

Annual General Meeting 2014



“River Fishing” - Photographer S.H. Parsons. Courtesy of the Corner Brook Museum and Archives. City of Corner Brook collection: Series1 - Photographs; A999-048/File3, Location 1-B-3, GM 593.

Annual General Meeting June 20, 2014

AGENDA

- | | |
|----------------|--|
| 9:00 a.m. | Meet and Greet |
| 9:30 a.m. | Welcome to the 2014 AGM: Jenny Seeman |
| | Welcoming Remarks from the Provincial Archivist: Greg Walsh |
| | Introduction of Current Executive: Jenny Seeman |
| | Approval of the Agenda |
| | Approval of Minutes of 2013 AGM |
| | Business arising from the Minutes |
| | President's Report: Jenny Seeman |
| | Treasurer's Report: Helen Miller |
| | Committee Reports: |
| | Strategic Planning (Ad Hoc): Jenny Seeman and Theresa Walsh |
| | Education: Theresa Walsh |
| | IT: Jenny Seeman |
| | Social: Nicole Penney |
| | Outreach: Bert Riggs |
| | PDO Report: Mary Ellen Wright |
| | Award Presentation |
| 10:45 a.m. | <i>BREAK</i> |
| 11:15 a.m. | Nominations of the Executive |
| 11:30 a.m. | Archives Around the Province: Presentations/Updates |
| | Other Business |
| 12:30 p.m. | <i>LUNCH</i> |
| 1:30-3:30 p.m. | Join us as we get creative with a workshop to make our very own pillow top! What are pillow tops? Pillow tops are woven with wool on wooden frames and were traditionally crafted by Newfoundland lumber camp workers to be gifted to their wives, girlfriends or mothers. ANLA's own Nicole Penney will lead this 2 and a half hour workshop, where you will learn the traditions behind the craft and the skills and techniques necessary to make a pillow top to take home! |

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The Association of Newfoundland and Labrador Archives (ANLA) represents archives, archivists and individuals committed to the preservation of archival records in the province. Our mandate is to promote professional standards in procedures and practices through workshops, on-site advisory services and the development of educational materials. ANLA also provides a network for communication among member institutions and represents the archival community of Newfoundland and Labrador in federal and provincial

partnerships.

PRESIDENT'S REPORT

Jenny Seeman

Welcome to the 2014 AGM for the Association of Newfoundland and Labrador Archives. Thank you for being here today and a special thank you to Greg Walsh and the Rooms for providing the space for the meeting. Yet again, ANLA has had a busy and productive year and this is thanks in no small part to the contribution from our members, both through the work being done in individual archives across the province and through the volunteer efforts that enable ANLA to keep innovating. The commitment shown by our community volunteers is humbling at times, and I would like to thank each and every one of you.

I would like to begin my report by mentioning a few things that have happened at the national level in the past year. In April of this year, it was announced that Dr. Guy Berthiaume had accepted the appointment of Librarian and Archivist of Canada, effective June 23, 2014. Dr. Berthiaume has been President and Chief Executive Officer of the Bibliothèque et Archives nationales du Québec (BAnQ) and holds a doctorate in history from the Université de Paris, a Master of Arts from the Université Laval in Quebec City and a Bachelor of Arts from the Université de Québec à Montréal. His education and experience make him ideally suited to leadership at Library and Archives Canada and we will watch with interest the evolving relationship with LAC and the wider archival community.

The Archives Summit took place in January of this year. Thanks are due once again to the Rooms for hosting a simulcast of the Summit conversations taking place in Toronto so that we could take part from here. The Summit was the beginning of an ongoing nation-wide discussion surrounding the future of the Canadian Archival System. The need for a new blueprint, as the summit was titled, is based on the changing nature of archives and the variety of archival services Canadians will need and expect in the coming years. The discussion was framed around fundamental issues presented in papers by agents provocateurs and included the changing role of the archivist in the digital environment; shrinking public funding and a shift towards stakeholder-driven project funding; developing new approaches to description, such as a revision of RAD to better reflect description in a digital context; and engaging new audiences. Overlying all of these themes was a need to rethink the concept of the Canadian Archival System: should hierarchical models of governance be replaced by distributed models? If we move into a post-custodial archival environment, where physical management of records becomes less important, is there room for centres of expertise and closer collaboration with other members of the archival system? As I said, the discussion is ongoing, and you can view documents related to the Summit, including comments submitted by the participants here in Newfoundland and Labrador, on the ACA website: (<http://archivists.ca/content/canadian-archives-summit>).

Also of interest at the national level are some changes coming at the Canadian Council of Archives. With changes in the Canada Not-for-Profit Corporations Act, the CCA was required to make some by-law changes. These were approved on June 13, 2014, at a special meeting of the membership. The by-law revisions included an amendment to the membership structure of CCA. Essentially, a second class of membership has been added, which is 'non-voting associate members'. These would be individuals or organisations who are supportive of the goals of the CCA but do not qualify under the

President's Report (cont'd)

existing membership structure. Related to this is a CCA initiative to restructure funding sources in the aftermath of the loss of the National Archival Development Program (NADP). The CCA Board of Directors proposed a membership fee structure, which was approved in principle at the special meeting in June. The CCA recognizes the financial instability faced by many of the member organizations and stresses that membership fees may be reduced or waived subject to the financial situation of the member organization. A variety of models were considered to establish P/T council membership fees and the recommended model uses former NADP allocations percentages as a guide. In the proposed new structure, ANLA would be required to pay \$374 annually.

Also reported at the CCA special meeting was an update on archivescanada.ca, the national archival descriptions database. Due to complications with multi-lingual records and the need for instant translation functionality within the software, additional programming is required before the ingestion of records from certain areas in the country can be satisfactorily completed. There is also some difficulty with submissions of authority files from multiple institutions: where names are duplicated, the files overwrite each other. Additional programming is required to manage this issue. There is no date yet for the re-launch of Archivescanada.ca but work on the project is still progressing.

At a provincial level, ANLA has enjoyed another successful year. You'll hear about the activities of our various committees in each of the reports, but I do want to highlight the implementation of our own provincial database of archival descriptions: ANLA's Archival Resource Catalogue, or ARC. I'm happy to report that there has been positive feedback on use of the database. This kind of resource depends on member contributions to make it successful so please continue to add, or contact the ANLA office if you would like direction on how to contribute descriptions from your archives to the database. We have been fortunate to hire a YCW-funded Archival Assistant this summer who will be adding descriptions to the ARC and updating the institutional directory. Now is a good time to call the ANLA office for assistance! The Outreach Committee organised a wonderful symposium this past year on Archives and Community, and the Education Committee has worked hard to provide a full slate of professional development opportunities, and have also ventured into a new form of information delivery: we will be showcasing our first Youtube Video, A Guide to Storing, Handling and Moving Archive Pieces later today!

This year, ANLA's Executive struck an ad hoc committee to review the 5 year Strategic Plan, which was implemented in 2010. The report of that committee will be presented today but I do want to say that the Strategic Plan has been an excellent guide for the ANLA Executive and Committees in terms of planning and prioritising ANLA's limited resources. I wholeheartedly recommend that our members take the time to identify the core aims and objectives of their institutions and then define some concrete strategies and actions that can be used to achieve them in the short and long term.

As I conclude this report, and step aside after 3 years of being in the role of president, I would like to give a final, very sincere word of thanks to Mary Ellen Wright. As the Professional Development and Outreach Officer, Mary Ellen is a vital anchor to ANLA's activity. Despite the financial uncertainty of the past few years, Mary Ellen has remained steadfast and committed to the continuity of ANLA's services, and I am delighted to confirm that the position remains full time for another year. Mary Ellen's

President's Report (cont'd)

knowledge of and dedication to the archival community is admirable and I am very grateful to have been able to work with her. Thank you!

TREASURER'S REPORT

Please refer to the attached financial statements.

STRATEGIC PLANNING (AD HOC)

Members: Jenny Seeman (chair); Theresa Walsh; Emily Gushue; George French

At the beginning of the financial year, the Executive decided to undertake a review of the strategic plan, now in its 4th year. The terms of reference for the ad hoc committee were to: review the strategic plan in view of the current financial reality for ANLA; celebrate achievements; highlight areas that need attention; and propose alterations to the strategic plan as necessary. The committee met 3 times over the year with very productive results. At the first meeting, the following observations were made:

- ANLA's mission statement may be lacking some detail. It essentially states that our only goal is to "...promote professional standards...". The committee felt that Outreach was a valid part of our mission, in that ANLA has a role in raising the profile of archives and archival work in the province as well as providing support and a united voice to our province's archives.
- The priorities and aims, arranged as they are into 5 broad areas, covers very well what ANLA is all about: Education; Outreach; Technology; Governance and Policy; Funding and Finance.
- Education
 - o Resources: work is being carried out, as per the strategic plan, to update resources, such as the ANLA binder. The committee felt that ANLA does a good job (through the PDO) of providing up to date and relevant advice to enquiries. Provided this is done in a timely manner, this is an area ANLA excels at.
 - o Delivery of training: the wording of the current strategic plan is heavy handed, more or less insisting that we use new technology for training delivery. It may be more prudent to say that training will be delivered using both traditional and alternative methods, in a way that suits the membership's needs.
- Outreach
 - o Awards programme has been established as per the strategic plan and is a fantastic way to recognise archivally related achievements in the province
 - o Archives Week: more promotion of archives week should happen within the membership to encourage activities at smaller institutions.

Strategic Planning (Ad Hoc) (cont'd)

- o ANLA should be promoting events on behalf of members
 - o There could always be more engagement with members
 - o We need a Twitter and Facebook account that is regularly updated (this will require clear assignment of responsibility for updating). Updates can be as simple as linking to a member's website, or advertising events
 - o No reason why ANLA can't be more sociable! Events don't always have to be educational in nature. The ANLA Old Christmas Party is one of the most popular annual happenings
- Technology
 - o Staff and board member development: with less funding, this is less of a priority for ANLA. Not to be removed as an option, but the need for specific training must be clearly justified
 - o Provincial database has been initiated. This is a significant achievement for ANLA.
 - o Website development. This is an ongoing project and resource allocation is justified.
- Governance and Policy
 - o Making Best use of Human Resources: job descriptions exist, bi-annual (every 2 years) reviews are a good idea; ANLA should formalise a 'Volunteer pool', connecting volunteers with positions available.
 - o dossier for new volunteers: which describes volunteer roles, provides background information about ANLA and documents policies should be available
 - o Policies: should be regularly reviewed by the Executive.
- Funding and Finance
 - o Contracts are created for short term positions. This is a significant achievement for ANLA. The details of these contracts must be clearly communicated to new employees.
 - o A job description for the PDO position was created. It was reviewed this past year with the PDO.
 - o ANLA's finances are in good shape, book keeping-wise. ANLA is fortunate to have an excellent and dedicated Treasurer.

When the committee met again, serious discussion was given to the wording of ANLA's mission statement, with the intention of placing more emphasis on outreach. The original version reads:

Strategic Planning (Ad Hoc) (cont'd)

The Association of Newfoundland and Labrador Archives (ANLA) represents archives, archivists and individuals committed to the preservation of archival records in the province. Our mandate is to promote professional standards in procedures and practices through workshops, on-site advisory services and the development of educational materials. ANLA also provides a network for communication among member institutions and represents the archival community of Newfoundland and Labrador in federal and provincial partnerships.

The committee proposed a new version of the mission statement, brought it to the Executive, who now present it to the assembled membership for approval.

Motion: that the new wording of the ANLA mission statement should read:

The Association of Newfoundland and Labrador Archives (ANLA)'s mandate is to promote professional standards in procedures and practices and provide outreach to archives, archivists and individuals committed to the preservation of archival resources in the province. ANLA also provides a network for communication among member institutions and represents the archival community of Newfoundland and Labrador in federal and provincial partnerships.

Discussion on this motion is welcomed.

The committee is also pleased to report that since these meetings, a Facebook page has been initiated, and webinars as a form of workshop delivery have been added to the workplan for the current year.

Respectfully submitted,

Jenny Seeman

EDUCATION REPORT

Committee Members: Theresa Walsh (Chair), Barb King, Cathy Rice, Jackie Walsh, and Mary Ellen Wright (ex officio)

The role of the Education Committee is to meet, discuss, and present an annual education program to the ANLA Executive. As such, the committee met and/or corresponded via email over the past fiscal year to develop what we hope will prove to be an interesting, valuable, and well-rounded education program. This program was brought to the executive for approval, after which it was included in ANLA's applications for the 2014-2015 year.

Funding is partially obtained through CEDP, the provincial government's Cultural Economic Development Program. These funds contribute toward presenters' fees, cost of printing resource material, meeting space rentals, and travel expenses. There is also reimbursement to ANLA members for

Education Report (cont'd)

travel expenditures incurred for attending ANLA workshops. Any profits earned as a result of the workshops are used for future workshops.

We encourage you to participate in our upcoming educational offerings – the more the merrier! Whether or not you are able to attend the workshops, we appreciate any feedback or suggestions you may have. Our goal is to offer a program that reflects the needs and interests of our members – we will do our utmost to provide you with the learning opportunities you want to partake in. You are a key component toward that; please do not hesitate to contact us.

Workshops held in the 2013-2014 fiscal year:

- 1) Basic Archives - April 8-12th, 2013, St. John's (13 participants)
- 2) Introduction to Cartography for Archivists Workshop - April 19th, 2013, St. John's (10 participants)
- 3) Privacy and confidentiality for heritage organizations – June 20th, 2013, St. John's (12 Participants)
- 4) ARC-ANLA/AtoM (including RAD Refresher) - November 21st, 2013, St. John's (5 participants); February 7th, 2014, Happy Valley-Goose Bay (6 participants); March 13th, 2014, Corner Brook (5 participants)
- 5) Nan's Cookbook in the Digital Age: Digitizing and Preserving Family Heirloom Cookbooks and Recipe Cards – February 21st, 2014, St. John's; March 21st, 2014, Cupids (15 participants)
- 6) Digital Preservation Best Practices: Lessons Learned from the Experts – March 3-4th, 2014, St. John's (20 participants)
- 7) Special Topics Video "A Guide to Storing, Handling and Moving Archive Pieces"

Proposed workshops for the 2014-2015 fiscal year:

- 1) Basic Archives – April 7-11th, 2014, St. John's
- 2) Electronic Records Management for Small Heritage Organizations – June 18-19th, 2014, St. John's
- 3) Planning & Designing an Archival Exhibit – September 2014, St. John's
- 4) Special Topics Video – Fall 2014
- 5) Emergency and Disaster Workshop – November 20th, 2014, St. John's
- 6) Photography Workshop – February 2015, St. John's

Education Report (cont'd)

- 7) ARC-ANLA/AtoM (with RAD refresher) – TBD

OUTREACH REPORT

Committee Members: Bert Riggs (Chair), Emily Gushue, Colleen Quigley, and Chris Trainor

The Outreach Committee continued to sponsor and organize a number of events that have proven successful in the past and attempted to include new avenues of outreach designed to foster awareness and recognition of the archives profession. This year's Symposium, the fourth in a continuing series, was held at the theatre at the Rooms November 22, 2013. The theme was Archives and Community, which proved to be a very popular topic. Following opening remarks by ANLA President Jenny Seeman and Provincial Archivist Greg Walsh, the keynote address was delivered by Dr. Sandra Clarke of Memorial Linguistics Department, who gave an overview and demonstration of the recently launched Dialect Atlas of Newfoundland and Labrador. Her presentation informed participants of the many research possibilities that the atlas can offer, especially with regard to the study of Newfoundland and Labrador communities, past and present. Dr. Clarke's presentation was followed by a panel consisting of two local researcher/writers, John Cheeseman and Ted Rowe, in the area of community history, who talked about the work that they have done in various archives over many years of research. They were complemented by Colleen Field, a librarian with Memorial University's Centre for Newfoundland Studies (CNS), who provided an overview of the types of research materials available to community historians at the CNS.

The second panel of the morning involved three experts in areas of non-traditional sources. Dale Jarvis (Intangible Cultural Heritage Officer), Heather Wareham (Maritime History Archive) and Dan Duda (Queen Elizabeth II Library Map Librarian) informed participants about the many types of material available in the various institutions they represent, which included a wide array of electronic and paper-based formats. Following lunch at the theatre, local artist and school teacher David Trainor gave an incredible slide show of some of his paintings, focusing on his artistic perspective of community, which has been greatly influenced by his archival research. The final event of the symposium was a panel consisting of Joy Barfoot (Education and Public Programming Officer, the Rooms), Peter Chalker (Anglican Diocesan Synod of Eastern Newfoundland and Labrador Archives), Aimee Chaulk (Them Days Labrador Archives) and Jennifer Finn (Museum Manager, Wooden Boat Museum, Winterton), who each addressed the audience on the many community-related resources that are available at the archives they represent. Given the positive response from the more than 40 people in attendance, this year's symposium can be deemed an outstanding success and this success bodes well for future symposia and like events.

The second Harvey Mitchell Award, presented yearly to a member of the association who has made an outstanding contribution to the archival community in this province, was awarded posthumously to Sister M. Perpetua Kennedy. Here is the citation that Jenny Seeman read at last year's annual general meeting in presenting the award to Sister Perpetua's sister.

Sister Mary Perpetua Kennedy

Outreach Report (cont'd)

Born in Trepassey, Newfoundland, on November 3, 1922, the daughter of Mary Catherine Finlay and Michael J. Kennedy, Anne Marie Kennedy, as she was baptized, grew up and received her early education in her home town. She entered religious life with the Sisters of the Presentation of the Blessed Virgin Mary on September 5, 1939 and was henceforth known as Sister Mary Perpetua. Her mission work and teaching took her to various places in Newfoundland: Carbonear (1942-1947); Ferryland (1947-1952); Trepassey (1952-1955); Harbour Main (1955-1959).

In the Fall of 1959 Sister Perpetua left Newfoundland for Washington, DC, where over the next two years she completed course work towards a Master of Arts degree at the Catholic University of America. She received that degree in 1966; her MA thesis was entitled "A Critical Analysis of the Dropout Problem in the Province of Newfoundland, Canada, for the Ten Year Period 1954-1964".

While awaiting the granting of her master's degree, Sister Perpetua began work on a PhD, also at the Catholic University of America, a degree she received in 1968, with a dissertation entitled "An Evaluative Study of the Preparation of Secondary School Teachers in the Province of Newfoundland, Canada".

Between her two periods of study at the Catholic University of America in Washington Sister Perpetua served as Principal of the Presentation School in St. John's (1961-1965) and, upon returning with her PhD, was Principal of St. Stephen's High School in Stephenville for the 1968-1969 school year. In the latter year she received appointment as Assistant Professor in the Faculty of Education at Memorial University, where she put her PhD research to good use training students to be teachers. When Memorial announced the establishment of the Western Regional (later Sir Wilfred Grenfell College) in Corner Brook in 1975, she was one of its first faculty members, serving as co-ordinator of Education courses offered at the College from 1976 to 1988. She was promoted to full Professor in 1987, one year before her official retirement, and remained at the College for two additional years past her retirement at the request of the College Administration.

After her return to Eastern Newfoundland in 1990, she spent two years at the Convent in Witless Bay but commuted to St. John's on a regular basis to supervise interns at schools in the western part of the City. In 1992, at an age when most people are contemplating life at a more leisurely pace, she accepted the role of Archivist at the Presentation Congregation Motherhouse at Cathedral Square in St. John's, a position she held for 20 years.

A positive influence on all with whom she has come into contact as a teacher and as a University professor, Sister Perpetua is in her capacity as an archivist that she is best known to ANLA members. In that role she has done much to promote archives not just within the Presentation Congregation but within the Province of Newfoundland and Labrador. She impressed all who knew her within the archival community through her dedication, her work ethic and her desire to learn everything she could about her new profession. Indeed, when Ian Wilson, then-Librarian and Archivist of Canada, met her in the early 2000s she became his example of how small archives and non-professional archivists could maintain the highest standards of archival practice and he sang her praises far and wide.

Outreach Report (cont'd)

Today ANLA is presenting her with its highest award for archivists: the Harvey Mitchell Award. We regret that she is not here to receive it in person but ask that the representatives of Presentation Congregation, Sister Patricia Whittle, and Sister Perpetua's sister in life as well as religion, Sister Josephine Kennedy, come forward to accept the award, which is a framed archival photograph of Holy Redeemer Roman Catholic Church in Trepassey, the church that she attended as a child, during the time she spent there as a teacher and on her many visits home.

ANLA's second recognition award was presented during the lunch break at the November 22 symposium. Awarded to an individual or group that has made a significant contribution to broadening the knowledge and celebration of the history of Newfoundland and Labrador, it was presented to and named for Dr. Ingeborg Marshall, the eminent historian and ethnologist of the Beothuk peoples in Newfoundland. In honoring Dr. Marshall, President Jenny Seeman stated:

Ingeborg Marshall's seminal work on the Beothuk is an excellent example of the use that can be made of archival sources by a determined and dedicated researcher.

Born in Germany in 1929, Ingeborg Marshall was educated in Hamburg and at Sarah Lawrence College in New York, before arriving in Newfoundland in 1968, with her husband, Bill, a medical doctor. She worked as chief cataloguer with the Newfoundland Museum from 1973 to 1975 before enrolling in a masters program in archaeology at Memorial University, where she completed a thesis on Beothuk birch bark canoes in 1983. Her thesis was published by the National Museum of Canada in 1985.

*Her interest in the Beothuk peoples led to a major research project that would take many years to research and write: published by McGill-Queen's University Press in 1996 as *A History and Ethnography of the Beothuk*, it is the most complete examination of the aboriginal people who lived on the island of Newfoundland long before the Europeans arrived. In doing so she left no potential archival source unexamined; no archives with even the hint of information on the Beothuk unvisited; and left no papers in private collections that she did not attempt to access. Along the way she published a number of smaller articles and books on aspects of her subject, including *The Beothuk*, an 87-page pamphlet published by the Newfoundland Historical Society in 2001.*

Marshall has been a member of ANLA for many years and is currently working on a biography of David Buchan, early explorer of the interior of Newfoundland who made contact with some of the last surviving members of the Beothuk.

The final event sponsored by the Outreach Committee during the past year was a trivia night, which was held on January 31, 2014 at the Greene-Foran Room at St. John's City Hall. I acted as quiz master and presented those in attendance with 25 archives-related questions in the following categories: Local Archives and Archivists; Archivists and Archives in Canada; Archivists and Archives in Movies; and Archivists and Archives in Books. Though the turnout was low, those who did attend found the event to be an excellent antidote to the winter blahs and suggested that it become an annual event.

Outreach Report (cont'd)

Members of the Outreach Committee for 2013-2014 were Emily Gushue, Colleen Quigley, Chris Trainor and Bert Riggs. In addition Stephanie Harlick and Mary Ellen Wright have served on the Outreach Committee during the past three years that I have been chair. I plan to step down from that position at the annual general meeting but will continue to assist the committee and ANLA in any way I can.

SOCIAL REPORT

Nicole Penney

Coffee breaks were organized for four of the workshops held in St. John's including:

- Privacy/Confidentiality Workshop June 20 2013
- RAD Refresher/A-to-M training workshop November 2013
- Digitization of archival material February 21, 2014
- Basic Archives April 7-11, 2014

The Olde Christmas Day party, usually held at the Basilica Library, was cancelled due to the blackout and was later held January 31 at St. John's City Hall in the Foran Room. Food was purchased from Sobey's deli and bakery.

Thanks to the Roman Catholic Archdiocese for allowing access to the wonderful Bishop's Library and Larry for making the arrangements with them. All arrangements had been made and we were disappointed not have our party there. However, much thanks is also given to the City as they provided the Foran Room, which is a lovely space. Thanks to Emily for her help in the selection and delivery of food and other related party supplies. And thanks to all who attended. Thank you to Bert for leading a great game of archives trivia.

The symposium, held November 2013, was very well attended with about 30 participants. The Rooms second level theatre and a coffee break were provided by Greg Walsh via The Rooms Archives Division. ANLA extends much appreciation to The Rooms for their continued support.

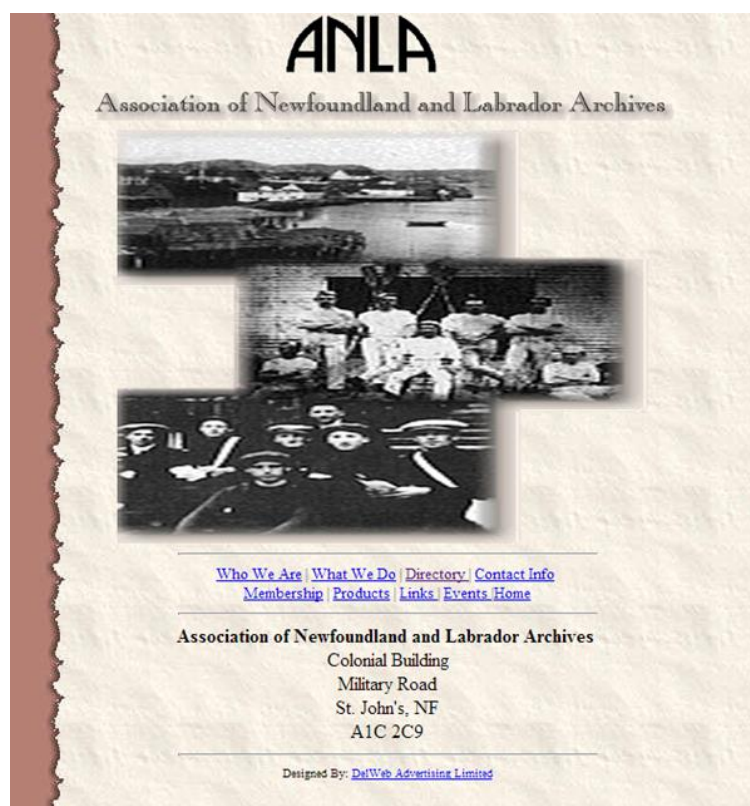
IT REPORT

Members: Jenny Seeman (chair); Dean Seeman; Aimee Chaulk

This has been a big year for technology for ANLA. The committee is pleased to report that there have been very few 'troubles' in the past year, and several success stories!

IT Report (cont'd)

The **website** (www.anla.nf.ca) was successfully migrated from the site building package provided by Bell Aliant to a new custom designed Wordpress site. While the look and feel of the website has not changed dramatically, there have been a number of improvements to the way information is made available. 'News' items are provided in a quick access box on the left hand side of the site, and are visible no matter where you are within the website. Also of note is that the Archival Resource Catalogue (ANLA's ARC) is quickly accessed through a link at the top of the page. A Facebook widget was added to each page, allowing easy sharing of ANLA information, and there is also an RSS widget for those who wish to be notified whenever there is a new addition to the website. As always, comments and suggestion about the website may be brought to any member of the IT committee or the Executive's attention. Since this year's booklet contains some of ANLA's history, the committee thought it might be of interest to see the website as it looked in its early days:



Home page: December, 1998

IT Report (cont'd)



Home page, April, 2004

This was made possible using the Internet Archive's 'Wayback Machine'. This is a very useful tool for looking at websites as they appeared at various snapshots in time. It is available at <https://archive.org/web/>.

The **Archival Resource Catalogue (ARC)** continues to grow. While participation in workshops has been lower than anticipated, the number of descriptions has continued to increase, with almost 1000 descriptions to date and 68 member institutions listed in the directory. ANLA has been able to hire a YCW funded Archival Assistant to add more descriptions over the summer months. Please contact the ANLA office for more information about adding descriptions to the ARC. In January of this year, the ARC was upgraded to AtoM version 2.0. This is a significant upgrade from the previous ICA-AtoM instance, and marks not only the end of financial support from the International Council of Archives (ICA) for Artefactual to develop the archival description software, but also the introduction of some exciting new features. On the left hand side of the page, you can see what items have been visited the most in the past week and each repository can now add their own institutional logo, should they choose to do so. There will also be the option to host digital objects in the ARC, although the committee is still investigating the sustainability of this feature as there is an additional cost involved. The ARC is available at arc.anla.nf.ca, or through a single click from the ANLA website.

It should be noted that although AtoM is no longer associated with ICA, it is still a very prominent, Canadian-based option for open source archival description software. When ICA first partnered with Artefactual, the intention was to create an affordable (free) piece of software that would

IT Report (cont'd)

accommodate the unique cataloguing needs of the international archives community. There can be no doubt that ICA-AtoM achieved significant success which surpassed all expectations. It became the union database for provincial catalogues in BC, AB, SK, MN, ON and now NL, as well as being an option for small archives with limited budgets and technical capabilities. With the advancing needs of the province wide users, as well as the needs of larger users such as Universities and Provincial Archives, ICA decided the software had moved beyond its original intent and ceased funding. Development of the software, as with all open source options, is now maintained by community support. It remains a useful resource for smaller archives and benefits from the technical development time invested by larger institutions.

The committee is pleased to report that there have been a number of positive reports from users of the ARC. If the information is there, a Google search for Newfoundland historical topics may very well bring you to ANLA's ARC!

Respectfully Submitted,

Jenny Seeman

PDO REPORT

Mary Ellen Wright

The full-time presence of the PDO provides a ready source of information and advice for institutions attempting to implement minimum standards of archival practice, for those institutions advancing to a higher level of practice and for other groups and organizations looking for advice about how to handle archival records.

The primary functions of the PDO are:

- development, coordination and delivery of professional development and outreach programs, as directed by the ANLA Executive, based on input from the members
- development of archival educational materials for the ANLA Binder, publications and website, including documents supporting the development of minimum standards for archival institutions
- provision of advisory services to ANLA members and archival institutions, as well as other heritage, historical and related institutions
- co-operation with the CEDP Heritage Advisory Committee to increase compliance with minimum standards
- representation of the ANLA Executive on a variety of committees and forums.
- liaison with the Canadian Council of Archives and other provincial and territorial archival associations across Canada;
- updating and editing of the ARC-ANLA database: the PDO will dedicate one day per week to the administration and maintenance of the database
- overall administration of the ANLA office

PDO Report (cont'd)

From April 1, 2013- March 31, 2014 the Professional Development and Outreach Officer has responded to over 400 telephone inquiries and approximately 1000 e-mail inquiries, with subjects ranging from requests for membership forms to discussions of appraisal decisions, repository agreements, copyright and confidentiality issues, access issues, arrangement and description questions, policy and procedure advice and project planning assistance. During the past fiscal year the PDO has: coordinated nine workshops, with a total participation of 93 participants from all parts of the province. The PDO conducted 13 onsite visits, including sites in Winterton, Petty Harbour, Kelligrews, Goose Bay, Corner Brook, Cupids and five sites in St. John's. The PDO also completed a major review and update of ANLA's Resource Binder for Small Archives.

A large part of the Association's time is spent on developing and offering workshops on various topics of interest to its membership. By co-ordinating the professional development program, the PDO enables the provincial archival community to develop professional skills with a combination of locally-taught and developed workshop programs, the support of outside experts and the facilitation of mentoring relationships within the provincial archival community. The provision of professional development services is an essential part of ANLA's mandate. ANLA is committed to providing training in archival practice, both to members and other interested organizations.

An additional job in the ANLA office is the maintenance of ARC-ANLA, our provincial archival description database. ARC-ANLA is growing slowly but steadily. Most of the work this year involved training members to use the database, but many descriptions have gotten entered and approved as well.

The PDO has acted as liaison for the archival community on three provincial committees (ICH Advisory Committee, CEDP Advisory Committee, Federal-Provincial Heritage Advisory Committee) as well as on other sectoral committees and working groups.

Once again I would like to thank the members of ANLA's Board of Directors for their support and advice over the course of this year. I would also like to thank all the members of ANLA with whom I have worked over the past year. After almost fifteen years I am still excited about all the wonderful archival treasures safely stored in archives from Nain to Grand Bank!

MEMBERSHIP (Based on ARC-ANLA institutional directory)

	Members	%
St. John's	33	40
Avalon	12	14
Eastern	8	10
Central	11	13
Western	13	16
Labrador	6	7
Total	83	

MINUTES OF 2013 AGM

Association of Newfoundland and Labrador Archives, 2013 Annual General Meeting Draft Minutes
June 21, 2013. St. John's City Hall, Foran-Greene Room

Call to Order: 9:35am

Helen Miller welcomes all to City Hall to the ANLA AGM

Jenny Seeman welcomes all in attendance to the ANLA AGM

Welcoming remarks from Greg Walsh: Director of The Rooms Provincial Archives Division.

- Hopeful that funding may be reinstated for archive positions that were lost
- Thank you to ANLA for support during provincial cuts this year
- Attended ACA (Association of Canadian Archivists) conference with Stephanie Harlick and Colleen Quigley. Minister Moore mentioned the possible reinstatement of NADP (Nation Archives Development Program) funding. It may not be the exact same program but it looks hopeful.
- Thanks ANLA for support and wishes good luck for the coming year.

Amendments to Agenda:

- Special guest, Minister Terry French of Culture, Tourism and Recreation will be here at 11:30am to help launch the ANLA ARC database and to make an announcement about ANLA's operating grant from the Cultural Economic Development Fund (CEDP).
- Colleen will not be doing her presentation today due to allergies.

Approval of agenda:

- Moved by Theresa Walsh
- Seconded by George French
- Motion carries-agenda approved

Approval of last year's AGM minutes:

- Moved by Greg Walsh
- Seconded by Emily Gushue
- Motion carries-minutes approved

Business arising: no business arising

President's Report: Jenny Seeman (see report)

- Thank you to community for being part of something big through ANLA.
- Condolences given for the passing of Sister Perpetua. She lives on through her wonderful and inspirational work.
- Archives have been in the news more often lately, mostly due to funding cuts.

Minutes of 2013 AGM (cont'd)

Still feeling the effects of losing the NADP funding. There is a hole in the funding that makes projects possible for ANLA.

- Thanks all for support and letter writing campaign related to the budget cuts.
- Budget cuts have impacted The Rooms. Very troubling is the loss of the conservator, Bev Lambert, as The Rooms Provincial Archives can no longer follow mandate to conserve government documents.
- CEDP (Cultural Economic Development Fund) is stable
- ANLA has been managing with a new fiscal reality given the loss of NADP. The Provincial Government's Heritage Sector Development Fund, aimed at sectorial groups, has assisted in covering some of the subsequent budgetary shortfall. ANLA made a successful application to this fund in order to develop the ANLA-ARC database.
- The budget cuts have not slowed down ANLA's activities.
- Thanks given to all those in archives and heritage community for continued support and involvement.

Treasurer's Report: Helen Miller (see annual financial statement)

- Still have CEDP grant funding
- Dipping into \$20,000 of reserve in order to cover operating costs. Will be cutting PDO (Professional Development and Outreach Officer) position next year by one day. The position will now be four days a week as opposed to the current five. This is so we can keep going.
- Will be making tough decisions about staff and programs in the coming years.
- Losing NADP was a big hit to ANLA
- Looking into partnerships with other organizations to offer workshops.
- Financial statement prepared by Fred Earle.

Move to accept financial statement for the 2012-2013 fiscal year:

- Moved by Helen Miller
- Seconded by Elizabeth Fewer
- Motion carries: financial statements approved

Education Committee: Theresa Walsh (see report)

- The education program is partially funded by CEDP
- See report for workshops given from 2012-2013 and workshops to come.

IT Committee: Jenny Seeman (see report)

Social Committee: Elizabeth Fewer (see report)

Outreach Committee: Colleen Quigley presenting for Bert Riggs who was unable to attend.

PDO Report: Mary Ellen Wright (see report)

Minutes of 2013 AGM (cont'd)

Presentation of Harvey Mitchell Award: by ANLA President Jenny Seeman

Sister Perpetua Kennedy was presented the award posthumously.

Nomination for the Executive: Elizabeth Fewer (nominations committee)

Member's reports:

AHI: Jane Severs

West Coast report: George French

Database Launch: Lauren Kean gave the Database Coordinator report and launched ANLA-ARC database with a video presentation.

- Minister of Culture, Tourism and Recreation, Minister Terry French in attendance for launch of database. Minister French said a few words on how important archives are to people. He is very glad to see ANLA taking the initiative with this database.
- Colleen Quigley congratulates ANLA on the launch of the database. This will be a big help to researchers and archivists.
- Jane Severs asks if we will be publically promoting the database. Jenny says we will promote this more on a later date.

Action Item: Ann Lafferty is sick in the hospital. ANLA will send her flowers.

Meeting Adjourned.

Constitution of ANLA

Article I

The name of the Organization shall be the Association of Newfoundland and Labrador Archives, hereafter called the 'Association'.

Article II

The purpose of the Association is:

1. To provide an organization through which all those engaged in and interested in archives may meet and exchange ideas and information.
2. To develop and promote the highest possible standards, procedures, practices and ethics among persons in Newfoundland and Labrador who are involved in the care, custody and/or management of archival records.
3. To advocate the preservation and conservation of Newfoundland and Labrador archival records and, when appropriate, to make representation to government and other agencies to promote this preservation.
4. To assess and report on the needs of the provincial archival community to government and other funding agencies, and to make representation to these agencies for funding and other assistance to fulfil these needs and to manage any such funding.
5. To represent the archives of Newfoundland and Labrador in a national archival network.
6. To assist in the education of archivists and others with interests in the field of archives.
7. To promote the public understanding and use of archives and historical resources in the province.
8. To encourage the establishment of archives by record creating bodies and to prevail upon these bodies to open the historical records to public research.
9. To define and promote adequate standards, procedures and practices among archival repositories in the province.

Constitution of ANLA (cont'd)

10. To publish from time to time such pamphlets, periodicals and reports as the corporation sees fit, including but not restricted to the Association's Newsletter and its directory of archives in Newfoundland and Labrador.
11. To own, lease, operate and manage any real or personal property, things or equipment for the attainment of the goals of the Association.
12. To employ any or all persons whose professional assistance may be required or deemed necessary to carry out the aims of the Association.
13. To join in association with any other organization or organizations promoting the objectives of the Association.

Article III

The Association may accept donations from any person, institution or group that wishes to assist the Association financially towards achieving its objectives.

Article IV

Upon winding up or dissolution of the Association, any assets of the Association remaining after the satisfaction of its debts and liabilities shall be transferred or given to an organization, the objectives of which are similar to the objectives of this Association, as may be determined by the members at the time of winding up or dissolution, and if effect cannot be given to the aforesaid provision, then such funds shall be given or transferred to some other organization, provided that such organization referred to in this paragraph shall be a charitable organization or charitable trust recognized by the Department of National Revenue of Canada as being qualified as such under the provisions of the Income Tax Act of Canada from time to time in effect.

Section I: Membership

1. The Association shall consist of individual members and institutional members.
 - i. Individual membership shall be accorded to those individuals that support the Constitution of the Association, are engaged in or interested in archival work and have paid the annual membership fee of the Association. An individual member in good standing is eligible to vote during meetings and to hold office in the Association.

Constitution of ANLA (cont'd)

- ii. Institutional membership shall be accorded to those institutions that are engaged in the preservation of archival records. The institution should submit a policy statement officially approved by its governing body, have an ongoing commitment of financial support from the governing body and be accessible to the public. An annual membership fee shall apply.
2. The membership year shall be the same as the Association's fiscal year.
3. The scale and amount of the membership fees shall be determined, from time to time, by the Executive of the Association, subject to approval of the membership at the Annual General Meeting. Annual membership fees shall be paid yearly in advance.
4. Any member resigning during the year will not be entitled to a refund of any portion of their membership fees.
5. Membership fees that are paid after April 1st and before March 31st of any given year are for the current fiscal year.

Section II: Finance

1. The fiscal year of the Association shall begin on April 1st and end on March 31st
2. The Association shall exercise such borrowing power as may from time to time be approved by a majority vote of the membership.
3. The Association may raise money in such manner as the Association may see fit, whether by charitable subscription, fundraising events or otherwise, and give security for the repayment of any money borrowed or owing by mortgage, charge or lien, bonds, debentures, bill of exchange, promissory notes or other obligations or securities of the Association.
4. The Association may invest or deal with any money of the Association, which in the opinion of the Executive is not immediately required for any of its objectives or its business upon such securities and in such manner as from time to time may be determined.
5. The Association may engage in, organize, administer and carry out fund raising projects and activities, and carry on any business or businesses, either on a continuous or a temporary basis which may be considered necessary or desirable for the purpose of financing the operation the Association or for promoting any of the objects of the Association.

Constitution of ANLA (cont'd)

6. The Association may accept bequests, gifts or donations, or accumulate or provide a fund or endowment, and invest any such funds and apply the income arising therefrom, or resort to the capital thereof, for any objects of the Association.
7. The Association may purchase, hire, exchange, accept a gift or donation, lease or otherwise acquire and hold temporarily or permanently for the purposes of the Association any real or personal property and in particular, but not so as to restrict the generality of the foregoing, any land, buildings, rooms, furniture, fittings, fitting apparatus, appliances, conveniences and accommodations, and sell, demise, let, mortgage or otherwise dispose of same.

Section III Meetings

1. The Annual General Meeting of the Association shall be held or commence on a day in the month of June, or as near thereto as circumstances will permit in each year. The specific date of the Annual General Meeting shall be determined by the Executive.
2. Routine meetings:
 - a. Executive: the officers of the Association shall meet on a regular basis as required for the good conduct of the Association.
 - b. Committees: The Chairperson of the committee shall call meetings of their committee as required to conduct business.
 - c. Special: A special meeting of the Association may be called by the Executive at any time, or by written petition signed by twenty-five percent (25%) of the membership at any time. A special meeting must be held within sixty (60) days of receipt of such petition by the secretary.
3. The presence in person, or by proxy, of at least twenty-five percent (25%) of the members in good standing shall designate a quorum for the Annual General Meeting. In the event of an Annual General Meeting with insufficient numbers to form a quorum, the meeting shall proceed after a one hour delay providing at least fifteen (15) members in good standing are present.
4. A majority of the members of the Executive shall constitute a quorum for conducting the business of the Executive.

Constitution of ANLA (cont'd)

5. Notices: The Secretary of the Association shall notify all members of the Annual or General Meeting of the Association at least thirty (30) days prior to occurrence. In the event of a special meeting, fifteen (15) days notice shall be given. Notice will be calculated from a time three days after posting normal mail containing such information.

6. All members in good standing shall be eligible to vote. Each individual member shall have one vote. Each institutional member shall designate in writing one person who shall exercise a vote on its behalf. The authorization shall remain valid for such time as it is stated in the authorization document. Each institutional member, through its authorized representative shall have one vote. All votes for the election of officers and for passage of resolutions shall be decided by simple majority, except as may otherwise be provided.

7. Votes are conducted by a show of hands unless a resolution is presented and passed by a majority to establish a secret ballot. The election of officers of the Association will always take place by secret ballot. Proxy voting will be permitted when authorized in writing by the member unable to attend and such written authorization must be presented to the Secretary at the time of the vote. Proxies shall only apply to votes conducted at one meeting, which must be specified in the written authorization. Each member present at a vote may cast no more than one proxy vote on behalf of absent members.

8. At any general meeting, members may not represent more than one institution.

Section IV: Officers

1. The affairs of the Association shall be carried out by an Executive of seven Directors who will fill the offices of:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Director-at-Large
- f. Director-at-Large

Constitution of ANLA (cont'd)

g. Director-at-Large

2. All directors shall be elected at the Annual General Meeting of the Association from the membership of the Association. The term of office for each director will be one year, except:\

- The CCA Representative, which will be two years;
- The President, who will continue to attend Executive meetings ex-officio for six months following the expiration of his/her term.

No person shall hold more than one Executive office concurrently.

3. No employee of the Association shall be a member of the Executive.

4. No member of the Executive shall participate in any discussion or vote on any resolution concerning matters in which that member has any financial interest or which that member stands to gain direct personal advantage or suffer direct personal detriment, provided that if the participation of that member is necessary in order to ensure a quorum, then the member shall first disclose the nature of the interest to the Executive, and the Executive shall consider taking such measures as may be available to avoid any actual or apparent conflict of interest.

5. Hold Harmless Clause:

TO: The Directors of the Association of Newfoundland and Labrador Archives (the "Director" IN CONSIDERATION of the Director acting as a director of The Association of Newfoundland and Labrador Archives (the "Corporation"), the Corporation hereby agrees:

- (a) to indemnify and save harmless the Director from and against all costs, charges and expenses, including any amount paid to settle an action or satisfy a judgment, reasonably incurred by the Director in respect of any civil, criminal or administrative action or proceeding to which the Director is made a party by reason of the Director being or having been a director or officer of the Corporation; and
- (b) to undertake to obtain the approval of a court, if required, to indemnify and save harmless the Director from and against all costs, charges and expenses, including any amount paid to settle an action or satisfy a judgment, reasonably incurred by the Director in respect of any action by or on behalf of the Corporation to procure a judgment in its favour to which the Director is made a party by reason of being or having been a director or officer of the Corporation; except where the Director has failed to act honestly and in good faith with a view

Constitution of ANLA (cont'd)

to the best interests of the Corporation or, in the case of a criminal or administrative action or proceeding

that is enforced by a monetary penalty, where the Director did not have reasonable grounds for believing that his conduct was lawful.

This Indemnity shall enure to the benefit of the Director and his heirs, executors, administrators and other legal representatives and shall be binding upon the Corporation and its successors and assigns.

Section V: Duties of the Executive

1. The President shall:

- Preside at all Executive, special, and general meetings;
- Recommend measures to further the objectives of the Association;
- Sign all contracts/agreements to which the Association is a party;
- Engage in all formal correspondence at the direction of the Executive and publicly represent the Association;
- Report to each Annual General Meeting upon the state of the Association;
- Hold the position of CCA Representative or may delegate that position to another member of the Executive Board;
- Chair the Grants Administration Committee or may delegate that position to another member of the Executive Board.

2. The Vice-President shall discharge the duties of the President in the President's absence.

3. The Secretary shall:

- Issue notice of all Executive, special, and general meetings;
- Keep the minutes of all meetings of the Association and the Executive;
- Maintain and be responsible for all current records of the Association;
- Serve as ex officio on the nomination and election committee in order to maintain a list of nominees for office and prepare and distribute ballots for election.

4. The Treasurer shall:

Constitution of ANLA (cont'd)

- Be responsible for the proper keeping of the books of account of the Association;
 - Prepare financial statements of the receipts and disbursements for each fiscal year and other financial statements as are required by the Executive;
 - Ensure the annual financial statements are reviewed by an accounting firm selected by the Executive;
 - Receive all monies accruing to the Association and shall deposit the same with a Chartered Canadian Bank, Credit Union, or Trust Company in the name of the Association;
 - Be vested, along with two other members of the Executive as determined at the Annual General Meeting, with signing authority on behalf of the Association;
 - Be a member of the Grants Administration Committee.
5. The three Directors-at-Large shall carry out other duties and special projects as required by the Executive.
6. The CCA Representative shall deal with and represent the Association in dealings with the Canadian Council of Archives. The Representative will make regular reports when required to the Executive and the general membership. The Representative will also serve as Chairperson of the Grants Administration Committee. The term of office for this position will be for two years.
7. The Executive shall fill by appointment any vacancy in its membership which occurs between Annual General Meetings. Such appointments shall be in effect until the next Annual General Meeting.
8. Each newly elected director of the Executive shall assume office immediately after the Annual General Meeting and shall serve until the termination of the Annual General Meeting following his or her election.
9. The Executive shall meet as often as is practical to deal with all matters affecting the policy and interests of the Association, shall call and report to the Annual General Meeting, and shall be responsible for the appointment and supervision of employees and the establishment of committees to carry on the work of the Association.
10. Failure to attend three consecutive Executive meetings without just cause may result in removal of the director from the Executive.

Constitution of ANLA (cont'd)

Section VI: Election of Directors

1. At least two months prior to the Annual General Meeting, the Executive shall appoint a Nominations Committee which shall prepare a slate of directors as required for circulation to the membership at least one month prior to the Annual General Meeting. Presentation of such a slate shall not preclude nominations prior to the Annual General Meeting from other delegates. Each nomination must be signed by the candidate, a nominator and a seconder, all of whom must be members in good standing. Nominations shall also be accepted from the floor.
2. If more than one candidate for any office is presented to the Annual General Meeting, the elections shall be conducted by the Nominations Committee.
3. Any member of the Association in good standing shall be eligible to hold office in the Association, with the exception of employees of the Association.
4. Elections shall be conducted at the Annual General Meeting and the results announced at the Annual General Meeting and published on the Association's website at the first opportunity.

Section VII: Committees

1. The Executive may establish committees as required to carry out specific tasks within the Association.
2. Committee Chairpersons shall be appointed by the Executive.
3. Each Committee Chairperson shall submit the names of the members of the committee to the Executive.
4. Committee Chairpersons are encouraged to attend Executive Meetings, but will not have voting rights.
5. Standing Committees shall be established to supervise the procedural operations of the Association and to advise the Executive on matters of policy within its jurisdiction.
6. The Association will establish the following Standing Committees:
 - a. Grants Administration Committee: consisting of the CCA Representative as Chairperson, two members designated by their institutions, and two other members in good standing. The Committee will establish procedures to review and adjudicate

Constitution of ANLA (cont'd)

applications submitted to the Canadian Council of Archives for financial assistance and will make recommendations to the Executive as to the success of any applications.

b. Education and Training Committee: to develop and co-ordinate continuing training and education programs at all levels for the membership.

c. Publication Committee: responsible for the compilation and publication of the Association's Publications section of its website and any other publications as deemed appropriate and necessary by the Executive.

d. Outreach Committee: advises the Executive on matters concerning public awareness activities of the Association, identifies and develops activities required to enhance the awareness of archives in the province; organises an Archives symposium on the years that one is held by ANLA.

e. IT Committee: advises on the maintenance of the Association's website and other IT issues for the Association.

f. A member of the Executive may also be a member of any committee established by the Executive.

Section VIII: Records

1. At the end of the fiscal year, retiring officers and chairpersons shall convey to the Secretary all books and records of the Association, and if the Secretary has finished his or her term, he or she shall convey all records to the incoming Secretary.

2. Upon the dissolution of the Association, all records shall be deposited in the Provincial Archives of Newfoundland and Labrador.

Section IX: Amendments

1. The By-laws of the Association shall not be altered or added to except by a special resolution of the Association passed by a majority of not less than two-thirds of the members in good standing as are present. Notice to propose a special resolution shall be deemed to be duly given if signed by a member in good standing and received by the Secretary and the Secretary has notified the members, not less than one month before the Annual General meeting or not less than two weeks before a special meeting of the Association.

STRATEGIC PLAN 2010-2015 (updated 2013-2014)

Summary of Priorities and Activity

Priority 1: Education

ANLA's aim is to ensure all ANLA members and interested parties have a basic understanding of archival functions.

Objective	Strategies	Actions
Ensure ANLA has up-to-date resource materials (information)	Update the Resource Binder	*binder reviewed and updated 2013-2014
		Updated bibliography; section of electronic records; layout and links corrected
	Basic Archives Course	Review content and make updates as relevant to the binder
	General Advisory Services	Continue to offer advice to membership from the ANLA office

Priority 1: Education

ANLA's aim is to ensure all ANLA members and interested parties have a basic understanding of archival functions.

Objectives	Strategies	Actions
Improve access to training opportunities for members (delivery)	Delivering training opportunities through traditional and alternative methods, reflecting the needs of ANLA members	evaluate different approaches; introduce webinars. Membership input is required to plan best methods of educational course delivery. Responses to membership surveys have been slow. Alternatives?
	On site workshops, visits, emails, referrals	ANLA excels at this.
	Symposium	

Strategic Planning (cont'd)

Priority 2: Outreach

ANLA's aim is to ensure that ANLA has a visible profile with membership and the general public.

Objectives	Strategies	Actions
Design delivery of archival events and activity	Create Outreach Committee	Outreach committee reports to Executive
	Lectures	
	Symposium	Held 2011, 2012, 2013. Well received.
Marketing plans to raise profile of archives in the province.	Branding	Minimal resources should be invested in this area. Free options such as bookmarks have been helpful.

Priority 2: Outreach

ANLA's aim is to ensure that ANLA has a visible profile with membership and the general public.

Objectives	Strategies	Actions
Archives Week	Coordinate province wide activities	More involvement needed from member archives
Formalizing process of recognizing significant contributions to the archival community	Awards	Awards have been given 3 times. A fabulous community building activity, recognising internal and external archival community contributions

Strategic Planning (cont'd)

Priority 3: Technology

ANLA's aim is to stay up to date on current technological advances as they apply to archives, both in terms of programme delivery and daily archival activity.

Objectives	Strategies	Actions
Staff & Board Member professional development	Investigate basic computer courses for PDO, members of the Executive	Minimal resources should be invested in this area. Needs must be clearly justified
Implement a provincial database	AtoM instance of database, hosted by Artefactual	Increase member contributions
Further develop Website	Incorporate Provincial Database	Regularly update with news and happenings
Increase Online Presence	Investigate social media options	Increase member participation in social media

Priority 4: Governance and Policy

ANLA's aim is to ensure that ANLA has good governance practice for accountability.

Objectives	Strategies	Actions
To ensure that ANLA makes best use of human resources – Board, Volunteers and Staff	Job descriptions are regularly reviewed and available for consultation	Executive perform a bi-annual review of job descriptions
	Develop PDO job description with roles defined as: -archives advisor -administrative officer	Regular meetings with PDO to discuss roles, responsibilities and activities
	Review & define committee mandates in more detail	create written document of roles of all committees and members

Strategic Planning (cont'd)

Priority 4: Governance and Policy

ANLA's aim is to ensure that ANLA has good governance practice for accountability.

Objectives	Strategies	Actions
Policies are up to date, current, relevant and follow national standards	up to date policies reviewed/revised (every 2 years) and available in <i>orientation handbook</i>	Select and schedule policies to review
Secure liability insurance for Executive Committee	Directors Liability Insurance	Renewed on an annual basis

Priority 5: Funding and Finance

ANLA's aim is to ensure ANLA has good financial and staffing practices.

Objectives	Strategies	Actions
To ensure well-written contracts exist for all paid positions within ANLA	Write a contract for the PDO position, based on job description	Review bi-annually
	Create generic contract for short term employment with ANLA	Review contract details with each ANLA employee at point of hire
To ensure ANLA's bookkeeping practices are maintained to the standard required by funding agencies and Canada Revenue Agency	Review past and current practices, options for the treasurer/bookkeeper role as needed	ANLA's treasurer hires Accountants to perform annual review engagement

JOB DESCRIPTIONS

Job Description

Job title	<i>President</i>
Reports to	<i>Executive Committee Association of Newfoundland and Labrador Archives</i>

Job purpose

- The President, subject to the agreement of the Board of Directors, generally supervises, directs and controls the business and officers of the Association. The president provides leadership to the Board and helps ensure that it functions effectively.

Duties and responsibilities

- Chair all meetings of the Executive, special and general meetings, and develop agendas for these meetings in consultation with the secretary
- Assign and supervise tasks and conduct annual performance review of the Professional Development Officer
- Supervise the activities of the Association office and contract employees
- Assign tasks to committees, in consultation with committee chairs
- Represents the Association to other professional bodies, such as, government, sister sectorial groups, and the media
- Under advisement of the Executive committee, sign contracts and agreements to which the Association is party, as well as engage in formal correspondence on behalf of the Association
- Present reports to Executive and other groups as required
- Reviews bylaws and constitution and recommends changes as necessary
- Chair of Grants Adjudication Committee and CCA Representative

These duties generally take about 4-5 hours per week.

Approved by:	
Name and Title:	
Date approved:	
Reviewed:	



Job title	<i>Vice-President</i>
Reports to	<i>Executive Committee Association of Newfoundland and Labrador Archives</i>

Job purpose

- The Vice-President fulfills the duties of the President in his/her absence and actively promotes ANLA within the heritage community through participation in various ANLA and sister organization activities and events.

Duties and responsibilities

- Perform all duties as assigned by the President
- Attend all Executive, special, and general meetings
- Sit on as either a member or a chair at least one ANLA Committee
- Carry out special projects as assigned by the Executive

These duties generally take about 2-3 hours per month.

Approved by:	
Name and Title:	
Date approved:	
Reviewed:	

Job title	<i>Treasurer</i>
Reports to	<i>Executive Committee Association of Newfoundland and Labrador Archives</i>

Job purpose

Keep proper account(s) of the Association.

Duties and responsibilities

- Prepare financial statements of the receipts and disbursements for each fiscal year and other financial statements as are required by the Executive, and other organisations, such as the CRA Charities Directorate, Worker's Compensation Commission and external funding bodies.
- Ensure the annual financial statements are reviewed by an accounting firm selected by the Executive
- Pick up mail weekly and pay bills as they are received
- Manage payroll, including submissions to CRA and arranging and paying insurance coverage, arranging for annual T4 and T4A slips to be prepared by an accounting firm as selected by the Executive.
- Prepare invoices as they need to be issued
- Maintain the ANLA membership database
- Be vested, along with two other members of the Executive as determined at the Annual General Meeting, with signing authority on behalf of the Association
- Be a member of the Grants Administration Committee
- Attend all Executive, special, and general meetings;

These duties generally take about 2-3 hours per week. The incumbent ideally has a thorough working knowledge of Excel.

Approved by:	
Name and Title:	
Date approved:	
Reviewed:	

Job title	<i>Secretary</i>
Reports to	<i>Executive Committee Association of Newfoundland and Labrador Archives</i>

Job purpose

Receive, record, compile, distribute, and maintain minutes and official correspondence of the Association.

Duties and responsibilities

- In consultation with the President, Issue notice of all Executive, special, and general meetings;
 - Notices: The Secretary of the Association shall notify all members of the Annual or General Meeting of the Association at least thirty (30) days prior to occurrence. In the event of a special meeting, fifteen (15) days' notice shall be given. Notice will be calculated from a time three days after posting normal mail containing such information.
 - Special: A special meeting of the Association may be called by the Executive at any time, or by written petition signed by twenty-five percent (25%) of the membership at any time. A special meeting must be held within sixty (60) days of receipt of such petition by the secretary.
- Attend all Executive, special, and general meetings;
- Keep the minutes of all meetings of the Association and the Executive;
 - Distribute minutes of Executive meetings prior to the meeting date;
 - Distribute minutes, reports, and other documents at the Annual General meeting;
- Maintain and be responsible for all current records of the Association;
 - Receives minutes of all committees of the Association;
 - Receives copies of all official correspondence of the Association.
- Serve as ex officio on the nomination and election committee in order to maintain a list of nominees for office and prepare and distribute ballots for election;
- Receive notices proposing special resolutions;
 - Notice to propose a special resolution shall be deemed to be duly given if signed by a member in good standing and received by the Secretary and the Secretary has notified the members, not less than one month before the

Approved by:	
Name and Title:	
Date approved:	
Reviewed:	

Annual General meeting or not less than two weeks before a special meeting of the Association.

- Receive from retiring officers and chairpersons all books and records of the Association;
- Approve transfer and deposit of the Association's records to The Rooms;
- Upon completion of his/her term, convey all records to the incoming Secretary.

These duties generally take about 2-3 hours per month, with the exception of the weeks leading up to the AGM when it may be busier.

Approved by:	
Name and Title:	
Date approved:	
Reviewed:	

Job title	<i>Director</i>
Reports to	<i>Executive Committee Association of Newfoundland and Labrador Archives</i>

Job purpose

- Actively promote ANLA within the heritage community through participation in various ANLA and sister organization activities and events

Duties and responsibilities

- Attend all Executive, special, and general meetings
- Sit on as either a member or a chair at least one ANLA Committee
- Carry out special projects as assigned by the Executive

These duties generally take about 2-3 hours per month.

Approved by:	
Name and Title:	
Date approved:	
Reviewed:	

SAMPLE POLICY DOCUMENT

ANLA Travel Policy

General (applicable to all categories below):

- ANLA will not pay or reimburse any board, committee member, staff or volunteer for any travel expenses under any circumstances without Executive approval and submission of a travel claim and receipts.
- All requests for reimbursement must include receipts (accommodation, gas, taxi etc.) and must be submitted to the ANLA Treasurer within 30 days of the travel taking place.
- No travel advance shall be given unless approved by either the Finance committee or the Executive.
- Executive/employees and those attending workshops that use taxis must note the starting point and destination of the taxi on either the Travel Expense Claim Form or on the taxi chit otherwise reimbursement will be refused.
- Employees and board members may use taxis for transportation to and from airports when on ANLA business.
- If an employee or member attending a workshop uses their private vehicle they must document it on the Travel Expense Claim Form. Provincial rates per kilometre will be used for reimbursement purposes. In order to claim travel expenses when using a private vehicle, the distance travelled must be in excess of a 20km radius from the applicant's starting point.
- Claims should be completed in chronological order.
- Travel Expense Claim Forms are to be signed by the applicant and the Treasurer or a member of the Executive once approved for payment.
- Reimbursement will be denied where travel is contrary to this policy, or where a receipt cannot be produced.
- This policy is to be reviewed periodically or on an as needed per basis.
- All reimbursements are subject to the availability of funds.

Policy

Board Members:

- ANLA executive members will be reimbursed for travel costs and accommodation when on ANLA business with the understanding that the member will make the best reasonable and economical choices.
- A travel budget for board members will be set in each year's budget.

Committee Members:

- ANLA committee members will not be reimbursed for attending meetings unless duly specified by the Executive.

ANLA Members:

- If funds permit, ANLA may reimburse any member in good standing for travel to attend the Annual General Meeting and/or a workshop event at the going provincial rate or the fare for public transportation, whichever is the lesser of the two. Accommodations, per diems and meals will not be reimbursed unless funds are available for such a purpose from another source. Receipts will be required within 30 days of the event and a travel claim form completed.
- Those seeking financial assistance to travel to the AGM or workshops must be a member in good standing with the Association and apply to their institution for funding before applying to ANLA. Eligible costs can include transportation costs, accommodation and registration.
- A request for funding must be submitted to the Education Committee on a Financial Assistance Application form at least a month before the workshop or the AGM. Pending approval of the Education Committee it will be submitted to the Treasurer for final approval.

Employees:

- ANLA shall reimburse employees for all travel expenses (plane tickets, taxis, vehicle rental, meals, accommodations etc.) that takes place during work hours and are directly related to work. In some circumstances exceptions will be applied for travel that may take place outside of the normal work day.
- A local travel budget for staff shall be set by the Treasurer and the staff prior to each year's budget being prepared.

Approved by:	
Name and Title:	
Date approved:	
Reviewed:	

ANLA'S HISTORY

A Brief History of the Organization, 1983-2013¹

Conception and Birth

Archiving as a process and a profession was growing in importance and organization in Canada in the 1970's. Archives in municipalities, religious institutions, local historical societies and universities were emerging beside the national and provincial establishments, and communication networks at the national and regional levels were set up. The Archival Association of Atlantic Canada was one such organization, but few Newfoundland members could afford to attend meetings regularly, and it was disbanded in the late 1970's.

However, a group of dedicated archivists in Newfoundland representing the major archival institutions of the province (the Provincial Archives, the Provincial Reference Library and three groups at Memorial University) were determined not to be left behind in the new thrust for professional standards and exchange of ideas. In the summer of 1982 they investigated the experiences of other provincial organizations and on September 7 they formed an ad hoc committee, known as the Newfoundland Archival Group. Mailing lists were compiled, questionnaires sent out, funds and assistance solicited. Response was encouraging. A founding conference was organized for February 3, 1983, in St. John's, and was attended by over fifty inaugural members representing a wide range of institutions and interests from across the province, including Labrador.

Formal proceedings were held in the Colonial Building, home of the Provincial Archives, following a reception and tour of City Hall sponsored by the City of St. John's the day before. William Frost, the Assistant Deputy Minister, Department of Culture, Recreation and Youth, gave the welcoming address and Nancy Stunden of the Manitoba Association of Archivists followed with an account of her association's aims and experiences. The new constitution and byelaws prepared by the Newfoundland Archival Group were adopted after some discussion and amendment, and the first executive board was elected, with Philip Hiscock of Memorial University's Folklore and Language Archive as chair. The Association of Newfoundland and Labrador Archivists was born and baptised.

After lunch in the Fort William Building, sponsored by the Newfoundland Telephone Company, Dan Moore of the Social/Cultural Archives, Manuscript Division of the Public Archives of Canada, addressed the members about the operation of small archives and answered questions of a practical nature, particularly relating to conservation.

It was generally agreed that this inaugural conference had been a great success, and the new executive began work straight away to implement the aims and responsibilities of the Association. These included: organising a governance structure; outreach activity through press releases, the publication of a newsletter and directory; educational opportunities through workshops; and employment of students on work projects, and exhibits.

¹ This history was written by Mary Bridson in 1996, titled: *ANLA: A Brief History of the Organization, 1983-1996*. Edits and updates for this AGM edition were provided by Jenny Seeman.

ANLA's History (cont'd)

Governance

The Constitution

"The aims of the Association shall be to promote professional standards, procedures and practices among persons in the province who are involved in the care, custody and conservation or management of historical records, to provide members with a common meeting ground for discussion of archival problems, as well as the exchange of ideas on archival matters, and other related activities."

[From the constitution of 1983.]

Several amendments were made to the original constitution over the first six years, in particular a decision to incorporate in May 1987 to protect members from financial liability in light of the increased sums of money being handled. The constitution stood untouched from May 1989 until new circumstances demanded changes in 1994. At that time the name of the organization changed from the Association of Newfoundland and Labrador Archivists to the Association of Newfoundland and Labrador Archives, and its aims were expanded and detailed under 13 headings. Composition of the governing executive was also altered, and their duties detailed, along with a description of standing committees to be established.

Amalgamation

ANLA is a provincial association of individuals and institutions concerned with archives, just as the ACA (Association of Canadian Archivists) is a national one. One of the highlights of ANLA's tenth anniversary in 1993 was the hosting in St. John's of the ACA Annual General Meeting on the 19-24 July. The theme for the conference was "Between 'the Rock' and a hard place: Archival theory and practice." By all accounts it was a great success.

The Newfoundland and Labrador Council of Archives (NLCA) originated informally in 1986 following the formation of the Canadian Council of Archives (CCA) in November 1985. The CCA was to represent the interests of the Canadian archival system in advising the Dominion Archivist (later the National Archivist, and then the Librarian and Archivist of Canada) and government funding agencies, and consisted of the Dominion and Provincial Archivists and representatives from national associations. The Newfoundland Council was to provide provincial input to this body, and also administer funding from it. It was incorporated in June 1988 with a membership of 25. Its meetings and reports were published in the ANLA Bulletin. It differed from ANLA in that its members were all institutional, representing archival repositories in the province, and it formed part of the CCA hierarchy. In practice, however, there was a lot of overlap in membership with ANLA, whose Chairperson always sat on the Council's Board.

As early as December 1986 Nancy Grenville, as Chairperson of ANLA, expressed the opinion that the Council should become a committee of ANLA, and the amalgamation of the two bodies was finally achieved in 1994 when Helen Miller was simultaneously President of ANLA and the Council. One of the more telling arguments was that there were too few active volunteers to fill two sets of executive

ANLA's History (cont'd)

positions, and also the division of responsibilities was confusing and limiting. Similar moves towards amalgamation had already been made in most other provinces.

On June 10, 1994, both bodies held their AGM and each voted to amalgamate as the Association of Newfoundland and Labrador Archives Corporation with a new constitution and bylaws. One of the new provisions was that there be established a Grants Administration Committee, chaired by the CCA Representative (a new position on the ANLA executive), which would establish procedures to review and adjudicate applications submitted to the Canadian Council of Archives for financial assistance, and make recommendations to the executive as to the success of any applications. With the cancellation of federal financial assistance, in the form of the National Archival Development Programme in April, 2012, the Grants Administration Committee was put on hiatus, although ANLA still plays a role in adjudicating applications for provincial funding assistance.

Membership

In 1994 membership categories were changed from the three (non-voting institutional, professional archivists, and interested individuals) which had been in effect since May 1988. Currently membership is either individual or institutional: individual status is accorded those people who are engaged in or interested in archival work, and institutional status for organizations engaged in archival pursuits who have a policy statement approved by their governing body, with financial commitment, and whose collections are accessible to the public.

Fees had originally been set at \$5.00 a year, raised to \$10 in 1984, and remained at that level until 1994. At that time, a differentiated fee structure was introduced, with \$15 for all individuals, \$30 for institutional members with permanent year round staff, and \$15 for institutions with no full-time permanent employees. Today we have a similar fee structure, with \$25 for all individuals, and \$50 for institutional members.

There were over 50 members at the inaugural meeting. Numbers have generally fluctuated between 40 and 120 since then. In 1994, there were 146 members, of which 91 were individuals, 41 institutions, and 14 complimentary. In 2013, there were 98 members: 39 individuals and 59 institutions.

Government

The affairs of the Association are directed by an executive board consisting of a president, vice-president, secretary, treasurer, and three directors at large. These officials are elected annually by and from the membership at the annual general meeting. The CCA representative (usually the president) however holds that position for two years. Chairs of committees to study particular ideas or follow up policies are appointed by the executive. The number of these committees has generally expanded over the years, reflecting the increased involvement of the Association in professional, technical and educational concerns. Over time, committees have included: Education, Grants Administration, Preservation Management, Public Awareness, Membership, Social and Publications, whose chair, the editor of the Bulletin, was until 1994 a member of the executive as Communications Officer. According

ANLA's History (cont'd)

to the current constitution, ANLA now has 5 standing committees: Grants Administration (on hiatus); Education and Training; Publications; Outreach; and IT. All of these committees are seeking new membership. The Executive, from time to time, also creates ad hoc committees to carry out specific tasks within the association.

Annual General Meeting

The AGM was originally held in April, but moved later to June, which is now the official month. There has been a variety of guest speakers at these meetings, both serious professionals and light-hearted entertainers, along with round table discussions, workshop sessions and movie presentations.

Strategic Plan

In 2009, ANLA began work on a strategic plan to bring ANLA forward with a renewed sense of purpose and clarity over goals to be achieved in the coming 5 years. The Strategic Plan document has been a vital resource for ANLA since 2010, particularly in times of financial constraint (2012 saw the cancellation of a significant funding stream: the National Archival Development Program). With the strategic plan in place, ANLA has been able to quickly prioritise and focus on specific aims of the Association, and ensure appropriate stewardship of our limited resources.

Education

The driving force behind the founding of ANLA was to increase the knowledge and training of those involved in the acquisition, management and control of archives; in other words, professionalism. This goal has been pursued in many ways. The Bulletin, training and travel grants, workshops, symposia, seminars, lectures, films, conferences and education courses all contribute to building professional awareness and competence.

Among subjects dealt with at workshops and lectures over the years are conservation, disaster planning, acquisition and appraisal, arrangement and description, photographic material, records management, descriptive standards, Rules for Archival Description, name authorities, reference work, automation, Colonial Office records, administrative history, copyright, electronic records, and financial appraisal. Presenters have included many distinguished archivists and academics from across Canada as well as the local community, and many workshops have been jointly sponsored with groups sharing similar interests, such as ARMA, MANL and the Newfoundland and Labrador Library Association.

An Education Committee was set up in 1984 to deal with members' enquiries, and the first week-long archives course outside Ottawa was organized in 1985 to coincide with the provincial AGM. The 35 participants were taught by senior archivists from the Public Archives in Ottawa. In the 1990s, the basic core curriculum program in archival training offered by ANLA was developed, part of a general movement towards educational professionalism in Canada, which saw masters programs in archival science set up at UBC and Manitoba, and an archival technician program at Algonquin College.

In 1993 funding was obtained from CCA under a special projects program to employ a Professional Development and Training Officer. Roberta Thomas was appointed, and worked with the

ANLA's History (cont'd)

Education Committee to organize and extend the curriculum, liaise with other heritage groups and the national ACA educational program, and seek further funding. The position continues today, despite funding cut backs and successive PDOs have continued to build and expand on the mandate.

Finance

Financially the Association has always been in good standing. At first there was very little income apart from membership fees and a couple of donations (from Newfoundland Telephone and Breakwater Books), but the creation of the CCA in 1985 and a federal contribution of \$1.8 million in 1986 (later increased to \$2.8 million) enabled a national needs assessment and led to the creation of effective programs providing funding and personnel. This funding envelope (reduced in 2006 to \$1.7 million), matched locally with cash and in-kind contributions, enabled ANLA members to access \$83,475 towards arrangement and description, digitisation, preservation assessments and actions, to name just a few of the project areas made possible by the National Archival Development Program. Since 2012, ANLA has been working within a tighter financial framework, still receiving provincial funding but looking at creative ways to generate income for the association to fulfil its mandate.

With only 7 different Treasurers in its 30 year history, ANLA has been consistently carefully and wisely managed. Thanks to the voluntary efforts of these Treasurers, and all ANLA volunteers, which has always been the Association's most valuable asset, new resources are constantly being investigated.

Outreach

In 1990, with special project funding from CCA, a pilot scheme was launched. Clara Rutherford became the first ever Travelling Archivist. She was employed by the Newfoundland and Labrador Council of Archives, but worked under contract to individual institutions across the province, setting up procedures and cataloguing material.

With successive TAs the concept and scope of the job changed from being a hands-on archivist to more of a mentor and consultant, encouraging the institutions they work with to take over responsibility for their own processing and management. After amalgamation in 1994, the Travelling Archivist was employed by ANLA, and worked in close co-operation with the Professional Development Officer under the Education Committee, developing these ideas into a broader program of instruction which goes "on the road". In recent years, with the loss of federal funding support, ANLA revived the concept of the Travelling Archivist. In order to cover salary costs, a portion of the PDO's time was allocated to contractual work for member institutions looking for help with arrangement and description projects.

Outreach has taken on broader meaning since the early days of ANLA. With successful professionalization of archives across Canada, as well as provincially, ANLA has been able to spend more time promoting public awareness and use of archives in the wider community. This has been achieved through activities such as: TV and radio interviews; celebration of Archives Week; participation in and sponsorship of regional heritage fairs; symposia and workshops designed not just for archivists but for those with an interest in preservation of heritage; and though presence at community events, such as

ANLA's History (cont'd)

the Newfoundland and Labrador Folk Festival, where the ANLA booth, 'Airs Apast', draws attention to preservation of sound recordings for the folk arts community.

Association of Canadian Archivists Annual Conference

The ACA annual conference has been held in St. John's two times in its 38 year history. In 1993, with the title: Between the Rock and a Hard Place: Archival Theory and Practice, and 2006, with the title: Living on the Edge: The Place of Archives in the Heritage and Cultural Community. In 1993, Daran Little, archivist for the British TV soap Coronation Street, was a guest speaker, a popular interviewee, and also gave a public lecture. In 2006, the keynote speaker was Michael Crummey, Newfoundland author, whose presentation was titled: "Articulating Past Lives": An archive's place in the life and writing of a reluctant researcher.

The ANLA Bulletin

It was a top priority of the first executive board of ANLA to produce a newsletter or bulletin to keep members informed of current and future events, as well as an organ of education and exchange of ideas. A communications officer was one of the original executive positions. Five issues were produced in the first year, but the Bulletin quickly settled into a regular quarterly schedule.

There was a rich variety of content over the years. Regular items included notices and reports of meetings, conferences and workshops, both in and out of the province; reports of the various committees and special interest groups; information about membership, the current executive, available grant funding; and the latest news of individual members, institutions and the archival world at large. Special features were reprints of papers given at conferences, conservation techniques, bibliographies, survey results, profiles of different archives or special collections in the province, and from 1993-95 a column on archival ethics called Dear ANLAnders.

The last issue of the Bulletin was published in the Winter of 2009/2010 and heralded a new way of keeping in touch with members. Changes to ANLA's website meant that updates could be provided instantaneously and the membership could keep informed on ANLA happenings and wider archival community events by checking the website. Today, ANLA also has a Facebook page, which has received 124 'likes' to date. The Facebook page informs us not only of events, news items and important announcements, it also contains entertaining links, such as the recent meme, the quiz "Which Archivist are You?"!

Directory of archival holdings in Newfoundland and Labrador, ANLA

In 1984 the first ANLA Directory of Archives in Newfoundland and Labrador was published. It was compiled from questionnaires circulated to members of the Association, and listed the various institutions alphabetically with details such as mailing address, archivist, opening hours, and a brief summary of the collections. The Directory was updated in 1985, 1987, 1989, and 1993, when the title was changed from "...archival collections" to "...archival holdings." The 1997 Heritage Edition contains the names of many new archives which have been brought into being in the last few years.

ANLA's History (cont'd)

ANLA's Archival Resource Catalogue (ARC)

With the online presence of ANLA beginning in 1998, the need for a published directory diminished as the website provided an online method of finding information about the archives across the province. The Directory today forms part of the 'Archival Resource Catalogue'. ANLA's ARC uses the latest open source archival description software, AtoM, and provides a unified location for member institutions to share descriptions of holdings within their repositories, as well as detailed contact information for the archives.

Technology

Advances in technology have not only impacted archival practice in ANLA's 30 year history, with the need to manage and preserve electronic media for long term access, they have also changed the way ANLA conducts its regular business. With very little paper produced from the ANLA office, operating costs are kept to a minimum. Email is the preferred communication with membership and as stated above, the ANLA website (www.anla.nf.ca) and Facebook page keeps people informed about ANLA news and events.

ANLA also embraces technological advances to provide services to its membership. Whether it be through online surveys, webinars, or teleconferencing for meetings, ANLA is constantly looking for ways to engage with the membership in convenient, cost effective and appropriate ways. ANLA also partnered with a member institution, the Faculty of Medicine Founders' Archive, to digitise and mount the full run of ANLA bulletins online through Memorial University's Digital Archives Initiative. They can be viewed at collections.mun.ca.

Looking to the Future

Looking back at 30 years of the archival association in Newfoundland and Labrador, ANLA can be justly proud of its achievements. ANLA remains a vibrant association: active, innovative, and excited for the future of archives in our province. We are also committed to the essential sustainability of our province's archives. With this in mind, existing and new members are the life blood of a non-profit organization. Contribution to the provincial database of archival holdings, the ARC, provides a vital public access point to the archival treasures in our province and suggestions for and attendance at workshops continues to be the most effective way of maintaining professional standards among our membership.

ANLA Executive 1983-2014

Year	President	Vice President	Secretary	Treasurer	Directors-at-large
1983-84	Philip Hiscock	Lawrence Jackson	Margaret Chang	Heather Wareham	Naboth Winsor, Nancy Grenville, David Davis
1984-85	Heather Wareham	Barbara Wood	Billie Anderton	Nancy Grenville	David Davis, Philip Hiscock, Edward Tompkins
1985-86	Tony Murphy	Philip Hiscock	Billie Anderton	Howard Brown	David Davis, Heather Wareham, Robert Pitt
1986-87	Nancy Grenville	Philip Hiscock	Shelley Smith	Howard Brown	Linda Russell, Robert Pitt, Edward Tompkins, Tony Murphy
1987-88	Tony Murphy	Heather Wareham	Shelley Smith	Howard Brown	Bert Riggs, Nancy Grenville, Edward Tompkins, Philip Hiscock. Mona Cramm
1988-89	Bert Riggs	Shelley Smith	Clara Murphy	Howard Brown	Billie Anderton, Roberta Thomas, Janet Smith
1989-90	Bert Riggs	Shelley Smith	Clara Murphy	Howard Brown	Janet Smith, Ann Devlin
1990-91	Bert Riggs	Janet Storey	Janet Smith	Howard Brown	Helen Miller, Paul Kenney
1991-2	Shelley Smith	Helen Miller	Sister Mary Purcell	Howard Brown	Janet Storey, David Davis
1992-3	Helen Miller	Roberta Thomas	David Davis	Howard Brown	Shelley Smith, Janet Storey, Paul Kenney
1993-4	Helen Miller	Gail Weir	Debra Downing-Yetman	Howard Brown	Anita Best, Cal Best
1994-5	Joe LeClair	Roberta Thomas	David Davis	Howard Brown	Helen Miller, Cal Best, Donald Kelland
1995-6	Joe LeClair	Joan Ritcey	Iris Power	Howard Brown	Helen Miller, Gail Weir, Larry Dohey
1996-7	Larry Dohey	Joan Ritcey	Iris Power	Howard Brown	Debra Downing-Yetman, Heather Wareham
1997-8	Larry Dohey	Bert Riggs	Linda Murphy	Howard Brown	Heather Wareham, Patti Ryan, Paul Hebbard
1998-9	Larry Dohey	Patti Ryan	Linda Murphy	Bert Riggs	Heather Wareham, Julia Mathieson, Carman Carroll
1999-2000	Patti Ryan	Greg Walsh	Linda Murphy	Angela Hoddinott	Julia Mathieson, Carman Carroll, Mark Ferguson

Year	President	Vice President	Secretary	Treasurer	Directors-at-large
2000-1	Greg Walsh	Larry Dohey	Jessie Chisholm	Angela Hoddinott	Mark Ferguson, James Miller, Gail Weir
2001-2	Greg Walsh	Larry Dohey	Angela Hoddinott	James Miller	Stephanie Harlick, Heather Wareham
2002-3	Greg Walsh	Larry Dohey	Angela Hoddinott	James Miller	Stephanie Harlick, Heather Wareham, Bert Riggs
2003- 4	Stephanie Harlick	Larry Dohey	Angela Hoddinott	James Miller	Heather Wareham, Ken Tulk, Greg Walsh
2004-5	Larry Dohey	Jessie Chisholm	Lucy Drown	James Miller	Greg Walsh, Heather Wareham, Joan Mowbray
2005-6	Larry Dohey	Jessie Chisholm	Lucy Drown	James Miller	Stephanie Harlick, Heather Wareham, Joan Mowbray
2006-7	Larry Dohey	Jessie Chisholm	Elizabeth Fewer	James Miller	Stephanie Harlick, Heather Wareham, Joan Mowbray
2007-8	Jessie Chisholm	Heather Wareham	Elizabeth Fewer	James Miller	Stephanie Harlick, Linda White, Amanda Jamieson
2008-9	Stephanie Harlick	Heather Wareham	Elizabeth Fewer	Helen Miller	George French, Catherine Rice, Melanie Tucker
2009-10	Stephanie Harlick	Jenny Seeman	Elizabeth Fewer	Helen Miller	Melanie Tucker, George French, Catherine Rice
2010-11	Stephanie Harlick	Jenny Seeman	Melanie Tucker	Helen Miller	George French, Catherine Rice, Theresa Walsh
2011-12	Jenny Seeman	Theresa Walsh	Christine Davies	Helen Miller	Miki Lee, George French, Emily Gushue
2012-13	Jenny Seeman	Theresa Walsh	Nicole Penney	Helen Miller	George French, Emily Gushue, Bert Riggs
2013-14	Jenny Seeman	Theresa Walsh	Nicole Penney	Helen Miller	Emily Gushue, Aimee Chaulk, George French

ANLA'S FIRST BULLETIN

ANLA BULLETIN

VOL 1 NO. 1

ASSOCIATION OF
NEWFOUNDLAND AND LABRADOR ARCHIVISTS

MAY 1983

NOTE FROM THE CHAIR

This is the first Bulletin of the Association of Newfoundland and Labrador Archivists. As you can see we have a very good looking front cover page, thanks to Kevin Tobin. We all have different hopes, I am sure, for the future of this ANLA publication. My own hopes are that it will become an open forum for all queries, views, opinions and suggestions relating in a broad way to archives and archiving in Newfoundland and Labrador.

In this issue, which has taken us longer to produce than we had hoped, we have a number of features which mainly grew out of our founding meeting in February in St. John's. I hope they will serve to reintroduce us to each other and to refresh our memories about the Association and its aims. Future issues will include some short descriptions of collections represented in the Association together with discussions of their problems and solutions. I, myself, hope to put together a short list of publications which archivists might have at hand to help them in arranging, setting up and operating their archival collection. This will be in issue number two.

Please send any notes, letters, articles, photos or the like for inclusion in the Bulletin to Reverend Naboth Winsor, Box 55, Wesleyville, A0G 4R0. Correspondence dealing with membership or mailing addresses should be sent to Heather Wareham, 73 Pennywell Road, St. John's A1C 2L2.

Philip Hiscock

**FOUNDING MEETING OF THE ASSOCIATION OF
NEWFOUNDLAND AND LABRADOR ARCHIVISTS**

The founding meeting of the Association of Newfoundland and Labrador Archivists was held in St. John's, February 3rd and 4th, 1983.

Some forty-five archivists attended the opening reception sponsored by the St. John's City Council in the E. B. Foran Room of City Hall on Thursday evening, February 3rd. Mr. Damian Ryan, Deputy City Clerk, extended a warm welcome on behalf of the Council.

On Friday morning, at the Colonial Building, proceedings were opened by William B. Frost, Assistant Deputy Minister for Culture of the Department of Culture, Recreation and Youth. Following his welcome, Nancy Stunden of the Provincial Archives of Manitoba and Secretary of the Association of Manitoba Archivists, addressed the meeting. In the afternoon Danny Moore, Acting Head, Social/Cultural Archives, Manuscript Division of the Public Archives of Canada, addressed the meeting and stressed the need for registering and organizing archival materials. He answered many questions from the floor about the conservation of materials.

In the business session, which preceded lunch in the Fort William Building, the constitution proposed by the Newfoundland Archival Group was adopted with two or three amendments. *Copies of the Constitution and By Laws are available from the Secretary.* The following officers were elected:

Philip Hiscock	Chairperson
Lawrence Jackson	Vice Chairperson
Margaret Chang	Secretary
Heather Wareham	Treasurer
Naboth Winsor	Communications Officer
David Davis	At large
Nancy Grenville	At large

In a later CBC interview Philip Hiscock stated that the Association intends to promote professional standards, procedures and practices among persons in the Province who are involved in archival work, to provide members with a common meeting ground for exchanging ideas and discussing archival problems, and to engage in other related activities.

The Association is greatly indebted to the Newfoundland Archival Group for their initiative in forming a provincial association and their work in making very efficient preparations for the founding meeting. To the Group we express our most sincere thanks.

Naboth Winsor

**SPEECH BY WILLIAM B. FROST, ASSISTANT DEPUTY
MINISTER FOR CULTURE, FEBRUARY 4, 1983**

It's a great pleasure, and indeed, an honour for me to be with you this morning at the founding meeting of the Association of Newfoundland and Labrador Archivists. I'm most pleased to see so many of you here today from different parts of the Province obviously showing your interest in the formation of your own archivists' association.

I'm sure that you are all aware that the Association of Canadian Archivists, with membership all across Canada, has served as a national organization, arranging meetings, conferences and seminars, and providing a regular series of informational and scholarly publications.

While the services offered by the ACA were of great benefit to its membership, there was at the same time a desire on the part of regional groups to have their own organizations which were more attuned to the needs of the various regions of the country. In the Atlantic Provinces this need developed into the formation of the Archival Association of Atlantic Canada, which provided a regional forum for archivists from Newfoundland, Nova Scotia, Prince Edward Island and New Brunswick.

Just as the national organization could not adequately serve the needs of all regions of Canada in an indepth manner, it became apparent to the members of the AAAC that that organization was, in fact, inadequate to serve the specific needs of such a large and diverse geographical area as the Atlantic Provinces. By the late 1970's it had been concluded

that provincial organizations would probably be more effective in providing a catalyst for archivists in the Atlantic Region. This was particularly obvious in Newfoundland where attendance by our people at annual meetings of the AAAC, when held outside the province, was usually low. This is not particularly odd, when you take into consideration the great time and cost factor of travelling from Newfoundland to meetings in other parts of the Atlantic Provinces.

In response to this need for a provincial organization to bring together people who work in archives at all levels, whether it be in the traditional archival institutions, or as a part of a museum/archives/historical society complex, the idea of a Newfoundland and Labrador association of archivists gathered momentum. Such an organization is obviously needed to facilitate the most effective use of the very limited resources of archives in Newfoundland and Labrador. We also have a very real need to share with one another the skills, knowledge and training that is available within the province.

You may be interested to know that the Provincial Archives and the Historic Resources Division of my Department have prepared draft legislation, which we hope will go before the House at the next sitting, for a new Archives Act. It's very important to the operation and identity of a public institution that its operation be covered by a single piece of legislation which gives focus to its operations. The new act will bring the wording of the existing legislation into agreement with the actual operating procedures of the Provincial Archives. The new act will also place the provincial records management program on a firm legislative footing, rather than the incomplete references in the old Historic Objects, Sites, and Records Act and the Order in Council of 1972 which referred to this aspect of our operation. The proposed legislation will provide a clear mechanism in the Public Records Committee for the secure and efficient disposal of government records which have been transferred to the Records Management Centre of our Department for low-cost storage.

In addition, the Public Records Committee will provide the Archives with a second opinion in cases of records disposal from its historical collections. It will clearly delineate the duties of the Provincial Archivist as the official responsible for the Archives,

and as well, will ensure cooperation with the Legislative Library. I think it's important that the new act will also bring legal procedures for the protection of the Archives collection up to date. That is to say, it will increase the penalties for unauthorized removal of records from the Provincial Archives.

So we're looking forward to the proclamation of this new act, and I wanted to share it with you today because it's a new piece of legislation which will affect the work that many of you will do for years to come. As I said earlier, I am very pleased to see so many of you here today, and I don't want this occasion to pass without expressing sincere thanks to the late Mrs. Iris Kirby and the Department of the Secretary of State, whose generous financial assistance has allowed this founding meeting to take place. Mrs. Kirby died last Saturday, but it was due to her energetic efforts on our behalf that funding was obtained from her department which will assist in the support of travel and administrative costs for the meeting.

Before closing I want to wish you well with your new organization and offer my particular support to the challenge facing the officers of the Association of Newfoundland and Labrador Archivists who will be elected today. We are aware that in an area the size of Newfoundland and Labrador many problems remain, those of effective communication and travel, and the difficulty of a sense of belonging to an organization whose members are scattered and separated by many hundreds of miles. But I'm sure that an effective provincial organization will be able to surmount these problems, even in this time of economic restraint, and I wish you and your new organization good luck and success in the challenge that lies ahead.

EXCERPTS FROM THE ADDRESS OF NANCY STUNDEN,
PROVINCIAL ARCHIVES OF MANITOBA AND SECRETARY
OF THE ASSOCIATION OF MANITOBA ARCHIVISTS

As an archivist, I am proud that you, my colleagues in Newfoundland and Labrador, feel ready to come together in an association. Let us not forget that

it has been only in the last fifteen years that Canadian archivists have recognized the need for and thought themselves capable of supporting independent organizations specifically dedicated to the advancement of archives and the people working in them. It is somewhat of an understatement to say that there has been considerable activity in the area of professional organization among archivists in the last ten or fifteen years.

The explanation of this surge in professional organization lies in the dramatic changes in the Canadian archival scene over the last twenty or thirty years, and I would like to begin by highlighting some of these developments. Probably the most important, and certainly the most visible, has been the proliferation of archival repositories. The figures are impressive. In 1950 there were only 48 archives in Canada; in 1978 there were 174 -- an increase of 350%. Going beyond these figures, the basic institutional infrastructure of an archival system has emerged. The lynchpins of this system are the Public Archives of Canada, which focuses on the records of the Federal Government and national figures and organizations, and the provincial and territorial archives which, because of their very broad mandates, have a significant leadership role in their jurisdictions. The recent establishment of municipal archives in a number of major cities and even in some small centres is a very encouraging sign. University archives have been another 'growth sector', and many churches, religious orders, and some private organizations have also established archival programmes to preserve their own records, and frequently the private papers of individuals connected with them. Probably the largest number of newly-established institutions are the local archives sponsored by community libraries, museums, historical societies and special interest groups. Most of these have sprung up in an *ad hoc* manner, in response to growing awareness of the importance of preserving historical records and retaining them in the community. Their existence is a testament to the social significance of archives and the enthusiasm and energy of their creators, who are frequently volunteers. Clearly, Canadian archival repositories are highly varied. What unites them is an understanding of the significance of our history to our present and future, and a devotion to the preservation of the documents which record that history, in order that it may be understood and appreciated.

Four important roles for provincial associations have emerged:

To bring together people engaged in archival work in all the various kinds of institutions and specializations for their continuing professional development.

To promote among the general public awareness of the role of archives and the need to devote greater resources to them in order that they may properly discharge their mandate.

To work toward the development of a coordinated and cooperative archival network.

To serve as an independent advocacy group for archival interests in the province.

A copy of the full address is available free of charge from the Secretary. Please write to Mrs. Margaret Chang, Provincial Archives, Colonial Building, Military Road, St. John's A1C 2C9.

NEWS AND NOTES

We wish to offer our condolences to Mrs. Catherine (Kitty) Power, one of the founding members of our Association, on the death of her husband Edward, on Friday, February 4.

We wish to mark with sadness the death of Mrs. Iris Kirby, Field Representative, Department of the Secretary of State, St. John's and record our gratitude for her many kindnesses during the founding of our Association.

On March 23, Memorial University announced the establishment of the Newfoundland Performing Arts Archive Project, a joint venture of the University Library's Centre for Newfoundland Studies and the Folklore and Language Archive of the Department of Folklore. While the project will preserve multi-media materials relating to all aspects of the performing arts and popular entertainment in Newfoundland, its first task will be to identify, locate, and collect relevant materials throughout the province. Initial

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collecting and sorting of the material is being organized by Rick Boland of the LSPU Hall, Rising Tide Theatre and through the cooperation of members of the arts community.

Them Days Archive has recently received a major grant from the International Grenfell Association. Over the next two years the Archive will receive \$20 000 from IGA to assist in the organization and description of their collection. In addition, the Town Council of Happy Valley has given Them Days staff a Xerox Memory Writer.

The annual conference of the Association of Canadian Archivists will take place in Vancouver June 1-5. The theme of this year's conference will be "Archives and the Law".

MEMBERS ATTENDING THE FOUNDING MEETING, FEBRUARY 4, 1983

Mrs. Anderson
Billie Anderton
Melvin Baker

Sr. Dorothea Barnable
Rick Boland

Howard Brown
Pamela Bruce
Margaret Chang
Sr. Eileen Collins
Mona Cramm
Gertrude Crosbie
David J. Davis
Marilyn Dawe
F. Burnham Gill
William Goulding
Frank Graham
Everitt Green

Newfoundland Transport History Society
Wishingwell Road, St. John's
Office of the Official Opposition,
Provincial Government
Presentation Convent, St. John's
MUN Newfoundland Performing Arts
Archive Project
Provincial Archives
St. David's Church Archives
Provincial Archives
Presentation Convent, St. John's
Provincial Reference Library
MUN Maritime History Group
Provincial Archivist
Newfoundland Museum
United Church Archivist, St. John's
P.O. Box 572, Gander
Sports Archives, St. John's
Crime Prevention Unit, Royal Nfld.
Constabulary

Nancy Grenville
Anne Hart
Gilbert Higgins
Philip Hiscock
Dr. and Mrs. M.W. Hogan
Robert Jackman
Lawrence Jackson
Burton Janes
Paul Kenny
M. Levasseur
Sr. Bonaventure McCarthy
Sr. Chrysostom McCarthy
Sr. Mary Dominica McCarthy
Sr. McHugh
Tony Murphy
Peter Narvaez
Derek Norman
Paul O'Neill
W.E. Parsons
Robert Pitt
Kitty Power
Norma Jean Richards
Evelyn Riggs
Dr. K.B. Roberts
Bobbie Robertson
C. Francis Rowe
Neil Rosenberg
Damian Ryan
Doris Saunders
Jim Thistle
Ed Tompkins
Heather Wareham
Rev. Naboth Winsor
Sr. Magdalen O'Brien

MUN Centre for Newfoundland Studies
MUN Centre for Newfoundland Studies
Kindale Library, Stephenville
MUN, Folklore Archive
Newfoundland Transport History Society
P.O. Box 5682, St. John's
Them Days, Happy Valley, Labrador
Pentecostal Assemblies of Newfoundland
Newfoundland Museum
P.O. Box 839, Corner Brook
Presentation Convent, St. John's
Presentation Convent, St. John's
Presentation Convent, St. John's
Presentation Convent, St. John's
Provincial Archives
MUN Folklore Department
Nfld. Independent Filmmakers Cooperative
CBC Radio Archive
Harbour Grace
MUN ETV
Provincial Reference Library
Legislative Librarian, Confederation Bldg.
Museum Association of Nfld. and Labrador
MUN School of Medicine
Newfoundland Historical Society
Winter Avenue, St. John's
MUN Folklore Department
City Hall, St. John's
Them Days, Happy Valley, Labrador
309 Southside Road, St. John's
Provincial Archives
MUN Maritime History Group
Wesleyville
Archivist, R.C. Diocese, Grand Falls

Please note that if you have already paid for membership you are in good standing until March 1984

ANLA
Association of Newfoundland
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St. John's, Nfld A1C 2C9
Subscription & editorial
information:
Rev. Naboth Winsor
Wesleyville, B.B.,
Newfoundland
Membership: \$5.00

Please enter my membership in the Association of Newfoundland
and Labrador Archivists for the year ending 31 March 1984. I
enclose \$5.00. I understand that I shall receive the ANLA
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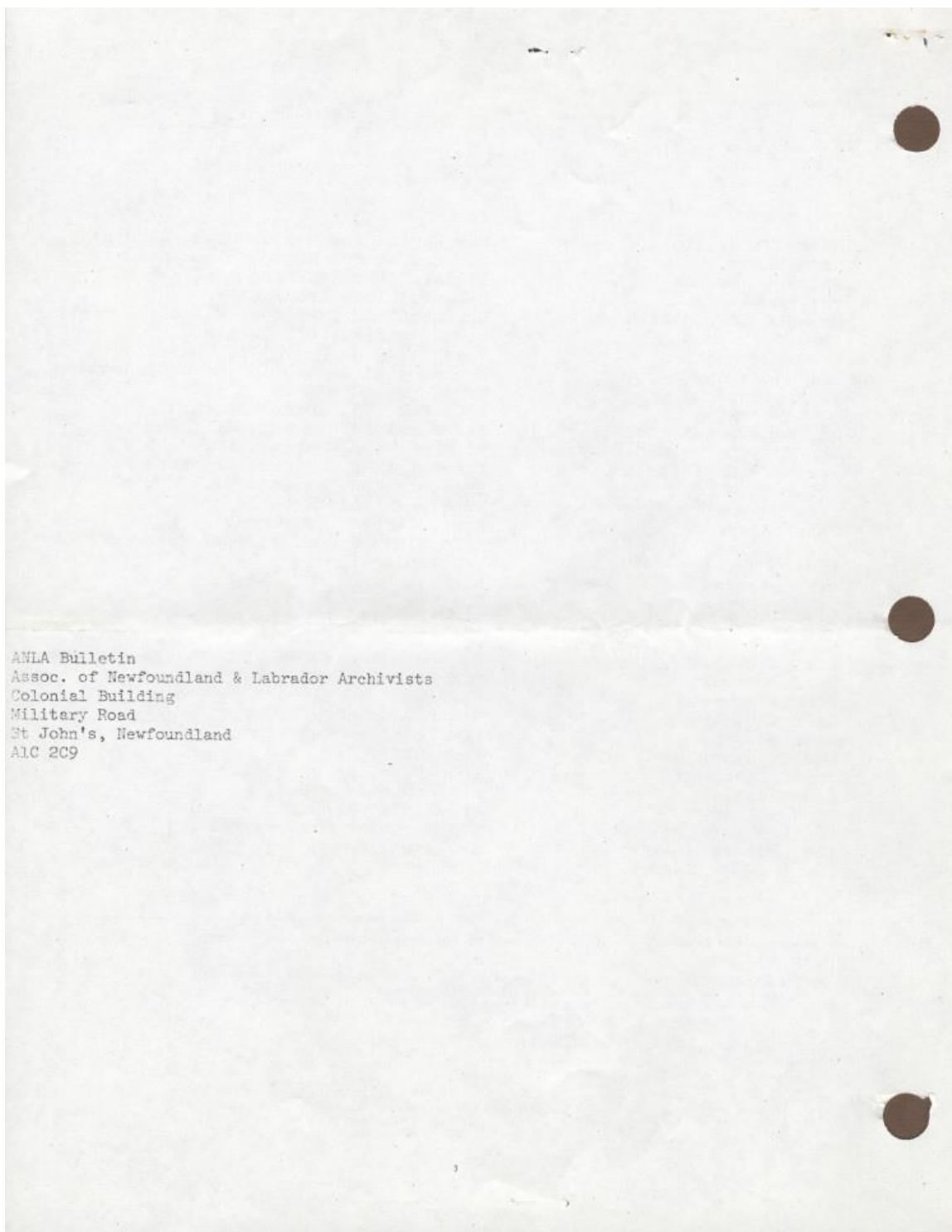
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Please mail this form to: Heather Wareham, Treasurer ANLA,
73 Pennywell Road, St. John's
Newfoundland A1C 2L2

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