



**Saskatchewan Council
For Archives and Archivists**

ANNUAL GENERAL MEETING 2018

**Monday June 18, 2018
University of Regina
Dr. John Archer Library, Room 610
3737 Wascana Parkway
Regina, SK**

09:30 a.m. – 10:00 a.m. AGM Registration

10:00 a.m. – 12:00 p.m. Annual General Meeting

12:00 p.m. Lunch

1:00p.m. – 4:00 p.m. Members Show & Tell



**Canadian Council of Archives
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Saskatchewan Council for Archives and Archivists Annual General Meeting

Monday, June 18, 2018 @ 10:00 a.m.
University of Regina, Dr. John Archer Library Room 610
3737 Wascana Parkway
Regina, SK

Proposed Agenda

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Following adjournment and lunch, there will be a member Show & Tell – which will give members a chance to present and learn about various initiatives, challenges, and collections of note from colleagues across the province.



**Saskatchewan Council for Archives and Archivists
June 23, 2017 - Annual General Meeting
Swift Current Museum
44 Robert Street West
Swift Current, Saskatchewan**

Minutes

Present:

Crista Bradley (University of Regina, Regina)
Donald Duncan (Lloydminster Archives, Lloydminster)
Bonnie Dahl (Provincial Archives Board, Saskatoon)
Ken Dahl (City of Saskatoon, Saskatoon)
Jeremy Mohr (Provincial Archives Board, Regina)
Tim Hutchinson (University of Saskatchewan, Saskatoon)
Stevie Horn (University of Saskatchewan, Saskatoon)
Cameron Hart (Saskatchewan Council for Archives & Archivists, Saskatoon)
Kelly Attrell (Grand Coteau Heritage & Culture Centre, Shaunovon)
William Shepherd (Swift Current Museum, Swift Current)
Gwen Fisher (Moose Jaw Public Library, Moose Jaw)
Carey Isaak (Regina)
Sandy Doran (Saskatchewan Council for Archives & Archivists, Regina)
Tammy Donahue Buziak (City of North Battleford, North Battleford)

1. Call to Order

Jeremy Mohr (President) called the meeting to order at 12:14 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: Cameron Hart Seconded: Crista Bradley **Carried**

3. Approval of 2016 minutes

Motion: That the minutes of the 2016 SCAA Annual General Meeting be approved as presented.

Moved: Crista Bradley Seconded: Bonnie Dahl **Carried**

4. Executive Reports

President's Report (circulated)

- Thanked staff and volunteers and board members. Noted we did more advocating than normal.

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

Moved: Stevie Horn Seconded: Ken Dahl **Carried**

Treasurer's Report (circulated)

- Change to report since audit is complete. An expense for the website after year end surplus but slightly smaller. Still have healthy reserve.

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

Moved: Cameron Hart Seconded: Don Duncan **Carried**



Motion: To receive the 2016-17 Audited Financial Statements.

Moved: Tim Hutchinson

Seconded: Ken Dahl

Carried

Motion: To appoint Marcia Herback, CA as Auditor for the 2017-18 year.

Moved: Tim Hutchinson

Seconded: Crista Bradley

Carried

Budget highlights:

- Difference in budget revenue from this year to last was influx of funding from SaskCulture for the website

Communications Committee Report (circulated)

- Jeremy presented the communication report on behalf of Joe LeClair as Joe was unable to attend the event.
- Survey results will help determine future communications channels (i.e. newsletter, etc.)

Motion: To accept the Communications Committee report as presented.

Moved: Stevie Horn

Seconded: William Shepherd

Carried

Grants Committee Report

- Tammy thanked the committee for all of their hard work, felt it was a much easier process this year.

Motion: To accept the Grants Committee report as presented.

Moved: Stevie Horn

Seconded: William Shepherd

Carried

Public Awareness Report

- Archives week grant funds pool was utilized by a variety of members throughout the province.
- Revised the AW survey so it is cleaner and more relevant
- Applied for grant for the unforgettable book, we were unsuccessful, but will look this year for other options

Motion: To accept the Public Awareness committee report as presented.

Moved: Bonnie Dahl

Seconded: Crista Bradley

Carried

Education Committee Report (circulated)

- 2 workshops 1 in fall and 1 in February, both well received and well attended.
- Looking to get ahead and book in advance. 3 planned for upcoming year.
- Changes make to PD grant fund

Motion: To accept the Education Committee report as presented.

Moved: Crista Bradley

Seconded: Carey Isaak

Carried

Governance Committee Report (circulated)

- This was a new committee this year. Revised of bylaws and policies (see report in AGM package to get list of the changes)
- Explanation of the difference of members at large, was in place to protect the 2 organizations when first moved it has been 17 years and not a key. Makes it easier to recruit members. Board will be the same size but will just recognize as members at large not institutional member at large or individual at large.
- Nomination committee will be a member of the board stepping away as the chair.

Motion: To approve changes to the bylaws as presented

Moved: Tim Hutchinson

Seconded: Cameron Hart

Carried



Motion: To approve the governance committee report as presented

Moved: Tim Hutchinson

Seconded: Crista Bradley

Carried

6. Executive Director Report (circulated)

- Worked with Storm Group of Companies to redevelop the SCAA website
- Transferred our membership database from an older manual program to a new online database streamlining the membership renewals and allowing members to now renew and pay online. The new database now updated Cameron's email list automatically when the database is updated.
- Continue to work with SaskCulture and other funded organizations.

Motion: To accept the Executive Director Report as presented.

Moved; Cameron Hart

Seconded: Carey Isaak

Carried

7. Archives Advisor Report (circulated)

- Continues to make face to face visits as outlined in the strategic plan.
- Completed a FAQ document for the grants committee.

Motion: To accept the Archives Advisor Report as presented.

Moved: Cameron Hart

Seconded: Bonnie Dahl

Carried

8. Election of Executive Committee

- Jeremy thanked the Nomination committee for preparing the Nominations Committee Report.

The current positions open for election are:

Vice-President – 2 Year term

Stevie Horn has let her name stand to fill this position

Treasurer – 2 Year Term

Tim Hutchinson has let his name stand to fill this position

Member-at-Large – 2 Year Term

Tammy Donahue-Buziak has let her name stand

Member-at-Large – 2 Year Term

Leasha Cowan has let her name stand

Called for nominations from the floor 1st, 2nd and 3rd

The following Slate of Executive has been acclaimed:

President (2016-18):

- o Jeremy Mohr, Provincial Archives (Regina)

Vice-President (2017 -19):

- o Stevie Horn, University of Saskatchewan Archives (Saskatoon)

Treasurer (2017 -19)

- o Tim Hutchinson, University of Saskatchewan Archives (Saskatoon)

Member-at-Large (2017-19):

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

Member-at-Large (2016-18):

- o Crista Bradley, University of Regina (Regina)



Member-at-Large (2016-18):

- Bonnie Dahl, Provincial Archives (Saskatoon)

Member-at-Large (2017-19):

- Leesha Cowan, City of Saskatoon Archives (Saskatoon)

Member-at-Large (2017-19):

Joe LeClair, Moose Jaw

Board now approves the signing authorities.

10. Volunteer Recognition

- Jeremy presented Lenora Toth as the recipient of the Volunteer Award.
- If you feel there is someone that is deserving of this award please bring their name forward.

11. Other Business

- Survey results will be reviewed and results shared with membership
- Crista said thank you to members that made the trip to Swift for the meeting. Encouraged those from rural communities to join committees and the board, we need a voice from all over the province not just the main centres. If you are interested in hosting events at your location please let us know.

12. Adjournment

Motion to adjourn meeting at 1:13pm.

Moved: Donald



President's Report, 2017-18

This past year saw our board remain fairly consistent in its membership, and an opportunity to welcome a new member Leesha Cowan. For much of this past year the board took it upon itself look inwards and examine more closely some of our plans and practices to ensure we were on the right track and were working efficiently.

We started the year off by sending out a survey to all members to solicit feedback on the organization's activities and help plan for future activities. We had 38 responses, and I would like to thank all those that took the time to complete it, it provides very valuable information to the board. The survey suggested an overall positive view of SCAA's activities, and provided several priorities for our work particularly in planning workshops, for promotional activities, and for our grants. Much of our activities for this past year and future years were based on the responses from the survey.

We learned this past year of a change with SaskCulture's funding plans for the 2020-21 year. Many of you may know SCAA obtains the majority of its funding from SaskCulture via a 3 year grant application, funded by SaskLotteries. We are and continue to be very grateful for that funding and all the support we receive from this, without which we may not be able to continue to operate. We were informed that our funding would extend to a fourth interim year. Following this, the 3 year funding grant would resume. As such the Board is reviewing the 3 year Strategic Plan slated to end in 2019/20 to determine what initiatives need to be modified, changed, or extended based on this, as well the results of the membership survey.

Advocacy played a larger role than has been typical this past year. SCAA advocated for the Local History Room Coordinator position, which was under review at the Saskatoon Public Library. This was done not only in an attempt to keep the position active but also to ensure that an institutional grant received by the organization was still administered according to proper archival standards. As well, SCAA advocated against some proposed changes to the University of Manitoba's Joint Masters of Archival Studies and History Program, to ensure that it remained a valuable experience for graduates.

SCAA saw several staffing changes this past year. Our Executive Director changed with Sandy Doran leaving to assist another organization and Gloria Bearss replacing her. Gloria has fit into her new role very well, and has offered invaluable advice and service to the board over this past year. SCAA was also able to hire Carey Isaak as our SAIN Archivist thanks to the successful funding application from the Documentary Heritage Communities Program. Carey worked with members across the Province to add and update several thousand entries to our online provincial catalogue. Carey worked closely with our Archives Advisor Cameron Hart to coordinate this initiative. We continue to appreciate all of Cam's hard work connecting and serving our members.

Over the past year our board has undertaken a major review of our policies and procedures, conducted by the Governance Committee. I would like to thank that committee for all its hard work to help streamline our practices and ensure we are using our time more effectively. We hope to be able to devote more time for examining larger strategic issues and projects because of the changes they have proposed. This review has also helped clarify board roles, committee roles, and staff roles clearing up some of the confusion of previous years. Many of the changes proposed by the committee will be slowly rolled out over the next two years.

The board's other committees were hard at work. The Grants Committee established clearer terms for institutional grants and created documents to assist applicants. The Education Committee ran several excellent workshops, including the Care and Handling of Photographs and a Reconciliation and Blanket Exercise session at First Nations University. The Public Awareness Committee continued to review the comments from our membership survey and examine new and innovative ways to better communicate with you our members, including the establishment of an SCAA blog <https://scaa-outsidethebox.blogspot.ca/> Finally, a Diversity Working Group was established to focus on several diversity initiatives and to review and revise our Diversity Plan which I would encourage all of you to read. You can read more about the committee activities in their respective reports.



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, 2017-18

2017/18 financial year

This report was prepared while the financial audit was in progress. General comments about our overall financial position and performance during 2017/18 will hold true, but there may be adjustments to exact figures. The attachment combines 2017/18 budget vs. actual figures and the approved 2018/19 budget.

For fiscal year 2017/18, we realized a surplus of about \$9,500, which is much 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. However, we came closer than we should have to that threshold (about \$1,500). We also need to be cautious about regular large surpluses, since this could be taken into account when SaskCulture reassesses our financial needs during the next Annual Global Funding application process.

Related, we now have fairly health operating (emergency) and strategic reserve funds – projected at about \$36,000 and \$14,000, respectively, but the board has identified a need to more formally recognize those funds and determine general circumstances for their use.

The primary sources of the surplus are as follows:

- Additional revenue - \$2,541
 - o Including membership fees (\$750), workshop registration fees (\$1,120), and an IGP reimbursement (\$832).
- General operations - \$2,353
 - o About half of this is accounted for by under-expenditures in IT Support. This was the first year following the website upgrade, and transfer to a commercial host. While hosting fees were pre-paid, it was unclear what the other support requirements would be. For 2018/19, we have been informed of a major operating system upgrade that will likely require the full budgeted amount.
 - o Other general administration items which have recently had lower costs have generally been accounted for in the 2018/19 budget (e.g. not budgeting for newsletter costs), but this is something we need to continue to monitor.
- Archives Week and Public Awareness - \$2,133
 - o We had already reduced the Archives Week budget to account for lower costs, but the actual expenses were lower still, especially for advertising.
 - o The Public Awareness Committee is exploring financial requirements for some special projects, but the additional funds for other public awareness activities were not fully spent this year.
- Professional Development - \$2,820
 - o Expenses for workshops were lower than budgeted largely due to cost-effective workshops. We partnered with organizations with an education/engagement mandate which charged flat (subsidized) fee covering both instructor fees and travel expenses. For the March 2018 workshop, part of the speaker's honorarium was also covered by the Treaty Commissioner's office.
 - o Costs for the Artefactual webinar at the June 2017 AGM were allocated to AGM expenses.



2018/19 Budget

The current budget was approved by the board in January 2018 to meet SaskCulture reporting timelines. Some areas for possible adjustment have been recently identified, especially now that we have actuals for the full year, but most are relatively minor.

In general, changes in individual budget lines reflect incremental cost increases; reductions to account for recent actual expenses (e.g. some administrative costs); and annual increases based on our contracts with b-creative and our Archives Advisor. The main differences to note are:

- As noted above, IT Support is higher than the 2017/18 actual amount due to projected costs for a system upgrade.
- We had budgeted for a facilitator/consultant to assist with development of our next strategic plan (the current plan expires at the end of this year). However, at its meeting on May 23rd, given updated timing related to strategic planning, the board approved re-allocating this amount, along with discretionary funding for public awareness and a contribution from reserves, to the "Unforgettable" book project (total allocation of \$5000).
- We have budgeted an increase for the professional development funds, reflecting recent demand for those funds; for example, most of the funds were expended after the first workshop in 2017/18.
- Funding for the SAIN project in 2017/18 was provided by the Documentary Heritage Communities Program (Library and Archives Canada), but an application for renewed funding in 2018/19 was not successful.

Finally, many thanks to our Executive Director, Gloria Bearss, for all her support in the financial area. My first stint as treasurer came before we had an Executive Director, and the experience couldn't be more different. As treasurer I am now able to play an oversight role, and assist the board in understanding financial issues; but ongoing financial management, including the heavy lifting on budget development and monitoring, is in Gloria's capable hands.

Tim Hutchinson, Treasurer

4 June 2018



Governance Report, 2017-18

Saskatchewan Council for Archives and Archivists

The work of the Governance Committee has continued to focused on revisions and additions to the organization's board governance policies. More generally, we have been attempting to refine how we define board, committee and staff roles.

The first phase of this work related to the administrative results and staff expectations policies – clarifying how the work of the Executive Director is delegated and monitored. We were fortunate to be able to build on drafts that had been prepared, but not approved, during a previous governance review in 2011/12. That review had resulted in our current governance policies – e.g. outlining our governance framework, board code of conduct, committee terms of reference, etc. – which were reviewed and revised during 2016/17.

However, this was not simply a matter of revising policies. We wanted to make sure there was a good understanding among board members and staff about the overall governance framework and the proposed delegation and monitoring approach. In September, we had a general orientation session. In December, we presented draft policies and had a presentation from Bruce Anderson, the Managing Partner at b-creative and an expert in governance. And then in February, we approved the new and revised policies, including a schedule for monitoring those policies, and approved a plan for phasing in the monitoring schedule.

The SCAA fits into the "administrative board" model, sort of a hybrid between working board and governing (or policy) board. Or at least that's what we are on paper. We have struggled a bit with the formal delegation piece, and getting the board to avoid discussion of day-to-day operational issues. That's where the delegation/monitoring and expectations policies come in. The key is to delegate results, not tasks – and then to monitor that delegation through appropriate reporting.

We will phase in the monitoring reports during 2018/19. The first board round table – about the performance of the board – happened at our in-person meeting in April. And the first written report from the Executive Director, documenting how the Administrative Results are being achieved, and replacing the more activity-based office reports, is scheduled for this fall.

This is not about policy for its own sake. We hope that the improvements we have made will clarify board and staff roles, and make better use of everyone's time. Staff will be reporting at a higher level (results more than activities, or at least summarizing that activity), and focusing on what the board needs to know; and there should be more time at board meetings to focus on strategic/planning issues.

The next piece of the puzzle, which the board started discussing at the last meeting before the AGM, will focus on clarifying committee roles, especially where there is overlap between staff and committees in the design and delivery of programs and services. There is also some further work needed to incorporate the Archives Advisor's reporting into the framework established this year.

During the past year, the Governance Committee also refreshed the board manual, and made an electronic copy available as well as the binder. As part of the board review in April, some suggestions were also made to improve the general orientation process, to try to ensure that both new and continuing board members have a good understanding of the role of the board and their individual roles and expectations.

Tim Hutchinson (chair)
Bonnie Dahl
Jeremy Mohr
Gloria Bearss (Executive Director)



Grants Committee Report, 2017-18

The members of the Grants Committee for 2017-2018 were Tammy Donohue Buziak, Stevie Horn, Alan Porter, and Mark Vajcner. The Committee reviewed 11 applications from 10 institutions for the 2018-2019 Institutional Grants Program. The amount of funds available to be allocated this year was \$47,000.

The call for IGP applications was sent out on September 8, 2017 with the deadline for submission of applications set for November 15, 2017. The Committee members, including Archives Advisor Cameron Hart, met several times to adjudicate the submitted applications. The committee recommended the approval of 10 applications for a total allocation of \$46,962.02.

Over the last few years, there have been issues with IGP adjudication and Archives Week preparations overlapping causing heavy workloads for both volunteer Committee members and staff. In an attempt to relieve this workload, the Committee will be changing the IGP application schedule for 2019-2020 grants as follows:

IGP Call for Applications – **August 1, 2018**

IGP Application Submission Deadline – **October 1, 2018**

In addition to adjudicating applications this year, the Grants Committee created an "IGP Adjudication Guidelines" document which was approved for use by the Board in September 2017. This document was created to assist with training new members coming on to the Grants Committee, to formalize the adjudication process, and to set in writing comprehensive adjudication guidelines to ensure consistency from year to year in how applications are reviewed. This document is available on the SCAA website when you log into your Member account. Any institution considering applying for an IGP next year is encouraged to review this document to gain insight into the adjudication process.

The Grants Committee has also been at work developing a webinar about the IGP application process to be delivered in late summer or early fall of 2018. The webinar will be free and will provide advice and information about writing a good application for the IGP. The Grants Committee has noticed a number of common issues with IGP applications over the last few years so it was felt that a short online training session for IGP applications might improve the overall quality of the applications. All institutions considering applying for an IGP for the 2019-2020 funding year are strongly recommended to participate in the webinar. More information about this webinar will be sent to members soon.

Thank you to the volunteers on this year's Grants Committee and Cameron Hart for your dedication and energy participating on the Committee this past year.

Bonnie Dahl
2017-2018 Chair



Summary of 2018-2019 Approved IGP Projects:

Institution	Project	Amount Granted
Archives of the Humboldt & District Museum and Gallery	Processing of Graphic Arts Printing fonds	\$4856.85
City of North Battleford Historic Archives	Processing of Don Light fonds	\$5000.00
City of Yorkton Archives	Rehousing Avalon Photography fonds	\$4744.06
Lloydminster Regional Archives	Development of new website	\$4984.75
Melfort & District Museum	Renovation to records storage space	\$5000.00
Moose Jaw Public Library, Archives Department	Updating and uploading finding aids to SAIN	\$5000.00
Provincial Archives of Saskatchewan	District Court docket book digitization	\$5000.00
Saskatoon Public Library (Local History)	Leonard Hillyard photograph collection digitization	\$4672.71
Swift Current Museum	Processing numerous fonds	\$5000.00
Watrous Manitou Beach Heritage Centre	Digital storage	\$2703.65
		Total funds: \$46,962.02



Education Committee Report, 2017-18

The members of the 2017-18 Committee were Ailsa Hedley-Leftwich (Saskatoon), Jennifer Fitzpatrick (City of Humboldt), Joe LeClair (Provincial Archives of Saskatchewan) and Crista Bradley (University of Regina Archives & Special Collections). Cameron Hart and Gloria Bearss from the SCAA Office provided valuable assistance throughout the Committee year.

The primary role 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.

Three workshops were held in 2017/18:

- Introduction to Archivematica Webinar
 - Delivered by Artefactual Systems Inc. Swift Current, SK. June 23, 2017.
- Care and Handling of Photographic Materials Workshop
 - Delivered by Canadian Conservation Institute. Humboldt, SK. September 19-20, 2017.
- Respect and Relationship: Eugene Arcand Presentation and the Blanket Exercise
 - Delivered by Eugene Arcand and KAIROS. Regina, SK. March 12, 2018.

Two workshops are already planned for 2018/19:

- Archives Show And Tell
 - Presented by SCAA members. Regina, SK. June 18, 2018.
- Grant-Writing Webinar
 - To be delivered by Bonnie Dahl, SCAA Grants Committee. Web Delivery. Late Summer/Early Fall 2018.

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

- The allocated funds for both SCAA and non-SCAA professional development events were fully expended in 2017-18.

Also this year, the Committee started to investigate options for web-delivered professional development sessions. As above, plans are in the works to try using this format for a Grant-Writing workshop in the coming months. Stay tuned for more details on how you can benefit from SCAA-sponsored learning opportunities from the comfort of your own stacks!! ☺

Many thanks to Ailsa, Jennifer and Joe for their work on the Committee this year. Warm words are also due to mark the important contributions that Gloria and Cam make to bring the workshops to life and manage the PD fund.

Crista Bradley
2017-18 Chair



Public Awareness Committee Report, 2017-18

Committee Members for 2017-2018 – Joe LeClair (chair), Leesha Cowan, Mikaela Miller, Lisa Long

The first meeting began with a review of the Public Awareness Committee Terms of Reference in the SCAA Policy Manual. There is considerable overlap of public awareness responsibilities undertaken by the committee, staff and Archives Week committees. The incoming committee will need to take a little time to clarify those relationships and streamline their reporting to the membership.

Now that we have discontinued a newsletter, our new blog “Outside the Box” is now in place to provide our members broader contextual information that isn’t supported by regular social media. – <https://scaa-outsidethebox.blogspot.ca/>

Archives Week is one of the biggest public awareness tools the SCAA has but activities are organized by member organizations and, in the case of Regina and Saskatoon, by local committees. Small grants of up to \$200 are available to members for these events and are adjudicated by the SCAA office. Total funds available for this year were \$1500.00.

Events are usually promoted on our Facebook feed. Events for 2018 include the annual Saskatoon Night at the Roxy and speakers at Bushwakker in Regina. Moose Jaw Public Library Archives held a Tribute to Leith Knight. Other Archives Week events for 2018 were held by: Northern Saskatchewan Archives – LaRonge - open house; Tea and Treasures (video clips and coffee) by Centre Culturel Le Rendez-vous, St. Isador de Bellevue; Whitewood Tourism and Heritage Assoc.; Melfort and District Museum; Lloydminster Regional Archives; City of North Battleford Historic Archives; Archives of the Humboldt & District Museum and Gallery.

The “Unforgettable” book project has been on hold for the year primarily due to the inability to secure external funding for printing costs. While we haven’t been able to find full funding, we may be able to take some small steps in the coming year to get the project moving again.

Many of the committee meetings were comprised of a lot of brainstorming. While the blog and various social media get information on the SCAA and archives “out there” and are a valuable tool, the committee felt some of these tools are in some ways “preaching to the converted” as only those with an existing interest in archives and history would “Like” an archival Facebook page. Bringing the quirky and different to social media can result in the information going viral and reaching more widely than our normal contacts. More work needs to be done to make the broader public more knowledgeable so, if nothing else, you get that blank look less frequently when you tell someone you’re an archivist.

Some ideas that were proposed include:

Geocache copies of historic photos placed near same location/view today as subject of the image.

Speakers lists for organizations and media on various archival topics.

Media contact lists for member organizations to obtain press coverage and promotion of activities and events.



Diversity Working Group Final Report, 2017-18

Members: Nadine Charabin (left the group mid-term); Christine Charmbury (joined the group in Nadine's stead), Jessica Generoux, Stevie Horn (chair), and Jeremy Mohr.

Objective: The Diversity Working Group looks for ways to implement the SCAA's Diversity plan through our grants, workshops, promotions, outreach and partnerships to enhance diversity, inclusion and equity in our communities.

Background: In 2014-15, the Saskatchewan Council for Archives and Archivists was chosen as one of five organizations to take part in SaskCulture's Diversity Pilot Project. SaskCulture states very clearly in their Strategic Plan that its aim is to ensure that "cultural opportunities are inclusive, responsive and reflective of the changing face of the province", and the groups that it funds must "...re-assess, re-think and re-vamp to ensure they offer the most inclusive programs and services – engaging increasingly diverse members, participants, volunteers and audiences". In response, the SCAA's Diversity plan was created.

Rationale: The Diversity Working Group was formed as a way to more effectively employ the SCAA's Diversity Plan, which to that point had been created and referred to in some of our programming, but had not received the concentrated attention it needed.

Outcomes:

- *Revisions to the Diversity Plan:* The first step the group took was to make a close study of the Diversity Plan as it initially existed. Changes were made to create a more accessible, and more focused document. The most important takeaway from this step was the revised Diversity Plan itself, and the identification of three main areas in which the SCAA may support membership in creating a more inclusive archival community province-wide:
 1. We would like to help our members learn how best to understand, respect, value, and serve members of under-represented communities by creating welcoming spaces and forming meaningful partnerships within their community.
 2. We would like to encourage our members to expand the scope of their archival acquisitions to include groups which may otherwise not be represented, and provide our members with the knowledge to do this in a way that is positive for all parties.
 3. We would like to encourage new membership from minority groups, and give them access to the resources offered by the SCAA and support in the keeping of their own historical records.

The revised Diversity Plan has been made available on the SCAA website, and will be reviewed in future to ensure it continues to meet the needs of Saskatchewan's archival community.

- *Diversity Resources Directory:* A secondary objective of the group was to pull together a list of organizations and resources representing a variety of marginalized groups to use as a foundation for building connections in future years. It is our hope that this list would be of particular value to the Archives Advisor in his efforts to reach out to potential members, and to connect current members to valuable resources. A large list has been compiled, however we have not yet determined the best way to make it accessible and easily updatable. If you would like a copy, please e-mail stevie.horn@usask.ca for the complete document.
- *SCAA "Outside the Box" Blog:* The SCAA has for many years grappled with finding a more efficient means of communicating news-worthy local archival stories with and between membership than our old newsletter format, and the Diversity Working Group this year spearheaded the notion of a blog. Already, a number of articles related to this aspect of archival work have been posted, and it is our hope that in future, members of the archival community could submit stories of their diversity efforts (or stories of any other aspects of their work). If you are interested in submitting a snippet on your work, or some aspect of your collection to the SCAA blog, please e-mail Cameron Hart at scaa.advisor@sasktel.net



The Diversity Working Group hopes to continue work in the next year, this time with a more focused approach to seeking out relevant educational programs, enriching our communication on topics of Diversity, and ensuring the plan stays up-to-date and relevant. If you have any suggestions for work you think the group should be doing, or any questions, please e-mail stevie.horn@usask.ca .

- Stevie Horn



Executive Director Report, 2017-18

I was fortunate to have joined the staff of SCAA in September 2017, and in that time I have experienced what an extremely supportive and co-operative group of people the board members are. They are engaged in their roles, dedicated to the organization and its members; and purposeful in growing, innovating and providing for the archival community. With their support and advice, they are helping me better understand my role as Executive Director; enabling me to contribute to the positive momentum of the organization.

Association management services have been provided to SCAA for 8 years now by b-Creative Group. In the fall of 2017, Sandy Doran moved on to another position; at which time I assumed her role of Executive Director for SCAA and Senior Manager of b-Creative Group. Sandy's guidance in helping me transition into my new role was invaluable.

The office continues to provide administrative support, membership support, ongoing communication support as well as providing financial and reporting processes. Support is also extended to all committees: such as the Education Committee, in the form of delivery of workshops by booking venues and presenters, developing budgets, managing attendance and registrations and completion of financial processes; and the Grants Committee, by assisting with distribution of funding and communications.

Thanks to the tireless work of the Governance Committee, the task of reviewing and revising outdated governance documents has progressed. The next goal of the Board is to rebuild and revitalize the Strategic Plan, to ensure the health and growth of our association. In order to fulfill the objective of incorporating the ideals of diversity and inclusivity into the day-to-day operations, a Diversity Working Group was established in Sept. 2017. Their hard work has resulted in several initiatives that focus on diversity, inclusion and equity in our communities.

In working with Archives Advisor Cameron Hart, his dedication has been crucial in coming to understand the needs of member institutions; and also providing assistance and guidance to those institutions applying for funding. His other contributions are many and his reach is wide.

Along with the efforts of valued volunteers, Archives Week 2018 was yet another successful event. Full house attendance was achieved at both Regina and Saskatoon events, with many first time participants from all sectors of the community providing feedback. The many Archives Week events held throughout communities in the province exhibit the value, appreciation and celebration of archival collections and heritage.

Our funder, SaskCulture, has extended the 3 year Annual Global Funding Grant deadline for one extra year. They are expecting to have Saskatchewan Lotteries negotiations completed in 2019, therefore the funding will be extended into 2019-2020. I will continue to participate in SaskCulture meetings, training sessions and events and look for opportunities for our association to partner with other like-minded organizations.

Recently, the Admin Centre was secured by the association management company to undertake the roll of monthly bookkeeping and statement preparation for SCAA. Their professionalism, efficiency and knowledge of the non-profit structure will be an asset to our organization.

We continue to hold a strong membership base, and this Board is continually striving to strengthen relations with them; as well as reaching out to the public to share the wealth of our province's archives and archivists. Good things are happening at SCAA, and I have very much enjoyed this past 10 months working with the entire Board of Directors under the leadership and support of President Jeremy Mohr. Thank you to the Board as well as members for your support. I look forward to working with you in the upcoming year, and will strive to improve my role within the organization.

Respectfully submitted
Gloria Bearss
Executive Director



Archives Advisor Report, 2017-18

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:

- **Saskatchewan Genealogical Society**

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 **Biggar** Museum and Gallery Archives
- Archives the **Humboldt** & District Museum and Gallery
- **Wolseley** Heritage Foundation
- The WDM – George Shepard Library in **Saskatoon**
- The **Saskatoon** Public Library – Local History
- Roman Catholic Dioceses of **Saskatoon**

Note: Some institutions may have received multiple visits. In addition to the Advisor visits, the contracted SAIN Archivist was able to also visit:

- The **Esterhazy** Community Museum
- The Saskatchewan Military Museum in **Regina**

Also visits to potential members at:

- **Saskatchewan 4-H Club**

2. Inquiries and promotion

The AA is also primarily responsible for the inquiries from members and the Executive Board 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, these numbers are for comparison only and are not exact.



Month	Inquiries	Member	Non-Member
April 2017	434	229	205
May 2017	714	447	267
June 2017	469	284	185
July 2017	396	278	118
August 2017	267	133	134
September 2017	571	378	193
October 2017	539	359	180
November 2017	827	649	178
December 2017	596	451	145
January 2018	468	328	140
February 2018	769	398	371
March 2018	782	437	345
Totals	6832	4391	2441

2016-17 Totals were: Total = 6051; Members = 4018; Non-Members = 2033

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

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

The following is a short summary of activities; they may be listed in one month but may have been several weeks or months in the making/completion.

- April and May saw the attendance of the AA at the four Regional Heritage Fairs in Saskatoon, Regina, Swift Current and Moose Jaw; also attendance at the Provincial Heritage Fair in Regina in later May. In coordination with these, site-visits were made.
- May and June had the transfer of SAIN to a new version that added to the ability of members to “personalize” their institutions’ contributions (themes). June also saw the AGM. A site visit to the Circle Drive Alliance Church was made as they establish their archive.
- Mid-June and early July saw the beginning of the SAIN expansion project funded by the Documentary Heritage Communities Program (DHCP.) Interviews were conducted and a SAIN Archivist was hired on contract to work with institutional members at adding/editing their descriptions and/or adding digital objects on the two SAIN databases. In coordination with this, site-visits were made to The Lloydminster Regional Archives and the City of North Battleford Historic Archives
- August began with the new executive meeting and ended with Gloria Bearss joining us as Executive Director.
- In September the initial call went out for the Institutional Grant Program (IGP) for projects in the 2018-19 fiscal year. It also saw a very successful workshop, conducted by CCI in Humboldt. This month was the initial meeting for the organization of the Saskatoon Heritage Festival, held in February during Archives Week (AW).
- October saw the AA editing the AW Action Guide for our members’ use to begin thinking of events for AW in February. As well as helping those applying to the IGP.
- November continued AW preparations with a call to institutional members to submit images for AW promotional items and that the SCAA would provide small grants to those having AW events. Also the deadline for the submission of applications to the IGP.
- December saw the final IGP adjudication after “questions of clarification” were answered.
- During January, with help of Gloria and the b-Creative staff AW postcards, bookmarks and posters were distributed to members. Arrangements for AW events were finalized.
- February saw the participation of the AA at several Archives Week (AW) events.
- Though the initial call for project proposals was made for the 2018-19 Institutional Grant Program in early September and the application deadline was in mid-November 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 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. Maintaining a "friends list" to update the general public on archival activities in their community, also using the program "Mail Chimp".
4. 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.
5. 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**).

6. Participated in the **Connections to Collections (C2C)** webinar "Working with Disaster Recovery Companies."
7. Participated in the **Connections to Collections (C2C)** webinar "Why do we need this? Insights and Hindsight from Deaccessioning."
8. Participated in the **Association of Canadian Archivists' (ACA)** pre-conference workshop "Digital Preservation & Access."
9. Attended and participated in the **ACA** Conference in Ottawa.
10. 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**.
11. Participated in the Archives Advisors Working Group (AAWG) monthly teleconferences, supported partially by the **Canadian Council of Archives (CCA)**.
12. Helped organize promotion and funding of Archives Week (**AW**) events by selecting bookmarks and postcards, helping distribute grants and updating the Action Guide.
13. Participated in the **SCAA's workshop** "CCI's Handling Photographic Material" in Humboldt September 19-20
14. Participated in the **Lucidea** webinar "Creating and Managing Hierarchies. Technology to the Rescue."
15. Participated in the SCAA's workshop "Respect and Relationship" with Eugene Arcand and a Blanket exercise. On March 12 in Regina.
16. Participated in the Heritage Saskatchewan workshop on Intangible Heritage.
17. Served as Past-Chair of the Annual Saskatoon Heritage Festival, held annually in conjunction with Archives Week.
18. Participated in the SCAA's **Digital Preservation** workshop on March 27-28, 2017
19. 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.
20. Attended the Saskatchewan Urban Municipalities Association (**SUMA**) with allied organizations.



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, with our successful grant received from the **Documentary Heritage Communities Program (DHCP)** we saw some significant additions, both on the front end in the description and in the backend with taxonomies and institutional “themes.”

In the coming year expectations are high as bulk uploads of descriptions and the addition of new digital objects are expected, not just to the Photo database but the Collections database as well.

2018-19 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.

- Judge at Provincial Heritage Fair (**May 24**)
- Plan “Basic Archives” Workshop for Regina (RSO and RCMP are interested as are several delegates from SLA conference. (**May 24 - ?**)
- Update webpage with pictures and summaries Heritage Fair winners.
- Participate the next AAWG meeting at ACA (**June 7-9**)
- Participate in ACA pre-conference workshop, “See Through” Archives, Opening you Archives with Visual Analytics and the Web. (**June 6**)
- Attend ACA conference in Edmonton (**June 6-9**)
- Attend and present at SCAA AGM in Regina (**June 18**)
- Schedule site visits with potential new members at the Regina Symphony Orchestra and the RCMP Heritage Centre. (**June 19?**)
- Plans are in the works to make site-visits to institutional members in the south east of the province, though any member is a possibility
- Besides current members, potential members will be visited as identified.
- The guidelines, application and FAQ document for the Institutional Grant Program (IGP) will be reviewed for the coming 2019-20 fiscal year.
- Free workshops are being scheduled, including a “grant writing” workshop webinar
- Subjects and timing of additional SCAA workshops are also in the works.

Submitted on May 23, 2018

By Cameron Hart, SCAA Archives Advisor



Nominations Committee Report, 2017-18

Nominations Committee – report to 2018 AGM

As of Tuesday, May 29th, the Nominations Committee has received the following nominations for election to the SCAA Board at the 2018 AGM.

President (2 year term)

Jeremy Mohr, Provincial Archives of Saskatchewan, Regina

Member-at-Large (2 year term) - 3 positions

Bonnie Dahl, Provincial Archives of Saskatchewan, Saskatoon

Joe LeClair, Provincial Archives of Saskatchewan, Regina

Ailsa Hedley Leftwich, Saskatoon

William Shepherd, Swift Current Museum

The call for nominations is still open. Members are invited to submit nominations for the above positions to the Nominations Committee, via Tim Hutchinson, Chair, tim.hutchinson@usask.ca. Nominations will also be accepted from the floor of the AGM.

As there are currently four nominees for the three Member-at-Large positions, an election will be held at the AGM, governed by provisions in the SCAA bylaws as supplemented by procedures to be ratified at the AGM (please see next page). Please note that members must attend the AGM **in person** in order to vote.

For your reference, these continuing board members have completed the first half of their two-year terms:

Vice-President: Stevie Horn, University of Saskatchewan, Saskatoon

Treasurer: Tim Hutchinson, University of Saskatchewan, Saskatoon

Members-at-Large:

Tammy Buziak, City of North Battleford Historic Archives

Leesha Cowan, Saskatoon

Submitted by the 2018 Nominations Committee:

Tim Hutchinson (chair)

Tammy Buziak

Crista Bradley

Stevie Horn

With assistance from Cameron Hart, Archives Advisor



**Saskatchewan Council for Archives and Archivists
Procedures for Election of the Board of Directors**

SCAA bylaws (Article IV):

IV. Election of Board

1. At least two months prior to the Annual General Meeting of the Council, the Board shall appoint a Nominations Committee to consist of a Board member not seeking re-election plus at least one member not holding a seat on the Board. This committee shall prepare a slate of nominees for election to be sent to the general membership at least 15 days prior to the AGM, together with a notice soliciting nomination for these positions. All nominees must be members of the Council in good standing.
2. A ballot containing the names of those nominated will be prepared and presented at the Annual General Meeting. At this time, nominations will also be accepted from the floor and added to the ballot.
3. Members in good standing and new members holding memberships purchased at least one month prior to the Annual General Meeting shall be eligible to cast one (1) vote for each office open for election.
4. Members must be present at the Annual General Meeting to vote.
5. Election of the Board shall be by secret ballot

Additional procedures to be ratified at AGM:

1. The chair of the Nominations Committee will act as balloting chair. In his/her absence, another member of the Nominations Committee, or, if required, another member who is not involved in the election, will be selected as balloting chair by the members present.
2. There will be three calls for nominations from the floor for each available position before nominations are closed. However, after each election, any unsuccessful candidates will be given the opportunity to let their name stand for a position not yet elected.
3. Elections, as required, will be held in this order: President, Vice-President, Treasurer, Members-at-Large (2-year term), Members-at-Large (1-year term).
4. For each position, if the number of candidates equals or is less than the number of candidates to be elected, those candidates will be declared elected by acclamation.
5. For contested elections, candidates will be allowed up to three minutes to address the membership before voting begins. Candidates unable to attend the AGM may also send a written statement to be read.
6. For the election of President, Vice-President, and Treasurer, as well as Member-at-Large if only one position is open, election will be by majority vote. If there are more than two candidates, the candidate receiving the fewest number of votes on each ballot will be dropped from the next round of balloting, until one candidate receives over 50% of the valid ballots cast.
7. For the election of Members-at-Large, if more than one position is open, election will be by simple plurality. The top-ranked candidates (e.g., top three candidates for three open positions) will be declared elected. In order for a ballot to be valid, members must vote for the same number of candidates as there are open positions. E.g., if there are three spots to be filled, a ballot must be marked for exactly three different candidates.
8. In the case of a tie vote that affects either the final result or the determination of which candidate will drop off the ballot, a run-off ballot between the affected candidates will be conducted. If there is still a tie after that balloting, the deciding vote will be determined by a coin flip.
9. The Nominations Committee will serve as the balloting committee for the purpose of counting ballots. If at least two members of the Nomination Committee are not available, one or more additional members who are not involved in the election will be selected by the members present. Each candidate is also entitled to have a scrutineer present during the counting of ballots.
10. A motion to destroy the ballots will be introduced once all the election results are announced.



Appendix 1
Audited Financial Statements

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
FINANCIAL STATEMENTS
MARCH 31, 2018

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

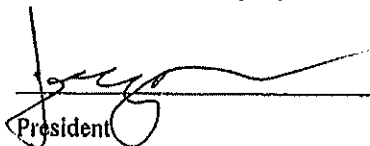
To the Members of
Saskatchewan Council for Archives and Archivists Inc.

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.

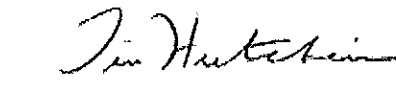
In discharging its responsibilities for the integrity and fairness of the financial statements and for the accounting systems from which they are derived, management maintains the necessary system of internal controls designed to provide assurance that transactions are authorized, assets are safeguarded,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

June 7, 2018
Regina, Saskatchewan

◆

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, 2018, 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.

Opinion

In my opinion the financial statements present fairly, in all material respects, the financial position of Saskatchewan Council for Archives and Archivists Inc. as at March 31, 2018 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
June 7, 2018


Marcia Herback
CPA, CA

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31, 2018
(with comparative figures for 2017)

	2018	2017
ASSETS		
Current assets		
Cash and cash equivalents (Note 3)	\$ 153,211	\$ 134,977
GST receivable	<u>1,648</u>	<u>1,026</u>
	<u>\$ 154,859</u>	<u>\$ 136,003</u>
LIABILITIES		
Current liabilities		
Accounts payable and accrued liabilities	\$ 9,513	\$ 2,502
Deferred revenue	<u>94,865</u>	<u>92,515</u>
	104,378	95,017
NET ASSETS		
Unrestricted funds	<u>50,481</u>	<u>40,986</u>
	<u>\$ 154,859</u>	<u>\$ 136,003</u>

See accompanying notes

Approved on Behalf of the Board of Directors

_____ Director

_____ Director

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
STATEMENT OF OPERATIONS AND NET ASSETS
FOR THE YEAR ENDED MARCH 31, 2018
(with comparative figures for 2017)

	2018	2017
Revenue		
Membership fees	\$ 6,550	\$ 5,620
Workshop registration fees	3,121	3,150
Donations	370	475
Grants and contributions:		
- Saskatchewan Lotteries Trust Fund	179,000	187,000
- Library and Archives Canada	21,039	-
Interest and other income	956	238
	<u>211,036</u>	<u>196,483</u>
Expenses		
Association Management Contract	<u>38,465</u>	<u>35,740</u>
General Administration		
Accounting and legal	2,780	3,130
Advertising and promotion/planning	-	40
Annual general meeting	858	1,222
Bank charges	217	214
GST and miscellaneous	25	1,747
IT Support	269	11,947
Membership	601	574
Office supplies, courier and postage	504	789
Printing and photocopying	66	343
Rent	3,914	3,819
Telephone	1,493	1,457
	<u>10,727</u>	<u>25,282</u>
Travel and Meetings		
Board and committees	1,946	1,458
Executive director	196	27
	<u>2,142</u>	<u>1,485</u>
Programs and Projects		
Archives week and public awareness (Schedule 1)	4,616	4,764
Saskatchewan Archival Information Network	22,847	2,610
Professional Development (Schedule 1)	7,737	7,741
Archives Advisor	65,289	65,446
Conference sponsorship	300	-
Institution funding	49,418	51,385
	<u>150,207</u>	<u>131,946</u>
	<u>201,541</u>	<u>194,453</u>
Excess of revenues over expenses (deficiency)	9,495	2,030
Net assets, beginning of year	<u>40,986</u>	<u>38,956</u>
Net assets, end of year	<u>\$ 50,481</u>	<u>\$ 40,986</u>

See accompanying notes

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED MARCH 31, 2018
(with comparative figures for 2017)

	2018	2017
Operating activities		
Excess of revenues over expenses (deficit)	\$ 9,495	\$ 2,030
Net change in non-cash operating working capital balances		
GST receivable	(622)	534
Accounts payable and accrued liabilities	7,011	(17,281)
Deferred revenue	<u>2,350</u>	<u>88,930</u>
Increase in cash	18,234	74,213
Cash position, beginning of year	<u>134,977</u>	<u>60,764</u>
Cash position, end of year	<u>\$ 153,211</u>	<u>\$ 134,977</u>

See accompanying notes

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2018

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 \$17,438 (2017 - \$17,351) held in a Royal Bank GIC earning interest at 0.5% (2017 - 0.5%).

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>2018</u>	<u>2017</u>
Sask Lotteries Trust Fund	\$ 92,000	\$ 89,500
Membership fees	2,865	3,015
	<u>\$ 94,865</u>	<u>\$ 92,515</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.

SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2018

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, 2018:

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 2017.

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 2017.

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 2017.

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, 2018
(with comparative figures for 2017)

	Schedule 1	
	<u>2018</u>	<u>2017</u>
Archives week and public awareness		
Advertising and media	\$ 286	\$ 666
Events - promotion	2,658	2,522
Events - other costs	819	854
Sask Youth Heritage Fairs	250	250
Other AW and public awareness	<u>603</u>	<u>472</u>
	<u>\$ 4,616</u>	<u>\$ 4,764</u>
Professional development		
Facilities rental	\$ 1,093	\$ 453
Instructor	2,019	1,500
Instructor travel and expense	68	1,910
Travel subsidies general	2,400	1,629
Travel subsidies SCAA events	<u>2,157</u>	<u>2,249</u>
	<u>\$ 7,737</u>	<u>\$ 7,741</u>



Appendix 2

Saskatchewan Council for Archives and Archivists Budget vs. Actuals for the Year Ended 31 March 2018; 2018-19 Budget

	Category Sask Culture	2016-17 Actual (Audited)	2017-18 Budget	2017-18 Actual (Unaudited)	2018-19 Budget
REVENUE					
Membership Fees	A - memb	\$ 5,620	\$ 5,800	\$ 6,550	\$ 6,200
Workshop Registration Fees	A - prog/serv	\$ 3,150	\$ 2,000	\$ 3,121	\$ 3,000
Donations - Corporate	A - donations	\$ 450	\$ 450	\$ 200	\$ 450
Donations - Individual	A - donations	\$ 25	\$ 25	\$ 170	\$ 100
Saskatchewan Lotteries	B - AGF	\$ 187,000	\$ 179,000	\$ 179,000	\$ 184,000
Documentary Heritage Program	B - Fed - other	\$ -	\$ 21,039	\$ 21,039	\$ -
Other Grants	B - other	\$ -	\$ -	\$ -	\$ -
Interest and Other Income	C - interest	\$ 172	\$ 180	\$ 124	\$ 200
Miscellaneous		\$ 67		\$ 832	\$ -
Total Revenue		\$ 196,483	\$ 208,494	\$ 211,035	\$ 193,950
EXPENSES					
Human Resources					
Archives Advisor Salary	A - personnel	\$ 51,324	\$ 51,897	\$ 51,902	\$ 53,454
Archives Advisor Professional Development	A - Other	\$ 744	\$ 800	\$ 768	\$ 800
Archives Advisor Professional Development Travel	A - Other	\$ 2,307	\$ 1,575	\$ 1,523	\$ 1,600
Association Management Contract	A - personnel	\$ 35,740	\$ 37,527	\$ 38,465	\$ 40,338
Administrative Centre Services	A - personnel	\$ 181	\$ 160	\$ 249	\$ 169
Archives Advisor Employee Benefits	A - personnel	\$ 1,851	\$ 1,978	\$ 2,102	\$ 1,888
EI	A - personnel	\$ 1,201	\$ 1,002	\$ 1,069	\$ 1,208
CPP	A - personnel	\$ 2,397	\$ 2,430	\$ 2,430	\$ 2,427
WCB	A - personnel	\$ 38	\$ 88	\$ 88	\$ 115
Total Payroll Expenses		\$ 95,783	\$ 97,457	\$ 98,597	\$ 101,999
General Administration					
Accounting & Legal	C - prof fees	\$ 3,120	\$ 2,767	\$ 2,765	\$ 2,800
Bank Charges	C - other	\$ 116	\$ 300	\$ 216	\$ 170
Memberships	C - membership	\$ 574	\$ 625	\$ 601	\$ 550
Advertising & Promotion	D - other	\$ -	\$ -	\$ -	\$ -
Communications Support & Translation	D - other	\$ -	\$ -	\$ -	\$ -
Newsletter & Member Communication	D - newsletter	\$ -	\$ 250	\$ -	\$ -



Business Fees & Licenses	C - other	\$ 10	\$ 20	\$ 15	\$ 25
Courier & Postage	A - other	\$ 275	\$ 400	\$ 132	\$ 200
Credit Card Charges	A - Other	\$ 98	\$ 125	\$ 1	\$ 150
IT Support	E - personnel	\$ 11,947	\$ 1,500	\$ 269	\$ 1,200
Office Supplies and Software	A - office	\$ 514	\$ 600	\$ 371	\$ 500
Printing/Photocopying	A - other	\$ 343	\$ 350	\$ 66	\$ 250
Insurance		\$ -	\$ -	\$ -	\$ 25
Rent	A - office	\$ 3,819	\$ 3,819	\$ 3,914	\$ 3,914
Telephone & Internet	A - other	\$ 1,457	\$ 1,457	\$ 1,493	\$ 1,493
Repairs & Maintenance	A - office		\$ -	\$ -	\$ -
AGM expenses	B - AGM	\$ 1,222	\$ 1,300	\$ 858	\$ 1,000
Miscellaneous / Contingency	F - other	\$ 1,787	\$ 600	\$ 25	\$ 600
Governance / Strategic Planning	C - other	\$ -	\$ -	\$ -	\$ 2,000
Total General Administration		\$ 25,281	\$ 14,112	\$ 10,727	\$ 14,877
Travel & Meetings					
Executive & Committees	B - volunteers	\$ 1,458	\$ 1,750	\$ 1,946	\$ 1,600
Executive Director	B - staff	\$ 27	\$ 250	\$ 196	\$ 250
Regional Meetings			\$ 250	\$ -	\$ 250
Total Staff and Executive Travel Expenses		\$ 1,485	\$ 2,250	\$ 2,142	\$ 2,100
Total General Operations		\$ 122,549	\$ 113,820	\$ 111,466	\$ 118,976
Programs and Projects					
Archives Week & Public Awareness	E - prog/serv				
AW Events - promotion and printing	E - prog/serv	\$ 2,522	\$ 2,500	\$ 2,658	\$ 2,500
AW Events - Venues & Food	E - prog/serv	\$ 504	\$ 750	\$ 561	\$ 750
AW Events - Advertising and media	E - prog/serv	\$ 666	\$ 750	\$ 286	\$ 500
Other AW costs	E - prog/serv	\$ 350	\$ 1,000	\$ 258	\$ 1,000
Sask Youth Heritage Fairs	E - prog/serv	\$ 250	\$ 250	\$ 250	\$ 250
Other Public Awareness Costs	E - prog/serv	\$ 472	\$ 1,500	\$ 603	\$ 1,500
AW & PA sub-total		\$ 4,764	\$ 6,750	\$ 4,617	\$ 6,500
SAIN					
SAIN	E - prog/serv	\$ 2,610	\$ 21,039	\$ 21,731	\$ -
SAIN Employer-paid benefits			\$ 2,125	\$ 1,116	\$ -
Virtual Exhibits & Web Development	E - prog/serv				
SAIN		\$ 2,610	\$ 23,164	\$ 22,847	\$ -



Professional Development

PD Instructors	E - prog/serv	\$ 1,500	\$ 3,000	\$ 2,019	\$ 3,000
PD Instructors - travel & expenses	B - other	\$ 1,910	\$ 2,500	\$ 68	\$ 2,500
PD facilities rental	E - prog/serv	\$ 453	\$ 500	\$ 1,093	\$ 800
Other PD costs	E - prog/serv			\$	\$ -
Online archival tutorials	E - prog/serv	\$ -		\$	\$ -
Professional Development sub-total		\$ 3,862	\$ 6,000	\$ 3,180	\$ 6,300

Institutional Funding

Institutional Grants	E - funding	\$ 50,000	\$ 48,000	\$ 47,918	\$ 47,000
Archives Week Funding	E - funding	\$ 1,385	\$ 1,500	\$ 1,500	\$ 1,600
Travel Subsidies - SCAA Events	E - funding	\$ 2,249	\$ 2,500	\$ 2,157	\$ 4,000
Travel Subsidies - Non-SCAA events	E - funding	\$ 1,629	\$ 2,500	\$ 2,400	\$ 3,200
Institutional Funding sub-total		\$ 55,263	\$ 54,500	\$ 53,975	\$ 55,800

Archives Advisor Services

Archives Advisor Travel	B - staff	\$ 3,824	\$ 3,850	\$ 3,606	\$ 3,850
Archives Advisor Communications	E - other	\$ 1,579	\$ 1,800	\$ 1,551	\$ 1,800
ACA Conference Sponsorship			\$ 300	\$ 300	\$ 300
Archives Advisor Service sub-total		\$ 5,403	\$ 5,950	\$ 5,456	\$ 5,950

Total Programs and Projects

\$ 71,903	\$ 96,364	\$ 90,075	\$ 74,550
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Total Expenses

\$ 194,452	\$ 210,184	\$ 201,542	\$ 193,526
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SURPLUS/DEFICIT

\$ 2,032	\$ (1,690)	\$ 9,493	\$ 424
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Appendix 3

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