



Archives Association of Ontario

Archives Association of Ontario  
l'Association des archives de l'Ontario

Twenty-Third Annual Report, 2015  
for the year 2014-2015

**Archives Association of Ontario Twenty-Third Annual Report  
2014 - 2015  
Table of Contents**

	<b>Page</b>
Annual General Meeting Agenda	3
<b>Reports of the Directors and Committees</b>	
Report of the President	4
Report of the Treasurer	7
Report of the Preservation Committee	8
Report of the Institutional Development Committee	9
Report of the Professional Development Committee	12
Report of the Awards Committee	14
Report of the Strategic Planning Committee	15
Report of the Fundraising Committee	17
<b>Reports of the AAO Staff</b>	
Report of Managing Matters Inc. (AAO Secretariat)	18
Report of the Archives Advisor	19
Report of the ARCHEION Coordinator	22
<b>Reports of the Chapters</b>	
Report of the Eastern Ontario Chapter	25
Report of the Durham Region Area Archives Group	27
Report of the Northwestern Ontario Archivists' Association	28
Report of the Southwestern Ontario Chapter	29
Report of the Toronto Area Archivists' Group	30
Annual General Meeting 2014 Minutes – May 30, 2014, Oshawa, Ontario	32
Draft Financial Statements to be distributed at AGM	

**Archives Association of Ontario  
Annual General Meeting  
Agenda**

Fanshawe College, London, ON

Thursday May 28, 2015  
12:00pm – 1:30 pm

1. Call to Order (Ned Struthers)
2. President's Opening Remarks (Ned Struthers)
3. Approval of Agenda (Ned Struthers)
4. Approval of the Minutes of the 2014 Annual General Meeting (Ned Struthers)
5. Report of the President (Ned Struthers)
6. Report of the Treasurer (Kelli Babcock)
  - a. Approve Auditor for 2015-2016 Audit
7. Report of the Secretariat (Managing Matters)
8. Election of the Board of Directors (Ned Struthers)
9. Election of Institutional Development Committee Members (Matt Szybalski)
10. Approval of Updated Constitution (Ned Struthers)
11. Other Business
12. 2015 Conference Presentation
13. Adjournment

## **AAO Annual President's Report 2014-2015**

*The Archives Association of Ontario is a network of archives and archivists providing programs, education, advocacy and shared knowledge.*

### **Overview**

This past year has been busy for the AAO, as we've all worked hard to build on our past successes and respond to the changing needs and realities of our association and Ontario's archival community. The AAO continues to be a driven and engaged network providing programs, education, advocacy and shared knowledge on behalf of archives and archivists across the province.

This year the AAO began to realize the benefits of changes made during 2013-2014, as the transition to a new secretariat was successfully completed resulting in significant process and administrative improvements behind the scenes. Due to the hard work of the Managing Matters team (Becky, Lifang, and Maddy) the AAO is in excellent shape as an association, with significantly increased membership, a balanced and sustainable budget, and many exciting projects planned for the future. Partnering with Managing Matters has been an extremely positive change for the AAO, and I continue to invite all members to get in touch with them regarding any questions, feedback or ideas that you may have for our association's future.

In addition to completing our transition in secretariat services, the AAO was successful in accomplishing several major projects this year.

### **1. The Shirley Spragge Bursary**

In 1998 the Shirley Spragge Fund was initiated by Joyce Pettigrew with the AAO in order to support educational endeavours in the archives field. The fund requirements stated that the grant needed to reach a maturation of \$20,000 before disbursement, a goal which was reached this year. The AAO Board initiated discussion with our volunteer community to organize, promote, and adjudicate the funds in the form of a bursary awarded annually to a successful applicant for their travel (up to \$650.00) and conference fee at the annual AAO Conference. Eligible applicants are:

- AAO student members enrolled in a recognized archival program;
- AAO members who are recent (1-3 years) graduates of an archival program;
- AAO members who are practicing (or volunteer) archivists in financial need.

As a Board we felt that this bursary honours the original intention of the fund by allowing archivists in financial need to participate in the workshops, papers, panels, and other valuable professional development and educational opportunities afforded by our annual conference. It's

been wonderful to see the long work of the Shirley Spragge Committee come to fruition this year, and I'd like to congratulate them along with the recipient of the inaugural bursary.

## **2. Re-re-designing the AAO website & new logo**

Although a website redesign was completed last year, changing secretariats necessitated changing our website hosting platform and membership database to a new service provider as well. The new (and final) version of the website includes all of the improvements we implemented last year (new information architecture, responsive mobile-friendly design) with an improved look and feel. As part of the website re-development the AAO Board and Managing Matters worked to design a simple, modern, and appealing new logo for the AAO with which to refresh our promotional material. You may have already noticed the new logo on our website and conference program, but just in case you've missed it:



I'd like to thank all of the members, Committee Chairs, and Chapter/SIG Presidents for their patience while we rebuilt the website for the second time in as many years. I'd also like to extend a massive thank you to our webmaster, Danielle Robichaud, for spearheading this effort and to Kelli Babcock and Becky Yaffa for providing invaluable help and support.

## **3. New Online Training Resources**

This spring I was happy to announce the publication of our first online training video, "Help people find your archives with Archeion", which is available on YouTube and embedded on our website under Learn > Online Training. This is the first in a series of archival education videos being developed by Amanda Hill and Iona McCraith through the generous support of the Government of Ontario's Cultural Development Fund. If you haven't already, please take a moment to view it on YouTube and share it with all of your colleagues.

## **4. Policy, Process, and Structural Improvements**

While they're not as apparent as the successes listed above, the AAO Board has continued to work on improving its internal processes and further develop its policies to ensure the association is operating effectively. This year we drafted and approved a Code of Conduct (detailed on the website) designed to ensure that all AAO events are safe and welcoming spaces. The AAO

Board has also been working to update old materials, improve our recordkeeping and retention procedures, and clean our membership database. With the increased support provided by Managing Matters, the AAO Board has decided to suggest that the membership vote to combine the Secretary and Treasurer positions in order to improve efficiency. In consultation with the Chapter Presidents, this year the AAO Board also began discussing how to improve regional representation on the Board through structural reforms which will continue next year.

The AAO's Archeion and Archives Advisor programs continue to offer essential services for Ontario's cultural heritage community. Through the continued support of the Archives of Ontario and the Ministry of Government and Consumer Services, archival and heritage institutions of all types – heritage, private sector, not-for-profit, municipal – can access the valuable suite of services offered by Iona McCraith and Amanda Hill, Archives Advisor and Archeion Coordinator, respectively. Through their dedication, knowledge and passion they have both accomplished incredible things throughout the year which are further detailed in their reports.

The Archeion Coordinator and Archives Advisor have also been involved in a number of partnership activities led by the AAO Board with the Archives of Ontario. The Board would like to expressly thank the Archivist of Ontario and the staff at the Archives of Ontario for continuing to build on collaborative initiatives with the AAO, such as Archives Awareness Week programming and sharing web resources for promotion and outreach to the public. We hope to continue this collaboration into 2015-2016.

I would also like to extend my thanks to all of the AAO's Committees and Chapters. I have been continually impressed by all of the Committee and Chapter reports this year and the terrific accomplishments you have all achieved. Our association is fortunate to have such an incredible group of volunteers contributing to our programming and activities.

The 2015 AGM will mark the end of terms for Laura Hallman (Secretary), Jesika Arseneau (Treasurer), Matt Szybalski (IDC Chair) and Kelli Babcock (Past-President and acting Treasurer). Thank you Laura, Jesika, Matt and Kelli for your amazing work and incalculable contribution to the AAO over the course of your terms. It has been a delight working with you all and I hope to have the privilege of collaborating with you again. Thank you also to the rest of our 2014-2015 Board - Marissa Paron, Danielle Robichaud, and Crystal Campitelli. I am honoured to have worked alongside you this year and I am looking forward to all of the great things you will accomplish in 2014-2015!

As AAO President, I have witnessed amazing successes in 2014 and 2015 that are due to be celebrated. So, congratulations to all of you who worked so hard to make them possible, and to all of the institutions, individuals, and volunteers who support the AAO. This has been an amazing year for our association, and I am fortunate to have such a wonderful group of colleagues and friends.

Respectfully submitted,

Ned Struthers

**President, 2014 - 2015**  
**Archives Association of Ontario**  
[president@aao-archivists.ca](mailto:president@aao-archivists.ca)

## **AAO Annual Treasurer's Report 2014-2015**

The AAO experienced another positive fiscal year in 2014 -2015.

### **Treasurer Activities:**

Much appreciation is extended to Jesika Arseneau for all of her hard work and initiative in the role of Treasurer during her 2013-2014 term. Kelli Babcock stepped in as Acting Treasurer while Jesika Arseneau was on leave from September 2014 to May 2015.

Treasurer activities were heavily supported by Managing Matters throughout this fiscal year, in particular Lifang Guang, AAO Senior Accounting Coordinator. Lifang has been incredibly organized and helpful.

### **Membership:**

Membership levels were on target this year. 2014-2015 membership fees were budgeted to provide \$52,250 of revenue. As of March 2015, membership fees resulted in more than \$51,613.65 of revenue for the AAO.

### **Grants:**

The AAO has received the Culture Development Fund (\$12,165, and \$4590.56 of the funds will be carried over to next fiscal year), Provincial Heritage Organization Operating Grant (\$66,000), and the Archives of Ontario Grant (\$45,700) for the 2014-2015 period.

### **Shirley Spragge Fund:**

Thanks is extended to Jesika Arseneau, Betty Jo Belton, Tracey Krause, and Dana Thorne for serving on the Shirley Spragge Fund Review Committee. Due to this committee's efforts, the AAO has begun the annual distribution of the Shirley Spragge Bursary (<http://aao-archivists.ca/2015-shirley-spragge-bursary>).

### **Budget:**

Please refer to the 2015-2016 budget for information about the AAO's upcoming fiscal plans.

Respectfully submitted,

Kelli Babcock  
**Acting Treasurer and Past President, 2014-2015**

Archives Association of Ontario  
[treasurer@ao-archivists.ca](mailto:treasurer@ao-archivists.ca)

## **Preservation Committee Report 2014 - 2015**

Membership of the Preservation Committee is as follows:

Christoph Becker, Faculty of Information & Digital Curation Institute, University of Toronto  
Margaret Bignell, Queen's University Archives  
Anne Daniel, Western University Archives (Chair)  
Jessica Haskell, Environment Canada  
Greg Hill, Canadian Conservation Institute  
Peter Houston, Nipissing University Archives & Special Collections  
Iona McCraith, (AAO Advisor and Recording Secretary)  
Russ McMillen, CBC Toronto  
Marissa Paron, Library and Archives Canada (AAO Board Liaison)

The Preservation Committee has held 5 teleconference meetings since September 2014. During the teleconference meetings the committee has identified and focused on two primary goals: revision of preservation related resources on the AAO website and completion of an A/V and Digital Media Preservation Needs Survey. Two working groups have been focusing on each of these projects.

The revision of preservation related resources on the AAO website has involved looking at existing resources and determining if they need to be updated. The working group has also made a recommendation to the AAO Board indicating that the resources should be available to both members and non-members via the AAO Website.

The A/V and Digital Media Preservation Needs survey is intended to gather relevant data from all AAO members and this will ultimately inform the future work of the AAO.

Respectfully submitted,

Anne Daniel  
Chair, AAO Preservation Committee



## **Institutional Development Committee Report 2014-2015**

### 1. Background

The Institutional Development Committee (IDC) membership consists of:

- Matt Szybalski, City of Thunder Bay Archives, Chair (2013 – 2015)
- Sarah Ferencz, Whitby Public Library (2013 – 2015)
- Paul Henry, City of Ottawa Archives (2013 – 2015)
- Stephen Francom, Elgin County Archives (2014 – 2016)
- Paul Leatherdale, Law Society of Upper Canada Archives (2014 – 2016)
- Sean Smith, Archives of Ontario (2104 – 2016)

The terms of Matt Szybalski, Sarah Ferencz, and Paul Henry expire at the 2015 AGM. All three have indicated that they would like to serve another term. There are currently two vacancies on the IDC.

The IDC had an in person meeting during the 2014 AAO Conference. In addition two meetings were held via teleconference: December 18, 2014; and April 20, 2015. An in person meeting has been scheduled during the 2015 AAO Conference.

### 2. 2014 – 2015 Accomplishments

IDC Action Items were mapped to the draft AAO Strategic Plan. The following progress was made on the Action Items identified in the IDC's 2014 – 2016 Action Plan.

**Action #1** – Encourage institutional membership by developing a comprehensive list of institutional benefits/incentives.

The following institutional membership benefits were identified:

- free access to Archeion
- Institutional vote at AGM
- priority access to the Archives Advisor
- membership in AERN
- vendor discounts

Work remaining: review institutional membership benefits with the Archives Advisor, the Archeion Coordinator, and the Board. Develop a marketing plan to promote institutional membership benefits to current and prospective members.

**Action #2** – Consult institutional members for additional membership incentive ideas no currently available.

The following additional institutional membership incentives were identified through discussion among IDC members and through analysis of the institutional members' responses to the Strategic Plan membership survey:

- Bulk discounts for AAO events, conferences, and workshops
- Development of a grant program similar to the NADP
- An institutional members only portion of the website containing information on job descriptions, service delivery, policies, procedures; would also include a way to message all institutional members
- More robust and more obvious vendor discounts
- A larger say in AAO decision making
- Partnership with a law school to get legal advice on agreements, contracts, etc. Similar to the service OLA members get from the University of Western Ontario Law School.

Work remaining: review institutional membership benefits with the Archives Advisor, the Archeion Coordinator, and the Board. Develop a marketing plan to promote institutional membership benefits to current and prospective members.

**Action #3** – Review fee basis for institutional memberships and develop a new model that equals or exceeds the current revenue stream.

The current fee structure based on budget is leading to a large discrepancy between the fees of different institutions and is not sustainable in the current economy. The ACA's system of a fee based on the number of staff would be preferable. One model that was discussed was a flat fee for an institutional membership that gives institutional membership benefits only to the head of the institution. Then a flat fee/person for every additional staff member added to that membership.

Work remaining: work with Managing Matters to develop a fee structure based on staff that does not negatively impact AAO revenue. Prepare a proposal for the 2016 AGM.

**Action #4** – Hold an institutional members forum to identify the top issues facing Ontario Archives over the next 5 – 10 years.

A meeting of institutional members will be held during the 2015 AAO Conference.

**Action #5** – Create an inventory of expertise that could be shared among institutional members.

The inventory will be available only to institutional members on the institutional members only portion of the website. Categories of services suggested include: equipment, volunteers, and service providers.

Work remaining: develop categories, gather information, and make available to institutional members.

**Action #6** - Develop institutional standards as an institutional self-assessment tool.

This has been identified as a long term goal and no work has been done on it.

**Action #7** – Develop a collaborative inter-institutional collection strategy.

The 2015 AAO conference includes a session on collaborative acquisition strategies that will feature an open discussion on this topic. Work remaining: analyze discussion from 2015 conference session. Develop institutional collection profiles.

**Action #8** – Develop grant criteria and explore opportunities for lobbying.

This has been identified as a long term goal and no work has been done on it. However, analysis of institutional member's responses to the Strategic Plan survey indicates that this action should be given higher priority.

Work remaining: develop general principles for a grant program. Hold meetings with the Chief Privacy Officer and Archivist of Ontario, the Librarian and Archivist of Canada, and the CCA to explore possibilities and how the AAO can contribute to shaping a grant program.

### 3. IDC Membership Proposal

The IDC is composed of eight members. All but one of whom must be the head of institution. The heads of institutions have huge demands placed on their time by their employers and their staff. This makes it very frustrating to devote sufficient time to the work of the IDC. The IDC is proposing that an amendment to the AAO constitution be made that changes the membership requirements of the IDC so that only the IDC Chair is required to be a head of an institution. The other members could have authority to speak on behalf of their institution formally delegated to them by the head of their institution. The IDC would benefit through having members who may have more time to work on IDC projects. Institutions would benefit by providing their less-senior staff members with a free professional development opportunity. A separate sub-committee would be struck to adjudicate grants. The composition of the adjudication sub-committee would be determined when grant criteria are known.

Respectfully submitted,

Matt Szybalski,  
Chair, AAO Preservation Committee

## The AAO Professional Development Committee – 2014-15 Year-End Report

The 2014-15 members of the AAO Professional Development Committee (PDC) include:

Mary Gladwin, retired archivist  
Tracey Krause (Co-chair), Appleby College  
Debra Latcham, Dr. Catherine Steele 1928 Archives, Havergal College  
Marissa Paron (AAO Board Liaison)  
Erin Walsh, Port Hope Archives  
Ciara Ward (Co-Chair)

The PDC held one teleconference to discuss professional development initiatives. Apart from coordinating this year's professional development program, the Committee was also involved in the

creation of a series of introductory online training resources as the result of the Cultural Development Fund. These videos will be rolled out over 2015-16.

## Professional Development Workshops 2014-15

The PDC was only able to offer one of the two proposed workshops this fiscal year. The second proposed workshop "How Legislation Affects Archives" was rescheduled for next reporting year. The success and demand of the "Introduction to the Preservation of Electronic Records" workshop led to its re-offering in the spring. Apart from the 2013 pre-conference workshops, there was a total enrolment of 53 participants for AAO workshops this year (45 members & 8 non-members).

Workshop selection is determined by accessing the needs of the community through workshop questionnaires, existing AAO questionnaires and surveys, and consultation with AAO chapters. It is difficult to satisfy the needs in each region, but it is the hope that the Committee has developed exciting and new workshops that will interest the community.

Details of the 2014-15 professional development workshops are as follows:

### **May 28, 2014: Using Archives for Educational Programs – Instructor: Mary Gladwin**

The 2014 pre-conference morning workshop was held at the University of Ontario Institute of Technology (UOIT). This workshop led participants on how to prepare engaging educational programs.

Number of training days: ½ day      Number of registrants: 11 (11 AAO members)

**May 29, 2014: Event Planning & Promoting Collections using Social Media**

**Instructor: Ann-Marie Collins**

The 2014 pre-conference afternoon workshop was held at the University of Ontario Institute of Technology (UOIT). Participants learnt how to run a successful event through determining event objectives and budgets, the creation of critical task timelines, and the development of an effective communication package using social media.

Number of training days: ½ day      Number of registrants: 11 (11 AAO members)

**November 7, 2014: Introduction to the Preservation of Electronic Records**

**Instructor: Jeremy Heil**

This hands-on one-day workshop, held at the City of Toronto Archives, introduced participants through to the practical elements of acquiring, processing and preserving electronic records using the Open Archival Information System (OAIS) model.

Number of training days: 1 day      Number of registrants: 24 (21 members & 3 non-members)

**February 20, 2015: Introduction to the Preservation of Electronic Records**

**Instructor: Jeremy Heil**

Due to the demand of the first session, this workshop was offered again in the winter at the Archives of Ontario.

Number of training days: 1 day      Number of registrants: 29 (24 members & 5 non-members)

**In Summary**

The PDC thanks the AAO community for their continual support with our professional development program as we seek to build collaborations among the community and other cultural institutes.

Respectively submitted,

Tracey Krause  
Co-Chair of the AAO Professional Development Committee

## Awards Committee Annual Report 2015-2016

To the membership:

The mandate of the AAO Awards Committee is to:

- Advertise, promote, adjudicate and present recognition awards supported by the AAO. These awards include: Institutional, Corporate, Alexander Fraser and James J. Talman.
- Advise the AAO Board on new award categories, modifications to existing awards, and opportunities for special recognition.
- Establish eligibility and procedural criteria for AAO awards.

The 2014-15 AAO Awards Committee was comprised of Robin Keirstead, Ellen Scheinberg, Jim Burant and yours truly as Chair. On behalf of the committee, I am pleased to report the following activities during the past year:

- We sent out letters of congratulations to the 2014 winners, both to the recipients and their employers / sponsors where applicable. This is always well received and usually generates further media publicity for the recipients.
- We convened a total of six teleconference meetings to brainstorm potential leads and adjudicate nominations received.
- Our presence on the AAO website was further enhanced to include a slide show of past recipients and a more stream-lined look. We also utilized the AAO's Twitter account to promote the awards.
- We provided input to the AAO's Membership Committee on ways to acknowledge membership milestones.

I am pleased to report that this year we had an excellent response to our call for nominations and will have recipients in all four categories. A program and slideshow are currently being compiled to celebrate their collective accomplishments. We were very pleased with the luncheon format that was adopted for the 2014 conference so we will be using the same format again for the 2015 conference.

It is our sincere hope that you can join us in London on May 29<sup>th</sup>, 2015 to acknowledge and celebrate your peers!

Respectfully submitted,

Brian Masschaele

## Strategic Planning Sub-Committee Report 2014-2015

April 24, 2015

During 2014-15, the Archives Association of Ontario (AAO) Board of Directors (the Board) committed to preparing a five-year strategic plan for the Association pursuant to the conditions of the Provincial Heritage Organization (PHO) Operating Grant it was awarded by the Ontario Ministry of Tourism, Culture and Sport. The impetus for this initiative was the achievement of the goals of the AAO's previous five-year strategic plan for the period of 2009-14, the desire to build upon the foundation for growth established during those five years, and the need to do so strategically through a new plan driven by its current and future priorities.

To oversee this project, the Board created a special sub-committee at its meeting on September 5, 2014 (Motion 45/2014) – officially the 2014-2015 Strategic Planning Sub-Committee – comprised of Board members, including: Marissa Paron, Vice-President/President-Elect, who served as committee Chair; Crystal Campitelli, Director Without Portfolio/*Off the Record* (OTR) Editor; Laura Hallman, Secretary; Matt Szybalski, Institutional Development Committee (IDC) Chair; and Kelli Babcock, Past-President and Interim Treasurer, who served on the committee from October 2014 to January 2015. Becky Yaffa, Managing Matters Account Coordinator for the AAO, likewise participated in all discussions of the committee and provided ongoing support for its activities.

### Activities:

The group undertook the following activities towards completing the strategic planning exercise:

- From its inception to the date of submission of this report, held six teleconferences, and otherwise maintained active communication and collaborated via email and the AAO's Google drive.
- Provided a verbal interim report to the Board at its meeting of December 12, 2014, and then a written interim report to the Board at its March 13, 2015, meeting.
- Prepared a members survey comprised of 10 questions (some multi-part) to ascertain members' needs and wants from the Association, and their current level of awareness of and satisfaction with existing AAO product offerings. A link to the survey on Survey Monkey was disseminated to all members via email on February 19, 2014, with a follow-up reminder disseminated one week later, on February 26. Although the survey period officially ended on March 5, the survey remained active for a total of three weeks, until March 12, garnering a total of 91 responses (representing a 26% response rate at that time).
- Completed an analysis of the Members Survey results; the committee intends to prepare a stand-alone Executive Summary of the survey results for distribution to all members.
- The committee is on track to tabling the final 2015-2020 strategic plan for approval by the Board at its meeting scheduled for May 8, 2015.
- Following approval of the new strategic plan by the Board, it is anticipated that the committee will continue to devote time and effort towards formatting the final document

for both electronic dissemination to all members, and distribution in hard copy at the Annual General Meeting (AGM) on May 28, 2015.

- At the March 13 meeting of the Board, the committee received endorsement for its recommendation to have the final strategic plan document translated into French; this is anticipated for 2015-16, following the AGM.
- The committee likewise received support from the Board to solicit additional feedback directly from attendees (including members and non-members) at the AAO annual conference in May on products or services the AAO could deliver that would help the Association to implement its new strategic plan in ways that will speak most to the interests of its members or enthusiasts.
- The development of a performance measurement framework and plan is recommended by the committee to ensure the Board is equipped to demonstrate its success in implementing the new strategic plan.

Once the new 2015-2020 strategic plan has been delivered, and the aforementioned activities concluded, the Committee will have fulfilled its mandate and is expected to cease operations as a special committee of the Board.

Respectfully submitted,

Marissa Paron  
Chair, 2015-2015 Strategic Planning Committee  
Vice-President / President-Elect  
Archives Association of Ontario



## **Fundraising Committee Report 2014-2015**

The 2014-2015 members of the AAO Fundraising Committee are:

Dana Thorne, Chair  
Ned Struthers, Committee Member and AAO President  
Donna Bernardo-Ceriz, Committee Member

The Fundraising Committee held three teleconferences between November 2014 and April 2015. The role of the Fundraising Committee is:

To advise the Board on matters relating to fundraising opportunities, research sustainable resources and identify Association-based projects that may be used for fundraising initiatives.

### **Member Recognition Program**

The Member Recognition Program will launch at the 2015 Conference. Under the new program, when a member reaches a specific milestone (5 years, 10 years, 15 years or 20 years) they will be acknowledged and thanked with the presentation of a certificate. Names will also be listed in *Off The Record*. As part of the program, one member who is being recognized will have a special feature in *Off The Record* that includes a profile with the background of the member and their contributions to the archival community.

### **Partnering with Professional Development Committee on Sponsors**

The Fundraising Committee continued discussions with the Professional Development Committee regarding the potential of attracting sponsors for AAO workshops. The hope is that sponsors could be attracted to fund workshops that are relevant to their specific business. The workshop *Introduction to the Preservation of Electronic Records* was held in February, 2015 but it will be repeated again in the future. Archivematica supports the open source software that is used as an example by the instructor, so they would be a great option as sponsors. Their funds could Sponsor an Archivist to attend the workshop who could not otherwise afford the travel costs.

### **Conference Sponsorship**

The Fundraising Committee has struggled to touch base with sponsors for various AAO activities because of the Committee does not want to take away from the annual conference sponsorship by using sponsors for other activities. In order to consolidate fundraising activities and communicate consistently with potential sponsors, the Fundraising Committee offered to take on approaching and communicating with sponsors for the 2015 Conference. A master spreadsheet of all sponsors contacted has been created that can be referred to throughout the year, with contact information for the staff members at each company who should be approached for future discussions. This has worked well for the Fundraising Committee and the 2015

Conference Committee. 15 sponsors have been confirmed so far, representing \$11,125 in cash and \$1,700 in in-kind sponsorship.

### **Grant Support for AAO President**

The Fundraising Committee has committed to providing the AAO president with support during the annual grant applications to help spread out the workload of this time-intensive activity.

Respectfully submitted,

Dana Thorne  
Chair, AAO Fundraising Committee  
(226) 456-6460  
[dana.thorne11@gmail.com](mailto:dana.thorne11@gmail.com)

## **Managing Matters Inc. Secretariat Report 2014-2015**

Managing Matters is proud to be the secretariat for the Archives Association of Ontario. Headquartered in Toronto, Canada, Managing Matters provides full-service association and event management across North America and internationally.

During the month of April 2014 our team worked to execute a full transition over to our firm. We officially began providing secretariat services for the AAO on May 1<sup>st</sup>, 2014. Over the past year we have worked closely with the AAO Board of Directors and volunteers to handle the day-to-day operations of the Association including website development and management, database management, member inquiries, event registration, financial management and other administrative and strategic initiatives.

I would like to sincerely thank the entire 2014-2015 AAO Board of Directors, Iona, Amanda, and all of the chapter and committee volunteers for their hard work, cooperation and support throughout the year. It is an absolute pleasure working with each and every one of you, and I am so proud of everything we have accomplished together.

We strongly encourage all members and volunteers to reach out to us at the AAO office at any time. We can be reached at [aao@aao-archivists.ca](mailto:aao@aao-archivists.ca) or 647-343-3334.

Respectfully submitted,

Becky Yaffa  
Account Coordinator, Managing Matters

## Archives Advisor Report 2014 – 2015

### Site Visits

In person visits are still reduced from previous years, due to a limited travel budget for the Advisor. There has been a gradual renewal of requests over past year (indicating a post-NADP recovery and awareness of AAO's ability to deliver this service). As of April 2015 there were already six requests to be scheduled. New information on types of site visits, eligibility and deliverables has been posted on the AAO website at [http://aao-archivists.ca/Archives-Advisor#Site\\_Visits](http://aao-archivists.ca/Archives-Advisor#Site_Visits)

An interesting new trend is that half these institutions are secondary schools interested in establishing or further developing a fledgling archives program. This is a new sector reaching out to AAO for help with records management and archives.

Organization	Location	Member/ Non-member
Mothercraft	Toronto	non-member
Ashbury School	Ottawa	member
Ontario Jewish Archives	Toronto	member
Humberside Collegiate Institute Secondary School	Toronto	non-member
Port Hope Archives	Port Hope	member
T.S. Kennedy Secondary School	Mississauga	non-member
London Room, London Public Library	London	member
Westview Centennial Collegiate Secondary School	Toronto	non-member

### Archival Inquiries

This is a significant part of the Advisor's job. Response to one email can be a one-time five minute task or several hours, depending on whether or not significant time is required to provide a response or the conversation goes back and forth in a series of emails. This year I handled 1171 emails pertaining to all aspects of archives management. Of this total AAO members account for 656 emails and 515 were communications with non-members (including archivists from other regions, Ontario institutions not yet members but with archival collections, workers in other heritage organizations such as museums or historical societies, and members of the general public). Roughly the same number of emails are exchanged with the AAO Board, staff and committees in relation to the Advisor Program or in support of their AAO work and projects.

### Phone Consultations

Half hour to one hour consultations by telephone can also be an option to making an on-site visit to an archive. Written reports are not usually provided but follow-up emails with supplementary information may be sent. As this list indicates this is a very useful method for extending the Advisor services to more institutions in an economical manner but cannot always replace an on-site in-person consultation. Meetings via Skype or teleconference is also an option when preferred or needed.

Organization	Location
Grimsby Archives	Grimsby
Malvern Collegiate	Toronto

Three members of the public	Toronto
Ashbury Collegiate School	Ottawa
Member of the public	Peterborough
First Unitarian Church	Hamilton
Mothercraft	Toronto
Homewood	Toronto
Temagami Lakes Association	Temagami
Government of Ontario Ministry	Toronto
Alzheimer Society of Canada	Toronto
Northern Ontario School of Medicine	Lakehead University
Humberside Collegiate Institute	Toronto
Regional Municipality of York Archives	Newmarket
Pentecostal Assemblies of Canada Archives	Mississauga
Member of the public	Montreal, Quebec
Dixie Presbyterian Church	Toronto
University of Ottawa	Ottawa
Framers Gallery	Port Perry
Blue Moon Productions	Toronto
Exhibition Place Archives	Toronto
BC Museum Association	Kelowna, BC
Member of the public	London
NGO (Non-government organization)	Toronto
Facility design consultant	Toronto
Association of Translators and Interpreters of Ontario	Ottawa

### Outreach

As much as possible AAO supports outreach activities to provide information on the value and importance of archives and to speak about the services and benefits of AAO membership. Other outreach is provided through the Archives Advisor's social media presence on AAO's Facebook page, Advisor's blog on AAO website( <http://aao-archivists.ca/Archives-Advisor-Updates>), AAOLIST, and on Twitter ( @advisor\_aao). Lengthier articles are written for the quarterly e-newsletter *Off The Record* on various archival subjects. These are the outreach events participated in this year.

- Presented a seminar on disaster planning for family records and history in the home and staffed AAO information table at Archives of Ontario one-day event during Archives Awareness Week.
- Attended AAO conference and Municipal Archives Interest Group AGM in Oshawa.
- With Archeion Co-ordinator, Amanda Hill, staffed AAO table at trade fair of Ontario Genealogical Society conference in St. Catherines .
- Attended the Association of Canadian Archivists conference in Victoria B.C.; participating in a round table session with the other Canadian Archives Advisors and delivering a second paper on new developments in archival facility design. One lasting outcome of the round table session is on-going bi-monthly teleconference meetings of the advisors hosted by the Canadian Council of Archives to share information and discuss issues of mutual concern.

- Attended the annual one day meeting of Fleming College, Arts & Heritage Advisory Committee in Peterborough, as the archives sector representative. This committee discusses curriculum needs of the Arts & Heritage programs, current issues, trends and employment opportunities in the culture and heritage sectors.
- Spoke to 20 students in the Cultural Heritage Conservation and Management Program, Fleming College, Peterborough on career paths, options, new directions and opportunities in archives.
- Gave a presentation attended by 20 participants at conference of Ontario Association of School Business Officials – Information Management, Privacy and Access Committee, in St. Catharines, on first steps and best practices in establishing a school or school board archival program.

### **Training**

- Presented a preservation workshop for AIAnon Area 83 archivists annual meeting in Peterborough in April, attended by 18 archivists.
- Delivered a 1½ hour webinar three times on Archives Security for the Canadian Council of Archives attended by 27 participants in total.
- Delivered one-day training course in January on Emergency Response and Salvage for 20 members of Archives of Ontario staff plus one from Legislative Library.

### **Environmental Monitor Loan Program**

Sisters of St. Josephs in Canada, London and Sisters of St Josephs, Peterborough continued loans of a data logger from the program for part of this year to assist with monitoring temperature and relative humidity in their archive. Upon return of the loggers data was downloaded and a report on the readings generated for each archive. Two data loggers are currently on loan to Massey College in Toronto.

### **Archives Emergency Response Network**

This program coordinated by the Archives Advisor continues to thrive. As of this report there are 32 institutions across Ontario participating. As always the Advisor is also a first responder to provide guidance and advice to any AAO member in need of assistance following a flood, fire or other emergency.

### **Special Meetings Attended**

October 2014, I attended the Canadian Council of Archives General Assembly teleconference meeting as Chair of the CCA Preservation Committee.

Respectfully submitted

Iona McCraith, AAO Archives Advisor

## Archeion Report 2014 - 2015

### Highlights of the year

Archeion was upgraded to AtoM 2.1 over the Christmas period. This has given the site some improvements in navigation and additional options in editing, such as linking between Archeion descriptions directly.

Work was completed on the repository statistics reporting in September 2014. Logged-in users of Archeion can now see summary statistics of views for each repository's descriptions in Archeion.

### Data updates

Three new repositories were added to Archeion over the course of this year: the Laurier Centre for Military Strategic and Disarmament Studies, the Sisters of St. Joseph of Toronto and Middlesex Centre Archives.

### Training and promotional activities

May 1-4, 2014	Exhibitor at Ontario Genealogical Society conference at Brock University (c. 70 visitors to the stand)
May 24, 2014	Presentation to Ontario Heritage Conference in Cornwall (12 attendees)
June 24, 2014	Presentation on Archeion to a group of archivists and Librarians in Waterloo (10 attendees)
June 27, 2014	Archives Advisors panel session at Association of Canadian Archivists' conference in Victoria (c. 20 attendees)
September 26, 2014	Meeting of Toronto university-based archivists on using AtoM (15 attendees)

Regular postings on Archeion matters are made to the Archeion News section of the AAO site (<http://aao-archivists.ca/Archeion>) and shared on the AAO mailing list as well as on the Archeion Twitter account (@AAOArcheion) and on the AAO's Facebook page.

Work has continued on preparing training videos for the Cultural Development Fund project. The first video, *Help people find your archives with Archeion*, was published on YouTube (<https://youtu.be/hlUzAJOWMfc>) and on the AAO website on March 24. Another, *Introduction to arranging archives*, is ready to be made public and more are in preparation.

As a result of the panel session at the ACA conference in June, conference calls of the provincial and territorial archives advisors are now being held every two months. This helps to keep the advisors in touch with activities across the country.

## Queries received

In the period covered by this report 205 email and 19 telephone queries were responded to.

## Data quality

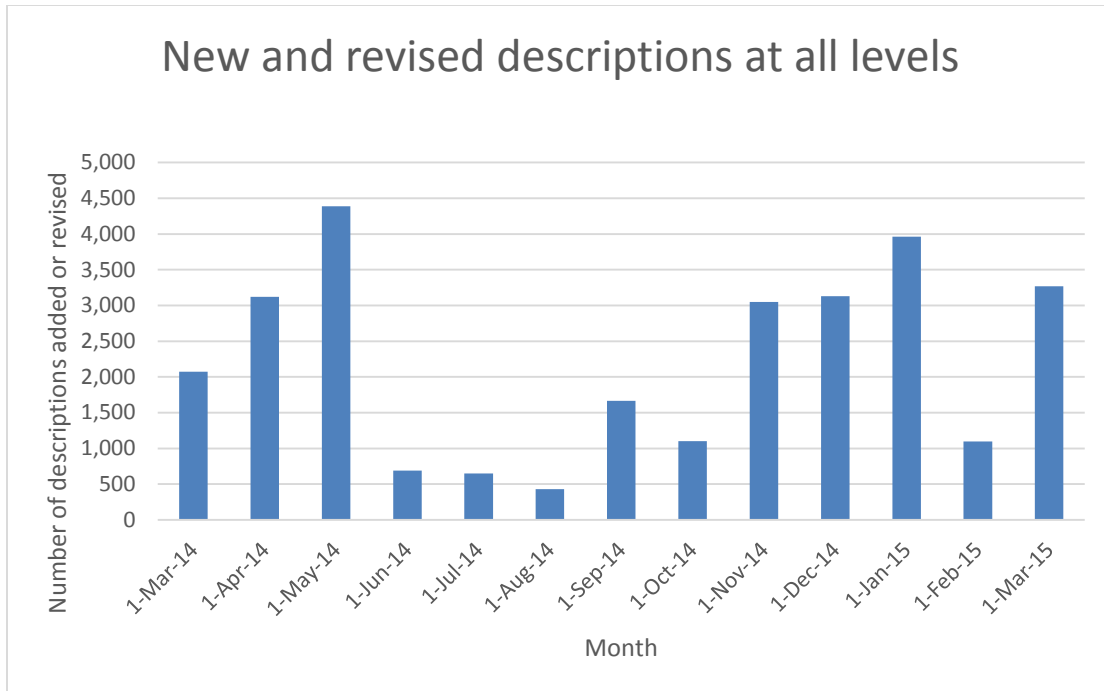
Descriptions added to Archeion are checked for general RAD compliance and any duplicate place names, authority files and subject headings are removed.

## Archeion Site Statistics

AtoM provides information about new and revised Archeion records through its administrative interface. The table below summarizes the number of records in the system for each month.

Date	Number of live descriptions (at fonds or collection level)	Number of new descriptions added (at all levels) in preceding month	Number of contributing institutions	Number of authority files
01-Apr-14	9,520	192	163	13,503
01-May-14	9,540	246	168	13,557
01-Jun-14	9,565	180	168	13,615
01-Jul-14	9,614	137	168	13,662
01-Aug-14	9,628	147	168	13,683
01-Sep-14	9,649	125	168	13,700
01-Oct-14	9,656	32	168	13,710
01-Nov-14	9,660	286	170	13,727
01-Dec-14	9,648	1,478	171	13,753
01-Jan-15	9,708	1,162	171	13,784
01-Feb-15	9,710	1,409	171	13,803
01-Mar-15	9,760	391	171	13,834
01-Apr-15	9,861	703	171	13,929

The graph below shows the overall contributor activity levels for the site, expressed by combining the number of archival descriptions (at all levels) which have been added to the site in the last year, and the number of descriptions which have been revised.



The table below shows levels of use of Archeion by visitors to the site (produced using Google Analytics' software).

<b>Date</b>	<b>Visits in preceding month</b>	<b>Unique Visitors in preceding month</b>	<b>Page views in preceding month</b>
01-Apr-14	4,631	3,877	43,313
01-May-14	4,610	3,927	51,558
01-Jun-14	5,055	4,386	54,095
01-Jul-14	6,649	5,737	51,519
01-Aug-14	7,200	6,307	43,809
01-Sep-14	7,242	6,440	35,234
01-Oct-14	7,857	7,058	39,886
01-Nov-14	8,304	7,318	56,724
01-Dec-14	7,571	6,616	54,519
01-Jan-15	6,324	5,610	54,877
01-Feb-15	7,298	6,303	53,765
01-Mar-15	7,070	6,143	53,331
01-Apr-15	8,777	7,516	57,871

Respectfully submitted,

Amanda Hill  
 Archeion Coordinator  
 April 2015



## AAOEe Chapter – President’s Report – 2015

The AAOEe Executive has used the 2014-2015 year as a year of reflection, with a decision being made in the fall that we would limit our activities to 3 key events and continue to support our membership.

Our three events include:

A tour of the Canadian War Museum Archives on Nov 27, 2014, for which I believe we had 17 participants. It was a highly successful event and we are most grateful to Carol Reid for the tour. Her willingness to host us, expertise and in depth knowledge made it a very enjoyable and informative experience.

On Jan 22, 2015 we had a tour of the National Gallery of Canada Library and Archives. The event nearly brought out the maximum capacity of 15 participants. Cyndie Campbell was gracious enough to help organize this event for us. She and Phillip Dombowsky provided a wonderful behind the scenes tour and opened our eyes to not only what they had, what their challenges were but also the type of researchers and resources they had for those researchers.

Our third event is coming up this week on Thursday, April 30, 2015. We are playing a supporting role to a Friend’s of the City of Ottawa Archives (FCOA) initiative. The City of Ottawa Archives is the host to Dr. Guy Berthiaume Librarian and Archivist of Canada who will be speaking on *Something old, something new: Access at the heart of LAC’s mandate*. The AAOEe Chapter is providing FCOA support to the event by lending advice and providing the primary promotion of the event to archivists, the heritage sector and interested parties. In addition to our National Librarian and Archivist’s presentation the City Archivist, Paul Henry and Digital Records Archivist, John Lund will speak on *Two steps back, Two steps forward: Access and the Role of a Municipal Archives in a regional context*. We hope that this will be a great event.

Membership activities included a visit by a majority of the executive to the reopening of the Lexington and Addington County Archives on Aug 22, 2014. After learning at the Leadership Meeting that Iona, the Archives Advisor, would be having a site visit at Ashbury College in Ottawa, we set up a meeting with Iona to discuss how the Chapter could better coordinate with her in providing services to our members. The meeting was productive. Both as an AAO representative and in my role as an Archivist at the City of Ottawa Archives I provided advice to Allan MacDonald, Archivist for the Glengarry County Archives. Discussions with Allan were coincidentally followed by Brenda Brunt, Municipal Clerk Municipality of South Dundas, reaching out for advice on employment requirements for an Archivist and establishing an Archives. As South Dundas and Glengarry County are both a part of the United Counties of Stormont, Dundas and Glengarry, we are looking at developing a 101 Archives Workshop for the broader area.

On behalf of the AAOEe Chapter I attended Brian Beaven's retirement party at Library and Archives Canada. Brian as always gave an informed and thoughtful speech. We would like to congratulate Brian on his retirement and we would like to thank him for all the work he has done on behalf of the AAO and his commitment to giving back to the profession. We look forward to Brian's continued support to Chapter members and look forward to seeing him at our next pub night.

The AAOEe Chapter AGM will take place this year on May 22, 2015. At that time we will say thank you and farewell to Dalton Campbell and Candace Vanskiver, who are stepping down from their roles as Secretary and Member-at-Large (our social media guru) respectively. We are fortunate that stepping into the breach are the following nominees, Laurie Dougherty, Arnprior & McNab Braeside Archives, and Saara Mortensen, Ottawa Jewish Archives. We look forward to receiving further nominations.

Finally, on behalf of the Chapter I have been working with the AAO Board to re-imagine how best to build greater cohesion between the provincial body and the individual Chapters. I believe the discussions have been fruitful and agree with the movement towards Chapter representation on the AAO Board, as does our Chapter Executive. I look forward to the upcoming AGM at the AAO Conference in London.

Sincerely,  
John D. Lund, President  
AAOEe Chapter

# **DRAAG Report 2014 – 2015**

## **DRAAG Annual Report**

The focus of 2014 was the planning, organization and hosting of the annual conference. The conference, held at UOIT in Oshawa, was very successful with approximately 100 delegates from throughout Ontario.

Once again, we decided to limit expenditures and not request any funding from the AAO. All of our events were hosted at sites that were provided free of charge and our presenters gave their time in kind.

### **Events**

Given the time needed to plan the conference, it was decided to scale back our annual Archives Awareness Week event. It was decided to make our celebrations online celebrations. During the first week of April, members of DRAAG and their sites were highlighted on our website. Advertising the profiles through our social media presence (Facebook and Twitter) saw incredible spike in traffic to our website.

### **Advocacy**

Members of DRAAG continued to advocate the importance of archives in a variety of different manners. Several sites contributed articles on various local history topics to newspapers throughout Durham Region. These articles bring attention to the variety of information held within the local archives to a wide and varied audience.

In November, members of DRAAG took part in a P.A. Day workshop for secondary school teachers within the Durham District School Board. The workshop focused on ways to bring local history into the classroom and DRAAG members were given time to highlight how they could work with the teachers to assist with this.

Our presence on social media continues to grow. We have reached over 210 likes on Facebook and over 650 followers on Twitter. Our website continues to be updated regularly to share some of the amazing resources available throughout Durham Region.

Jennifer Weymark – Chair  
Archivist , Oshawa Community Museum

## NOAA Report 2014 - 2015

### 2014-2015 Activities:

On February 28, 2015, we hosted the third annual Archives Crawl for the History Students' Group at Lakehead University. The Crawl started at Brodie Public Library, moved on to the City of Thunder Bay Archives, the Northwestern Ontario Sports Hall of Fame, and then the Thunder Bay Museum. The students had tours of the facilities, learned about the archival holdings of each institution and were able to examine some items themselves to see how the materials could benefit their research. This annual event will be hosted again during the 2015-2016 school year.

We are currently planning a digital records preservation workshop with Jeremy Heil for May 9, 2015.

The NOAA AGM was held October 15, 2014 and we successfully recruited a new member to our executive. Kathy Traynor of the Lakehead University Library joined as a Member-at-Large.

### The 2014-2015 NOAA Executive:

- President: Christina Wakefield, City of Thunder Bay Archives
- Treasurer: Louise Wuorinen, Lakehead University Library
- Secretary: Sara Janes, City of Thunder Bay Archives
- Past-President: Michel Beaulieu, Lakehead University History Department Chair
- Member-at-Large: Kathy Traynor, Lakehead University Library

Christina Wakefield  
President, NOAA  
Records Analyst/Archivist, City of Thunder Bay Archives  
[cwakefield@thunderbay.ca](mailto:cwakefield@thunderbay.ca)  
807-625-2822

## SWOC Report 2013 - 2014

Our 2013/14 SWOC AGM was held at the Lambton County Archives in Wyoming on May 3 with a tour given by Archivist Heather Lavallee.

The annual BBQ on Sept 30th for Western University students was again a popular event. This gave SWOC members a chance to network with the new incoming students or those interested in archival courses or research.

A tour of the Jewish Community Centre and Or Shalom Synagogue in London held on November 27. The tour guides were well informed and enthused about their topic and the archivist had an interesting display of archival material. It was well attended by SWOC members who found the tour of the synagogue very informative.

Our traditional Winter Warmer on January 24 was at the cosy The Church Key Bistro Pub once again in London. A delicious meal was enjoyed by all who attended that evening.

Since January the focus of many SWOC members has been with the Local Arrangements Committee for the upcoming conference in London. We were busily working on preparations so there have been no regular meetings. We are happy to welcome everyone to 'the Forest City' for the AAO conference **Do you have it RIGHT?** during May 27-29<sup>th</sup>. Special mention should be made of the efforts of Mary Gladwin for her diligent work behind the scenes especially planning the banquet, and Sean McCoy for his efforts on designing the print conference programme. It takes many hands to pull an event like this off!

We'll be taking a bit of a break with the SWOC AGM being held in early summer.

I want to thank the executive, Gina Coady, Liz Mayville and Arthur McClelland for their able assistance and collaborative work effort. It's been an honour serving in this capacity.

Respectfully submitted,  
Theresa Regnier  
SWOC President

**Annual Report for the period 01 April 2014 to 31 March 2015**

- 1 – Annual General Meeting & Dinner (33 in attendance)**
- 2 – planned tours (ca. 13-14 attendees per tour)**
- 2 – workshops (22 attendees – over 2 workshops)**
- 1 – holiday party (ca. 30 attendees)**
- 1 – joint event with University of Toronto Archivists' Group (UTAG)**
- Archivemata information session (ca. 50 in attendance)**

24 April 2014 - Tour of the United Church Archives located in its "still new" home in the Toronto Christian Resource Centre. The Toronto Christian Resource Centre is located on 40 Oak Street (near Gerrard & Parliament, in Regent Park). Tour led by United Church General Council Archivist, Nichole Vonk and her staff: After the tour, casual pub night at the House on Parliament, located nearby on Parliament Street. Thanks to Tys Klumpenhouwer for being the **taag** point-person on this tour! (ca. 14 in attendance)

12 May 2014 – Half-day workshop with conservator Rose Newlove “Housing Archival Photographic Collections” held at the Anglican Church House on Hayden Street – Thanks to Nancy Hurn for being able to host this workshop! There was also an impromptu tour of the Anglican Archives Reading Room, and vault space for workshop attendees! Thank you to **taag** executive members Beverley Darville and Julia Holland for arranging the workshop and swag. (10 people in attendance)

4 June 2014 – **taag** and University of Toronto Archivists' Group (UTAG) hosted a free information session: Archivemata / AtoM session led by Courtney C. Mumma, MAS/MLIS of Artefactual Systems at the MacLean Hunter room, Thomas Fisher Rare Book Library, University of Toronto. (ca. 50 in attendance)

10 June 2014 – **taag's** Annual General Meeting & Dinner – The Standard Italian Restaurant on College Street, Toronto.  
We welcomed City of Toronto Archivist, Carol Radford-Grant as our guest speaker. Executive “shuffle” VP Siân Madsen is sliding over to Member-at-large and James Roussain will be taking over the VP role.

2014-2016 chapter executive:

Julia Holland (President), James Roussain (Vice-President), Juanita Rossiter (Secretary), Beverley Darville (Treasurer), Celia Schmidt (Member-at-Large)

- Communications / Social Media), Tys Klumpenhower (Member-atLarge), Siân Madsen (Member-at-Large), and Jonathan Lofft (PastPresident).(33 in attendance)

12 June 2014 – **taag** award at iSchool Convocation Reception **taag** President, Julia Holland, presented the **taag** award to George Raine at the post-convocation reception at the iSchool.

7 August 2014 – **taag**'s 41st birthday

17 October 2014 – **taag** Vice-President, James Roussain, attended the AAO Board-Chapter-SIGs meeting in Toronto.

21 November 2014 – Full day workshop with conservator Rose Newlove “Simple Preservation Treatments for Flat Records” held at the Canadian Bookbinders and Book Artists Guild (CBBAG) Bindery on Ward Street – Carr McLean was generous by providing supplies and preservation kit and encapsulation kit that were raffled off to 2 lucky winners. Thank you to **taag** executive members Beverley Darville and James Roussain for arranging the workshop and swag. (12 people in attendance)

27 November 2014 - Tour of the Hockey Hall of Fame's Archives at the D. K. (Doc) Seaman Hockey Resource Centre, MasterCard Centre for Hockey Excellence, on Kipling Ave. The tour was hosted by Craig Campbell, Manager of the Resource Centre and Archives. Thanks to Celia Schmidt for being the **taag** point-person on this tour! (ca. 13 in attendance)

10 December 2014 - about 30 folks showed up for some holiday cheer and to celebrate the season with **taag**! The **taag** elves and folks at The Met Condos were great, thanks once again to **taag** Treasurer Bev Darville for booking us into her condo party room! Other “**taag** holiday elves” to be thanked: Mix-meister Tys Klumpenhower was not just rockin’ a cool background playlist he was also the man with the special occasion permit & adult beverages, Juanita Rossiter was responsible for enhancing the décor with extra holiday cheer, Julia Holland kept everyone fed (“make sure you EAT!!”), and Celia and James led the charge on clean-up crew! Thank you to all who participated and came out that night, and an \*extra special thanks\* to those who added contributions to the **taag** “box of cheer” to help offset some of the party costs.

...and then the **taag** executive rested in January & February, in March we began planning for the next fiscal year including Archives Awareness Week and the 2015 AGM...

Respectfully submitted,  
Julia Holland, **taag** president  
[taag.chapter@gmail.com](mailto:taag.chapter@gmail.com)  
31 March 2015



**Annual General Meeting**  
University of Ontario Institute of Technology (AAO Conference Site)  
Oshawa  
Friday May 30, 2014

**1. Call to Order**

- K. Babcock called the 2014 Annual General Meeting to order at 1:48 p.m.

**2. President's Opening Remarks**

- K. Babcock welcomed AAO members, thanked Board members, staff for all their hard work throughout the year.

**3. Approval of the Agenda**

- **Motion20/2014:** Moved by J. Holland and seconded by J. Burant that the 2014 AGM Agenda be approved as presented; **carried.**

**4. Approval of the 2013 Annual General Meeting**

- **Motion21/2014:** Moved by S. Ferencz, and seconded by J. Holland that the 2013 AGM Minutes be approved as presented; **carried.**

**5. Report of the President**

- K. Babcock outlined her report as presented. Three major goals were accomplished this year: a) re-designing the AAO website, b) implementing fundraising activities (thanks to D. Thorne for co-ordinating this year), c) improving administration (procedures for annual staff reviews, updated AAO Chapter/Committee guidelines, Board Orientation Manual).
- We've also re-instated the Institutional Development Committee under the leadership of M. Szybalski.
- Committees and chapters have been very active in organizing engaging events.
- K. Babcock took a brief moment to explain the current migration of the AAO website as we undergo a switch to new management with Managing Matters.

**6. Managing Matters Welcome**

- B. Yaffa (Account Coordinator at Managing Matters) introduced herself and Managing Matters.
- Her goal for working with the AAO is to be able to help in any and all members with any inquiries at any time, as well as supporting the Board with all of their initiatives for the next year. Feel free to contact her at any time!

**7. Approval of AAO Annual Report**

- **Motion22/2014:** Moved by M. Gladwin, and seconded by C. Chaffey that the 2014 AAO Annual Report be approved as presented; **carried.**

**8. Treasurer Report**

- N. Struthers presented the Treasurer's Report on behalf of J. Arseneau.
- The 2013 AAO Conference performed really well, and membership revenues are steady despite a decrease in membership. The Board has prepared a conservative budget because we are uncertain about grant funding in the long term. Budget has been prepared with and without AO funding.
- \$16, 222 from the Cultural Development Fund will be put towards the development of webinars.
- Current cash balance: \$160, 803.98.

**a) Approval of Auditor for 2014-2015 Audit**

- **Motion23/2014:** Moved by C. Chaffey and seconded by S. Ferencz that the Board approves the hiring of an auditor for the 2014-2015 Audit; **carried.**

**9. Election of Board of Directors**



- N. Struthers will continue on the Board as President, and L. Hallman will continue as Secretary for 2014-2015.
- **Motion23/2014:** N. Struthers motions that the position of Vice President-Elect (Jessica Haskell), and Director Without Portfolio/Web Administrator (Danielle Robichaud) positions be acclaimed for the 2015-2016 year; **carried.**

#### **10. Election of Institutional Development Committee Members**

- **Motion24/2014:** M. Szybalski motions that P. Henry, S. Ferencz and L. MacDonald be re-elected for one year terms on the Institutional Development Committee; **carried.**
- **Motion25/2014:** M. Szybalski motions that P. Leatherdale and S. Frankcomb start two year terms on the Institutional Development committee; **carried.**
- M. Szybalski will be recruiting two more members and will perform this vote by email to institutional members.

#### **11. Approval of Updated Constitution**

- **Motion26/2014:** Motioned by C. Chaffey and seconded by J. Hearn that changes to the AAO Constitution be approved as presented; **carried.**

#### **12. Other Business**

- J. Burant motions to thank the committee for this year's excellent conference!

#### **13. 2015 Conference Presentation – Southwestern Ontario Region**

- R. Keirstead spoke for T. Regnier and introduced the 2015 Conference which is to be held in London, Ontario (specific location TBD).
- The Southwestern Ontario Chapter (SWOC) will be heavily involved in local arrangements and logistics. There will be a call for volunteers for the program committee/general volunteers.
- T. Regnier, her executive and other colleagues from SWO, are looking forward to the "best conference experience ever!"

#### **14. Adjournment**

- **Motion27/2014:** Moved by K. Babcock and seconded by J. Holland that the 2014 AAO AGM be adjourned at 2:13 p.m.; **carried.**