservation Centre “**Introducing IRENE: Digitizing Historical Audio Collections**” November 12
 - Streamed Archives Roundtable: Archives Association of BC (AABC) “**Taming the Digital Beast**”
 - Live webcast: Elsevier – Library Connect “**Institutional & Research Repositories: Characteristics, Relationships and Roles**” February 26

Saskatchewan Archival Information Network (SAIN) Development

The use of the open-source software of AtoM (**A**ccess **t**o **M**emory) with the provincial database (SAIN) is continuing to expand. This year saw **Esterhazy Community Museum Archives** begin working toward adding descriptions. **The United Church of Canada Saskatchewan Conference Archives** has also went under preliminary training to begin entry. We are also seeing the addition of descriptions in relation to projects relating to Institutional Grant projects such as **Dance Sask. Inc.**, as well as the probability of **Rosetown Centennial Library Archives** contributing after their purchase of equipment through IGP. With the potential of upgrading to the AtoM 2.0 platform it is exciting.

2015-16 Plans

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.

SCAA saw new members join in the past year from:

- Archives de Bellevue in **St. Isidore de Bellevue**
- **Biggar** Museum and Gallery
- Gabriel Dumont Institute
- Saskatchewan Baseball Hall of Fame in **Battleford**
- Société Historique de la Saskatchewan

The First Nations University of Canada in Regina has expressed interest in re-joining the SCAA and plans are being made to visit them and the other new members during this year:

Plans to expand partnerships with like-minded groups such as the Heritage Saskatchewan and the **Heritage Fairs** are in the works as are continuing work with the Museums Association of Saskatchewan (MAS,) the Saskatoon Heritage Festival and many others.

Submitted on May 7, 2015

By

Cameron Hart, SCAA Archives Advisor

Amendments to Constitution

The following changes to the Constitution and Bylaws are being recommended by the Executive Committee:

III. Executive Committee

Item 4 - Current State:

The Directors shall serve for overlapping two-year terms, each term beginning at the Annual General Meeting at which the Director was elected. The President, Vice-President, Secretary and Treasurer may not serve for more than one consecutive two-year term in any one office, except in the situations detailed below.

(a) The overlapping terms will be arranged as follows:

- President: elected in even years
- Vice-President: elected in odd years
- Secretary: elected in even years
- Treasurer: elected in odd years
- Individual Member-at-Large: elected in even years
- Institutional Member-at-Large: elected in odd years
- Two additional Members-at-Large: elected in alternating years

(b) An individual appointed by the Executive Committee to fill a vacancy as per III.8, or elected at an Annual General Meeting for the second year of an uncompleted two-year term, will subsequently be eligible to be elected for a full two-year term.

Item 4 – Proposed Change:

The Directors shall serve for overlapping two-year terms, each term beginning at the Annual General Meeting at which the Director was elected. The President, Vice-President, Secretary and Treasurer may not serve for more than ~~one~~ **two** consecutive two-year term in any one office, except in the situations detailed below.

(a) The overlapping terms will be arranged as follows:

- President: elected in even years
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- Secretary: elected in even years
- Treasurer: elected in odd years
- Individual Member-at-Large: elected in even years
- Institutional Member-at-Large: elected in odd years
- Two additional Members-at-Large: elected in alternating years

(b) An individual appointed by the Executive Committee to fill a vacancy as per III.8, or elected at an Annual General Meeting for the second year of an uncompleted two-year term, will subsequently be eligible to be elected for a full two-year term.

Item V Duties of the Executive Committee – Current State

1. All Directors will take an active role in the deliberations and activities of the Executive Committee.
2. The President shall lead the activities of the Council and the Executive Committee and shall preside over its meetings.
3. The Vice-President shall perform the duties of the President in the event of the President's absence or inability to act.
4. The Secretary shall:
 - (a) Ensure that the minutes of all meetings of the Council and its Executive Committee are recorded; and
 - (b) Ensure that a list of members is maintained.
5. The Treasurer shall:
 - (a) Ensure that regular books of account are maintained for the Council;
 - (b) Ensure that a financial statement is provided to the Executive Committee at its regular meetings and to the Annual General Meeting, and for the annual audit or when requested by the Executive Committee;
 - (c) Ensure that all returns necessary for regulatory and other purposes are submitted;
 - (d) Serve as chair of the Audit Committee.
6. The Institutional Member-at-Large shall carry out duties and special projects as required by the Executive Committee and will serve as the Council's representative to the Canadian Council of Archives (CCA). If the Institutional Member-at-Large is unable or unwilling to attend the CCA General Assembly, the Executive Committee may designate another institutional member to attend.
7. The Individual Member-at-Large shall carry out duties and special projects as required by the Executive Committee.
8. The other Members-at-Large shall carry out duties and special projects as required by the Executive Committee.
9. The Executive Committee may appoint an Executive Director and other staff as may be required. The Executive Director will have overall responsibility for managing the administrative and financial operations of the Council, with specific division of responsibilities between the Executive Director and members of the Executive Committee to be determined from time to time by the Executive Committee.

Proposed Change:

1. All Directors will take an active role in the deliberations and activities of the Executive Committee. *Directors are expected to attend all Executive Committee meetings. Directors who fail to attend two consecutive Executive Committee meetings and fail to provide notice of such absence and are unreachable by telephone, email, or other reasonable means of contact may be dismissed by the Executive Committee. The Executive Committee may dismiss a board member via a unanimous vote of all other Executive Committee members, with proof of at least two attempts to contact the absent Director, and within a minimum of 30 days from the second absence. The appointment of a replacement Director shall be as per section III.8"*

2. The President shall lead the activities of the Council and the Executive Committee and shall preside over its meetings.
3. The Vice-President shall perform the duties of the President in the event of the President's absence or inability to act.
4. The Secretary shall:
 - (a) Ensure that the minutes of all meetings of the Council and its Executive Committee are recorded; and
 - (b) Ensure that a list of members is maintained.
5. The Treasurer shall:
 - (a) Ensure that regular books of account are maintained for the Council;
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 - (c) Ensure that all returns necessary for regulatory and other purposes are submitted;
 - (d) Serve as chair of the Audit Committee.
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7. The Individual Member-at-Large shall carry out duties and special projects as required by the Executive Committee.
8. The other Members-at-Large shall carry out duties and special projects as required by the Executive Committee.
9. The Executive Committee may appoint an Executive Director and other staff as may be required. The Executive Director will have overall responsibility for managing the administrative and financial operations of the Council, with specific division of responsibilities between the Executive Director and members of the Executive Committee to be determined from time to time by the Executive Committee.

Nominations Report 2014

Committee Members:

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

From the 2014-15 Executive, we need to fill the following positions:

Vice-President
Treasurer
Individual Member-at-Large
Institutional Member-at-Large
Member-at-Large

To date, Dana Turgeon (City of Regina Archives) has agreed to her name stand for one of the Member-at-large positions. The Nominations Committee is still searching for any interested individuals who might want to take part in the Executive. Much like in the past, finding replacements for those who have served their terms is a bit of a struggle. We have been successful so far in finding interested people, hopefully this year will be no different. We often get last minute replies from members indicating their willingness to step in.

B. Appointment of Signing Officers:

Respectfully submitted,

Donald Johnson
Ken Dahl

Appendix
List of Past SCAA Annual General Meetings

Year	Date	Location	Host Institution
2014	June 20	Prince Albert	Prince Albert Historical Society
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