



SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS

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

***ANNUAL GENERAL MEETING 2021  
Friday, June 25, 2021***

***Via Videoconference (Zoom)***

***9:00 a.m. – 11:00 a.m.***





## Saskatchewan Council for Archives and Archivists ANNUAL GENERAL MEETING

Friday June 25, 2021 @ 9:00 a.m.  
Via Zoom Videoconference

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\*Immediately following the AGM, there will be a short meeting of the new Board of Directors via videoconference.



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

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

### **MINUTES**

#### **Present:**

Jamie Benson (Voting Delegate - Prince Albert Historical Museum, Prince Albert)  
Crista Bradley (Individual Member – University of Regina Archives and Special Collections, Regina)  
Christine Charmbury (Individual Member – Metis Nation Saskatchewan Registry, Saskatoon)  
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)  
Donald Duncan (Voting Delegate - Friends of the Lloydminster Regional Archives, Lloydminster)  
Jennifer Fedun (Voting Delegate - City of Yorkton, Department of Community, Parks & Recreation, Yorkton)  
Jennifer Fitzpatrick (Voting Delegate - Archives of the Humboldt & District Museum & Gallery, Humboldt)  
Dennis Garreck (SaskCulture Inc., Regina)  
Cameron Hart (Individual Member - Saskatchewan Council for Archives & Archivists, Saskatoon)  
Joe LeClair (Individual Member - Provincial Archives of Saskatchewan, Regina)  
Ailsa Hedley Leftwich (Individual Member - Canadian Bahai Archives, Saskatoon)  
Stevie Horn (Voting Delegate - Saskatoon Public Library Local History, Saskatoon)  
Tim Hutchinson (Voting Delegate - University of Saskatchewan Archives & Special Collections, Saskatoon)  
Donald Johnson (Individual Member – Provincial Archives of Saskatchewan, Regina)  
Madeleine McLuhan-Myers (Individual Member - Provincial Archives of Saskatchewan, Regina)  
Jeremy Mohr (Individual Member - Provincial Archives of Saskatchewan, Regina)  
Margaret Sanche (Voting Delegate – Roman Catholic Diocese of Saskatoon Archives, Saskatoon)  
William Shepherd (Voting Delegate - Swift Current Museum, Swift Current)  
Mark Vajcner (Voting Delegate - University of Regina Archives and Special Collections, Regina)  
Irene Zadnik (Individual Member – Provincial Archives of Saskatchewan, Regina)

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

#### **1. Introduction**

Jeremy welcomed everyone to our first ever virtual AGM.

Acknowledgement was given to Saskatchewan Treaties #2, 4, 5, 6, 8 and 10; traditional lands of the Woods Cree, Dené, Plains Cree, Sioux and Assiniboinan, as well as the traditional lands and territories of the Métis.

An introduction and instructions for the Adobe Connect platform were provided.

Due to Covid-19 pandemic gathering restrictions, an in-person meeting could not take place. Under the current constitution, virtual AGMs are not technically allowed. To alleviate this, constitutional changes can be made with a general meeting of the membership.

#### **2. Call to Order**

Jeremy Mohr (President) called the meeting to order at 10:11 a.m.



**3. Attendance** – above attendees were confirmed as being present.

**4. Approval of Agenda**

**MOTION: To approve the agenda as presented for the Bylaw Change Meeting.**

**Moved: Ailsa Hedley-Leftwich      Seconded: Crista Bradley      CARRIED**

**5. Bylaw Changes**

**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.

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

**MOTION: To approve Bylaw VII.6 as amended. (Friendly amendment - change "as" to "to" in second line.)**

**Moved: Stevie Horn      Seconded: Nadine Charabin CARRIED**

**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.

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

**Moved: Jamie Benson      Seconded: William Shepherd CARRIED**

**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 31st or as otherwise determined by the Board.

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

**Moved: Bonnie Dahl      Seconded: Joe LeClair CARRIED**



#### **4) Fiscal year**

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

The Annual General Meeting of the organization must be held no later than July 31st 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.

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

**Moved: William Shepherd Seconded: Donald Duncan CARRIED**

#### **6. Other Business - None**

#### **7. Adjournment**

**MOTION: To adjourn Bylaw Change Meeting.**

**Moved: Crista Bradley**



## Saskatchewan Council for Archives and Archivists ANNUAL GENERAL MEETING

Wednesday, June 24, 2020 @ 10:00 a.m.  
Virtual Meeting held via Adobe Connect & Teleconference

### MINUTES

#### Present:

Jamie Benson (Voting Delegate - Prince Albert Historical Museum, Prince Albert)  
Crista Bradley (Individual Member – University of Regina Archives and Special Collections, Regina)  
Christine Charmbury (Individual Member – Metis Nation Saskatchewan Registry, Saskatoon)  
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)  
Donald Duncan (Voting Delegate - Friends of the Lloydminster Regional Archives, Lloydminster)  
Jennifer Fedun (Voting Delegate - City of Yorkton, Department of Community, Parks & Recreation, Yorkton)  
Jennifer Fitzpatrick (Voting Delegate - Archives of the Humboldt & District Museum & Gallery, Humboldt)  
Dennis Garreck (SaskCulture Inc., Regina)  
Cameron Hart (Individual Member - Saskatchewan Council for Archives & Archivists, Saskatoon)  
Joe LeClair (Individual Member - Provincial Archives of Saskatchewan, Regina)  
Ailsa Hedley Leftwich (Individual Member - Canadian Bahai Archives, Saskatoon)  
Stevie Horn (Voting Delegate - Saskatoon Public Library Local History, Saskatoon)  
Tim Hutchinson (Voting Delegate - University of Saskatchewan Archives & Special Collections, Saskatoon)  
Donald Johnson (Individual Member – Provincial Archives of Saskatchewan, Regina)  
Madeleine McLuhan-Myers (Individual Member - Provincial Archives of Saskatchewan, Regina)  
Jeremy Mohr (Individual Member - Provincial Archives of Saskatchewan, Regina)  
Margaret Sanche (Voting Delegate – Roman Catholic Diocese of Saskatoon Archives, Saskatoon)  
William Shepherd (Voting Delegate - Swift Current Museum, Swift Current)  
Mark Vajcner (Voting Delegate - University of Regina Archives and Special Collections, Regina)  
Irene Zadnik (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 10:26 a.m.

2. Attendance – above attendees were confirmed as being present.

#### 3. Approval of Agenda

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

**Moved: Donald Duncan**

**Seconded: Cameron Hart**

**CARRIED**

#### 4. Approval of 2019 minutes

**MOTION: That the minutes of the 2019 SCAA Annual General Meeting be approved with the following amendment: add Jamie Benson, Prince Albert Historical Archives to those present.**

**Moved: Bonnie Dahl**

**Seconded: Ailsa Hedley-Leftwich**

**CARRIED**



## 5. Board Reports

**President's Report** – Jeremy summarized report as circulated in AGM package; and highlighted the many changes that occurred in 2019, including the successful AGF application. Jeremy thanked SaskCulture/SaskLotteries for their continued financial support. This is the end of his second term as President, and he thanked everyone for their hard work.

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

**Moved: Jennifer Fedun**

**Seconded: Joe LeClair**

**CARRIED**

**Treasurer's Report** – Bonnie summarized report as circulated in AGM package. The 2019-20 fiscal year ended with a surplus of approx. \$8500, which was higher than anticipated due to several factors. SaskCulture grant was fully expended, so no return of funds was necessary. Major unexpected challenges to the budget included termination of bCreative contract and hiring of Executive Director, as well as Covid-19 pandemic. Cancellation of March workshop affected revenues; and expenditures such as Professional Development and AA travel was under spent due to restrictions. Budget highlights for 2020-21 as per written report detailed. AGF increased amount explained, which allows hours for Executive Director to increase from 20 to 30 per week. Future budget plans for remainder of the year will be dependent on Covid-19 phased re-opening plans.

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

**Moved: Donald Johnson**

**Seconded: Joe LeClair**

**CARRIED**

**MOTION: To receive the approved 2019-20 audited financial statements as circulated.**

**Moved: Bonnie Dahl**

**Seconded: Donald Duncan**

**CARRIED**

**MOTION: To appoint Marcia Herback CA & Associates as Auditor for the 2020-21 year.**

**Moved: Bonnie Dahl**

**Seconded: Nadine Charabin**

**CARRIED**

## 6. Committee Reports

**Governance Committee Report** – As per written report, Jeremy summarized revisions to Travel Policy that will clarify guidelines and be easier to administer. A new email voting policy was created to assist with problematic board voting; and constitutional changes regarding AGM, voting and fiscal year were revised and presented.

A remaining task for the Governance Committee is to discuss changes to the Education Committee structure as well as reviewing data gathering practices.

**Grants Committee Report** – As per report, the Committee reviewed 11 applications. The amount of funds available to be allocated this year was \$45,000 and the Committee recommended approvals for a total allocation of \$44,564.63.

**Education Committee Report** – As per report, Ailsa summarized workshops held in 2019-20. Privacy Roundtable Workshop scheduled for March had to be cancelled due to Covid-19. Effectiveness for online presentation was an issue, therefore it is still scheduled for potential fall offering. A virtual SAIN rollout workshop is currently being planned. Ailsa thanks the Diversity Working Group for their collaboration and brainstorming. Potential offerings for public research webinars and Show & Tell sessions 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. Major work has been to review what editor had completed in the previous year; and to find a photographer to work with the U of R Press. Challenge of funding the publication discussed.

**Diversity Working Group** – As per submitted report, the Diversity Working Group focused on the Lisa Glandt AABC workshop Archives 101: Archival Practice for Indigenous Organizations which was specifically geared towards equipping leaders of Indigenous communities with the tools to preserve their community's archives and knowledge. Archival descriptions is another area that will be addressed in the future; with other projects such as a promotional pamphlet targeting diverse communities.

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

**Moved: Cameron Hart**

**Seconded: Stevie Horn**

**CARRIED**

## 7. Staff Reports

**Executive Director Report** – Gloria summarized her submitted report, highlighting the previous years successful 3-year AGF application to our funder SaskCulture; the termination of the bCreative management contract and an update on Covid-19. She thanks the entire board for accepting her application for the position of Executive Director, and for all their support and guidance especially from Jeremy, Bonnie and Cam. She also thanks the staff at SaskCulture for their efforts through the Covid crisis.

**Archives Advisor Report** – Cam summarized his submitted report, explaining that from March to October is when he does the majority of his site visits and due to Covid-19 his travel plans were cancelled as of March. He is concentrating at the moment on the new SAIN merger, which was due to be complete by end of March, but as U of S staff has been overwhelmed by the pandemic workload, the public launch will be delayed. Cam thanks Tim Hutchinson for arranging a temporary hosting in the meantime, to allow members access to the database. Cam has been contacting all members individually to assist them with the new database, as well as planning a SAIN rollout webinar. Cam thanks the board and Gloria for their continuing support in his work.

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

**Moved: Ailsa Hedley-Leftwich**

**Seconded: Jennifer Fedun**

**CARRIED**

## 8. Election of Board of Directors

Jeremy explained the secret ballot voting procedure with a third party CCA representative managing the election should there be nominations from the floor.

Bonnie presented the attached Nominations Committee Report.

The current positions open for election are:

**President (2 year term)**

**Member at Large (2 year term)**

**Member at Large (2 year term)**

**Member at Large (2 year term)**

**Member at Large (1 year term)**

After calling for nominations from the floor 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> for each available position in turn, as per the nominations received by the Nominations Committee, the following Slate of Board of Directors has been acclaimed:

**President (2 year term)** – Mark Vajcner, University of Regina, Regina





## President's Report, 2020-21

Obviously, it has been another year of operating in crisis. COVID has kept our advisory service limited to telephone and email; our workshops have been delivered via Zoom; and SCAA-led activities for Archives Week were virtual as well.

But the archival community is resilient at institutions, among our membership, and in our society as following committee and staff reports will demonstrate.

Our Board of Directors has been involved in the advancement of our strategic plan striking a group to expand our revenue base. Its report will be a focus of activity in the coming years. We commissioned a review of our communications the first result of which is our new logo and will continue with a redesign and modernization of our website.

Our finances are in good order, as the report from our Treasurer will demonstrate. And SCAA remains one of the better-placed provincial archival associations in the country. All this speaks to the commitment and *diligence of our membership, our staff, and our funders*. They, and we, continue to recognize the importance of our heritage and of historical record-keeping.

It continues to be a pleasure to serve as president, even in these extraordinary times, and I thank our staff, board, and committee members for their commitment and service.

Mark Vajcner



## Treasurer's Report, 2020-21

For the 2020-21 fiscal year, we realized a surplus of \$9972. Unfortunately, we were unable to expend our entire SaskCulture grant of \$191,000 this fiscal year. The SCAA will be returning \$1589 to SaskCulture. The good news is that we have been informed by SaskCulture that we will not be penalized for not spending our entire grant this year.

The large surplus is due to the effects of COVID 19 pandemic on the usual operations and programs of the SCAA. The Executive Director and I did our best to predict throughout the year how the COVID-19 restrictions would impact the revenue and expenses of the SCAA. We adjusted our predictions many times throughout the year but we ended up being correct in assuming that budget lines for travel and in person gatherings were the most affected.

As the year progressed, the Executive Director and I made numerous proposals to the Board to reallocate budget money from areas such as travel into other budget areas where we could put that money to use in other ways. As a result, the budget we started with in April 2020 was very different by March 2021. I have attached a document to this report showing the Board-approved changes to the budget that occurred throughout this fiscal year. In summary, the Board reallocated \$8850 from travel and professional development to other budget areas such as governance/strategic planning, office supplies/software/courier/postage, and IT support.

The Executive Director and I encouraged the Board and staff early on in this fiscal year to propose projects that we could divert money to so that we could still provide services and benefit to our members. We did not want to sit back this year and simply return a large pot of money to SaskCulture. The Board did approve a few special projects this year with the reallocated money:

- **Digital file back-up storage:** An IT firm was hired to provide secure, professional back-up storage for the SCAA's digital files. This will be an ongoing expense starting with the 2020-21 fiscal year.
- **Communications plan:** A marketing/communications consultant was contracted to assess the SCAA's current communications and make recommendations for how we can improve in this area. This project is part of the Strategic Plan.
- **Rebranding:** A graphic designer was hired to redesign the SCAA's logo and branding.
- **Upgrades to staff computer equipment:** We purchased new computer equipment for both the Executive Director and Archives Advisor. Their computer equipment was due to be replaced in the next one to three years so we moved that expense up to this year to take advantage of the surplus funds.

The primary sources of this year's surplus were:

- Revenue close to normal: only \$570 below our forecast
  - Most of the decrease was in membership fees. Workshop revenue was close to what was originally budgeted
- Returned IGP grant: additional \$1550 revenue
  - A portion of an IGP grant was supposed to be returned to SCAA by the end of the 2019-2020 fiscal year but was missed due to the upheaval from the pandemic so it was received and adjusted in this fiscal year.
- Travel: under-expenditure of \$4104
  - A large portion of the travel budgets were reallocated to other budget lines but we did leave some money behind in those accounts in case the pandemic restrictions lifted and we could resume some usual activities (i.e. like Archives Advisor site visits). This did not happen so we ended up with a surplus in the travel-related budget lines.



- For example, the Archives Advisor was unable to make any site visits this year so no money was spent in this budget line. In a normal year, the travel expenses for site visits would be \$2000 to \$3000.
- Professional Development: under-expenditure of \$1123
  - Even with \$4500 of PD funds reallocated to other budget areas, the PD budget was still not fully spent.
  - Not surprisingly, we did not receive as many applications from members this year to receive travel subsidies for non-SCAA PD opportunities. These funds are usually expended largely on travel. We did send notices out to the members to encourage them to continue to apply for these funds for distance learning opportunities.
  - We had to reallocate all of the funds from the travel subsidies for SCAA events because these funds can only be spent on travel to an in-person SCAA event. We did not hold any in-person events this year due to the pandemic so we knew that we would be unable to award any of these funds.
- Unforgettable book project: under-expenditure of \$2000
  - \$2000 was budgeted for this project for this fiscal year but none of that amount was spent.

The major expenses this year were:

- Communications plan and logo redevelopment: \$4913
  - Funds were reallocated from other budget areas to pay for this project. We hired a communications consultant to assess our current communications and make recommendations on how we can make better use of our resources in this area. We also hired a graphic designer to redesign the SCAA logo.
- New computer equipment for Executive Director and Archives Advisor: about \$4500
  - We had already budgeted money at the start of this year to replace the Archives Advisor's laptop as it was no longer working properly. The Executive Director's computer was 7-8 years old and would be due to be replaced in the next two to three years. Since we had extra funds this year, we pushed this purchase up. We also purchased a new scanner and external hard drive for the Archives Advisor as well as some new office furniture. In many years, it is difficult to find money to upgrade these items. Also, with the new realities of virtual meetings, workshops, and presentations, it was felt that it would benefit the SCAA to ensure our staff have up-to-date equipment.

One area where spending was close to normal was Archives Week. The Archives Week video project (videos submitted by members showcasing their institutions) ended up costing close to the same amount as the in-person events which have been held in Saskatoon and Regina in previous years.

One other note on the audited statements: our GST receivable amount has dropped from about \$1600 to about \$600. The reason for this decline is that we used to pay GST on our contract with b-Creative (which was valued at about \$40,000). Because we no longer use b-Creative, we are no longer paying GST on that contract so the amount of our GST rebate has dropped.

### **2021-22 Budget**

This budget year represents "year two" of our three-year budget cycle. When we submitted our funding request in the fall of 2019 to SaskCulture, we received a grant increase of 4%, 0%, and 0% so our grant for this year will be the same as last year.

This budget reflects a return to a "normal" budget. We have left most of the budget areas as we had originally planned in the hope that the pandemic restrictions will lift during this year and allow for more usual



spending. However, if the restrictions continue, the Executive Director and next year's Treasurer will continue to have to look at whether certain areas will likely be expended and whether those should be reallocated to other areas.

The main changes compared to the 2020-21 budget are:

- IT Support: This budget was increased to account for the extra cost of the digital file back-up storage.
- Other Public Awareness Costs: This budget has been increased by \$2500 to order new promotional materials with the new logo such as business cards, banners, and promotional giveaways (pencils, pens, notepads, etc.).
- Institutional Grant Program reduction. The IGP was originally allocated \$39,000. However, after two grant calls, the Grants Committee was unable to allocate the full amount. The Board decided that rather than having a third call to simply reduce the original budgeted amount to actual amount allocated after the second call (\$35,012.38).

I would like to thank Gloria Bearss for all of her assistance this year. Gloria and I had to get our crystal balls out many times this year to try to predict what programs would still be taking place and how that would affect our revenue and expenses. Our goal was to try to spend the full SaskCulture grant. We didn't quite get there but we were very close. It was a real pleasure to work with you, Gloria, over the last two years. Thank you for your patience and expertise. It was another busy year for the Treasurer position and I hope that the end of the pandemic will see the finances settle into a new normal for the next Treasurer.

Bonnie Dahl, Treasurer  
June 25, 2021



## Governance Report, 2020-21

Members: Jeremy Mohr (Chair), Mark Vajcner, Tim Hutchinson, Gloria Bearss

The Governance Committee continued to be very active in the 2020-21 fiscal year. This year we addressed policies related to the disposal of SCAA assets, performance management, and a proposed revision to the membership bylaws. Left unaddressed were the issues of a MemorySask governance model with the University of Saskatchewan (UofS), the establishment of an evaluation framework for SCAA activities, and the proposed changes to the education committee and workshop planning.

SCAA does have policies related to the disposal of its assets, but in 2020 a new issue emerged related to the disposal of a laptop. After some discussion with the committee, the board, and staff, amendments to the existing policy were created. The amendments now clarify that assets of SCAA can be purchased for fair market value by staff, board, or volunteers of the SCAA. Any assets that might contain sensitive or personal information of SCAA, such as a computer, must be securely wiped before they are sold.

The board also requested an update to our human resources processes, particularly related to performance management. Having a more standardized method for the evaluation of staff that is available prior to those discussions also helps clarify expectation for staff. The committee created a form for the Executive Director and Archives Advisor and we look forward for any feedback from the process as it is implemented this year.

The revision to the bylaws related to membership have been included elsewhere as part of the AGM package. To reiterate the rationale, the SCAA individual membership category terms require an individual to be employed as an archivist; however, during this fiscal year two of the SCAA board members had change in their employment with one no longer working at an archives and the other retiring. To encourage the involvement of retired members and from those outside of the archival profession we have submitted the bylaw revision for the consideration of the membership. The revision does allow some board discretion to ensure the fundamental purpose of the organization does not shift if the makeup of membership fundamentally changes.

For the 2021-22 fiscal year the Governance Committee will have to address several outstanding issues. Some discussion related to the relationship of SCAA and the UofS about how MemorySask functions needs to occur. We want to maintain this relationship for the mutual benefit of both organizations and ensure a method of proper cooperation and governance is occurring. The committee also drafted and started to discuss performance evaluation of SCAA activities but more work needs to occur particularly in cooperation with the committees. This is a large project and the Board may want to examine timing and volunteer workload before undertaking this. A policy for the use of reserve funds also needs to be created. Finally, the proposed changes to the Education Committee to transition more of the responsibilities for workshop planning to the Archives Advisor has yet to take place but should be a priority in 2021-22.

Jeremy Mohr



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

### **Proposed revisions to SCAA Bylaws:**

#### **1) Membership**

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

Individual membership shall be accorded to any Saskatchewan resident who supports the objectives of the Council, who is engaged in archival work and who has paid the annual membership fee. Individual members in good standing have the right to vote during meetings and to hold office in the Council.

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

Individual membership shall be accorded to any Saskatchewan resident who supports the objectives of the Council, who has paid the annual membership fee, and who has been accepted as a Member by resolution of the Board or in such other manner as may be determined by the Board. Individual members in good standing have the right to vote during meetings and to hold office in the Council.

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

#### **2) Membership**

##### **Article II.3 (b) (Current):**

Institutional membership shall be accorded to any institution which meets these criteria and which has paid the annual membership fee of the Council. An institution shall designate one person to be its representative; this person will be eligible to hold office and to vote at all meetings, and will not be eligible to hold a separate individual membership

##### **Article II.3 (b) (Proposed amendment):**

Institutional membership shall be accorded to any institution which meets these criteria and which has paid the annual membership fee of the Council, and has been accepted as an Institutional Member by resolution of the Board or in such other manner as may be determined by the Board. An institution shall designate one person to be its representative; this person will be eligible to hold office and to vote at all meetings, and will not be eligible to hold a separate individual membership

**MOTION: To approve Bylaw II.3 (b) as amended**



### **3) Membership**

#### **Article II.4 (Current):**

Developmental institutional membership shall be accorded to any establishment in Saskatchewan that has paid the annual membership fee of the Council, and is engaged or interested in archival work but does not qualify for institutional membership. An institution shall designate one person to be its representative; this person will be eligible to hold office and to vote at all meetings, and will not be eligible to hold a separate individual membership.

#### **Article II.4 (Proposed amendment):**

Developmental institutional membership shall be accorded to any establishment in Saskatchewan that has paid the annual membership fee of the Council, and has been accepted as a Developmental Institutional Member by resolution of the Board or in such other manner as may be determined by the Board, and is engaged or interested in archival work but does not qualify for institutional membership. An institution shall designate one person to be its representative; this person will be eligible to hold office and to vote at all meetings, and will not be eligible to hold a separate individual membership.

***MOTION: To approve Bylaw II.4 as amended***

### **4) Membership**

#### **Article II.5 (Current):**

General Membership is open to any individual or institution wishing, through the payment of membership dues, to support the objectives of the Council. General members may not vote at meetings or hold office. General members are not eligible for funding from any grant programs administered or adjudicated by the Council.

#### **Article II.5 (Proposed amendment):**

General Membership is open to any individual or institution wishing, through the payment of membership dues, to support the objectives of the Council and has been accepted as a General Member by resolution of the Board or in such other manners as may be determined by the Board. General members may not vote at meetings or hold office. General members are not eligible for funding from any grant programs administered or adjudicated by the Council.

***MOTION: To approve Bylaw II.5 as amended***



## Grants Committee Report, 2020-21

### 2021-2022 Project Year

*Chair:*

Shepherd, William  
(Swift Current Museum)

*Members:*

Benson, Jamie (Bill Smiley Archives -  
Prince Albert Historical Museum)  
Dahl, Ken (City of Saskatoon Archives)  
Phillipson, Rob (Provincial Archives of Saskatchewan)

*SCAA Staff Representative:*

Cameron Hart (Archives Advisor)

\*\*\*

*IGP Details:*

Available Funding: \$39,000.00  
Applications Received: 12  
Funding Requested: \$48,886.05

Applications Approved: 11  
Funding Approved: \*\$33,947.68

\*Not all aspects of each application qualified.

<i>Institution:</i>	<i>Application Project:</i>	<i>Funding Approved:</i>
City of North Battleford Historic Archives	Backlog Accession	\$224.22
Indian Head Museum Archives	Archival Development – Photographs	\$2,447.37
Melfort & District Museum Archives	Business Research Project	\$4852.12
Grand Coteau Heritage & Cultural Centre	8mm Film Digitization	\$629.97
Societe Historique	Digitization, Description, and Indexation of Francophone Newspaper (Stage 2)	\$4,000.00
Metis Nation – Saskatchewan	MNS Archives Department	\$1,244.27
Watrous Manitou Beach Heritage Centre	Archival Supplies	\$2,634.96
Archives of the Humboldt & District Museum & Gallery	Storage of the Humboldt Journal	\$3,829.50
Office of the Treaty Commissioner (OTC)	Arranging and Describing a Collection of Indigenous Elder Oral Histories of Saskatchewan Treaties	\$4,928.00
Whitewood Tourism & Heritage Association	Whitewood Archives Project – Year Two	\$4,773.12
City of Yorkton Archives	Oversized/Large Materials Storage	\$4,384.15

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*Committee Dates:*

2 October 2020 (First Round Application Deadline)  
22 October 2020 (Initial Adjudication Meeting)  
13 November 2020 (Revised Application Deadline)  
24 November 2020 (Additional Adjudication Meeting)  
1 December 2020 (Initial Recommendations to SCAA Board)  
14 December 2020 (Revised Revised Application Deadline)  
18 January 2021 (Second Round Application Deadline)  
16 February 2021 (Final Recommendations 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, 2020-21

Members: Jeremy Mohr (Chair), Ailsa Hedley Leftwich, Jeff O'Brien, Lisa Long, Jennifer Fitzpatrick, Gloria Bearss, Cameron Hart

The 2020-21 year has been a challenging one for the Education Committee. While online learning opportunities had been something we just started experimenting with, the COVID-19 pandemic suddenly made this a priority for all the activities offered. We were thankfully able to identify some workshops that allowed us to continue with this revised programming, but also had to cancel other plans and fundamentally shift some aspects of our membership services.

This year was supposed to begin with a panel discussion on privacy in archives with several archivists from multiple organizations participating. This in-person workshop had been scheduled right when the pandemic first hit and shut down the province and so was cancelled. After consultation with the workshop participants the committee has determined the panel discussion can no longer proceed as planned, and alternative arrangements will be investigated for the 2021-22 year.

With in-person activities not possible during the pandemic the committee quickly shifted to online learning. Jean Dryden was able to present on Archives and Copyright in November 2020 online. Jean is one of the preeminent experts on copyright and how it applies to archives in Canada, making this a very valuable learning opportunity. Later in January and February the Archives Association of British Columbia's Archives Advisor, Lisa Glandt held two workshops online, split over 4, ½ day sessions. The first workshop was on Archival Appraisal and Deaccessioning, the second was on Managing Archival Photographs. The Education Committee may look for additional online workshops from AABC as several other offerings are available.

COVID-19 also had an impact on the budget of the SCAA and one of our primary membership services, professional development grants. These grants were originally created to supplement travel costs of members to attend workshops and other activities, but were expanded a few years ago to include online registrations as well. This left the funds for non-SCAA activities as a viable offering to members but because registration costs are not allowed for SCAA workshops it meant that this other fund would effectively be non-usable under the pandemic. The Board reallocated the funds accordingly. We hope as restrictions lift to restore both these services to normal levels.

For the 2021-22 year the Education Committee has a few things to work out. First is the proposed shift to have the committee serve more as an advisory role and have all workshop responsibilities transition to the Archives Advisor. To help ease this transition, we hope to start planning some of the workshops for the fall of 2021 soon, which further would assist the new committee. Finally, the committee will need to discuss the resumption of in-person workshops, holding online workshops, and whether or not a hybrid model might be possible. Online workshops have several advantages to encourage participation but can also leave attendees feeling disengaged. I think we are all excited to see each other face to face, but perhaps a mix of the methods might be possible for some of the future workshop offerings.

Jeremy Mohr



## Public Awareness Committee Report, 2020-21

### Members:

Cheryl Avery  
Crista Bradley  
Ken Dahl  
Stevie Horn (Chair)  
Steven Scriver

This year the Public Awareness Committee continued to focus on the *Unforgettable : Extraordinary Items from Saskatchewan's Archival Collections* book project. Cheryl Avery and Ken Dahl worked through submissions to determine final thoughts on which articles will be included in the book, as well as some ideas on how it could be laid out.

Although University of Regina Press initially expressed that they still want the project on their radar, and have received our final package of articles for review, they have stated that they will not be considering working on the book until they have recovered from the effects of the pandemic. In light of their waning interest, we have also started looking at self-publishing options, and will soon look into hiring a photographer to capture images of the archival materials.

In terms of improving coverage of Indigenous issues in the book, which was an area identified as lacking by our editor. We have been in contact with Winona Wheeler, who is considering offering the writing of a small piece on Indigenous-related archival material as an assignment for her Indigenous Studies class. Any particularly good pieces would then be considered for inclusion in the book. Also a good networking opportunity. We have also asked Danielle Bitz, Métis author and librarianship scholar to submit an article for the book.

In the coming year, the goals for the next public awareness committee should be to:

- Create a full financial breakdown of the costs associated with producing the book, both through the U of R Press and through self-publishing, and submit these to the Board for review
- Contact institutions whose artifacts will be featured in the book as well as article authors
- Look into hiring a photographer should the self-publishing route be pursued.

Submitted by:  
Stevie Horn (Chair)



## Diversity Working Group Report, 2020-21

### Members:

Christine Charmbury (chair)  
Erin Grant  
Stevie Horn  
Donald Johnson

I regret being unable to coordinate an actual meeting of the Diversity Working Group (virtual or in person) this past year during the pandemic. I know that the pandemic has impacted everyone in different ways, and for me personally, it made it much more difficult to commit the necessary volunteer time that this group deserves.

I do believe that the SCAA does a great job of distributing timely news and opportunities that promote diversity and inclusion. There have been several initiatives around examining archival practices, particularly those examining outdated language used in archival description, virtual learning opportunities, and activities around reconciliation, that were shared with our membership through the email distribution list.

### Priorities and Goals for the Diversity Working Group in 2021-2022:

1. Formalize the Working Group as one of the Committees of the SCAA.
2. Determine the best use and function of the Diversity Directory, available on the SCAA website and update accordingly.
3. The Diversity Plan was last reviewed in 2017, so it may be time to review it again.
4. Develop strategy to evaluate or measure the outcomes of the four Priorities outlined in the current Diversity Plan:
  - a. Priority 1. Grants – do we have more “diverse output from Saskatchewan’s archival community” through SCAA grants awarded?
  - b. Priority 2. Have workshops and professional development opportunities led our membership to have “more awareness, understanding and respect for the diverse communities that make up our province”?
  - c. Priority 3. Have SCAA promotions effectively communicated the importance of diversity in the archival profession, including “awareness of how marginalized communities are being (or could be) served and represented by archives”?
  - d. Priority 4. Has the Diversity Working Group made “connections that will reciprocally benefit both the archival community, and marginalized communities”?
5. Follow up on idea to create a promotional pamphlet/handout to promote and encourage archival practices and knowledge in diverse communities.

Christine Charmbury



## Revenue Working Group Report, 2020-21

The members of the Revenue Working Group are Stevie Horn, Mark Vajcner, and Gloria Bearss. (A big thank you to Bonnie Dahl who organized and was a member of this committee, and provided research and contributions before she changed job positions in Jan.2021)

The Revenue Working Group was formed as an action item from our current Strategic Plan/Operational Plan related to the goal to "expand human and financial resources". This group has been asked to focus on the issue of seeking revenue from sources other than our Sask Lotteries grant. The target outlined in the Strategic Plan is to have an "additional 5% non-grant revenue" by 2024, which is the last year of the Strategic Plan.

The Strategic Plan also sets out the timeline for the work to be accomplished by this working group:

Year 1 (2020-21) – Establish Revenue Working Group. Group will research revenue options.

Year 2 (2021-22) – Analysis of options. Group will present business case to Board for decision.

Year 3 (2022-23) – New revenue generation activity implemented.

Year 4 (2023-24) – Group will evaluate activity, revise (if necessary), assess other options.

The goal for this year is to research and compile information on various revenue options for the SCAA. The Committee had split the research work into topic areas: • Corporate Sponsorship • Other Grants • Direct Donations • Programming • Fundraising • Jurisdictional Review

The Committee met recently and reviewed all the information that has been gathered to date. The following are a few initial recommendations:

- That the concept of charitable status not be pursued
- That institutional membership fees be reviewed to allow for a sliding scale according to size
- That future large projects consider applying for grant or sponsorship opportunities presented
- That a conference (joint/partnered) as a means of increasing revenues are considered
- That Direct Donations options be expanded

Further discussion will be ongoing.

President, Mark Vajcner



## Executive Director Report, 2020-21

It goes without saying that 2020 has been an extraordinary year. In ways we never imagined, we have all been disrupted, tested and forced to think “outside the box.” (A convenient allusion to our blog!) Normal work routines and social structures were interrupted; and every one of us has felt some strain and stress. Even though we’re still faced with uncertainties a year later, I think we can all share a sense of pride in our resilience as we have learned to adapt and evolve.

Like every organization, activities of SCAA in 2020-21 were impacted. We were one of the fortunate organizations to be able to continue operations as close to normal as possible and remain open. The SCAA Board of Directors and Committees continued their efforts to show value to the membership by bringing new ideas and opportunities to the forefront. While strategic priorities still guided the work, at the same time there was a commitment to ensuring that we were focusing on the right things at the right times. We are privileged to benefit from their calm leadership, sound judgement and disciplined approach as SCAA transitioned through the crisis and remained strong and stable.

Like many of your organizations, the largest challenge we faced in 2020 was the ability to continue our in-person services and programs. Modifications were necessary to meet the demands of the Covid-19 health and safety issues. In order to continue the educational mandate of SCAA, the new reality of Zoom technology allowed us to deliver top quality speakers in three online virtual workshops. In addition, Archives Advisor Cameron Hart hosted a webinar on accessing and editing the newly merged SAIN/MemorySask database.

Unfortunately, all in-person institutional site visits during the pandemic had to be curtailed. Archives Advisor Cameron Hart instead contacted members individually by phone and email to provide support; and continued to provide outreach services as well as represent SCAA at virtual conferences and events. Saskatchewan health restrictions were consistently monitored, and we are happy to advise that site visits have very recently resumed (with the adherence of safety measures of course) for any institutions requiring Cam’s expertise and advice, and to once again see his smiling face.... behind a mask this time!

Archives Week, held annually in February, had a new look this year again due to the restrictions on in-person events. The challenge was how to bring archives into the spotlight virtually, and this was achieved by calling upon members to submit short videos showcasing their successes and achievements of the past year, and also displaying the hard work and dedication of archivists. These inspiring videos were featured online each day during Archives Week, and were viewed by people all across the province.

There was initially some concern regarding the Institutional Grant Program, and the viability of projects moving forward with the health restrictions, but it was satisfying that applicants were able to continue without substantial changes to their projects. The IGP applications for 2021-22 met with success after 2 calls, and this demonstrates an ongoing need and willingness to care for our archival heritage.

The Board constantly worked at financial resilience; and with the guidance of Treasurer Bonnie Dahl and her sharp focus for getting the job done, the budget was constantly being monitored for any alterations that needed to be executed due to the pandemic. She details clearly in her report the underspending in some areas of the budget, and the reallocations approved by the Board in order to utilize the available funds **as much as possible**. **The goal with the budget modifications was to expand on the services and benefits to our members; and a large portion was employed for hiring a consultant to assess our communications and**



recommend improvements. The Board also thought it was time to give SCAA a fresh new look, so this was an opportune time to consider a rebrand and create a new logo. We welcome you to join us at the AGM on June 25<sup>th</sup> as we unveil the new logo....so exciting!

I want to close by extending my thanks to our highly engaged and supportive Board of Directors. Their experience and wise counsel during this difficult time has been appreciated. It was an absolute pleasure to work together with Treasurer Bonnie Dahl, who has unfortunately left the Board after a change of employment. I wish her the very best in her new position, and will miss our crystal ball sessions! And as always, I acknowledge the steadfast commitment to SCAA from Archives Advisor Cameron Hart-even through a pandemic and an office flood he persevered with his duties.

On behalf of everyone at SCAA, I would also like to express our continued gratitude for the generous funding we receive from the Saskatchewan Lotteries Trust Fund, in partnership with SaskCulture. The strong and continued support that the SaskCulture staff provide is invaluable; and we thank you for *building an organizational culture that allows us to thrive.*

Most of all, SCAA has you the members to thank. Difficult times bring out the best in people, and your passion and dedication to the archival community is clear. Your trust and continued support are very much valued. We acknowledge and thank you for taking the time in these hectic days to provide your thoughts on the Communications and Membership surveys, as your input is crucial in developing future plans. We thank the contributors of the Archives Week videos in making that a virtual success. We thank the many volunteers for their unwavering dedication in protecting and supporting the archival community.

There is no doubt that 2021 will be another defining year. The pandemic has us all still guessing and hoping. But we have seen some encouraging signs of recovery, which gives us cause for optimism.

We can't wait to see you all again, and in the meantime we remain open to your ideas on how we can best serve you as we move forward together.

Respectfully Submitted,

Gloria Bearss



## Archives Advisor Report, 2020-21

One of the primary responsibilities of the Archives Advisor (AA) is providing professional and technical information and support to the Council's Individual and Institutional members. This takes several forms:

### 1. Site Visits

As everyone has been affected by the last year, the site visits to be made by the Advisor were put on hold. With visits planned to Lloydminster, North Battleford, Rosetown, Biggar, Regina, Moose Jaw, Swift Current and Maple Creek in early 2020 the AA was only able to get to Lloydminster. The Archives Advisor will begin again but with an additional tool, see Zoom comments below.

### 2. Inquiries

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 numbers below are based on emails and phone calls fielded by the AA during the year as well as general questions from on-line presentations. They are for comparison only and are not exact.

**2020-21 Totals were: Total = 12818; Members = 8677; Non-Members = 4141**

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

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

As things closed and travel was restricted the activities of the Advisor had to shift. Focus was put on how the SCAA could best help our members who were often separated from their archives.

### 3. MemorySask – SAIN database

July/August 2019 saw the beginning of talks with U of S to contract Artefactual Systems to merge the two databases of SAIN, being the fonds/collections DB and the item/photograph DB, into one. This was a major undertaking involving both custom programming and manual review of descriptions. The work on the SAIN merger project was completed in March of 2020. With the on-set of the pandemic however, the planned launch of the new merged DB, MemorySask, was postponed.

SCAA generously receives computer hosting/server space and IT support from the U of S for MemorySask as well as our many "Virtual Exhibits." A temporary hosting arrangement was reached with Artefactual Systems, facilitated by U of S, to minimize the further downtime of the DB during the pandemic.

Also because of this arrangement, work on instituting the Province of Alberta Archival Subject Headings (PAASH) has begun as well as the inclusion of Saskatchewan locations and prominent names is on-going. The possible implementation of the First Nations Metis and Inuit Indigenous Ontology is being researched.

On behalf of SCAA, I wish to express my deepest thanks for the support of the U of S and specifically **Tim Hutchinson**. It was Tim's guidance that led to this arrangement and allowed SCAA members to continue their description work through these trying times.

In late September 2020, the U of S was able to take-on the hosting duties from Artefactual and the public launch was made. Research and searches of the full content of both databases at once was made possible, including the ability to search within different photograph collections making MemorySask - SAIN a powerful tool for research.



#### 4. Workshops and Zoom

As travel was restricted and large face-to-face gatherings forbidden, the SCAA's presentation of workshops had to change. We experimented with several platforms, Adobe Connect, MS Teams, etc., but the comfort of both presenters and participants had the SCAA settle on the use of Zoom.

Jean Dryden was able to present on Archives and Copyright in November 2020 via Zoom. In January and February, the Archives Association of British Columbia's Archives Advisor, Lisa Glandt presented. Lisa was the last face-to-face workshop we held back in January of 2020 and so a year later she virtually joined us to present two workshops over Zoom.

In the spring the Archives Advisor was able to present a walk-thru of the new MemorySask for members wishing to enter descriptions into the DB or to just do research. Fifteen members joined via Zoom for the short 2-hour presentation.

Though we are probably all anxious to return to in-person meetings, workshops and in the advisor's case site-visits, the purchase of the Zoom account has added an additional option to present and make these visits virtually.

Thank you to the **Canadian Council of Archives, CCA, specifically Isabelle Alain** for their help in allowing us to use their Zoom account until SCAA was able to purchase their own.

#### 5. Heritage Fairs of Saskatchewan

As schools closed for the year, Heritage Saskatchewan had to cancel the Regional and Provincial Heritage Fairs. Instead, they hosted a province-wide Virtual Heritage Fair that took place throughout the spring.

SCAA continued to support the Heritage Fairs by making a fiscal commitment of \$250. Also, several SCAA members served as virtual judges.

They once again held a virtual fair in 2021 but hope to return to some form of gathering next year. Seeing the enthusiasm of the kids in person is one of the most satisfying part of this program.

#### 6. Archives Week 2021/General Promotion

Events once again had to shift to deal with the pandemic and AW was not an exception. The Saskatoon Heritage Festival went virtual, and SCAA participated by having a "virtual booth" that promoted our webpage, MemorySask, and our Facebook page.

As SCAA has promoted members' events via Facebook in prior years. This year we settled on promotion of SCAA's website and the Facebook page itself using "Facebook ads". We were able to run two ad campaigns for the week, one promoting the website (running 10 days) and the other promoting the Facebook page (running 6 days). Both were deemed successful. The website ad was seen by **23,792** people and **13,496** people saw the Facebook ad. The results were increased traffic of **1,279** people to the website and **170** new "likes" to the Facebook page. For comparison we received **117** "likes" the previous year.

At the time of the submission, the Facebook page, has now reached **899 "likes"** up from **682** at this time last year. So, in conjunction with other tools, it has brought archives to the attention of the public.

Instead of our members holding events across the province, the SCAA moved to the idea of promotional videos for our members. A call was put out to member institutions to submit short videos to SCAA via our Dropbox. We contracted with **On Reel Media** in Saskatoon to edit them and posted the finished products on SCAA's YouTube Channel. Joining a video welcome from **SCAA President, Mark Vajcner**, were videos from the **Office of the Treaty Commissioner; the Prince Albert Historical Society; the City of North**





## **Battleford Historic Archives; the Provincial Archives of Saskatchewan and the Lloydminster Regional Archives.**

Popular images from SCAA members were used to produce 2 bookmarks, 2 postcards and a poster promoting the SCAA and archives across the province.

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 was utilized.

Maintaining a "friends list" to update the general public on archival activities in their community, also using the program "Mail Chimp" to communicate.

Using Facebook and other social media tools, such as YouTube, Twitter and the SCAA blog "Outside the Box" to help in promoting archives and for SCAA projects.

### **7. Professional Development**

Webinars on various topics were offered on many occasions and the Archives Advisor partook in many.

- Introduction to MemoryBC
- Propaganda in Residential Schools
- Association of Canadian Archivists (ACA) Conference: 20/20 Vision - Seeing Archives Differently was held virtually using the conference app "Whoova." June 10-13.
- Implementing the UNDRIP in Public Archives in Canada
- What we see can be hard to understand - Looking at images of Residential School sports
- Lucidea – Everything You Want to Know About Digital Preservation
- Digital Preservation 101 – Basic Information Session
- ACA 2020 - Wikidata Workshop
- CCA General Assembly
- As a Matter of Fact – Convincing the World That Archives Matter – Laura Miller

The Advisor's activities also included participating in programs of other organizations in the archival field or allied fields such as the Friends of the Saskatchewan Archives (**FOSA**), the Museums Association of Saskatchewan (**MAS**), the Saskatchewan Digital Alliance (**SDA**) Libraries Association (**SLA**).

### **2021-22 Plans**

This past year has shown me that plans cannot last past the next week. As I began the new fiscal year (April 1) with the best intentions, I was greeted with my office being flooded with sewage and me having to move out. So now, ironically as everyone starts to return to their offices, I am beginning to work from home until renovations are complete.

In reports from years past this has been the section I inform you of the AA's plan for the coming year. However, I can inform you that the AA does plan to continue to expand those relationships already established and create new ones to benefit SCAA and its' membership.

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.

**Cameron Hart, SCAA Archives Advisor**



## Nominations Committee Report, 2020-21

The 2020-21 Nominations Committee was originally comprised of Jeremy Mohr, and Mark Vajcner with assistance from Gloria Bearss and Cameron Hart. However, Jeremy Mohr stepped down from the committee based on some changes to the nominees below. The following individuals have completed their 2-year term on the Board.

Stevie Horn, Vice President  
Bonnie Dahl, Treasurer  
Christine Charmbury, Member at Large  
Donald Johnson, Member at Large

As with previous years recruiting for certain positions, in this case Treasurer, has been difficult. To fill the Treasurer position, Jeremy Mohr has agreed to step down from his current Member at Large position with 1 year remaining in his term to run for that position. It was great overall to see individuals that are excited to continue their service and involvement on the SCAA Board, as well as new members willing to step into that role.

Nominees as of June 8, 2021:

Donald Johnson, Vice President  
Jeremy Mohr, Treasurer  
Stevie Horn, Member at Large  
Sheldon Krasowski, Member at Large  
Erin Grant, Member at Large

Please note one of the Member at Large positions above will be for the 2021-22 year only to fill the remainder of Jeremy Mohr's original term.

Members are invited to submit nominations to the nominations committee via Gloria Bearss [scaa@sasktel.net](mailto:scaa@sasktel.net). Nominations will also be accepted from the floor at the AGM.

For your information the following individuals have completed the first half of their 2-year term.

Mark Vajcner, President  
Jennifer Fedun, Member at Large  
William Shepherd, Member at Large  
Jeremy Mohr, Member at Large (see above)

Chair - Nominations Committee  
Mark Vajcner



## Communications Audit & Recommendations 2020-21

### Executive Summary

Presented to: Saskatchewan Council for Archives & Archivists

Presented by: Jill Sauter Marketing & Communications

As part of SCAA's vision, the Council prioritized improving communications in their 2020-2024 strategic plan; and want to review their current communications to determine the most effective ways to get the organization's messages across and to enhance communication with members. SCAA would like to be known as the go-to source for information and education on archives in Saskatchewan.

This review is the summary of much research including:

- Conversations with staff, board members past and present
- Professional observations of SCAA communications and analysis of other related organizations across Canada
- Survey results from questionnaires sent to members and non-members through existing mailing lists

The following information is condensed from the 42-page detailed report.

#### Recommendations Summary

Current communications are generally well done both in comparison to other organizations in the same industry across Canada and to other industry organizations in the province. The full report outlines refinements to the communication strategy to achieve organizational objectives for communications, maximize return on communications investments and guide the development of repeatable, effective processes for regular communications.

1. Update the SCAA website
2. Maintain and expand the email lists and improve content
3. Modify events to suit a post-pandemic world and use them to improve content development
4. Improve social media presence

A logo rebranding brief was also part of the communications plan assessment, and along with an analysis and specifications report, this resulted in a new logo being designed for SCAA.



**Appendix 1**  
**Saskatchewan Council for Archives & Archivists**  
**Audited Financial Statements**  
**March 31, 2021**

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**

**FINANCIAL STATEMENTS**

**MARCH 31, 2021**

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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, 2021 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, 2021 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**

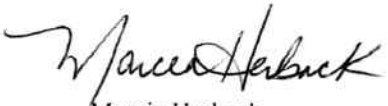
My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that 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  
June 2, 2021

  
Marcia Herback  
CPA, CA

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT MARCH 31, 2021**  
*(with comparative figures for 2020)*

	2021	2020
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents (Note 3)	\$ 184,360	\$ 166,388
Accounts receivable	37	138
GST receivable	602	1,626
Prepaid expenses	<u>2,473</u>	<u>1,117</u>
	<u>\$ 187,472</u>	<u>\$ 169,269</u>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Accounts payable and accrued liabilities	\$ 12,534	\$ 9,653
Grant return payable (Note 4)	1,589	-
Deferred revenue (Note 5)	<u>98,640</u>	<u>94,879</u>
	112,763	104,532
<b>NET ASSETS</b>		
Unrestricted funds	<u>74,709</u>	<u>64,737</u>
	<u>\$ 187,472</u>	<u>\$ 169,269</u>

See accompanying notes

Approved on Behalf of the Board of Directors

Bonnie Dahl Director  
M. Vajner Director



**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**STATEMENT OF OPERATIONS AND NET ASSETS**  
**FOR THE YEAR ENDED MARCH 31, 2021**  
**(with comparative figures for 2020)**

	2021	2020
<b>Revenue</b>		
Saskatchewan Lotteries Trust Fund, Annual Global Funding	\$ 189,411	\$ 184,000
Donations	55	425
Institutional grant refund - prior year	1,550	-
Interest and other income	338	160
Membership fees	5,049	5,735
Workshop registration fees	2,980	4,145
	<u>199,383</u>	<u>194,465</u>
<b>Expenses</b>		
Administration		
Accounting and legal	3,797	3,407
Bank charges	159	161
Fees and licenses	46	15
Governance and strategic planning	4,913	3,590
IT Support	1,249	347
Insurance	400	84
Membership	401	601
Miscellaneous	124	885
Office supplies, courier and postage	7,084	2,444
Printing and photocopying	-	222
Rent	119	3,258
Telephone	769	1,582
	<u>19,061</u>	<u>16,596</u>
Management salary and benefits	<u>47,600</u>	<u>42,863</u>
Meetings and travel		
Board and committees	1,296	2,507
Annual general meeting	315	2,127
Executive director travel	-	472
	<u>1,611</u>	<u>5,106</u>
Programs and Projects		
Archives week and public awareness (Schedule 1)	5,694	5,018
Saskatchewan Archival Information Network	-	5,000
Professional Development (Schedule 1)	6,377	11,383
Archives Advisor	64,347	67,335
Conference sponsorship	300	300
Institution funding	44,421	32,302
	<u>121,139</u>	<u>121,338</u>
	<u>189,411</u>	<u>185,903</u>
<b>Excess of revenues over expenses (deficiency)</b>	9,972	8,562
<b>Net assets, beginning of year</b>	<u>64,737</u>	<u>56,175</u>
<b>Net assets, end of year</b>	<u>\$ 74,709</u>	<u>\$ 64,737</u>

See accompanying notes

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED MARCH 31, 2021**  
**(with comparative figures for 2020)**

	2021	2020
<b>Operating activities</b>		
Excess of revenues over expenses	\$ 9,972	\$ 8,562
Net change in non-cash operating working capital balances		
Accounts receivable	101	(26)
GST receivable	1,024	34
Prepaid expenses	(1,356)	4,272
Accounts payable and accrued liabilities	2,881	(3,279)
Grant return payable	1,589	
Deferred revenue	<u>3,761</u>	<u>(351)</u>
<b>Increase in cash</b>	17,972	9,212
<b>Cash position, beginning of year</b>	<u>166,388</u>	<u>157,176</u>
<b>Cash position, end of year</b>	<u>\$ 184,360</u>	<u>\$ 166,388</u>

See accompanying notes

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**MARCH 31, 2021**

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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. Computer equipment in the amount of \$3,682 (2020 - \$nil) was purchased during the year.

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 \$17,701 (2020 - \$17,612) held in a Royal Bank GIC earning interest at 0.10% (2020 - 0.5%).

**4. Grant return payable**

The Council receives annual funding from Sask Lotteries Trust Fund for Sport, Culture and Recreation with the understanding that the funds are to be used for eligible purposes adhering to the policies and guidelines. In the event funds are not used in accordance with the policies and guidelines, they must be returned to Sask Lotteries Trust Funds for Sport, Culture and Recreation. At March 31, 2021, the Saskatchewan Council for Archives and Archivists Inc. had \$1,589 in grant returns payable to the Sask Lotteries Trust Fund (2020-\$nil).

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**MARCH 31, 2021**

**5. Deferred revenue**

The following receipts have been deferred and will be recognized as revenue in the year the related program or event occurs.

	<u>2021</u>	<u>2020</u>
Sask Lotteries Trust Fund, Annual Global Funding	\$ 95,500	\$ 92,000
Membership fees	3,140	2,879
	<u>\$ 98,640</u>	<u>\$ 94,879</u>

**6. 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.

**7. 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, 2021:

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 2020.

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 2020.

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 2020.

**8. Significant event**

In March 2020, the World Health Organization declared a global pandemic. In order to combat the spread of COVID19 governments worldwide have enacted emergency measures including travel bans, legally enforced or self-imposed quarantine periods, social distancing and business and organization closures. These measures have caused material disruptions to businesses, governments and other organization resulting in an economic slowdown and increased volatility in national and global equity and commodity markets.

Central banks and governments, including Canadian federal and provincial governments, have reacted with significant monetary and fiscal interventions designed to stabilize economic conditions. The duration and impact of the COVID19 outbreak is unknown at this time, as is the developments and the impact on the financial results and condition of the Organization and its operations in future periods.

**9. Comparative figures**

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

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**SCHEDULES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2021**  
**(with comparative figures for 2020)**

	<b>Schedule 1</b>	
	<b>2021</b>	<b>2020</b>
<b>Archives week and public awareness</b>		
Advertising and media	\$ 371	\$ 321
Archives Week grants	1,400	1,480
Events - promotion	1,923	2,341
Events - other costs	1,750	298
Sask Youth Heritage Fairs	250	250
Other AW and public awareness	-	328
	<u>\$ 5,694</u>	<u>\$ 5,018</u>
<b>Professional development</b>		
Facilities rental	\$ -	\$ 1,311
Instructor	3,727	2,769
Instructor travel and expense	-	1,160
Other professional development costs	-	353
Travel subsidies general	2,650	4,371
Travel subsidies SCAA events	-	1,419
	<u>\$ 6,377</u>	<u>\$ 11,383</u>



**Appendix 2**  
**2021-22 Budget with 2020-21 Actuals**

**Saskatchewan Council for Archives & Archivists**

**Fiscal Year: April 1, 2021 - March 31, 2022**

	Approved Budget 2019-20	Audited Actuals 2019-20	Approved Budget 2020-21	Audited Actuals 2020-21	Approved Budget 2021-22
<b>REVENUE</b>					
Saskatchewan Lotteries	\$ 184,000	\$ 184,000	\$ 191,000	\$ 189,411	\$ 191,000
Membership Fees	\$ 5,800	\$ 5,735	\$ 5,600	\$ 5,049	\$ 5,600
Workshop Registration Fees	\$ 3,000	\$ 4,145	\$ 3,000	\$ 2,980	\$ 3,600
Donations	\$ 300	\$ 425	\$ 300	\$ 55	\$ 300
Institutional Grant Refund - Prior Year	\$ -	\$ -	\$ -	\$ 1,550	\$ -
Interest and other income	\$ 125	\$ 160	\$ 200	\$ 338	\$ 200
<b>Total Revenue</b>	<b>\$ 193,025</b>	<b>\$ 194,465</b>	<b>\$ 200,100</b>	<b>\$ 199,383</b>	<b>\$ 200,700</b>
<b>EXPENSES</b>					
<b>Association Management Contract</b>	<b>\$ 43,364</b>	<b>\$ 33,335</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Executive Director Services</b>	<b>\$ 500</b>	<b>\$ 10,000</b>	<b>\$ 48,309</b>	<b>\$ 47,600</b>	<b>\$ 51,542</b>
<b>General Administration</b>					
Accounting & Legal	\$ 2,820	\$ 3,422	\$ 3,750	\$ 3,843	\$ 3,990
Bank Charges	\$ 220	\$ 161	\$ 250	\$ 159	\$ 250
Governance / Strategic Planning	\$ 3,675	\$ 3,590	\$ 5,100	\$ 4,913	\$ -
Insurance	\$ 90	\$ 84	\$ 360	\$ 400	\$ 400
IT Support	\$ 800	\$ 347	\$ 1,675	\$ 1,249	\$ 2,758
Membership	\$ 600	\$ 601	\$ 601	\$ 401	\$ 403
Miscellaneous / Contingency	\$ 500	\$ 885	\$ 800	\$ 124	\$ 800
Office supplies, courier and postage	\$ 900	\$ 2,444	\$ 5,700	\$ 7,084	\$ 1,200
Printing and photocopying	\$ 300	\$ 222	\$ 300	\$ -	\$ 300
Rent	\$ 4,305	\$ 3,258	\$ 300	\$ 119	\$ 300
Telephone & Internet	\$ 1,583	\$ 1,582	\$ 1,700	\$ 769	\$ 1,700
<b>Total General Administration</b>	<b>\$ 15,793</b>	<b>\$ 16,596</b>	<b>\$ 20,536</b>	<b>\$ 19,061</b>	<b>\$ 12,101</b>
<b>Travel &amp; Meetings</b>					
Board & Committees	\$ 2,000	\$ 2,507	\$ 2,400	\$ 1,296	\$ 2,400
Regional Meetings	\$ -	\$ -	\$ -	\$ -	\$ 400
Annual General Meeting	\$ 1,800	\$ 2,127	\$ 500	\$ 315	\$ 1,000
<b>Total Staff and Board Travel Expenses</b>	<b>\$ 3,800</b>	<b>\$ 4,634</b>	<b>\$ 2,900</b>	<b>\$ 1,611</b>	<b>\$ 3,800</b>
<b>Programs and Projects</b>					
<b>Archives Week &amp; Public Awareness</b>					
AW Events - Promotion and printing	\$ 2,600	\$ 2,341	\$ 2,000	\$ 1,923	\$ 2,750
AW Events - Advertising and media	\$ 500	\$ 321	\$ 500	\$ 371	\$ 500
AW events - Other costs	\$ 1,750	\$ 298	\$ 1,500	\$ 1,750	\$ 1,500
Sask Youth Heritage Fairs	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
Archives Week Grants	\$ 1,600	\$ 1,480	\$ 1,600	\$ 1,400	\$ 1,600
Other Public Awareness Costs	\$ 600	\$ 328	\$ 600	\$ -	\$ 3,300
SCAA Unforgettable book project	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
<b>AW &amp; PA sub-total</b>	<b>\$ 7,300</b>	<b>\$ 5,018</b>	<b>\$ 8,450</b>	<b>\$ 5,694</b>	<b>\$ 11,900</b>
<b>Saskatchewan Archival Info Network</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Professional Development</b>					
PD Instructors	\$ 3,000	\$ 2,769	\$ 4,000	\$ 3,727	\$ 3,000
PD Instructors - travel & expenses	\$ 2,000	\$ 1,160	\$ -	\$ -	\$ 2,000
PD facilities & catering	\$ 1,500	\$ 1,311	\$ -	\$ -	\$ 1,500
Travel Subsidies - SCAA Events	\$ 4,000	\$ 1,419	\$ -	\$ -	\$ 2,400

	Approved Budget 2019-20	Audited Actuals 2019-20	Approved Budget 2020-21	Audited Actuals 2020-21	Approved Budget 2021-22
Travel Subsidies - Non-SCAA events	\$ 4,800	\$ 4,371	\$ 3,000	\$ 2,650	\$ 3,600
Other PD costs	\$ -	\$ 353	\$ 500	\$ -	\$ 500
<b>Professional Development sub-total</b>	<b>\$ 15,300</b>	<b>\$ 11,383</b>	<b>\$ 7,500</b>	<b>\$ 6,377</b>	<b>\$ 13,000</b>
<b>Conference Sponsorship</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 300</b>
<b>Institutional Funding</b>	<b>\$ 33,000</b>	<b>\$ 32,302</b>	<b>\$ 45,000</b>	<b>\$ 44,421</b>	<b>\$ 35,012</b>
<b>Archives Advisory Services</b>	<b>\$ 69,525</b>	<b>\$ 67,335</b>	<b>\$ 67,368</b>	<b>\$ 64,347</b>	<b>\$ 72,191</b>
<b>Total Programs and Projects</b>	<b>\$ 130,425</b>	<b>\$ 121,338</b>	<b>\$ 128,618</b>	<b>\$ 121,139</b>	<b>\$ 132,403</b>
<b>Total Expenses</b>	<b>\$ 193,882</b>	<b>\$ 185,903</b>	<b>\$ 200,363</b>	<b>\$ 189,411</b>	<b>\$ 199,846</b>
<b>SURPLUS/DEFICIT</b>	<b>\$ (857)</b>	<b>\$ 8,562</b>	<b>\$ (263)</b>	<b>\$ 9,972</b>	<b>\$ 854</b>



**Saskatchewan Council for Archives & Archivists**
**Fiscal Year: April 1, 2020 - March 31, 2021**

	Original Approved Budget 2020-21	Final Approved Budget 2020-21	Notes
<b>REVENUE</b>			
Saskatchewan Lotteries	191,000.00	191,000.00	
Membership Fees	5,600.00	5,600.00	
Workshop Registration Fees	3,000.00	3,000.00	
Donations/Self-generated funds	300.00	300.00	
Interest and other income	200.00	200.00	
<b>Total Revenue</b>	<b>200,100.00</b>	<b>200,100.00</b>	
<b>EXPENSES</b>			
<b>Executive Director Services</b>	<b>48,308.61</b>	<b>48,308.61</b>	
Executive Director Professional Development Travel	750.00	-	Reallocated to Governance/Strategic Planning
<b>General Administration</b>			
Accounting/Business & Professional Fees	3,750.00	3,750.00	
Bank and Credit Card Charges	250.00	250.00	
Governance / Strategic Planning	-	5,100.00	To pay for Communications Plan. Reallocated from ED PD Travel, Regional Meetings, AW Events Promotion & Printing, Travel Subsidies SCAA Events, AA Travel, AA PD Travel
Insurance	360.00	360.00	
IT Support	625.00	1,675.00	To pay for back-up storage. Reallocated from PD Instructors Travel & Expenses and PD Facilities & Catering
Membership	601.25	601.25	
Miscellaneous / Contingency	800.00	800.00	
Office Supplies/Software/Courier/Postage	3,000.00	5,700.00	To pay for new computer equipment and furniture. Reallocated from PD Facilities & Catering and AA Travel
Printing and photocopying	300.00	300.00	
Rent	300.00	300.00	
Telephone & Internet	1,700.00	1,700.00	
<b>Total General Administration</b>	<b>11,686.25</b>	<b>20,536.25</b>	
<b>Travel &amp; Meetings</b>			
Board & Committees	2,400.00	2,400.00	
Annual General Meeting	500.00	500.00	
Regional Meetings	400.00	-	Reallocated to Governance/Strategic Planning
<b>Total Staff and Board Travel Expenses</b>	<b>3,300.00</b>	<b>2,900.00</b>	
<b>Programs and Projects</b>			
<b>Archives Week &amp; Public Awareness</b>			
AW Events - Advertising and media	500.00	500.00	
AW Events - Promotion and printing	2,750.00	2,000.00	Reallocated to Governance/Strategic Planning
AW events - Venue/Food/Other Costs	1,500.00	1,500.00	
Archives Week Grants	1,600.00	1,600.00	
Other Public Awareness Costs	600.00	600.00	
Sask Youth Heritage Fairs	250.00	250.00	
SCAA Unforgettable book project	2,000.00	2,000.00	
<b>AW &amp; PA sub-total</b>	<b>9,200.00</b>	<b>8,450.00</b>	
<b>Saskatchewan Archival Info Network</b>	<b>-</b>	<b>-</b>	
<b>Professional Development</b>			
PD Instructors	3,000.00	4,000.00	To pay for instructors. Reallocated from PD Instructors Travel & Expenses

	Original Approved Budget 2020-21	Final Approved Budget 2020-21	Notes
PD Instructors - travel & expenses	2,000.00	-	Reallocated to PD Instructors and IT Support
PD facilities & catering	1,500.00	-	Reallocated to IT Support and Office Supplies/Software/Courier/Postage
Travel Subsidies - SCAA Events	2,000.00	-	Reallocated to Governance/Strategic Planning
Travel Subsidies - Non-SCAA events	3,000.00	3,000.00	
Other PD costs	500.00	500.00	
<b>Professional Development sub-total</b>	<b>12,000.00</b>	<b>7,500.00</b>	
<b>Conference Sponsorship</b>	<b>300.00</b>	<b>300.00</b>	
<b>Institutional Funding</b>	<b>\$45,000.00</b>	<b>45,000.00</b>	
<b>Archives Advisor Services**</b>	<b>65,218.53</b>	<b>65,218.53</b>	
Archives Advisor Travel	3,600.00	1,750.00	Reallocated to Governance/Strategic Planning and Office Supplies/Software/Courier/Postage
Archives Advisor Professional Development Travel	1,000.00	400.00	Reallocated to Governance/Strategic Planning
<b>Total Programs and Projects</b>	<b>136,318.53</b>	<b>128,618.53</b>	
<b>Total Expenses</b>	<b>200,363.39</b>	<b>200,363.39</b>	
<b>SURPLUS/DEFICIT</b>	<b>(263.39)</b>	<b>(263.39)</b>	



## Appendix 3

### List of Past SCAA Annual General Meetings

Year	Date	Location	Host Institution
2020	June 24	Virtual Meeting	Adobe Connect & Teleconference
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