



**Saskatchewan Council
For Archives and Archivists**

Annual General Meeting 2017

Friday June 23, 2017

10:00 a.m. Artifactual Webinar

11:30 – Lunch & AGM Registration

12:00 p.m. Welcome

12:00p.m. – 2:30p.m. Annual General Meeting

**Swift Current Museum
44 Robert Street West
Swift Current, SK S9H 4M9**



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

Saskatchewan Council for Archives and Archivists
Annual General Meeting

Friday June 23, 2017 12:00pm

Swift Current Museum
44 Robert Street West
Swift Current, SK S9H 4M9

Proposed Agenda

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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.

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

**Saskatchewan Council for Archives and Archivists
June 24, 2016 - Annual General Meeting
Western Development Museum
Saskatoon, Saskatchewan
Minutes**

Present:

Margaret Sanche (RC Diocese of Saskatoon, Saskatoon)
Alan Porter (Melfort & District Museum, Melville)
Bonnie Dahl (Provincial Archives, Saskatoon)
Cameron Hart (SCAA, Saskatoon)
Christine Chambury (Provincial Archives, Saskatoon)
Crista Bradley (University of Regina) VIA Conference call
Dennis Garreck (SaskCulture, Regina)
Donald Johnson (Provincial Archives, Regina)
Dorothea Funk (Saskatoon Public Library, Saskatoon)
James Benson (Historic Society, Prince Albert)
Jeff O'Brien (City of Saskatoon, Saskatoon)
Jeremy Mohr (Provincial Archives, Regina)
Ken Dahl (City of Saskatoon, Saskatoon)
Sandy Doran, Executive Director, SCAA (Regina)
Stevie Horn (University of Saskatchewan, Saskatoon)
Tammy Donahue Buziak (City of North Battleford, North Battleford)
Tim Hutchinson (University of Saskatchewan, Saskatoon)
Tim Novak (Provincial Archives, Regina)
Mark Vajcner (University of Regina, Regina) VIA Conference Call
Joe Leclair (Provincial Archives, Regina)

1. Call to Order

Donald Johnson (chair) called the meeting to order at 3:17pm and welcomed everyone to the meeting including those joining by conference call.

2. Approval of Agenda

Motion: That the agenda be approved as presented. Cam would like to add French association info 10a and Jeremy Mohr would like to add 10b membership fees

Moved: Cameron Hart; Seconded: Jeremy Mohr

Carried

3. Approval of 2015 minutes

Motion: That the minutes of the 2015 SCAA Annual General Meeting be approved as presented.

Moved: Alan Porter; Seconded: Stevie Horn

Carried

4. Executive Reports

President's Report (circulated)

Donald Johnson presented his report highlighting that SCAA completed their 3 year grant application to SaskCulture and were successful in receiving funding that will take us to the end of 2018/19 year. He also spoke about our new Strategic Plan and Diversity Plan where were completed this year.

Motion: That the President's Report be approved as presented. 4 big tasks, Diversity Plan. Thanked members on the executive,

Moved: Donald Johnson ; Seconded: Joe Leclair

Carried

Treasurer's Report (circulated)

Jeremy Mohr reviewed his report. Jeremy struggles staying on budget due to education committee issues, chair had resigned early in year. There has been a reduction in grant funds to allow for better programming. There are increases in budget for staffing and new website. Better development funding to allow for more diversity training for our members. Jeremy thanked Cameron Hart for his hard work and successful application and work on the Documentary Heritage Program grant. Jeremy thanked SaskCulture for approving our 3 year funding which includes a 1 time larger increase in the 2016/17 year to accommodate the development of a new website. The 2016-17 budget was approved by the Board of Directors and can be distributed by email to the membership.

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

Moved: Jeremy Mohr; Seconded: Donald Johnson

Carried

Motion: To receive the 2015-16 Audited Financial Statements.

Moved: Jeremy Mohr; Seconded: Ken Dahl

Carried

Motion: To appoint Marcia Herback, CA as Auditor for the 2016-17 year.

Moved: Jeremy Mohr; Seconded: Tammy Donahue Buziak

Carried

Secretary's Report (circulated)

Tim Novak presented his report and confirmed that all minutes of the Executive Council meetings have been recorded.

Membership for 2015-16 was:

53 Institutional Members

26 Individual Members

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

Moved: Tim Novak; Seconded: Jeremy Mohr

Carried

Communications Committee Report (circulated)

Tim Novak presented the report as circulated, highlighting 2 issues of the Outside the Box newsletter. Tim encouraged members to submit articles for future editions.

Motion: To accept the Communications Committee report. 2 issues of news letter would like more articles from members

Moved: Tim Novak; Seconded: Cameron Hart

Carried

Grants Committee Report

Tammy Donahue Buziak presented the report as circulated. Tammy highlighted that the full \$50,000 budgeted for grants was allocated to various members throughout the Province.

Motion: To accept the Grants Committee report.

Moved: Tammy Donahue Buziak; Seconded: Jaime Benson

Carried

Public Awareness Committee

Ken Dahl presented the report as circulated. Ken highlighted Archives week and the positive feedback received throughout the province on the event. Ken also discussed the great work done by the Provincial Archives on their historical video From the Prairies to the Trenches which was debut at Regina Archives Week.

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

Moved: Ken Dahl; Seconded: Jeremy Mohr

Carried

Education Committee Report (circulated)

Jeremy Mohr presented the report as circulated. Jeremy discussed the challenges this committee faced with the resignation of Chair Dana Turgeon due to health reasons. Jeremy has recommended to the board that the board take over operations of Education and develop a multi-year plan for workshops. A recommendation was made to the board to change our travel subsidies as these have been underutilized in the past few years, these changes would include the attendance to conferences.

Motion: To accept the Education Committee report as circulated.

Moved: Jeremy Mohr; Seconded: Tammy Donahue Buziak

Carried

6. Executive Director Report (circulated)

Sandy Doran presented report as circulated, highlighting the new website which will be launched in the next few months and the renewal of the contract with b-creative to continue as Executive Director and office support services.

Motion: To accept the Executive Director Report as circulated.

Moved Donald Johnson; Seconded: Cameron Hart

Carried

7. Archives Advisor Report

Cameron Hart highlighted the activities outlined in the AGM report carried out by the Archives Advisor over the past year highlighting 3 areas, AA member visits, number of enquires from members and non-members and professional development

Motion: To accept the Archives Advisor Report as circulated.

Moved: Cameron Hart; Seconded: Dortehea Funk

Carried

9. Election of Executive Committee

Donald thanked Ken for preparing the Nominations Committee Report.

The current positions open for election are: President – 2 Year Term

Jeremy Mohr has let his name stand to fill this position; Vice-President – 1 Year to complete year 2 of 2 year term left vacant with the resignation of Ken Dahl

Stevie Horn has let her name stand to fill this position; Secretary – 2 Year Term

Joe LeClair has let his name stand to fill this position; Institutional Member-at-Large – 2 Year Term; Individual Member-at-Large – 2 Year Term; Crista Bradley has let her name stand to fill this position; Member at Large – 2 Year Term; Dorothea Funk has let her name stand to fill this position; Treasurer – 1 Year to complete year 2 of a 2 year term left vacant with Jeremy putting his name forward for President Tim Hutchinson has let his name stand for this position

The following Slate of Executive has been acclaimed:

President (2016-18):

- Jeremy Mohr, Provincial Archives (Regina)

Vice-President (2016-17):

- Stevie Horn, University of Saskatchewan Archives (Saskatoon)

Treasurer (2016-17)

- Tim Hutchinson, University of Saskatchewan Archives (Saskatoon)

Secretary (2016-18)

- Joe LeClair, Provincial Archives (Moose Jaw)

Institutional Member-at-Large (2016-18):

- Tammy Donahue Buziak, City of North Battleford Historical Archives (North Battleford)

Individual Member-at-Large (2016-18):

- Crista Bradley, University of Regina (Regina)

Member-at-Large (2016-18):

- Vacant

Member-at-Large (2016-17):

- Bonnie Dahl, Provincial Archives (Saskatoon)

10. Volunteer Recognition

Cheryl Avery has been recognized for her exceptional service to archive community
Stevie Horn accepted on behalf of Cheryl

Sandy presented exiting members of the Executive with Pen & Pencil sets.

11. Other Business

a) Cam presented info on the dchp grant and project being done by shs for an archival program for the province.

b) membership rate increase. Membership fees

Motion: to increase fees by \$10 for each

First: Jeremy Mohr; 2nd Jeff O'Brien

Carried

12. Adjournment

Motion to adjourn.

Moved: donald

The Meeting adjourned at 4:35

President's Report, 2016-17

This past year saw many new and returning faces to the SCAA board. This brought a great variety of new perspectives and helped shape the great year that we had. Please read more of the committee reports to see some of the highlights of this past year. It was encouraging to see this commitment to SCAA and the profession from across the province, this helps ensure our council continues to successfully serve our members.

This was the first year in our three year Strategic Plan, and the second year with our Diversity Plan. These plans were the basis for our successful three year funding application from SaskCulture, and shape much of the focus of our association until 2019. I would like to thank SaskCulture for continuing to support our organization and the work being done in our profession across the province. I would encourage all members to read over these plans, the Diversity Plan in particular as it advocates broadening our perspectives and understanding to better serve all people in our province.

This past year we received a special funding allotment from SaskCulture for the redevelopment of our website. Our previous site had outdated software which was no longer supported. It had also been hosted by the University of Saskatchewan (U of S) for several years for no charge, and I would like to thank the U of S for their generosity. Our new site has now launched and includes some new features for members that we will continue to develop. We used additional funding from this allotment to assist the U of S in upgrading the software for our provincial catalogue the Saskatchewan Archival Information Network (SAIN).

The council has continued to work hard operating the committees of our association, and we are considering some options to revamp the services we offer to better serve you. A governance committee was formed to review how the council operates. Some of the by-law recommendations from that review have been put forward for your consideration today. This work evaluating the council's policies will continue into the coming year and help streamline our operations.

The public awareness committee had a very successful year with Archives Week. The film night in Saskatoon, and the Riel Resistance event in Regina attracted many attendees who really enjoyed the evenings. Events were also held in Humboldt, La Ronge, Lloydminster, Melfort, North Battleford, Prince Albert, St. Isadore de Bellevue, and Whitewood. The committee has also applied for a Documentary Heritage Communities Program (DHCP) grant for the Unforgettable Book. The Communications committee has been evaluating some possible options for the newsletter, and the other communications tools being used by SCAA, they will be seeking member input on these issues in the coming year.

Institutional grants continue to be a widely used program from our members, and special thanks to the hard work of the grants committee in evaluating all the applications. The committee noted this past year that many of our members could use additional assistance with this program, and are looking at tools and training to be developed over the coming year. The education committee was also very active this past year with two excellent workshops held in Saskatoon. The committee was proactive planning several workshops for this upcoming year, and is awaiting some member feedback for future topics. Because of this proactive planning and the excellent workshop topics, the professional development grants were widely utilized by members.

We continue to receive excellent support from our Executive Director, Sandy Doran, and all the staff at B-Creative. Their support ensures the smooth operations of the council. Our Archives Advisor, Cameron Hart, has carried on being the direct line of communication between our council and members. His outreach via site visits and through basic archives has encouraged new individuals and organizations to join SCAA. He has also successfully been involved in an upgrade to SAIN and applied for a DHCP grant to hire a staff person to assist members in adding descriptions to the catalogue.

The executive has also been hard at work developing a survey which was sent out to our members earlier this month. This is a valuable opportunity to provide feedback on the current services and programs that SCAA operates. It will assist the executive and committees in deciding upon some possible new directions for our organization. We will be able to share some preliminary results today but will send out a full report to the members once the board has had an opportunity to review the results in depth.

I would like to thank the SCAA staff, our committee members and volunteers, and my fellow executive for such a great year. I would like to thank all the members for this opportunity to serve as president and hope the coming year will continue to be as successful.

Respectfully submitted,
Jeremy Mohr

Treasurer's Report, 2016-17

2016/17 financial year – highlights

Please note that this report was prepared while the financial audit was in progress. Comments about our overall financial position and performance during 2016/17 will hold true, but there may be adjustments to exact figures. See the 2017/18 budget document for 2016/17 budget vs. actual (unaudited) figures.

For fiscal year 2016/17, we realized a surplus of \$4,600, which is higher than usual. It is important to note that a surplus is allowable as long as its source is self-generated revenue, i.e. that the full amount of the Saskatchewan Lotteries grant was expended. That said, we need to be cautious about regular large (and especially planned) surpluses, lest this be taken into account when our grant is renewed, and to ensure we are in line with acceptable practice for non-profit corporations.

The operating surplus it breaks down as follows:

Revenue surplus (without DHCP)	\$755.47
Expenses - budget vs. actual	
Human Resources	\$920.97
General Admin	-\$736.17
Travel and meetings	-\$795.50
AW & PA	-\$3,385.54
SAIN (without DHCP)	\$2,610.00
PD	-\$1,237.54
Institutional Funding	-\$236.54
Archives Advisor services	-\$347.35
TOTAL EXPENSES	-\$3,207.67
Revenue less expenses	\$3,963.14
<u>Budgeted surplus</u>	<u>\$637.58</u>
TOTAL SURPLUS	\$4,600.72

So the main contributors to the surplus are lower than budgeted expenses for Archives Week/public awareness and professional development. The lower cost for professional development is primarily due to the instructor for the professional development workshop not charging a fee. For Archives Week, some cost savings have been achieved due to a smaller print run for postcards and no paid advertising in print venues. However, the lower spending on Archives Week and public awareness fits into a recent pattern (more on this in the budget section of the report).

Based on these projections, we are currently estimating an accumulated surplus of about \$41,000. Based on a reserve of target “operation for three months,” as previously identified as part of strategic planning, we have met the target and have strategic/project reserves of about \$6,000. Some of this has been earmarked to pay employer costs for the SAIN project in 2017/18.

Other financial highlights:

- The 2016/17 Lotteries grant included a one-time increase to support development of the new website. Some cost savings in 2015/16 actually allowed that project to proceed early, so the scope of the web project was able to be expanded to include additional features such as online membership renewal.
- \$46,000 was budgeted in 2016/17 for a SAIN project, to be funded by DHCP, but this grant application was unsuccessful (a scaled down project was approved for 2017/18). However, a one-time expenditure of \$2,600 was used (through a development contract with Artefactual Systems) for enhancements to the “virtual institutional database” feature of AtoM that was recently released as part of the upgrade to the SAIN databases.
- Particularly through the over-subscribed electronic records workshop, the budget target for workshop registration fees was exceeded.
- With an active professional development program, both professional development travel funds were fully subscribed. There was a minor reallocation between the funds for SCAA workshop and non-SCAA workshops to facilitate funding for participation at SCAA workshops.

2017/18 budget

The 2017/18 operating budget, with revisions approved by the Executive at its May meeting, is attached. Some explanations of individual line items are included on the budget itself, but I will highlight the main changes compared to the 2016/17 budget.

Revenue:

- The Lotteries grant is lower than last year; 2016/17 included a one-time increase for the new website.
- A DHCP grant for the SAIN project has been approved, but we received about \$5900 less than requested.

Expenses:

- There are annual increases for the Archives Advisor and b-creative which account for an increase of about \$2,600 to human resources costs.
- IT support was primarily a one-time cost for the website upgrades. With an IT vendor now maintaining the website, a smaller budget for IT support (\$1500) has been retained.
- The Archives Week budget lines have been revised, with a small net reduction (\$1400)
 - o To reflect recent actuals, e.g. phasing out of print ads
 - o To recognize “Other Public Awareness Costs” as a budget line available for costs relating to other Public Awareness Committee initiatives as well as Archives Week contingency (recently it has primarily been used for booth costs).
 - o To provide a small funding pool for other event-related costs, such as film night digitization or professional fees for participants unable to donate their time.

- There is a matching expense amount for the DHCP SAIN grant, but we also have a direct contribution for employer-paid benefits (CPP, EI, etc.). These are ineligible expenses under the DHCP grant. This one-time expense (\$2842) will be covered through our strategic reserves, rather than cutting other areas. However, the cost will likely be slightly lower; this was calculated based on the original grant, and salary costs have had to be reduced to account for the reduction in the grant. There may also be other cost savings or increased revenue that will lessen the requirement for use of reserves.
- Small increases to the PD grant funds (\$500 each). The fund for non-SCAA workshops is already fully expended for 2017/18.

Without the one-time use of reserves for the SAIN project, we would be budgeting a small surplus of \$335.

Many thanks to our Executive Director Sandy Doran, who does most of the heavy lifting with the SCAA's financial and budget management. The Treasurer's role is very different compared to my last, pre-staff, stint just over a decade ago!

Tim Hutchinson, Treasurer
20 May 2017

Grants Committee Report, 2017-18

The 2017-2018 Grants Committee is comprised of Alan Porter, Bonnie Dahl, Lenora Toth, Donald Johnson, Tammy Donahue Buziak and Archives Advisor, Cameron Hart. The amount of funds in the grant pool to be allotted was \$48,000.00

The Official Call for the IGP went out to the membership on October 17, 2016 by Cameron Hart. The applications were to be submitted by December 16, 2016. The Grants Committee met via teleconference on January 17, 2017 to adjudicate 16 applications from 14 institutions for a total of \$60,223.30. From these applications: 3 applications were declined and 13 applications were approved for a total of \$47, 909. 70

It is recommended that the scheduling for the 2018-2019 IGP Applications be the following:

Initial call for proposals:	Friday, September 8, 2017
Grant writing workshop:	Friday, October 13, 2017
Final application submission deadline:	Wednesday, November 15, 2017
Committee adjudication teleconference:	Tuesday, November 28, 2017
Questions for clarification answered by:	Friday, December 15, 2017
Final adjudication:	Friday, December 22, 2017
Proposed Interim Report for Applications:	September, 2018

Cameron Hart along with suggestions the Grants Committee has updated and simplified the IGP Call for Proposal, Frequently Asked Questions and the IGP Application including Institutional eligibility, Eligibility and Description of Projects, Adjudication of Applications and Outputs and Outcomes. Thank you Cameron for all your work with these documents.

Sincerely,
Tammy Donahue Buziak
Grants Committee

Summary of 2017 – 2018 Approved IGP Projects

<u>Institution</u>	<u>Project</u>	<u>Grant</u>
Archives of Humboldt & District	Fonds Project	\$5,000
City of North Battleford Archives	Textual Records SGS	\$5,000
City of Regina Archives	Oral History Project	\$4,701.06
City of Saskatoon	RAD Compliant Aids	\$4,960
City of Yorkton Archives	Avalon Studion Collection	\$2,629.18
Lloydminster Regional Archives	LRA Collection Re-description	\$5,000
Provincial Archives Board	Learning Packages	\$2,000
Provincial Archives Board	AJF Scanning	\$5,000
Saskatchewan History & Folklore	Re-Housing Everett Baker Slides	\$1,457.39
Saskatchewan Military Museum	Archival Supplies	\$2,010.86
Saskatchewan Military Museum	Scanner	\$1,287.99
Saskatoon Public Library	Hillyard Photo Collection	\$4,991.40
Watrous & Manitou Beach Heritage Centre	Oral History	\$580.77
Wolseley Heritage Foundation	Wolseley Museum	\$3,391.05
<u>TOTAL</u>		<u>\$47,909.70</u>

Public Awareness Committee Report, 2016-17

Members: Stevie Horn (Chair) ; Ken Dahl; Cheryl Avery

Archives Week Grants:

Every year, the SCAA grants monies (up to \$200 per institution, on a first-come-first-served basis) for use in the yearly Archives Week celebrations. This year's recipients were:

Northern Sask. Archives (PNLS) La Ronge	\$ 200.00
Lloydminster Regional Archives	\$ 200.00
Archives of the Humboldt & District Museum & Gallery	\$ 200.00
City of North Battleford Historic Archives	\$ 200.00
Melfort & District Museum	\$ 200.00
Whitewood Tourism & Heritage Association	\$ 200.00
Archives de Bellevue Inc.	\$ 185.00
TOTAL Requested	\$ 1,385.00
Total approved:	\$ 1,385.00
Allocation left:	\$ 115.00

Archives Week Survey:

The Public Awareness Committee spent some time working on proposing revisions to the archives week survey. Expect a document that is much shorter and more to the point in terms of data collected in the next year.

Unforgettable Book Project:

The application for the DHCP grant for this project was sent out January 27th asking for \$32,023 to cover the costs related to preparing this book for production, and to cover the subvention suggested by the University of Regina Press. Unfortunately, word was received on Friday May 19th that the proposal was not accepted. The Board may pursue new funding options for the project in the new year.

Outreach Ideas:

- The production of pamphlets using materials from archives across the province, which could be shared across the province.
- The pursuit of any of the various book projects that have been proposed, with the Unforgettable book project being top priority.
- Working with local weather stations to show historical images of weather from across the province.

Saskatchewan Council for Archives and Archivists Book Series Proposal

The Saskatchewan Council for Archives and Archivists (SCAA) is exploring the possibility of producing a series of books on various topics, highlighting the photographs, documents and other materials held in Saskatchewan's archives, with interpretive text from content experts.

We would list the SCAA as author (or editor) on any works, so royalties if any would accrue to the SCAA. Those funds would be used to assist with conservation and other projects needed by our member institutions. Work undertaken by SCAA members would be in-kind.

Current subject proposals, in no particular order, include the following:

Then & Now

Archival images contrasted with current images of the same location, taken at the same time of year, from the same vantage point. In some instances, we might be able to insert archival images (for example, of people) into the current images. For examples, see <http://www.flickr.com/photos/edrabbit/galleries/72157623103181304> and <http://www.flickr.com/groups/thenandnow/>

Note: We had applied for funds to hire a professional photographer to work over the summer on this project; unfortunately, although our grant was passed, the funding program was subsequently cut.

Unforgettable

This book would highlight material, from any Saskatchewan archives, that researchers had found “unforgettable” – shocking or delightful; disturbing or wonderful; particularly relevant to an aspect of Saskatchewan history – or simply of personal interest. High-profile researchers, together with current archivists, would be asked to select between 1-3 such items which they came across during the course of their work/research, and which they found particularly memorable. These could be documents, photographs, film stills – any medium which we can reproduce in a book. They will be asked to provide brief text (no longer than 350 words) explaining why they found the material so compelling. In some respects, similar to *A History of the World in 100 Objects*, but potentially an interesting view of Saskatchewan history or the nature of collections (or both); certainly a means to highlight the sense of discovery generated by archival research. Although all material would come from an archives in Sk., it need not specifically reflect Saskatchewan history. This would have high visual content, medium textual content. A list of potential researchers has been drafted.

Literary Saskatchewan

Archibald Belaney (“Grey Owl”), William Deverell, Anne Szumigalski, Mary Heimstra, Sinclair Ross, Wallace Stegner, Guy Vanderhaeghe, Sharon Butala, Sharon Pollock, Gail Bowen, Lorna Crozier, Farley Mowat: past and present, and in almost every genre, there are numerous authors who have not only written about the prairie but described specific Saskatchewan locations in their work. This project will create an accessible and engaging anthology of excerpts from literature, poems and plays describing identifiable Saskatchewan locations. The book will be illustrated from the collections of literary papers and artists’ papers held by Saskatchewan archives.

Although there have been numerous anthologies of prairie literature, none have focused on linking this tradition with specific locations in Saskatchewan; and certainly none has relied specifically on illustrative and manuscript content from Saskatchewan archives. This will therefore be a unique means of placing these accomplished writers and artists in context to the physical surroundings of their subject matter and would thus promote Saskatchewan literature, artists, archives, and geography.

The Urban Prairie: A photographic history of Saskatchewan's cities

The purpose of this project is to collect photographic images of Saskatchewan's cities and publish them together with 1500-2000 word summary histories of each city.

The book would consist of an introduction, chapters devoted to each city (Estevan; Flin Flon; Humboldt; Lloydminster; Melfort; Melville; Moose Jaw; North Battleford; Prince Albert; Regina; Saskatoon; Swift Current; Weyburn; Yorkton), and an index. Each city could also have a "Facts and Figures" section.

Weather, Land and Sky: An exploration of climate change in Saskatchewan

Archival records are increasingly being used by the scientific community to help identify the type, rate and extent of environmental change. This book would illustrate unusual weather, extremes in temperature and precipitation, and impacts on Saskatchewan's geography and natural environment (wildlife, flora) over time. Comparative images, particularly of past drought years, unusual or record rain fall, snow fall, hail, tornadoes, etc., together with excerpts about weather, flora and fauna from early correspondence and diaries, will be used in conjunction with explanatory text from experts.

The aim of the book would be to illustrate, in an accessible way, the current discussion about climate change in a manner which would enable readers to come to their own conclusions.

This could also be undertaken as a series of shorts in collaboration with local weatherpersons at news outlets.

Short "pamphlet" series:

The Saskatoon area archivists have begun to give a series of events based on archival collections and popular culture. Our first such event looked at liquor, with brief talks on the art of beer matts and labels; prohibition in Saskatchewan; small town hotels; and working in a brewery in Saskatoon. All talks were 10-15 minutes and illustrated with materials from Saskatoon archives.

We have considered having these talks written as brief, illustrated essays. The resulting publication would likely be slim, but the events were extremely popular and the booklets might be of interest. We are looking at continuing this type of event, with the next looking at as aspect of popular culture in Saskatoon in the last half of the 20th century.

Education Committee Report, 2016-17

The members of the 2016-17 Committee were Jamie Benson (Prince Albert Historical Society), Jeremy Mohr (Provincial Archives of Saskatchewan) and Crista Bradley (University of Regina Archives & Special Collections). Cameron Hart and Sandy Doran participated in Committee conference calls and provided assistance and support between them.

One of the main functions of the Committee is to plan professional development opportunities for SCAA members. Selection of workshop topics is guided by the SCAA's Strategic Plan, the SCAA's Diversity Plan and member input.

Two workshops were held in 2016/17:

- Aboriginal Awareness Workshop – September 20, 2016
 - Delivered by the Multicultural Council of Saskatchewan and the Saskatchewan Indigenous Cultural Centre. Saskatoon, SK. September 20, 2016.
- Digital Preservation Workshop – February 27-28, 2017
 - Delivered by Jeremy Heil, Queen's University Archives. Saskatoon, SK.

Three workshops are already scheduled for 2017/18:

- Introduction to Archivemata Webinar – June 23, 2017
 - To be delivered by Artefactual Systems. Swift Current, SK.
- Care and Handling of Photographic Materials – September 19 & 20, 2017
 - To be delivered by the Canadian Conservation Institute. Humboldt, SK.
- Grant-Writing Workshop – Fall 2017
 - Details TBA

The Committee also helps to guide the management of the SCAA's Professional Development fund.

- The allocated funds for both SCAA and non-SCAA events were fully expended in 2016-17.
- The Committee and the Office discussed various revisions to the Professional Development Guidelines and forms which are now in place for 2017-18. Key changes:
 - expense claims will now be required for all individuals (even if they are just for per diems and mileage).
 - \$125 cap now pertains to accommodation only (meals covered by separate per diem).
 - form will now collect information about other sources of participant's funding.
 - applications for support to attend SCAA-hosted workshops will be reviewed/applicants notified 2 weeks before the event; applications for support of non-SCAA hosted events will be reviewed upon receipt (but only within the budget year to which they apply).
 - clarified statement that members who have attended similar workshops (with similar content) in the past will not be eligible for repeat funding.

Many thanks to Jamie and Jeremy for their work on the Committee this year. The support of Sandy Doran and Cameron Hart was also very valuable and much appreciated.

Crista Bradley
2016-17 Chair

Governance Report, 2016-17

Saskatchewan Council for Archives and Archivists Proposed revisions to Constitution and Bylaws, for June 2017 AGM

Recognizing that it had been at least five years since a general review of bylaws and policies had been undertaken, the SCAA Executive Committee struck a Governance Committee at its September 2016 planning meeting. There are several recommended revisions to the Bylaws as a result.

Proposed revisions are grouped together, with background information provided for each grouping. The main changes are:

- Rename Executive Committee to Board of Directors
- Restructuring of Executive (Board) roles, replacing the Secretary, Individual Member-at-Large and Institutional Member-at-Large with general Member-at-Large positions.
- Remove the list of committees from the bylaws, except for the audit committee and nominations committee.
- Revise the provisions relating to removing directors for compliance with the Non-Profit Corporations Act.
- Separate general signing authorities from the signers registered with the bank.
- Some formalities to confirm existing practice:
 - o Language to allow board meetings and general meetings to occur by conference or video call
 - o Allowing delegation of Treasurer roles such as bookkeeping to the Executive Director

The Executive Committee endorsed these proposed revisions at its meeting on 24 April 2017, for consideration by the membership at the 2017 AGM.

Respectfully submitted by the Governance Committee:

Tim Hutchinson (Chair)
Bonnie Dahl
Sandy Doran (Ex-Officio)

PROPOSED REVISIONS:

A complete copy of the bylaws with tracked changes has been provided; specific revisions are as follows.

Note: some renumbering of articles/paragraphs will be required. Numbering references are to the existing article/paragraph numbers.

REVISION 1 – Board of Directors

- Change the heading of Article III from “Executive Committee” to “Board of Directors”
- Change “Executive Committee” to “Board” *throughout*

Background: Normally, an Executive Committee is a subcommittee of the Board (e.g. table officers). Board is a more appropriate term for our governing body, and it is already informally used (indeed you will note that the term is used interchangeably in the background notes below).

REVISION 2a – Removal of Secretary

- Remove III(1)(c) Secretary
- Remove III(2) (“If necessary, the same person may hold the office of Secretary and Treasurer in a given year...”)
- III.4: Remove “Secretary” from second sentence; remove “Secretary: elected in even years”
- V.4: Remove (duties of Secretary)
- II.9: Change “Secretary” to “Executive Director” (resignation of membership)

Background: With a paid Executive Director, the Secretary no longer has a formal role beyond their participation on the board. Effectively it is already a member-at-large position.

REVISION 2b – Removal of Institutional Member-at-Large and Individual Member-at-Large

- Institutional Member-at-Large:
 - o Remove III(1)(e) Institutional Member-at-Large / Canadian Council of Archives Representative
 - o III.4: Remove “Institutional Member-at-Large: elected in odd years”
 - o IV.4: Remove (election of Institutional Member-at-Large)
 - o V.6: Remove (duties of Institutional Member-at-Large)
- Individual Member-at-Large:
 - o Remove III(1)(f) Individual Member-at-Large
 - o III.4: Remove “Individual Member-at-Large: elected in even years”
 - o IV.5: Remove (election of Individual Member-at-Large)
 - o V.7: Remove (duties of Individual Member-at-Large)

Background: The Executive believes that the SCAA is at (indeed beyond) the point that specific roles are needed for separate member classes: something that was initially established when the SCA and SAS were amalgamated. Both individual and institutional members regularly participate on the Executive. Through changes in terms of reference, we are also proposing to move away from a model of these MAL positions automatically being the chairs of certain committees (Grants and Education). There is also no longer a requirement for an institutional member-at-large to be the CCA representative. The CCA representative can be appointed annually by the board.

REVISION 2c – Addition of general Members-at-Large

- Revise III(1)(g) to read “Up to five Members-at-Large”
- V.8: Remove “other”, to read “The Members-at-Large shall carry out...”
 - o The wording for one or both of these revisions may need to be revised depending on the results of the votes on revisions 2a – 2c

Background: This revision completes 2a and 2b, changing the removed roles (as proposed) to members-at-large. The total size of the board would not change.

PROPOSED TRANSITIONAL PROVISIONS FOR REVISION 2 (FOR APPROVAL, BUT NOT TO BE ADDED TO BYLAWS):

- If revision 2a/2c passes, the Secretary (elected in 2016) will assume the role of a Member-at-Large following the 2017 AGM elections, for the remaining one-year term.
- If revision 2b/2c passes, the Individual Member-at-large (elected in 2016) will assume the role of a Member-at-Large following the 2017 AGM elections, for the remaining one-year term.

Note: the Executive (Board) elections will take place after these bylaw revisions are considered. If revision 2a/2c passes, the election of the Institutional Member-at-Large will instead be conducted for a general Member-at-Large. The other elections in 2017 are not affected.

REVISION 3 – Meetings of the Board

- Move VII.1; insert following III.4 (re calling meetings of the board)
- Add a new paragraph following III.5:
 - o If all of the Directors participating in a meeting consent, one or more of the Directors may participate in a meeting of the Board by means of such telephone or other communication facilities as permit all persons participating in the meeting to hear or communicate with each other, and a Director participating in such a meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates.
- III.8: Replace the first sentence with two sentences, as follows: The Board shall have the power to fill all vacancies in office pro tem. The person so elected will serve only until the next Annual General Meeting of the Council.

Background: The second point formalizes an existing practice; authority for conference calls is technically required. The other changes are for clarity and consistency: VII.1 is the only provision in article VII not relating to membership meetings; and the change to III.8 is to clarify the intent.

REVISION 4 – Removal of Board Members

- Replace III.6 with the following wording:
 - o The Membership of the Council shall have the power to remove a member of the Board, subject to the provisions in the Non-Profit Corporations Act.
- III.7: Remove the last sentence, “Any Director determined to be in a conflict of interest without beforehand having declared such conflict, shall be liable for immediate removal from the Executive Committee by a two-thirds vote of the Executive Committee.”
- V.1: Reword the second sentence, and remove the remainder of the paragraph, so that it reads in entirety: “All Directors will take an active role in the deliberations and activities of the Board.

Directors are expected to attend all Board meetings and to provide notice for unavoidable absences.”

Background: The Non-Profit Corporations Act often sets out limitations to what non-profit corporations are able to put in their bylaws. A board of directors has no authority to remove a board member; only the members can do that. Conversely, the provision in the current bylaws requiring a petition signed by 2/3 of the members is not permissible under the Act. Rather than repeating the language from the Act, the proposed wording simply refers to the Act. So the power of the members to remove a director is still highlighted, but the details are left to the Act. This affects a few sections, including one added a couple years ago.

REVISION 5 – Committees

- Article VI: add the following new paragraphs as VI.1 to VI.3:
 1. The Board may appoint committees to perform such duties as the Board may designate.
 2. The Board shall appoint an audit committee annually.
 3. The Board shall appoint a nominations committee as per article IV.1 but may also appoint a nominations committee to identify nominees for vacancies that arise between Annual General Meetings, under the terms of article III.7.
- Remove the existing paragraphs VI.1 and VI.2 (list of standing committees; membership requirements)
- VI.3: Remove the first sentence (“The Executive Committee shall have the power to appoint additional committees”) and in the second sentence, remove “including the standing committees listed above.”
- V.5(d): Remove this line from duties of the Treasurer: “Serve as chair of the Audit Committee”

Background: While the power to appoint additional committees was already there, including standing committees in the bylaws limits the Board’s flexibility in establishing the committees most needed to advance the work of the SCAA. Initially, the bylaws might have been the most convenient way to keep track of terms of reference, but now that we have a more robust policy document, this information can appropriately be moved there, indeed there are already more detailed terms of reference in the policy document. The audit and nominations committees are required, and so should remain in the bylaws. Similarly, the Treasurer’s role as chair of the Audit Committee can be documented in the terms of reference.

REVISION 6 – Meetings of Members

- Change the title of article VII to “Meetings of Members”
- VII.6: remove “required as indicated in the organization Bylaws or is”
- Add a new paragraph following VII.6:
 - o If the facilities are available, members may participate in a general meeting by telephone or other communications facility as permit all persons participating in the meeting to hear or communicate with each other, but must attend in person in order to vote on any motions requiring a secret ballot.
- (See also revision 3; paragraph VII.1 to be moved)

Background: Although the Non-Profit Corporations Act does not formally provide for meetings of members held by conference call, this adds a parallel provision to the one added for the board,

recognizing that there is currently no way for participants on the phone to take part in a secret ballot.

REVISION 7 – Finances

- VIII.1: Referring to the financial control procedures, change “establish” to “approve”
- VIII.5: Reword this paragraph so that it reads as follows:
 - o The Board shall have the power to authorize the expenditures of the Council’s funds for the purpose of carrying out its objectives. Signatory powers for all financial documents shall be vested in the President, Vice-President, Treasurer, and the Executive Director. At least two individuals with signing authority must sign contracts and other documents committing the financial resources of the Council, unless otherwise authorized by the Board.
- VIII.6: Add a sentence to the end of the paragraph: Signing authorities for these accounts will be designated by resolution of the Board.
- V.9 (Executive Director): remove “the administrative and financial”; add a sentence at the end of the paragraph: “Any of the duties of the Treasurer may be delegated to the Executive Director, which case the Treasurer will play an oversight and advisory role.”

Background: The change to VIII.5 and VIII.5 serves to separate the signing authorities for the purpose of contracts from the signing authorities registered at the bank. The bank signing authorities all need to be based in Regina, since that’s where the office is, but if the President, Vice-President or Treasurer live outside of Regina, it would still be appropriate for them to sign contracts. The change to V.9 formalizes the current roles of the Executive Director and Treasurer; the Treasurer is no longer the bookkeeper, but reviews the monthly financial statements in more detail than the full board.

REVISION 8 – Other

- Renumber paragraphs as required by the addition and removal of paragraphs in approved revisions.
- IV.1: change “the Vice-President” to “a Board member not seeking re-election”
- IX.2: Change “Saskatchewan Archives Board” to “Provincial Archives of Saskatchewan”

Background: The change to IV.1 is intended to provide more flexibility in populating the Nominations Committee. For example, a Vice-President relatively new to the SCAA may find it more difficult to play this recruitment role; and if the Vice-President is seeking re-election at the upcoming AGM they would technically be in a conflict of interest.

Executive Director Report, 2015-16

2016-17 was b-creative's seventh year providing association management services to SCAA. In December 2016, Joshua Kurkjian left b-creative group to pursue his career in Political Science. Alexa Taylor rejoined the b-creative team in January in a term capacity until August 2017, when she will be returning to school to get her Masters in Journalism.

In 2016-17 we launched our new website with a fresh new look and new features included the option for members to go in and update their information as well as renew their membership on line via Paypal. Thank you to Cameron Hart who cleaned up the backend of the old website before we transferred everything over to our new site.

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 booking venues, developing budgets, booking presenters, preparing registration, managing attendance, completion of the statement of expenses and gathering survey results.

2016-17 Membership of the SCAA consisted of the following numbers:

- 54 Institutional
- 36 Individual

Total members was 90 which is an increase of 11. The number of Institutional Members increased by 1 and Individual members increased by 10.

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.

In 2014 SaskCulture launched a pilot project on Diversity. 5 organization were selected to participate in developing Diversity projects for their organizations, SCAA was honored to be one of the 5 selected. In 2016-17 SCAA put into action the plan that the Board of Directors put in countless hours to develop. Since the inception of the program there are now 20 organizations in the program and an additional 5 ready to get started. I continue to participate in regular meetings with SaskCulture and the other participating organizations.

I am honored to work with such a dedicated group of volunteers and would like to thank the entire Executive under the leadership and support of Council President, Jeremy Mohr for their hard work, dedication and guidance. I look forward to working with the Executive this year as well as the many volunteers that make this association so great.

Respectfully submitted by
Sandy Doran
Executive Director

Archives Advisor Report, 2015-16

One of the primary responsibilities of the Archives Advisor is providing professional and technical information and support to the Council's individual and institutional members.

This takes several forms:

1. Site Visits

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 are newer and just starting.

SCAA saw new members join in the past year from:

- **Saskatoon Soccer Centre** in Saskatoon
- The **Civic Museum of Regina**
- **Circle Drive Alliance Church** in Saskatoon
- **Willow Bunch Museum** in Willow Bunch

Site visits to these current Institutional Members were also made:

- **Moose Jaw** Public Library Archives
- The **Swift Current** Museum Archives
- The **Lloydminster** Regional Archives
- The City of **North Battleford** Historic Archives
- The City of **Yorkton** Archives
- Archives the **Humboldt** & District Museum and Gallery
- **Wolseley** Heritage Foundation
- The Civic Museum of **Regina**
- The Saskatchewan Military Museum in **Regina**
- The WDM – George Shepard Library in **Saskatoon**
- Roman Catholic Dioceses of **Saskatoon**
- Grand Coteau Heritage and Cultural Centre in **Shaunavon**
- Jasper Cultural & Historical Centre in **Maple Creek**

Note: Some institutions may have received multiple visits.

2. Inquiries and promotion

The AA is primarily responsible for the inquiries from members and the Executive but also 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 2016	334	107	227
May 2016	446	197	249
June 2016	470	278	192
July 2016	364	260	104
August 2016	297	143	154
September 2016	559	362	197
October 2016	583	403	180
November 2016	844	672	172
December 2016	542	361	181
January 2017	480	353	127
February 2017	811	398	413
March 2017	753	484	269
Totals	6051	4018	2033

2015-16 Totals were: Total = 5311; Members = 3100; Non-Members = 2211

2014-15 Totals were: Total = 5335; Members = 2990; Non-Members = 2345

A larger volume of “Non-Member” queries in **April** and **May** was mainly due to the attendance at the four Regional Heritage Fairs in Saskatoon, Regina, Swift Current and Moose Jaw; also attendance at the Provincial Heritage Fair in Regina.

October saw the AA transferring the content of the SCAA website and Shared File list/Intranet to new versions. This also meant the distribution of “passwords” for the “Members Only” portion of the new site by the office.

The attendance of the AA at Archives Week (AW) events in early **February** saw an increase in the non-member queries.

Though the initial call for project proposals was made for the 2017-18 Institutional Grant Program in mid-October and the application deadline was in mid-December the subsequent months, through March, as the Grants Committee set to work trying to fairly distribute the IGP funds, saw the number of queries from members increase.

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

1. Arranged judges for the Archives Award at the four **Regional Heritage Fairs** in Saskatoon, Moose Jaw, Swift Current and Regina and the **Provincial Heritage Fair**. Also, attending the various Heritage Fairs as a judge. With an additional \$250 support from PAS, the AA helps award a \$500 bursary for the Archives Award organized by **Heritage Saskatchewan**.
2. Updating the New website with resources and distributing information in monthly E-updates to members and using the program "Mail Chimp" to give the E-update a more professional look.
3. Created an **FAQ document** to be used with IGP applications
4. Maintaining a "friends list" to update the general public on archival activities in their community, also using the program "Mail Chimp".
5. Using Facebook and other Social Media such as YouTube, Twitter and Flickr in promoting archives and for SCAA projects.
1. The General Facebook "Non-profit Page," has reached **449 "likes"** up from **364** at this time last year. So in conjunction with other tools, has brought archives to the attention of the public.
6. Updating the **AW Action Guide**

3. Professional Development

The Advisor's activities also included attending and/or presenting exhibits or workshops with 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 Saskatchewan Genealogical Society (**SGS**).

7. Attended the presentations of "Living Heritage: TRC Sharing Stories" organized by **Heritage Saskatchewan**.
8. Attended and participated in the Association of Canadian Archivists' (**ACA**) Conference in Montreal.
9. Worked with the Special Interest Section on Aboriginal Archives (**SISAA**) Working Group on their recommendations to the ACA board regarding **TRC's Call to Action #70**.
10. Attended and participated in the Archives Advisors Working Group meeting in Toronto supported by the Canadian Council of Archives (**CCA**). As well as monthly teleconferences.
11. Helping organize promotion and funding of Archives Week (**AW**) events by selecting bookmarks and postcards, helping distribute grants and updating the Action Guide.
12. Participated in the MAS's Grant writing workshop
13. Participated in the SCAA's **Aboriginal Awareness Workshop** workshop on September 20
14. Participated in the Heritage Saskatchewan workshop on Intangible Heritage.
15. Volunteered as Chair of the Annual Saskatoon Heritage Festival, held annually in conjunction with Archives Week.
16. Participated in the SCAA's **Digital Preservation** workshop on March 27-28, 2017

17. Presented a “**Basic Archives for Volunteers**” workshop in Regina on September 17 at the Regina Public Library. **10** members and non-members attended the free session.
18. Attended the Saskatchewan Urban Municipalities Association (**SUMA**) with allied organizations.

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: BrightTALK of “**How to assist researchers in sharing their research data**” October 22
-
- Streamed Archives Roundtable: Archives Association of BC (AABC) “**Digital Preservation Management...Best Practices vs Reality**” November 17
- Streamed Archives Roundtable: Archives Association of BC (AABC) “**Talking with First Nations**” February 23

4. Saskatchewan Archival Information Network (SAIN) Development

The use of the open-source software of AtoM (**A**ccess **to** **M**emory) with the provincial database (SAIN) is continuing to expand, though was slowed by the upcoming transfer. This year saw the **City of Yorkton Archives** begin adding new descriptions to the Photograph portion of SAIN relating to their Institutional Grant project. With an upgrade to the AtoM 2.x platform and our successful grant received from the **Documentary Heritage Communities Program (DHCP)** we expect to see some significant additions in the coming year.

2016-17 Plans

In this new-year your AA plans to continue to expand those relations already established and create new ones to benefit SCAA and the membership.

- In these first few months already site-visits have been made to new member the **Circle Drive Alliance Church** and the new representative of the **Moose Jaw Public Library Archives**.
- Plans are in the works to make site-visits, **Lloydminster Regional Archives**; the **North Battleford Historic Archives**; **Rosetown and Prince Albert**.
- Besides current members, potential members will be visited as identified.
- The guidelines, application and FAQ document for the Institutional Grant Program (IGP) will be revamped for the coming 2018-19 fiscal year.
- Free workshops are being scheduled, including a possible “grant writing” workshop in conjunction with MAS.
- Subjects and timing of additional SCAA workshops are also in the works. Arrangements have already been made with the Canadian Conservation Institute (**CCI**) to present a workshop in Humboldt on “**The Care and Handling of Photographic Material**”.

Respectfully submitted
Cameron Hart, SCAA Archives Advisor

Nominations Report 2015-16

Committee Members:

- Stevie Horn (University of Saskatchewan)
- Cheryl Avery (University of Saskatchewan)
- Jeremy Mohr (Provincial Archives of Saskatchewan)

From the 2016-17 Executive, we need to fill the following positions:

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

Nominations for these positions are as follows:

Vice-President – Stevie Horn (2 year term)
Treasurer – Tim Hutchinson (2 year term)
Member-at-Large – Leesha Cowan
Institutional Member-at-Large – Tammy Donahue-Buziak (2 year term)

Respectfully submitted,

Stevie Horne
Cheryl Avery
Jeremy Mohr

APPENDIX

Appendix 1
List of Past SCAA Annual General Meetings

Year	Date	Location	Host Institution
2017	June 23	Swift Current	Swift Current Museum
2016	June 24	Saskatoon	SCAA (Venue – Western Development Museum)
2015	June 10	Regina	SCAA (Venue – Hill Tower 3)
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