



SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS

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

***ANNUAL GENERAL MEETING 2020  
Wednesday, June 24, 2020***

***Via Adobe Connect & Teleconference***

***10:00 a.m. – 12:00 p.m.  
Notice of Bylaw Change Meeting  
Followed by  
Annual General Meeting***



Canadian Council of Archives  
Conseil canadien des archives



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**Saskatchewan Council for Archives and Archivists  
BYLAW CHANGE MEETING**

**Wednesday June 24, 2020 @ 10:00 a.m.  
Via Adobe Connect & Teleconference  
Followed immediately by the Annual General Meeting**

**Proposed Agenda**

1. Introduction
2. Call to Order
3. Attendance
4. Approval of Agenda
5. Bylaw Changes.....Page 3-4
6. Other Business
7. Adjournment



## Saskatchewan Council for Archives and Archivists NOTICE OF BYLAW CHANGES

### Proposed revisions to SCAA Bylaws:

#### 1) *General meeting and voting provisions*

##### **Article VII.6 (Current):**

If the facilities are available, members may participate in a general meeting by telephone or other communications facility as permit all persons participating in the meeting to hear or communicate with each other, but must attend in person in order to vote on any motions requiring a secret ballot.

##### **Article VII.6 (Proposed amendment):**

If the facilities are available, members may participate in a general meeting by telephone or other communications facility as permit all persons participating in the meeting to hear or communicate with each other. Members participating by electronic means may participate in votes requiring a ballot as long as an appropriate mechanism for balloting is implemented, as approved by the Board. Any approved mechanism must enable the votes to be gathered in a manner that permits the tallied votes to be presented to the Council without it being possible for the Council to identify how each member voted. A meeting may only be held entirely by electronic means if an approved mechanism for balloting is in place.

**Background:** The current language allows for participation at AGMs by electronic means, but provides no flexibility in terms of voting, likely reflecting the technological options at the time this provision was put in place. The proposed language allows for remote secret balloting but requires that the board ensure appropriate mechanisms are in place. This is a simplified version of the relevant article in the Association of Canadian Archivists' bylaws.

\*Government of Saskatchewan Order in Council OC222-2020 has further amended the Non-profit Corporations Act to allow for virtual and teleconference AGM's.

**MOTION:** *To approve Bylaw VII.6 as amended*

#### 2) *General meeting and voting provisions*

##### **Article IV.2 (Current):**

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.

##### **Article IV.2 (Proposed amendment):**

Nominations will also be accepted from the floor of the Annual General Meeting.

**Background:** The bylaws do not need to prescribe the form of the ballot. For association elections with a small electorate, it is quite common to use general ballot forms, with voters filling in the names. Preprinted ballots would also not normally be used if nominations are accepted from the floor. A more general provision is also needed to allow for electronic/remote balloting as proposed in article VII.6.

**MOTION:** *To approve Bylaw IV.2 as amended*

#### 3) *Fiscal year*

##### **Article VIII.2 (Current):**

The fiscal year of the organization shall commence April 1 and end March 31 of the following year.

##### **Article VIII.2 (Proposed amendment):**

The fiscal year of the organization shall end on March 31 or as otherwise determined by the Board.



#### 4) *Fiscal year*

**Article VII.1 (Current):**

The Annual General Meeting of the organization must be held no later than July 31 of each fiscal year, as determined by the Board.

**Article VII.1 (Proposed amendment):** The Annual General Meeting of the organization must be held within four months of the end of each fiscal year, as determined by the Board.

**Background:**

- There were earlier investigations into a change to the fiscal year, to see whether this would facilitate a more balanced SCAA activity calendar, and to address timing issues relating to the external audit. While the current assessment is that a change would not make sense, considerations and external factors may change in the future, so this amendment is submitted to provide the board with appropriate flexibility.
- The fiscal year is not typically considered a constitutional matter requiring member approval; our bylaws are out-of-date on that point. The wording above is from the Association of Canadian Archivists bylaws; there is similar wording in the new Ontario not-for-profit corporations act; and the model bylaws for the relatively new federal not-for-profit corporations act simply state that the year-end date is determined by the board of directors.
- Advance planning and consultation will be required for any change, so providing the board with that authority will mean that implementing a change is not dependent on the timing of an AGM.
- The amendment to article VII.1 is a consequential amendment to allow for a different year-end. The Non-Profit Corporations Act requires that audited financial statements be presented to the AGM within four months of the end of the fiscal year. With the current year-end of March 31<sup>st</sup>, the four-month timeframe corresponds to July 31<sup>st</sup>, which is the current provision.

**MOTION: To approve Bylaw VIII.2 as amended**

**MOTION: To approve Bylaw VII.1 as amended**





## Saskatchewan Council for Archives and Archivists ANNUAL GENERAL MEETING

Wednesday June 24, 2020 @ 10:00 a.m.  
Via Adobe Connect & Teleconference  
(Following the Bylaw Change Meeting)

### Proposed Agenda

	Page
1. Call to Order	
2. Attendance	
3. Approval of Agenda	
4. Approval of 2019 Annual General Meeting Minutes .....	6
5. Board Reports	
• President's Report .....	10
• Treasurer's Report .....	12
▪ 2019-20 Audited Financial Statements (Appendix 1)	
▪ 2020-21 Budget with 2019-20 Actuals (Appendix 2)	
▪ Appointment of 2020-21 Auditor	
6. Committee Reports	
• Governance Committee Report .....	14
• Grants Committee Report .....	15
• Education Committee Report .....	16
• Public Awareness Report .....	17
• Diversity Working Group Report .....	18
7. Staff Reports	
• Executive Director Report .....	19
• Archives Advisor Report .....	21
8. Election of Board of Directors	
• Nominations Committee Report .....	24
9. Other Business	
10. Adjournment	
11. COVID Update and Member Discussion	

Appendix 1: 2019-20 Audited Financial Statements

Appendix 2: 2020-21 Budget with 2019-20 Actuals

Appendix 3: Past AGM Dates and Locations

\*Following the AGM, there will be a short meeting of the new Board of Directors via teleconference at 1:30 pm.



**Saskatchewan Council for Archives and Archivists  
Monday, June 24, 2019 @ 10:00 a.m.  
Allen Sapp Gallery  
1 Railway Avenue  
North Battleford, SK**

**MINUTES**

**Present:**

Raymond Bailey (Lloydminster Regional Archives, Lloydminster)  
Joan Champ (City of North Battleford Historic Archives, North Battleford)  
Nadine Charabin (Voting Delegate - Provincial Archives of Saskatchewan, Saskatoon)  
Bonnie Dahl (Individual Member - University of Saskatchewan, Saskatoon)  
Ken Dahl (Individual Member - City of Saskatoon Archives, Saskatoon)  
Tammy Donahue Buziak (Voting Delegate -City of North Battleford Historic Archives, North Battleford)  
Donald Duncan (Voting Delegate - Lloydminster Regional Archives, Lloydminster)  
Abigail Durkee (Briercrest College, Caronport)  
Valorie Fitzgerald (City of North Battleford Historic Archives, North Battleford)  
Alice Gaudet (Voting Delegate - Archives de Bellevue)  
Cameron Hart (Individual Member - Saskatchewan Council for Archives & Archivists, Saskatoon)  
Ailsa Hedley Leftwich (Individual Member - Canadian Bahai Archives, Saskatoon)  
Stevie Horn (Individual Member - Saskatoon Public Library, Saskatoon)  
Tim Hutchinson (Voting Delegate - University of Saskatchewan, Saskatoon)  
Khaled Kamruzzaman (Société Historique de Saskatchewan)  
Jeremy Mohr (Individual Member - Provincial Archives of Saskatchewan, Regina)  
Alan Porter (Individual Member - Melfort Museum)  
William Shepherd (Voting Delegate - Swift Current Museum, Swift Current)  
Angélique Tardivel (Individual Member - Société Historique de Saskatchewan)  
Dawne Tokaryk (City of North Battleford Historic Archives, North Battleford)  
Mark Vajcner (Voting Delegate - University of Regina, Regina)  
Bill Wells ((City of North Battleford Historic Archives, North Battleford)

**Via Conference Call:**

Donald Johnson (Individual Member - Provincial Archives of Saskatchewan, Regina)

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

**1. Call to Order**

Jeremy Mohr (President) called the meeting to order at 10:08 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:** Ailsa Hedley-Leftwich

**Seconded:** Mark Vajcner

**CARRIED**

Introductions of attendees was conducted.

**3. Approval of 2018 minutes**

**Motion:** That the minutes of the 2018 SCAA Annual General Meeting be approved with the following amendments: Laurie Fisher (Provincial Archives of Saskatchewan) and Linda McIntyre (Provincial Archives of Saskatchewan.)

**Moved:** Donald Duncan

**Seconded:** Bonnie Dahl

**CARRIED**





#### 4. Executive Reports

**President's Report** – Jeremy summarized report as circulated in AGM package. He noted that Strategic and Operation plans will need to be redone for the AGF application to our funder by the end of this year. Jeremy thanked SaskCulture/SaskLotteries for their continued financial support.

**Motion:** To receive the President's Report as presented.

**Moved:** Cameron Hart

**Seconded:** Nadine Charabin

**CARRIED**

**Treasurer's Report** – Tim summarized report as circulated in AGM package that 2019/20 was a carryover year in terms of SaskCulture funding, therefore there was an opportunity to have a more accurate budget and to re-allocate some funds. Expenditures were less than expected, so were able to bolster reserves.

**Motion:** To receive the approved 2018-19 audited financial statements as circulated.

**Moved:** Tim Hutchinson

**Seconded:** Mark Vajcner

**CARRIED**

**Motion:** To appoint Marcia Herback CA & Associates as Auditor for the 2019-20 year.

**Moved:** Tim Hutchinson

**Seconded:** Stevie Horn

**CARRIED**

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

**Moved:** Ailsa Hedley-Leftwich

**Seconded:** S Cameron Hart

**CARRIED**

#### 5. Committee Reports

**Governance Committee Report** – Tim summarized annual report by highlighting the continuing policy monitoring framework; with a shift in reporting that helps the board focus more on planning and strategy and less on day-to-day operations. A new Staff Expectations Policy relating to the Archives Advisory Service as well as a review of our HR policies and procedures, along with a revised manual, were implemented. A remaining task for the Governance Committee is to clarify and document division of responsibilities between committee and staff roles.

**Grants Committee Report** – As per report, the Committee reviewed 9 applications from 8 institutions. Three changes occurred during the past year:

- Deadline for IGP applications was moved forward by 1 month to allow for workload.
- The amount of funds available to be allocated this year was \$42,000 but 2 applications were withdrawn so the Committee recommended the approval of the remaining 7 applications for a total allocation of \$32,302.42. The board decided remaining \$10,000 could be re-allocated for the SAIN project and strategic planning.
- Two live informational webinar sessions about applying for an IGP were held at no charge to all members. The webinars were accessible to institutions from outside of Saskatoon and Regina and response was very favourable.

**Education Committee Report** – Ailsa summarized workshops held in 2018-19:

- Basic Archives Workshop - A new component was developed that focuses specifically on digitization of archival material, its preservation and storage.
  - Audio-Visual Preservation Workshop
  - Show & Tell held at the AGM
- Board offerings for the coming year were also discussed.

**Public Awareness Committee** – Committee has concentrated most of its efforts on advancing the *Unforgettable: Extraordinary Items from Saskatchewan's Archival Collections* book project. Editing has



been completed and needs to be reviewed. More indigenous content and professional grade photos will be added. Publishing and \$15,000 subvention estimate discussed; as well as fundraising opportunities.

**Diversity Working Group** – as per submitted report, 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. Intention is to bring Lisa Glandt of the AABC to hold a workshop specifically geared towards Indigenous archives; in order to equip leaders of Indigenous communities with the tools to preserve their community's archives and knowledge.

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

**Moved:** Nadine Charabin

**Seconded:** Alice Gaudet

**CARRIED**

## 6. Staff Reports

**Executive Director Report** – Gloria summarized her submitted report, highlighting that the previous years change to have SC Admin Centre do our financial processing and statement preparations has been very successful. By December 2019, SCAA will be submitting a new 3year AGF application to our funder SaskCulture, which will include the development of new Strategic and Operational Plans.

**Archives Advisor Report** – Cam summarized his submitted report and wished to thank Bonnie Dahl and Stevie Horn in their support of the grants and blog work while he was away on a personal leave.

**Motion:** To accept the Executive Director and Archives Advisor Staff Reports as presented.

**Moved:** Ailsa Hedley-Leftwich

**Seconded:** Donald Duncan

**CARRIED**

## 7. Election of Board of Directors

Jeremy referred to attached Nominations Committee Report.

The current positions open for election are:

**Vice President**

**Treasurer**

**Member at Large**

**Member at Large**

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

As per the nominations received by the Nominations Committee, the following Slate of Board of Directors has been acclaimed for a two year period:

**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

**Member at Large** – Vacant

**Member at Large (1 year term)** - Angélique Tardivel, Société Historique de Saskatchewan

Jeremy called for nominations from the floor 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> for each available position.

Jeremy also thanked departing board members Tim Hutchinson, Tammy Donahue-Buziak and Leesha Cowan for their hard work, dedication and contributions to the SCAA Board of Directors.

## 8. Volunteer Recognition

Jeremy presented Volunteer Awards to long time and very deserving recipients Bill Wells and Tammy Donahue-Buziak from the City of North Battleford Historic Archives.





**9. Other Business**

SAIN Merger Project – Tim Hutchinson explained Saskatchewan Archival Information Network is composed of 2 databases: collections and photographs. Funding has been received from SCAA as well as University of Saskatchewan for merger project to proceed. Migration will take place starting in Sept. 2019 and will be approx. 4-6 months which will include a data freeze for this period.

**10. Adjournment**

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

**Moved:** Donald Duncan      **Seconded:** Angélique Tardivel

**2019-20 Board of Directors Reconvened:**

**11. Signing Authorities for the 2019-20 fiscal year:**

Jeremy Mohr (President), Bonnie Dahl (Treasurer), Gloria Bearss (Executive Director), Donald Johnson (Member at Large)

**12. Committees:**

Governance Committee – Jeremy Mohr or Donald Johnson will chair; Tim Hutchinson

Grants Committee – William Shepherd will chair; Jeremy Mohr

Education Committee - Ailsa Hedley-Leftwich will chair

Public Awareness – Stevie Horn will chair

Diversity – Angelique Tardivel will chair



## President's Report, 2019-20

The 2019-20 year has been a rather tumultuous one for SCAA, but we are presently on a solid footing to be successful even with the challenges we continue to face under COVID-19. We had several familiar faces (Donald Johnson, Bonnie Dahl) return to serve on the board this past year, as well as a new one, Christine Charmbury, who agreed to serve in place of Angelique Tardivel who had to step back from the board after a change in employment. I would like to thank everyone on the board and our staff for all their hard work, great ideas, and commitment to serving archives across this province over this past year.

Throughout 2019-20 several members of the board as well as SCAA staff experienced personal tragedy. This has made some of the other challenges of this past year all the more difficult to navigate. I would like to thank everyone on the board and staff who continued to persevere through these personal issues, as well as all those who provided support and comfort during this past year.

We started the fall by developing a strategic and operational plan. Our previous strategic plan was rolled over for an additional year in conjunction with interim funding provided by SaskCulture, while awaiting our 3 year global funding application set to begin in 2020-21. Bruce Anderson of BCreative Group agreed to be our facilitator and guide us through the process. Our new plan has some ambitious and broad goals that also allow us a degree of flexibility to 'roll with the punches.' Much of our activities in those plans will look familiar, but we are committed to refining and improving our services to better serve all of our members.

One of the first major changes we experienced was the termination of our contract with the BCreative Group for Executive Director and administrative services. BCreative decided to conclude this portion of their business as of Jan 1, 2020. The board decided to examine other possibilities and to transition back to having a paid staff person rather than pursue another association management contract. Gloria Bearss, was the successful candidate from that process. She had formerly served as our Executive Director at BCreative and we were excited she wanted to remain part of our team. As part of this change SCAA also had to vacate our former BCreative offices. After some discussion Gloria has agreed to allow part of her home to be the official SCAA office. I trust all of our members are aware of this change in address as well as the new P.O. box that has become our official mailing address. I would like to thank Gloria for agreeing to this, a change all the more fitting given the current requirements for many workplaces due to COVID-19.

During the transition from BCreative, SCAA began work on our 3 year global funding application with SaskCulture. Using our new Strategic and Operational plans as a guide, we completed work on the application to narrowly meet our submission deadline. I am pleased to announce we have once again been a successful recipient of this funding, and I would like to thank SaskCulture for their continued support of SCAA and our efforts to help archives across the province. One major change that will take place alongside this funding was an increase in the hours of our Executive Director. Formerly, under the BCreative contract the position was for 20 hours per week. As of June 1, 2020 this has been increased to 30 hours per week. This was done to better assist SCAA in meeting some of our targets under our strategic plan; to help ease the workload of board and committee members, and to add some of the administrative duties formerly taken up by other BCreative staff. The Board feels this increase in hours will help us move forward as an association, and ease some of the burden upon our volunteers.

The final hurdle we have had to overcome is of no surprise to anyone in Saskatchewan and around the world, COVID-19. The impact of the closures and other measures in place to combat this pandemic began to affect SCAA in March. This has necessitated changes to SCAA's programming, and some quick thinking from our board, volunteers and staff. We presently do not feel that the impact of COVID-19 will be overly detrimental to SCAA. Some of our activities will change to meet the public health measures in place, notably



Archives Advisor site visits, in person workshops, and potentially our Archives Week activities for Feb 2021. Thankfully many of our processes were already adapting to facilitate more offerings at a distance including online webinars and online board meetings. We feel that SCAA will continue to be able to function and provide all of our regular services (although perhaps in adjusted ways) to our members despite the pandemic.

While SCAA is still in good shape as an organization despite COVID-19, we know that many of our members are not. The closure of services has affected many of you, and the downturn in the economy that is following will also have an impact. Advocacy and support for archives and for our province's history remains an important part of what SCAA does. Please reach out to us if you need assistance or if you are aware of any decisions that might be detrimental to archives in our Province. Over my two terms as President I have had to unfortunately write several letters in support of local archives facing challenges. While this has not always met with success, I know every little bit helps.

In sum, I would like to thank all those who continue to serve as staff or volunteer on the board and committees; SCAA remains a valuable association for supporting archives throughout Saskatchewan because of all of your hard work.

Respectfully submitted,

Jeremy Mohr





## Treasurer's Report, 2019-20

For the 2019-20 fiscal year, we realized a surplus of about \$8500. Although our surplus is significantly higher than last year, we were still able to expend our entire SaskCulture grant.

2019-20 presented two major challenges to the SCAA budget that we did not foresee at the start of this year: the termination of our b-creative contract and COVID-19.

### b-Creative Group Contract Termination

The SCAA was notified in the fall of 2019 that our contract with b-Creative would be terminated as of December 31, 2019. The Board decided that rather than hiring another association management firm, we would hire an Executive Director to work directly for the SCAA. Under our b-Creative contract, not all of the money that was paid to b-Creative went directly to the salary of our Executive Director. Some of the other services which were built into the b-Creative fee included copying, accounting, insurance, communications and IT services and, of course, the services of the management of b-Creative. Because we are no longer paying for these additional services, we are able to devote more of our budget directly to the Executive Director's salary. In addition, our Executive Director was willing to work from a home office, which saved on rent expenses. So, with these additional funds, the SCAA was able to provide a competitive hourly wage and increase the hours of work of our Executive Director position while spending close to the same amount as the former b-Creative contract. These changes were designed to increase the capacity of the Executive Director position as a support to the Board and to make the position more attractive to potential candidates. In January 2020, the Executive Director's hours of work increased from 20 hours per week to 25.

Even though we were able to balance the b-Creative expenses and the new Executive Director salary, there were also additional expenses related to the transition including moving expenses, office equipment purchase, post office box rental, file storage fees and content insurance.

### COVID-19 Impact

COVID-19 did not impact our operations until the last month of this fiscal year so its impact on our overall budget this past year was relatively small. We had to cancel a workshop scheduled for the end of March due to the virus. This cancellation resulted in less workshop revenue but also less workshop expenses. Our Archives Advisor also had to cancel a number of his planned site visits in March. This cancellation resulted in his travel budget being under expended this year.

The primary sources of this year's surplus were:

- Additional Revenue of \$1280
  - Our membership fees were up slightly this year
  - Our workshops were well attended so we earned over \$4000 in total workshop fees
- Rent: Total under-expenditure of \$1047
  - When the b-Creative contract was terminated, SCAA moved from a rented office space to a home office space as a result there were no rental fees for January to March 2020.
- Archives Week: Total under-expenditure of \$2282
  - Venue/Food and other costs were the primary area where funds were underspent. This line was underspent by \$1452 because the Regina venue had no rental expenses and the Saskatoon venue did not invoice its rental costs before it closed due to COVID-19.
- Professional Development: Total under-expenditure of \$3918
  - Cancelled workshop in March meant the PD travel fund (for SCAA events) was under-utilized this year.
- Institutional Grants Program: Total under-expenditure of \$9698
  -



- Two IGP applications were withdrawn before this fiscal year started so this created an unexpected surplus. The original amount budgeted for IGP in 2019-20 was \$42,000. Because the grants were returned before the fiscal year started, the Board amended the budget to move this money to other areas and lower the IGP budget to \$33,000.
- Archives Advisor Travel: Total under-expenditure of \$1609
  - Site visits planned for March were cancelled due to COVID-19.

The primary additional expenses this year were:

- Accounting/Legal fees: Overspent by about \$600
  - Accounting fees were previously included in b-creative contract.
- Office Supplies/Courier/Postage fees: Overspent by \$1544
  - These were additional expenses related to the b-Creative contract termination including the purchase of computer equipment, post office box rental fees, moving costs and IT setup.
- SAIN upgrade: \$5000
  - This was a one-time expense to cover a portion of the cost to merge the two SAIN databases.

### **2020-21 Budget**

This budget year represents “year one” of our three year budget cycle. When we submitted our funding request in the fall of 2019 to SaskCulture we asked for a grant increase of about 4%, 2%, 2% over three years. We received an increase of 4%, 0%, and 0% so we do have a larger grant to work within 2020-21 than we did this past year.

The main changes compared to the 2019-20 budget are:

- Increase in Executive Director Services expenses.
  - With the additional funding, the Board has decided to increase the hours of work of the Executive Director from 25 to 30 hours per week.
- Increase in Accounting and Legal.
  - Accounting fees were previously included in the b-Creative contract.
- Decrease in AGM expenses.
  - No venue, catering, or travel costs with AGM this year due to COVID-19.
- Increase in Office Supplies, Courier, Postage.
  - Computer equipment is due to be replaced this year.
- *Unforgettable* Book Project funding added.
- Decrease in Professional Development Travel Subsidies due to COVID-19.

I would like to thank our Executive Director, Gloria Bearss, for all of her help and guidance this year with the finances. She and I spent many hours developing and discussing our three year funding request to SaskCulture and going through monthly statements all through the past year. Thanks to Gloria, it's been a very positive experience. I would also like to thank our outgoing President, Jeremy Mohr, for his assistance and guidance this year – particularly in developing a new budget plan after our b-Creative contract ended. It was a busy year for the Treasurer but both Gloria and Jeremy made it an excellent experience for me.

Bonnie Dahl, Treasurer  
May 26, 2020





## Governance Report, 2019-20

Members: Jeremy Mohr (Chair), Donald Johnson, Tim Hutchinson, Gloria Bearss

Governance work continues to be a key activity for SCAA. At times it can seem tedious but it allows our association to function more efficiently and to focus the time of our staff and board on more productive activities. We have already reaped the benefits of previous governance changes and plan on keeping this work as a regular SCAA activity.

For 2019-20 the Committee began work on a revised travel policy for the board, staff, and committees. A more streamlined policy emerged that should ease some of the administrative burden on staff and volunteers when tracking travel expenses, while providing clearer guidelines on allowable expenses. This notably occurred after it was determined that SCAA could still be reimbursed for GST on per diem meal expenses even without receipts.

The Committee next turned to creating an email voting policy for the Board. Over the past few years the Board has unfortunately had to make several email decisions due to tight time constraints and when availability for teleconferences or other meetings has proven to be problematic. Distance voting like this is a somewhat grey area under existing legislation governing non-profits, but despite this has become a reality of our times. The new email voting policy provides clear guidelines on when these types of votes can take place, when they should not, and how they should be properly documented. In many respects the policy that emerged reflected our common practices, but having a clear policy will provide continuity and appropriate justification and background for future boards when navigating this issue.

The Committee was unfortunately not able to address two key action items this past year, largely due to time constraints I had as chair from my other duties as President of SCAA. While we had discussed changes to the Education Committee structure and how workshops are planned, we were unable to hold our planned meeting with the Education Committee and to create new draft terms for them. As well, SCAA had planned on reviewing our data gathering practices and analysing how data is used in our association. This activity and the above will be passed on for future consideration.

Finally, with the impact of COVID-19, the Governance Committee was asked to review how this might affect our AGM. After a review of our constitution it was determined that virtual AGM's were technically possible, however, our Constitution had a requirement for in-person secret ballot voting. The Committee have created new draft by-laws to address this and allow for distance AGM's while maintaining the sanctity of secret ballot votes. As well, further by-law changes were proposed in the event SCAA wishes to revise its fiscal year. While no changes are planned at the moment, having the authority and flexibility for a future board to modify this would be beneficial.

Thank you to all the hard work, analysis and expertise provided by all of the Governance Committee members over this past year.

Sincerely

Jeremy Mohr





## Grants Committee Report, 2019-20

### 2020-2021 Project Year

*Chair:*

Shepherd, William  
(Swift Current Museum)

*Members:*

Dahl, Bonnie (University of Saskatchewan)  
Fisher, Laurie (Provincial Archives of Saskatchewan)  
Mohr, Jeremy (Provincial Archives of Saskatchewan)  
Vajcner, Mark (University of Regina)

*SCAA Staff Representative:*

Cameron Hart (Archives Advisor)

\*\*\*

*IGP Details:*

Available Funding: \$45,000  
Applications Received: 11  
Funding Requested: \$48,878.79

Applications Approved: 11  
Funding Approved: \$44,564.63\*

\*Not all aspects of each application qualified.

<i>Institution:</i>	<i>Application Project:</i>	<i>Funding Approved:</i>
Dancing Sky Theatre	DST History & Archival Project	\$2,108.88
Saskatoon Public Library Local History Room	Freezing of the Leonard Hillyard Negative Collection	\$4,983.94
Lloydminster Regional Archives	Saving and Sharing Midwest's Televised History - Phase 7	\$4,830.00
Prince Albert Historical Society	Upgrading Archival Storage	\$5,000.00
Archives of the Humboldt & District Museum & Gallery	Finding Aid Production, Inclusion on SAIN & Digitization of the Graphic Arts	\$5,000.00
Provincial Archives of Saskatchewan	Association Jeunesse Fransaskoise Inc fonds Project	\$5,000.00
Melfort & District Museum	Archival Room - Phase 2	\$3,670.00
Whitewood Tourism & Heritage Association Incorporated	Whitewood Archival Project	\$5,000.00
Indian Head Museum Society	New Archives Development - Material & Supplies	\$2,333.51
Indian Head Museum Society	New Archives Development - YCW Student	\$2,441.53
Muskeg Lake Cree Nation	Wahkotowin - MLCN Community Archives	\$4,196.77

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*Committee Dates:*

30 September 2019 (Application Deadline)  
9 October 2019 (Initial Adjudication Meeting)  
4 November 2019 (Revised Application Deadline)  
15 November 2019 (Additional Adjudication Meeting)  
10 December 2019 (Recommendations to SCAA Board)  
13 March 2020 (Final Recommendation to SCAA Board)

A special thanks is sent to all volunteers on the Grants Committee, and Cameron Hart for his participation on the Committee this past year.

William Shepherd  
*Grants Committee Chair*



## Education Committee Report, 2019-20

The members this year were Jennifer Fitzpatrick (Humboldt and District Museum Archives), Ailsa Hedley Leftwich (Chair; Canadian Baha'i Archives), Lisa Long (Provincial Archives of Saskatchewan) and Jeff O'Brien (City of Saskatoon Archives).

Plans for this year were disrupted by the COVID-19 pandemic, but we managed to have one workshop completed and others prepared for when public health restrictions may lift. Additionally, thought has been given to, and movement made towards pursuing, online offerings.

1. The Archives for Indigenous Organizations workshop, presented by Lisa Glandt, AABC Advisor, was held January 28-29, 2020 at the Western Development Museum.
2. A Privacy Roundtable workshop that was scheduled for late March in Regina has been postponed, pending loosening of public health regulations or reconfiguring it for online delivery.
3. A webinar on the rollout of the new merged SAIN is planned for the late summer, for users of SAIN. More details will be made available at the AGM.

Discussions amongst the committee and the Board, for offerings this coming year, with great focus on webinars, include:

- A workshop on research in Archives, aimed at the public that would be periodically offered for anyone not just members of SCAA.
- Emergency Planning
- Regular online "Lunch and Learn" sessions, similar to the "Show and Tell" sessions at the AGM, where members of the archival community can meet and share what they've been working on, give a virtual tour of the archives, give insight into research or problems they've been trying to solve, etc.

We would like to thank all the Committee members for their creativity thinking outside the box, time and effort this year!

Ailsa Hedley-Leftwich



## Public Awareness Committee Report, 2019-20

### Members:

Cheryl Avery  
Ken Dahl  
Stevie Horn (chair)

The main focus of the Public Awareness Committee over the past year has been continued work on 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.

### This year we:

- Reaffirmed that the publisher (University of Regina Press) seems to have a continued interest
- The committee has combed through the editor's selections and would like to accept them as-is, with a few exceptions where losing the article would mean losing the institution entirely out of the book project. A spreadsheet has been compiled of articles and assessments. This will be passed on as a working document to next year's committee.

### Next steps:

- Re-writing a few of the articles so that they are ready to be included.
- Contacting those whose articles will be included (and those who won't)
- Finding a photographer who can work with URP's design team.
- Working with institutions to develop an efficient method whereby the photographer can capture images of unforgettable holdings.

Stevie Horn





## Diversity Working Group Final Report, 2019-20

The diversity working group members for 2019-2020 were Angélique Tardivel (co-chair), Christine Charmbury (co-chair), Leesha Cowan, Melissa Munro and Tammy Vallee.

The focus of the Diversity Working Group has been to look for ways to implement and support the SCAA's Diversity Plan (last updated January 9<sup>th</sup>, 2018). Another tool developed to support the Diversity Plan is the "Diversity Directory" – a listing of groups and organizations that represent the interests of Saskatchewan's diverse communities throughout the province. This listing could likely use a refresh next year (2020-2021), and a plan to ensure it is kept up to date and relevant.

The main work of the group this year was in supporting Ailsa Hedley-Leftwich, chair of the Education Committee, to organize the "Archives 101: Archival Practices for Indigenous Organizations" that took place January 28-29, 2020 at the Western Development Museum in Saskatoon. Angelique Tardivel reached out to Lisa Glandt, the Education and Advisory Services Coordinator for the Archives Association of British Columbia, who has experience in delivering this type of workshop to Indigenous communities. Angelique also requested input from Jessica Generoux from the Saskatchewan Indigenous Cultural Centre on the planned workshop, and she provided some valuable feedback – including advice regarding having an elder present at the workshop. The workshop was well attended and was a good learning experience for us regarding how to coordinate future workshops aimed at specific cultural communities or audiences. It would be problematic to make the scope of these workshops too narrow, but we are on the lookout for more potential learning opportunities that could be broadly applicable to a number of diverse communities in our province.

The group also had some conversations about how to promote and encourage archival practices and knowledge in diverse communities, and the working group came up with the idea of a promotional pamphlet targeted to these communities. Unfortunately, we were unable to have another meeting to follow up on this idea, but this should be revisited and discussed by the working group next year.

Another area of interest that should be examined by the group in the upcoming year is some of the new work being done with addressing outdated and culturally inappropriate archival descriptions. The Association for Manitoba Archives worked in consultation with Indigenous communities in Manitoba to create more appropriate terminology and descriptions to describe archival records, and they have provided a list of the additions, changes and deletions that they made to the Library of Congress Subject Headings relating to Indigenous peoples (<https://main.lib.umanitoba.ca/indigenous-subject-headings>). The Saskatchewan Multi-Type Library is also embarking on a similar project related to updating antiquated and inappropriate library descriptions – they put a call out for volunteers and have their own working group on this subject.

Although we were not able to meet as often as we would have liked this year, we were happy with the outcome of the Archival Practices for Indigenous Organizations workshop, and with some of our ideas for future development, mentioned above. I would be happy to carry on with this group in the upcoming year and would encourage anyone interested in joining the group to consider it – the more perspectives on diversity we have, the better our group can function and reach out to the communities we are trying to include.

Christine Charmbury, Co-Chair





## Executive Director Report, 2019-20

In this time of disruption that we are all experiencing, dealing with the impact COVID-19 has had on every aspect of our lives has been discomfoting. Society has undergone rapid transformations in how we live, work, and play – all in the span of a few weeks. Many of your institutions have had to close their doors to the public, while others are working hard from home, keeping your children, and parents in many cases, safe and cared for. No easy feat.

A crisis can also be an opportunity to demonstrate and strengthen relationships from within. We all have had to adapt to this new reality in one way or another, and with many uncertainties still existing, SCAA wishes to thank all members for your ongoing patience, understanding, cooperation and flexibility as we continue to adjust to our current circumstances. SCAA is actively addressing challenges that we will continue to face in the months ahead; and are also developing a framework for our future activities so as to ensure the health and safety of all members of our community. More to come as these plans evolve!

Even before the outbreak of the pandemic, 2019-20 was a boisterous year in terms of planning and change. In December 2019, SCAA submitted a new 3 year Annual Global Funding application to our major funder SaskCulture, which included new Strategic and Operational Plans. By early April the adjudications were complete, and we were informed that our application for funding was successful. On behalf of SCAA and all it members, I want to extend a huge thank you to SaskCulture and staff. They not only provide SCAA with funding to keep us serving the archival community, but offer advice, support and guidance throughout the year. They have worked exceptionally hard and have been a lifeline through these past trying months. The year closed with another major change affecting the organization. After many years, b-Creative Group's business model changed, and they were no longer able to provide outsourced management services beyond December 31<sup>st</sup>, 2019. After the application process, I was very thankful to be the successful candidate for the position of Executive Director; and to continue my work with the SCAA team. It was a bit of a hectic office move-out/home office move-in scenario over the holiday season, but it was fortunate that I was already setup and operating when the pandemic crisis arose.

As I review the past year, it's clear that as members of SCAA you are very well served. The quality of leadership is outstanding and is present in the exceptionally dedicated Executive, Board and Committees, of which accomplishments are many and the commitment to excellence has been demonstrated in many ways this past year. They are working to prepare for future changes and for programs to resume as the situation allows.

Good governance is a continuing task; the direction of the Governance Committee to date has resulted in the building of a strong framework which ensures that the SCAA can operate efficiently and focus on its mandates.

The Grants Committee continues their excellence with another year of institutional grants adjudications. The Public Awareness Committee continues the vast undertaking of working towards the next step of the "Unforgettable" book project.

Our programming recognizes the importance of working in partnership with Indigenous leadership to support immediate and longer-term archival needs; SCAA's Diversity Group continues to be committed to the growth of stronger, more sustainable relationships with Indigenous communities as well as other minority groups. They have worked in collaboration with Education Committee, who strive to deliver high quality workshops and services to members and the public. With the necessary cancellation of a workshop in March due to COVID, the Education Committee have had to pivot and re-assess their offerings for the remainder of the year. In an era of physical distancing and enhanced virtual offerings, planning for further activities will be pursued and barriers to engagement considered.

The Nominating Committee worked rigorously to prepare a strong slate of Directors; while the Audit Committee went through a robust process of reviewing and approving the financial statements for the past year.



I am humbled to work with such a dedicated, professional and talented group. Their commitment is unwavering as they ensure SCAA remains accountable, transparent, and continues to fulfill the expectations and needs of its members.

A very special thanks to our departing President Jeremy Mohr, to which I am grateful for his continued guidance and support; and his wise counsel and patient advice throughout his 4 years at the helm. Presidency is the toughest volunteer role of all, and Jeremy has tirelessly given his time and resources to advancing SCAA, and performed the role with dedication and tenacity. He has distinguished himself as a true leader, and I'm sure I speak on behalf of the entire Board, staff and membership of SCAA when I say that his efforts are immensely appreciated. It's a pleasure to see that he has put his name forward for the position of Member at Large for the coming year, where he can continue to share his knowledge and expertise.

Another hard-working member of the SCAA team that deserves recognition is Archives Advisor Cameron Hart, who completed his 10<sup>th</sup> year of service to SCAA in 2019. Although the site visits were curtailed in early 2020 due to the pandemic, his outreach continues by his mission to contact each and every institutional member of SCAA to provide support and answer any questions during these difficult times. His expertise and dedication also extends to his other areas of work, and I thank him for his co-operation in our combined efforts.

In closing, I express my gratitude to all the members who support our work of preserving and sharing archives in the province; by participating in events, workshops and grant programs, and by contributing to the "Outside the Box" Blog. I hope that you feel comfortable contacting myself or Cameron with any ideas, suggestions or concerns as we hopefully move forward into better times.

I hope that you and your families remain healthy and strong, and I wish you all a happy and revitalizing summer!!

Respectfully Submitted,

Gloria Bearss





## Archives Advisor Report, 2019-20

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

Visits were made to many of our current members, but SCAA saw some new and returning members join in the past year from:

- **Muskeg Lake Cree Nation** (returning)
- **Office of the Treaty Commissioner**
- **Alcoholic Anonymous Archives for Area 9** (Saskatchewan)
- **Regina Little Theatre Society** (yet to be visited)
- **South-West Oldtimers' Museum and Archives** (Maple Creek) (returning) (yet to be visited)

### 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.**

**2019-20 Totals were: Total = 6409; Members = 4291; Non-Members = 2118**  
**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**

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.

- Early April was occupied with helping organize the workshop presented by **Ern Bieman from CCI** in Moose Jaw on Digital Preservation. Later April was occupied with the AA's holiday. 😊
- May saw the attendance of the AA at three of the five Regional Heritage Fairs in Moose Jaw, Regina and Saskatoon. The AA usually attends the Swift Current fair as well but, it was held at the same time as the SLA Conference (Libraries) in Saskatoon. Attendance was made to the Provincial Heritage Fair in Regina in later May though.
- May also included, as mentioned, attendance the SLA conference tradeshow in Saskatoon as well as full participation in the **2019 SICC ē-micimināyakik Gathering**, which SCAA helped sponsor. It also took place in Saskatoon.
- June started out with the AA attending the ACA Conference and workshops. in Toronto and ended with the SCAA AGM in North Battleford.
- July saw the beginning of talks to merge the two SAIN databases, though this idea had always been in our plans, AtoM has just made it possible.
- In August the initial call went out for the Institutional Grant Program (IGP) for projects in the 2020-21 fiscal year. Work also began to prepare the data on SAIN to begin merging.
- September saw the beginning of the data freeze on SAIN and the beginning of the migration. Bi-weekly conference calls also began between SCAA, the U of S, and Artefactual, the company that initially created AtoM.
- October began with the deadline for the submission of applications to the IGP and the initial adjudication.



- 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. The final IGP adjudication after "questions of clarification" were answered was also realized. Thank you to **William** and the Grants committee for all their work.
- During January, with help of **Gloria**, AW postcards, bookmarks and posters were distributed to members. Arrangements for AW events were finalized. We also worked feverishly to organize having **Lisa Glandt** in from BC to conduct a workshop for SCAA titled "Archives 101: Archival Practice for Indigenous Organizations." Thank you again Gloria.
- February saw the participation of the AA in AW events and the evaluation of them post AW.
- March began with the optimism of completing the merge of data of SAIN into a single database and the project was scheduled to conclude at the end of the month with the new "MemorySask - SAIN" merged database to be publicly launched. Site-visits were planned to Lloydminster, North Battleford, Rosetown, Biggar, Regina, Moose Jaw, Swift Current and Maple Creek to "talk it up" and get members to begin using SAIN more in their work. However, due to the COVID-19 outbreak the launch has been postponed and AA only made it to Lloydminster!

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

- 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 several of the Heritage Fairs as a judge. In addition to \$250 support from **PAS**, the AA helps award a \$500 bursary for the Archives Award organized by **Heritage Saskatchewan**.
- 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.
- Maintaining a "friends list" to update the general public on archival activities in their community, also using the program "Mail Chimp".
- Using Facebook and other Social Media such as YouTube, Twitter and the SCAA blog "Outside the Box" to help in promoting archives and for SCAA projects.
  - The General Facebook "Non-profit Page," has reached **682 "likes"** up from **565** at this time last year. So in conjunction with other tools, it has brought archives to the attention of the public.

### **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**).

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

With the SAIN merge project concluded at the end of March, and the public launch of the new "MemorySask - SAIN" merged database postponed, as the U of S's IT staff, who host the database, are dealing with other priorities at this time.

The SCAA felt it was important for members to be able to add/edit data on the new DB even though it wasn't public. Therefore, the SCAA and U of S have made temporary hosting arrangements with Artefactual. This will allow members to begin to contribute to the new database and can help facilitate some of our members to work from home. Thank you so very much to **Tim Hutchinson** for getting this alternative established. Once the U of S is able to take on the hosting for us once again, we will be announcing the public launch of the DB.

As travel is restricted and site-visits to members needing additional arrangements are on hold, a majority of the AA's advising has been by phone, email and in a few cases text messaging. Plans to utilize webinar options are in the works and hope to be implemented soon.





### **2020-21 Plans**

In reports from years past this has been the section I inform you of the AA's plan for the coming year. However, it is difficult with the plans of others in flux as well. I can inform you though, that the AA does plan to continue to expand those relationships already established and create new ones to benefit SCAA and its' membership.

As in last year's AGM report, I want to extend my sincere gratitude to the Board and Gloria, for their patience with me. Even as they deal with things in their own lives and we all adjust to this new normal, it is a great relief to know I am supported.

**Submitted on June 2, 2020**  
**By Cameron Hart, SCAA Archives Advisor**





## Nominations Committee Report, 2019-20

As of June 1, the Nominations Committee has received the following nominations for the Board:

**President (2 year term) – 1 position available:**

Mark Vajcner, University of Regina, Regina

**Member at Large (2 year term) – 3 positions available:**

Jeremy Mohr, Provincial Archives of Saskatchewan, Regina

William Shepherd, Swift Current Museum, Swift Current

Jennifer Fedun, City of Yorkton Archives, Yorkton

**Member at Large (1 year term) – 1 position available:**

Christine Charmbury, Metis Nation of Saskatchewan, Saskatoon

The call for nominations is still open. Members are invited to submit nominations for the above positions to the Nominations Committee, via Bonnie Dahl, Chair, [bonnie.dahl@usask.ca](mailto:bonnie.dahl@usask.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:

Vice-President: Stevie Horn, Saskatoon Public Library, Local History, Saskatoon

Treasurer: Bonnie Dahl, University of Saskatchewan, Saskatoon

Member at Large: Donald Johnson, Provincial Archives of Saskatchewan, Regina

Submitted by the 2019-20 Nominations Committee,

Bonnie Dahl (Chair)

Stevie Horn

Donald Johnson

With Assistance from Cameron Hart, Archives Advisor



**Appendix 1**  
**Saskatchewan Council for Archives & Archivists**  
**Audited Financial Statements**  
**March 31, 2020**

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**FINANCIAL STATEMENTS**  
**MARCH 31, 2020**



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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, 2020 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, 2020 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**

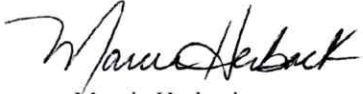
My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that 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 27, 2020

  
Marcia Herback  
CPA, CA

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT MARCH 31, 2020**  
 (with comparative figures for 2019)

	2020	2019
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents (Note 3)	\$ 166,388	\$ 157,176
Accounts receivable	138	112
GST receivable	1,626	1,660
Prepaid expenses	<u>1,117</u>	<u>5,389</u>
	<u>\$ 169,269</u>	<u>\$ 164,337</u>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Accounts payable and accrued liabilities	\$ 9,653	\$ 12,932
Deferred revenue	<u>94,879</u>	<u>95,230</u>
	104,532	108,162
<b>NET ASSETS</b>		
Unrestricted funds	<u>64,737</u>	<u>56,175</u>
	<u>\$ 169,269</u>	<u>\$ 164,337</u>

See accompanying notes

Approved on Behalf of the Board of Directors:

Bonnie Dahl Director  
[Signature] Director



**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**STATEMENT OF OPERATIONS AND NET ASSETS**  
**FOR THE YEAR ENDED MARCH 31, 2020**  
**(with comparative figures for 2019)**

	2020	2019
<b>Revenue</b>		
Membership fees	\$ 5,735	\$ 5,140
Workshop registration fees	4,145	350
Donations	425	435
Grants and contributions:		
- Saskatchewan Lotteries Trust Fund	184,000	184,000
Interest and other income	160	272
	<u>194,465</u>	<u>190,197</u>
<b>Expenses</b>		
Management contract and salary	<u>43,335</u>	<u>40,888</u>
Administration		
Accounting and legal	3,422	2,673
Bank charges	161	437
Governance and strategic planning	3,590	-
IT Support	347	1,329
Insurance	84	64
Membership	601	201
Miscellaneous	885	1,975
Office supplies, courier and postage	2,444	1,068
Printing and photocopying	222	343
Rent	3,258	3,914
Telephone	1,582	1,493
	<u>16,596</u>	<u>13,497</u>
Travel and Meetings		
Board and committees	2,507	2,737
Annual general meeting	2,127	685
	<u>4,634</u>	<u>3,422</u>
Programs and Projects		
Archives week and public awareness (Schedule 1)	5,018	11,407
Saskatchewan Archival Information Network	5,000	-
Professional Development (Schedule 1)	11,383	5,214
Archives Advisor	67,335	66,127
Conference sponsorship	300	-
Institution funding	32,302	43,948
	<u>121,338</u>	<u>126,696</u>
	<u>185,903</u>	<u>184,503</u>
<b>Excess of revenues over expenses (deficiency)</b>	8,562	5,694
<b>Net assets, beginning of year</b>	<u>56,175</u>	<u>50,481</u>
<b>Net assets, end of year</b>	<u>\$ 64,737</u>	<u>\$ 56,175</u>

See accompanying notes

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED MARCH 31, 2020**  
**(with comparative figures for 2019)**

	2020	2019
<b>Operating activities</b>		
Excess of revenues over expenses (deficit)	\$ 8,562	\$ 5,694
Net change in non-cash operating working capital balances		
Accounts receivable	(26)	(112)
GST receivable	34	(12)
Prepaid expenses	4,272	(5,389)
Accounts payable and accrued liabilities	(3,279)	3,419
Deferred revenue	(351)	365
<b>Increase in cash</b>	9,212	3,965
<b>Cash position, beginning of year</b>	<u>157,176</u>	<u>153,211</u>
<b>Cash position, end of year</b>	<u>\$ 166,388</u>	<u>\$ 157,176</u>

See accompanying notes

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**MARCH 31, 2020**

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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 \$17,612 (2019 - \$17,525) held in a Royal Bank GIC earning interest at 0.5% (2019 - 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>2020</u>	<u>2019</u>
Sask Lotteries Trust Fund	\$ 92,000	\$ 92,000
Workshop registration	-	100
Membership fees	<u>2,879</u>	<u>3,130</u>
	<u>\$ 94,879</u>	<u>\$ 95,230</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, 2020**

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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, 2020:

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 2019.

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 2019.

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 2019.

**7. Subsequent event**

Prior and subsequent to March 31, 2020, financial markets have been negatively impacted by the novel Coronavirus or COVID-19, which was declared a pandemic by the World Health Organization on March 12, 2020. This has resulted in significant economic uncertainty and the Organization is monitoring its operations and assessing the impact COVID-19 will have on its activities. Accordingly it is difficult to reliably measure the potential impact of this uncertainty on the Organization.

**8. 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, 2020**  
**(with comparative figures for 2019)**

	Schedule 1	
	<u>2020</u>	<u>2019</u>
<b>Archives week and public awareness</b>		
Advertising and media	\$ 321	\$ 366
Archives Week grants	1,480	1,180
Events - promotion	2,341	2,748
Events - other costs	298	1,350
Sask Youth Heritage Fairs	250	250
Other AW and public awareness	328	2,013
Unforgettable book project	-	3,500
	<u>\$ 5,018</u>	<u>\$ 11,407</u>
<b>Professional development</b>		
Facilities rental	\$ 1,311	\$ 489
Instructor	2,769	600
Instructor travel and expense	1,160	-
Other professional development costs	353	-
Travel subsidies general	4,371	3,180
Travel subsidies SCAA events	1,419	945
	<u>\$ 11,383</u>	<u>\$ 5,214</u>



Appendix 2

**Appendix 2**  
**2020-21 Budget with 2019-20 Actuals**



**Saskatchewan Council for Archives & Archivists**

**Fiscal Year: April 1, 2020 - March 31, 2021**

	Approved Budget 2018-19	Audited Actuals 2018-19	Approved Budget 2019-20	Audited Actuals 2019-20	Approved Budget 2020-21
<b>REVENUE</b>					
Saskatchewan Lotteries	\$ 184,000	\$ 184,000	\$ 184,000	\$ 184,000	\$ 191,000
Membership Fees	\$ 6,200	\$ 5,140	\$ 5,600	\$ 5,735	\$ 5,600
Workshop Registration Fees	\$ 3,000	\$ 350	\$ 3,000	\$ 4,145	\$ 3,000
Donations	\$ 650	\$ 435	\$ 300	\$ 425	\$ 300
Interest and other income	\$ 200	\$ 272	\$ 125	\$ 160	\$ 200
<b>Total Revenue</b>	<b>\$ 194,050</b>	<b>\$ 190,197</b>	<b>\$ 193,025</b>	<b>\$ 194,465</b>	<b>\$ 200,100</b>
<b>EXPENSES</b>					
Association Management Contract	\$ 40,338	\$ 40,388	\$ 43,364	\$ 33,335	\$ -
Executive Director Services	\$ -	\$ -	\$ 500	\$ 10,000	\$ 49,059
<b>General Administration</b>					
Accounting & Legal	\$ 2,825	\$ 2,673	\$ 2,820	\$ 3,422	\$ 3,750
Bank Charges	\$ 320	\$ 437	\$ 220	\$ 161	\$ 250
Governance / Strategic Planning	\$ -	\$ -	\$ 3,675	\$ 3,590	\$ -
Insurance	\$ 25	\$ 64	\$ 90	\$ 84	\$ 360
IT Support	\$ 1,200	\$ 1,329	\$ 800	\$ 347	\$ 625
Membership	\$ 550	\$ 201	\$ 600	\$ 601	\$ 601
Miscellaneous / Contingency	\$ 600	\$ 1,975	\$ 500	\$ 885	\$ 800
Office supplies, courier and postage	\$ 700	\$ 1,068	\$ 900	\$ 2,444	\$ 3,000
Printing and photocopying	\$ 250	\$ 343	\$ 300	\$ 222	\$ 300
Rent	\$ 3,914	\$ 3,914	\$ 4,305	\$ 3,258	\$ -
Telephone & Internet	\$ 1,493	\$ 1,493	\$ 1,583	\$ 1,582	\$ 1,700
<b>Total General Administration</b>	<b>\$ 11,877</b>	<b>\$ 13,497</b>	<b>\$ 15,793</b>	<b>\$ 16,596</b>	<b>\$ 11,386</b>
<b>Travel &amp; Meetings</b>					
Board & Committees	\$ 1,600	\$ 2,737	\$ 2,000	\$ 2,507	\$ 2,400
Executive Director	\$ 250	\$ 500	\$ -	\$ -	\$ -
Regional Meetings	\$ 250	\$ -	\$ -	\$ -	\$ 400
Annual General Meeting	\$ 1,000	\$ 685	\$ 1,800	\$ 2,127	\$ 500
<b>Total Staff and Board Travel Expenses</b>	<b>\$ 3,100</b>	<b>\$ 3,922</b>	<b>\$ 3,800</b>	<b>\$ 4,634</b>	<b>\$ 3,300</b>
<b>Programs and Projects</b>					
<b>Archives Week &amp; Public Awareness</b>					
AW Events - Promotion and printing	\$ 2,500	\$ 2,748	\$ 2,600	\$ 2,341	\$ 2,750
AW Events - Advertising and media	\$ 500	\$ 366	\$ 500	\$ 321	\$ 500
AW events - Other costs	\$ 1,750	\$ 1,350	\$ 1,750	\$ 298	\$ 1,500
Sask Youth Heritage Fairs	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
Archives Week Grants	\$ 1,600	\$ 1,180	\$ 1,600	\$ 1,480	\$ 1,600
Other Public Awareness Costs	\$ 500	\$ 2,013	\$ 600	\$ 328	\$ 600
SCAA Unforgettable book project	\$ 5,000	\$ 3,500	\$ -	\$ -	\$ 2,000
<b>AW &amp; PA sub-total</b>	<b>\$ 12,100</b>	<b>\$ 11,407</b>	<b>\$ 7,300</b>	<b>\$ 5,018</b>	<b>\$ 9,200</b>
<b>Saskatchewan Archival Info Network</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>
<b>Professional Development</b>					
PD Instructors	\$ 3,000	\$ 600	\$ 3,000	\$ 2,769	\$ 3,000
PD Instructors - travel & expenses	\$ 2,500	\$ -	\$ 2,000	\$ 1,160	\$ 2,000
PD facilities & catering	\$ 800	\$ 489	\$ 1,500	\$ 1,311	\$ 1,500

	Approved Budget 2018-19	Audited Actuals 2018-19	Approved Budget 2019-20	Audited Actuals 2019-20	Approved Budget 2020-21
Travel Subsidies - SCAA Events	\$ 4,000	\$ 945	\$ 4,000	\$ 1,419	\$ 2,000
Travel Subsidies - Non-SCAA events	\$ 3,200	\$ 3,180	\$ 4,800	\$ 4,371	\$ 3,000
Other PD costs	\$ -	\$ -	\$ -	\$ 353	\$ 500
<b>Professional Development sub-total</b>	<b>\$ 13,500</b>	<b>\$ 5,214</b>	<b>\$ 15,300</b>	<b>\$ 11,383</b>	<b>\$ 12,000</b>
<b>Conference Sponsorship</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 300</b>
<b>Institutional Funding</b>	<b>\$ 47,000</b>	<b>\$ 43,948</b>	<b>\$ 33,000</b>	<b>\$ 32,302</b>	<b>\$ 45,000</b>
<b>Archives Advisory Services</b>	<b>\$ 67,311</b>	<b>\$ 66,127</b>	<b>\$ 69,526</b>	<b>\$ 67,335</b>	<b>\$ 69,818</b>
<b>Total Programs and Projects</b>	<b>\$ 140,211</b>	<b>\$ 126,696</b>	<b>\$ 130,426</b>	<b>\$ 121,338</b>	<b>\$ 136,318</b>
<b>Total Expenses</b>	<b>\$ 195,526</b>	<b>\$ 184,503</b>	<b>\$ 193,883</b>	<b>\$ 185,903</b>	<b>\$ 200,063</b>
<b>SURPLUS/DEFICIT</b>	<b>\$ (1,476)</b>	<b>\$ 5,694</b>	<b>\$ (858)</b>	<b>\$ 8,562</b>	<b>\$ 37</b>



## Appendix 3

### List of Past SCAA Annual General Meetings

Year	Date	Location	Host Institution
2019	June 24	North Battleford	Allen Sapp Gallery
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