



Archives Association of Ontario

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

Twenty-Seventh Annual Report, 2019  
for the year 2018-2019

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Draft Financial Statements to be distributed at AGM

# Annual General Meeting Agenda

## Archives Association of Ontario (AAO)

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

Senate and Board Chamber, Loyalist College

1. Call to Order
2. President's Opening Remarks
3. Approval of the Agenda
4. Approval of the Minutes of the 2018 AGM
5. Report of the President
6. Report of the Secretary/Treasurer
  - a. Approval of the Auditor for 2019-2020 Audit
7. Report of the Secretariat
8. Report of the Archives Advisor and Archeion Coordinator
9. Motion to change the title of Chapter Stakeholder position - Vote  
Motion to create the new Board position "Web Administrator" – Vote
10. Approval of Constitutional Amendments
  - a. Definition of the Board to include the Chapter and Special Interest Group Stakeholder and Website Administrator (Section 1.0e)
  - b. Composition of the Board to include the Chapter Stakeholder and Special Interest Group and Website Administrator (Section 3.1b)
  - c. Nominations and elections to include the Chapter and Special Interest Group Stakeholder (Section 3.3b)
  - d. Term of Office for Chapter and Special Interest Group Stakeholder (Section 3.4a)
  - e. Officers to include Website Administrator (Section 4.1)
  - f. Chapter and Special Interest Group Liaison and Association update  
Chapter and Special Interest Group Stakeholder title (Section 9.4)

11. Election of the Board of Directors

12. Other Business

a. 2020 Conference Presentation

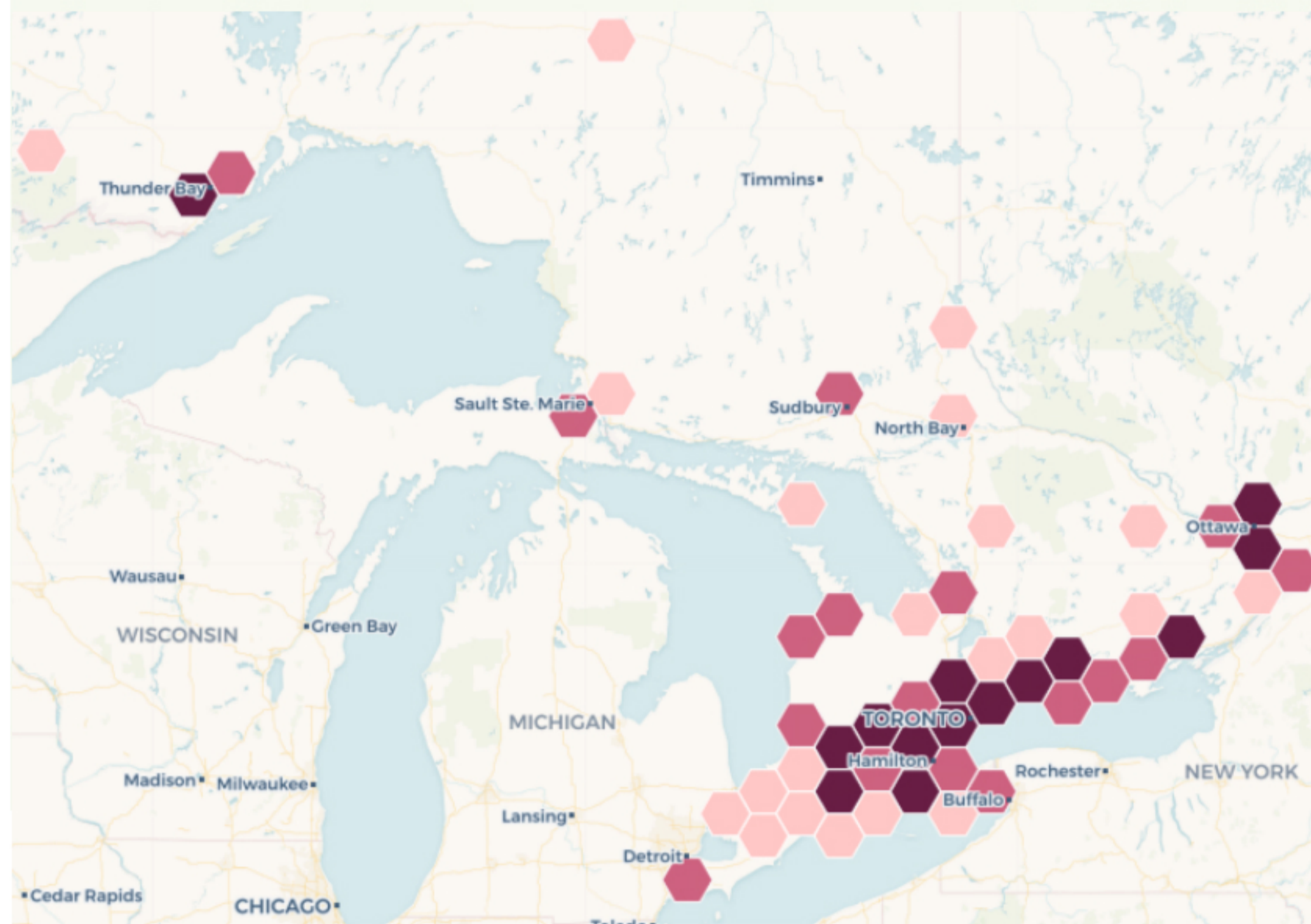
b. 2020-2023 Strategic Planning Working Group

13. Adjournment

## Membership

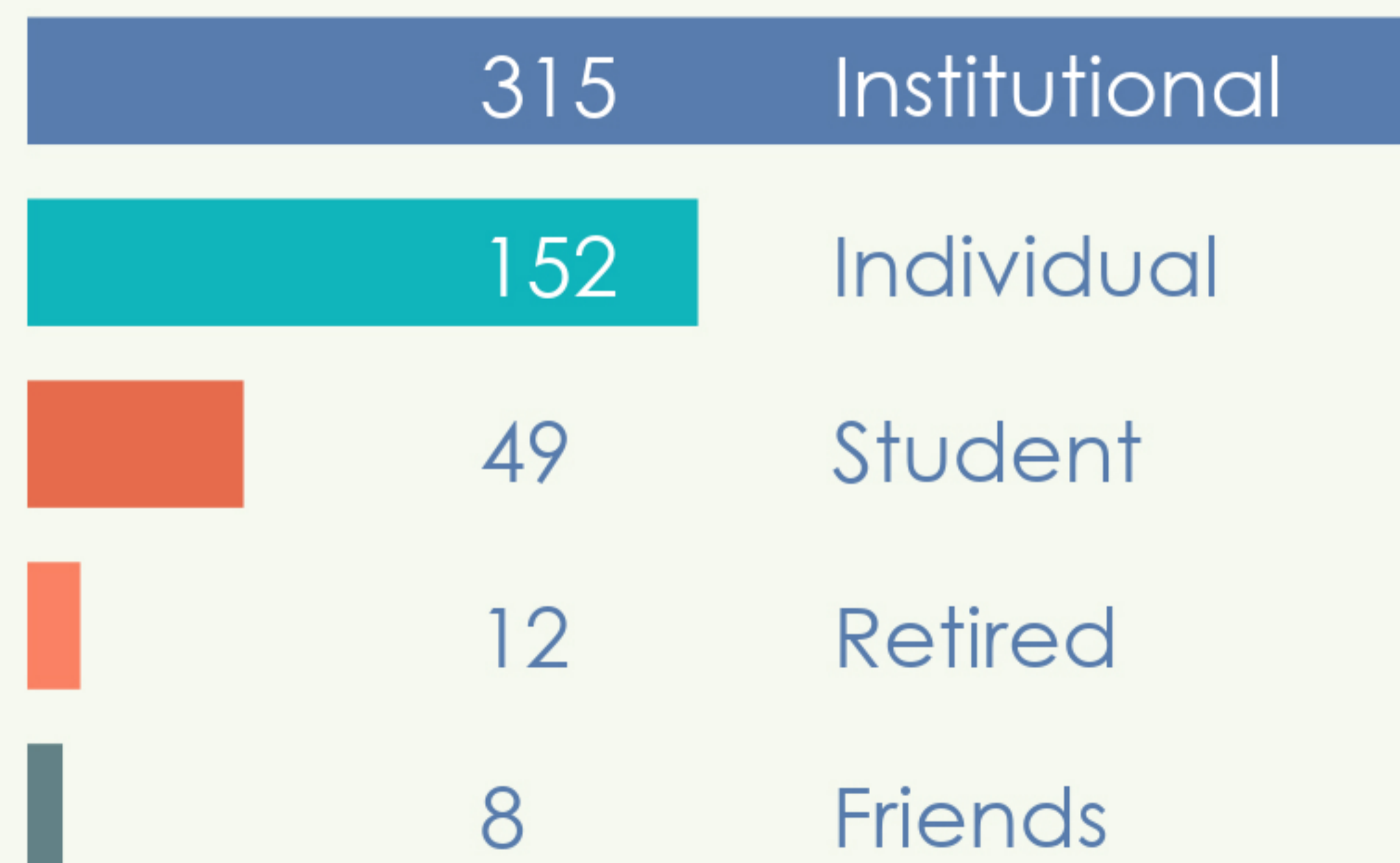


### DISTRIBUTION



18/19

### CATEGORIES



435

March 2018  
total membership



22.5%

533

March 2019  
total membership

## Development

2018

### CONFERENCE



125 attendees



35 presenters



7 social events

PDC

### WORKSHOPS



8 workshops



107 attendees

18/19

### OFF THE RECORD



36 articles



103 issues online



3,178 downloads

## Member Services

18/19

### ADVISOR



177 email consults



17 phone consults



8 site visits



4 outreach events

18/19

### ARCHEION


111,004 new visitors

502,298 page views

16,621 new descriptions

84,616 total descriptions

183 institutions

 57% total descriptions

# Reports of the Directors and Committees

## Report of the President

### **Overview:**

The AAO Board this year continued work on the strategic review of the association that was initiated by former President Tracey Krause and the 2017-2018 AAO Board. Committees were evaluated which resulted in the launch this year of the newly-restructured Digital Access and Preservation Committee and the Advancement Committee. The Student Outreach Subcommittee was moved from being a subcommittee under the Communications and Advocacy Committee (CAC) to a sub-committee under the Advancement Committee. In an effort to increase transparency to membership, an AAO Dashboard was developed that contains a list of statistics to be published in every issue of the OTR.

This year also brought with it the unique albeit challenging scenario of having two Presidents within one fiscal year: due to unforeseen circumstances, James Roussain, Vice-President, took the helm in January 2019. This transition was made much easier with the support of the entire Board - in particular Past President Tracey Krause who amiably undertook many tasks she had previously performed under her own tenure as President in 2017-2018.

In this report, we will highlight some of our work in more detail with respect to the next AAO strategic plan, recent advocacy and outreach work, partnerships, and some financial matters.

### **Strategic Plan:**

A review of the 2015-2020 AAO Strategic Plan concluded that many of the objectives had successfully been met. A new Strategic Plan Working Group was therefore created, and work initiated on the next AAO Strategic Plan, to run from 2020-2023. While the association had previously implemented five-year plans, the Board this year voted to envision a three-year plan with the aim of being more nimble and responsive to our changing financial and membership landscapes.

One of the first steps in the creation of the new strategic plan was the review of the association's guiding mandate and mission statements. Now confirmed, these statements are as follows:

Mandate statement:

*The Archives Association of Ontario (AAO) is a network dedicated to furthering the education of Ontario's records and information professionals and advocating for the interests of the province's community of archives, heritage organizations, and records institutions.*

This statement captures the AAO's major areas of work and sets the tone for our strategic plan: we will create objectives around 1) strengthening our network (includes financial stability and organizational health); 2) education initiatives (includes professional development and the annual conference); and 3) advocacy initiatives.

Vision statement:

*The Archives Association of Ontario (AAO) will be Ontario's foremost network to support the province's archives, heritage, and records institutions and information professionals.*

This statement clearly articulates that the AAO will be the province of Ontario's premier organization that supports information professionals, including those in archives, heritage, and records organizations.

The AAO Board will continue to develop this strategic plan in this coming year with the aim to have it presented to the membership for voting at the 2020 AGM. Participation will be sought from the AAO membership in a variety of ways, beginning with our bi-annual membership survey that will be distributed this year.

**Advocacy and Outreach:**

The AAO has continued to work to improve our outreach efforts to both internal and external audiences. In addition to distributing updated brochures highlighting our major services, we undertook a larger role in 2019's Archives Awareness Week (AAW). Further to mounting a dedicated webpage and intensive social media campaign in support of AAW, we solicited help from the membership to develop a new promotional poster. This call-out resulted in two new AAW posters, designed by members Erin Mercer and Astrid Ramos. We want to again thank Erin and Astrid for their work, as well as our membership for making Archives Awareness Week a great success.

GLAMS community:

Building on the ever increasing discussions within the Ontario GLAMS community, the AAO has had some successful collaborations this year, which included:

- The AAO was approached and asked if a representative would sit on the Mohawk College College's Program Advisory Committee. This role was

taken on by AAO Archives Advisor Iona McCraith and complements her other advisory role at Fleming College.

- Our Archeion Coordinator Lisa Snider participated in an Ontario Museum Association (OMA) panel titled *Collapsing Silos, Building Communities: GLAM Sector Collaborations* at the 2018 OMA conference.
- The AAO President and Vice President also met with sixteen fellow 2018 PHO applicants on November 7<sup>th</sup> at St. Michael's College to discuss government funding and possible collaborations.
- The AAO President worked with CAC Committee and AAO Board to develop an [advocacy letter](#) for concern regarding the current state of the City of Winnipeg Archives.

Acting on discussions from the 2018 Leadership meeting, the AAO also sent correspondence to the following external stakeholders to offer membership rates to attend the 2019 AAO conference: Ontario Museum Association; Ontario Genealogical Society; Ontario Historical Society; and the Ontario Library Association.

This year the AAO President and Vice President continued to work with a group within the GLAMS community concerning the closure of community newspapers and subsequent acquisition by Postmedia Network Inc. and Torstar Corp:

- In November, 2017, the largest closure of news organizations in Canadian history occurred when Postmedia Network Inc. and Torstar Corp. swapped 41 publications and moved to close 36 of them.
- Postmedia acquired 22 community newspapers and two free dailies from Torstar subsidiaries Metroland Media Group and Free Daily News Group.
- Groups and Associations involved in this initiative include Our Digital World, Ontario Library Association, Archives of Ontario, Library and Archives Canada, Toronto Public Library, and the AAO.
- Throughout December of 2017 and November 2018, seven meetings were held. In November of 2018, Our Digital World shared a framework for collaboration to ensure preservation and access to Ontario community newspapers.

#### AAO Organizational History Book:

This year, the AAO President worked with the Communications and Advocacy Committee (CAC) committee to promote the AAO organizational history [In Pursuit of the Archival Endeavour: The Story of the Archives Association of Ontario](#). A series of social media posts profiling many of the individuals who worked on the AAO organizational history book as well as AAO book travels throughout the province were posted on the AAO social media channels throughout the year. In the fall of 2018, the CAC committee contacted 46 Public Libraries and EDU institutions throughout Ontario, every provincial archival association and provincial archives, 9 academic journals (requesting reviews),



as well as 52 local libraries (via AAO regional chapters) in the promotion of our book. The CAC have done a tremendous job promoting our book. This publication is a real feather in our AAO hat and is something we can all be very proud of now and in the years to come. Many thanks again to the authors, editors and members of the organizational book history.

### **Partnerships:**

The AAO continues to work with and be grateful for the financial support received from the Archives of Ontario (AO). We are also grateful for the continued use of the AO classroom for Professional Development Committee (PDC) workshops, the annual IDC Institutional Issues Forum, and the annual AAO leadership meeting.

The AAO President attended quarterly meetings with AO staff on July 11th and October 24th, 2018, the inaugural AO Stakeholder Forum on October 30th, as well as the launch of the new AO exhibit "Animalia". We are also currently working with the AO to sponsor and contribute to the organization of a symposium on Indigenous Issues that will be held in October of this year. Please stay tuned for more details on this important event.

### **AAO Secretariat:**

In March of 2019, the AAO's contact with Managing Matters (MM) expired. With an expiration date looming, we took this opportunity to examine our contact with MM in great detail. All the functions undertaken by the Secretariat were outlined and a summary was made of some of these functions that could be absorbed by the Board. Contact was also made with ten comparable association management firms in the Toronto area. We provided these firms with our newly revised list of functions and asked each firm for a quote. We received three quotes that ranged from ca. \$28,000 to \$48,000 per year. We then undertook comprehensive negotiations with MM from November of 2018 through to January 2019. After careful consideration, we were pleased to negotiate a new contract with MM at a rate for \$43,040 per year, which we signed on February 14, 2019. This revised three-year agreement will result in an annual savings of \$15,928.00. We have been very happy with MM and look forward to continuing our working relationship.

### **AAO Investments:**

The AAO currently has two GICs, both of which expired in 2018. After discussions with the AAO BMO financial advisor, the Board decided to reallocate both investments to a Blue Chip GIC and change the investment period from a 3 year to a 5 year agreement. With this Blue Chip GIC product, our principal investment remains protected. Both GICs were re-invested in March and July of 2018 respectively.

**Building Financial Capacity:**

Refocusing the AAO's financial capacity away from such a heavy reliance on government grants has been--and will continue to be--a priority for the association. In light of this objective, the President attended, in October 2018, a full-day workshop entitled *Building Financial Capacity for Canadian charities and nonprofits*. The goal is to use information gained in this workshop (and other resources) to develop a business plan for the AAO to be attached to the 2020-2023 strategic plan. This objective is not easily undertaken by a volunteer board and we want to acknowledge the work and patience of all of our volunteers as we continue to readjust our budget.

The AAO Advancement Committee undertook a major initiative in our push to build 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 of almost \$600 for the association. Tax receipts are available to all donors regardless of amount. We again want to thank all of our donors; your funds are greatly appreciated and will allow the AAO to place itself on a stronger financial footing.

**Conclusion:**

Although there was a change in Presidents mid-year, we still feel a lot of great work was accomplished this year. We would like to thank the Board of Directors for all their support, time and commitment to the AAO: 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; and Past President Tracey Krause. 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 community.

We would like to thank all the AAO Standing Committees and Working Groups, Special Interest Groups, and regional Chapters. A special thank you as well to AAO Web Administrator MacKenzie Gott and OTR Editor Grant Hurley who devote so much time to our presence online and in print - and always so such a fantastic job.

Sincerely,  
Juanita Rossiter  
James Roussain

## Report of the Secretary / Treasurer

The 2018-19 AAO financials are unavailable. This information will be distributed at the 2019 Annual General Meeting.

## Report of the Advancement Committee

Tracey Krause (Acting Chair)  
Julia Hendry  
Emma Carey

At the 2018 Annual General Meeting, the membership stuck to expand the responsibilities and references of the former Fundraising Committee and adopt a new title, the Advancement Committee. The role of this committee is to advise the AAO Board on matters relating to fundraising opportunities, membership recruitment and support, opportunities for collaboration and resource-sharing among like organizations, research sustainable resources, and identify Association-based projects that may be used for fundraising initiatives. To this avail, the committee proposed fundraising campaign ideas that the Board has adopted. The committee also drafted a Conference Sponsorship Terms of Reference for conference sponsors.

### **Conference Sponsorship**

The Advancement Committee worked with the Local Arrangements Committee to secure sponsorship for the 2019 Conference. To date, we have secured \$6,450.00 in sponsorship mostly at the Silver Level (\$650) and have confirmed 8 exhibitors. Sponsors include: Ancestry, Andornot Consulting, Book and Paper Conservation Services, B3K Digital, Carr McLean, Flume Media Archiving, Lucidea, Our Digital World, Ristech, Spacesaver, and University Products.

### **Giving Tuesday Initiative**

To encourage personal donations to the AAO, the Advancement Committee promoted *Giving Tuesday* for the third year and raised \$590.00. We thank all those who supported the AAO through this giving initiative.

Moving forward, the Advancement Committee looks forwards to working with the Board on both membership and fundraising initiatives.

Lastly, I thank the committee members for their time and work, and the committee thanks the AAO Board for their support.

Respectfully submitted,  
Tracey Krause  
Acting Chair, AAO Advancement Committee

## Report of the Awards Committee

The AAO Awards Committee consists of member Jean Dryden, David Sharron, Matt Szybalski and me, Rodney Carter, Chair.

This year we met several times via teleconference and had regular email discussions about the AAO's Awards and the Shirley Spragge Bursary.

We received a record number of applications for the Bursary – 15 in total – which the Committee adjudicated. The successful applicant has been notified via the Office and will be attending the Conference thanks to the support of 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 four awards at the luncheon on Friday May 10<sup>th</sup> at the Annual Conference.

Additionally, the committee updated the list of suggested AAO members to be featured in the Member's Profile section of *Off The Record*.

I wish to thank my committee member for their collegiality and for their hard work and I also would like to thank Nick Richbell, 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

Bailey Chui (Chair)  
James Roussain (President/Board Liaison)  
Daniela Ansovini  
Daniel German  
MacKenzie Gott  
Laura Hallman  
Megan Kerrigan

In January 2019, James Roussain stepped into the role of President of the AAO and Board Liaison to the Communications and Advocacy Committee. We welcome James and look forward to working with him in this new capacity.

The 2018-19 year was a busy one for the Committee. Although most of our work was dedicated to the promotion of the AAO's Organizational History Book, several small projects also emerged that required our attention.

## **Significant Activities**

- May 2018: Advocacy letter written regarding the destruction of the CBC archives. The letter was ultimately not sent, however the CBC made the decision not to destroy the original recordings in the end.
- October 2018: Statement written on behalf of the AAO expressing concern for the storage conditions of the City of Winnipeg Archives and urging mayoral candidates to prioritize locating new housing.
- 2018-present: Writing and emailing communication pieces promoting the AAO Organizational History Book to archival institutions, professional associations, listservs and academic journals across Canada, the US and the UK.

## **Ongoing/Future Plans**

- In March 2019, it was brought to our attention by a member of the archives community that potential changes to the Income Tax Act and the Cultural Property Export and Import Act outlined in Budget 2019 could have implications for cultural property designation. No action was taken at the time, however the Committee will monitor the situation and respond accordingly to any updates as they arise.
- The Committee will continue to be involved with promotion of the AAO's Organizational History Book.
- The Committee will continue to monitor posts to the AAO Listserv.

- The Committee will look into the possibility of reviewing the AAO's Strategic Communications Plan, prepared and submitted in 2013, and make revisions where appropriate.

The Committee continues to focus its efforts on promoting the AAO's Organizational History book, however we are 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, Communications and Advocacy Committee

## Report of the Digital Access and Preservation Committee

Since the committee was struck last year at the AGM in Waterloo, it has been busy discussing mandates, terms of reference, and ideas for how it could best serve the Board and membership. Current committee membership: Emily Sommers (Chair), Iona McCraith (Board Liaison), Lisa Snider, Elizabeth Carroll, Jessica Haskell, Grant Hurley, Anne Quirk, and Bridget Whittle.

At the fall leadership meeting in October, the committee's Terms of Reference were submitted and approved.

### Mandate and Role

The Digital Access and Preservation Committee (DAPC) advises the AAO Board and membership at large on matters relating to preserving and accessing archival collections in Ontario. The Committee will:

- Engage with AAO members and external experts and stakeholders to develop positions, initiatives and priorities in relation to digital access and preservation;
- Support the acquisition, creation and sharing of information relating to digital access and preservation among AAO members and external stakeholders;
- Guide and enhance the capacity for AAO members to undertake preservation and curation activities across Ontario.

### Responsibilities

The Digital Access and Preservation Committee will:

- Develop and share resources, best practices and guidelines that support preservation, stewardship and continuous access;
- Facilitate awareness and training opportunities (in coordination with the Professional Development Committee) for AAO members to advance access and preservation knowledge within the Ontario archival community.
- Facilitate partnerships amongst AAO members related to services, infrastructure, and expertise that support preservation, stewardship and continuous access;
- Serve as a sounding board for the Archeion Coordinator on proposed ideas to improve Archeion.



The full Terms of Reference are available to read on the AAO website.

In recent months the committee has been working on supplementing the Professional Resources section of the AAO website with additional links and resources of particular relevance to issues of digital preservation, digitization, web archiving, and the management of digital assets, amongst other things. We hope to make this available later this spring.

In the coming year, the committee will be soliciting further feedback from the AAO membership about initiatives and ways it can best engage members on digital access and preservation issues. Please stay tuned to the AAO listserv for further details.

Respectfully submitted,  
Emily Sommers  
Chair, Digital Access and Preservation Committee

## Report of the Institutional Development Committee

At present, membership of the IDC consists of:

- Paul Henry, City of Ottawa Archives (2015 – 2019), Chair
- Lindsay Osmon, CIBC (2018 – 2020)
- Ryan Kirkby, University of Guelph (2017 – 2019)
- Sean Smith, Archives of Ontario (2014 – 2020)
- Zoe Thrumston, Ottawa Jewish Archives (2018-2020)

2019 will serve as the end of my term as IDC Chair. The Committee extends its thanks to Zoe Thrumston, incoming Chair, for taking on this leadership responsibility.

The Committee is also ably assisted by the Archives Advisor and Archeion Coordinator who both serve in ex-officio capacity.

### 2018 – 2019 Accomplishments:

The following progress was made on the Action Items identified in the IDC's Action Plan:

#### **Action #6 – Update the 2000 Institutional Standards**

Following discussion at the 2018 Institutional Forum, the 2000 Institutional Standards document was updated for 2019, to be reviewed by the Board, and presented to the membership at the AGM.

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

The IDC hosted its fifth Institutional Issues Forum, the fourth in partnership with the Archives of Ontario, in October 2018. The Forum featured the following sessions of interest to Archival institutions in Ontario:

- Collaboration in Archives
- Collaboration with records, technology, privacy, and access communities
- Digital Preservation
- An update on Indigenous issues
- An update on Accessibility issues and archives
- An update on the Provincial Acquisition Strategy, and the Ontario Archives Accession Register
- A general discussion on committee planning

Respectfully submitted,  
Paul Henry, Chair of the IDC

## Report of the Professional Development Committee

### Committee membership and meetings:

The Professional Development Committee (PDC) thanks its members for their dedication and hard work. The members are: Mary Kosta (Chair); Stacey Lapp (Publicity Coordinator); Mary Horman (Secretary); Emily Tyschenko; Jean Hung; Hilary Barlow; Samantha Shields; Richard Gale; Jacinda Bain; and Darcy Hiltz. The PDC held nine meetings during this fiscal year.

### 2018-2019 workshops:

*Exhibit Planning*, April 21, 2018, UOIT, Dara Solomon, instructor. This workshop was cancelled due to low enrollment.

*Archival Description with RAD*, May 9, 2018, Conrad Grebel University College, Lisa Snider, instructor. This preconference workshop had 10 registrants (total capacity 20)

*Subject Headings and Taxonomies*, May 9, 2018, Conrad Grebel University College, Lisa Snider, instructor. This preconference workshop had 10 registrants (total capacity 20).

*Introduction to Digital Preservation*, May 9, 2018, University of Waterloo, Grant Hurley, instructor. This preconference workshop had 28 registrants (total capacity 40).

*Mat Cutting and Mounting*, October 13, 2018, University of Western Ontario, Jennifer Robertson, instructor. This workshop had 10 registrants (total capacity 10).

*Archival Processing*, November 10, 2018, City of Ottawa Archives, 9:00 – 4:00, Jacinda Bain, instructor. This workshop had 11 registrants (total capacity 20).

*Image Digitization*, January 24, 2019, 9:00-4:00, Archives of Ontario, Chris Gonzaga, instructor. This workshop had 19 registrants (total capacity 20).

*Digital Preservation*, April 5, 9:00 – 4:00, Archives of Ontario, Grant Hurley, instructor. This workshop had 19 registrants (total capacity 20).

### Future workshops being delivered

- *Preservation in a Historical Computing Environment – How to Recover Information from Vintage Tech*, April 12, 9:00-2:00, University of Toronto, Jess Whyte & Steve Marks, instructors.
- *Indigeneity and Archives* (preconference workshop), May 8, 2019, 9:00 – 4:00, Loyalist College, Belleville, Camille Callison, instructor.

- *Emergency Planning and Salvage*, September 26, 9:00-4:00, Trent University, Peterborough, Iona McCraith, instructor.

Due to the instructional costs, the committee decided not to accept proposals for two other workshops: "Care of Archival Photograph Collections," and "Authenticating & Identifying Works on Paper & Parchment."

Other committee work:

The PDC formed a subcommittee which developed and submitted a proposal to Library and Archives Canada for funding under the Documentary Heritage Communities Program. The project was to develop and deliver the first set of five webinars, each 120 minutes in duration, in an educational webinar project. Funding was sought for the first year of the project, with the expectation of generating registration revenue that could help fund the second and third years of the project. The multi-year project would develop and deliver five webinars yearly, chosen from five topical series. These training webinars were identified through member surveys as being high priority for training. Unfortunately, the proposal was rejected by Library and Archives Canada.

Stacey Lapp and Hilary Barlow, have worked to improve our social marketing over the past year, ensuring we have a wider reach. Darcy Hiltz has kept a watch on other training opportunities.

The Workshop Planning Checklist and Operational Guidelines Manual were updated to reflect learnings from the planning process.

The PDC submitted a motion to the Board to make changes to the preconference workshop fees to allow for reduced fees for early bird registration.

The PDC also made changes to the workshop registration process to ensure waiting lists are available for all workshops, and to ensure that registrants pay online as they register.

Respectively submitted by:  
Mary Kosta  
Co-Chair of the PDC

## Report of the Association of Independent School Archivists (AISA)

The Association of Independent School Archivists (AISA) membership is intended as 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.

AISA had a very successful meeting in November 2018 at Appleby College. There were representatives from eight independent schools (two from some schools), and we were treated to a student guided tour of the campus on a beautiful, if a little cold, day. There was a good session on working with your school IT department, and some discussion around working with the Advancement team as well. Digitization and preservation issues were also discussed, including different ways of making digital material accessible. The latter included discussion around digital signage software and hardware for enabling touchscreen exhibits, and preservation discussion centred on user experience with Archivematica and Preservica as possible platforms. A particular issue with flood damaged magazine collections was also discussed, and the school was given Iona's contact information. AISA also initiated a test of using Slack as a discussion platform, which thus far has been more frequently used by some archivists than others; however there has been good use of it to forward links to resources to help with particular concerns or issues (e.g., someone other than Internet Archive for digitizing yearbooks and allowing them to be searchable).

Our next meeting is scheduled for mid-May at Ridley College. Attendee list and agenda have yet to be finalized.

Respectively submitted by:

Sara Griffiths

Chair, Association of Independent School Archivists

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

At the MAIG Annual General Meeting in May of 2018, several changes to the Executive took place. Following the conclusion of the 2015-2018 term for MAIG's Chair (Brenda Hicock) and Vice Chair (Gillian Shaw), motions were put forward to elect Gillian Shaw as MAIG's new Chair, and Meghan Lockhart as MAIG's new Vice-Chair. Members in attendance received updates from institutions around the province including the Community Archives of Belleville and Hastings County, Stratford-Perth Archives, County of Oxford Archives, Lambton County Archives, Region of Waterloo Archives, Simcoe County Archives, City of Vaughan Archives and Elgin County Archives.

MAIG's annual newsletter, the *MAIGazine*, was published last September, and implemented a new editorial direction that was well received. The publication featured some very interesting submissions focusing on the theme of archival outreach and community engagement and included various successes, challenges and innovative ideas from across the province. A call for submissions for the 2019 *MAIGazine* will be forthcoming following the AAO Conference.

MAIG's annual Open House was held at the Community Archives of Belleville and Hastings County on September 21st, 2018. Attendees received tours of two facilities, the Community Archives and the Glanmore National Historic Site, followed by a luncheon and insightful discussion. The MAIG Executive would like to thank our gracious hosts Amanda Hill (Community Archives) and Rona Rustige (Glanmore National Historic Site) for hosting our group and providing such in-depth and interesting tours to our members.

Throughout 2018, the Executive began implementing several new initiatives which are intended to help strengthen and support our existing municipal archive network. Several projects are currently underway including: the development of a MAIG mailing list and member directory, connecting with municipal colleagues and institutions, development of a member survey and providing resources on the existing MAIG web page.

Respectfully submitted,  
Gillian Shaw  
Chair, Municipal Archives Interest Group

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

### Issues

- I released four issues in 2018-19 on schedule. All my thanks go to the fantastic contributors who continue to make OTR a vibrant publication!
- In total, the four members-only issues up to the time of writing (Spring 2018-Winter 2019) have been downloaded 231 times. All 103 issues online have been downloaded 3,178 times.
- I submitted public issues up to 34.1 (Winter 2018) 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 2018.
- Advertising rates remain unchanged from last year.

### Tracking/Online Access

- Google has deprecated its short URL service and I will be transitioning to new links as soon as possible. While the short links will continue to resolve, link tracking functions via the API have stopped. I hope to continue the practice of having a spreadsheet gather statistics from an API call to the link shortening service.
- Efforts to investigate a workflow to enable OCR text recognition and search are still planned as time allows – if a workable method comes from testing, I may tie it in with fixing the link tracking issues at the same time.

### Documentation

- Efforts to document all aspects of OTR production are ongoing.

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

## Report of the Web Administrator

Since my last report, I have completed the following tasks:

- Recorded social media statistics on a monthly basis for grant applications;
- Monitored the AAO's social media sites, namely Twitter, Facebook, and Instagram;
- Produced and published content on the AAO's social media sites to update members and promote upcoming events and workshops;
- Created new pages and updated existing pages and content on the AAO website;
- Responded to inquiries from members and stakeholders that were submitted through social media channels;
- Co-wrote the social media policy;
- Corresponded with AAO committee members and the Board about website and social media content;
- Collaborated with the Archives Advisor and members of various committees and chapters to organize, prepare, and publish content on the AAO's social media accounts;
- Attended board meetings to provide input and updates on social media and website-related discussions;
- Investigating how to make the AAO's website compliant with the Accessibility for Ontarians with Disabilities Act (AODA);
- Exploring the use of Google Analytics and other third party applications to record AAO social media and website analytics.

Respectively submitted by:

MacKenzie Gott

AAO Web Administrator



## 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 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 assists with updating the website and placing orders for promotional materials.
- MM has assisted the Communications and Advocacy Committee to mail out physical copies to educational institutions to notify them about the AAO's Organizational History Book as well as 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 2018-2019 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,  
Jemma Wilson  
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 2018 to the 31<sup>st</sup> March 2019. This does not include administrative work or projects carried out.

Number of telephone consultations completed for AAO members:	13
Number of telephone consultations completed for non-AAO members:	4
Number of email correspondence completed for AAO members:	138
Number of email correspondence completed for non-AAO members:	39

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

### Site Visits Completed:

- Woodview Mental Health Centre, Burlington, April 2018
- Grimsby Historical Society Archives, Grimsby, April 2018
- Appleby College, Oakville, April 2018
- Simcoe County Archives, Minesing, June 2018
- Norfolk County Archive, Simcoe, July 2018
- Multicultural History Society of Ontario, Toronto, August 2018
- Maryhill Historical Society, Maryhill, October 2018
- Oakville Historical Society, Oakville, November 2018

### Emerging Trends from Correspondence with AAO members:

- Conservation treatment or preservation for various materials
- Digitization planning and digital preservation
- Referrals to other heritage professionals or service providers
- Design issues with respect to renovating or building new facility
- FIPPA questions
- Copyright
- Archives management basics for establishing new archives
- Appraisal of records
- Monetary appraisal of records

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

There are now 45 institutions participating in AERN. The breakdown of participants by region is:

DRAAG -1, AAO-Ee – 7, NOAA –4, SWOC –15 and TAAG – 18.

**Training Delivered:** Delivered webinar *Preserve and Protect: Archives Security* hosted by Canadian Council of Archives in February 2019 for 8 registrants from 3 institutions.

## **Presentations:**

- Delivered presentation titled *Acknowledging Indigenous Culture and Community through Archives* May 2018 at AAO Conference in Waterloo.
- Spoke about the AAO Provincial Acquisition Strategy at MAIG meeting, Belleville, September 2018 attended by 11 people.

## **AAO Committee Support:**

**Digital Access and Preservation Committee** – Helped establish and recruit members for this new standing committee, established at 2018 AGM. Acted as Board Liaison for committee throughout year; attending their meetings and provided input on development of the Committee Terms of Reference and initial Work Plan.

**Institutional Development Committee** – Attended 3 teleconference meetings during the year and acted as recording secretary for meetings. Attended annual Institutional Members Forum in October 2018 and acted as recording secretary for that meeting. Wrote draft update to the 2000 Institutional Standards for Archives document for IDC review.

**Professional Development Committee** – Assisted PDC with preliminary planning, recruitment of host institution and wrote course outline for workshop *Emergency Planning and Response*, for delivery in Peterborough September 2019.

## **Outreach Conducted:**

- Attended Ontario Historical Society annual general meeting attended by 40 people in Toronto with AAO information table.
- Organized promotion campaign and materials including new posters for 2019 Archives Awareness Week held April 1-7, 2019.
- Represented AAO as archives sector specialist to Mohawk College Advisory Committee for Library and Information Technician and Records and Information Management Programs.

- Represented AAO as archives sector specialist to Fleming College Advisory Committee for Arts and Heritage Programs.

Respectively 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, 2018-March 31, 2019:

Number of consultations completed for AAO members:	49
Number of consultations completed for non-AAO members:	4
Number of telephone inquiries received from AAO members:	5
Number of telephone inquiries received from non-AAO members:	1
Number of email correspondence requests completed for AAO members:	82
Number of email correspondence requests completed for non-AAO members:	24

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

### Training Delivered:

- None this year

### Workshops Delivered:

- Created and conducted Pre-AAO Conference Workshop Archival Description with RAD, May 9, 2018.  
9 people attended.
- Created and conducted Pre-AAO Conference Workshop Subject Headings and Taxonomies, May 9, 2018.  
10 people attended.

### Presentations:

- 'Accessibility Issues and Archives-Update', October 2018, AAO Institutional Issues Forum (Iona presented it for me as I was at the OMA Conference).
- Was an invited panelist at the October 2018 OMA Collaborating for Impact: Not Business As Usual Conference panel titled "Collapsing Silos,

Building Communities: GLAM Sector Collaborations”.

Fellow panelists included Kerry Badgley, the OLA 2018 President, Michael Rikley-Lancaster OMA Board Member and Kaven Baker-Voakes, OMA and AAO Member.

- OTR Article ‘Archeion Updates’.
- OTR Article ‘2018 AAO Conference Workshops Update’
- OTR Article ‘Archeion Bulk Uploads and Extra Storage Options’
- OTR Article ‘Collaborating for Impact: A Report from the 2018 OMA Conference’
- OTR Article ‘Searching Archeion’

#### **AAO Committee Support:**

- Attended the IDC phone meetings and in person Meeting at AAO Conference May 10, 2018.
- Created wording for terms of reference and read over drafts and commented for the Digital Access and Preservation Committee (DAPC).
- Commented on DAPC mandate, initial documents and reviewed added and changed Professional Resource section assigned to me.
- Attended DAPC meetings.
- Attended phone PAS working group meetings, in person meeting in Toronto in October 2018, email discussions and reviewed article for OTR.

#### **Outreach Conducted:**

- Went to AAO Conference in 2018 and talked with members and non-members.
- Proposed a 2019 AAO Conference panel with same OMA panel members and John Roberts.
- Proposed a 2019 AAO Conference session on Archeion updates and accessibility and it was accepted.
- Attended morning session of IDC meeting in October 2018.
- Invited by OMA to attend OMA GLAM related panel after our panel and reception at OMA conference in October 2018.

## Archeion Update:

- Extensive work with bulk uploads. To date, have tested, reviewed, revised and uploaded over 16,457 descriptions and authority records. There are over 4,100 additional descriptions about to be processed.
- Created Extra Storage Space for Digital Objects Policy.
- Worked extensively on statistics issue with Board members to produce new Statistics Policy and upgrade when AtoM 2.5 is released.
- Created final version of training manual for AtoM 2.4.
- Attended AO meeting with Iona and Juanita in October 2018 and prepared update report for it.
- Added new search information area on Archeion main and about us page (to be revised in April 2019).
- Consulted and discussed bulk upload issues and provided mini training session related to bulk uploads for ArchivesCanada. This related to their wanting bulk uploads from us, and provided test data for them to test process (we are the largest data set they will be receiving so far).
- Had a virtual meeting discussing AtoM use for multiple institutions in terms of Archeion and the advantages and disadvantages of using it to two professors from the University of Texas at Austin and National Research University in Argentina. They are working on a recommendations report for the Argentinian government (Ministry of Science and Technology (MinCyt) in Argentina) on which program to use for their major library and archives system.
- Virtual call with BC Electronic Library Network and provided virtual tour and partial training on Archeion and answered questions about multi-institutional use.
- Answered bulk upload questions from many other members, who will likely be giving me bulk uploads in summer 2019.
- Attended Leadership Meeting and spoke on Statistics issue and Zoom use.
- Extensive emails with Artefactual and Alberta's database coordinator about statistics upgrade in AtoM 2.5 to be released in 2019, and extensive research and work on statistics and member use of them.
- Created conference call/webinar report, and tested out most of the products, for President.
- Advice given to members through Archives Advisor for member's questions on born digital preservation, tagging in digital photography, etc.
- Answered accessibility question from member about the AODA, Archeion and current state of it.

## Archeion Statistics

- Number of archival descriptions (all levels public): 68,823  
(last year 48,202)
- Number of total authority records available in Archeion: 16,561  
(last year 16,066)
- Number of digital objects published: 14,951  
(last year 14,506)
- Number of Contributing Institutions: 183  
(last year 182)
- Visits: 131,181  
(last year 124,750)
- Unique Visits: 111,909  
(last year 110,335)
- Page Views: 502,298  
(last year 553,811)
- New Users: 111,004  
(not calculated last year)

Respectively submitted:

Lisa Snider

Archeion Coordinator



# Reports of the Chapters

## Report of the Chapter Stakeholder

Over the past year, the Chapter Stakeholder position has been relatively quiet. I believe this to be so, one, because the actions of the Provincial body and those of the Chapters have been well aligned this past year, and two, I as the incumbent have not really pushed the envelope in any way. Unfortunately, in 2018 there were no eager candidates willing to stand for the Chapter Stakeholder position; therefore, I agreed to stand for the position. However, among other commitments, my roll on the ACA 2019 Conference Program Team greatly diminished my capacity to focus on the Chapter Stakeholder roll. This is unfortunate, as I believe the Stakeholder position is an important line of communication between the AAO Board and the Chapter Executives. I am hopeful that we will have a full roster of willing candidates this year. A request for candidates was sent out as of April 15<sup>th</sup>, 2019.

### **Social Media Policy**

Some discussion occurred around the initial drafts of the new Social Media Policy, with Chapters raising concern that the new policies either limited how Chapters promoted themselves or was potentially burdensome given expectations of the policy and the realities of limited volunteers. The concerns raised by Chapters was alleviated after it was clarified that the Social Media Policy was primarily directed to the AAO Website Administrator. Revisions were made to the Social Media Policy to reflect the concerns of the Chapters.

### **Board Orientation Manual for Chapters and SIGs**

As part of my term of office, I was requested to review and update the Board Orientation Manual for Chapters and SIGs. My predecessor, Christina, had already completed most of the work and I greatly thank her. However, in my review it became clear that the Chapter Stakeholder did not justly represent the SIGs, yet they were required to adhere to rules or obligations set out for the Chapters. I advised the AAO President, Juanita Rossiter, of my concerns. In response, the AAO Board made revisions to the Board Orientation Manual for Chapters and SIGs and a motion will be put forward at the 2019 AGM to clarify the title of the “Chapter Stakeholder” position to that of “Chapter and Special Interest Group Stakeholder.”

I am concerned that the proposed changes to Section 9.4 of the Constitution are possibly cosmetic in nature. Are the SIGs fully represented when the position of Chapter [and Special Interest Group] Stakeholder remains tied to Chapter

affiliation? However, the Chapter Stakeholder position grew out of concerns specific to the Chapters. I have no conclusive statement to make, admittedly, having only reread Section 9.4 as I complete my report.

John D. Lund, Archivist  
AAO Chapter Stakeholder

## Report of the Durham Region Area Archives Group (DRAAG)

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. When DRAAG met in December, it was an excellent opportunity to discuss specific challenges including the issue of balancing privacy for patrons in an age of digitization and public access of materials. Two of our DRAAG institutions shared updates on their new facilities that are in design phases, which was incredibly exciting.

During Archives Awareness Week, our institutions focused communications campaigns through social media from highlighting everyday tasks of an archivist to showcasing profiles of the individual institutions of our chapter.

DRAAG is planning to host a workshop in Northumberland County and some members will be presenting at the AAO Conference in Belleville in May.

DRAAG has had a change in the Executive as a member has retired and our chair has gone on a maternity leave. Abigail Miller and Katie Kennedy of Northumberland County Archives are co-chairing the Chapter for the upcoming season and look forward to collaborating with the members of the Durham Region.

Respectfully submitted,

Abigail Miller & Katie Kennedy  
Co-Chairs, Durham Region Area Archives Group  
Northumberland County Archives

## Report of the Eastern Ontario Chapter (AAOEe)

In 2018-2019, the AAOEe had a strong year developing outreach and professional development opportunities for the Eastern Ontario region.

The Executive met seven times in-person, not including our AGM, which was held at Skate Canada Archives on April 9, 2019. The AAOEe Chapter Executive has included the following members this term:

- President: Jacinda Bain, City of Ottawa Archives
- Vice-President & Secretary: Claire Sutton, City of Ottawa Archives
- Treasurer: Theresa Sorel, City of Ottawa Archives
- Member-at-Large: Emery Leger, Skate Canada Archives
- Member-at-Large: John Lund, City of Ottawa Archives
- Member-at-Large: Marcia Mordfield, Canada Science & Tech. Museum

One of our focuses for this year has been more activity on our Facebook page in order to raise awareness of archives and AAO activities in the community. While it has been coming along, we are also looking for some of the younger members of the Association to help with postings. Anyone interested? Or, if our members or others would like help with advertisements of events, news, photographs, etc., please let us know.

The AAOEe Chapter planned and presented two workshops in late 2018. On October 4, 2018, we offered the copyright workshop, "Getting Down with Copyright," presented by Theresa Sorel and John Lund. It was a successful event with ten attendees, and we purchased business cards from the money raised. Under the auspices of the AAO Professional Development Committee, we also hosted and facilitated a workshop and hands-on activity, "Introduction to Archival Processing" on November 10, 2018. The presenter was Jacinda Bain and it was also successful with eleven participants.

For Archives Awareness Week, we organized a tour of the NAC (National Arts Centre) Archives for April 4, 2019. It was a popular event with nineteen people being shown behind the scenes of Canada's premiere arts performance space, and an inside look at the materials preserved from past dramatic, dance, orchestral, and other arts-focused events.

To focus the Executive's planning for the coming year, we distributed a brief survey to our institutional members of the Eastern Chapter catchment in March 2019. Our objective is to determine what services and workshops are pertinent to our members. Results of the survey will be shared in the coming months.

We are still looking to fill the Secretary position on the Executive for the coming year, and if you are interested or would like to be a part of the planning process let us know.

Respectfully submitted,

Jacinda Bain  
AAOEe President  
Archivist, City of Ottawa Archives  
[aaoeast@gmail.com](mailto:aaoeast@gmail.com)

## Report of the Northwestern Ontario Archivists' Association (NOAA)

NOAA members have been working hard to promote Archival work in our community by participating in community research partnerships, by helping to create more placement opportunities for students, and by encouraging students to join the Archival profession. We were also sponsors of the Thunder Bay Doors Open event.

The seventh annual Archives Crawl for the History Students Group at Lakehead University was held on Saturday, October 20, 2018. The Crawl started at the Lakehead University Archives, moved on to the City of Thunder Bay Archives, the Brodie Public Library, the Northwestern Ontario Sports Hall of Fame, and then the Thunder Bay Museum. The students had tours of the facilities, learned about the archival holdings of each institution and were able to examine some items themselves to see how the materials could benefit their research. This annual event will be hosted again during the 2019-2020 school year.

In an effort to increase attendance at our events, this year we sponsored a speaker at the Thunder Bay Museum's Lecture series instead of hosting our own stand-alone lecture. Sean Smith from the Archives of Ontario spoke about traveling with the original Treaty 9 documents. He also spoke to Lakehead University students the next day. This event was very successful and we will continue to sponsor speakers for the Museum's lecture series in the future.

The NOAA AGM was held April 5, 2019 at the Lakehead University Library. We combined our AGM with a symposium, enjoying four very different local speakers discussing projects on the theme of "Archival Discoveries: New Explorations in Local Collections". We thank the Lakehead University Library and History Department for sponsoring the lunch and the space. This was our best attended AGM in a long time, and even brought in members from out of town. With so many attendees we generated some great ideas for events in the coming year.

The 2018-2019 NOAA Executive:

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

Christina Wakefield, President, NOAA

## Report of Southwestern Ontario Chapter (SWOC)

No report submitted for the 2018-19 year.

## Report of the Toronto Area Archivists' Group (TAAG)

The 2018-2019 year was a success for TAAG with a number of popular tours and workshops offered to members. TAAG is pleased with the results of the past year, and looks forward to continuing to offer a variety of tours, workshops, and other events to members in the coming year.



Beginning in April, we held our AGM at the Thomas Fisher Rare Book Library. Approximately 45 members gathered to hear John Shoemith, Outreach Librarian at the Thomas Fisher Rare Book Library speak about the acquisition process for items used in the exhibit "Fleeting Moments, Floating Worlds, and the Beat Generation: The Photography of Allen Ginsberg", as well as his experience processing and researching the items over the course of a year's research sabbatical. A new executive was elected, comprised of:

President: Maegan Ayre

Vice-President: Jessica Haskell

Treasurer: Daniela Ansovini

Secretary: Andrea Mateka

Members-at-Large: Catherine Falls, Julie St. Pierre, Katrina Cohen-Palacios, Lindsay Osmon

Past President: James Roussain

Our spring workshop, also in April, was led by Jess Whyte (Digital Preservation Intake Coordinator Librarian, University of Toronto Libraries) and Steve Marks (Digital Preservation Librarian, University of Toronto Libraries), and focused on digital preservation.. After the summer break, TAAG returned with a tour of the CBC Digitization Project, led by Russ McMillen (Coordinator, Mass Digitization). The fall workshop was led by Raegan Swanson (Executive Director, CLGA), and focused on writing a strong case for support for grant applications. More detailed descriptions of these and other events hosted by TAAG follow.

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.

Respectfully submitted,  
Maegan Ayre  
TAAG President  
[taag.chapter@gmail.com](mailto:taag.chapter@gmail.com)



TAAG events this past year included:

### [Annual General Meeting 2018](#)

Date: 5 April 2018

Location: MacLean Hunter Room, Thomas Fisher Rare Book Library, University of Toronto

Number of attendees: ca. 45

TAAG held its 2018 Annual General Meeting on 5 April 2018 in the MacLean Hunter Room of the Thomas Fisher Rare Book Library. At the meeting, the following new executive was elected, with James Roussain moving into the role of Past-President:

- President: Maegan Ayre
- Vice-President: Jessica Haskell
- Treasurer: Daniela Ansovini
- Secretary: Andrea Mateka
- Members-at-Large: Catherine Falls, Julie St. Pierre, Katrina Cohen-Palacios, Lindsay Osmun

After the business portion of the meeting concluded, John Shoesmith (Outreach Librarian, Thomas Fisher Rare Book Library) spoke about the acquisition process for items used in the exhibit "Fleeting Moments, Floating Worlds, and the Beat Generation: The Photography of Allen Ginsberg", as well as his experience processing and researching the items over the course of a year's research sabbatical. TAAG members were also treated to a tour of the exhibit led by John.

TAAG would like to thank the staff of the Thomas Fisher Rare Book Library at the University of Toronto, for the use of their space. We would also like to thank John Shoesmith for his insights into the process of preparing the exhibit.

### [Preservation in a Historical Computing Environment: How to Recover Information from Vintage Tech Workshop](#)

Date: 27 April 2018

Location: John M. Kelly Library, St. Michael's College, University of Toronto

Number of attendees: 25 people

TAAG hosted a workshop led by Jess Whyte (Digital Preservation Intake Coordinator Librarian, University of Toronto Libraries) and Steve Marks (Digital Preservation Librarian, University of Toronto Libraries) which introduced participants to the process of forensic disk imaging. The workshop included a

demonstration of and introduction to various software tools used for analysis of disk images and for extracting content and metadata. Participants also learned about write-blocking, commonly used hardware, extracting and accessing content and deleted files from disk images, and methods to locate personally identifiable information.

TAAG would like to thank Jess Whyte and Steve Marks for leading this workshop, and thank the staff of the John M. Kelly Library at St. Michael's College, University of Toronto, for the use of their space. We would also like to thank Emily Sommers and James Roussain for organizing this event.

### TAAG Chapter Award Presentation

Date: 14 June 2018

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 Maeghan Jerry and Kendra Campbell. The presentation was made by Maegan Ayre.

### CBC Digitization Project Tour and Pub Night

Date: 10 October 2018

Location: CBC Toronto Building, 250 Front Street West, Toronto

Number of attendees: 15 people attended the tour; ca. 10 people attended the pub night

TAAG offered a tour of the CBC Libraries and Archives, with a particular focus on the sometimes controversial mass digitization project. CBC is currently focusing their attentions on digitizing their massive collection of audio and video tapes from years past and this tour, led by Russ McMillen (Coordinator, Mass Digitization) offered some behind-the-scenes engagement. TAAG also held a pub night afterwards at Bar Hop.

TAAG would like to thank Russ McMillen for leading this tour. We would also like to thank Jessica Haskell and Andrea Mateka for organizing this event.

## Grant-writing for Archives: A Workshop with Raegan Swanson

Date: 30 November 2018

Location: John M. Kelly Library, St. Michael's College, University of Toronto

Attendees: 18

TAAG hosted a workshop led by Raegan Swanson (Executive Director, CLGA) on fundraising strategies for small- to medium-sized organizations. The workshop focused on writing a strong case for support for grant applications, using Documentary Heritage Communities Program (DHCP) and Young Canada Works (YCW) as examples, and provided general strategies that can be applied to create successful grant applications of all kinds.

TAAG would like to thank Raegan Swanson for leading this workshop, and thank the staff of the John M. Kelly Library at St. Michael's College, University of Toronto, for the use of their space. We would also like to thank Catherine Falls and Daniela Ansovini for organizing this event.

## Annual Winter Warmer

Date: 31 January 2019

Location: Bedford Academy, 36 Prince Arthur Avenue

Attendees: 23

TAAG held a post-holiday get-together in January at the Bedford Academy to provide an opportunity for members to socialize.

TAAG would like to thank Catherine Falls for organizing this event.

<b>TAAG Consolidated Budget</b>				
01 April 2018 - 31 March 2019				
<b>Revenue</b>		<b>Credits</b>	<b>Debits</b>	
Opening Bank Balance (01 Apr 2018)		2,735.95		
Donations		0.00		
AGM 2017		0.00		
Spring 2018 workshop		1,350.00		
Fall 2018 workshop		545.00		
2019 Winter Warmer		0.00		
AAO Core funding		250.00		
<b>Disbursements</b>				
AGM 2018			(539.04)	
Spring 2018 workshop			(40.00)	
Fall 2018 tour			(25.00)	
Fall 2018 workshop			(523.96)	
2019 Winter Warmer			0.00	
Spring 2019 tour			(25.00)	
iSchool Award (2018)			(211.28)	
Bank Fees			(27.50)	
TAAG banner			(130.00)	

	Total	4,880.95	(1,521.78)	
	Total		<b>3,359.17</b>	
<b>Event Details</b>		<b>Credits</b>	<b>Debits</b>	
AGM 2018				
Revenue		0.00		
Disbursements			(539.04)	
	Total	0.00	(539.04)	<b>(539.04)</b>
Spring 2018 workshop (Legacy Media, 27 April 2018)				
Revenue		1,350.00		
Disbursements			(40.00)	
	Total	1,350.00	(40.00)	<b>1,310.00</b>
Fall 2018 tour (CBC Digitization Project, 10 October 2018)				
Revenue		0.00		
Disbursements			(25.00)	
	Total	0.00	(25.00)	<b>(25.00)</b>
Fall 2018 workshop (Grant Writing, 30 November 2018)				
Revenue		545.00		

Disbursements			(523.96)	
	Total	545.00	(523.96)	21.04
Winter Warmer (31 January 2019)				
Revenue		0.00		
Disbursements			0.00	
	Total	0.00	0.00	0.00

# Annual General Meeting 2018 Minutes – May 10, 2018, Waterloo, Ontario

Thursday, May 10, 2018  
12:30 PM – 1:40 PM

Wilfrid Laurier University, Senate and Board Chamber

## 1. Call to Order

Tracey Krause called the 2018 Annual General Meeting of the Archives Association of Ontario to order at 12:41 PM.

## 2. President's Opening Remarks

T. Krause, on behalf of the AAO Board, acknowledged the Conference Program and Local Arrangement Committees for developing the conference. She thanked the Board members for their dedication and enthusiasm over this past year, including Secretary/Treasurer Emma Hamilton-Hobbs, Director Without Portfolio Nick Richbell, Director Without Portfolio and OTR Editor Grant Hurley, Chapter Stakeholder Christina Wakefield, Institutional Development Committee Chair Paul Henry, Past President Dana Thorne, and Vice President/Elect Juanita Rossiter. She also thanked the secretariat, Managing Matters, and the AAO consultants, Archives Advisor Iona McCraith and Archeion Coordinator, Lisa Snider. She also thanked the Website Administrator, MacKenzie Gott, for her role in the development of the association's new website design. T. Krause also thanked all of the AAO Standing Committees and working groups, Special Interest Groups and the five regional Chapters for their time and dedication, in addition to the AAO membership.

She reminded everyone that the AGM meeting package was circulated to members on April 17, and that the 2018 Annual Report is available on the AAO website.

## 3. Approval of the Agenda

**MOTION 9/2018:** T. Krause put forward a motion to approve the agenda, with the change of the word 'Advancement' to 'Development' under sections 10(e) and 10(h). Approved by consent; carried.

## 4. Approval of the Minutes of the 2017 AGM

**MOTION 10/2018:** T. Krause put forward a motion to approve the minutes of the 2017 AGM. Approved by consent; carried.

## 5. Report of the President

T. Krause touched on the highlights from her report. She indicated that the 2017-2018 Board of Directors began discussions on how the association could better position itself to become fiscally responsible and sustainable without having to rely heavily on government grants for operational costs. These discussions led to a review of the AAO's core services and the identification of gaps in programs. A survey was sent out to the membership last February to assist the Board in strengthening its programs and services, and to help guide the Board on updating its strategic direction.

Other initiatives overseen by the Board included a website redesign, the development of a volunteer recognition program, exploring shared resources with other heritage groups, increasing our partnership with the Archives of Ontario, resulting in an upcoming symposium in October 2018 entitled *Unsettling Archives: Challenging our Past, Challenging our Practice*. For more details, T. Krause encouraged the membership to consult the President's full report in the 2018 Annual Report available on the AAO website.

T. Krause concluded by thanking the association's Standing Committees, Working Groups, regional Chapters, Special Interest Groups, the Board and the membership. She acknowledged that although we may not always agree, we strive for the same result: we are the AAO.

## 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 \$233,185 and a net income of \$14,114 with expenses deducted. E. Hamilton-Hobbs provided a breakdown of the main sources of revenue, including membership fees, government grants, Professional Development Committee workshops and the 2017 annual conference. Paul Henry suggested changing the "Profit and Loss" to "Revenue and Loss" on 2017/2018 Profit and Loss report.

### a. Approval of the Auditor for 2018-2019 Audit

**MOTION 11/2018:** A motion to approve the Secretary/Treasurer's report and to secure the services of an auditor for the AAO in 2018-2019 was put forward by T. Krause and seconded by P. Henry; carried.

## 7. Report of the Secretariat

Mariam Bokhari, the AAO Account Coordinator, Managing Matters (MM), provided a brief update on the activities of the Secretariat as outlined in the AGM report. She outlined how MM has continued to support the AAO



membership by managing emails and phone calls, in addition to manually renewing memberships. MM has also assisted with the 2018 conference registrations and program. She announced that accountant Lydia Wang of MM is stepping down from her role, and will be replaced by Yu Jiang. She concluded by encouraging members to reach out to her at any time.

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

Iona McCraith, Archives Advisor, encouraged members to review her report in the 2018 Annual Report for a summary of her activities this past year. She wanted to highlight her involvement on the Organizational History Committee, in addition to her engagement with the Archives of Ontario staff in their Indigenous relations issues and initiatives.

Lisa Snider, Archeion Coordinator, provided a summary of her activities outlined in the 2018 Annual Report. She wanted to highlight the upgrade in Archeion to AtoM 2.4., in addition to the articles she had submitted to *Off the Record*. L. Snider encouraged members to contact her should they require any training, emphasizing that she is now offering virtual training/troubleshooting.

## **9. Motion for Increased Rates for Professional Development Workshop - Vote**

The Professional Development Committee has put forth a motion to raise their workshop rates, which have not increased since 2011. The AAO will need to raise these rates as a result of increased costs, and to ensure that the AAO revenues remain sustainable as the organization faces the potential reduction of grant funding. The motion proposes to increase rates by approximately 20%, with the exception of the student member rate, which will remain the same. T. Krause asked the membership to put forward a motion to approve the new PDC workshop rates.

**MOTION 12/2018:** A motion to approve the new Professional Development workshop rates was put forward by Arthur McClelland and seconded by Debra Latcham. 1 abstaining. Carried.

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

T. Krause explained that the Board reviewed the AAO's Constitution this past year and has put forth the following recommendations. She thanked Vice President/President Elect Juanita Rossiter for initiating this process.

### **a. Expanded Board Definition (Section 1)**

The first amendment concerns the text in Section 1 of the AAO Constitution, the proposed amendment expands the Board definition:

*Board means the Board of Directors of the Association, composed of **the elected positions: President, Vice President / President Elect, and Secretary / Treasurer, and two Director Without Portfolios.***

One member raised the point that in Section 1, the text “Director Without Portfolios” is different than in Section 4.1, which reads “Directors Without Portfolios.” It was agreed that “Directors without Portfolios” would be the term employed in both Sections. Additionally, there was some discussion on the fact that the Chapter Stakeholder and Institutional Development Committee Chair positions, both elected, are also not included in this definition, therefore they should be added.

**MOTION 13/2018:** A motion to approve the proposed revision of the text in Section 1 of the AAO Constitution with the addition of “Directors Without Portfolios” instead of “Director Without Portfolios,” in addition to both Chapter Stakeholder and Institutional Development Committee Chair positions to the expanded Board definition was put forward by T. Krause and seconded by Julia Holland; carried.

**b. Name of the Association (Section 2.1)**

This constitutional amendment was proposed due to the fact the legal name of the association includes the capitalization of the letter “o” in the word “Of”. Therefore the revision to Section 2.1 reads:

*The name of the Association shall be “The Archives Association **Of Ontario.**”*

**MOTION 14/2018:** A motion to approve the revision of the text in Section 2.1 of the AAO Constitution was put forward by T. Krause and seconded by Nick Richbell; carried.

**c. Officers of the Board to include the Secretary / Treasurer and two Directors Without Portfolios (Section 4.1)**

This constitutional amendment proposed the following change in language to Section 4.1:

*Officers – The Board shall have the following Officers as elected by the memberships:*

- a. *a President*
- b. *a Vice President / President Elect*
- c. **a Secretary / Treasurer**

**d. two Directors Without Portfolios**

It was suggested that an additional change be made to this proposed amendment: "elected **at large** by the membership," which was agreed upon by the membership.

**MOTION 15/2018:** A motion to approve the revision of the text in Section 4.1 of the AAO Constitution including the new proposed addition of "at large" after "elected" was moved by T. Krause and seconded by D. Thorne; carried.

**d. Consistent naming of the Secretary / Treasurer position  
(Sections 3.1(b), 3.4(c), 3.6(a), 3.10, 4.1(b), 9.7, 11.7, 14.1, & 20.1)**

**MOTION 16/2018:** A motion to approve the consistent naming of the Secretary / Treasurer position in Sections 3.1(b), 3.4(c), 3.10, 4.1(b), 9.7, 11.7, 14.1 and 20.1 was put forward by T. Krause and seconded by Rodney Carter; carried.

**e. Removal of Preservation and Archeion Committees to be replaced by Digital Access and Preservation Committee; Change title of Fundraising Committee to Advancement Committee; add Awards Committee.  
(Section 6.1)**

**MOTION 17/2018:** A motion to remove the "Preservation and Archeion Committees" to be replaced by "Digital Access and Preservation Committee", to change the name of "Fundraising Committee" to "Advancement Committee" and to add the "Awards Committee" to Section 6.1 of the AAO Constitution was put forward by T. Krause and seconded by John Roberts; carried.

**f. Text revision for Institutional Development Committee (Section 6.3)**

T. Krause explained that this constitutional amendment was proposed because the Institutional Development Committee no longer advises the Board on the adjudication and allocation of grants to Institutional members, therefore this text will be removed from Section 6.3. T. Krause explained that only Institutional members can vote on this motion. Marissa Paron asked why only Institutional members can vote on this motion; P. Henry explained that this is outlined in Section 10.8 of the AAO Constitution.

**MOTION 18/2018:** A motion to approve the removal of text concerning the adjudication and allocation of grants to Institutional Members in Section 6.3 of the AAO Constitution was put forward by T. Krause and seconded by Bridget Whittle ; carried.

**g. Change title of Preservation Committee to the Digital Access and Preservation Committee, and add definition of Committees roles and responsibilities (Section 6.5)**

T. Krause explained changing the name of the “Preservation Committee” to the “Digital Access and Preservation Committee” recognizes the changing face of our environment and the digital age in which we now live. A member of the former Preservation Committee was concerned that this change would result in neglecting issues related to traditional analog conservation. T. Krause reassured the membership that these questions would be addressed through the Archives Advisor, the new Digital Access and Preservation Committee, in addition to Professional Development workshops aimed at analog preservation.

**MOTION 19/2018:** A motion to approve changing the name of the “Preservation Committee” to the “Digital Access and Preservation Committee” and adding a definition of the Committee's roles and responsibilities to Section 6.5 of the AAO Constitution was put forward by T. Krause and seconded by James Roussain; carried.

**h. Change title of the Fundraising Committee to the Advancement Committee, and definition of Committee roles and responsibilities (Section 6.6)**

T. Krause explained that the proposed change was to change the name of the Fundraising Committee to the Development Committee. A few members expressed concern that Development Committee too closely resembled Professional Development and Institutional Development Committees, and were wondering why Advancement was not considered. D. Thorne explained that it came down to semantics, and that they were not opposed to Advancement. It was therefore agreed upon that it would be named Advancement Committee, and not Development Committee.

**MOTION 20/2018:** A motion to approve changing the title of Fundraising Committee to Advancement Committee and defining this Committee's roles and responsibilities in Section 6.6 of the AAO Constitution was put forth by T. Krause and seconded by Suzanne Dubeau; carried.

**i. Remove description of Archeion Committee (Section 6.7)**

**MOTION 21/2018:** A motion to remove the description of the Archeion Committee in Section 6.7 of the AAO Constitution was put forth by T. Krause and seconded by N. Richbell; carried.

**j. Revision of text for Annual Report (Section 6.16)**

The proposed text for Section 6.16 reads as follows:

*Any Committee that manages funds shall submit a full financial statement to the Secretary / Treasurer within 30 days of the end of the fiscal year.*

P. Henry suggested amending this amendment as follows: "Any Committee that manages **or directs** funds," which was agreed upon by the membership.

**MOTION 22/2018:** A motion to approve the revision of the text in Section 6.16 of the AAO Constitution with the addition of the text "or directs" after "manages" was put forth by T. Krause and seconded by G. Hurley; carried.

**k. Revision of Liaison with Association Report (Section 6.17 & 9.4)**

**MOTION 23/2018:** A motion to approve the revision of text in Sections 6.17 and 9.4 was put forth by T. Krause and seconded by Emily Sommers; carried.

**l. Remove Honorary membership under Classes of Membership (Section 8.1)**

This amendment was proposed because no member holds this type of membership and has not been used for years.

**MOTION 24/2018:** A motion to remove the Honorary membership under Classes of Membership in Section 8.1 of the AAO Constitution was put forth by T. Krause and seconded by Amanda Hill; carried.

**m. Inclusion that Chapters will review their constitution every two years (Section 9.1)**

The proposed addition of the text to Section 9.1 reads as follows (in bold):

*Each Chapter shall have its own Constitution, which shall be approved by the Board **and reviewed every two years beginning in 2018.***

James Roussain raised the fact that this added text is ambiguous: is the Board or Chapter responsible for reviewing its Constitution? He suggested indicating that it be clearly stated that Constitutions be reviewed by the Chapters, and not the Board, therefore adding "by the Chapters" after the word "reviewed".

**MOTION 25/2018:** A motion to approve the new text in Section 9.1 of the AAO Constitution with the addition of “by the Chapters” after the word “reviewed” was put forward by T. Krause and seconded by Arthur McClelland; carried.

**n. Submission of financial reports under Annual Reports (Section 9.7)**

The proposed change to the text in Section 9.7 of the AAO Constitution, indicated in bold, reads:

*Each Chapter and Special Interest Group shall submit a written annual report to the **Secretary / Treasurer** of the Association by a date to be determined by the Board. These reports will be included in the annual report of the Association, and will be distributed to members of the Association at its Annual Meeting. **Any Committee and Special Interest Group that manages funds shall submit a full financial statement to the Secretary / Treasurer within 30 days of the end of the fiscal year.***

P. Henry suggested adding the text “or directs” after “manages” in the last sentence. C. Wakefield also pointed out that the text should indicate “within 30 days after the Association’s Annual Meeting” instead of “30 days of the end of the fiscal year” in accordance with the *AAO Policy on the Distribution of AAO Core Funding to Regional Chapters and Special Interest Groups (SIGs)*.

**MOTION 26/2018:** A motion to approve the text change in Section 9.7 of the AAO Constitution with the addition of the text “or directs” after “manages” and the text “30 days after the Association’s Annual Meeting” instead of “30 days of the end of the fiscal year” was put forward by T. Krause and seconded by D. Thorne; carried.

**o. New section 20.2 - The Constitution be reviewed every two years**

A new section will be added to the Constitution, Section 20.2, which will read as follows:

*The Constitution of the Archives Association of Ontario will be reviewed every two years beginning in 2018.*

J. Roussain suggested that the text “by the Board” be added after the word “reviewed” in order to clarify who will be reviewing the Constitution.

**MOTION 27/2018:** A motion to approve the addition of Section 20.2 to the AAO Constitution with the text “by the Board” added after the word

“reviewed” was put forward by T. Krause and seconded by Sean Smith; carried.

## **11. Election of the Board of Directors**

T. Krause invited J. Rossiter to administer the election of the 2018-2019 Board of Directors. There are three vacant positions on the Board that require new Directors. She thanked G. Hurley for his time and contribution to the Board as Director Without Portfolio.

**MOTION 28/2018:** A motion to open the floor for nominations for the two Director Without Portfolio and the Vice-President/President Elect positions was put forward by J. Rossiter and seconded by P. Henry; carried.

**MOTION 29/2018:** A motion to close nominations from the floor for the first position of Director Without Portfolio and to proceed with electing Nick Richbell to the role was put forward by J. Rossiter and seconded by Jennifer Weymark; carried.

**MOTION 30/2018:** A motion to close nominations from the floor for the second position of Director Without Portfolio and to proceed with electing Lauren Halsey to the role was put forward by J. Rossiter and seconded by Becky George; carried.

**MOTION 31/2018:** A motion to close nominations from the floor for the position of Vice-President/President Elect and to proceed with electing James Roussain to the role was put forward by J. Rossiter and seconded by Charlotte Chaffey; carried.

## **12. Other Business**

### **a. Social Media Review Working Group Report**

E. Hamilton-Hobbs reported on the work accomplished by the Social Media Review Working Group this past year. This working group consisted of Website Administrator, Mackenzie Gott, Communications and Advocacy Committee (CAC) representative Daniela Ansovini and E. Hamilton-Hobbs. The group reviewed the work accomplished by the former Web and Social Media Review Committee and drafted a social media policy for the AAO. This policy outlines roles and responsibilities for those who manage AAO social media accounts, in addition to those creating and/or modifying social media content. It also provides guidelines on content creation and branding to ensure that there is consistency in AAO messaging to both members and non-members. Moving

forward, the working group will continue to review and monitor the AAO social media platforms and make recommendations to the Board.

**b. Organization History Committee Report**

P. Henry acknowledged the authors who worked countless hours on the AAO Organizational History, *In Pursuit of the Archival Endeavour: The Story of the Archives Association of Ontario*. He emphasized that the book's creation took approximately 3,500 hours of volunteer work over two and a half years, which is very impressive. He encouraged everyone present to purchase and read the book.

**c. 2019 Conference Presentation**

Amanda Hill showed a short promotional video for Belleville, Ontario, and encouraged everyone to attend the 2019 AAO conference, which will take place in Belleville.

**13. Adjournment**

**MOTION 32/2018:** A motion to adjourn the Annual Meeting at 1:53 PM was put forward by T. Krause; carried on consent.