



# SCAA

**SASKATCHEWAN COUNCIL  
FOR ARCHIVES & ARCHIVISTS**

## **ANNUAL GENERAL MEETING 2022**

**Thursday June 23, 2022**

**Via Zoom Videoconference**

**AGM 9:00 a.m. – 11:00 am**

**Guest Speaker: Lisa Snider (Access Changes Everything)**

**Followed by:**

**Keynote Speaker: 11:00 a.m. – 12:00 p.m.**

**Annie Battiste (Office of the Treaty Commissioner)**



**Saskatchewan Council for Archives and Archivists**

**ANNUAL GENERAL MEETING**

**Thursday June 23, 2022 @ 9:00 a.m.**

**Via Zoom Videoconference**

**Proposed Agenda**

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## Saskatchewan Council for Archives and Archivists ANNUAL GENERAL MEETING

Friday, June 25, 2021 @ 9:00 a.m.  
Virtual Meeting held via Zoom Videoconference

### MINUTES

#### Present:

Gailmarie Anderson (Voting Delegate – Melfort District Museum, Melfort)  
Raymond Bailey (Voting Delegate – Friends of the Lloydminster Regional Archives, Lloydminster)  
Jamie Benson (Voting Delegate - Prince Albert Historical Museum, Prince Albert)  
Crista Bradley (Voting Delegate – 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 - Saskatoon)  
Donald Duncan (Friends of the Lloydminster Regional Archives, Lloydminster)  
Abigail Durkee (Voting Delegate - Briercrest College, Caronport)  
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)  
Erin Grant (Individual Member – Metis Nation Saskatchewan Registry, Saskatoon)  
Cameron Hart (Individual Member - Saskatchewan Council for Archives & Archivists, Saskatoon)  
Sheldon Krasowski (Voting Delegate – Office of the Treaty Commissioner, 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)  
Jeremy Mohr (Individual Member - Provincial Archives of Saskatchewan, Regina)  
Alan Porter (Melfort District Museum, Melfort)  
Margaret Sanche (Voting Delegate – Roman Catholic Diocese of Saskatoon Archives, Saskatoon)  
William Shepherd (Voting Delegate - Swift Current Museum, Swift Current)  
Mark Vajcner (Individual Member - Regina)  
Tim Van Os (Voting Delegate – RCMP Historical Collections Unit, Regina)  
Irene Zadnik (Individual Member – Provincial Archives of Saskatchewan, Regina)

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

#### 1. Call to Order

Mark Vajcner (President) called the meeting to order at 9:01 a.m. Mark welcomed everyone, acknowledged the Treaty Territories as well as paying respect to the First Nations and Metis ancestors. A moment of silence was held in honour of the victims, living or deceased, identified or unidentified, of the residential school system.

2. **Attendance** – introductions were held and above attendees were confirmed as being present. Dennis Garreck, Outreach Consultant from SaskCulture was introduced and brought greetings and acknowledged the grief and trauma of residential school survivors and families who are grieving at this time.

#### 3. Approval of Agenda

Addition of an item to the agenda: that a discussion related to residential schools is to be added after Section 7.

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

**Moved: William Shepherd**

**Seconded: Stevie Horn**

**CARRIED**





#### 4. Approval of 2020 Bylaw Change Meeting and AGM minutes.

**MOTION: That the 2020 Bylaw Change Meeting and Annual General Meeting minutes be approved.**

**Moved: Donald Johnson**

**Seconded: Jeremy Mohr**

**CARRIED**

#### 5. Board Reports

**President's Report** – Mark summarized his report as circulated in AGM package; and highlighted the advancements on strategic plan and the many challenges that occurred in 2020. He thanked everyone for their hard work.

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

**Moved: Cameron Hart**

**Seconded: Crista Bradley**

**CARRIED**

**Treasurer's Report** – Bonnie summarized report as circulated in AGM package. The 2020-21 fiscal year ended with a surplus of approx. \$10,000 which was higher than anticipated due to unavoidable factors. Revenue was close to normal but the SaskCulture grant was not fully expended, so a return of \$1589 is necessary. SaskCulture has advised that there will be no penalty for returning monies due to covid challenges. Many areas of the budget such as travel and professional development were underspent, and amounts were reallocated to projects such as a communications plan, logo redesign, digital file backup and purchase of new computer equipment. Budget highlights for 2021-22, which is Year 2 of funding cycle, were presented. Budgeted amount of \$191,000 remains unchanged in years 2 and 3. Future budget plans for remainder of the year will be dependent on Covid-19 phased re-opening plans. Bonnie thanked the Audit Committee members for their input and time.

**MOTION: To receive the Treasurer's Report and 2020-21 audited financial statements as presented.**

**Moved: Jamie Benson**

**Seconded: Nadine Charabin**

**CARRIED**

**MOTION: To appoint Marcia Herback CA & Associates as Auditor for the 2021-22 year.**

**Moved: Jeremy Mohr**

**Seconded: Cameron Hart**

**CARRIED**

#### 6. Committee Reports

**Governance Committee Report** – As per written report, Jeremy summarized governance changes.

Highlights: revised policies regarding disposal of technology, staff evaluations and performance management, and a proposed revision to the membership bylaws. To encourage the involvement of retired members and from those outside of the archival profession bylaw revisions were submitted 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.

**Proposed revisions to SCAA Bylaws:**

##### **a) 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**

**Moved: Jeremy Mohr**

**Seconded: Donald Johnson**

**CARRIED**





**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**

**Moved: Donald Johnson**

**Seconded: Crista Bradley**

**CARRIED**

**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**

**Moved: Jeremy Mohr**

**Seconded: Crista Bradley**

**CARRIED**

**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**

**Moved: Jeremy Mohr**

**Seconded: Donald Johnson**

**CARRIED**

Remaining tasks for the Governance Committee is to discuss the relationship of SCAA and the U of S about how MemorySask functions needs to occur; performance evaluation of SCAA activities with regards to committee; a policy for the use of reserve funds and changes to the Education Committee structure.

**Grants Committee Report** – As per report, the Committee reviewed 11 applications. Due to covid, applications were less than prior years, and two calls were made for submissions. The amount of funds available to be allocated this year was \$39,000 and the Committee recommended approvals for a total allocation of \$33,947.68.

**Education Committee Report** – As per report, Jeremy summarized the activities of the prior year. Online offerings were held with the assistance of Jean Dryden who held a course on Copyright; and BCAA's AA Advisor Lisa Glandt who hosted 2 online presentations. The PD Travel Subsidy fund was underspent this year due to travel restrictions, but as restrictions lift hopefully this service will be restored to normal levels. 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 to achieve a balance. Transitioning more duties to the AA will assist the committee, thus workshops for the fall of 2021 will be planned soon.





**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 which submissions will be included and layout options. Self-publishing options are being considered. In terms of improving coverage of Indigenous issues in the book, Winona Wheeler and Danielle Bitz have been contacted for input.

Goals for the coming year are to create a financial breakdown with U of R Press and also self-publishing; contacting institutions whose artifacts will be featured in the book as well as article authors; and hiring a photographer.

**Diversity Working Group** – Due to the strains of the pandemic, committee members found it difficult to commit their time and were not able to meet formally. There were 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 were discussed. One of the priorities is that the working group should be formalized as a committee.

**Revenue Working Group** – 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. Mark discussed research gathered to date, and initial recommendations of the group as per the submitted report. Further discussion will be ongoing.

Chairs of the committees acknowledged and thanked all of their members for their time and efforts this past year.

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

**Moved: Stevie Horn**

**Seconded: Jamie Benson**

**CARRIED**

## 7. Staff Reports

**Executive Director Report** – Gloria summarized her submitted report, highlighting the challenges that the pandemic presented, but that SCAA had a successful year. She thanked Mark and the entire board for all their support and guidance; and all the members for their continued participation and patience throughout the past year. Thanks was also extended to the staff at SaskCulture for their efforts through the Covid crisis.

**Archives Advisor Report** – Cam summarized his submitted report, explaining that his site visits were curtailed in 2020 due to the pandemic. Instead he contacted members via email and phone to provide assistance. MemorySask/SAIN merger was completed, and Cam thanks Tim Hutchinson and U of S for all their guidance and work in hosting the database and finalizing the merger. Cam also thanked Isabelle Alain from CCA for allowing us to use Adobe Connect and initial Zoom meeting. He discussed workshops and presenters, his support for the virtual Heritage Fairs, Archives Week success with video production and social media. He gave an update on his office flood situation. 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: Crista Bradley**

**Seconded: Donald Johnson**

**CARRIED**

**8. Letter to Institutions re: Residential Schools** – Board previously discussed distributing a short document encouraging archival institutions to check holdings to see if they have any pertinent information to aid and identify victims of residential schools and to make them available to researchers in a sensitive and respectful manner. It could serve as a best practice tool to member institutions to help in identifying records, what types and how to make them available. Guidance on how to navigate privacy laws was also discussed. Stevie, Mark and Cameron, with input from the Diversity Committee, will draft a document very soon. Sheldon Krasowski, new Board Member from the Office of the Treaty Commissioner, agrees that this letter would be very beneficial.



## 9. Election of Board of Directors

Should there be nominations from the floor, there is a virtual secret ballot voting procedure whereby a third party CCA representative is standing by to manage the election.

Mark presented the nominations report; and 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:

**Vice-President (2-year term)** – Donald Johnson, Provincial Archives of Saskatchewan, Regina

**Treasurer (2-year term)** – Jeremy Mohr, Provincial Archives of Saskatchewan, Regina

**Member at Large (2-year term)** – Erin Grant, Metis Nation Saskatchewan Registry, Saskatoon

**Member at Large (2-year term)** – Sheldon Krasowski, Office of the Treaty Commissioner, Saskatoon

**Member at Large (1 year term)** – Stevie Horn, Saskatoon Public Library, Saskatoon (to fill the remainder of Jeremy Mohr's original term.)

Mark Vajcner, William Shepherd, Jennifer Fedun and Jeremy Mohr have completed the first half of their two-year terms. Mark welcomed new Board members and thanked departing members Bonnie Dahl and Christine Charmbury for their dedication and contributions to the SCAA Board of Directors.

## 10. Other Business

**a) Communications Plan Summary** – Gloria summarized communications plan review conducted by Jill Sauter Communications as part of the 2020-2024 strategic plan. Research was conducted through conversations with Board and staff, professional observations and analysis of other related organizations and survey results from members as well as non-members. From a 42-page detailed report the recommendations summary includes:

- Update the website
- Maintain and expand email lists and improve content
- Modify events to suit a post-pandemic environment and improve content development
- Improve social media presence

**b) Logo** – new SCAA logo unveiled.

**c) Volunteer Recognition** – to acknowledge members who have contributed substantially to archives in the province. Awards and plaques were presented to Jamie Benson, Donald Duncan and Bonnie Dahl.

## 11. Adjournment

**MOTION to adjourn meeting at 11:20 am.**

**Moved: Cameron Hart**

## 12. Community Discussion

Open forum for members' discussion and updates to their organizations. Updates were given by Provincial Archives of Saskatchewan, Friends of the Lloydminster Regional Archives, Saskatoon Public Library, University of Regina, and Prince Albert Historical Society.

## 2021-22 Board of Directors Reconvened after AGM.

Present: Mark Vajcner, Stevie Horn, Jeremy Mohr, Donald Johnson, Cameron Hart, Jennifer Fedun, William Shepherd

### Committees:

Governance Committee – Jeremy Mohr (Chair), Mark Vajcner

Grants Committee – William Shepherd (Chair)

Education Committee – Donald Johnson (Chair)

Public Awareness Committee – (Chair), Stevie Horn

Diversity Working Group – Stevie Horn (Chair)

Revenue Committee – Mark Vajcner (Chair)





Recruitment for other potential committee members was discussed.  
Online Call for Committee Volunteers will be distributed by Cameron.

**Signing Authorities:**

***MOTION: To approve Mark Vajcner, Jeremy Mohr, Donald Johnson and Gloria Bearss  
as signing authorities for the 2021-22 fiscal year.***

***Moved: Jeremy Mohr***

***Seconded: Donald Johnson***

***CARRIED***





## President's Report, 2021-22

While the COVID crisis has abated somewhat this year, it has still dominated our operations and programming.

SCAA-instigated Archives Week activities were online again this year. Professional videos were funded and produced for several institutions in 2022. The feedback on these, and other SCAA member videos, has been positive.

While detailed reports on all SCAA activities follow, I would like to highlight a few random achievements. Once again our strategic plan was a guide to the Board of Directors in their activities for 2021-22.

### MemorySask

The recent transition from the *SAIN* to the *MemorySask* database provided the opportunity to hire a consultant to review and modernize policies around this important program area. Lisa Snider, a recognized leader in the field of provincial archival databases, has produced data entry guidelines, workflow, and quality assurance outlines. She will be outlining her report and findings at our AGM.

A key component of this modernization has been to establish a more decentralized process for adding records to the database. Instructional and training opportunities will be offered to members this coming year.

### Additional Revenues

The Revenue Working Group, tasked to expand our revenue sources, provided its report to the Board of Directors this year. A number of recommendations are now being further investigated by staff in the hopes of broadening our income. These include searching for new grant and sponsorship opportunities, joint/partnered workshops and conferences, a direct donations program, and a review of our institutional membership fees.

### Webpage

A Communications Review commissioned in past years has led to the redesign and modernization of our webpage. A refreshed web presence will be presented to you at the AGM. This refresh takes into account the latest understanding of effective web presentation and creates for us a webpage that can be viewed and interacted-with on computer, tablet, and other mobile devices.

These are but some of the myriad of achievements you will be hearing about at our AGM. My role in them has been minor, I simply chair meetings of dedicated volunteers when asked. I thank our staff, board and committee members for their commitment and service this year. Without them, and their strong vision of archives, our provincial community would be in a very different place.

Mark Vajcner



## Treasurer's & Audit Report, 2021-22

The 2021-22 fiscal year continued to present several fiscal challenges for SCAA based primarily upon issues stemming from the ongoing impact of the Covid-19 pandemic. Despite these challenges SCAA had a good fiscal year with a budget surplus of \$5,567 and our entire annual funding grant of \$191,000 was spent meaning no return of excess funds to SaskCulture was required in this year. We hope that as pandemic restrictions are lifted and as more people are comfortable travelling and gathering that we can transition back to more stability in our budgets soon.

At the start of the fiscal year, SCAA made the decision to once again forego in-person events and to be cautious with any planned travel. This decision had major impacts upon our budget affecting several areas including those for: workshops, professional development travel grants, board meeting travel, staff travel, Archives Week and our AGM. To address the changes involved many of the funds for these areas were reallocated and several new proposals and increases were suggested. A summary of some of the major changes and reallocations are below:

- Workshop registration fees were down from previous years. This change isn't surprising given the transition from the committee that occurred in this year as well as the increase in distance workshops from in-person which typically have less expenses as well as fees.
- Travel expenses for the Executive Director as well as both accounts for Professional Development and travel related to this were removed from the budget or significantly reduced as less expensive online offerings were pursued.
- The IT support budget was increased significantly this year to accommodate the development of a new website and better security software and equipment. However, pandemic shipping and chip shortages did not allow some of the equipment to arrive in time for the end of our fiscal year.
- Meeting and travel expenses for the Board, Committees, the AGM, and the proposed regional meetings were significantly reduced with travel and gatherings not occurring. The Board will evaluate this in the future as new technologies allow less expensive options for meeting compared with in-person or video/teleconferencing.
- Archives Week and Public Awareness expenses were increased to accommodate a continuation of the Archives Week videos, as well as the purchase of more material related to the logo redesign from the previous year.
- The MemorySask consultant project saw a large one-time increase to cover the contract costs as well as taxes associated with the project.
- Professional Development had several reallocations as instructor travel would not occur, and travel subsidy use was expected to decline significantly.
- Unforgettable Book allotment of \$3000 was re-allocated as the project was not quite ready for the photography stage last year; \$3000 is budgeted for this 2022-23 year instead.
- Finally the Archives Advisor's travel and professional development amounts were reduced as site visits were largely handled remotely and training was conducted online.

As Treasurer I also worked with our audit committee this year. The 2021-22 audit committee included Mark Vajcner, Bonnie Dahl, and Gloria Bearss. I would like to thank the committee for their diligence and oversight in reviewing our accounts and for their recommendations to improve our practices.

SCAA's surplus for this year raises some options for consideration for the organization going forward. As a non-profit we must carefully balance our savings with our services. Having too large an amount in our savings is not ideal, while having none presents significant risk. The audit committee has recommended the Board of Directors





create a reserve fund policy to better govern our potential use of these funds while maintaining a suitable operational reserve amount to mitigate risk to our organization. The Board will examine this in the 2022-23 fiscal year.

As noted the pandemic's impact affected numerous areas of our budget for 2021-22 and required several major reallocations and changes throughout the fiscal year to properly manage our funds. I would like to thank our principle funder, SaskCulture via SaskLotteries not only for generously providing our operating grant which allows our organization to function, but also for understanding and accommodating these changes to our plans for this year. I would also like to thank the SCAA Board of Directors for their suggestions and support and Gloria Bearss in particular for her innovation, flexibility, and diligence as the year progressed. All SCAA members owe her thanks, and I in particular as Treasurer have been very appreciative of how much easier her work has made the responsibilities of this position.

SCAA Treasurer

Jeremy Mohr



## Governance Report, 2021-22

The 2021-22 Governance Committee was comprised of Jeremy Mohr (chair), Mark Vajcner, Erin Grant, Tim Hutchinson, and Gloria Bearss. The committee had three main areas we worked on this year, the process for Board approval of memberships, the SCAA Education Committee transition to staff responsibility, and MemorySask Governance.

At the previous AGM, the SCAA Constitution and Bylaws were amended to include changes to the membership criteria for individual members, and an approval process was created for the Board to approve all memberships. This was done to accommodate individual memberships from those not actively employed in archives (such as retirees or those that have left the profession). The approval process was created to be fair to all members and provide some oversight to ensure our membership and organization stayed focused on its goals for the archival community within the province. The Board of Directors policy manual was revised to include a regular report on membership applications at each Board meeting, as well as a process for staff to expedite this process to ensure any time sensitive applications could be approved so as to not affect a member's application for a grant or other purpose or activity.

The Governance Committee has been in discussion with the Board of Directors, former Education Committee chairs and members, and SCAA staff to discuss some proposed changes to transition responsibility of this service from a committee to staff. We are pleased that this transition has now successfully taken place and that both our Executive Director and Archives Advisor have wholeheartedly embraced this. This change should hopefully allow better continuity year to year with planning for workshops and other educational activity, something that proved problematic with the annual turnover of the committee every year. The consistency brought about with this change should also help bring some stability to SCAA's revenue from workshop registrations and the distribution of travel grant funds which tends to fluctuate heavily every year. As part of these changes the Board of Directors procedure manual was updated. One option that may occur on an as need basis is the creation of an ad hoc committee from the membership to assist with planning and selecting educational offerings. There are still a number of governance issues related to reporting and communicating SCAA's educational offerings to the Board that the Governance Committee will work on in the coming year.

The final major topic of discussion for the committee related to the governance of MemorySask. There have been some discussions of several options with Tim Hutchinson of the University of Saskatchewan (U of S) about how this governance might look. As a reminder the U of S graciously hosts our MemorySask website for SCAA and we wish to better define our relationship between our two organizations. There is still a lot of work and decision making ahead for both of our organizations related to this, some of which may stem from recommendations from our MemorySask consultant Lisa Snider. We will continue to examine MemorySask governance in the coming fiscal year.

I would like to thank all those that have served on the Governance Committee this past year, with special thanks to Gloria Bearss and Cameron Hart for their suggestions and willingness to embrace some of the changes we have suggested. Governance can be a dry topic but I am pleased that the improvements we are making are having a positive impact on our organization and should prove beneficial to SCAA members for years to come.

Chair, Governance Committee

Jeremy Mohr





## Grants Committee Report, 2021-22

*Chair:*  
Shepherd, William  
(Swift Current Museum)

*Members:*  
Grant, Erin (Metis Nation – Saskatchewan)  
Phillipson, Rob (Provincial Archives of Saskatchewan)

*SCAA Staff Representative:*  
Cameron Hart (Archives Advisor)

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*IGP Details:*  
Available Funding: \$37,000.00  
Applications Received: 13  
Funding Requested: \$57,181.47

Applications Approved: 9  
Funding Approved: \*\$38,068.69  
\*Budget increased by Board motion.

<i>Institution:</i>	<i>Application Project:</i>	<i>Funding Approved:</i>
Saskatoon Public Library - Local History	Philip Scott Architectural Plans	\$4,970.25
City of North Battleford Historic Archives	Ariel F. Sallows Fonds	\$420.05
Indian Head Museum Archives	Archives Student + Supplies	\$3,639.38
Prince Albert Historical Society	Digitization of P.A.Daily Herald microfilm+ Hstc Newspapers	\$5,000.00
MusicH2	Digitization of Fiddle Contest VHS video recordings	\$5,000.00
Whitewood Tourism & Heritage Association	Whitewood Archives Project - Year 3	\$4,917.76
City of Saskatoon Archives	MemorySask/SAIN upload project	\$4,960.80
Jasper Centre - Maple Creek	Map Case purchase	\$4,160.45
Metis Nation Saskatchewan	Community History Project	\$5,000.00

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*Committee Dates:*

1 October 2021 (First Round Application Deadline)  
20 October 2021 (Initial Adjudication Meeting)  
12 November 2021 (Revised Application Deadline)  
25 November 2021 (Revised Adjudication Meeting)  
8 December 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, 2021-22

Members: Donald Johnson (Chair), Cameron Hart, Gloria Bearss

As you will read in the Governance Committee's report, plans proceeded throughout 2021-22 to transfer all formal responsibility for coordination, planning and reporting of educational offerings to the Archives Advisor, with the Executive Director providing further administrative support. The idea is that an advisory committee could be formed to assist the Archives Advisor in recommending workshop topics.

While it would have been preferred to meet in-person, professional development offerings were once again conducted online in 2021-22 due to the continued challenges and uncertainties of the pandemic. The pandemic however has been an opportunity for a great variety of expert-delivered training. Although there was some difficulty in attracting workshop presenters due to employment changes, retirement etc. the virtual workshops held last year were well-attended and of high quality, and we believe of value to our members.

On November 23<sup>rd</sup> and 24<sup>th</sup>, 2021 an "Arrangement, Description & Rules for Archival Description (RAD)" workshop was held virtually; and was conducted by AABC's Lisa Glandt. Whether for beginners or as a refresher, evaluations were very encouraging and participants expressed approval of holding the workshop over 2 sessions.

While not archival in nature, the thought was that a workshop topic on mental wellness would be relevant and of benefit to our members considering the trials and tribulations everyone has experienced in the past 2 years. On January 21<sup>st</sup>, 2022 a webinar entitled "What's Normal About Anxiety" was offered – led by Mental Health and Resiliency Strategist Shannon Gander. This engaging and empowering workshop provided skills for mastering stress and preventing burnout, to be adapted immediately or transferred into the future for all areas of life.

Planning has already commenced for the following workshop offerings during 2022-23:

- Keynote speaker Annie Battiste (Office of the Treaty Commissioner) will present "Reconciliation through Treaty Relationship" at the AGM on June 23<sup>rd</sup>, 2022. Participants will get the basics of the diverse treaties in Canada as well as the different frames of reconciliation that exist.
- Lisa Snider (MemorySask Consultant) will provide a brief presentation at the AGM on June 23<sup>rd</sup> to offer highlights and overview of her results on MemorySask project.
- Lisa Snider has also agreed to co-present a half day training webinar with Cameron on MemorySask downloads and procedures. Tentative date is scheduled for September 15<sup>th</sup>.  
Corinne Rodgers (Artefactual/Interpares) to host a workshop on Cloud storage and electronic records preservation
- Iona McGrath (former Ontario AA) to host a workshop on preservation

Future plans include:

- Potential to collaborate with Indigenous Working Group on previously suggested Indigenous genealogical research workshop
- CCI also offers a number of workshops:  
"Introduction to Digitization"  
<https://www.canada.ca/en/conservation-institute/services/training-learning/online-learning/webinars.html#a2>  
or an online workshop "Still Image Digitization for Heritage Institutions" <https://www.canada.ca/en/conservation-institute/services/training-learning/online-learning/online-workshops.html#b>.





The resumption of in-person workshops, continuing to hold online workshops to encourage distance participation, and whether a hybrid model might be useful for engagement purposes, will definitely be considered for the upcoming year. Many are excited to see each other face to face again, but perhaps a mix of the methods might be possible for some of the future workshop offerings.

Gloria Bearss/Cameron Hart



## Public Awareness Committee Report, 2021-22

### Members:

Chair: Stevie Horn  
Cheryl Avery  
Ken Dahl

### Overview:

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.

### Actions:

Over the course of the past year, The Public Awareness Committee with the help of the Executive Director, has been contacting the authors of the articles written for the *Unforgettable* book to acquire permissions for their publication. Where asked, copies of the articles were provided to the authors. The institutions from which the materials originated have also been contacted to reaffirm that those items may be included in the book.

We now have an idea of what needs to be photographed versus what needs a high resolution scan, and are prepared to hire a photographer to take pictures of items in Saskatoon and Regina, where most of the items that need to be photographed are.

Potential commercial photographers in both Saskatoon and Regina have been identified, and quotes have been requested. Based on these quotes, we would recommend that the SCAA set aside \$2000 - \$3000 for a photographer to do work in both Regina and Saskatoon. A central location would need to be selected for photographic work in each city (rather than have the photographer set up at each institution in that center).

At this point, we are still looking for a publisher (possibly Your Nickel's Worth Publishing or MacIntyre Purcell Publishing), and are investigating pursuing a self-published option for the creation of this book.

Stevie Horn





## Indigenous Working Group Report, 2021-22

### Members:

Karon Shmon  
Erin Grant  
Sheldon Krasowski  
Stevie Horn

### Consulting members:

Jessica Generoux  
Deborah Pelletier

### Background:

The Indigenous Working Group was born out of the Diversity Working Group, which had made two commitments for the 2021-2022 administrative year.

- 1.) The dissemination of a letter to our membership in light of the discovery of unmarked graves at numerous residential schools across the country encouraging Saskatchewan archivists to become actively involved in providing Indigenous communities with the information they need to fill in the gaps in histories that have been shattered by colonial practices.
- 2.) The creation of the Indigenous Working Group which will be comprised of and consult with Indigenous information professionals in Saskatchewan, and their allies. This group will focus on the creation and aggregation of resources which will help Saskatchewan archivists do the work described in the above letter, and build bridges between Indigenous communities and archives and settler archives and archivists.

The Indigenous Working Group was, therefore, established, and while more Indigenous members and consultants will be warmly welcomed as the group evolves, we were able to make some progress in determining objectives, which will be outlined in the activity section below.

Of note is the twofold nature of the Indigenous Working Group as being aimed at:

- 1.) Educating settler archivists on how to form healthy and respectful relationships with Indigenous communities and return to those communities essential information that may be buried in their holdings.
- 2.) Helping Indigenous communities access materials in settler archives, and provide Indigenous archives with a platform to highlight their own collections and work.

### Activity:

Through discussion, four main action items were decided upon:

- 1.) Putting together a list of fundamental terminologies that will a) educate Saskatchewan archivists on the appropriate terminologies to use in their own records and communications and b) make SCAA communications easier to understand by providing a guideline. This list is to be created using resources that consulted Indigenous experts in their own creation.

*So far:* A rough list has been created but is pending edits before dissemination to SCAA members.

- 2.) Forming connections with First Nations and Métis archival institutions across the province, learning from them, and offering our platform to highlight their successes.
- 3.) Putting together a workshop or panel addressing some of the difficulties around Indigenous genealogical research, and how archives can offer help and support. Anyone in the group who has resources to offer or contacts to reach out to can help work on this.



- 4.) Establishing a budget to offer the Indigenous experts we consult with in the course of the work of this group.

*So far:* Money has been reallocated to allow for greater consultation of Indigenous experts.

**Future Action items:**

- Guiding archives through the process of assessing and revising their descriptions
- Assessing what in an archives' own holdings may be useful to Indigenous communities
- Considering how the SCAA can support Indigenous archivists-in-training

Stevie Horn





## Revenue Working Group Report, 2021-22

The members of the Revenue Working Group are Mark Vajcner, Stevie Horn and Gloria Bearss. (Bonnie Dahl was initially a member of the group until her change of employment in 2021.)

Revenue Working Group was formed in October 2020 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.

(Budget lines include Membership Fee increase from \$5600 to \$6200/Donations from \$300 to \$2000)

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 group for in first two years was to research and compile information on various revenue options and present information to the Board. 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.

Recommendations and highlights:

- That the concept of charitable status not be pursued
  - Incentive for donations due to the ability to receive tax receipts.
  - Only beneficial if large fundraising projects continue permanently/capacity a consideration
  - Financial ramifications with CRA reviewed/ cannot be revoked or assets are transferred
  - Direct granting programs are also affected
- That institutional membership fees be reviewed to allow for a sliding scale according to size
  - Send fundraising letter at renewal time
- That future large projects consider applying for grant or sponsorship opportunities presented
  - Project based – case by case
  - Examples of grantors researched – ISC, SaskEnergy and SGI have shared interest in historical documents
- Joint/partnered workshops/ conference as a means of increasing revenues are considered
  - Partner with a like-minded heritage organization
  - Opportunities examples: 120<sup>th</sup> anniversary of SK in 2022/ RCMP 150<sup>th</sup> anniversary in 2023
- That Direct Donations options be expanded
  - Donations button on website pages/option to make recurring donations
  - Optimize mobile to encourage donations
  - Ensure security and user friendly process
  - Use social media as marketing tool to expand sphere of influence with personalized campaign



\*South Saskatchewan Community Foundation was contacted to inquire about endowment funding. Non-profits can establish an endowment where donations are eligible for tax receipts; however disbursements can only be granted to registered charities.

The committee members are moving forward on next steps as per the operational planning schedule.

Mark Vajcner (Chair)





## Executive Director Report, 2021-22

As I write this year's message to the membership, it's tough to realize that we continue to live with much the same conditions that prevailed when I wrote to you at this time last year. 2020 and 2021 have proven to be the most demanding of years for people, families, workplaces, and communities. People are working hard, and while "crazy busy" has been true for a long time now, the pandemic has amplified this and everyone seems to be navigating more complexities in all facets of our lives. As we now are (hopefully) nearing the end of some of these uncertainties, there is a need for a rebalancing and connectedness that was so meaningful to us before.

But despite these challenging times and in the shadow of the pandemic, SCAA continues to have good news to share. At the end of another unsettling year that once again impacted the nonprofit sector, the SCAA Board of Directors maintained an uninterrupted level of service and support.

The points that follow share some highlights of what SCAA has been able to accomplish:

- Governance - changes to the membership criteria and process for Board approval of memberships/ transition of Education Committee responsibilities to staff/MemorySask governance
- Education - "Arrangement, Description & Rules for Archival Description (RAD)" workshop held in November 2021/ "What's Normal About Anxiety" Webinar held in January 2022. One of the positive impacts of COVID is that our training was offered online which maximized flexibility for members to attend. A mix of in-person, online and also hybrid model offerings are being considered for next year.
- Grants – Institutional Grants Program funding was increased and funding amount was full expended/ Archives Week Grants funding amounts were also fully expended, which demonstrates an ongoing need for these programs and a desire to further promote archives.
- Formalization of Indigenous Working Group to replace Diversity Working Group - involves indigenous members to steer group. Creation and distribution of a letter to members regarding the unmarked graves at residential schools, encouraging archivists in the province to aid in the search of indigenous records, was a priority of this group. Among other activities, education and forming connections between settler archivists and Indigenous communities, as well as examining archival practices, particularly those regarding outdated language used in archival description, are future initiatives of this group.
- Public Awareness - *Unforgettable : Extraordinary Items from Saskatchewan's Archival Collections* book project was the focus of this group. Progress was made in acquiring permissions from authors of articles, and photographs and scans are being addressed in preparation for photography sessions. Publishing options are being explored also as a next step to seeing the book come to fruition.
- Revenue Working Group – has been investigating methods of creating additional non-grant revenue as per strategic directives. Information has been reviewed, recommendations have been presented, and next steps of revenue generation activities will be implemented.

We can be proud of many other successes as well. While financial restraints and staffing difficulties abounded everywhere, our memberships remained very stable over the past 2 years, in fact we were even very pleased to accept 5 new institutional members as well as 7 new individual members to our organization in that time.

If there is one thing that the pandemic has taught us, it is how to massage a budget! You will see the details in Jeremy Mohr's Treasurer's Report, but in summary there were many areas such as travel, workshops and professional development that were affected once again in 2021. Reallocations were made to shift spending and effectively utilize funds and improve other critical areas of our operations.

One such reallocation was an increase in spending to once again hire a videographer for Archives Week. While we were unable to hold face to face events, the virtual video projects that were submitted by members with the help of the videographer resulted in a successful week with some very favourable social media presence. We truly thank those that took the extra time, which we understand is in short supply these days, to assemble and contribute their videos for promotion.



Our MemorySask (previously SAIN) database was another area that received an injection of funds. Consultant Lisa Snider (Access Changes Everything) was hired on a contract basis to review policy, develop standards, instructional documentation, and training for MemorySask. Lisa will be providing an overview of her work at the AGM, as well as collaborate with Cam on a training session for members in September.

A particularly exciting improvement will come in the way of a new website. To follow from the logo redesign of the previous year, our new and improved site, with modernized options for mobile and tablet usage, is currently being finalized and we anticipate an unveiling at the AGM.

Speaking of which....we hope to see as many in attendance as possible at this year's AGM on June 23<sup>rd</sup>. As mentioned, we welcome Lisa Snider as a guest speaker and she will be showcasing her work on MemorySask. We are also fortunate to have with us a keynote speaker from the Office of the Treaty Commissioner, Annie Battiste, a Reconciliation Consultant who will address "Reconciliation through Treaty Relationship" and what that can mean to our organization. We are looking forward to this enlightening session.

On behalf of the Board, members and staff at SCAA, I would also like to express our continued gratitude for the life-giving funding we receive from the Saskatchewan Lotteries Trust Fund, in partnership with our friends at SaskCulture. To address the ongoing pressures of the pandemic, SaskLotteries/SaskCulture has very recently announced a "Special Initiatives Fund" to provide additional support to organizations in the way of a one-time grant for this fiscal year. The strong and continued support that SaskLotteries and SaskCulture provide is invaluable. We thank you collectively for building a culture that allows organizations like SCAA to thrive.

Once again, it was my pleasure to work with the dedicated and attentive Board of Directors, in particular President Mark Vajcner and Treasurer Jeremy Mohr. Learning is never done, and I humbly thank them for their guidance and leadership to enable me to grow and improve.

Archives Advisor Cameron Hart is one of the pillars of this organization. His diligence in his work, his experience and knowledge, and his respectful treatment of others, makes him a great ambassador of SCAA and it is gratifying to be on the same team.

Lastly, and most significantly of all, SCAA relies heavily on the critical support of our members and volunteers and we are so grateful for all of your ongoing work and contributions. You keep SCAA thriving and relevant with your commitment, passion and drive to continue promoting archives in this province.

Our future is bright thanks to your support.

Happy summer to all!

Respectfully submitted,

Gloria Bearss





## Archives Advisor Report, 2021-22

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 the effects of COVID-19 are still limiting site visits by the Archives Advisor (AA), some institutions are ready for in-person visits again while others are still cautious.

The new fiscal year, April 2021-March 2022, saw the use of the Zoom account to make virtual site-visits with institutional members in **Saskatoon, Indian Head, Biggar, Whitewood, Shaunavon**. It also saw the beginning of some in-person site-visits to **Rosetown**, a new member at **Seager Wheeler Farm in Rosthern**, the new facility of the **Provincial Archives of Saskatchewan in Regina**, and the **Lloydminster Regional Archives**

### 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, as well as queries from other heritage organizations, internationally nationally and provincially (SAA, ACA; CCA, other provincial archival councils, SaskCulture, Heritage Sask.)

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.

**2021-22 Totals were: Total = 11403; Members 7810; Non-Members =3593**

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

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

\* These numbers are for comparison only and are not exact.

As things began to re-open and travel restrictions eased the activities of the Advisor shifted from phone and email back to questions fielded at site-visits, both virtual and in-person.

### 3. MemorySask – SAIN database

In November of 2021 SCAA was able to hire a consultant (Lisa Snider) to help with the SCAA's policies regarding MemorySask. This resulted in several documents being generated, a Manual to guide members in entering or editing archival descriptions in MemorySask; a policy document for SCAA; a Quality Assurance Workflow for the AA and a document explaining the use of the Subjects, Places and Names portion of MemorySask to help make it a more powerful tool for research.

My thanks to Mark Vajcner, Jeremy Mohr, Tim Hutchinson and Lisa Snider for their work in helping make MemorySask better.

### 4. Workshops and Zoom

With the SCAA settling on the use of Zoom for remote meetings, the AA was able to present Basic Archives workshops and the ability to provide instructions to institutions about the use and addition to MemorySask.

### 5. Website

The SCAA's website has been the point of entry for many to the archival landscape of Saskatchewan. This past year we began the process of re-designing the webpage. This new design will still maintain the same content but will have a new fresh look and focus on things like blog "Outside the Box" and MemorySask.

My thanks to Scott and the staff at Storm Applied Technologies as well as committee members Mark, Donald, Stevie and Gloria.

### 6. Archives Week 2022/General Promotion

SCAA continued to support Heritage Saskatchewan's Heritage Fairs by making a fiscal commitment of \$250.



Heritage Sask has again held virtual fairs in the regions of Regina, Saskatoon, Moose Jaw, Swift Current and the Saskatoon Tribal Council 2022; and several SCAA members served as virtual judges. They are planning an in-person Provincial Fair at Government House in Regina this year.

Several Archives Week events once again shifted to virtual but other AW events returned to in-person events. The Saskatoon Heritage Festival went virtual again in late March and SCAA participated by having a "virtual booth" that promoted our webpage, MemorySask, and our Facebook page. They did host a two-day live event at the Roxy Theatre based on the Variety Nights held by Saskatoon's SCAA members in the past for Archive Weeks. Though not organized by the SCAA, several members of the SCAA participated, including Jeff O'Brien (City of Saskatoon Archivist) serving as host.

As SCAA has promoted members' events via Facebook in prior years. Again, 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 7 days) and the other promoting the Facebook page (running 14 days) both were deemed successful. The website ad was seen by **90,446** people and **10,371** people saw the Facebook ad. The results were increased traffic of **1,279** people to the website and **108** new "likes" to the Facebook page. For comparison we received **170** "likes" the previous year, but the ad ran for 10 days instead of 7 this year, as this was a budget consideration.

At the time of the submission, the Facebook page has now reached **1066** "likes" up from **899** at this time last year. So, in conjunction with other tools, it has brought archives to the attention of the public.

As many of our members held virtual events across the province, the SCAA again worked to create 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 **Gabe Dipple** at **On Reel Media** in Regina to edit them and in a couple of cases filmed videos for us to post them on SCAA's YouTube Channel, <https://www.youtube.com/watch?v=nk15-CoYIG0>.

Joining a video welcome from **SCAA President, Mark Vajcner**, were greetings from **Métis Elder Norman Fleury**, and **SaskCulture's Heather Cline**. Institutions represented were the **Craik Oral History Archives**, the **Indian Head Museum Archive**, the **Melfort and District Museum Archives**, the **Métis Nation Registry**, and new member **Music H2 – Saskatchewan Fiddle Archive**.

My thanks to Gabe and the staff at On Reel Media as well as Gloria in helping this project be successful again.

In years past SCAA produced bookmarks, postcards and a poster promoting the SCAA and archives across the province. This year we were able to gather images of sports in Saskatchewan from SCAA's institutional members to produce a set of "Trading Cards" that were freely distributed.

Other tasks:

- 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 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, most via Zoom

- Introduction to Mukurtu – Panel and Discussion
- Implementing Reparative Description for Indigenous Collections
- Association of Canadian Archivists (ACA) Conference "Home Improvement: Building Archives Through Change" was held virtually using the conference app "Whova." June 8-11.





- Outreach and Engaging with Indigenous Communities
- “The Whole Scheme of the Book: William Morris and the Kelmscott Press”
- “How to Create an Oral History Collection with Minimal Resources and Experience”
- “Oral History and Social Justice”
- “Intimate Records”
- “Conjuring the Spirits of Success – Heritage Wins the Day”

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**), Libraries Association (**SLA**). The AA also served on the board of the the Saskatchewan Digital Alliance (**SDA**), chaired meetings of the Archives Advisor’s Working Group, supported by the Canadian Council of Archives (**CCA**) and is serving on the Association of Canadian Archivist (**ACA**) Conference Program Committee.

### **2022-23 Plans**

This past couple of years has shown me that plans can be very fluid. I am still out of my office more than a year later, and as I work away at home, I very much look forward to returning to renovated office soon. I began working with the SCAA in 2009 with the intention of working at home, but that lasted just over a year.

In reports from years past this has been the section I inform you of the AA’s plan for the coming year. With restrictions easing I can inform you that the AA plans to get back to site-visits and expand those relationships that have languished over the past couple of years 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 as I work to bring focus to Archives in Saskatchewan.

### **Submitted by**

**Cameron Hart, SCAA Archives Advisor**



## Nominations Committee Report, 2021-22

The 2021-22 Nominations Committee was comprised of Jeremy Mohr with assistance from Gloria Bearss and Cameron Hart. SCAA will be looking for nominations for 4 Board of Directors positions. The following individuals have completed their 2 year term for the Board:

Mark Vajcner	President
William Shepherd	Member at Large
Jennifer Fedun	Member at Large
Stevie Horn	Member at Large (completed final year of 1 year term)

The nominees as of May 30, 2022:

Mark Vajcner	President
William Shepherd	Member at Large
Stevie Horn	Member at Large
Crista Bradley	Member at Large

I would like to thank all of my fellow board members for their service to the Saskatchewan Archival Community for the past few years. I was encouraged to see several Board members letting their name stand for nomination, as well as a returning Board member who wants to get involved once again. I encourage everyone to get involved with SCAA Committees and the SCAA Board as it can be a very rewarding experience.

For your information the following individuals have completed 1 year of their 2 year terms:

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

Chair – Nominations Committee

Jeremy Mohr





**Appendix 1**  
**Saskatchewan Council for Archives & Archivists**  
**Audited Financial Statements**  
**March 31, 2022**

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**FINANCIAL STATEMENTS**  
**MARCH 31, 2022**



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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, 2022 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, 2022 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**

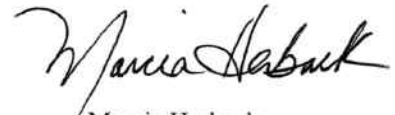
My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that 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 7, 2022



Marcia Herback  
CPA, CA

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT MARCH 31, 2022**  
**(with comparative figures for 2021)**

	2022	2021
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents (Note 3)	\$ 188,103	\$ 184,360
Accounts receivable	8	37
GST receivable	1,285	602
Prepaid expenses	<u>2,431</u>	<u>2,473</u>
	<u>\$ 191,827</u>	<u>\$ 187,472</u>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Accounts payable and accrued liabilities	\$ 13,036	\$ 12,534
Grant return payable (Note 4)	-	1,589
Deferred revenue (Note 5)	<u>98,515</u>	<u>98,640</u>
	111,551	112,763
<b>NET ASSETS</b>		
Unrestricted funds	<u>80,276</u>	<u>74,709</u>
	<u>\$ 191,827</u>	<u>\$ 187,472</u>

See accompanying notes

Approved on Behalf of the Board of Directors

\_\_\_\_\_ Director

\_\_\_\_\_ Director



**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**STATEMENT OF OPERATIONS AND NET ASSETS**  
**FOR THE YEAR ENDED MARCH 31, 2022**  
**(with comparative figures for 2021)**

	<b>2022</b>	<b>2021</b>
<b>Revenue</b>		
Saskatchewan Lotteries Trust Fund, Annual Global Funding	\$ 191,000	\$ 189,411
Donations	70	55
Institutional grant refund - prior year	-	1,550
Interest and other income	104	338
Membership fees	5,405	5,049
Workshop registration fees	<u>1,460</u>	<u>2,980</u>
	<u>198,039</u>	<u>199,383</u>
<b>Expenses</b>		
<b>Administration</b>		
Accounting and legal	3,818	3,797
Bank charges	188	159
Courier and postage	765	577
Fees and licenses	46	46
Governance and strategic planning	-	4,913
IT Support	716	1,249
Insurance	371	400
Membership	401	401
Miscellaneous	750	124
Office supplies, courier and postage	2,221	6,507
Printing and photocopying	344	-
Rent	121	119
Telephone	729	769
Website	<u>4,894</u>	<u>-</u>
	<u>15,364</u>	<u>19,061</u>
Management salary and benefits	<u>49,751</u>	<u>47,600</u>
<b>Meetings and travel</b>		
Board and committees	217	1,296
Annual general meeting	<u>-</u>	<u>315</u>
	<u>217</u>	<u>1,611</u>
<b>Programs and Projects</b>		
Archives week and public awareness (Schedule 1)	16,336	5,694
Memory Sask	7,688	-
Professional Development (Schedule 1)	2,758	6,377
Archives Advisor	66,612	64,347
Conference sponsorship	-	300
Institution funding	<u>33,746</u>	<u>44,421</u>
	<u>127,140</u>	<u>121,139</u>
	<u>192,472</u>	<u>189,411</u>
<b>Excess of revenues over expenses (deficiency)</b>	5,567	9,972
<b>Net assets, beginning of year</b>	<u>74,709</u>	<u>64,737</u>
<b>Net assets, end of year</b>	<u>\$ 80,276</u>	<u>\$ 74,709</u>

**See accompanying notes**

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED MARCH 31, 2022**  
**(with comparative figures for 2021)**

	2022	2021
<b>Operating activities</b>		
Excess of revenues over expenses	\$ 5,567	\$ 9,972
Net change in non-cash operating working capital balances		
Accounts receivable	29	101
GST receivable	(683)	1,024
Prepaid expenses	42	(1,356)
Accounts payable and accrued liabilities	502	2,881
Grant return payable	(1,589)	1,589
Deferred revenue	(125)	3,761
<b>Increase in cash</b>	3,743	17,972
<b>Cash position, beginning of year</b>	<u>184,360</u>	<u>166,388</u>
<b>Cash position, end of year</b>	<u>\$ 188,103</u>	<u>\$ 184,360</u>

See accompanying notes

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**MARCH 31, 2022**

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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 \$2,020 (2021 - \$3,682) 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 \$17,718 (2021 - \$17,701) held in a Royal Bank GIC earning interest at 0.10% (2021 - 0.10%).

**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, 2022, the Saskatchewan Council for Archives and Archivists Inc. had \$nil in grant returns payable to the Sask Lotteries Trust Fund (2021-\$1,589).



**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**MARCH 31, 2022**

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**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>2022</u>	<u>2021</u>
Sask Lotteries Trust Fund, Annual Global Funding	\$ 95,500	\$ 95,500
Membership fees	3,015	3,140
	<u>\$ 98,515</u>	<u>\$ 98,640</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, 2022:

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 2021.

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 2021.

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 2021.

**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, 2022**  
**(with comparative figures for 2021)**

	<b>Schedule 1</b>	
	<u>2022</u>	<u>2021</u>
<b>Archives week and public awareness</b>		
Advertising and media	\$ 314	\$ 371
Archives Week grants	2,645	1,400
Events - promotion	2,674	1,923
Events - other costs	5,021	1,750
Sask Youth Heritage Fairs	250	250
Other AW and public awareness	<u>5,432</u>	<u>-</u>
	<u>\$ 16,336</u>	<u>\$ 5,694</u>
<b>Professional development</b>		
Instructor	2,376	3,727
Travel subsidies general	<u>382</u>	<u>2,650</u>
	<u>\$ 2,758</u>	<u>\$ 6,377</u>



**Appendix 2**  
**2022-23 Budget with 2021-22 Actuals**





**Saskatchewan Council for Archives & Archivists**  
**Fiscal Years: April 1, 2021 - March 31, 2022**

	Code	Audited Actuals 2020-21 (Yr1)	Approved Budget 2021-22 (Yr2)	Audited Actuals 2021-22	Approved Budget 2022-23 (Yr3)
<b>REVENUE</b>					
Sask Lotteries Trust Fund - AGF	4210	189,411.00	191,000.00	191,000.00	191,000.00
Membership Fees	4101	5,048.00	5,800.00	5,405.00	6,200.00
Workshop Registration Fees	4102	2,980.00	3,600.00	1,460.00	4,000.00
Inst. Grant Refund - prior year		\$1,550			
Donations/Self-generated funds	4131/4132	55.00	300.00	70.00	2,000.00
Interest	4350	338.00	200.00	(19.74)	100.00
Miscellaneous Revenue	4300			124.10	120.00
<b>Total Revenue</b>		<b>199,363.00</b>	<b>200,700.00</b>	<b>198,039.36</b>	<b>203,420.00</b>
<b>EXPENSES</b>					
<b>Executive Director Services**</b>					
Executive Director Salary	5000	40,950.00	42,962.40	42,962.40	43,821.65
Executive Director Travel	5015/5420	-	-	-	600.00
Executive Director Communications	5010	318.00	320.00	331.72	350.00
Executive Director Professional Development	5011	-	200.00	79.58	400.00
Executive Director Professional Development Travel	5012	-	-	-	900.00
Executive Director Employee Benefits	5001	3,242.00	3,300.00	3,070.80	3,300.00
Administration Centre Services - payroll fees	5005	183.00	144.00	178.28	180.00
EI	5002	842.00	794.89	838.59	850.00
CPP	5003	1,988.00	2,071.78	2,179.85	2,200.00
WCB	5004	97.00	98.81	114.02	115.00
		<b>47,600.00</b>	<b>49,891.88</b>	<b>49,761.24</b>	<b>52,416.65</b>
<b>General Administration</b>					
Accounting/Business & Professional Fees	5301/5340	3,843.00	4,400.00	3,863.61	4,200.00
Bank and Credit Card Charges	5302	159.00	250.00	188.03	220.00
Governance / Strategic Planning	5396	4,913.00	-	-	-
Insurance	5370	400.00	400.00	371.00	318.00
IT Support	5347	1,249.00	7,600.00	5,609.98	3,400.00
Membership	5305	401.00	402.50	401.25	401.25
Miscellaneous / Contingency	5395	124.00	600.00	750.38	800.00
Office Supplies/Software/Confer/Postage	5360/5345	7,084.00	2,000.00	2,986.09	1,800.00
Printing and photocopying	5361	-	300.00	344.27	800.00
Rent	5390	119.00	300.00	120.48	150.00
Telephone & Internet	5384	766.00	700.00	729.11	750.00
<b>Total General Administration</b>		<b>19,061.00</b>	<b>16,952.50</b>	<b>15,364.20</b>	<b>12,839.25</b>
<b>Travel &amp; Meetings</b>					
Board & Committees	5410	1,296.00	250.00	217.00	1,000.00
Annual General Meeting	5440	315.00	200.00	-	500.00
Regional Meetings	5430	-	-	-	400.00
<b>Total Staff and Board Travel Expenses</b>		<b>1,611.00</b>	<b>450.00</b>	<b>217.00</b>	<b>1,900.00</b>
<b>Programs and Projects</b>					
<b>Archives Week &amp; Public Awareness</b>					
AW Events - Advertising and media	5528	371.00	500.00	313.55	500.00
AW Events - Promotion and printing	5524	1,923.00	2,750.00	2,674.20	2,750.00
AW events - Venue/Food/Other Costs	5528/5530	1,750.00	4,765.00	5,020.52	2,000.00
Archives Week Grants	5615	1,400.00	2,645.00	2,645.00	1,800.00
Other Public Awareness Costs	5538	-	6,000.00	5,432.37	1,000.00
Sask Youth Heritage Fairs	5532	250.00	250.00	250.00	250.00
Unforgettable book project	5511	-	-	-	3,000.00
<b>AW &amp; PA sub-total</b>		<b>5,894.00</b>	<b>16,910.00</b>	<b>16,336.64</b>	<b>11,100.00</b>
<b>MemorySask</b>	<b>5546</b>	<b>-</b>	<b>7,875.00</b>	<b>7,687.50</b>	<b>-</b>
<b>Professional Development</b>					
PD Instructors	5551	3,727.00	2,500.00	2,376.25	3,000.00
PD Instructors - travel & expenses	5552	-	-	-	2,000.00
PD facilities & catering	5555	-	-	-	1,500.00
Travel Subsidies - SCAA Events	5620	-	-	-	1,800.00
Travel Subsidies - Non-SCAA events	5621	2,650.00	500.00	382.32	2,800.00
Other PD costs	5557	-	-	-	2,500.00
<b>Professional Development sub-total</b>		<b>6,377.00</b>	<b>3,000.00</b>	<b>2,758.57</b>	<b>13,600.00</b>
<b>Conference Sponsorship</b>	<b>5399</b>	<b>300.00</b>	<b>300.00</b>	<b>-</b>	<b>300.00</b>
<b>Institutional Funding</b>	<b>5610</b>	<b>44,421.00</b>	<b>\$33,947.68</b>	<b>\$33,746.74</b>	<b>38,068.89</b>
<b>Archives Advisor Services**</b>					
Archives Advisor Travel	5672	-	1,050.00	796.54	3,850.00
Archives Advisor Communications	5673	1,511.00	1,800.00	1,521.70	1,800.00
Archives Advisor Salary	5674	56,159.00	57,282.14	57,282.24	58,427.78
Archives Advisor Professional Development	5675	385.00	900.00	575.22	800.00
Archives Advisor Professional Development Travel	5676	-	-	-	2,000.00
Archives Advisor Employee Benefits	5677	2,053.00	2,200.00	2,011.88	2,200.00
Administration Centre Services - payroll fees	5050	183.00	220.00	182.73	175.00
EI	5678	1,119.00	1,200.00	1,100.47	1,200.00
CPP	5679	2,822.00	2,629.45	3,005.49	3,005.00
WCB	5680	135.00	110.12	153.72	154.00
<b>Archives Advisory Services sub-total</b>		<b>64,347.00</b>	<b>67,391.71</b>	<b>66,811.89</b>	<b>73,411.78</b>
<b>Total Programs and Projects</b>		<b>121,138.00</b>	<b>129,424.39</b>	<b>127,139.34</b>	<b>136,280.47</b>
<b>Total Expenses</b>		<b>189,411.00</b>	<b>196,718.77</b>	<b>192,471.78</b>	<b>203,436.37</b>
<b>SURPLUS/DEFICIT</b>		<b>9,972.00</b>	<b>3,981.23</b>	<b>5,567.58</b>	<b>(16.37)</b>



## Appendix 3

### List of Past SCAA Annual General Meetings

Year	Date	Location	Host Institution
2021	June 23	Virtual Meeting	Zoom Video Conference
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