



Archives Association of Ontario

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

Twenty-Eighth Annual Report, 2020  
for the year 2019-2020



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



## Contents

<b>2020 Annual General Meeting Agenda</b>	<b>4</b>
<b>2019-2020 Year In Review</b>	<b>6</b>
<b>Reports of the Directors</b>	<b>7</b>
Report of the President	7
Report of the Secretary-Treasurer	13
Report of the Web Administrator	15
Report of the Chapter-SIG Stakeholder	16
Report from the Editor, Off The Record	18
<b>Reports of the Committees</b>	<b>20</b>
Report of the Advancement Committee	20
Report of the Awards Committee	22
Report of the Communications and Advocacy Committee	23
Report of the Digital Access and Preservation Committee	26
Report of the Institutional Development Committee (IDC)	27
Report of the Professional Development Committee (PDC)	29
Report of the Student Outreach Subcommittee	32
<b>Reports of the AAO Staff</b>	<b>34</b>
Report of Managing Matters (AAO Secretariat)	34
Report of the Archives Advisor	35
Report of the ARCHEION Coordinator	38
<b>Reports of the Special Interest Groups (SIGs)</b>	<b>42</b>
Report of the Association of Independent School Archivists	42
Report of the Municipal Archives Interest Group (MAIG)	44
<b>Reports of the Chapters</b>	<b>46</b>



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



Durham Region Area Archives Group (DRAAG)	46
Eastern Ontario Chapter (AAOEe)	48
Northwestern Ontario Archivists' Association (NOAA)	50
Toronto Area Archivists' Group (TAAG)	52
Southwestern Ontario Chapter (SWOC)	57
<b>Annual General Meeting 2019 Minutes</b>	<b>58</b>



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



## 2020 Annual General Meeting Agenda

### Archives Association of Ontario (AAO)

Thursday, 25 June 2020

2:00 PM – 3:30 PM

1. Call to Order
2. President's Opening Remarks
3. Approval of the Agenda
4. Approval of the Minutes of the 2019 AGM
5. Report of the President
6. Report of the Secretary-Treasurer
  - a. Motion to approve the Secretary-Treasurer's report
7. Report of the Secretariat
8. Report of the Archives Advisor
9. Report of the Archeion Coordinator
10. Motions
  - a. Motion to create a new Student Engagement Committee
  - b. Motion to adopt the 2020-2023 AAO Strategic Plan
11. Approval of Constitutional Amendments
  - a. Creation of a new committee
  - b. Composition of the Institutional Development Committee (IDC)
12. Election of the Board of Directors
  - a. Director-Without-Portfolio



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



b. Vice-President/President-Elect

13. Awards Committee announcements

14. Membership Survey results

15. Other Business

- a. 2021 Conference Announcement
- b. Recorded Conference Presentations

16. Discussion: Archives Advisor Program

17. Adjournment



647.343.3334  
 aao@aao-archivists.ca  
 www.aao-archivists.ca



## 2019-2020 Year In Review



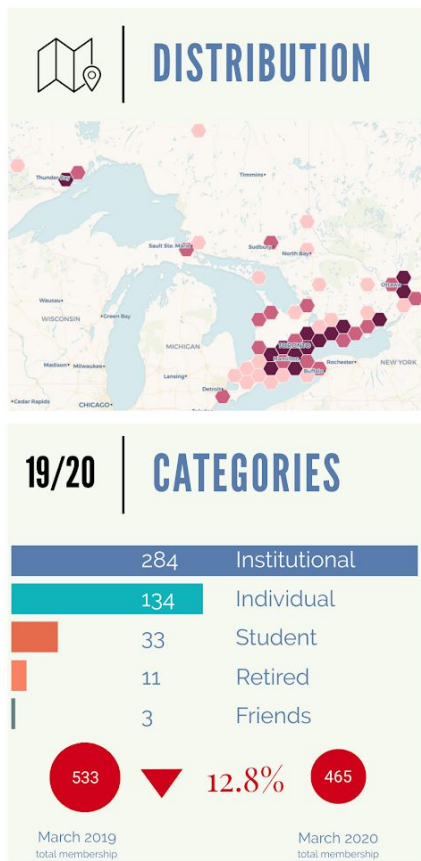
Archives Association of Ontario ...by the numbers 2019-2020!

@AAO\_tweet  
 @archives.assoc.ontario  
 @ArchivesAssociationOfOntario

### Membership

### Development

### Member Services



The Archives of Ontario receives financial support from the Government of Ontario through the Ministry of Heritage, Sport, Tourism and Culture Industries and the Ministry of Government and Consumer Services as administered through the Archives of Ontario Grant.



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



## Reports of the Directors

### Report of the President

The AAO remains committed to serving as Ontario's foremost network to support the province's archives, heritage, and records institutions and information professionals. The 2019-2020 AAO Board of Directors has worked diligently to serve our membership, manage the strategic direction of the association, and confront challenges mindful of the aims and objectives of the AAO. The following Annual Report is testament to the commitment and dedication of our wonderful team of volunteers - over 80 individuals in the last year alone! - that have contributed their expertise, time, and passion to ensuring our association is able to continually meet the needs of our members. As President, it is my honor and privilege to submit to you our 2019-2020 Annual Report.

What follows is a high-level overview of some of the work done behind the scenes over the past year to ensure the continued success of the AAO. We are our members and none of our achievements were done in isolation; I remain thankful and indebted to the advice and support of many people including the current AAO Board and Past Presidents Tracey Krause and Juanita Rossiter. Our Board of Directors, advisors, and team of volunteers are a nimble, flexible, and formidable team.

#### **Funding Changes**

As has been discussed at previous AGMs, the AAO receives over 50% of its annual funding from the Government of Ontario, as administered through two granting programs. Together, this funding has totalled over \$110k of funding to support the AAO's programming. This is not an insignificant sum. As was reported in the Winter 2020 issue of *Off The Record*, the association received word last October -- mid-way through our 2019-2020 fiscal year -- that our funding had been reduced by \$25,700. In order to remain solvent the Board was forced to amend the budget immediately and made the difficult decision to amend the Archives Advisor Program. As of April 1, 2020 the Archives Advisor will no longer be completing site visits but remains available to support members through remote advisory services. The AAO Board is committed to revisiting this decision as the budget allows; we understand that on-site advisory services remain a priority to many members, particularly our institutional members.



## Building Financial Capacity

Since the 2018-2019 year, the AAO has focused heavily on building financial capacity and increased its independence from government grants. This is difficult work and remains a priority for the association. This ongoing objective requires difficult and strategic decisions and is not easily undertaken by a volunteer board. We want to acknowledge the work and patience of all of our volunteers as we continue to readjust our budget.

The AAO Advancement Committee took a multifaceted approach to building financial capacity this year. As with other similar organizations both in Canada and elsewhere, the AAO seeks voluntary donations from members and non-members throughout the year. To better leverage our capacity in this area, the Advancement Committee developed a number of ideas around fundraising campaigns. This past November's 'Giving Tuesday,' for example, saw donations in excess of \$750 for the association. I would personally like to thank each and every donor who prioritized the AAO in their giving. I would also like to remind everyone that AAO members are eligible for a tax receipt for all donations; please contact the office if you require any assistance on this matter.

## 2020 AAO Annual Conference

As you are all aware, we were forced this year to make the decision to cancel the 2020 Conference, scheduled to take place in Thunder Bay, in light of the COVID-19 pandemic. While a necessary decision, it was nonetheless very difficult. On behalf of the Board and the association, I would like to thank all of those who had a hand in organizing this conference. Please join me in thanking Michael Moir (Program Committee Chair), Lauren Halsey (Local Arrangements Committee Chair), the NOAA executive, and all of their committee members. We are heartbroken that we will be unable to welcome you all to Thunder Bay this spring and look forward to the 2021 conference where we can hopefully gather together again.

## Strategic Plan

A considerable amount of time was spent over the 2019-2020 year assembling the association's 2020-2023 strategic plan. A series of draft goals and objectives were presented to the membership at the 2019 AGM in Belleville, which was followed by a





647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



411 Richmond Street East

Suite 200

Toronto, ON | M5A 3S5

period of member input. We thank all those who submitted their comments; all of your feedback, and that of our consultants, committees, Chapters, and Special Interest Groups, was reviewed by the Strategic Plan Working Group and taken into consideration. While the association previously implemented five-year plans, this year the Board voted to create a three-year plan with the aim of being more nimble and responsive to our changing financial and membership landscapes.

The 2020-2023 Strategic Plan will be voted upon at the 2020 AGM; the plan will remain in place until March 31 2023. I am confident our 2020-2023 Strategic Plan will continue to support the association as it evolves to meet the expectations of an ever-changing membership and professional environment.

### **Advocacy and Outreach**

The AAO has continued to work to improve our outreach efforts to both internal and external audiences. Before touching on two initiatives from the 2019-2020 year, I want to highlight the incredible work of our Communications and Advocacy Committee (CAC), under the leadership of Bailey Chui, for advocating for the professional and social interests of our membership.

Acting upon discussions held at the October 2019 Leadership Meeting, the AAO invited several external stakeholders and like organizations to attend the AAO conference at the member rate. Among others, invitations were sent to the Ontario Museum Association (OMA), the Ontario Genealogical Society (OGS), and the Ontario Historical Society (OHS). Together, the AAO and our like-organizations form the Ontario's Provincial Heritage Organizations, an advocacy group which liaises directly with the Ontario Ministry of Heritage, Sport, Tourism and Culture Industries to raise awareness of issues facing our sector and to advocate for increased funding where possible.

Working directly with our partners in the heritage sector is vitally important for advocacy and community-building initiatives.

The 2019-2020 year also saw the AAO continue to offer support to an initiative by Loren Fantin of OurDigitalWorld, to advocate on behalf of the GLAM sector concerning the closure by Postmedia Network Inc. and Torstar Corp of 36 community newspapers. Loren has been in negotiations to identify and acquire custody of remaining records relating to these important community resources before they are lost. To bring attention



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



to this issue, this past January, alongside Loren and Mary McIntyre of Library and Archives Canada, I participated in a panel presentation at the Ontario Library Association (OLA) Super Conference. A very lively conversation followed and we hope to build on this momentum. Groups and associations involved in this initiative include OurDigitalWorld, the Ontario Library Association (OLA), the Archives of Ontario, Library and Archives Canada, the Toronto Public Library, and the AAO.

### **Partnership with the Archives of Ontario**

The AAO continues to foster a strong partnership with the Archives of Ontario (AO) and remains grateful for financial and in-kind support offered to the association by the AO. This past year the AAO has continued to hold regular meetings with the AO to discuss shared priorities, mandate synergies, and how we as an association can work with the AO to serve Ontario's documentary heritage organizations. We are also thankful for the continued use of the AO classroom for Professional Development Committee (PDC) workshops, the annual IDC Forum, and the annual AAO Leadership Meeting.

### **Access + Care: Indigenous Knowledges and Archival Practice Symposium**

Led by the Archives of Ontario, the AAO was a proud financial contributor and organizational partner in the development and launch of the *Access + Care: Indigenous Knowledges and Archival Practice Symposium*. Developed in collaboration with the Indigenous Knowledge Centre at Six Nations Polytechnic and taking place on October 23, 2019, this important symposium explored how memory workers may respectfully care for and provide access to the many forms of Indigenous Knowledge. Discussions offered an opportunity to better understand how Indigenous Knowledge Keepers, Elders, and memory workers explore linkages between Indigenous knowledges and Western archival practice.

The AAO was honoured to have been invited to support this initiative. On behalf of the Archives of Ontario and the AAO Board, I would also like to thank the Toronto Area Archivists' Group (TAAG) for their financial contribution towards the event and a special thank-you to Catherine Falls, Alison Little, and their team at the AO for their excellent work in bringing this complex event together. A very special thanks to the team at the Indigenous Knowledge Centre at Six Nations Polytechnic, Sara General and Tanis Hill, for their leadership and guidance.



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



While in-person attendance was extremely limited, the symposium was recorded and is available for viewing on the AAO YouTube page.

### **Institutional Members' Symposium**

The 2020 Institutional Members' Symposium (previously the *Institutional Issues Forum*) will be held on October 22, 2020, tentatively scheduled to take place at the Archives of Ontario. Additional information will be made available regarding in-person or virtual attendance closer to the symposium date. We remain thankful for the generous support from the Archives of Ontario in offering us the use of the George Spragge classroom for this event. Mark your calendars now as we hope to welcome as many of you as possible.

While I have had the unique opportunity to serve as president for just over eighteen months and to present to you two annual reports and AGMs, I remain amazed at the initiative of our volunteers and am thankful to have been able to lead the AAO to the best of my ability. While the 2019-2020 year presented us with both difficult challenges and noteworthy achievements, we have much to celebrate.

I would like to thank the Board of Directors for all their support, time and commitment to the AAO: Vice-President Jennifer Grant; Secretary-Treasurer Jessica Barr; Web Administrator MacKenzie Gott; Director Without Portfolio Lauren Halsey; Director Without Portfolio Samantha Shields; Chapter Stakeholder Michael deJong; Institutional Development Committee Chair Matthew Fells; and Special Advisor Juanita Rossiter. Our AAO Consultants Iona McCraith and Lisa Snider are the best at what they do and we sincerely appreciate their work and devotion to the AAO and Ontario's archival and records management community.

We would like to thank all the AAO Standing Committees and Working Groups, Special Interest Groups, and regional Chapters. A special thank you to OTR Editor Grant Hurley for your work in maintaining the excellent quality of our quarterly newsletter. Lastly, I would like to recognize the support of Aisling Birmingham, our account coordinator, for her assistance in supporting the day-to-day affairs of the association.

Thank you, everyone, for working to serve Ontario's archival and records community.



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



Sincerely,

A handwritten signature in black ink, appearing to be 'JR' with a flourish.

James Roussain  
AAO President, 2019-2020



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



## Report of the Secretary-Treasurer

The AAO experienced a positive fiscal year in 2019-2020. Revenue totaled **\$185,764**, while expenses were **\$164,728**, resulting in a net income of **\$21,036**.

As in previous years, the Association's financial management activities were heavily supported by Managing Matters, particularly by accountant Ria Sanghavi. Additional support this year was provided by Keerthi Thankam.

### Earned and Private Sector Revenue:

Membership fees resulted in **\$47,225** in revenue, while advertising, individual and corporate donations and sponsorships, and the Shirley Spragge Endowment, accounted for a further **\$2,550** in revenue.

### Shirley Spragge Endowment:

The beginning balance of the Shirley Spragge Endowment on April 1, 2019 was **\$24,051**. Over this past year, it accrued **\$644** in interest. The profits from the 2019 conference silent auction generated **\$695** and **\$361** was awarded to a young professional to attend the 2019 conference. Therefore, the ending balance is **\$25,029**.

### Grants

Government grants, for which the AAO is very grateful, amounted to **\$86,000** in total. Grants received are as follows:

- Provincial Heritage Organization Operating Grant: \$66,000
- Archives of Ontario Grant: \$20,000

### Other Revenue

Archeion Additional Storage: **\$735**

### Professional Development Revenue

The 2019 conference performed well, earning **\$36,164**, and the Professional Development Committee workshops earned **\$13,825**.

### Total Expenses



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



411 Richmond Street East

Suite 200

Toronto, ON | M5A 3S5

Expenses incurred over the course of the year 2019-2020 totaled **\$164,728**.

Respectively submitted,  
Jessica Barr  
AAO Secretary/Treasurer

## Report of the Web Administrator

Since the last Annual General Meeting, I have completed the following tasks:

- Created and published social media content on Twitter, Facebook, and Instagram, including creating events on Facebook for events;
- Collaborated with Archives Advisor and various committees and special interest groups to write social media content was subsequently published on the AAO's social media accounts;
- Monitored social media accounts and shared posts where deemed appropriate on Twitter, Facebook, and Instagram, especially during major events, such as Archives Awareness Week and the Access+ Care: Indigenous Knowledge and Archival Practice symposium;
- Responded to reference requests and inquiries submitted through social media;
- Collaborated with the Archives Advisor and the Chair of the Communications and Advocacy Committee to prepare a schedule and communications to promote and explain the Twitter-Take Over for Archives Awareness Week;
- Worked with Communications and Advocacy Committee to prepare communications, including a letter to the Premier of Ontario in July 2019, a note of congratulations to Ian Wilson, and a welcome statement to Minister MacLeod.
- Recorded social media statistics for grant funding applications;
- Created and updated web pages on the AAO website, including event pages, blog posts, and resource pages;
- Worked with Archives Ontario to promote the Access + Care: Indigenous Knowledges and Archival Practice symposium and published the recorded symposium on the AAO's Youtube channel;
- Provided feedback on the Strategic Plan;
- Attended monthly board meetings and the leadership meeting in October to provide input and updates on social media and website-related content.

Respectively submitted,  
MacKenzie Gott  
AAO Web Administrator



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



411 Richmond Street East

Suite 200

Toronto, ON | M5A 3S5

## Report of the Chapter-SIG Stakeholder

2019/2020 has been an interesting and rewarding time to serve as Chapter/SIG Stakeholder, with many positive developments occurring, along with several distinct challenges. The Covid-19 pandemic has of course been a disruptive force for the operations of each of the groups and the board as a whole, but through cooperation and innovation we have found ways of maintaining continuity and connections. Echoing my predecessor, I continue to believe this is an important and valuable role. As of writing, no candidates have identified themselves for this role for the 2020/2021 year, but I am hopeful that a willing candidate will be found soon.

### **Chapter Boundaries and Membership**

One of the key themes that presented itself during this period was the question of chapter boundaries. Related to this was ongoing frustration expressed on the part of several groups with small membership numbers. With assistance from the board I began to work on this in the hopes that more clearly defining the chapters geographically may lead to higher chapter participation. In the short term, working with the AAO office, we were able to change the online registration form to make chapter selection mandatory for those joining or renewing their AAO membership (allowing an 'N/A' option for those not geographically represented).

I liaised with each of the chapters to have them self-define their boundaries, and compiled this information. It was my intention to create a map displaying these areas to assist in the registration process, which I was unable to complete this spring, but something which I hope can happen in the future. Nonetheless, it is my hope that mandatory chapter selection in the nearer term will allow for larger membership lists for each chapter going forward. One further question to explore in continuing this process will be how flexible chapters would like their boundaries to be, and whether they would allow dual chapter membership.

### **SWOC**

One of the notable positive developments that occurred during my tenure as Chapter/SIG Stakeholder was the re-emergence of the Southwestern Ontario Chapter (SWOC). As of June 2019, the status of this chapter was officially inactive, with the circumstances unclear. In late 2019 two archivists within the region reached out to me to express interest in assisting with rebooting the chapter, and I began to work with them towards developing an initial overture to potential members to gauge interest and seek





647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



assistance. However not long after, a member of the SWOC executive contacted the board to indicate that the chapter was in fact semi-active. After hearing this good news, I worked with them and the AAO office to process their core funding application, as well as put the two individuals mentioned earlier, who I thank once again for their initiative, in touch with the group. It is hoped that the virtual AGM just held will help the organization achieve a full roster of executive members and it can continue again to provide archival services to the Southwestern region of Ontario.

### **COVID-19**

Needless to say, the 2020 Covid-19 pandemic has presented many challenges and disruptions for each of the chapters and SIG's, as well as the AAO board more broadly. This was of course felt most acutely in the cancellation of the 2020 conference, which I had the privilege of assisting with via my participation in NOAA. But it also ruled out the possibility of in-person spring AGM's for the various groups. Nonetheless, the AAO board and office was able to work around this by setting up virtual meetings and voting systems via Wild Apricot, which allowed each group to renew their executives for 2020/2021, in which I assisted the board in liaising with each of the chapters to set this up. Some challenges presented themselves here too with some groups not receiving an adequate membership list from the registration system, but workarounds were found by utilizing group mailing lists, and it is hoped the steps described above will help ameliorate these issues going forward.

Respectively submitted,  
Michael deJong  
Chapter-SIG Stakeholder, 2019-2020



## Report from the Editor, *Off The Record*

### Published issues

- I released four issues in 2019-20 on schedule. My sincere thanks go to our talented contributors who continue to make *Off the Record* a vibrant, quality and informative publication for AAO members and the broader archives community.
- Across the last four issues, we had 31 articles. In addition to excellent feature articles and updates, issues included a regular “Member Spotlight” feature recognizing the contributions of AAO members, updates from the AAO President, frequent submissions from AAO staff Lisa Snider and Iona McCraith, and a regular AAO “statistics dashboard” infographic representing key metrics for the AAO’s operations and engagement.
- The issues also included summaries and notes from AAO events during the year, including the *Access + Care: Indigenous Knowledges and Archival Practice* symposium (36.2), and TAAG’s *Teaching with Archival Records* unconference and the co-sponsored *Doing Digital Preservation* panel discussion (36.1).
- In total, the four members-only issues online at the time of writing (Summer 2019-Spring 2020) have been downloaded 318 times. All 108 issues online have been downloaded 4,796 times.
- I submitted recent open issues up to 35.2 (Spring 2019) to Library and Archives Canada for legal deposit.

### Advertising

- OTR currently has 3 advertisers: Digital Treasury, Lucidea, and Our Digital World. Each purchased a 4-issue package in Fall 2019.
- Advertising rates remain unchanged from the previous year.

### Tracking/Online Access

- I transitioned all short URLs we use to track issue downloads from Google short links to Bitly short links as Google retired its short URL service last year. I also wrote a Python script to query the Bitly API to continue to gather download statistics for reporting purposes.

### Documentation

- A manual for creating and issuing *Off the Record* has been created and uploaded to the AAO drive. It will be continually improved over the coming months.



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



Respectively submitted,  
Grant Hurley  
Editor, *Off The Record*

## Reports of the Committees

### Report of the Advancement Committee

#### Membership

- Jennifer Grant (chair)
- Emma Carey
- Kelsey Beauvais
- Dominique Riviera
- Sarah McDougall

#### Overview of activities

The 2019-2020 year has been one of growth and planning for the Advancement Committee, which was left with one member at the end of fiscal 2018-2019. With a new chair and three new committee members by fall 2019, the committee began work and planning on the following projects.

- **Drafting a committee terms of reference**
- **Promoting Giving Tuesday**
  - This year, the AAO received \$750 in donations from our Giving Tuesday initiative
- **Organizing sponsorship for the annual conference**
  - The committee's work had secured four silver-level sponsors and two bronze-level sponsors before planning was cancelled due to COVID-19
- **Redesigning the AAO's corporate sponsorship package**
  - Work has begun to revamp and update the corporate sponsorship package for 2020-2021
- **Designing AAO merchandise**
  - Thanks to the creative thinking and design skills of committee members, two graphic designs have been selected for use, and planning for manufacturing will continue through the summer
- **Organizing the AAO's first virtual silent auction**
  - After the cancellation of the 2020 conference, the committee worked to transition our annual silent auction to a virtual platform, which will run for one week in advance of the AAO 2020 AGM in June 2020.



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



The Advancement Committee is committed to supporting the AAO's fundraising needs during these unprecedented times. In 2020-2021, priority will be given to work on securing corporate sponsorship for AAO events and services, and aligning the committee's activities with the 2020-2023 Strategic Plan.

Respectfully submitted,  
Jennifer Grant  
Chair, AAO Advancement Committee



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



411 Richmond Street East

Suite 200

Toronto, ON | M5A 3S5

## Report of the Awards Committee

### Membership

- Rodney Carter (Chair)
- Jean Dryden
- David Sharron
- Matt Szybalski

This year the committee conducted the majority of its business over email with one meeting via teleconference for adjudicating the AAO's Awards and the Shirley Spragge Bursary.

We received five applications for the Bursary and the committee reviewed and adjudicated the applications prior to enacting of emergency measures due to the pandemic. The committee held off notifying applicants until an official decision regarding the conference was made by the board and, upon the conference's cancellation, the applicants were notified that no bursary would be issued this year. The committee looks forward to awarding the bursary at the next AAO conference and we wish to thank all who have contributed to the Shirley Spragge Bursary fund.

The Awards Committee received a number of very strong nominations for the AAO's five awards and the Committee is thrilled to be presenting three awards in 2020. The award winners will be announced at the Annual General Meeting with in-person presentations of the certificates to be made at the 2021 conference or other appropriate time.

I wish to thank my committee members for their collegiality and for their hard work and I also would like to thank Samantha Shields, our liaison to the Board, and the AAO Office for their support.

Respectfully submitted,  
Rodney Carter  
Chair, AAO Awards Committee

## Report of the Communications and Advocacy Committee

### Membership

- Bailey Chui (Chair)
- Jennifer Grant (Board Liaison)
- Daniela Ansovini
- Julia Armstrong
- MacKenzie Gott
- Laura Hallman

The 2019-20 year was a busy one for the Communications and Advocacy Committee (CAC). In addition to the communication pieces and statements that comprise the bulk of the CAC's regular activities, special projects requiring extensive planning and preparation arose, including two major projects for Archives Awareness Week. The CAC also concluded its work promoting the AAO Organizational History Book in the summer of 2019.

### New Member

In August 2019, the CAC welcomed new member Julia Armstrong.

### Activities

- May 2019: Statement written congratulating Leslie Weir on her appointment to Librarian and Archivist of Canada.
- June 2019: Statement written welcoming Lisa MacLeod to her new role of Minister of Tourism, Culture and Sport following the cabinet shuffle.
- June 2019: Statement written congratulating Ian E. Wilson on his promotion to Officer of the Order of Canada.
- June 2019: Teleconference held to set goals for the 2019-20 year and discuss new projects.
- August 2019: Statement written on the passing of Larry Dohey, archivist at The Rooms.
- November 2019: Submitted feedback on communications and outreach to the AAO 2020-2023 Strategic Plan.

### Special Project: AAO Organizational History Book

- August-September 2019: The CAC compiled a list of international academic institutions with library and archives programs and wrote a communication piece

promoting the History Book. Institutions in the US, Europe, Asia, Australia, New Zealand and South Africa were contacted. Pieces were sent to each institution via email through the Chairs email account and responses were managed by the Administrator.

### **Special Project: AAO Newsletter**

- September 2019: Met with the President to discuss launching an AAO newsletter to streamline communications and consolidate information for the Association.
- October 2019: The CAC reviewed templates in Wild Apricot and planned the design and presentation of the layout and text, as well as logistics such as the list of recipients and circulation dates. Draft plans were presented to the executive team at the Board Meeting for feedback.
- December 2019: Met with the President to provide updates on the status of the newsletter and determine next steps. Ultimately it was decided not to move forward with the newsletter at this time.

### **Special Project: Archives Awareness Week 2020 Promotion**

- November-December 2019: Teleconference held with the Archives Advisor to discuss ideas to promote Archives Awareness Week 2020. With approval from the President, it was decided that the CAC would create a promotional piece containing links to various resources on the AAO website.
- January-February 2020: Compiled resources and created a draft promotional message. The theme "Archives Online" was selected, and all subsequent planning was designed around that topic.
- March 2020: The piece was emailed to the membership and posted on the AAO website. The CAC also reached out to archival institutions asking them to share any AAW events they wanted to promote on the website.

### **Special Project: Archives Awareness Week 2020 Twitter Takeover**

- March 2020: Teleconference held with the Archives Advisor to plan a Twitter Takeover to support Archives Awareness Week and the AAO community during the COVID pandemic. Key participants were identified, and communication pieces were written to solicit additional volunteers.
- April 2020: Worked with volunteers to coordinate the Twitter Takeover schedule and created guidelines on logging into and using Twitter. The schedule was finalized and shared with volunteers the day before the event, which ran from April 7-9.





647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



### **Ongoing/Future Plans**

- The Committee will continue to monitor posts to the AAO Listserv.

The Committee is always glad to offer assistance and support to the Board and Membership where it is needed. Please do not hesitate to reach out if you have any questions.

Respectfully submitted,

Bailey Chui

Chair, AAO Communications and Advocacy Committee



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



## Report of the Digital Access and Preservation Committee

### Membership

- Emily Sommers (Chair)
- Samantha Shields (Board Liaison)
- Iona McCraith (AAO Archives Advisor)
- Lisa Snider (AAO Archeion Coordinator)
- Stephanie Agnew
- Elizabeth Carroll
- Jessica Haskell
- Grant Hurley
- Lisa Lawlis
- Devon Mordell
- Bridget Whittle

### Ongoing committee initiatives include

- Development and circulation of an Equipment Inventory spreadsheet for the AAO membership in order to facilitate knowledge sharing.
- Collaborating with the PDC in developing workshop and webinar curriculum on digital-focused topics.

I will be stepping down as Chair as my two-year term is coming to an end. A call will be made to find a new Chair summer 2020.

Respectfully submitted,

Emily Sommers

Chair, AAO Digital Access and Preservation Committee

## Report of the Institutional Development Committee (IDC)

### Membership

- Matthew Fells, Simcoe County Archives, 2019-2021 (Chair)
- Angela Fornelli, City of Kawartha Lakes, 2020-2022
- Sean Hayes, Seneca College, 2020-2022
- Ryan Kirkby, University of Guelph, 2017-2022
- John Lund, City of Ottawa, 2020-2022
- Lindsay Osmun, CIBC, 2018-2022
- Sean Smith, Archives of Ontario, 2014-2022
- Dominy Williams, Diocese of Hamilton, 2019-2021
- Zoe Thrumston, Ottawa Jewish Archives, 2018-2019

2019 saw the end of Paul Henry's successful term as Chair and the appointment of Matthew Fells as new Chair.

The Committee is ably assisted by Archives Advisor Iona McCraith and Archeion Coordinator Lisa Snider, who both serve in ex-officio capacity.

### 2019-2020 Accomplishments

The IDC hosted its sixth Institutional Issues Forum, the fifth in partnership with the Archives of Ontario, in October 2019. The Forum featured the following discussions of interest to archival institutions:

- Meeting users in new places and wherever they are, online or at-large
- Using Wikidata, Wiki Commons, and Wikisource to reach a broader audience than the one that comes through the doors
- Representing the underrepresented in archival users and collections

The IDC changed the name of the Institutional Issues Forum to the Institutional Members' Symposium.

In alignment with the AAO strategic plan, the IDC created a draft action plan for 2020-2023.



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



In partnership with MAIG, the IDC developed an institutional member survey to gather information about the effects of the COVID-19 pandemic on archival operations.

Respectfully submitted,

Matthew Fells

Chair, AAO Institutional Development Committee (IDC)

## Report of the Professional Development Committee (PDC)

### Membership

- Katrina Cohen-Palacios (Chair)
- Stacey Lapp
- Mary Horman
- Emily Tyschenko
- Jean Hung
- Hilary Barlow
- Jacinda Bain
- Darcy Hiltz
- Molly McGowan

### Workshops

96 participants attended the five workshops organized by PDC:

- Digital Preservation-Key Concepts and Tools with Grant Hurley at the Archives of Ontario on 5 April 2019 (19 participants)

This course will introduce participants to the key concepts, practices and tools in digital preservation. It will be followed by a demonstration and discussion of a variety of tools that practitioners can begin using to meet their digital preservation goals. The course is intended for non-experts who would like to get to know the field and to apply tools and techniques to low-resource institutional environments.

- Preservation in a Historical Computing Environment with Jess Whyte and Steve Marks at the University of Toronto on 12 April 2019 (23 participants)

This workshop will introduce participants to the process of forensic disk imaging of legacy media (e.g. 3.5" and 5.25" floppy disks). This will be followed by a demonstration of and introduction to software tools (e.g. the BitCurator environment and FTK Imager) for analyzing these disk images, and extracting content and metadata.

- Indigeneity and Archives with Camille Callison at Loyalist College on 8 May



## 2019 (37 participants)

Participants will look at how to ensure policies and best practices comply with the United Nations Declaration on the Rights of Indigenous Peoples. For example, records that attest to Indigenous knowledge may be held in archives without the context in which these records can be understood and remain living cultural expressions. Issues related to informed consent, cultural protection, copyright and subject headings will be surveyed.

- Emergency Response and Salvagewith Iona McCraith at Trent University on 26 September 2019 (cancelled)

Join your colleagues in this two-day workshop to gain knowledge in emergency response and practical hands-on experience in salvage procedures. Topics will include: skills and attributes of an effective response team and leader, health and safety issues in emergency response, public relations and communication during an emergency, salvage procedures for various types of archival records, salvage priorities and handling the unexpected, and networking, training and resources.

- Open Refine for Archivists with Jeremey Heil at York University on 9 March 2020 (17 participants)

Dealing with messy and non-standard data in archival description, file lists, and other metadata operations can be a massive headache. Manually adjusting lines of data can take hours – maybe days – of time. This hands-on workshop will focus on the use of OpenRefine, one of the most powerful tools used to bring order to data. Students will learn how to manipulate datasets using GREL (General Refine Expression Language), and practice using OpenRefine to speed data transformation and cleanup.

### **Additional Committee Work**

- Updated and revised manual to improve transfer of knowledge.
- PDC reached out to the Digital Access and Preservation Committee for support in developing a digital preservation curriculum.



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



- Created an invitation template for workshop instructors.
- Organized two workshops for 2020-2021 (Introduction to Archeion with Lisa Snide and the pre-conference Fundraising and Grant Writing workshop with Raegan Swanson).
- Organizing three more workshops for 2020-2021 (RAD Refresher, Basics of Copyright, and DIY Digital Preservation).

Respectfully submitted,  
Katrina Cohen-Palacios  
Chair, AAO Professional Development Committee (PDC)

## Report of the Student Outreach Subcommittee

### Membership

- Jenna Lemay (Chair)
- Christopher Hogendoorn
- Amber Mandich
- Melissa Caza
- Michelle Paraig
- Marianna Kalaczynski

Over the past eight months, the Committee discussed working to promote the AAO to students, including updating and maintaining the Student Pages on the AAO website, and encouraging teachers to engage their students with AAO materials and persuade them to join. We also discussed working on liaising with institutions which have Archives or LIS programs to connect with students directly. A notice was submitted in the fall issue of *Off The Record* reminding teachers to tell their students about the benefits of AAO membership. This notice will be repeated in the Fall 2020 issue as well as the Winter 2021 issue.

Before the COVID-19 pandemic, the committee was working out the logistics of our ideas for a conference buddy system for first time attendees to the AAO conference, as well as expanding upon the first timers reception by adding more laidback events such as a trivia or pub night to take the pressure of students who may not feel comfortable yet in a professional setting. Unfortunately these plans were waylaid by the cancellation of the 2020 conference. We hope to be able to implement these plans for next year's conference.

Our major activity this year has been making all the necessary changes to become a standing committee rather than a subcommittee under the Advancement Committee. A motion for the change was drafted and terms of reference were created after much thought from our members. This included updating our committee name from the Student Outreach Subcommittee to the Student and New Professional Outreach Committee. We clarified the description of our committee so that our mission and activities will be clear to the Board and general AAO membership.

Going forward, as it is a difficult time for students, with classes being cancelled or moved online for the foreseeable future, we will be brainstorming ways to support our





647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



student members through these changes brought on by the pandemic. We will also be thinking of new ways to engage students who are not currently members, and encourage them to join the AAO.

Respectfully submitted,  
Jenna Lemay  
Chair, AAO Student Outreach Subcommittee



## Reports of the AAO Staff

### Report of Managing Matters (AAO Secretariat)

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.

Please see a brief description of MM updates below:

- MM continues to support membership renewals by fielding all phone calls and manually renewing individual and institutional memberships. MM also continues to follow up with expired members.
- In light of COVID-19, MM extended the membership renewal period from April 1 to August 31 and continues to support members.
- MM assists with the coordination of Board meetings as well as updating AAO administration forms and membership lists for all Chapters.
- MM continues to assist with sending out e-blast communication to members. MM continues to set up the registration for events.
- MM assists with updating the website and placing orders for promotional materials.
- MM continues to mail out book orders that are processed online.
- MM continues to provide accounting services such as record cheques received by mail and deposit into AAO's bank, updates monthly financial reports, sends invoices to sponsors, advertising for OTR, etc.

I would like to sincerely thank the entire 2019-2020 AAO Board of Directors, Iona, Lisa, 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,  
Aisling Bermingham  
Account Coordinator, Managing Matters

## Report of the Archives Advisor

The following is a summary of the Archives Advisor activities for the period 1<sup>st</sup> April 2019 to the 31<sup>st</sup> March 2020.

Number of telephone consultations completed for AAO members:	8
Number of telephone consultations completed for non-AAO members:	9
Number of email correspondence completed for AAO members:	103
Number of email correspondence completed for non-AAO members:	52

**Note:** Each unit recorded under email correspondence represents a full email exchange which often consists of multiple correspondence between both parties.

### In Person Site Visits:

- Famous People Players, Toronto, June 2019
- Presbyterian Church in Canada Archives, Toronto, June 2019
- St. Andrews College Archives, Aurora, June 2019
- Ladies Golf Club of Toronto Archives, September 2019
- Niagara Falls Public Library, September 2019

Note: As of 1st November 2019 site visits were suspended due to reduction in AAO grant funding for the 2019-2020 fiscal year thus the reduction in visits from previous years annual report.

### Main Topics of Correspondence from Consultations and Emails:

- Dealing with mould in archives records
- Establishing a new archives
- Archives policies & procedures
- Donor agreements
- Records management
- Electronic records management
- Digitization & digital preservation
- Monetary appraisal, records appraisal & selection

- Arrangement & description
- Emergency planning & response
- Environmental monitoring equipment
- Storage methods for various types of archival records
- Referrals to commercial services and suppliers

### **Archival Emergency Response Network (AERN):**

There are 45 institutions in AERN; breakdown of participants by region is: DRAAG - 1, AAO-Ee -7, NOAA -4, SWOC -15, and TAAG - 18.

### **Presentations Delivered:**

- Preservation Basics, for Area 83 Al Anon Archivists annual workshop, May 2019, 25 attendees.
- Introduction to Preservation, for Ontario Courthouse Librarians Association annual conference, October 2019, 50 attendees.

### **AAO Institutional Development Committee (IDC) Support:**

- Attended eight teleconference meetings as ex-officio advisor to IDC (including Institutional Members Forum) and acted as Secretary - preparing & distributing Agendas, other meeting documents and Minutes.
- Assisted with planning and organizing October 2019 Institutional Members Forum.
- Assisted retiring IDC Chair with recruitment of new Chair and orientation to position.
- Participated in IDC discussions and input to AAO 2020-2023 Strategic Plan and the 2020 AAO Members Survey.

### **Digital Access and Preservation Committee (DAPC) Support:**

- Attended two teleconference meetings as ex-officio advisor and Co-Board Liaison to IDC.
- Participated in review and preparation of comments to AAO Board on 2020-2023 Strategic Plan and 2020 Members Survey questions.

### **Professional Development Committee (PDC) Support:**

- Assisted with general planning, organizing and promotion of Emergency Planning and Response Workshop scheduled to be held at Trent University Archives in September 2019.



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



- Prepared content and PowerPoint for full day workshop. (Due to low registration workshop was cancelled).

#### **2019 AAO Conference Committee Support:**

- Assisted with preparation of materials needed for conference registration desk.

#### **AAO Board Support:**

- As required supported the Board with information, reports and work delegated to Advisor throughout the year.

#### **Outreach:**

- Represented AAO as archives sector specialist to Mohawk College Program Advisory Committee for Library and Information Technician and Records and Information Management Programs. Attended in-person 1 day meeting in November 2019.
- Represented AAO as archives sector specialist to Fleming College Program Advisory Committee for Arts and Heritage Programs. Attended in-person 1 day meeting in May 2019.
- Represented AAO and its members on Canadian Council of Archives (CCA) Archives Advisors Working Group and attended bi-monthly teleconference meetings. Represented the Working Group at CCA annual general meeting November 2019.
- In consultation with Communications and Advocacy Committee Chair and Website Administrator planned and promoted Archives Awareness Week 2020 including recruitment of 20 volunteers for AAO Twitter Takeover during AAW 2020 and promoting resources for members use on website.
- Continued to communicate news and information via AAOLIST and @advisor\_aao
- Prepared new content for AAO website Resources pages.

Respectfully submitted,  
Iona McCraith  
AAO Archives Advisor

## Report of the ARCHEION Coordinator

The following is a summary of the Archeion Coordinator's activities for the period April 1, 2019 to March 31, 2020:

Number of consultations (virtual/in person) completed for AAO members:	13
Number of consultations (virtual/in person) completed for non-AAO members:	0
Number of telephone inquiries received from AAO members:	3
Number of telephone inquiries received from non-AAO members:	0
Number of email correspondence requests completed for AAO members:	27
Number of email correspondence requests completed for non-AAO members:	13

**Note:** Each unit recorded under email correspondence represents a full email exchange regardless of whether there was multiple correspondence between both.

### Presentations & Publications:

- Spring 2020 OTR Article: Work From Home During COVID.
- Fall 2019 OTR Article: A Reminder about Archeion Bulk Uploads.
- 2019 AAO Conference Presentation 'Unlocking Access For All in Archeion' (May 9, 2019).

### AAO Committee Support:

- Attended 2 DAPC phone meetings, and participated through emails.
- Attended 5 IDC phone meetings, and participated through emails.
- Attended (part of) IDC in person meeting at 2019 AAO Conference.
- Participated in email thread relating to Scottish PAS.

### Outreach Conducted:

- Participated in the AAW2020 Twitter Takeover, and produced many tweets related to Archeion and work from home for this one hour takeover.
- Attended 2 day 2019 AAO conference in Belleville.

- Provided brief report at 2019 AAO Conference AGM.
- Attended the P/T Councils Execs and CCA Meeting by phone and had extensive involvement in the questions and answers about AtoM and provincial use of it, especially for bulk uploads.
- Answered questions for Matthew for the CCA AGM in regards to AtoM.
- Provided stats for OTR article and OTR columns for President.
- Message to Listserv about Archeion use during COVID.
- Many emails regarding a Zoom call with a US archivist and other Ontario archivists to discuss AtoM use (postponed to May due to COVID).
- Talked to Iona about facilitating "Tools and practises "session at IDC Forum in October (cancelled due to illness).

#### **Archeion Update:**

- Three members set up profiles and started to use Archeion.
- Conducted a two hour Zoom customized virtual training on Archeion for the Church of St. James, showing how Archeion can be used and how it works when adding descriptions and authority records. Answered questions about how it could work for them, their existing archival system and made recommendation for a potential new one. Sent examples to them of bulk upload spreadsheets.
- Completed a two hour customized virtual training for Trent University to show them how Archeion can be used, and how it works when adding descriptions and authority records. Answered questions about how AtoM could work for them, their existing archival system and how things could mesh in house and with the public facing side.
- Provided a two hour virtual Zoom webinar on how to use Archeion for Guelph Civic Museum and McCrae House/City of Guelph. Also answered questions about use, PastPerfect crosswalking, etc.
- Answered extensive questions from Laurier Archives about use of AtoM in house and Archeion, includes bulk uploads, in house systems, etc.
- Answered questions from Lakehead University about bulk uploads and problems with special characters, even though it was an AtoM to AtoM upload.
- Answered extensive questions from the Thunder Bay Museum about use of AtoM in house and Archeion, includes bulk uploads, in house systems, etc.
- Consulted on archival software and IT questions for Glencoe and District Historical Society.

- Consulted with Congregation of Sisters of Saint Joseph on EAD and RAD crosswalks, read over great crosswalking document member created, and sent resources.
- Emailed with United Church of Canada archives about various questions and issues related to Archeion use, descriptions and connections to authority records, logins, etc.
- Emails with United Church of Canada Archives about Archeion taxonomies and sent them original SKOS file Amanda had sent to other members years ago.
- Helped member with bulk upload crosswalking, took detailed look at their Excel spreadsheets and current organizational/hierarchical system, and suggested recommendations for them to move forward with an Archeion bulk upload.
- Helped member with questions about a new student and how they could play with AtoM before using Archeion.
- Extensively researched funding options in depth.
- Compiled and provided statistics and information for President for PHO grant.
- Researched AtoM 2.5 changes, and Artefactual upgraded AtoM in March 2020.
- Continued cleaning up Archeion for Institution duplicates, blank descriptions, and duplicate authority records made due to bulk uploads and manual description entry.
- Cleaned up the description level list in Archeion, as bulk uploads and mistaken entries had occurred.
- Bulk uploads from Esquesing Historical Archives and Lakehead University totalling 15,308 descriptions.
- Fixed over 250 records from a bulk upload gone wrong.
- Deleted 8177 blank or duplicate descriptions, due to failed bulk uploads and errors from manual description and authority record entry.
- As of March 31, 2020, there were 92,819 descriptions in Archeion (Draft and Published).

### Archeion Statistics

- **Number of archival descriptions (all levels public):**  
2020-2019: 84,509  
2019-2018: 68,823  
2018-2017: 48,202
- **Number of total authority records available in Archeion:**  
2020-2019: 19,369



2019-2018: 16,561  
2018-2017: 16,066

- **Number of digital objects published/draft:**

2020-2019: 17,245  
2019-2018: 14,951  
2018-2017: 14,506

- **Number of Contributing Institutions:**

2020-2019: 186  
2019-2018: 183  
2018-2017: 182

- **Visits (Sessions):**

2020-2019: 118,569  
2019-2018: 131,181  
2018-2017: 124,750

- **Unique Visits (Users):**

2020-2019: 98,816  
2019-2018: 111,909  
2018-2017: 110,335

- **Page Views:**

2020-2019: 489,009  
2019-2018: 502,298  
2018-2017: 553,811

- **New Users:**

2020-2019: 98,772  
2019-2018: 111,004  
2018-2017: N/A

Respectfully submitted,  
Lisa Snider  
AAO Archeion Coordinator



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



## Reports of the Special Interest Groups (SIGs)

### Report of the Association of Independent School Archivists

The Association of Independent School Archivists (AISA) is a group for archivists working at independent schools in Ontario. The group aims to meet twice a year, once in the fall and once in the spring. Meetings are hosted by a different school each time, on a voluntary basis, and are intended to be a forum for sharing ideas and approaches to a variety of challenges faced most often as “lone arrangers” with a long to do list. Visiting different schools also allows archivists to tour and appreciate the different settings in which independent school archives operate— in terms of space and resources, their departmental reporting structure and to see collections that are quite unique. Additionally, as AISA does not currently have a budget, any expenses associated with meetings are then shared by member schools.

As reported in October 2019, AISA had a very successful meeting in May 2019 at Ridley College and hosted by Ridley's archivist Ken Hutton.

Our meeting scheduled for November 2019 at Trinity College School was postponed due to scheduling conflicts. A spring meeting was scheduled for April 6 with an innovative switch to meeting at an archive in a different type of organization, Women's College Hospital; however, one that shares similar challenges and questions in providing robust archives services to their organization with limited resources and personnel. A tour and presentation were planned, as well as a tour of the Trinity College Archives and discussion with the Trinity College archivist Sylvia Lassam. We were all looking forward to a refreshing venue change but the COVID-19 scenario and subsequent facility closures led to cancellation of the meeting. AISA will revisit the possibility of meeting at Women's College Hospital when that is able to happen, tentatively in the fall.

On the agenda at that meeting was the voting in of a new Chair, discussing the structure of our relationship with AAO, and possibly moving to one meeting per year as opposed to two. These discussions will continue at our next formal meeting. AISA is continuing to test Slack as a discussion and information-sharing platform. It continues to have intermittent good usage.



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



An informal Zoom gathering was held on May 11 as a forum for catching up and discussing how independent schools are capturing their COVID-19 closure experience. It was an informative discussion and allowed supportive contact. Another Zoom gathering is planned for sometime during the week of June 8-14, Archives Awareness Week. Although informal in nature, the Zoom gathering made evident that archivists at Ontario's independent schools continue to work hard from home with a stronger focus on digital material management until we are able to return to managing our physical collections as well.

Respectfully submitted,

Sara Griffiths

Chair, Association of Independent School Archivists (AISA)



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



## Report of the Municipal Archives Interest Group (MAIG)

Throughout the 2019-2020 Term, the MAIG Executive has worked on several new initiatives aimed to help strengthen our communication amongst municipal archivists. Specifically, through the creation of a dedicated MAIG Listserv, the revitalization of our AAO webpage and working with members to address industry needs, we continue to see increased information sharing online and greater attendance at MAIG events.

The MAIG Annual General Meeting took place in May of 2019, and was well attended by members. As always, members took part in a roundtable discussion and provided suggestions and constructive feedback in support of their colleagues. At this meeting, the MAIG Executive proposed a new initiative - an industry survey, focusing on key performance and operational statistics of municipal archives - which was approved and is currently in the development stage. It is anticipated that this survey will be available by Fall of 2020, with preliminary results released to members in 2021.

MAIG's annual newsletter, the *MAIGazine*, was published at the end of August and featured submissions focusing on the theme of "Innovation and Risk Taking in Archives". The successes and challenges of several archival projects, workshops and exhibitions were shared within these articles and the Executive thank those who contributed to the newsletter. A call for submissions for the 2020 *MAIGazine* will be sent out following the AAO's Virtual Annual General Meeting in June.

MAIG's annual Open House was held at the Stratford-Perth Archives on October 18th, 2019. Attendees received a behind the scenes tour of the archival facility, observed demonstrations within the digital lab and took part in lively discussions. The MAIG Executive would like to thank our gracious host Betty Jo Belton and her staff for welcoming our group and providing such in-depth and interesting tours to our members.

For the 2020-2021 Term, the Executive has two main goals; to develop and finalize the MAIG Industry Survey, and to begin drafting Terms of Reference for the MAIG Executive. We hope that these initiatives will help to promote collaboration and strengthen our Ontario municipal archives.



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



Respectfully submitted,  
Gillian Shaw  
Chair, Municipal Archives Interest Group (MAIG)





647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



411 Richmond Street East

Suite 200

Toronto, ON | M5A 3S5

## Reports of the Chapters

### Durham Region Area Archives Group (DRAAG)

#### Membership

- Abigail Miller (Co-Chair)
- Katie Kennedy (Co-Chair)
- Jennifer Weymark (Vice Chair)
- Sonya Jones (Secretary-Treasurer)

This past year, members of DRAAG continued to work together to develop content for our website and Facebook page to inform our immediate communities of our activities and services while engaging interested parties from further afield.

Members of DRAAG attended AAO workshops throughout the year to gain industry knowledge as well as network with contemporaries. Members attended the AAO conference in Belleville, Ontario and co-chair Katie Kennedy presented as part of a panel of colleagues from Archives of Ontario and Ontario Jewish Archives on the topic, "Archival ParticipACTION: Actively Engaging with Communities and Potential Donors".

DRAAG met in October, 2019 where members discussed archival practices in relation to Indigenous histories and initiatives in partnership with Indigenous communities, plans for Northumberland County and DRAAG to host the 2023 AAO Conference, professional development goals and general member updates. DRAAG met again in December, 2019 for a holiday social and private tour of the Robert McLaughlin Gallery by Curator, Sonya Jones and in April, 2020 via Zoom video-conference to discuss personal and institutional challenges and changes related to COVID-19. DRAAG members can now connect with each other through Slack. Slack was seen as a platform conducive to working together on joint projects, and a less formal way to connect with one another. During Archives Awareness Week, our institutions contributed articles to DRAAG's website and social media related to accessing collections online and contemporary collecting initiatives to document the impact of COVID-19 on our communities. DRAAG does not have financial information to report for 2019-2020.



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



Respectfully submitted,  
Abigail Miller & Katie Kennedy  
Co-Chairs, Durham Region Area Archives Group (DRAAG)





647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



411 Richmond Street East

Suite 200

Toronto, ON | M5A 3S5

## Eastern Ontario Chapter (AAOEe)

### Membership

- Jacinda Bain (President)
- Claire Sutton (Vice-President and Secretary)
- Theresa Sorel (Treasurer)
- Emery Leger (Member-at-Large)
- John Lund (Member-at-Large)
- Marcia Mordfield (Member-at-Large)

In 2019-2020, the AAOEe Executive had a strong year developing outreach and professional development opportunities in the Eastern Ontario region and met seven times in-person.

The AAOEe Executive hosted a workshop on 4 October 2019 – Archival Preservation and Update in Preventative Care with Kyla Ubbink, at the City of Ottawa Archives. It was successful, with fifteen attendees who were very complimentary of Ms. Ubbink and her program. We are planning future workshops with her in the future. After expenses, the AAOEe made a profit of \$450.00.

We organized a tour, on 7 November 2019, at the Natural Heritage Campus of the Canadian Museum of Nature in Gatineau, Quebec. We were shown behind the scenes of the museum's archives, as well as its botany, mineralogy, palaeontology, and zoology collection. It was a popular event with seventeen attendees; we all appreciated that the employees of the museum took time, after hours, to show us their repository.

The Executive had planned a speaker's event with Ms. Leslie Weir, Librarian and Archivist of Canada, to be held at the City of Ottawa Archives on 19 March 2020. However, with deepest regret we decided to postpone the event, as the best course of action as the community works together to reduce the risk of the coronavirus to our speaker and attendees. It is our hope that we can reschedule the event in the future.

On 11 February 2020, the Executive launched a volunteer campaign to recruit members for the 2020-2021 Executive. It was a successful campaign with four new people stepping forward to help us plan for the coming year.





647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



We had hoped to officially elect this new Executive at our Chapter AGM on 2 April 2020. This was to have taken place at the new Ingenium Collections Conservation building, which houses the Canada Science and Technology Museum collections and archives. Marcia Mordfield was to have provided a tour of this facility for attendees following AGM business. Unfortunately, as with our speaker event, these plans were postponed due to the coronavirus pandemic. We truly appreciate the AAO Board's efforts to adapt and enable a virtual AGM at this challenging time.

For the new year, I am stepping back from the role of President. I would like to extend my sincerest thanks to the Executive and AAOEe members for making my three-terms enjoyable.

Respectfully submitted,  
Jacinda Bain  
President, AAO Eastern Chapter, AAO-East (AAOEe)



## Northwestern Ontario Archivists' Association (NOAA)

### Membership

- Christina Wakefield (President)
- Louise Wuorinen (Treasurer)
- Sara Janes (Secretary)
- Lauren Halsey (Chair, Local Arrangements Committee, 2020 Conference)
- Michel Beaulieu (Member-at-Large)
- Kathy Traynor (Member-at-Large)
- Michael deJong (Member-at-Large)
- Lois Fenton (Member-at-Large)

We were happy to expand our executive membership this year to include Lois Fenton from the Atikokan Museum, Archives & Historical Park, and Michael deJong from the Thunder Bay Historical Museum. We also had two members on the AAO Board this year, Michael served as the Chapter Stakeholder, and Lauren Halsey served her second year as a Director Without Portfolio.

Again this year we sponsored a speaker at the Thunder Bay Museum's Lecture series instead of hosting our own stand-alone lecture. Krista McCracken gave a very informative presentation entitled "Reclaiming Place: Community History at the Shingwauk Residential School Site," and was also able to speak with students at Lakehead University. This event was very successful and we will continue to sponsor speakers for the Museum's lecture series in the future.

Our main focus this year was in planning the 2020 AAO Conference, which was to have been held in Thunder Bay in May 2020 and was unfortunately cancelled due to the COVID-19 pandemic. A big thank you to Lauren Halsey for being the Chair of our Local Arrangements committee and liaison from the AAO Board. The Committee consisted of Lauren Halsey, Michael deJong, Sara Janes, Christina Wakefield, and Lois Fenton. We had lots of wonderful activities planned for everyone and hope to have the opportunity to host again soon.

Congratulations on the retirement of Louise Wuorinen from the Lakehead University Library. Louise is a founding member of NOAA and has been our long-time Treasurer.



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



Respectfully submitted,  
Christina Wakefield  
President, Northwestern Ontario Archivists' Association (NOAA)



647.343.3334

[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)

[www.aao-archivists.ca](http://www.aao-archivists.ca)



## Toronto Area Archivists' Group (TAAG)

### Membership

- Maegan Ayre (President)
- Jessica Hashell (Vice-President)
- Daniela Ansovini (Treasurer)
- Andrea Mateka (Secretary)
- Catherine Falls (Member-at-Large)
- Julie St. Pierre (Member-at-Large)
- Katrina Cohen-Palacios (Member-at-Large)
- Lindsay Osmun (Member-at-Large)
- James Roussain (Past President)

The 2019-2020 year was a success for TAAG with both TAAG and co-sponsored events offered to members. TAAG is pleased with the results of the past year, and looks forward to exploring ways to continue offering a variety of events to our members in the coming year.

Beginning in April, we held our AGM at the Archives of Ontario, where we were treated to tours of the *ANIMALIA: Animals in the Archives* exhibit and the Archives' facilities, including the preservation lab, vaults, and SMI lab, as well as a talk by Adam Birrell (Senior Archivist, Archives of Ontario) on the Archives' acquisition and processing of the Globe & Mail photographic archive.

Our spring seminar, in May, was led by Christine Ardern (The Information Management Specialists) and focused on the challenges of managing electronic records. In the fall, TAAG co-sponsored two events, the Access + Care: Indigenous Knowledges and Archival Practice Symposium hosted at the Archives of Ontario, and a panel discussion on Doing Digital Preservation: Moving from Aspiration to Action, part of the OCUL/COPPUL Digital Preservation Management Workshop. TAAG also worked with the Master of Information Student Council (MISC) Diversity Working Group to organize a panel discussion with Jarrett M. Drake, TAAG members, and iSchool students as part of the iSchool's Archives Matter: Three Nights on the Archives event. Finally, TAAG hosted a Teaching Unconference event, focused on exploring pedagogical approaches to archival literacy. This event was the first of its kind help by TAAG and was a great success! More detailed descriptions of these and other events hosted by TAAG follow.



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



I would like to conclude by thanking both past and current executives for their tireless efforts and commitment to the profession and to TAAG. Without their support and contributions, this year would not have been the success that it was. I also want to thank the incoming executive for volunteering their time and efforts to TAAG and the archival community.

### **Events this past year included:**

- **Annual General Meeting 2019**

Date: 18 April 2019

Location: George Spragge Classroom, Archives of Ontario, 134 Ian MacDonald Blvd, North York

Number of attendees: ca. 20

TAAG held its 2019 Annual General Meeting on 18 April 2019 in the George Spragge Classroom of the Archives of Ontario. The AGM started with a tour of the Archives of Ontario and the ANIMALIA: Animals in the Archives exhibition, led by Danielle Manning, Outreach Officer. This was followed by a talk by Adam Birrell, Senior Archivist, on the acquisition and processing of the Globe & Mail photographic archive held by the Archives of Ontario.

As the current executive was elected to a two-year term in 2018, there were no elections for the executive this year. The business portion of the meeting concluded with the approval of the President's Report and Financial Report.

TAAG would like to thank the Archives of Ontario for hosting our AGM, Danielle Manning and Adam Birrell for sharing their insight with us, and Catherine Falls for organizing this event.

- **Electronic Records Management Seminar**

Date: 24 May 2019

Location: E.J. Pratt Library, Victoria College, University of Toronto

Number of attendees: 23 people



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



TAAG hosted a seminar led by Christine Ardern, CRM, IGP, which introduced participants to the topic of managing electronic records. The seminar covered topics such as authenticity, reliability, and integrity of electronic records; e-records lifecycle management; metadata and schema classification in an electronic environment; current software and standards; and building an infrastructure for an electronic records management system.

TAAG would like to thank Christine Ardern for leading this seminar, and thank the staff of the E.J. Pratt Library at Victoria College in the University of Toronto, for the use of their space.

We would also like to thank Lindsay Osmun, Jessica Haskell, Katrina Cohen-Palacios, and James Roussain for organizing this event.

- **TAAG Chapter Award Presentation**

Date: 6 June 2019

Location: iSchool Inforum, 130 St. George Street, Toronto

Number of attendees: ca. 150 students and their families

The annual iSchool convocation TAAG award is given to one full-time or part-time graduate with the highest academic achievement in the Archives and Records Management concentration of the MI program in the Faculty of Information, University of Toronto.

It was our distinct pleasure to present this year's award to Renée Michelle Saucier. The presentation was made by Maegan Ayre.

- **Archives Matter: Three Nights on the Archives (Co-Sponsor)**

Date: 16-18 September 2019

Location: iSchool Inforum, 130 St. George Street, Toronto

TAAG worked with the Master of Information Student Council (MISC) Diversity Working Group to organize a panel discussion with Jarrett M. Drake, TAAG members, and iSchool students. TAAG would like to thank Katrina Cohen-Palacios for organizing this event with the MISC Diversity Working Group.



647.343.3334  
aao@aao-archivists.ca  
www.aao-archivists.ca



- **Access + Care: Indigenous Knowledges and Archival Practice (Co-Sponsor)**

Date: 23 October 2019

Location: George Spragge Classroom, Archives of Ontario, 134 Ian Macdonald Blvd.,

Toronto Attendees: 60

TAAG provided sponsorship for a symposium jointly hosted by Deyohahá:ge: Indigenous Knowledge Centre at Six Nations Polytechnic, the Archives Association of Ontario, and the Archives of Ontario. The symposium explored how memory workers may respectfully care for and provide access to the many forms of Indigenous Knowledge, and provided an opportunity to hear from Indigenous Knowledge Keepers, Elders, and memory workers and to explore linkages between Indigenous knowledges and Western archival practice.

TAAG would like to thank Catherine Falls for liaising between TAAG and the event organizers in order to coordinate our participation in this event.

- **Doing Digital Preservation: Moving from Aspiration to Action - A Panel Talk (Co-Sponsor)**

Date: 12 November 2019

Location: Room 405, Ryerson University Library & Archives, 350 Victoria Street, Toronto

Attendees: c. 30

As part of the OCUL/COPPUL Digital Preservation Management Workshop, TAAG co-sponsored a panel discussion with Amy Furness (Art Gallery of Ontario), Steve Marks (University of Toronto), Danielle Robichaud (University of Waterloo), and Sarah Romkey (Artefactual Systems). The discussion focused on strategies, approaches, and technical methods they've developed to bring preservation work into being at varied scales and across different types of organizations.

TAAG would like to thank Grant Hurley (OCUL) for organizing this event.

- **Teaching Unconference**

Date: 15 November 2019



647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



Location: Room 405, Ryerson University Library & Archives, 350 Victoria Street, Toronto  
Number of attendees: 36

TAAG offered a full-day event for archivists to discuss, share, and explore pedagogical approaches to archival literacy, focusing on themes such as defining core archival literacy competencies, adding engagement and interactivity to class presentations, designing assignments, and evaluating impact through metrics and assessments. The content was participant-driven with collaborative activities such as brainstorming topics and lightning talks.

TAAG would like to thank the Ryerson Library & Archives for hosting this event. We would also like to thank Katrina Cohen-Palacios, Daniela Ansovini, and Catherine Falls for organizing this event.

Respectfully submitted,  
Maegan Ayre  
President, Toronto Area Archivists' Group (TAAG)







647.343.3334



[aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)



[www.aao-archivists.ca](http://www.aao-archivists.ca)



## Southwestern Ontario Chapter (SWOC)

The Southwestern Ontario Chapter (SWOC) was inactive during the 2019-2020 year.

## Annual General Meeting 2019 Minutes

### Archives Association of Ontario (AAO)

Thursday, May 9, 2019  
12:30 PM – 1:30 PM

Link Lounge, Loyalist College

#### 1. Call to Order

James Roussain called the 2019 Annual General Meeting of the Archives Association of Ontario to order at 12:32 PM.

#### 2. President's Opening Remarks

James Roussain opened by acknowledging that there had been a change in the AAO presidency mid-year with Juanita Rossiter stepping down due to health reasons. He thanked Tracey Krause for all of her help during that transition period. He also thanked the Board of Directors for their support, time and commitment to the association, including Secretary/Treasurer Emma Hamilton-Hobbs; Director-Without-Portfolio Lauren Halsey; Director-Without Portfolio Nick Richbell; Chapter Stakeholder John Lund; Institutional Development Committee chair Paul Henry; Past President Tracey Krause; and Juanita Rossiter, former AAO President and current Special Advisor on the Board of Directors. He noted that Juanita Rossiter was unable to be here today and sent her regards. James Roussain also thanked the AAO consultants, Archives Advisor Iona McCraith and Archeion Coordinator Lisa Snider, in addition to the AAO's Standing Committees and Working Groups, Special Interest Groups, and regional Chapters. Finally, he thanked MacKenzie Gott, Website Administrator, and Grant Hurley, *Off the Record* editor.

James Roussain reminded members that the AGM package was circulated by email on April 29 and that the 2019 Annual Report is available on the AAO website.

#### 3. Approval of the Agenda

A member had noted, prior to the start of the meeting, that the AGM location be changed from the "Senate and Board Chamber" to the "Link Lounge."

**MOTION 17/2019:** James Roussain put forward a motion to approve the agenda with the correction of the AGM location. Approved by consent; carried.

#### 4. Approval of the Minutes of the 2018 AGM

**MOTION 18/2019:** James Roussain put forward a motion to approve the minutes of the 2018 AGM. Approved by consent; carried.

#### 5. Report of the President

James Roussain and Juanita Rossiter prepared the President's report, found on page 6 of the Annual Report. James Roussain began by highlighting the work accomplished to date on the strategic review of the association, first initiated under the leadership of former President Tracey Krause last year. This review resulted in the newly-restructured Digital Access and Preservation Committee, in addition to the Advancement Committee.

The new vision and mandate statements will also help guide the association next year with the launch of the 2020-2023 Strategic Plan. There will be a session on the draft strategic priorities later this afternoon presented by the AAO Strategic Plan Working Group.

The association has also been working on building financial capacity this past year. The association has been reviewing its finances in an effort to seek efficiencies and cost-saving measures wherever possible. This is particularly in light of the fact that the association is still heavily reliant on government grants, which gives some cause for concern.

The association is pleased to report that it has signed a new contract with Managing Matters, the AAO's Secretariat, resulting in annual cost savings of over \$15,000.

Furthermore, the Advancement Committee has worked very hard over the past year to seek voluntary donations from both members and non-members, which resulted in a considerable increase in funds donated to the association.

There were no questions from the floor about the President's report.

#### 6. Report of the Secretary/Treasurer

Secretary/Treasurer Emma Hamilton-Hobbs reported on the association's financial affairs. The AAO enjoyed a positive fiscal year, with revenues of \$224,073 and a net income of \$22,936 with expenses deducted. E. Hamilton-Hobbs provided a breakdown of the main sources of revenue, including membership fees, individual donations, government grants, organizational history book sales, Professional Development Committee workshops, and the 2018 annual conference.

#### **a. Approval of the Auditor for 2019-2020 Audit**

**MOTION 19/2019:** A motion to approve the Secretary/Treasurer's report and to secure the services of an auditor for the 2019-2020 audit was put forward by John Roberts and seconded by Suzanne Dubeau; carried.

### **7. Report of the Secretariat**

Jemma Wilson, the new AAO Account Coordinator from Managing Matters, provided an update on behalf of Managing Matters. She provided a summary of her report found in the 2018-2019 Annual Report. J. Wilson reviewed the services that MM continues to provide to the AAO, including membership renewals, coordination of Board meetings, updating administration forms and membership lists, e-blast communication, assisting with updating website, placing orders for promotional materials, assisting the Communications and Advocacy Committee with book orders, and providing accounting services.

J. Wilson thanked the Board of Directors, AAO consultants, in addition to Chapter and Committee volunteers for their hard work, cooperation and assistance throughout the year. She concluded by encouraging members to reach out to the AAO Office anytime by phone or email.

### **8. Report of the Archives Advisor and Archeion Coordinator**

Iona McCraith, Archives Advisor, provided a brief summary of her activities this past year. She indicated that she has completed 8 in-person site visits this past year, and has also done many telephone consultations and corresponded with many organizations by email for both AAO members and non-members. As indicated in the Archives Advisor report in the Annual Report, she received questions on a variety of topics, namely digitization/digital preservation, renovating or building new facilities,



appraisal of records, monetary appraisal of records, copyright, and questions related to FIPPA (Freedom of Information and Protection of Privacy Act).

I. McCraith also indicated that there are 45 institutions currently participating in the Archival Emergency Response Network (AERN). If institutions are interested in joining this network, they were encouraged to contact her directly.

I. McCraith also discussed her involvement with the new Digital Access and Preservation Committee (as Board Liaison), the Institutional Development Committee, and the Professional Development Committee. She concluded by mentioning her outreach work, which includes sitting on external advisory committees for both Fleming and Mohawk College programs.

Lisa Snider, Archeion Coordinator, provided a brief summary of her activities this past year. She indicated that she received many questions by phone and by email. She was pleased to be a panelist at the 2018 OMA (Ontario Museum Association) conference last October. She also wrote many articles for *Off the Record* on a variety of topics helpful to members.

This past year, her main focus has been on bulk uploads. She has completed 21,000 new descriptions and authority records. She also wrote the Extra Storage Space for Digital Objects Policy. Members were encouraged to contact L. Snider if they had any questions about bulk uploads or the new policy on extra storage.

She also completed a new training manual for AtoM 2.4. She continues to provide virtual and in-person training - if interested, members are to contact L. Snider directly.

## **9. Motion to change the title of Chapter Stakeholder position - Vote** **Motion to create the new Board position "Web Administrator" - Vote**

Two motions have been brought forward by the AAO Board of Directors related to the Constitution.

**MOTION 20/2019:** A motion to clarify the title of "Chapter Stakeholder" to "Chapter and Special Interest Group Stakeholder" was put forward by Jennifer Weymark and seconded by Martha Sellens; carried.

**MOTION 21/2019:** A motion to create a new Board position of "Web Administrator" was put forward by Rodney Carter and seconded by John Smart; carried.

## **10. Approval of Constitutional Amendments**

**a. Definition of the Board to include the Chapter and Special Interest Group Stakeholder and Website Administrator (Section 1.1e)**

**MOTION 22/2019:** A motion to approve the new definition of the Board to include the Chapter and Special Interest Group Stakeholder and Website Administrator in Section 1.1e was put forward by James Roussain and seconded by John Smart; carried.

**b. Composition of the Board to include the Chapter and Special Interest Group Stakeholder and Website Administrator (Section 3.1b)**

**MOTION 23/2019:** A motion to approve the composition of the Board to include the Chapter and Special Interest Group Stakeholder and Website Administrator in Section 3.1.b was put forward put James Roussain and seconded by John Roberts; carried.

**c. Nominations and elections to include the Chapter and Special Interest Group Stakeholder (Section 3.3b)**

**MOTION 24/2019:** A motion to approve the revised text in Section 3.3.b to include the Chapter and Special Interest Group Stakeholder was put forward by James Roussain and seconded by MacKenzie Gott; carried.

**d. Term of Office for Chapter and Special Interest Group Stakeholder (Section 3.4a)**

**MOTION 25/2019:** A motion to approve the revised text in Section 3.4.a to include the Chapter and Special Interest Group Stakeholder was put forward by James Roussain and seconded by John Smart; carried.

**e. Officers to include Website Administrator (Section 4.1)**

**MOTION 26/2019:** A motion to approve the revised text in Section 4.1 to include the Website Administrator was put forward by James Roussain and seconded by Paul Henry; carried.

**f. Chapter and Special Interest Group Liaison and Association update Chapter and Special Interest Group Stakeholder title (Section 9.4)**



**MOTION 27/2019:** A motion to approve the revised text in Section 9.4 to include the Chapter and Special Interest Group Stakeholder was put forward by James Roussain and seconded by Robin Keirstead; carried.

## 11. Election of the Board of Directors

There were four vacant positions on the AAO Board that required new Directors including Vice-President/President Elect, Secretary/Treasurer, Director-Without-Portfolio, and the newly-created Website Administrator position. James Roussain thanked the outgoing Board members, Secretary/Treasurer E. Hamilton-Hobbs and Director-Without-Portfolio Nick Richbell, for their time and contributions to the Board.

**MOTION 28/2019:** A motion to open the floor for nominations for the Vice-President/President Elect, Secretary/Treasurer, Director-Without-Portfolio and Website Administrator positions was put forward by James Roussain and seconded by Martha Sellens; carried.

**MOTION 29/2019:** A motion to close nominations from the floor for the position of Director-Without-Portfolio and to proceed with electing Samantha Shields to the role was put forward by James Roussain and seconded by MacKenzie Gott; carried.

**MOTION 30/2019:** A motion to close nominations from the floor for the position of Secretary/Treasurer and to proceed with electing Jessica Barr to the role was put forward by James Roussain and seconded by Paul Henry; carried.

**MOTION 31/2019:** A motion to close nominations from the floor for the position of Website Administrator and to proceed with electing MacKenzie Gott to the role was put forward by James Roussain and seconded by Arthur McClelland; carried.

**MOTION 32/2019:** A motion to close nominations from the floor for the position of Vice-President/President Elect and to proceed with electing Jennifer Grant to the role was put forward by James Roussain and seconded by John Roberts; carried.

James Roussain welcomed the new Board of Directors, including Samantha Shields, Jessica Barr, MacKenzie Gott and Jennifer Grant, in addition to the new Chair of the

Institutional Development Committee, Zoe Thrumston, from the Ottawa Jewish Archives, and the 2019-2020 Chapter and Special Interest Group Stakeholder, Michael Dejong.

## 12. Other Business

### a. 2020 Conference Presentation

Lauren Halsey introduced the location of the 2020 AAO conference, which will take place in Thunder Bay, Ontario. She played a short Youtube promotional video that highlighted Thunder Bay's Arts and Entertainment scene. She indicated that more information was forthcoming, and that she hoped to see everyone in Thunder Bay next year.

### b. 2020-2023 Strategic Planning Working Group

Lauren Halsey introduced the 2020-2023 Strategic Planning Working Group, which includes herself, Tracey Krause and James Roussain. They worked together to draft strategic priorities for the 2020-2023 Strategic Plan. The Working Group will be presenting these draft priorities at 5:00 pm today in the Link Lounge. She encouraged everyone to attend this thirty-minute session.

### c. Institutional Development Committee (IDC) update

Paul Henry, Chair of the IDC, invited institutional members to attend the Institutional Development Committee Meeting scheduled at 3:00 pm in Room 2L50. He provided a brief update on the IDC's activities, primarily the revision of the *Institutional Standards for Ontario Archives* and planning for the 2019 Institutional Issues Forum.

## 13. Adjournment

**MOTION 33/2019:** A motion to adjourn the Annual Meeting at 1:23 PM was put forward by James Roussain; carried on consent.