



Archives Association of Ontario

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

Thirtieth Annual Report, 2022
for the year 2021-2022

Contents

2022 Annual General Meeting Agenda	4
2021-2022 Year In Review	5
Reports of the Directors	6
Report of the President	6
Report of the Secretary-Treasurer	9
Report of the Web Administrator	11
Report of the Chapter-SIG Stakeholder	14
Report from the Editor, Off The Record	15
Reports of the Committees	16
Report of the Advancement Committee	16
Report of the Awards Committee	18
Report of the Communications and Advocacy Committee	19
Report of the Digital Access and Preservation Committee	21
Report of the Institutional Development Committee (IDC)	23
Report of the Professional Development Committee (PDC)	25
Report of the Student and New Professional Outreach Committee	27
Reports of the AAO Staff	29
Report of Managing Matters (AAO Secretariat)	29
Reports of the Special Interest Groups (SIGs)	30
Report of the Association of Independent School Archivists	30
Report of the Municipal Archives Interest Group (MAIG)	31
Reports of the Chapters	32
Durham Region Area Archives Group (DRAAG)	32
Eastern Ontario Chapter (AAOEe)	33



647.343.3334



aao@aao-archivists.ca



www.aao-archivists.ca



Northwestern Ontario Archivists' Association (NOAA)	34
Toronto Area Archivists' Group (TAAG)	35
Southwestern Ontario Chapter (SWOC)	37
2021 Annual General Meeting Minutes	38

2022 Annual General Meeting Agenda Archives Association of Ontario (AAO)

Friday, 27 May 2022
9:30 AM – 11:00 AM

1. Call to Order - K. McCracken
2. President's Opening Remarks - K. McCracken
3. Approval of the Agenda - K. McCracken
4. Approval of the Minutes of the 2020 AGM - K. McCracken
5. Report of the President - K. McCracken
6. Report of the Secretary-Treasurer - C. Chaffey
 - a. Motion to approve the Secretary-Treasurer's report
7. Introduction of new Archeion Coordinator - J. Aldrich
8. Motions - K. McCracken
 - a. Motion to create a new standing committee, Diversity, Equity, and Inclusion Committee
9. Constitutional Amendments - K. McCracken
10. Election of the Board of Directors - K. McCracken
 - a. Director-Without-Portfolio
 - b. Vice-President/President-Elect
11. Membership Survey Results
12. Awards Committee announcements - R. Carter
13. Adjournment - K. McCracken

2021-2022 Year In Review



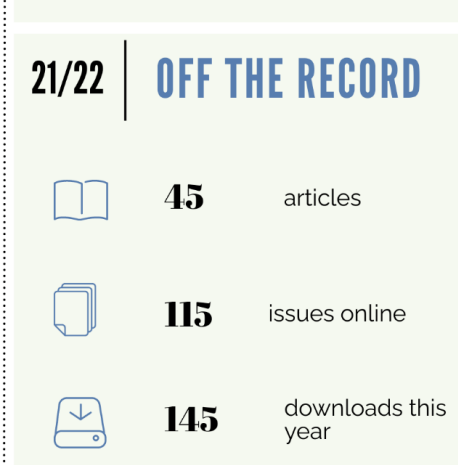
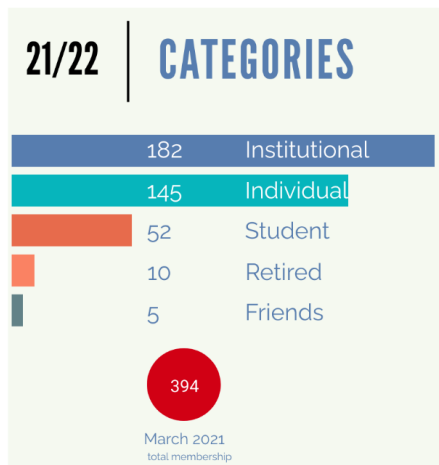
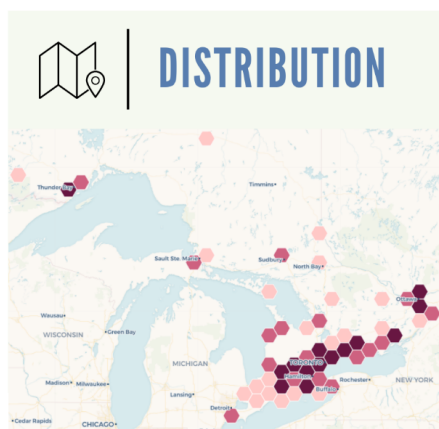
Archives Association of Ontario ...by the numbers 2021-2022!

@AAO_tweet
 @archives.assoc.ontario
 @ArchivesAssociationOfOntario

Membership

Outreach

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.

Reports of the Directors

Report of the President

I want to begin my report by thanking AAO members and volunteers for continuing to support and engage with the AAO despite the ongoing pandemic and the challenges many of us are facing at home and at work. The AAO would not exist without its members and volunteers. On behalf of the 2021-2022 Board of Directors, thank you for your dedication and support.

2021 Virtual Conference

Last year's conference was the AAO's first foray into running a synchronous virtual conference. Using the Whova platform, the conference theme "Doing the Work: From Colonial Pasts to Inclusive Futures" was brought to life through three days of virtual presentations, keynote speakers, and networking events. Some of my favourite parts of the conference included the keynote by Janice Forsyth, the new poster session, and the unique connections formed on the Whova message boards. The 2021 conference provided a foundation for the AAO to plan the 2022 conference.

Professional Development Events

The Professional Development Committee (PDC), led by board member and chair John Yolkowski, has continued to offer a wide range of virtual professional development and networking opportunities for AAO members and those in the archival profession. This year marked the second year of Safe Spaces Programming and a continuation of the Archival Conversation format.

Response to PDC programming over the past year has been very positive, with workshop registration often at capacity. I encourage you to read the PDC's report for more details about their activities. These events would not have been possible without the work done by PDC members, supported by the AAO Secretariat, as well as the volunteer labour of facilitators and instructors. A huge thank you to everyone who has engaged with PDC over the past year.

Institutional Members' Symposium

This year the Institutional Members' Symposium was split into two events, one held on October 27th and the other held on March 30th. The first event featured an open forum for discussion on the state of the archives profession. The March event included a presentation by Dr. Cheryl Thompson and Dr. Karen Cyrus on their project: "Mapping Ontario's Black Archive." The presentation was followed by open dialogue. Thank you



647.343.3334



aao@aao-archivists.ca



www.aao-archivists.ca



to Institutional Development Committee (IDC) chair Jessica Barr and the whole IDC for their work organizing the Symposiums. For more information on the work of the IDC see their report for a full summary of their activities.

Anti-Racism and the AAO

The AAO is an association that supports people working the archival profession, a profession in which BIPOC communities are underrepresented and often underserved. With this context in mind, the AAO has continued to support Diversity, Equity, and Inclusion (DEI) work. This year the AAO offered two-members only sessions relating to DEI - an anti-racism training session by Gurleen Sangha and bystander intervention training for online spaces hosted by Right To Be. Additionally, the AAO board has committed to offering additional training opportunities for members in 2022-2023.

Beyond training, the Diversity, Equity and Inclusion Working Group launched a DEI Survey, provided the AAO Board with a DEI audit report, and has recommended the creation of a standing DEI Committee. The creation of the standing committee will be voted on today as part of the AGM. The AAO - and the archive profession - still has a lot of work to do to be anti-racist, inclusive, and equitable. This work is just the beginning and needs to be ongoing.

Standing Committees

The AAO's standing committees are the backbone of the association, and I am grateful to our volunteer committee members for all of their work. You can read more about each committee's work in their annual reports. Many of our standing committees are open to new members, and I encourage anyone interested in getting involved in the AAO to consider joining a standing committee.

Archives Advisor

In January 2022 the AAO Board made the decision to discontinue the Archives Advisor Position. We are grateful for the many years of service provided by the advisor program, and ending the program was a difficult decision. The past success of the archives advisor was strongly supported by government financial support, and unfortunately, the era of strong provincial grants supporting this type of work is unlikely to return.

In 2019, a large percentage of the funding to the archives advisor program was cut. Since that time, the advisor program has been operating on a limited 10 hour a week service model, only answering calls or emails, with no site visits. The recent statistics of the archives advisor program show that this service was not being used by the vast majority of institutional members.

The AAO Board has a responsibility to make fiscally responsible decisions in order to keep the AAO operational, solvent, and relevant. Institutional membership fees would



647.343.3334



aao@aao-archivists.ca



www.aao-archivists.ca



have to be raised approximately 45% to cover the cost of the archives advisor program. This increased membership rate would create a barrier for many small and underfunded archives, and higher institutional membership fees cannot make up the difference in grant shortfalls. We strive to support members the best we can, but recognize that how we do so is constrained by our funding and the volunteer nature of our organization. The AAO continues to evaluate its services and member benefits. The results of the 2022 membership survey will be shared as part of the AGM.

Archeion Coordinator

Lisa Snider left her position as Archeion Coordinator at the end of March 2022. Thank you Lisa for your support, dedication, and hard work over the past number of years. In April 2022 the AAO welcomed Jazmine Aldrich as the new Archeion Coordinator. Jazmine can be reached at archeion@aao-archivists.ca. Please reach out to her with all of your Archeion questions.

2022 Conference

We had hoped to be in St. Catharines for this year's annual conference, but the pandemic had other ideas. The Programme Committee and Local Arrangements Committee worked diligently to pivot this year's conference to a virtual space. This year's theme - "These Are Unprecedented Times: How Archives and Archivists Changed, Struggled and Thrived Through Challenging Periods" really speaks to the challenges and successes of the archival community since the start of the pandemic. Additionally, the advancement committee has worked to obtain sponsors and support this conference. Thank you to everyone who has made this conference possible.

In closing, I would like to take this opportunity to acknowledge the contributions of some of the volunteers who have completed their terms or are leaving their AAO positions: Past President Jennifer Grant, Director Without Portfolio Tys Klumpenhower, and Chapter-SIG Stakeholder Sara Janes. Thank you all for your hard work in these roles. I would also like to extend thank yous to departing Archives Advisor Iona McCraith and Archeion Coordinator Lisa Snider for their service and dedication.

It has been an honour to serve in the role of AAO President. I appreciate the support I have received from my fellow board members, AAO staff and volunteers, as well as my colleagues at the Shingwauk Residential Schools Centre. I look forward to continuing to support the AAO Board of Directors in the role of past president.

Sincerely,

Krista McCracken

2021-2022 AAO President

Report of the Secretary-Treasurer

The AAO experienced a positive fiscal year in 2021-2022. Revenue totaled **\$178,593.09**, while expenses were **\$131,785.42**, resulting in a net income of **\$46,807.67**

As in previous years, the Association's financial management activities were supported by Managing Matters, particularly by accountants Ria Sanghavi and Cassidy Gomes.

Earned and Private Sector Revenue:

Membership fees resulted in **\$51,124.44** in revenue, while advertising, individual and corporate donations, sponsorships, and individual donations to the Shirley Spragge Endowment, accounted for a further **\$2,271.40** in revenue.

Shirley Spragge Endowment:

The beginning balance of the Shirley Spragge Endowment on April 1, 2021 was **\$25,338.07**. Over this past year, it accrued **\$643.92** in interest. Three bursaries for conference registration were awarded in 2021. The cost of these bursaries were covered by the conference revenue and not withdrawn from the Spragge funds. The ending balance at March 31, 2022 is **\$25,981.99**

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: **\$510.00**

Professional Development Revenue:

The revenues from the sales of 2021 virtual conference access earned **\$24,700**, while Professional Development Committee workshops earned **\$13,940.00**.

Total Expenses:

Expenses incurred over the course of the year 2021-2022 totaled **\$131,785.42**



647.343.3334



aao@aao-archivists.ca



www.aao-archivists.ca



Respectfully submitted,

Charlotte Chaffey
AAO Secretary/Treasurer, 2021-2023



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



Report of the Web Administrator

I joined the Archives Association of Ontario as the Web Administrator in August 2021. This report outlines the projects and initiatives I have since been involved in.

The AAO is socially present on Facebook, Twitter, YouTube, and Instagram. I have created and published social media content on Twitter, Facebook, and Instagram all while responding to reference requests and inquiries submitted through all social media channels. I have made heavy use of stories on Instagram and Facebook. I also took advantage of the new reels feature that allows us to post 1-minute-long videos. Our first reel showcased the new AAO monthly newsletter, *The Original Order of Things*, created by the Communications and Advocacy Committee. Giving Tuesday was promoted throughout November on our social media and our blog. Giving Tuesday is a global generosity movement that the AAO actively participates in. Social media is a platform that allows us to reach out and encourage others for their donation of time, resources, and talents. Statistics were recorded and shared with *Off the Record*. Speaking of which, below are the social media statistics from March 2021 compared to March 2022.

Platform	March 2021	March 2022	Increase
Facebook likes	1278	1480	+202
Twitter followers	1925	2047	+122
YouTube subscribers	279	313	+34
Instagram followers	1093	1293	+200

The biggest and most visual change is the development of a brand. There is a new colour scheme for all our promotional posts. We were granted access to Canva Pro as a non-for-profit which allows us to be fully creative and develop a colour palette. Canva Pro is a graphic design platform, used to create social media graphics, presentations, posters, documents, and other visual content. It enables us to create beautiful and engaging content like Instagram ready posts, videos, banners, and digital posters.

Archives Association Colour Palette





In January 2022, I presented to the Board this colour palette as well as my goals for the future of our socials and website. One of those goals was to introduce *Linkin.bio*. It is a web and mobile-optimized landing page that resembles your Instagram feed and clicking on a photo will take you to a specific URL. It was happily implemented and is available through the AAO Instagram bio.

Throughout the past year, I had the opportunity to collaborate with multiple committees and write social media content, release news on the blog, and create new web pages. Most recently, the Communication and Advocacy Committee hosted Archives Awareness Week 'Behind the Scenes' from April 2-8, 2022. On Monday, April 4, 2022, four different volunteers were successful in partaking in a Twitter Takeover. They discussed new initiatives or programs within their institutions and took questions from fellow archival workers and users. Friday, April 8th marked the release of three short clips from some of our members giving us a glimpse of their favourite archival spaces and collections. These clips were released as videos on our social media with a branded cover page.

The Institutional Development Committee (IDC) is looking into creating their own web page where you will find news about upcoming Member's Symposiums and information on past symposiums. Another committee looking to create their own web page is the Digital Access and Preservation Committee (DAPC). This page is still in the production stage but has made progress on layouts and ideas for content. The Student and New Professionals Outreach Committee (SNPOC) hosted multiple games nights and the Professional Development Committee (PDC) hosted a few workshops which were all promoted on our social media.

We cannot forget about our Special Interest Groups. MAIG hosted their virtual open house, Archives Association of Ontario East est (AAOEe) Chapter presented a "Speaker Panel with the Partners of Ādisōke, the new Ottawa Public Library and LAC Joint facility," and the Toronto Area Archivists' Group (TAAG) hosted a free Digital Records Preservation Workshop, all of which were shared through social media.

The biggest news of all is the Annual AAO Conference of course. A new web page was set up and contained all the necessary details such as the conference agenda and calls for papers and posters. I assisted in the final design of the conference's promotional items. In these items, you will notice an image of a person standing at the base of the Niagara Falls, courtesy of Brock University Archives & Special Collections. The Local Arrangement Committee introduced the great idea of using images from local archival collections to help promote the registration for the conference.



647.343.3334



aao@aao-archivists.ca



www.aao-archivists.ca



2021-2022 has been quite a year on the promotional side. I am very much looking forward to serving the AAO in 2022-2023!

Submitted by: Tiffany Ribeiro

Date: 2022-04-13



647.343.3334



aao@aao-archivists.ca



www.aao-archivists.ca



Report of the Chapter-SIG Stakeholder

The Chapter & Special Interest Group (SIG) Stakeholder is elected annually to represent these groups on the AAO Board and act as liaison more broadly to ensure their interests and concerns are addressed. This past year has seen some major changes in the AAO, but a general continuation of regular activities among Chapters and SIGs.

Overview of activities

- Annual Chapter funding applications
 - Supported core funding applications by several chapters
- Coordinated Chapter and SIG conference needs
- AAO strategic decisions
 - Participated in AAO Board discussions regarding the listserv, and the Archives Advisor position.
 - Took part in the hiring process for a new Archeion Coordinator.

I appreciate the work of Chapter and SIG leadership, and the AAO Board and Office in maintaining communications and support for local archival activities. It has been an honour to fill the role of Chapter and SIG Stakeholder this past year.

Sara Janes
Chapter & Special Interest Group Stakeholder, 2021-2022

Report from the Editor, *Off The Record*

Issues

- I released four member-only issues: summer 2021, winter 2021, fall 2022, and spring 2022.
- The last four issues spotlighted four AAO members: Amy Furness, Rob Fisher, Danielle Robichaud, and Sylvia Lassam. They also included several recurring features such as Member Spotlight, Message from the President, and Statistics Dashboard.
- The following authors contributed pieces to *OTR*: Neal Borutskie, Iona McCraith, Tiffany Ribeiro, Moska Rokay, Sean Smith, and Olivia White.
- The issues also included notes from the 2021 AAO Awards and information about upcoming professional development events.

Advertising

- *OTR* retains two advertisers from the previous report: Digital Treasury and Lucidea

Documentation

- I updated the *OTR* Editor's Manual, which was created by my predecessor, Grant Hurley. The manual now recommends the *Canadian Oxford Dictionary* as its dictionary of choice and *The Chicago Manual of Style* as its style guide of choice. This brings *Off the Record* into harmony with the Association of Canadian Archivists' publication, *Archivaria*. With any luck, this should simplify the writing process for authors considering both publications.

Respectfully submitted by Michael Friesen | 3 April 2022

Reports of the Committees

Report of the Advancement Committee

Advancement Committee membership:

Jennifer Grant, Chair/Board Liaison
Kelsey Beauvais, Chair (May-September)
Sarah McDougall, Member
Dominique Rivera, Member
Alesha Grummett-Roesch, Member
Natasha Beaton, Member

The Advancement Committee continues to work on ways to encourage and cultivate the generation of income and funding for the AAO. This year's focus has been a return to the basics for the committee, as it has focused its energies on cultivating sponsor relationships, virtual conference sponsorship, and Giving Tuesday.

The committee's membership changed throughout the year, as we said goodbye to chair Kelsey Beauvais and welcomed new members Alesha Grummett-Roesch and Natasha Beaton. Sincere thanks to Kelsey for her excellent work as chair.

Overview of activities

- **Sponsorship of the AAO 2021 virtual conference**
The fully virtual 2021 AAO conference was an excellent opportunity to test the waters in the area of virtual sponsorship, utilizing the built-in features of the Whova conference platform. The committee developed a more streamlined approach to communications with sponsors, designing a simplified one-page information sheet (created with Canva) and lowering the pricing tiers to encourage sponsorship from smaller companies. Through the hard work of chair Kelsey Beauvais, seven sponsors participated in the conference.
- **Giving Tuesday 2021**
Our 2021 Giving Tuesday campaign was less successful than in recent years, garnering a modest \$110, compared to \$890 in 2020. Given that our campaigns were very similar for both years, we can only speculate about potential reasons for a relative lack of support this year. However, it is likely that a more prolonged and proactive approach to next year's Giving Tuesday event will be required to assess whether this can again be a profitable fundraising venture for the AAO.



647.343.3334



aao@aao-archivists.ca



www.aao-archivists.ca



- **2022 Sponsor Survey**

To inform our work to provide new opportunities to previous and potential sponsors, the committee drafted a sponsor survey for distribution to a wide community of sponsors. We hope that the results of this survey will help to quantify interest in AAO sponsorship and determine what aspects of the AAO's functions and portfolio of activities are of potential value to sponsors.

Looking ahead to the next year of work, the Advancement Committee needs to continue its efforts to facilitate and maximize sponsorship opportunities for all of the AAO's assets, informed by the results of our sponsor survey, which will likely include professional development events and workshops, the website, Archeion, and of course the annual conference. As always, the committee welcomes new members with ideas about how to do this work better and more efficiently.

Respectfully submitted,
Jennifer Grant
Chair, AAO Advancement Committee



647.343.3334



aao@aao-archivists.ca



www.aao-archivists.ca



Report of the Awards Committee

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

The AAO Annual Conference was held virtually in 2021 and the Awards Committee received approval from the Board to distribute funds from the Shirley Spragge Bursary to multiple people for this year. We were pleased to award three bursaries to cover the registration costs for individuals to attend this conference.

For 2022, the conference will once again be online and we are able to distribute bursaries to multiple people once again. The application deadline has passed but the committee has not yet held its adjudication meeting at the time of this report so the exact number awarded has not yet been determined.

During the 2021 AGM, the annual AAO Awards were announced and the committee was pleased to present six awards: three Emerging Leader Awards (Amanda Oliver, Joshua Klar, and Katrina Cohen-Palacios), an Alexander Fraser Award (Grant Hurley), a James J. Talman Award (Mary Grace Kosta), and an Institutional Award (Arnprior & McNab/Braeside Archives).

As with the bursary, the winners of this year's AAO Awards have not been decided at the time of writing. The committee has received several excellent nominations for the five awards that the AAO gives out but the committee looks forward to announcing the winners at the 2022 conference.

Respectfully submitted,

Rodney Carter

Report of the Communications and Advocacy Committee

Membership:

- Tys Klumpenhower (Chair, Board Liaison)
- Daniela Ansovini
- Daniel German
- MacKenzie Gott
- Laura Hallman
- Tiffany Ribeiro

In 2021-2022, the Communications and Advocacy Committee (CAC) continued to formalize a number of projects that were first initiated in 2020-2021. Over the course of the year, the CAC wrote a number of letters of support on behalf of the Board and AAO membership, and created a formal process to assist the committee in determining when letters of support are required and what they must include. The CAC also created a new monthly newsletter, 'The Original Order of Things', meant to supplement *Off The Record* and provide members with more consistent news on AAO events, updates, and provide various monthly features. Once again, the CAC promoted and hosted a 'Twitter Takeover' for this year's Archives Awareness Week 'Behind the Scenes'.

Activities:

- **Summer 2021:** Prepared and published statement on the 215 children's graves at Kamloops Residential School, met with membership and stakeholders to discuss process for future letters of support.
- **Fall 2021:** Prepared an announcement for the AAO's Statement on National Day for Truth and Reconciliation and Orange T-shirt Day. Continued planning the release of the first newsletter, 'The Original Order of Things' in October. Submitted the CAC's work plan to the AAO Board.
- **Winter 2021-2022:** Continued to publish monthly editions of 'The Original Order of Things' featuring spotlights on new professionals, PDC event recaps and upcoming programming, conference news, and job postings. Established a process map for responding to events with letters of support for membership.
- **Spring 2022:** Planned for and hosted several events for Archives Awareness Week 'Behind the Scenes', including a 'Twitter Takeover' event and a series of vignettes in Instagram, submitted by membership.



647.343.3334



aao@aao-archivists.ca



www.aao-archivists.ca



411 Richmond Street East

Suite 200

Toronto, ON | M5A 3S5

Ongoing/Future Plans

The CAC will continue to fulfil its yearly work plan goals; to publish the monthly newsletter, to find ways to foster communication and partnerships with Provincial, Territorial and National professional organizations, and to continue to streamline and improve the process leading to the creation of letters of advocacy/support.

Respectfully submitted,

Tys Klumpenhower

Chair, AAO Communications and Advocacy Committee

Report of the Digital Access and Preservation Committee

Members of DAPC met virtually three times, with additional discussions over email. Members split between two main deliverables - Digital Curriculum and developing a Digital Resources List - additional meetings and emails were exchanged within these sub-groups. This year's committee consisted of: Samantha Shields (Chair), Iona McCraith (Archives Advisor), Lisa Snider (Archeion Coordinator), Rachel E. Beattie (Board Liaison), and members, Tiffany Ribeiro, Jennifer Georgiou, Mitchell Parker, Melanie Davey, Tara Cleveland, Danielle Robichaud, and Olivia Wong. Thank you everyone for volunteering your time.

The committee made some progress on the Goals outlined in [Work Plan 2021-2023](#). After meeting with the AAO's Web Administrator, Tiffany Ribeiro, I drafted a skeleton for the future [DAPC online space](#). It was decided that this space would be structured on a single page and would fall under the heading of "member only" resources. This will allow AAO/DAPC more control over access to any PDC-arranged presentation materials (as granted), and represent a perk of membership to AAO members.

After meeting with the PDC Chair, John Yolkowski, about their digital workshops, it was clear that AAO member interest is currently only seeking very introductory training information. The bulk of the remaining work for the [Digital Curriculum](#) is in regard to intermediate and advanced topics. Given member needs, current DAPC expertise, and that this is a legacy deliverable with minimal interest to develop among current members, it's been proposed that DAPC move on from this project. I'm recommending that the existing materials be repackaged as a list of guidelines and entry-level training resources for online access. Future members may revisit developing a completed Digital Curriculum as it suits the needs of the AAO members and ability of the DAPC.

DAPC has made good progress on further developing the [Digital Resources List](#) for online tools, information resources, and general guidance. Olivia Wong revised the existing list of resources to ensure materials are active and current (within 5 years), as well as provided a strong list of additional resources and tools to share with members.

Ongoing and anticipated committee initiatives include:

- Secure an AAO email account for the DAPC Chair;
- Starting from scratch and developing a new Work Plan that reflects and excites current DAPC members;
- Reformat the Digital Curriculum and finalize the web skeleton for DAPC's Digital Resource space as to get the resources online;



647.343.3334



aao@aao-archivists.ca



www.aao-archivists.ca



411 Richmond Street East

Suite 200

Toronto, ON | M5A 3S5

- Continue to collaborate with the PDC; aid in the development of workshops, participate in panel(s), and promote digital-focused topics;
- Continue to upload online resources relating to digital archiving and maintain a current Digital Resources List for the membership.

My term on the DAPC has ended and I am looking to step down as Chair to focus on other interests. I placed a call to DAPC members for a chair or co-chair volunteer in order to help transition out of the committee. No one volunteered. I am requesting the Board make a volunteer call to AAO membership for a DAPC co-chair (minimum 2-year term in a chair role) to minimize disruption from transition. Either way I intend to step away from the committee at the end of FY2022-2023.

The terms of three members are ending, Jennifer Georgiou, Mitchell Parker, and Melanie Davey. We also said goodbye to Iona McCraith, Lisa Snider, and Danielle Robichaud. Sincere credit to them for all their work to help keep the committee moving forward towards DAPC's goals!

Heading into 2022-2023, the group will be seeking to add some additional volunteers enthusiastic about digital archiving!

DAPC is also looking forward to welcoming the new Archeion Coordinator in June!

Respectfully submitted,

Sam Shields

Chair, Digital Access and Preservation Committee

Report of the Institutional Development Committee (IDC)

Membership and Participation

At present, membership of the IDC consists of:

Jessica Barr, University of St. Michael's College, 2021-2022 (Chair)

Ryan Kirkby, University of Guelph

Lindsay Osmun, CIBC

Sean Smith, Archives of Ontario

Paul Henry, City of Ottawa

Other members who served in 2021-2022:

Sean Hayes, Seneca College

Dominy Williams, Diocese of Hamilton

2021 saw the end of Matthew Fells' successful term as Chair and the appointment of Jessica Barr as new Chair.

The Committee was also ably assisted by Archives Advisor Iona McCraith and Archeion Coordinator Lisa Snider, who both served in ex-officio capacity until March 30, 2022.

2021-2022 Accomplishments:

- Institutional Members' Symposium (virtual), held the morning of October 27, 2021, via Zoom. The Symposium featured an open forum for discussion of trends in the profession, burnout, challenges in working from home, returning to in-person work, and providing access to patrons. The virtual symposium was attended by 17 people, besides the members of the IDC that were able to attend.
- Institutional Members' Symposium (virtual), held the morning of March 30, 2022, via Zoom. The Symposium started with a presentation by Dr. Cheryl Thompson and Dr. Karen Cyrus on their project: "Mapping Ontario's Black Archive." Following the presentation, we held a discussion forum to discuss the presentation and how to support the development of an inventory of records related to Black history in Ontario.
- The symposium also included a discussion forum on providing access to our patrons: how have services changed? What innovations have we had? How are we continuing to provide access to our collections?



647.343.3334



aao@aao-archivists.ca



www.aao-archivists.ca



This session had 43 attendees.

The IDC also worked on:

- Revising the IDC Terms of Reference
- Institutional members' discussion forum held at the 2021 AAO Annual Conference
- Identifying perks and services that could benefit Institutional Members, in comparison to other provinces
- IDC subcommittee on membership outreach completed a report in July 2021 with suggestions for an outreach strategy for the IDC, particularly when it comes to supporting community archives, small and medium institutions, and underrepresented communities. More work will need to be done in this sphere, including collaboration with other AAO committees and working groups.
- The Chair participated in the LAM Newspapers Working Group - a project designed to develop support for those working to save closing community newspapers.

Respectfully submitted,
Jessica Barr, Chair

Report of the Professional Development Committee (PDC)

Summary:

In 2021-2022, PDC organized 20 events for 312 participants. In addition to workshops, programming informal knowledge sharing sessions (the archival conversations) and safe spaces sessions for groups traditionally excluded from the profession. PDC received feedback on programming and suggestions for future topics from 81 individuals.

Committee Membership and Meetings:

The 2021-2022 PDC membership consisted of: John Yolkowski (Chair and Board Liaison), Katrina Cohen-Palacios (Past Chair, and Co-Chair until May 2021), Alisha Barron, Melissa Caza, Sarah Glassford, Molly McGowan, Mitchell Parker, Christine Schindler, Steve Kim, and Teresa Wong. The committee welcomed new members Amanda Humber and Jacob Keszei.

This work was completed asynchronously and through online meetings (synchronous meetings on September 21, October 21, and January 21, and asynchronous meetings during November/December, February/March). The PDC co-chairs would like to thank committee members for their dedication and hard work over the past year.

Workshops:

Continuing last year's decision to a virtual synchronous format, all workshops took place over Zoom. This shift was positively received by most participants and has been noted as increasing accessibility to our workshops from both a financial and travel perspective. In total, 134 participants benefited from the three workshops organized by PDC.

- A Hands-On Introduction to Digital Preservation/Mary Grace Kosta (May 12)
- Copyright in Images/Jean Dryden (November 16)
- RAD for Beginners/Paul Leatherdale (February 10)

Archival Conversations :

These sessions, introduced last year, are virtual sessions which are free for AAO members to attend, to discuss and share knowledge in an informal, participant-driven environment. In these knowledge sharing sessions, participants were expected to share their own experiences while also asking questions to engage the expertise of others. In total, 69 participants attended the 2 archival conversation sessions.

- Anti-racist description/Nicole Marcogliese (April 14)
- Publishing with the Off-the-Record and Archivaria (December 13)



647.343.3334



aao@aao-archivists.ca



www.aao-archivists.ca



411 Richmond Street East

Suite 200

Toronto, ON | M5A 3S5

Safe Spaces for Diversity in the Profession:

This year also saw the continuation of our Safe Spaces. These virtual sessions were spaces set aside and reserved for BIPOC, LGBTQ2S+, archivists with disabilities, chronic illnesses and the neurodivergent to connect and meet with one another in an informal environment. The 16 safe space sessions had a total participation rate of 117 (some participants attended multiple sessions with each session having an average of 7 attendees).

- BIPOC Archivists/Tamara Rayan
- LGBTQ2S+ Archivists/Krista McCracken
- Archivists with Disabilities, Chronic Illnesses and the Neurodivergent/Sarah MacDougall

Additional Committee Work :

- Finalized a Terms of Reference for the Committee
- Continued conversations with the Digital Access and Preservation Committee to support digital preservation learning opportunities.
- Meet with Managing Matters over new workflows for workshops/events.

Respectfully submitted by: John Yolkowski, Chair of the Professional Development Committee

Date: 2022-04-13

Report of the Student and New Professional Outreach Committee

Membership

- Jenna Lemay (Chair)
- Tori Cartwright (Secretary)
- Sandy Moore (Social Media Coordinator)
- Melissa Caza
- Marianna Kalazynski
- Helen Liu
- Bridgette Somers

Throughout the 2021-2022 year, our committee had four goals. These were to increase student membership by 15% and retain that number, to create a student focused area on the AAO website, to increase member engagement on the AAO social media, and to contribute to the AAO monthly newsletter.

For student membership, we met our goal of increasing the number of student members. In the summer of 2021, we had 35 student members. We currently have 44 student members, which is similar to what our increase last year was. However, last year we lost student members over the summer, so the 2022-2023 committee will need to implement some of our ideas to retain student members in order to avoid the drop we saw last summer.

As part of engaging student members, we held multiple games nights, after the success of our initial games night at last year's conference. However, our first games night was marred by technical difficulties, and our second games night had no attendees. Another games night is scheduled for April 21, 2022, and so depending on what kind of engagement that event receives, next year's committee may have to review whether these events are something students actually want and we just need to increase advertising, or whether students would like other services provided by the AAO and what those might be.

The creation of a student space on the AAO website is still underway, and more thought needs to be put into what exactly this space will look like. We know we want to provide students with one location to go for archives and related job searches, so we have compiled a list of relevant job boards. However, we did not spend enough time this year on fleshing out this idea fully, so this will be a task for next year's committee.



647.343.3334



aao@aao-archivists.ca



www.aao-archivists.ca



411 Richmond Street East

Suite 200

Toronto, ON | M5A 3S5

We worked well with the web administrator, Tiffany Ribeiro to increase engagement on the AAO's social media pages. Both our Facebook page likes and Instagram followers have increased by more than 5%. Part of this goal was to work with the web admin to create protocols for Instagram takeovers. These have been created and next year's committee is ready to advertise for takeover volunteers. We also had plans to create a Discord server for student members, as this is something we heard from our student representative would be welcomed by students, however this has yet to be implemented. Hopefully by the conference this will be in place and student members can use that to communicate with each other during the conference and beyond.

We have now submitted two different student profiles to the AAO monthly newsletter *The Original Order of Things*. This is something we hope to continue in the future by featuring more student and new professional members in upcoming issues.

At the end of May I will be stepping down as chair of the committee. I have been chair for the past four years, and over the last year I have not been able to devote as much time and energy to the committee as previously in order to accomplish our goals. While we have yet to choose a new chair, I hope whoever takes over the role will be able to push forward some of these goals in a more complete way to engage and serve our student and new professional members better.

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 supports membership renewals by fielding all phone calls and manually renewing individual and institutional memberships. MM also continues to follow up with expired members.
- MM assists with reporting for Board meetings as well as updating AAO administration forms and membership lists for all Chapters.
- MM assists with sending out e-blast communication to members.
- MM also sets up the event pages and registration for professional development, annual conference, DEI workshops and Safe Space Sessions.
- MM provides 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.
- In 2022, MM will be providing greater support to AAO's professional development portfolio
- MM provides support for administrative platforms, website, social media and information technology needs

I would like to sincerely thank the entire 2021-2022 AAO Board of Directors, staff and all of the chapter and committee volunteers for their hard work, cooperation and support throughout the year. It's 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 or 647-343-3334.

Respectfully submitted,
Elizabeth McCaw
Account Coordinator, Managing Matters



647.343.3334



aao@aao-archivists.ca



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 in Ontario Independent Schools. Our group meets three times a year via Zoom. At our most recent meeting we explored the possibility of returning to in-person meetings in the fall of 2022. We will discuss this option further at our next meeting in June, date to be determined.

AISA met virtually on November 2, 2021. At the meeting we discussed digital preservation and approaches to preserving digital records in a variety of formats. We also shared strategies for outreach and engaging our students with the Archives. Edna Collins from St. Andrews College shared their experience applying for a government-funded grant position for an archives assistant. We welcomed a new member to this meeting, Shelley Respondek from Appleby College.

Our first meeting of 2022 took place on March 3, 2022. A variety of topics were brought forward for discussion, including acquisition and appraisal strategies, creating de-accessioning policies, approaches to archiving social media and ideas for alumni engagement. We hosted a guest archivist, Sammy Van Herk, from St. George's in Vancouver who is in the process of establishing an archives at that school.

Our meeting in March also prompted the updating of our mailing list, enabling us to communicate easily with members as needed. We continue to use our SLACK group, however use of this platform has waned in recent months and email has replaced it as the predominant method of communication. The SLACK group remains useful for posting and sharing professional development resources.

Respectfully submitted,

Holly Barclay
Chair, Association of Independent School Archivists



647.343.3334



aao@aao-archivists.ca



www.aao-archivists.ca



Report of the Municipal Archives Interest Group (MAIG)

MAIG's annual newsletter, the *MAIGazine*, was published in September, 2021. "Resilience, optimism, and obstacles" was the theme for this edition, highlighting the inspiring projects and developments municipal archives have accomplished, even with pandemic obstacles. Updates and news from four municipal archives were shared, including submissions to the new "Brag Board" section added to this year's edition for the first time which includes institutional achievements such as grants and awards, exhibitions, special projects, and other significant developments and milestones. As always, the Executive would like to extend thanks to our colleagues who contributed to the newsletter and hope to receive more submissions this year.

In response to the pandemic, the MAIG Executive hosted the Open House virtually in October, 2021, as an alternative to the annual in-person event. The Virtual Open House took place on October 22 and featured guest speakers Karin Noble (Grey Roots Museum & Archives), Carolynn Bart-Riedstra and Carol Small (Middlesex Centre Archives), and Liz Dommasch and Megan Lockhart (Oxford County Archives) who provided behind the scenes tours of their institutions' facilities and updates on exciting new projects. The Executive would like to thank our guest speakers for providing interesting and insightful presentations. The Open House meeting followed with 20 members attending.

Last year, the Municipal Archives Interest Group's Annual General Meeting was conducted virtually via Zoom on May 5, 2021. A total of 16 MAIG members, including the Executive, participated. Five motions were passed during the AGM, which approved the 2020-2021 Annual Report, the 2020 Virtual AGM Report, the Adoption of the 2021-2022 Financials and Budget, as well as elected Megan Lockhart as MAIG's Chair and Amber Mandich as MAIG's Vice-Chair for the 2021-2024 term.

This year, the MAIG Executive will be conducting the AGM virtually again for its members during the AAO Conference on May 25. Members will be asked to take part in the approval of the 2021 AGM Minutes, the 2021-2022 Annual Report, and the Adoption of the 2022-2023 Financials and Budget. Details on how members can attend the virtual AGM will be posted to MAIG's webpage in the near future.

Respectfully submitted,

Megan Lockhart

Chair, Municipal Archives Interest Group



647.343.3334



aao@aao-archivists.ca



www.aao-archivists.ca



Reports of the Chapters

Durham Region Area Archives Group (DRAAG)

This past year, members of DRAAG continued to react and adapt to changing pandemic restrictions and work environments, with many welcoming staff, volunteers and visitors back onsite.

DRAAG will be hosting the AAO Conference in May 2023 and the venue has been tentatively booked, and the chapter is seeking individuals to participate on the Programming Committee as well as other volunteer opportunities.

Members of DRAAG attended AAO online workshops and webinars throughout the year to gain industry knowledge, network with contemporaries and stay up to date and connected with resources and tools.

DRAAG member, Jennifer Weymark, Archivist at Oshawa Museum continues to manage the DRAAG website and social media page, regularly posting content shared by membership and the AAO. Several DRAAG members have met key milestones with exciting new construction builds. DRAAG members are committed to the safety of their patrons, staff and collection and continue to respond to public safety measures as they change.

DRAAG does not have financial information to report for 2020-2021.

Respectfully submitted,

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





647.343.3334



aao@aao-archivists.ca



www.aao-archivists.ca



Eastern Ontario Chapter (AAOEe)

AAOEe Chapter
President's Report
AGM April 14, 2022, 7pm

The 2021-2022 year for the AAOEe was a largely quite one as we used the COVID pandemic and unpredictability as time to plan for the future.

The AAOEe had one main event and that was a Speaker Panel consisting of representatives from the three partners behind the development of Ottawa's new main library branch, Ādisōke.

The speakers were as follows,

Della Meness, Manager, Education Services, Pikwakanagan First Nation;

Anita Tenasco, Director of Education, Kitigan Zibi Anishinabeg;

Kaya Fraser, Library Planning Consultant, Special Projects, Ottawa Public Library

Johanna Smith, Director General, Public Services Branch, Library and Archives Canada.

The AAOEe Board has grown in numbers over the course of 2021 and 2022. And we are happy to say that the AAOEe Board is no longer only represented by City of Ottawa Archives staff. The elected slate is as follows:

President: Claire Sutton

Past-President: John Lund

Vice-President: Matthew Moore

Treasurer: Theresa Sorel

Secretary: Marcia Mordfield

Member-at-Large (social media): Jacinda Bain

Member-at-Large: Anne Lauzon

Member-at-Large: Moo Jun Kim

Member-at-Large: Emery Leger

Member-at-Large: Emma Carey

Claire Sutton has taken on the role of President and I have stepped aside to provide transitional support as the Past-President. I happily sign off with this report my final official action as AAOEe President (at least for near future).

John Lund, President, AAOEe Chapter



647.343.3334



aao@aao-archivists.ca



www.aao-archivists.ca



Northwestern Ontario Archivists' Association (NOAA)

NOAA did not host any events or programming over the last year.

Christina Wakefield
President, NOAA
Associate Archivist, City of Thunder Bay Archives
Christina.Wakefield@thunderbay.ca





647.343.3334



aao@aao-archivists.ca



www.aao-archivists.ca



Toronto Area Archivists' Group (TAAG)

2021-2022 was an exciting and interesting year for TAAG! Even though we have had to remain virtual, we've kept active in our community by continuing to offer a number of workshops addressing topics important to our profession today. TAAG is pleased with the results of the past year, and looks forward to exploring ways to continue to offer a variety of events to our members in the coming year.

Unfortunately, this year marks the end of tenure for some of our current executives. We'd like to say goodbye to Katrina Cohen-Palacios and thank her for her excellent work and support over the past two years. This year is also my last year serving you as TAAG President. It has been a great opportunity to be able to contribute directly to my local archival community and to meet so many new people. I hope to continue to offer my support in the role of Past President and to one day meet more of you in person as our world reopens. I will be passing the title of President on to our current Treasurer, Charly Wreggitt. Charly has been serving with us as Treasurer for the past two years and has been involved in archival professional organizations since her time as Vice-President and Events Coordinator for the ACA University of Toronto Student Chapter. I'd like to take this moment to congratulate her on her new role as TAAG President! I'd also like to extend my thanks to our other executive members for their work in the past year: Maegan Ayre and Beverley Darville. Thank you!

We held elections at our 2021-2022 AGM to fill two executive positions, treasurer and secretary. Please see the results below:

- Treasurer: Tanis Franco
- Secretary: Louise Curtis

We also welcome Livy Wren as our new Member-at-Large!

We began the year by hosting a summer workshop on the best practices for the long-term preservation and storage of audio-visual materials. We'd like to extend our thanks to Christina Stewart, Assistant Media Archivist at the Media Commons Archives at the University of Toronto for taking the time to serve as the host for this workshop. In the fall, we presented a workshop in collaboration with the City of Ottawa Archives that discussed how to create virtual outreach opportunities. Special thanks to Paul Henry, City Archivist, and Laura Logan, Exhibition and Outreach Officer for serving as our hosts and showing us the exciting projects that they have been working on. Our most recent



647.343.3334



aao@aao-archivists.ca



www.aao-archivists.ca



workshop was hosted by Heather Ryckman, Manager at the corporate archives for The Co-operators. This workshop was one of our best attended with over 35 people logging in to learn strategies for developing and implementing an EDRMS system at their organization.

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.

Respectfully submitted,

Lindsay Osmun
TAAG President
taag.chapter@gmail.com





647.343.3334



aao@aao-archivists.ca



www.aao-archivists.ca



411 Richmond Street East

Suite 200

Toronto, ON | M5A 3S5

Southwestern Ontario Chapter (SWOC)

Membership:

Joshua Klar (President)

Astrid Ramos (Vice-President/President-elect)

Gina Dewaele (Treasurer)

Arthur McClelland (Secretary)

After launching a new mailing list using the email platform Mailchimp in 2021, SWOC has seen the chapter's membership list double, with now nearly 60 members on our listserv. In June 2021, SWOC launched a logo with the intention of establishing a new identity for the chapter and to create more awareness of SWOC's activities in the region. The logo is now used in all formal communications with our members, including our membership listserv.

In an executive meeting held in late June 2021, SWOC filled the vacant position of Vice-President/President-Elect. Astrid Ramos our newest member, from the Congregation of the Sisters of St. Joseph in Canada Archives, has taken on the role in SWOC's executive board.

SWOC had planned for an in-person event in the fall/winter of 2021, however, the event had to be postponed due to the Omicron variant. The SWOC executive decided to hold a virtual event instead in 2022. SWOC will be hosting Raven Germain and Catherine Falls from Archive-It to provide an exciting talk on web archiving. The guest speaker session will be held in conjunction with our AGM in April 2022.

Respectfully submitted,

Joshua Klar

President, Southwestern Ontario Chapter (SWOC)

2021 Annual General Meeting Minutes

Archives Association of Ontario (AAO)

Friday, 14 May 2021
10:00 AM – 11:30 AM

1. Call to Order - J. Grant
 - a. Meeting was called to order at 10:05AM.

2. President's Opening Remarks - J. Grant
 - a. J. Grant expressed her thanks to the conference programme committee and local arrangements committee, the presenters, speakers, and moderators for their work on the conference this week. Many thanks were also extended to the 2020-2021 Board of Directors for their work and support this past year, as well as the hard work of the Archives Advisor, Archeion Coordinator, and Jennie Benjamins (Managing Matters). Special thanks were given to Grant Hurley for his many years of service with On the Record. Next year, we hope to meet in person in St. Catharine's.

3. Approval of the Agenda - J. Grant

Motion 17/2021: A motion to approve the agenda for the 2021 Annual General Meeting was moved by J. Grant and seconded by K. McCracken; carried.

4. Approval of the Minutes of the 2020 AGM - J. Grant

Motion 18/2021: A motion to approve the minutes of the 2021 Annual General Meeting, held on June 25, 2020, was moved by J. Grant and seconded by K. McCracken; carried.

5. Report of the President - J. Grant
 - a. The President's report can be found on page 7 of the AGM package. J. Grant highlighted work of the AAO from the past year. Much of our professional interactions pivoted online, including the AGM, Leadership Meeting, and Professional Development workshops. In the summer of 2020, Past President James Roussain worked with the web administrator and our 2020 Conference Committee to create a small asynchronous online conference as a way for presenters from the cancelled 2020 conference to share their work.

Because of our pivot to online meetings, we were able to increase our accessibility to events for our members. The Professional Development planned seven online workshops, and set up recurring events for archival conversations and safe spaces for open conversations. While we hope to meet in person next year, we are committed to continuing online options for events.

The AAO released an anti-racism statement last year and has been working to meet these goals. The AAO has a responsibility to look at its own structures and practices with an eye to diversifying our membership and board as well as advocating on behalf of our BIPOC community members. We are committed to continuing the work this coming year. A Diversity, Equity, and Inclusion working group will start working soon, and will be looking for volunteers.

6. Report of the Secretary-Treasurer - J. Barr

- a. The AAO experienced a positive fiscal year for 2020-2021, with revenues of \$155,575 and a net income of just over \$26,000. J. Barr provided a breakdown of the main sources of revenue, including membership fees, government grants, individual donations, and Professional Development Committee workshops. Due to the cancellation of the 2020 conference, our revenue numbers were down, but we also had less expenses for the year. We are very grateful for the Provincial Heritage Organization Operating Grant and the Archives of Ontario Grant. Many thanks were also extended to Ria Sanghavi for her accounting work this year.
- b. **Motion 19/2021:** A motion to approve the Secretary-Treasurer's report for the 2020-2021 fiscal year was moved by J. Grant and seconded by K. McCracken; carried.

7. Report of the Archives Advisor - I. McCraith

I. McCraith was kept very busy this year, and learned a lot of new skills to navigate working under pandemic conditions. I. McCraith also tracked emerging trends, including advice needed around COVID and how to continue working in the home environment, how to deal with not having access to facilities, how to return to work, and what safety measures and protocols to put in place for handling records and for bringing researchers back into our facilities. With the help of M. Gott, our web administrator, we posted a lot of our research and the results of studies on the website for our members.

Many members were interested in exploring digitization and digital preservation.

Site visits have been suspended, but we have taken up the use of Zoom and are able to use that platform for digital consultations. If anyone is interested in a virtual site visit, please contact the Archives Advisor.

8. Report of the Archeion Coordinator - L. Snider

L. Snider conducted a lot of outreach this year, and worked with IDC and DAPC. Much work was put into a DHCP application on lowering barriers and increasing accessibility, with support from the AAO Board, CCA, ACA, AO, Association for Manitoba Archives, and the Archives of the Jesuits in Canada. The application was denied, but we got great feedback from the committee on the proposal.

AtoM was updated three times over the past year, and was updated again in the last few weeks. The manual will be updated in the near future. There is now an updated player for video and audio, so multiple digital objects can be uploaded.

Completed over 3600 bulk uploads to Archeion last year, and have still more to do now the most recent upgrade is finished. The stats module is the next feature that will be updated, and testing is being done using Google Analytics. This will perhaps be ready to go in the fall.

9. Motions - J. Grant

- a. **Motion 20/2021:** A motion to create a new Board of Directors position, the Professional Development Committee Chair was moved by J. Grant and seconded by K. McCracken; carried.
- b. Motion to change the classes of membership from Student Members to Student and New Professional Members
 - i. Question from J. Lemay: does this allow people to sign up after they have graduated at this reduced student rate?
 1. J. Grant: yes, it does. We hope this will make access to memberships more accessible. The current category allows students to extend their membership for three years, but new professionals that are new to our province or attended school out of province do not benefit from this. Expanding

the category will allow new professionals to join at a reduced rate while they are getting into the field, without previously needing to be student members of the AAO.

- ii. **Motion 21/2021:** A motion to change the Student Membership category to the Student and New Professional Membership category was moved by J. Grant and seconded by K. McCracken; carried.

10. Constitutional Amendments - J. Grant

- a. **Amendments to section 1.1, 3.1 and 4.1 to reflect the addition of the Professional Development Chair to the Board of Directors.**

- i. **Motion 22/2021:** Motion to amend sections 1.1, 3.1 and 4.1 to reflect the addition of the Professional Development Chair to the Board of Directors was moved by J. Grant and seconded by K. McCracken; carried.

- b. **Amendments to 8.1(d) to reflect the change from Student Membership category to Student and New Professional membership category.**

- i. M. More presented a friendly amendment to the constitution to extend the membership category from two years to three years. It generally takes new professionals a few years to get full-time employment, particularly as the field has changed over the past few years. Support was given from the membership for this amendment to the amendment.
- ii. Question from M. Nelson: does the student membership cover part-time students?
 - 1. J. Grant indicated that it currently only applies to full-time students.
 - 2. Support was given from the membership to include part-time students in this membership category, and to extend the category from two years to three years after graduation.
- iii. **Motion 23/2021:** A motion to amend section 8.1 (d) as attached to reflect the change from Student Membership category to Student and New Professional membership category was moved by J. Grant and seconded by T. Krause; carried.
- iv. **Motion 36/2021:** A motion to amend section 8.1 (d) as written by J. Barr was moved by J. Roussain and seconded by J. Holland; carried.
 - 1. 8.1 (d) Student and New Professional Members - Open to all individuals pursuing studies at a recognized educational institution, including but not limited to part-time and full-time



students, who are interested in pursuing a career in archival work for the duration of their studies and new professionals who have graduated within the past three years;

11. Election of the Board of Directors - J. Grant

There were five vacant positions on the AAO Board, including the Vice-President/President-Elect, the Secretary-Treasurer, a Director-Without-Portfolio, the Website Administrator, and the IDC Chair. J. Grant thanked the outgoing Board members for their work over the past couple of years.

- a. Vice-President/President-Elect
 - i. **Motion 24/2021:** A motion to open the floor for nominations to the role of Vice President/President Elect by unanimous consent was put forward by J. Grant.
 - ii. **Motion 25/2021:** A motion to close the floor for nominations to the role of Vice President/President Elect by unanimous consent was put forward by J. Grant.
 - iii. Rachel Beattie is acclaimed and elected.
- b. Secretary-Treasurer
 - i. **Motion 26/2021:** A motion to open the floor for nominations to the role of Secretary-Treasurer by unanimous consent was put forward by J. Grant.
 - ii. **Motion 27/2021:** A motion to close the floor for nominations to the role of Secretary-Treasurer by unanimous consent was put forward by J. Grant.
 - iii. Charlotte Chaffey is acclaimed and elected.
- c. Director Without Portfolio
 - i. **Motion 28/2021:** A motion to open the floor for nominations to the role of Director Without Portfolio by unanimous consent was put forward by J. Grant.
 - ii. **Motion 29/2021:** A motion to close the floor for nominations to the role of Director Without Portfolio by unanimous consent was put forward by J. Grant.
 - iii. Moska Rokay is acclaimed and elected.
- d. Website Administrator
 - i. **Motion 30/2021:** A motion to open the floor for nominations to the role of website administrator by unanimous consent was put forward by J. Grant.

- ii. **Motion 31/2021:** A motion to close the floor for nominations to the role of website administrator by unanimous consent was put forward by J. Grant.
- iii. Melissa Nelson is acclaimed and elected.
- e. IDC Chair (special ballot for institutional members only)
 - i. **Motion 32/2021:** A motion to open the floor for nominations to the role of IDC Chair by unanimous consent was put forward by J. Grant.
 - ii. **Motion 33/2021:** A motion to close the floor for nominations to the role of IDC Chair by unanimous consent was put forward by J. Grant.
 - iii. **Motion 34/2021:** A motion to open the vote for the role of IDC Chair for institutional members only by unanimous consent was put forward by J. Grant.
 - iv. Institutional Members voted to ratify Jessica Barr in the role of IDC Chair.
- f. Sara Janes was elected the Chapter/SIG Stakeholder representative in a vote by the chapters in their annual general meetings held over the last two weeks.

12. Awards Committee announcements - R. Carter

- a. The AAO Emerging Leader Award was presented to Amanda Oliver, Joshua Klar, and Katrina Cohen-Palacios.
- b. The Alexander Fraser Award was presented to Grant Hurley.
- c. The James J. Talman Award was presented to Mary Grace Kosta.
- d. The AAO Institutional Award was presented to the Arnprior & McNab/Braeside Archives.
- e. Congratulations to all of this year's award recipients!

13. Adjournment - J. Grant

Motion 35/2021: A motion to adjourn the 2021 AGM of the Archives Association of Ontario by unanimous consent was moved by J. Grant.
Meeting adjourned at 11:40AM.

The following is a summary of the recommended changes to the [Constitution](#) of the Archives Association of Ontario. In accordance with Section 20, Amendments to the Constitution, these recommended changes are being distributed to AAO members at least 60 days prior to the 2021 AAO Annual General Meeting.

1) Creation of a new Board of Directors position: Professional Development Committee Chair

Current wording

1. Definitions

1.1 Definitions — In these by-laws:

(e) “Board” means the Board of Directors of the Association, composed of the elected positions:

- President
- Vice President / President Elect
- Secretary / Treasurer
- Two Directors Without Portfolios
- Chapter and Special Interest Group Stakeholder
- Website Administrator
- Institutional Development Committee Chair

3. Directors

3.1 Composition of the Board of Directors —

- (a) The affairs of the Association shall be directed by a Board of eight (8) elected Directors, each of whom shall be a Voting Member of the Association.
- (b) The eight members of the Board of Directors shall consist of the President, the Vice-President/President Elect, the Secretary / Treasurer, two (2) Directors without Portfolio, the Chair of the Institutional Development Committee, the Chapter and Special Interest Group Stakeholder, and the Website Administrator. Presidents shall attend board meetings for one (1)

year following the end of their term in a Past President role, which holds no voting rights.

4. Officers

4.1 Officers — The Board shall have the following Officers as elected at large by the memberships:

- (a) a President;
- (b) a Vice President/President Elect;
- (c) Secretary / Treasurer
- (d) Two Directors Without Portfolios
- (e) A Website Administrator

and can appoint among its members such other Officers as the Board may determine from time to time.

Revised wording

1. Definitions

1.1 Definitions — In these by-laws:

(e) “Board” means the Board of Directors of the Association, composed of the elected positions:

- President
- Vice President / President Elect
- Secretary / Treasurer
- Two Directors Without Portfolios
- Chapter and Special Interest Group Stakeholder
- Website Administrator
- Institutional Development Committee Chair
- Professional Development Committee Chair

3. Directors

3.1 Composition of the Board of Directors —

(c) The affairs of the Association shall be directed by a Board of **nine (9)** elected Directors, each of whom shall be a Voting Member of the Association.

- (d) The **nine** members of the Board of Directors shall consist of the President, the Vice-President/President Elect, the Secretary / Treasurer, two (2) Directors without Portfolio, the Chair of the Institutional Development Committee, the Chapter and Special Interest Group Stakeholder, the Website Administrator, **and the Professional Development Committee Chair**. Presidents shall attend board meetings for one (1) year following the end of their term in a Past President role, which holds no voting rights.

4. Officers

4.1 Officers — The Board shall have the following Officers as elected at large by the memberships:

- (a) a President;
- (b) a Vice President/President Elect;
- (c) Secretary / Treasurer
- (d) Two Directors Without Portfolios
- (e) A Website Administrator
- (f) **A Professional Development Committee Chair**

and can appoint among its members such other Officers as the Board may determine from time to time.

2) Change to classes of membership: Student and New Professional Members

Current wording

8. Membership

8.1 Classes of Membership — There shall be five classes of Members in the Association as follows:

- (a) Institutional Members — Open to institutions in Ontario which have met basic standards established by the Canadian Council of Archives nationally and by the Association provincially to be considered recognized archives. These institutions are eligible for institutional funding;
- (b) Individual Members — Open to all individuals engaged in a professional capacity in the field of archival science and all other individuals interested in the field of archival science;
- (c) Friends of the AAO — Open to all institutions, corporations and individuals who wish to receive the Association publications and who are interested in supporting the aims and objectives of the Association;
- (d) Student Members - Open to all individuals pursuing full-time studies at a recognized educational institution who are interested in pursuing a career in archival work for the duration of their studies plus two years after the year of graduation;
- (e) Retired members – Open to all individuals who have retired from full-time work as archivists.

Revised wording

8. Membership

8.1 Classes of Membership — There shall be five classes of Members in the Association as follows:

- (a) Institutional Members — Open to institutions in Ontario which have met basic standards established by the Canadian Council of Archives nationally and by the Association provincially to be considered recognized archives. These institutions are eligible for institutional funding;
- (b) Individual Members — Open to all individuals engaged in a professional capacity in the field of archival science and all other individuals interested in the field of archival science;
- (c) Friends of the AAO — Open to all institutions, corporations and individuals who wish to receive the Association publications and who are interested in supporting the aims and objectives of the Association;



647.343.3334



aao@aao-archivists.ca



www.aao-archivists.ca

411 Richmond Street East

Suite 200

Toronto, ON | M5A 3S5



- (d) Student **and New Professional** Members - Open to all individuals pursuing full-time studies at a recognized educational institution who are interested in pursuing a career in archival work for the duration of their studies **and new professionals who have graduated within the past two years**;
- (e) Retired members – Open to all individuals who have retired from full-time work as archivists.