



# SCAA

SASKATCHEWAN COUNCIL  
FOR ARCHIVES & ARCHIVISTS

## 2023 ANNUAL GENERAL MEETING & DAY CONFERENCE

Thursday June 22, 2023

Lloydminster Museum & Archives  
4207- 44 St. Lloydminster, SK

AGM 9:00 a.m. – 10:30 am

Keynote Speaker: 10:30 am – 11:30 am

Madalyn Mandziak (Institute of Prairie and Indigenous Archaeology)

*“ Archives and Finding Missing Children and Unmarked Burials: Supporting Indigenous  
Community Access to Residential School Records.”*

Lunch will be provided

Lloydminster Museum & Archives Guided Tour 12:30 pm – 1:00 pm  
(Includes galleries & exhibits – Compliments of City of Lloydminster)

Workshop 1:30 pm – 4:00 pm

Nowshad (Shad) Ali (President & CEO OnPurpose Leadership Inc.)

*“Maximizing Media- Archivists to Valued Assets”*



Canadian Council of Archives  
Conseil canadien des archives

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# ANNUAL GENERAL MEETING

Thursday June 22, 2023 @ 9:00 a.m.

Lloydminster Museum & Archives

## Proposed Agenda

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11. Keynote Speaker - Madalyn Mandziak (Institute of Prairie and Indigenous Archaeology " <i>Archives and Finding Missing Children and Unmarked Burials: Supporting Indigenous Community Access to Residential School Records.</i> ")	

Appendix 1: 2022-23 Audited Financial Statements

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## Saskatchewan Council for Archives and Archivists ANNUAL GENERAL MEETING

Thursday, June 23, 2022 @ 9:00 a.m.  
Virtual Meeting held via Zoom Videoconference

### MINUTES

#### Present:

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)  
Jennifer Fedun (Voting Delegate - City of Yorkton, Department of Community, Parks & Recreation, Yorkton)  
Dennis Garreck (Outreach Consultant, SaskCulture Inc., Regina)  
Alice Gaudet (Voting Delegate – Archives de Bellevue, Bellevue)  
Erin Grant (Individual Member – Metis Nation Saskatchewan Registry, Saskatoon)  
Graham Guest (Voting Delegate – PNLN Northern Saskatchewan Archives, La Ronge)  
Cameron Hart (Individual Member - Saskatchewan Council for Archives & Archivists, Saskatoon)  
Alyssa Hdyuk (Voting Delegate - Dr. John Archer Library, University of Regina, Regina)  
Ailsa Hedley Leftwich (Individual Member - Canadian Bahai Archives, Saskatoon)  
Stevie Horn (Voting Delegate - Saskatoon Public Library Local History, Saskatoon)  
Donald Johnson (Individual Member – Provincial Archives of Saskatchewan, Regina)  
John Korts (Voting Delegate – Indian Head Museum, Indian Head)  
Sheldon Krasowski (Voting Delegate – Office of the Treaty Commissioner, Saskatoon)  
Christy McCafferty (Voting Delegate – Biggar Museum & Gallery, Biggar)  
Madeleine McLuhan-Myers (Individual Member – Provincial Archives of Saskatchewan, Regina)  
Jeremy Mohr (Individual Member - Provincial Archives of Saskatchewan, Regina)  
Carol Radford-Grant (Individual Member – Provincial Archives of Saskatchewan, Regina)  
William Shepherd (Voting Delegate - Swift Current Museum, Swift Current)  
Michelle Taylor (Voting Delegate – Prince Albert Historical Society/Museum, Prince Albert)  
Mark Vajcner (Individual Member - Regina)  
Irene Zadnik (Individual Member – University of Regina, Regina)

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

#### 1. Call to Order 9:01 a.m.

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 with a land acknowledgement. Mark also welcomed Dennis Garreck, Outreach Consultant with SaskCulture; as well as introducing Carol Radford-Grant, the new Provincial Archivist at Provincial Archives of Saskatchewan.

#### 2. Attendance – introductions were held and above attendees were confirmed as being present.

#### 3. Approval of Agenda

Addition of items to the agenda include Queen Elizabeth II Platinum Jubilee Medal Awards and Prize Draw in #10 Other Business. And to move #9 Election of Board of Directors ahead of #8 Staff Reports.

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

**Moved: Donald Johnson**

**Seconded: William Shepherd**

**CARRIED**

#### 4. Approval of 2021 AGM minutes.

**MOTION: That the 2021 Annual General Meeting minutes be approved as presented.**

**Moved: Stevie Horn**

**Seconded: Erin Grant**

**CARRIED**

#### 5. Guest Speaker – Lisa Snider (Access Changes Everything)



Mark introduced consultant Lisa Snider, who provided an overview of her work on the MemorySask project. She highlighted each of 5 components of her work: Survey, Quality Assurance Workflow, Policy, Manual and Subjects, Places, Names and Recommendations.

## 6. Board Reports

**President's Report** – Mark summarized his report as circulated in AGM package; and highlighted the advancements on MemorySask, website and additional revenue goals as per strategic plan. He thanked everyone for their hard work and dedication.

**Treasurer's Report** – Jeremy summarized report as circulated in AGM package. The 2021-22 fiscal year ended with a surplus of \$5567. No return of excess funds to SaskCulture was required as grant was fully expended. Once again due to the pandemic, many areas of the budget such as travel and professional development were underspent, and amounts were reallocated to projects such as IT Support, Archive Week video project and a MemorySask consultant. Jeremy thanked SaskCulture not only for providing operating grant, but for being flexible and accommodating changes to the budget during the pandemic.

**MOTION: To receive the 2021-22 audited financial statements as presented.**

**Moved: Nadine Charabin**

**Seconded: Crista Bradley**

**CARRIED**

**MOTION: To appoint Marcia Herback CA & Associates as Auditor for the 2022-23 year.**

**Moved: Erin Grant**

**Seconded: John Korts**

**CARRIED**

## 7. Committee Reports

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

He highlighted 3 main areas:

- revision to the membership bylaws to encourage the involvement of retired members and those outside of the archival profession but to allow some board discretion to ensure the fundamental purpose of the organization does not shift.
- Education Committee transition to staff responsibility
- MemorySask governance – defining relationship with U of S who hosts database

**Grants Committee Report** – As per report, the Committee approved 9 applications; with the amount of funds allocated this year at \$38,068.69.

**Education Committee Report** – Activities of the previous year were summarized as per report. Due to continued pandemic risks, online offerings were held with the assistance of AABC Lisa Glandt who presented an "Arrangement, Description and RAD Refresher" workshop in November 2021; as well as a workshop focused on mental wellness called "What's Normal About Anxiety" hosted by expert Shannon Gander in March 2022.

The resumption of in-person workshops, holding online workshops, and an option of a hybrid model to achieve a balance will be explored. Planned workshops for 2022-23 were also presented.

**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 contacting institutions whose artifacts will be featured in the book as well as article authors for permissions; and hiring a photographer. Publishing options are being considered.

**Indigenous Working Group** – was born from the Diversity Working Group. As per detailed report, Stevie highlighted achievements of prior year:

- Dissemination of a letter to membership encouraging archivists to become actively involved in providing Indigenous communities information and records needed to fill in gaps in histories shattered by colonial practices.
- Creation of Indigenous Working Group comprised of and consulting with Indigenous information professionals which will focus on creation of resources to aid archivists; and to bridge the gap between Indigenous communities

Objectives and action items were also described as per written report; including putting together a list of fundamental terminologies, forming connections with First Nations and Metis archival institutions and putting together a workshop/panel addressing difficulties of Indigenous genealogical research.

**Revenue Working Group** – The Revenue Working Group was formed from our current Strategic/Operational Plan related to the goal to "expand human and financial resources". This group is tasked to focus on the issue of seeking revenue from sources other than our Sask Lotteries grant. The target is to have an "additional 5% non-grant revenue" by 2024. Mark presented recommendations of the group as per the submitted report. Further actions 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 Board and Committee reports as presented.**

**Moved: Crista Bradley**

**Seconded: Ailsa Hedley-Leftwich**

**CARRIED**

## 8. Election of Board of Directors

**Nominations Committee Report** – Jeremy summarized the submitted report.

Should there be nominations from the floor, there is a third party CCA representative standing by to manage the election.

After calling 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> nominations from the floor, the following Slate of Board of Directors has been acclaimed:

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

**Member at Large (2-year term)** – William Shepherd, Swift Current Museum

**Member at Large (2-year term)** – Stevie Horn, Saskatoon Public Library

**Member at Large (2-year term)** – Crista Bradley, University of Regina Archives & Special Collections

Donald Johnson, Jeremy Mohr, Sheldon Krasowski and Erin Grant have completed the first half of their two-year terms. Mark welcomed new Board member Crista Bradley and thanked departing member Jennifer Fedun for her contributions.

## 9. Staff Reports

**Executive Director Report** – Gloria summarized her submitted report, highlighting the challenges that the pandemic continued to present, but that SCAA had a successful year. She gave an update on SaskLotteries/SaskCulture, who recently have offered a "Special Initiatives Fund" to all organizations to give additional support after the pandemic and after a record year of lottery sales. Thanks were extended to the funders for their continued support. Gloria thanked the entire board for all their support and guidance; as well as Cameron, and all the members for their continued participation and patience throughout the past year.

**Archives Advisor Report** – Cam summarized his submitted report, explaining that his site visits were still curtailed in 2021 due to the pandemic. Instead he will continue to contact members via email, phone and Zoom meetings to provide assistance. Work is still continuing on MemorySask, with the Governance Committee working on policies, and a training webinar with co-presenter Lisa Snider is scheduled for September 15<sup>th</sup>. He discussed upcoming workshops and presenters, Archives Week successes and plans for 2022-23. Cam thanked 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: Jennifer Fedun**

**Seconded: Alice Gaudet**

**CARRIED**

## 10. Other Business

a) **New SCAA Website** – Cam unveiled the new SCAA website page, with a short description of features and improvements.

Cam thanked Website Redesign Committee members Mark Vajcner, Stevie Horn, Donald Johnson and Gloria Bearss; as well website provider Storm Applied Technologies.

b) **Volunteer Recognition** – to acknowledge members who have contributed substantially to archives in the province.

Awards and plaques were presented virtually to Graham Guest of PNLN Northern Archives in La Ronge; and Tim Hutchinson of University of Saskatchewan, Archives & Special Collections, Saskatoon.

c) **Queen Elizabeth II Platinum Jubilee Medal Awards**

Information item to make everyone aware that in celebration of the Queen's 70<sup>th</sup> anniversary of her reign, 7000 volunteer medals are being awarded in Canada. Application criteria and nomination forms are online. Archivists tend to be under-represented when it comes to awards and there are many that have long-standing commitments to the history or our province and need to be recognized. Mark encourages everyone to consider nominating deserving archival members from their communities.

d) **Prize Draw** – Ailsa Hedley-Leftwich won prize package drawn by random generated number.

## 11. Adjournment

**MOTION to adjourn meeting at 10:59 a.m.**

**Moved: William Shepherd**

12. AGM is followed by Annie Battiste presenting "Reconciliation through Treaty Relationship" keynote speech.



## President's Report, 2022-23

It has been another active year for SCAA. Archives Week, our institutional grants and education programs, the advisory service, and numerous other projects and initiatives have moved forward.

These have been the hard work of our staff and of our committees and you will read in detail about them in the pages that follow and hear about them during our Annual Meeting.

My role as President has been to chair meetings and to offer advice and assistance where I can. It has been a pleasure and inspiration to engage with such a dedicated group of people.

Mark Vajcner



## Treasurer's Report, 2022-23

SCAA remains in a strong financial position; however, we continue to experience some budgeting challenges as we transition our services back to in-person. SCAA received and fully utilized our annual funding grant of \$191,000 from SaskCulture. I would like to thank SaskCulture and SaskLotteries for their continued support of our organization and similar cultural and heritage groups within our province. This was the final year of our 3-year funding application. We have been informed that a single year of interim funding (\$191,000) will be provided for the 2023-24 fiscal year before our next 3-year funding application would be submitted.

During the pandemic SCAA had challenges with budgeting appropriately given the move to online and remote access to our events and programming. The 2022-23 year continued that trend with the organization now hoping to return to a mix of in-person and virtual programs. This allows a great deal of flexibility from a budgeting standpoint but can also present some challenges ensuring that the appropriate amounts are allocated. The Board will undoubtedly need to continue to keep a close eye on our budget and reallocate funds as necessary throughout the fiscal year.

SCAA's revenue is relatively stable. The SaskCulture funding remains our primary source of revenue as in years past. Our membership fees have remained relatively stable. We have started to generate revenue from workshop registrations although in much more limited amounts than previous years. This trend will likely continue if we have more virtual offerings which tend to be shorter in duration and have smaller registration fees. The self-generated revenue area is one that may require some revision. The budgeted amount was the target set by the revenue committee and while it is a laudable goal, this may need to be phased in, with more modest targets to start.

SCAA continues to try and ensure we act as a good employer for both our Executive Director and Archives Advisor. This past year we offered a 2% cost of living increase. We have examined a larger increase for the 2023-24 fiscal year to better help meet the rising costs of inflation. The work of our staff is invaluable for our organization and to our members. We also want to ensure both staff members have professional development activities to maintain and improve their skillset. The Archives Advisor's travel remained somewhat limited in 2022-23. We expect this to increase closer to pre-pandemic levels in future years.

In 2022-23 we saw some higher administrative costs than previous years. SCAA made some major investments into our website. We hope everyone is happy with the new look and feel of the site. Adding to this, SCAA also purchased IT equipment and services to better backup and secure our electronic files and help protect us from hacking or other malicious attacks. This investment should be very helpful in the long term for our organization. We also saw some increased costs in postage due to remaining with virtual meetings and events this past year.

We greatly increased our budget for Archives Week this year. This allowed more of our members to showcase their institution and their work online in videos. We likely won't be able to continue with this for some time, but we feel this was a great use of our funds to promote even more archives across our province!

We had to reallocate funds in the professional development category this past year. This was not surprising given that we maintained virtual professional development activities this past year. We are finding more and more speakers/instructors prefer this option, and it does allow us to reach a wider membership at times, so this will likely continue but will see some fluctuations in the budget in the future. It has had an effect on the use of our professional development fund, something for SCAA to continue to monitor and revise.

As you will note from our finances SCAA has a fairly substantial reserve of funds accumulated primarily from previous fiscal years and our efforts to generate revenue in the past. I am pleased to report that the Board recently passed a formal policy for allocating, maintaining and using these funds into a 6 month operational reserve and putting the remaining funds into a strategic reserve. Having these amounts set annually and better criteria for their use and administration will prove greatly beneficial to the long-term health of our organization.

It has been a pleasure returning to the Treasurer role these past two years. I owe a great deal to our staff for all the hard work they have done and their nimble thinking this past year, as well as to my fellow Board members for all their insight and observations. I wish the new Treasurer and Board the best of luck with this very rewarding organization.

Jeremy Mohr, Treasurer



## Governance Report, 2022-23

The 2022-23 Governance Committee was comprised of Jeremy Mohr, Mark Vajcner, Erin Grant, Tim Hutchinson and Gloria Bearss. The Committee focused on three main topics: constitutional amendments primarily related to membership and the nominations committee; alternative AGM and voting options; and policies related to the reserve funds of the organization.

The Committee was asked to examine some of the membership categories and terms especially related to the waiver of membership fees that SCAA has offered primarily to Indigenous organizations over the past few years, as well as those undergoing economic hardship during the pandemic. After review, the Committee recommended several amendments to the membership fees to clarify that organizations/individuals whose membership fees have been waived could still enjoy the full privileges of membership.

The Committee was asked to revise the Nominations Committee's clause in the constitution. Presently that Committee has a requirement to include a non-board SCAA member. It has proven challenging to recruit in the past several years, and the committee has often been forced to operate without this individual, who by coming forward might also be better directed to serve on the Board or another committee of SCAA. The Governance Committee has proposed a revision to remove this requirement but leave it as optional on the Nominations Committee to better fit with current practices and the realities of volunteer recruitment.

The Executive Director had reported an instance where an institutional SCAA member wished to send an alternative representative to the SCAA AGM to vote on their behalf. The Governance Committee examined this and the option for proxy voting as well, where another SCAA member could vote on behalf of a person/organization unable to attend. The Committee reviewed the terms of references of several other organizations as well as the Non-profit Corporations Act. The Committee is proposing several constitutional amendments to support this. We felt that institutional members should be allowed to temporarily appoint a non-SCAA member to represent them as needed, but that this was not likely necessary for individual SCAA members. The alternative representative for the institution would only apply for attendance and voting at the AGM and would not receive other SCAA membership benefits. As well, a proxy voting option for members has also been proposed in the constitutional amendments.

Finally, the Board asked the Committee to review options related to SCAA reserves. SCAA has had a de facto 3-month reserve policy in case of emergency for several years. The Committee drafted a new policy that defined an operational reserve for the organization in case of emergency, loss of funding or some other serious circumstance, as well as a strategic reserve for any remaining funds that could be used for other projects or purposes outside of the SCAA's annual budget. The Board approved a 6-month operational reserve based on the recommendations of SaskCulture. Reserve funds will be reviewed and approved annually.

I would like to thank all of the Committee members for their valuable insight over the past year. It was particularly helpful to have individuals with experiences beyond SCAA to get some guidance on the voting and reserve fund issue.

Thank you

Jeremy Mohr, Governance Committee Chair





## 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 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.

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

Individual membership shall be accorded to any Saskatchewan resident who supports the objectives of the Council, 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, 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.

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

Institutional membership shall be accorded to any institution which meets these criteria 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.3 (c) (\*NEW):

An Institutional member may appoint an alternate representative to vote at a meeting on their behalf. This alternate representative shall only receive the institutional rights of membership for the purpose of attending and voting at the AGM. The institution shall appoint an alternate representative by contacting the Council in writing in advance of the AGM. If the alternate representative proposed is already a member article II.10 for proxy voting shall apply.

**MOTION: To approve Bylaw II.3 (c) as added**

##### 4) Membership

###### Article II.7 (Current):

The annual membership fee for each membership category shall be established by the members in general meeting.

###### Article II.7 (Proposed amendment):

The annual membership fee for each membership category shall be established by the members in general meeting. Membership fees may be waived by a resolution of the Board.

**MOTION: To approve Bylaw II.7 as amended**



5) **Membership**

**Article II.10(\*NEW):**

An individual or institutional member may appoint a proxy to vote on their behalf in advance of the AGM by contacting the Council in writing. The proxy must be a member of SCAA; may serve as a proxy for other members; and must comply with the direction of the member they are serving as a proxy.

***MOTION: To approve Bylaw II.10 as added***

6) **Election of Board**

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

At least two months prior to the Annual General Meeting of the Council, the Board shall appoint a Nominations Committee to consist of a Board member not seeking re-election plus at least one member not holding a seat on the Board. This committee shall prepare a slate of nominees for election to be sent to the general membership at least 15 days prior to the AGM, together with a notice soliciting nomination for these positions. All nominees must be members of the Council in good standing.

**Article IV.1 (Proposed amendment):**

Pursuant to Article III.2, at least two months prior to the Annual General Meeting of the Council, the Board shall appoint a Nominations Committee to consist of at least one Council member not seeking election or re-election to the Board. This committee shall prepare a slate of nominees for election to be sent to the general membership at least 15 days prior to the AGM, together with a notice soliciting nomination for these positions.

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

7) **Election of Board**

**Article IV.3 (Current):**

Members in good standing and new members holding memberships purchased at least one month prior to the Annual General Meeting shall be eligible to cast one (1) vote for each office open for election.

**Article IV.3 (Proposed amendment):**

Members in good standing and new members holding memberships approved by the Board at least one month prior to the Annual General Meeting shall be eligible to cast one (1) vote for each office open for election. A member may cast an additional vote for each office open for election for each proxy vote they are representing.

***MOTION: To approve Bylaw IV.3 as amended***

8) **Election of Board**

**Article IV.4 (Current):**

Members must be present at the Annual General Meeting to vote.

**Article IV.4 (Proposed amendment):**

Members must be present at the Annual General Meeting to vote unless they have arranged for a proxy vote as per Article II.10.

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



## Grants Committee Report, 2022-23

*Chair:*

Shepherd, William  
(Swift Current Museum)

SCAA Staff Representative:  
Cameron Hart (Archives Advisor)

*Members:*

Hyduk, Alyssa (University of Regina)  
Johnson, Donald (Provincial Archives of Saskatchewan)  
Kort, John (Indian Head Museum)

*IGP Details:*

Available Funding: \$38,068.69  
Applications Received: 18  
Funding Requested: \$65,163.64

Applications Approved: 12  
Funding Approved: \$38,068.69

<i>Institution:</i>	<i>Application Project:</i>	<i>Approved:</i>
Archives de Bellevue	Archives de Bellvue Fonds Photo Collection	\$2,076.75
Biggar Museum and Gallery	Digitization of Archival Inventory	\$4,866.88
Grand Coteau Heritage & Cultural Centre	VHS Digitizing	\$1,360.45
Indian Head Museum Archives	Book Printing	\$5,000.00
Lung Sask	Care and History of Indigenous Peoples: Sanatoria Information Sharing Project	\$4,833.79
Melfort & District Museum Archives	Research Project of Churches and Cemeteries in Melfort & District	\$3,085.27
Outlook & District Museum	Archival Project	\$2,850.64
Rosetown Centennial Library Archives	Processing & Rehousing of Recently Acquired Fonds	\$847.61
Ukrainian Museum of Canada	Archival Supplies	\$3,209.57
Wanuskewin Heritage Park	Digitization of Visual Records	\$3,442.25
Whitewood Tourism & Heritage Association	Conservation Project	\$2,213.16

*Committee Dates:*

7 November 2022 (First Round Application Deadline)  
7 November 2022 (First Round Adjudication Meeting)  
21 November 2022 (Revised Application Deadline)  
29 November 2022 (Revised Adjudication Meeting)  
16 January 2023 (Second Round Application Deadline) *Completed by Email* (Second Round Adjudication Meeting)  
15 February 2022 (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*

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## Public Awareness Committee Report, 2022-23

Stevie Horn

Crista Bradley

Cheryl Avery

Ken Dahl

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

This year, photographer Jeremy LeClair was hired to photograph archival items in both Saskatoon and Regina for \$750.00. All photographs and articles have been sorted together and a rough layout of the book in slideshow format has been created.

A special article on the complex relationship between First Nations, Metis, and Inuit peoples and archives will be contributed by Dr. Winona Wheeler, and will lend greater depth of perspective to the book.

Institutions from which we have not yet received a high quality scan of material related to their article will be contacted in the coming cycle.

At this point the committee is looking for monies to be made available over the next cycle to fund a designer to put the book in printable condition, or at the very least create a workable template for us to use. This will be our final step before seeking out a printer.

Sincerely,

Stevie Horn

(Committee Chair)



## Indigenous Working Group Report, 2022-23

### Members:

Erin Grant (Chair, SCAA Member-at-large, Metis Nation – Saskatchewan)  
Sheldon Krasowski (SCAA Member-at-large, Office of the Treaty Commissioner)  
Stevie Horn (SCAA Member-at-large, Saskatoon Public Library)

### 2022-23 Summary

In 2022-23, the Indigenous Working Group focused on organizing itself into a more permanent committee of the Saskatchewan Council of Archives and Archivists. In 2021-22 we received feedback from membership and folks engaging with us in advisory capacity that our group lacked some clarity in purpose. Rather than continuing to engage Indigenous information professionals in the province in an advisory capacity, we chose to step back as members of the SCAA board sitting on the IWG to clarify the IWG's mandate and goals. Previous work conducted by the IWG is available in past years' reports.

The purpose of the IWG is to respond to and implement the Truth and Reconciliation Commission of Canada's Calls to Action as they relate to the cultural heritage sector in Saskatchewan. This work includes thoroughly reviewing the Steering Committee on Canada's Archives 'Reconciliation Framework for Canadian Archives.' This framework calls on Canadian Association of Archivists to respond to Call to Action #70, to 1. Determine the level of compliance with the United Nations Declaration on the Rights of Indigenous People and the United Nations Joint-Orontlicher Principle as it relates to Indigenous peoples' inalienable right to know the truth about what happened and why, with regards to human rights violations committed against them in residential schools, and 2. Produce a report with recommendations for full implementation of these international mechanisms as a reconciliation framework for Canadian archives.

In 2022-23 the SCAA Indigenous Work Group began the process of creating a mandate that outlines the objectives, mission, and goals of the group. The mandate will be created in consultation with the Council of Nova Scotia Archives. It will involve the core members of the IWG to build relationships with and partner with First Nations and Metis organizations, record keepers and researchers to define this work, with First Nations and Metis members sitting in a paid advisory role within the working group. The IWG will also conduct an environmental scan (survey) of its membership to gather information about what supports/education is needed to implement the Framework in their institutions.

Our intention is to integrate an IWG mandate more fully into the SCAA's upcoming 2024 strategic planning process. The IWG reflected on the current 2015 Diversity Plan with the Board of Directors, discussing the need to update and expand the plan to reflect the more contemporary need to think beyond 'diversity' as it relates to the cultural heritage sector in Saskatchewan. The board set the priority to revisit the Diversity Plan in 2023-24 strategic planning, building off of the work the IWG in 2022-23 to create a clear mission and goals.

The IWG aims to review work done by other cultural heritage institutions locally and in other jurisdictions on Diversity, Equity, Access, and Inclusion. Future initiatives may include workshops or educational opportunities related to archival description work.

Erin Grant



## Revenue Working Group Report, 2022-23

The members of the Revenue Working Group are Mark Vajcner, Stevie Horn and Gloria Bearss.

The Revenue Working Group was formed in October 2020 as an action item from our current Strategic & Operational Plan with the goal to “expand human and financial resources”. This group was focused on seeking revenue from sources other than our Sask Lotteries grant. The target outlined in the Strategic Plan was to have an “additional 5% non-grant revenue” by 2024.

The group completed research and compiled information on various revenue options. The Committee had split the research work into topic areas: • Corporate Sponsorship • Other Grants • Direct Donations • Programming • Fundraising • Jurisdictional Review

Recommendations and highlights:

- That institutional membership fees be reviewed to allow for a sliding scale according to size
  - membership restructuring proposal discussed, which includes minor increases in all fee categories, along with variable institutional rates for larger organizations as well as a new category for student/retired/non-salaried individuals.
  - The last fee increase was in 2015-16
  - Small increases due to inflationary reasons/a decrease in workshop revenue due to more online offerings/funds can potentially be utilized for new granting or service programs
  - Proposal to be presented to the membership at the 2023 AGM for approval.
- That future large projects consider applying for grant or sponsorship opportunities presented
  - Project based – case by case
  - Examples of grantors researched – ISC, SaskEnergy, 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
- 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 campaigns
- 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

Unfortunately, due to the pandemic challenges as well as capacity issues, initiatives on generating funds were curtailed; and will be reviewed in the next strategic planning sessions which will take place by the end of 2023. The goals may need to be modified and phased in, with graduating targets over the timeframe of the plan.

Mark Vajcner (Chair)



## SCAA MEMBERSHIP FEE RESTRUCTURE PROPOSAL

### Current Membership Fee Structure:

Institutional	Paid Staff	\$120.00
	Volunteer Based	\$70.00
	Developmental	\$65.00
	General	\$30.00
Individual		\$35.00
General		\$20.00

### Proposed Membership Fee Structure:

Institutional	Based on # of Paid Staff	
	1-3	\$140.00
	4-10	\$180.00
	11+	\$200.00
Institutional	Run by volunteers	\$80.00
	Developmental	\$75.00
	General/Associate	\$40.00
Individual		\$40.00
Non-salaried/Student/Retired		\$30.00
General - nonvoting		\$25.00

\*New membership categories



## Executive Director Report, 2022-23

As we reflect on 2022-23, it feels like we have turned a corner coming out of almost 3 years of uncertainty. It was a year of rebuilding and renewed activities. We implemented some necessary changes to projects that were significant and are now beginning to turn our attention to the future. I am pleased to provide this report reflecting on the last 12 months and looking ahead to 2023-24.

SCAA has emerged from the pandemic in a solid financial position as a result of sound decisions and wise advice from the Board. Our life-giving funding from SaskLotteries/SaskCulture has remained stable, and even through the pandemic years, lottery sales continued to be robust. In fact, on May 11<sup>th</sup> of this year, the Government of Saskatchewan and SaskLotteries signed a new 6 year agreement, which will help ensure stable funding for sport, culture and recreation groups such as ours throughout the province. This agreement has preceded the next 3 year Annual Global Funding cycle, the application of which will be submitted by the end of this year, and will include a remodeled Strategic Plan which will be drawn up with the collaboration of a planning consultant.

To address the ongoing pressures of the pandemic, in 2022 SaskLotteries/SaskCulture announced a "Special Initiatives Fund" to provide additional support to organizations in the way of a one-time grant. We were able to utilize those funds to provide this AGM and day conference as a way to renew connections post-covid with all of our members. This also gave us the opportunity to allow for our first "hybrid" offering, whereby our hope is to increase audience engagement and accessibility by allowing both in-person and online attendance; as well as providing assistance through our Professional Development Travel Subsidy program. The fact that we could also supplement our AGM with further training and programming by engaging a keynote speaker and a workshop presenter, was also an exciting addition to our annual event. We are ever thankful to SaskLotteries and SaskCulture for their continued and steadfast support....and we'll all continue to buy those lottery tickets!!

You'll see from the Treasurer's report that with the budget challenges and re-allocations that were necessary in 2022-23, projects not normally feasible were able to materialize. The fresh new SCAA website is one example; along with a considerably more up to date and secure office IT backup and server system which will greatly reduce the ever-growing concerns of cybersecurity risks and contribute to the health of SCAA.

Another example is the expanded video project for Archives Week in 2023, which included submissions of video clips from member institutions, and further enabled a videographer to film on-site in several locations. A week of daily online YouTube presentations celebrated the hard work, dedication and successes of our archival members. And similar to the prior year, some very favourable social media presence was gained.

One other financial aspect I'd like to mention is with regards to our obligations to Canada Revenue Agency.

For many years, SCAA being a non-profit organization had not needed to submit tax returns; however, in 2020 all such bodies were informed that "nil T2" forms would be required going forward. Filings were completed accordingly by our accountants at SaskSport/Admin Centre for the 2021 and 2022 fiscal years, but as entirely expected, CRA eventually ensued with a request for filings going back to SCAA's incorporation in 2001. As daunting as that seemed, fortunately electronic records were kept for years going back to 2010, and with the help of our friends at Provincial Archives, they expertly located the remaining documentation going back to the beginning of SCAA time. It is now satisfying to know that SCAA is currently compliant and up to date with all CRA filings.

The Committee reports submitted by the Chairs will address the many successes achieved in the past year. To summarize:

- Governance - constitutional amendments primarily related to membership and the nominations committee; alternative AGM and voting options; and policies related to reserve funds.
- Education Committee responsibilities were transferred to staff in 2022.
  - Lisa Snider (MemorySask Consultant) provided a brief presentation at the 2022 AGM to offer highlights and overview of her results on MemorySask project. She also co-presented a half day familiarization training webinar in October with Cameron Hart on MemorySask downloads and procedures.
  - Iona McCraith, former AAO Preservation Consultant, presented a 2 session virtual workshop on archival preservation in March.
  - Madalyn Mandziuk from Institute of Prairie and Indigenous Archaeology will present at 2023 AGM on reconciliation efforts. Having worked heavily with Indigenous communities, she can relate this work to archives and provide a perspective on practices.





- Shad Ali (OnPurpose Leadership) will facilitate an afternoon session at the 2023 AGM on media communications entitled "Maximizing Media – Archivists to Valued Assets"
- Grants – Institutional Grants Program funding was fully expended after 2 rounds of adjudications. Archives Week Grants funding amounts were also fully expended, which demonstrates an ongoing need for these programs and a desire to further promote archives.
- Indigenous Working Group - involves Indigenous members steering the group. Mandate and goals of a permanent committee are being explored. A key purpose of the IWG is to respond to and implement the TRC's Calls to Action. 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 key initiatives of this group.
- Public Awareness - *Unforgettable : Extraordinary Items from Saskatchewan's Archival Collections* book project was the focus of this group. Organization of photographs/scans/articles and a layout has been completed. Designer and publishing options are being explored 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.

The coming year will have much to offer, and will be refreshing to work and plan in a non-pandemic environment. Our service, programming and benefits to members will continue to be key, and to envision a truly hybrid model for professional development and member involvement, which will allow for greater accessibility to networking and learning and more diverse programming, will be something to look forward to.

I would once again like to recognize the significant contributions of our members (old and new), partners and volunteers, for your collective and dedicated efforts at preserving archives. Our hope is that members find community, connection and a professional "home" at SCAA.

Thanks and appreciation go out heartily to the SCAA Board of Directors and to Archives Advisor Cameron Hart for their commitment to the organization and thoughtful decision-making especially given the uncertainty of the last few years. Thank you for supporting me in my role, and for making my position at SCAA a pleasant and fulfilling one.

Have a wonderful summer, with continued health and joy in all you do!

Respectfully Submitted,

Gloria Bearss



## Archives Advisor Report, 2022-23

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 have diminished, some institutions are ready for in-person site visits again from the Archives Advisor (AA). However, the use of the SCAA Zoom account to make virtual site visits has continued.

The fiscal year, April 2022-March 2023, saw the AA work virtually with the **Saskatchewan Teachers' Federation**, the **Seager Wheeler Farm, Shaunavon**, new member **Wanuskewin Heritage Park, Wolseley, and Whitewood**. In-person site visits were held with **Area 91 Archives (Al-Anon), LungSask**, new member at the **Outlook Museum**, and **Rosetown**. The **Ukrainian Museum of Canada** received two as they participated in the Archives Week videos, and **Biggar Museum** also received both in-person as well as Zoom visits.

### 2. Inquiries

Inquiries from members and the Board are fielded; as well as those of non-members if they are of a general nature. Queries from other heritage organizations, internationally, nationally and provincially (SAA, ACA; CCA, other provincial archival councils, SaskCulture, Heritage Sask.) are also handled.

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.

**These numbers are for comparison only and are not exact (switching email addresses with our new server may have affected the count).**

**2022-23 Totals were: Total 10918=; Members = 7582; Non-Members = 3336**

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

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

These numbers also reflect the work surrounding the application process of the Institutional Grant Program (IGP), with both applicants as well as the Grant Committee.

### 3. MemorySask database

In April of 2022 the AA worked with the consultant SCAA had hired, Lisa Snider, reviewing four documents generated: a manual for members when entering and editing/a guide to creating "Authority Records" in the database/a document of policies for SCAA regarding MemorySask/and a Quality Assurance document for the AA to follow.

A MemorySask Working Group has been struck with the AA as chair and members drawn from various sized institutions that contribute to MemorySask. This group will initially review the documents created by Lisa and take on tasks established in a terms of reference document.

Work has continued instituting the Province of Alberta Archival Subject Headings (PAASH) as well as the inclusion of Saskatchewan locations and prominent names. The institution of the First Nations Metis and Inuit Indigenous Ontology (FNMIIO) is continuing to be researched.

**My thanks to those who have agreed to be included on the MemorySask working group, even though I have been slow to get it started, Amy Putnam (U of S Archives); John Kort (Indian Head Museum); and Laurie Fisher (Provincial Archives of Saskatchewan). If there are any other members that interested in participating, please feel free to contact me.**

### 4. Workshops and Zoom

The AA has continued to present Basic Archives workshops for members and the public as requested via Zoom. They also provide instructions to institutions about the use of and addition to MemorySask.

With AA and the Executive Director taking on more responsibility regarding education offerings, the use of Zoom for remote meetings has been helpful in recruiting presenters, but the possibility of "hybrid" offerings is also a consideration as we return to in-person workshops.

Presenters for the future include: Kayla Johnson (National Centre for Truth and Reconciliation); Kristin Catherwood (Heritage Sask.); Jane Dalley (Jane Dalley Heritage Consulting) and possibly a presentation from Film Rescue in Indian Head.



#### 5. Website/Backend access

The SCAA's website has been the point of entry for many to the archival landscape of Saskatchewan. At SCAA's last AGM the re-designed webpage was launched and with a re-focus on MemorySask, we have seen an increase in both in public use, but also contributions from members to the database.

#### 6. Archives Week 2023/General Promotion

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

Several Archives Week events returned to being in-person. Open Houses were held at the **Humboldt & District Museum; Archives de Bellevue; Prince Albert** and the **Ukrainian Museum of Canada**. Exhibits and gatherings were created and held in **Melfort, North Battleford** and the **Provincial Archives of Saskatchewan** pushed their social media campaign #FromVaults on several platforms. **Shaunavon** held an exhibit on "The Lost Art of Cursive Writing" they also held a workshop titled "A Beginners Guide to Modern Calligraphy". And here in Lloydminster a workshop was held on "Preservation".

To close out AW23 the Saskatoon Heritage Festival returned to being in-person at the **Western Development Museum (WDM)**. The SCAA participated by having a booth beside some of our Saskatoon members. They also held a live event at the Roxy Theatre in Saskatoon based on the Variety Nights held by Saskatoon's SCAA members in past Archive Weeks. Though not organized by them, the SCAA did sponsor the event and several members of the SCAA participated, including **Jeff O'Brien** (City of Saskatoon Archivist) serving as host and **Stevie Horn** (Saskatoon Public Library) as a presenter.

At the WDM event SCAA promoted our five new YouTube videos created by members from across the province. Videos included a welcome from **SCAA President Mark Vajcner**; greetings from **SaskCulture's Heather Cline**; **Provincial Archivist of Saskatchewan, Carol Radford-Grant, Crista Bradley** highlighted the University of Regina's Archives and **Lynn Stace** touted the importance of volunteers to smaller archives like North Battleford. **Delta Fay Cruickshank** of the Biggar Museum and Gallery, shared with us the importance of small-town archives while **Anastasiia Mislan** from the Ukrainian Museum of Canada pointed out the role archives play in preserving culture on the world stage.

SCAA again worked with **Gabe Dipple** at **On Reel Media** to edit these videos 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>.

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

SCAA produced "Trading Cards" and a poster promoting the SCAA and archives across the province. This year we were able to gather images of "Music & Entertainment" in Saskatchewan.

Other promotion includes:

Updating the website with resources and distributing information in monthly E-updates to members and using the program "Mail Chimp" to give the E-updates a more professional look.

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

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 and workshops on various topics were offered that the Archives Advisor participated in:

- Association of Canadian Archivists (ACA) Conference "Unsettled: Redefining Archival Power" was held as a hybrid event in Vancouver on the UBC campus from June 15 -18. Sessions attended:
  - Community Access to Residential School Records
  - Documenting Affect and Harm: Decolonizing the Archive as Communities of Self
  - What Does it Mean to Decolonize Archives?
  - Round table on archival decolonization: Marking the 7<sup>th</sup> anniversary since the TRC.
  - Come together: The Story of Adisoke, the Ottawa Public Library and Library and Archives Canada Joint Facility.
  - Documenting Community
  - Empowering Communities
- "The Construction of an Archival Vault"
- "Canada's Reconciliation Framework: Reflections and Advocacy Across Borders"
- "Managing IT Services"
- "AAO: Bulk upload to Archeion"
- "NEDCC – Digital Preservation"



- “NEDCC - Caring for Scrapbooks”

The Advisor’s activities also included participating in programs of other organizations in the archival field or allied fields such as the Museums Association of Saskatchewan (**MAS**) and Libraries Association (**SLA**). The AA also served as a member of the Saskatchewan Digital Alliance (**SDA**) committee of the Multitype Library Board, Chaired meetings of the Archives Advisor’s Working Group, supported by the Canadian Council of Archives (**CCA**) and served on the Association of Canadian Archivist (**ACA**) Conference Program Committee for the 2022 conference.

#### **2023-24 Plans**

AA plans to continue informing the membership of activities of the archival community and get back to site visits and expand those relationships that have languished over the past couple of years. Plans to visit members in the southwest of the province are in the works, but I am eager to visit anyone! Along the way I look forward to creating new relationships, renewing existing ones and bringing SCAA’s benefits to all.

I want to extend my sincere gratitude to the Board and Gloria, for their help and encouragement, as I work to bring focus to Archives in Saskatchewan.

Submitted on June 1, 2023

By

Cameron Hart, SCAA Archives Advisor



## Nominations Committee Report, 2022-23

The 2022-23 Nominations Committee was comprised of Crista Bradley with support from Gloria Bearss and Cameron Hart.

4 positions on the Board of Directors are being vacated at this year's AGM as the following individuals complete their terms:

- Donald Johnson (Provincial Archives of Saskatchewan), Vice President
- Jeremy Mohr (Provincial Archives of Saskatchewan), Treasurer
- Erin Grant (Métis Nation of Saskatchewan), Member-at-Large
- Sheldon Krasowski (Office of the Treaty Commissioner), Member-at-Large

The nominees presented at this time to fill the vacancies are as follows:

- Vacant, Vice President
- Tim Hutchinson (University of Saskatchewan Archives), Treasurer
- Christine Charmbury (Métis Nation of Saskatchewan), Member-at-Large
- Erin Grant (Métis Nation of Saskatchewan), Member-at-Large

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

Four members have one year remaining in their terms: Mark Vajcner (President), William Shepherd (Member-at-Large), Stevie Horn (Member-at-Large), Crista Bradley (Member-at-Large).

Thanks to all of the nominees, as well as to our outgoing and continuing members for their commitment to the Saskatchewan Council for Archives & Archivists. Their willingness to serve the archival community in this way is appreciated.

Crista Bradley

Chair, Nominations Committee



**Appendix 1**  
**Saskatchewan Council for Archives & Archivists**  
**Audited Financial Statements**  
**March 31, 2023**

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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, 2023 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, 2023 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 1, 2023

  
Marcia Herback  
CPA, CA



**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT MARCH 31, 2023**  
**(with comparative figures for 2022)**

	2023	2022
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents (Note 3)	\$ 183,703	\$ 188,103
Accounts receivable	360	8
GST receivable	886	1,285
Prepaid expenses	<u>2,756</u>	<u>2,431</u>
	<u>\$ 187,705</u>	<u>\$ 191,827</u>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Accounts payable and accrued liabilities	\$ 8,666	\$ 13,036
Deferred revenue (Note 5)	<u>98,640</u>	<u>98,515</u>
	107,306	111,551
<b>NET ASSETS</b>		
Unrestricted funds	<u>80,399</u>	<u>80,276</u>
	<u>\$ 187,705</u>	<u>\$ 191,827</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, 2023**  
(with comparative figures for 2022)

	2023	2022
<b>Revenue</b>		
Sask Lotteries Trust Fund for Sport, Culture and Recreation	\$ 191,000	\$ 191,000
Donations	-	70
Interest and other income	512	104
Membership fees	5,625	5,405
Workshop registration fees	1,200	1,460
	<u>198,337</u>	<u>198,039</u>
<b>Expenses</b>		
Administration		
Accounting and legal	4,272	3,818
Bank charges	327	188
Courier and postage	866	765
Fees and licenses	46	46
IT Support	6,971	716
Insurance	315	371
Membership	401	401
Miscellaneous	363	750
Office supplies, courier and postage	1,868	2,221
Printing and photocopying	127	344
Rent	123	121
Telephone	714	729
Website	735	4,894
	<u>17,128</u>	<u>15,364</u>
Management salary and benefits	<u>51,215</u>	<u>49,751</u>
Meetings and travel		
Board and committees	217	217
Executive director travel	120	-
	<u>337</u>	<u>217</u>
Programs and Projects		
Archives week and public awareness (Schedule 1)	20,482	16,336
Memory Sask	-	7,688
Professional Development	3,874	2,758
Archives Advisor	69,672	66,612
Conference sponsorship	250	-
Institution funding	35,256	33,746
	<u>129,534</u>	<u>127,140</u>
	<u>198,214</u>	<u>192,472</u>
<b>Excess of revenues over expenses (deficiency)</b>	123	5,567
<b>Net assets, beginning of year</b>	<u>80,276</u>	<u>74,709</u>
<b>Net assets, end of year</b>	<u>\$ 80,399</u>	<u>\$ 80,276</u>

See accompanying notes

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED MARCH 31, 2023**  
(with comparative figures for 2022)

	<b>2023</b>	<b>2022</b>
<b>Operating activities</b>		
Excess of revenues over expenses	\$ 123	\$ 5,567
Net change in non-cash operating working capital balances		
Accounts receivable	(352)	29
GST receivable	399	(683)
Prepaid expenses	(325)	42
Accounts payable and accrued liabilities	(4,370)	502
Grant return payable	-	(1,589)
Deferred revenue	<u>125</u>	<u>(125)</u>
<b>Increase (decrease) in cash</b>	<b>(4,400)</b>	<b>3,743</b>
<b>Cash position, beginning of year</b>	<u>188,103</u>	<u>184,360</u>
<b>Cash position, end of year</b>	<u><b>\$ 183,703</b></u>	<u><b>\$ 188,103</b></u>

See accompanying notes

**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**MARCH 31, 2023**

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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. Office furniture and equipment in the amount of \$5,871 (2022 - \$2,020) 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 (2022 - \$17,718) held in a Royal Bank GIC earning interest at 4.75% (2022 - 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, 2023, the Saskatchewan Council for Archives and Archivists Inc. had \$nil in grant returns payable to the Sask Lotteries Trust Fund (2022-\$nil).

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**SASKATCHEWAN COUNCIL FOR ARCHIVES AND ARCHIVISTS INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**MARCH 31, 2023**

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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>2023</u>	<u>2022</u>
Sask Lotteries Trust Fund, Annual Global Funding	\$ 95,500	\$ 95,500
Membership fees	3,140	3,015
	<u>\$ 98,640</u>	<u>\$ 98,515</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, 2023:

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 2022.

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 2022.

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 2022.

**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, 2023**  
(with comparative figures for 2022)

	<b>Schedule 1</b>	
	<b>2023</b>	<b>2022</b>
<b>Archives week and public awareness</b>		
Advertising and media	\$ 537	\$ 314
Archives Week grants	2,375	2,645
Events - promotion	2,333	2,674
Events - other costs	12,040	5,021
Sask Youth Heritage Fairs	250	250
Other public awareness costs	2,197	5,432
Unforgettable book project	750	-
	<b>\$ 20,482</b>	<b>\$ 16,336</b>



## Appendix 2 SCAA 2023-24 Budget with 2022-23 Actuals

Saskatchewan Council for Archives & Archivists  
Fiscal Year: April 1, 2022 - March 31, 2023

	Code	Audited Actuals 2021-22	Approved Budget 2022-23 (Yr3)	Audited Actuals 2022-23 (Yr 3)	Proposed Budget 2023-24 (Yr4)
<b>REVENUE</b>					
Sask Letters Trust Fund - AGF	4210	101,000.00	101,000.00	101,000.00	101,000.00
SaskCulture - Special Initiatives Fund		-	-	-	10,000.00
Membership Fees	4101	5,626.00	6,200.00	5,626.00	6,200.00
Workshop Registration Fees	4102	1,460.00	4,000.00	1,200.00	4,500.00
Inst Grant Return - prior year		-	-	-	-
Donations/Self-generated funds	413/4132	70.00	2,000.00	-	0,000.00
Interest	4350	(19.74)	100.00	377.35	100.00
Miscellaneous Revenue	4300	124.10	120.00	134.81	120.00
<b>Total Revenue</b>		<b>198,009.26</b>	<b>203,420.00</b>	<b>198,337.16</b>	<b>212,420.00</b>
<b>EXPENSES</b>					
<b>Executive Director Services**</b>					
Executive Director Salary	5000	42,062.40	43,821.65	43,821.60	45,136.00
Executive Director Travel	5015/5420	-	600.00	119.56	600.00
Executive Director Communications	5010	301.72	350.00	331.72	350.00
Executive Director Professional Development	5011	78.58	400.00	315.57	400.00
Executive Director Professional Development Travel	5012	-	-	-	600.00
Executive Director Employee Benefits	5001	3,070.80	3,300.00	3,334.24	3,360.00
Administration Centre Services - payroll fees	5005	176.29	180.00	175.98	185.00
EI	5002	806.59	800.00	807.80	860.00
CPP	5003	2,178.85	2,200.00	2,327.34	2,485.00
WCB	5004	114.02	115.00	125.10	140.00
		<b>49,751.24</b>	<b>51,816.65</b>	<b>51,325.21</b>	<b>54,116.00</b>
<b>General Administration</b>					
Accounting/Business & Professional Fees	5301/5340	3,863.61	4,200.00	4,317.95	4,000.00
Bank and Credit Card Charges	5302	188.03	200.00	307.30	300.00
Governance / Strategic Planning	5396	-	-	-	5,000.00
Insurance	5370	371.00	318.00	315.00	318.00
IT Support	5347	5,609.98	8,000.00	7,708.73	2,400.00
Memberships	5305	401.25	401.25	401.25	401.25
Miscellaneous / Contingency	5396	750.00	450.00	303.03	600.00
Office Supplies/Software/Courier/Postage	5305/5345	2,886.09	3,000.00	2,733.35	1,800.00
Printing and photocopying	5381	344.27	200.00	127.05	400.00
Rent	5380	120.48	150.00	123.00	150.00
Telephone & Internet	5384	756.11	760.00	713.71	750.00
<b>Total General Administration</b>		<b>15,364.29</b>	<b>17,679.25</b>	<b>17,129.28</b>	<b>14,529.25</b>
<b>Travel &amp; Meetings</b>					
Board & Committees	5410	217.00	217.00	217.00	1,000.00
Annual General Meeting	5440	-	-	-	12,000.00
Regional Meetings	5430	-	-	-	400.00
<b>Total Staff and Board Travel Expenses</b>		<b>217.00</b>	<b>217.00</b>	<b>217.00</b>	<b>13,400.00</b>
<b>Programs and Projects</b>					
<b>Archives Week &amp; Public Awareness</b>					
AW Events - Advertising and media	5528	313.55	500.00	536.49	500.00
AW Events - Promotion and printing	5524	2,674.00	2,750.00	2,333.38	2,750.00
AW events - Venue/Food/Other Costs	5529/5530	5,020.52	11,700.00	12,040.08	2,000.00
Archives Week Grants	5615	2,645.00	2,400.00	2,375.00	1,600.00
Other Public Awareness Costs	5038	5,432.37	2,800.00	2,196.87	1,000.00
Sask Youth Heritage Fairs	5532	250.00	250.00	250.00	250.00
Unforgettable book project	5511	-	1,000.00	750.00	-
<b>AW &amp; PA sub-total</b>		<b>16,335.44</b>	<b>21,400.00</b>	<b>20,881.82</b>	<b>8,100.00</b>
<b>MemorySask</b>					
	5545	<b>7,887.50</b>	-	-	-
<b>Professional Development</b>					
PD Instructors	5551	2,378.25	3,000.00	2,424.40	3,000.00
PD Instructors - travel & expenses	5552	-	-	-	1,500.00
PD Instructors & catering	5555	-	-	-	1,000.00
Travel Subsidies - SCAA Events	5620	-	-	-	-
Travel Subsidies - Non-SCAA events	5621	380.32	1,100.00	450.00	2,500.00
Other PD costs	5557	-	1,500.00	1,000.00	2,500.00
<b>Professional Development sub-total</b>		<b>2,758.57</b>	<b>5,600.00</b>	<b>3,874.40</b>	<b>15,500.00</b>
<b>Conference Sponsorship</b>					
	5399	-	300.00	250.00	300.00
<b>Institutional Funding</b>					
	5610	<b>933,745.74</b>	<b>35,268.69</b>	<b>835,266.32</b>	<b>38,098.68</b>
<b>Archives Advisory Services**</b>					
Archives Advisor Travel	5672	798.64	1,550.00	507.92	3,000.00
Archives Advisor Communications	5673	1,521.70	1,600.00	1,640.06	1,600.00
Archives Advisor Salary	5674	87,282.24	98,427.78	88,427.76	60,180.00
Archives Advisor Professional Development	5675	578.22	800.00	456.51	800.00
Archives Advisor Professional Development Travel	5676	-	2,000.00	1,762.52	2,000.00
Archives Advisor Employee Benefits	5677	2,011.68	2,200.00	2,142.72	2,200.00
Administration Centre Services - payroll fees	5050	163.73	175.00	175.99	180.00
EI	5078	1,130.47	1,200.00	1,179.34	1,200.00
CPP	5079	3,205.49	3,000.00	3,210.78	3,380.00
WCB	5080	153.72	154.00	168.76	185.00
<b>Archives Advisory Services sub-total</b>		<b>96,611.88</b>	<b>71,111.78</b>	<b>68,671.36</b>	<b>74,737.00</b>
<b>Total Programs and Projects</b>		<b>127,139.34</b>	<b>123,686.47</b>	<b>129,633.92</b>	<b>131,706.88</b>
<b>Total Expenses</b>		<b>192,471.78</b>	<b>203,353.37</b>	<b>198,214.81</b>	<b>213,760.84</b>
<b>SURPLUS/DEFICIT</b>		<b>5,587.58</b>	<b>66.63</b>	<b>122.65</b>	<b>(840.94)</b>



### Appendix 3 List of Past SCAA Annual General Meetings

Year	Date	Location	Host Institution
2023	June 22	Lloydminster	Lloydminster Museum & Archives
2022	June 23	Virtual Meeting	Zoom Videoconference
2021	June 25	Virtual Meeting	Zoom Videoconference
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





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