



***Saskatchewan Council  
For Archives and Archivists***

***ANNUAL GENERAL MEETING 2019***

***Monday June 24, 2019  
Allen Sapp Gallery  
1 Railway Avenue  
North Battleford, SK***

***09:00 a.m. – Allen Sapp Gallery open for viewing***

***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. – 3:00 p.m. Members Show & Tell***



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## Saskatchewan Council for Archives and Archivists Annual General Meeting

Monday, June 24, 2019 @ 10:00 a.m.  
Allen Sapp Gallery  
1 Railway Avenue  
North Battleford, SK

### Proposed Agenda

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Appendix 1: 2018-19 Audited Financial Statements

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Following adjournment and during lunch, there will be a short meeting of the new Board of Directors.

At 1:00 pm 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  
Monday, June 18, 2018 @ 10:00 a.m.  
University of Regina, Dr. John Archer Library Room 610  
3737 Wascana Parkway  
Regina, SK**

## **Minutes**

**Present:**

Crista Bradley (University of Regina, Regina)  
Bonnie Dahl (Provincial Archives of Saskatchewan, Saskatoon)  
Ken Dahl (City of Saskatoon Archives, Saskatoon)  
Tammy Donahue Buziak (City of North Battleford Historic Archives, North Battleford)  
Donald Duncan (Lloydminster Regional Archives, Lloydminster)  
Laurie Fisher (Saskatchewan Archives Board, Regina)  
Dennis Garreck (SaskCulture Inc., Regina)  
Cameron Hart (Saskatchewan Council for Archives & Archivists, Saskatoon)  
Stevie Horn (University of Saskatchewan, Saskatoon)  
Joe LeClair (Provincial Archives of Saskatchewan, Regina)  
Linda McIntyre (Saskatchewan Archives Board, Regina)  
Madeleine McLuhan-Myers (Provincial Archives of Saskatchewan, Regina)  
Jeremy Mohr (Provincial Archives Board, Regina)  
Dale Storie (University of Regina, Regina)  
Dana Turgeon (City of Regina Archives, Regina)  
Mark Vajcner (University of Regina, Regina)

**Via Conference Call:**

Tim Hutchinson (University of Saskatchewan, Saskatoon)  
William Shepherd (Swift Current Museum, Swift Current)  
Ailsa Hedley Leftwich (Saskatoon)

Minutes: Gloria Bearss (Saskatchewan Council for Archives & Archivists, Regina)

Greetings from Dennis Garreck, Outreach Consultant, SaskCulture Inc. He acknowledged that we are gathered on Treaty 4 Territory, Homeland of the Metis. SaskCulture celebrated its 20th anniversary in 2018. SaskCulture is presently in negotiations with the ministry/SaskLotteries to come up with new agreement which will commence in 2019.

**1. Call to Order**

Jeremy Mohr (President) called the meeting to order at 10:06 a.m. and welcomed everyone to the meeting including those joining by conference call.

**2. Approval of Agenda**

**Motion:** That the agenda be approved as presented.

**Moved:** Christa Bradley

**Seconded:** Cameron Hart

**CARRIED**

Amendment in Volunteer Recognition section to hold a moment of silence for recently deceased Neil Richards and other volunteers active in the archival community who have passed.

**3. Approval of 2017 minutes**

**Motion:** That the minutes of the 2017 SCAA Annual General Meeting be approved as presented.



**Moved:** Donald Duncan

**Seconded:** Laurie Fisher

**CARRIED**

#### 4. Executive Reports

**President's Report** – Jeremy summarized report as circulated in AGM package. He noted that Executive is trying to be more pro-active about staying connected with members. One of the suggestions was that the President use the SCAA blog to give highlights of meetings and activities.

**Treasurer's Report** – Tim reports that spending has been very efficient this past year; healthy reserves are in place. The board will keep an eye to make sure funds are not underspent. The board approved advancing the Unforgettable book project. Work is needed to edit and proceed to publish-ready stage.

**Motion:** To receive the approved 2017-18 audited financial statements as circulated.

**Moved:** Tim Hutchinson

**Seconded:** Bonnie Dahl

**CARRIED**

**Motion:** To appoint Marcia Herback, CA as Auditor for the 2018-19 year.

**Moved:** Tim Hutchinson

**Seconded:** Joe LeClair

**CARRIED**

**Motion:** To receive the Executive Reports of President and Treasurer as presented.

**Moved:** Bonnie Dahl

**Seconded:** Stevie Horn

**CARRIED**

#### 5. Committee Reports

**Governance Committee Report** – Tim summarized annual report by explaining that focus has been on revisions and additions to board governance policies. Redefining board, committee and staff roles with revised delegation and monitoring is under way; and reporting will be results instead of task oriented. Policy revisions will continue where needed. Committee refreshed the board manual and made an electronic copy available. Another goal of the committee is to improve the board orientation process.

**Grants Committee Report** – Bonnie reports that committee reviewed 11 applications and approved 10 for a total allocation of \$46,926.02. Overlap of IGP and AW causing heavy workload was a factor in revising IGP schedule: Call for Applications August 1<sup>st</sup> and Submission Deadline October 1<sup>st</sup>. Committee created IGP Adjudication Guidelines document, which is available on website. Grants committee is developing a free grants writing webinar to be delivered late summer or early fall. This will provide training and aid members in improving the overall quality of their applications.

**Education Committee Report** – Crista summarized 3 workshops held in 2017-18:

- Introduction to Archivemata Webinar
- Care and Handling of Photographic Materials
- Respect & Relationship: Eugene Arcand and Blanket Exercise

Two workshops planned for 2018-19: Archives Show & Tell and Grant Writing Webinar

Committee also helped guide the management of the Professional Development Fund.

**Public Awareness Committee** – Joe reviewed brainstorming activities of committee, Archives Week, blog, social media and other related areas of public awareness.

**Diversity Working Group** – Stevie highlighted goals and outcomes of Working Group. Revisions were made to the Diversity Plan, which is available on the SCAA website. A comprehensive resource directory of organizations representing marginalized groups was created. It was requested by many other cultural groups and will be added to SaskCulture's Organizational Resource Centre on their website. A blog SCAA "Outside the Box" was created as a means of communicating archival and relevant news amongst



the membership.

**Motion:** To approve committee reports as presented.

**Moved:** Dana Turgeon                      **Seconded:** Tammy Donahue Buziak                      **CARRIED**

- 6. Executive Director Report** – Gloria reviewed first year’s activities in her new role as per report. Change was made in that Admin Centre is now doing financial processing and statement preparations. Gloria looks forward to working with board, committees, members and SaskCulture in the coming year.

**Motion:** To accept the Executive Director Report as presented.

**Moved:** Laurie Fisher                      **Seconded:** Joe LeClair                      **CARRIED**

- 7. Archives Advisor Report** – Cam summarized his site visits and support given to individual and institutional members; as well as attendance at fairs and conferences, his work on SAIN, the Documentary Heritage Communities Program, grants and workshop support, editing the AW Action Guide and Archives Week. Reviewed plans for 2018-19 as per his report.

**Motion:** To accept the Archives Advisor Report as presented.

**Moved:** Cameron Hart                      **Seconded:** Stevie Horn                      **CARRIED**

**8. Board of Directors Election**

**Nominations Committee Report** – Tim was unable to be present; Crista will be chairing on his behalf. Procedures for Election of Board of Directors document attached.

**Motion:** To approve the Procedures for Election of the Board of Directors

**Moved:** Bonnie Dahl                      **Seconded:** Ken Dahl                      **CARRIED**

The current positions open for election are:

**President – (2 Year term)**

Jeremy Mohr has let his name stand to fill this position

**Member-at-Large – (2 Year Term) – 3 positions available**

Nominations:

Bonnie Dahl, Provincial Archives of Saskatchewan, Saskatoon

Ailsa Hedley Leftwich, Saskatoon

William Shepherd, Swift Current Museum

As of this morning, Joe LeClair has withdrawn his nomination.

Called for nominations from the floor 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>

The following Slate of Board of Directors has been acclaimed:

**President (2018-20):**

Jeremy Mohr, Provincial Archives (Regina)

**Member-at-Large (2018-20):**

Bonnie Dahl, Provincial Archives (Saskatoon)

**Member-at-Large (2018-20):**

Ailsa Hedley Leftwich, Saskatoon

**Member-at-Large (2018-20):**

William Shepherd, Swift Current Museum



## **9. Volunteer Recognition**

Jeremy presented Volunteer Award to recipient Neil Richards. As Neil passed away in 2017, along with Rae Benson (wife of Jamie Benson) of Anglican Diocese, a moment of silence was held for these individuals, as well as for anyone else that passed. Stevie Horn accepted on behalf of Neil and gave a background of Neil's contributions and accomplishments. Neil was a long time employee at U of S that created largest LGBT collection in western Canada; and was recently granted Saskatchewan Order of Merit. Jeremy also thanked departing board members Crista Bradley and Joe LeClair for their hard work, dedication and contributions to the SCAA Board of Directors.

## **10. Other Business**

Jeremy discussed Strategic Plan, which was tied to the 3 year funding through SaskCulture for the years 2016-2019. As SaskCulture has added an extra year of interim funding due to the present negotiations with the government, SCAA will continue with its present strategic plan for the additional year.

For information of new board members, there will be a meeting in late August or early September. Information to follow.

Jeremy advises that Provincial Archives has surplus publications as well as envelope supplies that are available to members. Information will be available on listserve.

Tammy appreciated Cam and Carey's site visit to North Battleford to assist with uploading to SAIN. For benefit of other institutions, Crista advised that testing has been done in U of R below ground level storage areas and high radon levels were found.

## **11. Adjournment**

**Motion to adjourn meeting at 11:35 am.**

**Moved:** Donald Duncan



## President's Report, 2018-19

The 2018-19 year saw continued progress on several of SCAA's projects and goals. There were a number of returning members to the board this past year and we also welcomed two new members, Ailsa Hedley-Leftwich of Saskatoon and William Shepherd of Swift Current. I would like to thank all of my fellow board members for their hard work and great ideas over this past year, it was a pleasure working with all of you.

While this was originally to be the final year of our strategic plan, changes with the grant program from SaskCulture have allowed us to extend it for an additional year. For the 2019-20 year we have been successful in receiving bridge funding for a single year, while SaskCulture determines the future funding allotments with SaskLotteries. The normal three year funding application is expected to resume following this year. We are very grateful for all the support from these agencies; they allow our professional community to remain healthy and vibrant in our province. With the new funding application, SCAA will also embark upon the creation of a new strategic plan later this coming year.

B-Creative Group continues to provide administrative support for the SCAA, led by our Executive Director Gloria Bearss. This is Gloria's second year in the position and she continues to excel, particularly with some of the changes that we are presently implementing. Cameron Hart continues as our Archives Advisor providing invaluable support and a point of contact to all our members. Cameron also, notably created a new unit on digitization for our free basic archives workshop series. Thank you Cam for being so responsive to the needs of our members, we hope to see this workshop in particular become a more regular part of our educational offerings in the coming years. Thank you to both Gloria and Cameron for being so receptive to change and for all your help and hard work over this past year.

The aforementioned changes have come about as a result of the work of the SCAA Governance Committee. We have started to roll out the new policy monitoring reports that were recommended from our governance review, and will continue to gradually implement changes over the next few years.

The Public Awareness Committee has been exploring ways to get the Unforgettable book project back up and running. We were able to secure an editor this past year, and I am hopeful that we will continue to make progress getting this project back up and running. The Diversity Working Group continues to be active and is looking at a few initiatives to better support Saskatchewan's indigenous members in the future.

This past year also saw SCAA pilot our first online workshop offering, with a webinar on our grants program. Special thanks to Bonnie Dahl chair of the Grants Committee for being our guinea pig instructor, she did a fantastic job and I'm sure this helped with several of the grant project applications. The Education Committee is currently exploring other workshop opportunities to make use of that software, provided free of charge from the Ministry of Education. This online initiative, Cam's new digitization workshop, and many of SCAA's other activities over the past two years have all been in direct response to your feedback as members provided via surveys and workshop evaluations. Please continue to send along your ideas and suggestions; we are always looking for new ways to better strengthen Saskatchewan's archival community.

Thank you again to my fellow board members, our committee members and volunteers, and especially our staff 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, 2018-19

The attached table combines 2018/19 budget vs. audited actuals and the approved 2019/20 budget.

### *2018/19 financial year*

For fiscal year 2018/19, we realized a surplus of just over \$5,800, which is higher than usual, although lower than last year. We had budgeted a deficit of \$1,576 in order to fund some expenditures on the Unforgettable book project, so the good news is that the reserve fund has increased. 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 much closer than we should have to that threshold (\$337). Before the end of the year, the board approved a few additional expenses – equipment for loan and some promotional materials – to ensure that grant funds did not to be returned.

The primary sources of the surplus are as follows:

- Professional Development: Total under-expenditure of \$8,286
  - o Workshop costs: budget underspent by \$5,211
  - o Professional development fund (travel subsidies): non-SCAA fund fully spent, but only about 25% of the fund for SCAA workshop was used
- Institutional Grants Program:
  - o Under-expenditure of \$3,052, due to returned grants during the year
- Archives Advisor Service:
  - o Under-expenditure of \$1,184, primarily lower travel costs
- These under-expenditures were offset (i.e., the surplus reduced) by:
  - o Revenue under budget by \$3,777, primarily:
    - workshop registration fees: \$2,675
    - membership fees: \$1,060
  - o Over-expenditures in the following areas:
    - General administration: \$1,251 (primarily approved year-end one-time expenditures)
    - Travel and meetings: \$1,025 (primarily due to additional facility rental and travel costs for board meetings)

### *2019/20 budget*

The main changes compared to the 2018/19 budget are:

- increases to the b-creative and Archives Advisor contracts;
- a reduction to the IGP allocation due to a withdrawal of a member institution's applications ;
- an allocation for strategic planning facilitation for our next three-year strategic plan (based on b-creative's quote for services outside the association management contracts);
- an allocation for AtoM/SAIN development.

This represents “year four” of our current SaskCulture grant cycle. Normally this is a three-year cycle, but there was an extension to accommodate the timing of the renegotiation of the lotteries agreement. We were therefore in a position to approve the 2019/20 budget after the Grants Committee had reviewed the IGP applications for that year. It is important to note that the reduction in the IGP allocation reflects the actual funding request. This made it easier to provide one-time re-allocations for AtoM/SAIN development and strategic planning.

Finally, many thanks to our Executive Director, Gloria Bearss. I first served as treasurer before we had any staff, and – especially for those who might consider the role in future – the experience is quite different. The treasurer primarily plays an oversight and advisory role, and assists the board in understanding financial





issues; but ongoing financial management, including leadership on budget development and monitoring, is in Gloria's capable hands.

Tim Hutchinson, Treasurer

14 May 2019

### Saskatchewan Council for Archives & Archivists

Fiscal Year: April 1, 2019 - March 31, 2020

	Approved Budget 2017-18	Audited Actuals 2017-18	Approved Budget 2018-19	Audited Actuals 2018-19	Approved Budget 2019-20
<b>REVENUE</b>					
Saskatchewan Lotteries	\$ 179,000	\$ 179,000	\$ 184,000	\$ 184,000	\$ 184,000
Documentary Heritage Program	\$ 21,039	\$ 21,039	\$ -	\$ -	\$ -
Membership Fees	\$ 5,800	\$ 6,550	\$ 6,200	\$ 5,140	\$ 5,600
Workshop Registration Fees	\$ 2,000	\$ 3,121	\$ 3,000	\$ 325	\$ 3,000
Donations	\$ 475	\$ 370	\$ 650	\$ 435	\$ 300
Interest and other income	\$ 180	\$ 956	\$ 200	\$ 272	\$ 125
<b>Total Revenue</b>	<b>\$ 208,494</b>	<b>\$ 211,036</b>	<b>\$ 194,050</b>	<b>\$ 190,172</b>	<b>\$ 193,025</b>
<b>EXPENSES</b>					
<b>Association Management Contract</b>	<b>\$ 37,527</b>	<b>\$ 38,465</b>	<b>\$ 40,338</b>	<b>\$ 40,388</b>	<b>\$ 43,364</b>
<b>General Administration</b>					
Accounting & Legal	\$ 2,787	\$ 2,780	\$ 2,825	\$ 2,619	\$ 2,820
Annual General Meeting	\$ 1,300	\$ 858	\$ 1,000	\$ 685	\$ 1,800
Bank Charges	\$ 300	\$ 217	\$ 320	\$ 437	\$ 220
Governance / Strategic Planning	\$ -	\$ -	\$ -	\$ -	\$ 3,675
Insurance	\$ -	\$ -	\$ 25	\$ 64	\$ 90
IT Support	\$ 1,500	\$ 269	\$ 1,200	\$ 1,329	\$ 800
Membership	\$ 625	\$ 601	\$ 550	\$ 201	\$ 600
Miscellaneous / Contingency	\$ 600	\$ 25	\$ 600	\$ 1,975	\$ 500
Office supplies, courier and postage	\$ 1,000	\$ 504	\$ 700	\$ 1,068	\$ 900
Printing and photocopying	\$ 350	\$ 66	\$ 250	\$ 343	\$ 300
Rent	\$ 3,819	\$ 3,914	\$ 3,914	\$ 3,914	\$ 4,305
Telephone & Internet	\$ 1,457	\$ 1,493	\$ 1,493	\$ 1,493	\$ 1,583
<b>Total General Administration</b>	<b>\$ 13,737</b>	<b>\$ 10,727</b>	<b>\$ 12,877</b>	<b>\$ 14,128</b>	<b>\$ 17,593</b>
<b>Travel &amp; Meetings</b>					
Board & Committees	\$ 1,750	\$ 1,946	\$ 1,600	\$ 2,625	\$ 2,000
Executive Director	\$ 250	\$ 196	\$ 250	\$ 500	\$ 500
Regional Meetings	\$ 250	\$ -	\$ 250	\$ -	\$ -



<b>Total Staff and Board Travel Expenses</b>	<b>\$ 2,250</b>	<b>\$ 2,142</b>	<b>\$ 2,100</b>	<b>\$ 3,125</b>	<b>\$ 2,500</b>
<b>Programs and Projects</b>					
<b>Archives Week &amp; Public Awareness</b>					
AW Events - Promotion and printing	\$ 2,500	\$ 2,658	\$ 2,500	\$ 2,748	\$ 2,600
AW Events - Advertising and media	\$ 750	\$ 286	\$ 500	\$ 366	\$ 500
AW events - Other costs	\$ 1,750	\$ 819	\$ 1,750	\$ 1,350	\$ 1,750
Sask Youth Heritage Fairs	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
Archives Week Grants	\$ 1,500	\$ 1,500	\$ 1,600	\$ 1,180	\$ 1,600
Other Public Awareness Costs	\$ 1,500	\$ 603	\$ 500	\$ 2,013	\$ 600
SCAA Unforgettable book project	\$ -	\$ -	\$ 5,000	\$ 3,500	\$ -
<b>AW &amp; PA sub-total</b>	<b>\$ 8,250</b>	<b>\$ 6,116</b>	<b>\$ 12,100</b>	<b>\$ 11,407</b>	<b>\$ 7,300</b>
<b>SAIN</b>					
SAIN	\$ 21,039	\$ 21,731	\$ -	\$ -	\$ 5,000
SAIN Employer-paid benefits	\$ 2,125	\$ 1,116	\$ -	\$ -	\$ -
<b>SAIN</b>	<b>\$ 23,164</b>	<b>\$ 22,847</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>
<b>Professional Development</b>					
PD Instructors	\$ 3,000	\$ 2,019	\$ 3,000	\$ 600	\$ 3,000
PD Instructors - travel & expenses	\$ 2,500	\$ 68	\$ 2,500	\$ -	\$ 2,500
PD facilities & catering	\$ 500	\$ 1,093	\$ 800	\$ 489	\$ 1,000
Travel Subsidies - SCAA Events	\$ 2,500	\$ 2,157	\$ 4,000	\$ 945	\$ 4,000
Travel Subsidies - Non-SCAA events	\$ 2,500	\$ 2,400	\$ 3,200	\$ 3,180	\$ 4,800
Other PD costs	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Professional Development sub-total</b>	<b>\$ 11,000</b>	<b>\$ 7,737</b>	<b>\$ 13,500</b>	<b>\$ 5,214</b>	<b>\$ 15,300</b>
<b>Conference Sponsorship</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ 300</b>
<b>Institutional Funding</b>	<b>\$ 48,000</b>	<b>\$ 47,918</b>	<b>\$ 47,000</b>	<b>\$ 43,948</b>	<b>\$ 32,302</b>
<b>Archives Advisory Services</b>	<b>\$ 65,580</b>	<b>\$ 65,288</b>	<b>\$ 67,311</b>	<b>\$ 66,127</b>	<b>\$ 69,526</b>
<b>Total Programs and Projects</b>	<b>\$ 156,294</b>	<b>\$ 150,206</b>	<b>\$ 140,211</b>	<b>\$ 126,696</b>	<b>\$ 129,728</b>
<b>Total Expenses</b>	<b>\$ 209,809</b>	<b>\$ 201,540</b>	<b>\$ 195,526</b>	<b>\$ 184,337</b>	<b>\$ 193,184</b>
<b>SURPLUS/DEFICIT</b>	<b>\$ (1,315)</b>	<b>\$ 9,496</b>	<b>\$ (1,476)</b>	<b>\$ 5,835</b>	<b>\$ (159)</b>



## Governance Report, 2018-19

### Saskatchewan Council for Archives and Archivists

The work of the Governance Committee has continued to focus on refining how we define board, committee, and staff roles, with the goal of making the best use of everyone's time and expertise.

During the past year, the policy monitoring framework approved in 2017/18 started to be implemented, with monitoring reports to continue to be phased in until Fall 2020. This process seems to be going well both for staff members responsible for the reports and the board's understanding of SCAA operations.

We also approved a new "Staff Expectations" policy relating to the Archives Advisory Service. This provides a framework for reporting about this core SCAA service at a more strategic level. The first monitoring report will be submitted to the board this fall. The Archives Advisor also contributes to other reports seen by the board, since he has an important role to play in a variety of SCAA program and services. This shift in reporting helps the board focus more on planning and strategy and less on day-to-day operations, and clarifies that the Archives Advisor formally reports to the Executive Director – while continuing to attend board meetings and serve as an important resource for the board.

The committee also undertook an overdue review of our HR policies and procedures, and a revised manual was approved by the board in October 2018. The key revisions reflect changes to Saskatchewan's employment law, the SCAA's delivery of Executive Director services through b-creative (allowing for both association management services and direct employment of an Executive Director), the SCAA's evolution in our approach to governance, giving authority to the Executive Director for certain decisions; and formalize provisions for employees working outside the central office in Regina.

The main remaining unfinished business for the Governance Committee is to clarify and document division of responsibilities between committee and staff roles. The plan is add information to committee terms of reference, but we were unable to undertake this work during the past year.

Related to committee roles, however, we did initiate a discussion about shifting the SCAA's professional development program to be a staff-led program assisted by a committee of volunteers, rather than an operational committee (responsible to the board) supported by staff. The Education Committee seems to be the committee with the most overlap between staff and committee roles, especially with the Archives Advisor's responsibilities for training, and his advisory role on the Education Committee. Relying on volunteers to sustain a core SCAA program also has some risks. Archives Week is a good example of a program that has evolved: it is no longer coordinated at an operational level by the Public Awareness Committee. Volunteer committees plan local events, but they work more closely with staff than with the Public Awareness Committee, leaving that committee free to plan new initiatives and focus on its strategic role. In many ways the professional development program has evolved that way too, with the committee focused more on content development rather than workshop logistics. However, such a change will require careful management and further discussion. It will likely be most effective to include this item in the SCAA's upcoming three-year plan, to ensure that it's considered, and potentially planned and implemented, properly.

Tim Hutchinson (chair)  
Stevie Horn  
Jeremy Mohr  
Gloria Bearss (Executive Director)



## Grants Committee Report, 2018-19

The members of the Grants Committee for 2018-2019 were Tammy Donohue Buziak, Laurie Fisher, Jeff O'Brien, and William Shepherd. The Committee reviewed 9 applications from 8 institutions for the 2019-2020 Institutional Grants Program (IGP). The amount of funds available to be allocated this year was \$42,000.

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 changed the IGP application schedule for 2019-2020 applications by moving the deadlines earlier in the year. This past year, the call for IGP applications was sent out on August 2, 2018 with the deadline for submission of applications set for October 1, 2018.

Moving the deadline earlier in the year seemed to work well this past year so the Committee recommends that the timelines remain the same for next year.

The Committee members met several times to adjudicate the submitted applications. Two applications were withdrawn so the Committee recommended the approval of the remaining 7 applications for a total allocation of \$32,302.42.

### **IGP Webinar Session**

In an effort to make the IGP application process easier for members, the Grants Committee created and ran two live informational webinar sessions about applying for an IGP in August and September 2018. These sessions were available at no charge to all members. We decided to try the webinar format (instead of an in-person session) so that the sessions would be more accessible for institutions from outside of Saskatoon and Regina. The total number of participants for both sessions combined was 15 individuals from 13 different member institutions. Eight of these 13 institutions were located outside of Regina and Saskatoon. The Committee was very pleased with the response – particularly from the institutions outside of Regina and Saskatoon.

A recording of the webinar session is available online on the SCAA website (on the “Grants and Funding” page: <https://www.scaa.sk.ca/members-section/funding-programs/>) so hopefully this will continue to be a useful resource for members planning to apply for an IGP next year.

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  
2018-2019 Chair



Summary of 2019-2020 Approved IGP Projects:

Institution	Project	Amount Granted
Lloydminster Regional Archives	Digitization of Newcap Broadcasting videotapes	\$4830.00
Swift Current Museum	Processing numerous fonds	\$5000.00
Metis Nation of Saskatchewan	Description and digitization of genealogical records	\$4991.00
Archives de Bellevue	Processing Donalda Topping fonds	\$4725.40
Archives of the Humboldt & District Museum & Gallery	Processing Graphic Arts Printing fonds	\$5000.00
City of North Battleford Historic Archives	Processing Dolores (Delores) Sheppard fonds	\$5000.00
Jasper Cultural & Historical Centre (Maple Creek)	Purchase of shelving	\$2756.02
		Total funds: <b>\$32,302.42</b>



## Education Committee Report, 2018-19

The members this year were Crista Bradley, Tammy Donahue Buziak, Jennifer Fitzpatrick, Ailsa Hedley Leftwich (chair), and Joe LeClair.

Workshops that were offered in the 2018-19 year were:

1. A new component of the Basic Archives workshops was developed that focuses specifically on digitization of archival material, its preservation and storage. The first one was held in Humboldt on 26 January 2019, with 8 attendees from 3 institutions. This unit is available to be repeated, on request by any member institution or group of institutions. Please contact the Archives Advisor, Cameron Hart, for more information.
2. Donald Johnson, Archivist in the Records Processing and Preservation Services at the Provincial Archives of Saskatchewan presented a workshop on audio-visual preservation at the Provincial Archives of Saskatchewan on 19 March, attended by 16 participants. The SCAA was able to partially subsidize this workshop. A detailed description of the workshop is on the "Outside the Box" blog at the SCAA website.
3. On May 10th, SCAA hosted a Canadian Conservation Institute course in Digital Preservation taught by Ern Bieman, Heritage Information Analyst at the Canadian Heritage Information Network (CHIN), at the Moose Jaw Public Library. Fifteen attendees from Medicine Hat to Prince Albert to Melfort learned about taking a survey of digital assets, how to develop a digital preservation policy and procedures. The course was developed for small museums, which made it very accessible for all the participants, but the processes can apply at any level to museums, archives, libraries. CCI has developed a Digital Preservation toolkit, along with some case studies, on the Canada.ca website, that would be of benefit to any institution looking to develop a solid strategy for the preservation of digital records, whether digitized or born digital.
4. Another round of Show & Tell is planned for the Annual General Meeting on June 24<sup>th</sup>, to be held at the Allen Sapp Gallery in North Battleford. It is open to any members who would like to share a particular collection or issue they recently tackled, or updates that might be of interest to the Saskatchewan archival community.

Discussions amongst the committee and the Board for offerings next year include:

- Developing a workshop or dialogue around reconciliation for archives and archivists working with indigenous materials in their collections, or archives that are more focused on indigenous collections. We would welcome input from members as plans are furthered.
- The development of "How-To" videos hosted on the website. On a related note, it should be pointed out that the Grants committee developed a webinar on grant applications, which is available on the SCAA website. It should continue to help institutions work through the grant application process.

We would like to thank all the Committee members for their time, efforts and creativity this year!

Respectfully submitted,  
Ailsa Hedley-Leftwich



## Public Awareness Committee Report, 2018-19

Committee Members for 2018-2019 – Stevie Horn (chair), Cheryl Avery, Ken Dahl, Melissa Munro, Alan Porter, Mark Vajcner

Over the course of the last year, the Public Awareness Committee has concentrated most of its efforts on advancing the *Unforgettable : Extraordinary Items from Saskatchewan's Archival Collections* book project. This project was proposed in 2016 as a way to highlight some of the hidden wonders held in archives all over the province of Saskatchewan. Submissions came from almost fifty separate authors with an accompanying array of scans of photos, ephemera, correspondence, and other material. The SCAA has continued to pursue this project, as it is felt that the work and the objects shared are of high quality and interest value, and that a book would be an excellent way to both unite Saskatchewan's archival community, and bring archives in general more into the public mind.

At the start of the year, we had a number of questions around the project which needed to be solved:

- Would we go with University of Regina Press or self-publish?  
In the end we decided to stick with the University of Regina Press. After contacting them and receiving an incredibly positive response about the book idea, we decided to go forward with a slightly altered version of our original vision, which would lower the subvention from an estimated \$30,000 to \$15,000. The committee decided on a softcover book, black and white with some color inserts for particularly visually interesting items as a format. Payment methods can be flexible: URP is willing to take half as a deposit at the contract signing, and receive the second half upon the publication of the book, or if publication takes several years between the signing of the contract and final publication they would be willing to take yearly payments until the subvention is met. We are lucky in that their *Homesteaders* book just came out and is doing quite well, which also has a subject of Saskatchewan history.
- Would we hire a professional editor or edit the book ourselves?  
Professional editor Don Ward was hired to work on the *Unforgettable* book project at a cost of \$3000.00. Editing work is currently ongoing, and once completed, changes will be run past the original authors before the lot is sent to URP for review.
- How will we fundraise for this book?  
This was left undecided. Some options discussed included starting a Kickstarter campaign, soliciting donations from Saskatchewan's heritage community, or finding a large sponsor willing to take the project forward.

### Where Next?

Now, at the end of the year, there are a few more questions that will need to be addressed as we carry this project forward into the future:

- We will need a photographer – can we find a good one who may be willing to photograph archival documents for free?  
David Bindle at the U of S was suggested here, as this is something he has worked on in the past, however he has not been approached.
- How can we do a better job of including Indigenous perspectives?
  - Consider partnerships with SICC, FNUC, and GDI to share materials from their repositories in the book. These groups were contacted, however may need to be contacted again now that the project has coalesced.
  - Reach out to Indigenous community members and get them to share their perspectives on settler-produced archival material which shows Indigenous life and history.



## Diversity Working Group Final Report, 2018-19

**Members:** Christine Charmbury, Leesha Cowan (chair), Melissa Munro, and Tammy LeVallee.

**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.

**Outcome:**

We connected with Lisa Glandt who is creating and putting on a basic archives workshop specifically geared towards Indigenous archives. The hope is that we would be able to bring Lisa Glandt of the AABC out to present her workshop and present to those who work closely with Indigenous communities and Indigenous archives. The intention is to equip leaders of Indigenous communities with the tools to preserve their community's archives and knowledge.





## Executive Director Report, 2018-19

As I reflect on the past year and what an annual report should cover, one thing that stands out for me is the respect I hold for the SCAA Board of Directors. They give their time, expertise and commitment to representing the needs and interests of the membership and expanding the archival community as a whole. Their Annual Reports will speak for themselves, exemplifying the hard work, dedication and achievements that made 2018-19 a successful year for SCAA.

From the perspective of Executive Director, the past 12 months were busy, but also very productive as a result of endeavours initiated in past years and from new projects that have been introduced more recently. I have come to better appreciate the impact archives have in our communities, and of all the planning and decisions that aim to enrich lives and take the organization to new levels.

Of significance is that a renewed 5 year lottery agreement, which guarantees that sport, culture and recreation organizations will continue to receive benefits from the Saskatchewan Lotteries, was announced in early 2019. Lottery partner SaskCulture allocates these funds in the form of Annual Global Funding Grants. By December 2019, SCAA will be submitting a new 3 year AGF application; including the development of new Strategic and Operational Plans. As part of this funding, follow up reports are submitted bi-annually; and in these multi-section reports, we provide evidence of the achievements and successes of our members. Even with stable funding, which we are so thankful for as it is crucial to our existence, the potential for self-generated funding will continue to be a consideration.

Although there are challenges to non-profit organizations, we were pleased to welcome 6 new institutions, as well as several individuals, to our strong membership base. Along with Archives Advisor Cameron Hart, who recognizes the needs of member institutions and provides valued assistance and guidance to all things archival; our members are a priority and we strive to offer a wide range of programming, grants and other services. We encourage members to spread the wealth and share your success stories, photos and ideas on “Outside the Box” Blog.

Thank you to all the members who supported our work, participated in events such as Archives Week, professional development workshops and grant programs, or were open to conversations about improving SCAA. I look forward to connecting with more members, new and old, in the coming year.

The Governance Committee continues to work resolutely, and has completed revisions to the HR manual by capturing needed corrections and refreshing wording. A revised policy monitoring framework was implemented, streamlining the reporting process and delivering it at a more strategic level. A huge amount of work was put into these changes, and their efforts will continue into 2019-20.

The Grants Committee continues their excellence with another year of institutional grants adjudications, as well as the development of a new grants writing webinar, a free and far reaching resource to member institutions in assisting them with the application process.

Several educational workshop opportunities were offered by the Education Committee in this past year; there was excellent attendance from institutions large and small, near and far. They are already planning offerings for 2019-20 year, and we hope that our reach will expand even further.

The “Unforgettable” book project has been the focus of the Public Awareness Committee, another large undertaking which will prove to be a valuable contribution to the archival community.

Although the diversity component has been embedded into all the planning and initiatives of SCAA, the further goal of preserving indigenous history in the larger heritage community is being pursued by the Diversity Committee’s fostering and strengthening of relationships with Indigenous organizations.

Lastly I would like to mention that 2019 is b-Creative Group’s 10th year of providing association management services to SCAA, and together with Administrative Assistant Calvin Chiang, we continually strive to provide the best administrative, membership, communication and financial processing support possible.



Given the opportunity to take on this role of Executive Director, and attempting to do it successfully, is only possible with clear guidance. Thanks to the Board of Directors, in particular the leadership of President Jeremy Mohr, Treasurer Tim Hutchinson and Archives Advisor Cameron Hart, for making 2018-19 a fulfilling year. I very much look forward to the challenges, personal growth and cooperative efforts in the coming year as SCAA continues to increase our archival presence and create opportunities for a strong future.

Respectfully submitted  
*Gloria Bearss*  
*Executive Director*



## Archives Advisor Report, 2018-19

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

SCAA saw several new and returning members join in the past year from:

- **St. Paul's Nursing Alumni Association** (returning)
- **Craik Oral History Archive**
- **RCMP Heritage Centre**
- **Metis Nation Registry** (returning)
- **Dancing Sky Theatre**
- **Provincial Library and Literacy Office**
- **Indian Head Museum Society**

Note: Some institutions may have received multiple visits

### 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 are also fielded, if they are of a general nature.

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.**

**2018-19 Totals were: Total = 5699; Members = 3731; Non-Members = 1968**

**2017-18 Totals were: Total = 6832; Members = 4391; Non-Members = 2441**

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

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

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 four of the five Regional Heritage Fairs in Saskatoon, Regina, Swift Current and Moose Jaw; also, attendance at the Provincial Heritage Fair in Regina in later May.
- May and June had the AA attending the SLA conference in Regina.
- In late June also saw the SCAA AGM in Regina.
- In August the initial call went out for the Institutional Grant Program (IGP) for projects in the 2019-20 fiscal year
- October saw the deadline for the submission of applications to the IGP.
- November saw the AA editing the AW Action Guide for our members to begin thinking of events for AW in February. Along with the guide; the initial call was also made to institutional members to apply for the SCAA's AW grant
- With the moving-up on the timeline November also saw the final IGP adjudication after "questions of clarification" were answered. Thank you to Bonnie and the Grants committee for all their work.
- 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.



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 in promoting archives and for SCAA projects.
  1. The General Facebook "Non-profit Page," has reached **565 "likes"** up from **449** at this time last year. So in conjunction with other tools, has brought archives to the attention of the public.
  2. Thanks to Stevie Horn, instead of sporadically publishing a newsletter, SCAA members are now able to contribute to SCAA's blog "Outside the Box"

### **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 Libraries Association (**SLA**).

5. Participated in the **Association of Canadian Archivists' (ACA)** pre-conference workshop. "Seeing Through" Archives, Opening your Archives with Visual Analytics and the Web. (**June 6**)
6. Attended and participated in the **ACA** Conference in Edmonton. (Jun 6-9)
7. Worked with the Special Interest Section on Aboriginal Archives (**SISAA**)
8. Presented a "**Basic Archives for Volunteers**" workshop in **Craik** at the Craik Oral History Archive. **11** members and non-members attended the free session. (Jul 23)
9. Participated in the **Connections to Collections (C2C)** webinar "Whose Heritage? Objects, Politics and Collections Care (Aug. 22)
10. Participated in the Archives Advisors Working Group (AAWG) monthly teleconferences, supported partially by the **Canadian Council of Archives (CCA)**
11. AA presented a "Basic Digitization Workshop" in **Humboldt** (Jan 26)
12. Participated in the **SCAA's workshop** "Audiovisual Preservation" in **Regina** (Mar 19)

### **4. Saskatchewan Archival Information Network (SAIN) Development**

The use of the open-source software of AtoM (**A**ccess **t**o **M**emory) with new members adding to the provincial database (SAIN) is continuing to expand. Both with these additions on the front end in the descriptions 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.



## Nominations Committee Report, 2018-19

The following positions are open for nominations for the SCAA Board, they are for two year terms unless otherwise noted:

**Vice President**

**Treasurer**

**Member at Large**

**Member at Large**

**Member at Large (1 year term pending Treasurer position)**

As of Tuesday June 4<sup>th</sup>, the nominations committee has received the following nominations for the Board.

**Vice President**

Stevie Horn, Saskatoon Public Libraries Local History, Saskatoon

**Treasurer**

Bonnie Dahl, University of Saskatchewan Archives, Saskatoon

**Member at Large**

Donald Johnson, Provincial Archives of Saskatchewan, Regina

Other nominations are still pending and will be circulated to SCAA members prior to the AGM. Members are invited to submit nominations for the above positions to the Nominations Committee, via Jeremy Mohr, Chair, [jmohr@archives.gov.sk.ca](mailto:jmohr@archives.gov.sk.ca) . Nominations will also be accepted from the floor of the AGM.

For your reference the following board members have completed the first half of their two year terms:

President, Jeremy Mohr, Provincial Archives of Saskatchewan, Regina

Member at Large, Bonnie Dahl, University of Saskatchewan Archives, Saskatoon

Member at Large, William Shepherd, Swift Current Museum, Swift Current

Member at Large, Ailsa Hedley-Leftwich, Archive Contractor, Saskatoon

Submitted by the Nominations Committee with Assistance by Cameron Hart, Archives Advisor:

Jeremy Mohr (chair)

William Shepherd



## **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, 2019**



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## INDEPENDENT AUDITOR'S REPORT

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

### **Opinion**

I have audited the accompanying financial statements of Saskatchewan Council for Archives and Archivists Inc., which comprise the statements of financial position as at March 31, 2019 and the statements of operations, net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

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, 2019 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### **Basis for Opinion**

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the Entity in accordance with the ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled our other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit 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.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Regina, Saskatchewan  
May 24, 2019



Marcia Herback  
CPA, CA

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT MARCH 31, 2019**  
**(with comparative figures for 2018)**

	2019	2018
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents (Note 3)	\$ 157,176	\$ 153,211
Accounts receivable	112	-
GST receivable	1,660	1,648
Prepaid expenses	<u>5,389</u>	<u>-</u>
	<u>\$ 164,337</u>	<u>\$ 154,859</u>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Accounts payable and accrued liabilities	\$ 12,932	\$ 9,513
Deferred revenue	<u>95,230</u>	<u>94,865</u>
	108,162	104,378
<b>NET ASSETS</b>		
Unrestricted funds	<u>56,175</u>	<u>50,481</u>
	<u>\$ 164,337</u>	<u>\$ 154,859</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, 2019**  
(with comparative figures for 2018)

	2019	2018
<b>Revenue</b>		
Membership fees	\$ 5,140	\$ 6,550
Workshop registration fees	350	3,121
Donations	435	370
Grants and contributions:		
- Saskatchewan Lotteries Trust Fund	184,000	179,000
- Library and Archives Canada	-	21,039
Interest and other income	<u>272</u>	<u>956</u>
	<u>190,197</u>	<u>211,036</u>
<b>Expenses</b>		
Association Management Contract	<u>40,388</u>	<u>38,465</u>
General Administration		
Accounting and legal	2,673	2,780
Annual general meeting	685	858
Bank charges	437	217
IT Support	1,329	269
Insurance	64	-
Membership	201	601
Miscellaneous	1,975	25
Office supplies, courier and postage	1,068	504
Printing and photocopying	343	66
Rent	3,914	3,914
Telephone	<u>1,493</u>	<u>1,493</u>
	<u>14,182</u>	<u>10,727</u>
Travel and Meetings		
Board and committees	2,737	1,946
Executive director	<u>500</u>	<u>196</u>
	<u>3,237</u>	<u>2,142</u>
Programs and Projects		
Archives week and public awareness (Schedule 1)	11,407	6,116
Saskatchewan Archival Information Network	-	22,847
Professional Development (Schedule 1)	5,214	7,737
Archives Advisor	66,127	65,289
Conference sponsorship	-	300
Institution funding	<u>43,948</u>	<u>47,918</u>
	<u>126,696</u>	<u>150,207</u>
	<u>184,503</u>	<u>201,541</u>
<b>Excess of revenues over expenses (deficiency)</b>	5,694	9,495
<b>Net assets, beginning of year</b>	<u>50,481</u>	<u>40,986</u>
<b>Net assets, end of year</b>	<u>\$ 56,175</u>	<u>\$ 50,481</u>

See accompanying notes

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED MARCH 31, 2019**  
**(with comparative figures for 2018)**

	2019	2018
<b>Operating activities</b>		
Excess of revenues over expenses (deficit)	\$ 5,694	\$ 9,495
Net change in non-cash operating working capital balances		
Accounts receivable	(112)	-
GST receivable	(12)	(622)
Prepaid expenses	(5,389)	
Accounts payable and accrued liabilities	3,419	7,011
Deferred revenue	<u>365</u>	<u>2,350</u>
<b>Increase in cash</b>	3,965	18,234
<b>Cash position, beginning of year</b>	<u>153,211</u>	<u>134,977</u>
<b>Cash position, end of year</b>	<u>\$ 157,176</u>	<u>\$ 153,211</u>

See accompanying notes

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**MARCH 31, 2019**

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**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 \$17,525 (2018 - \$17,438) held in a Royal Bank GIC earning interest at 0.5% (2018 - 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>2019</u>	<u>2018</u>
Sask Lotteries Trust Fund	\$ 92,000	\$ 92,000
Workshop registration	100	-
Membership fees	<u>3,130</u>	<u>2,865</u>
	<u>\$ 95,230</u>	<u>\$ 94,865</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, 2019**

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**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, 2019:

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 2018.

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 2018.

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 2018.

**7. Comparative figures**

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

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**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**SCHEDULES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2019**  
 (with comparative figures for 2018)

	<b>Schedule 1</b>	
	<b>2019</b>	<b>2018</b>
<b>Archives week and public awareness</b>		
Advertising and media	\$ 366	\$ 286
Archives Week grants	1,180	1,500
Events - promotion	2,748	2,658
Events - other costs	1,350	819
Sask Youth Heritage Fairs	250	250
Other AW and public awareness	2,013	603
Unforgettable book project	3,500	-
	\$ 11,407	\$ 6,116
<b>Professional development</b>		
Facilities rental	\$ 489	\$ 1,093
Instructor	600	2,019
Instructor travel and expense	-	68
Travel subsidies general	3,180	2,400
Travel subsidies SCAA events	945	2,157
	\$ 5,214	\$ 7,737





## Appendix 2

### List of Past SCAA Annual General Meetings

Year	Date	Location	Host Institution
2018	June 18	Regina	University of Regina, Dr. John Archer Library
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