

Annual General Meeting 2015



“On the Road to Gallipoli” - Courtesy of the Trinity Historical Society.

Annual General Meeting June 29, 2015

AGENDA

- | | |
|----------------|--|
| 9:00 a.m. | Meet and Greet |
| 9:30 a.m. | Welcome to the 2014 AGM: Emily Gushue
Welcoming Remarks from the Provincial Archivist: Greg Walsh
Introduction of Current Executive: Emily Gushue
Approval of the Agenda
Approval of Minutes of 2014 AGM
Business arising from the Minutes
President's Report: Emily Gushue
Treasurer's Report: Helen Miller
Committee Reports:
Education: Nicole Penney
IT: Jenny Seeman
Outreach/Social: Nicole Penney
PDO Report: Mary Ellen Wright |
| 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>
Enjoy a series of short films introduced by Jenny Higgins from Newfoundland and Labrador Heritage |
| 1:30-3:30 p.m. | Join us in a 'Behind the Scenes' tour of MUN's Campus Archives. Locations include: the Faculty of Medicine's Founders' Archives, Archives and Special Collections at the QEII; Maritime History Archive; the English Language Research Centre, and the newly renovated Folklore and Language Archive. You'll hear about the unique collecting mandates of each location, how to access and use the materials, and some of the stories that led to the creation of these wonderful and rich resources that tell us so much about the history of our province. |

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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

Emily Whalen

Welcome to the 2015 AGM for the Association of Newfoundland and Labrador Archives. Thank you for attending today, and I would like to extend a special thank you to Memorial University of Newfoundland, the Queen Elizabeth II Archives and the MUN Folklore Archive for their support. Like any year, there have been some highs and lows, but I am very optimistic about the future.

One of our major projects this year was to continue the CEDP minimum standards project. I am sure many of you have worked with Mary Ellen on this. In addition to providing additional funding, this project has also helped many heritage organizations throughout the province achieve a higher standard of care for their collections. Better care of collections benefits everyone in the community. It has also given ANLA the opportunity to gain greater insight into the collections and functionality of several of our members.

We have also begun an exciting new project under the auspices of the Honour 100 commemoration. Alanna Wicks stepped down from her position on the executive to work on this project and to supervise our Folklore student, Sharna Brzycki. Alanna will be providing a more detailed report on the project later this morning.

As many of you have heard, ANLA and our sister organizations have been informed that we are not to return to the Colonial Building when the work is completed. This notification came in the form of a letter from the assistant deputy minister just a few weeks ago. We responded with a joint letter of protest from ourselves, MANL and AHI. The response came from the minister, confirming the decision and reiterating the need for additional storage space. Minister King also referenced the possibility of funding for rent in an alternate location.

We have not given up on this issue. It is very important to us and the community at large. We also truly believe that it is in the government's best interest to have us located inside the colonial building. It will only be open to the public for part of the year which leaves it untenanted for the remainder, wasting electricity and inviting vandalism. Also, the current plan for use of the office space is impractical due to the structure of the building and the elevator. The next step is to begin writing individual letters. Mary Ellen is putting the final touches on a letter on behalf of the executive, but we would at this time like to ask the membership to also contribute their thoughts and concerns.

At this year's ACA conference in Regina the Librarian and Archivist of Canada, Dr. Guy Berthiaume announced the Documentary Heritage Communities Program. This is a fund that will provide \$1.5 million annually to increase access and awareness of archives and to increase the capacity of local documentary heritage institutions to better sustain and preserve Canada's documentary

heritage. This is not a reinstatement of the NADP program, but it will certainly help many of those who were hardest hit when the NADP was cancelled. This includes archives, privately funded libraries,

President's Report (cont'd.)

historical societies, genealogical societies and museums with an archival component. This does not include businesses, government institutions, museums without archives or universities and colleges. This is the first year of this program, so there may be some adjustments as they go. An important factor is that there is no matching component, which means that this can be the sole source of funding for a project. Applications are due very soon, September 4, 2015. The information is available online, www.bac-lac.gc.ca/contributions. We encourage our members to apply. Please contact Mary Ellen if you need any assistance.

Finally, I would like to take a moment to talk about Jenny Seeman. As many of you know, later this year Jenny and her family will be leaving for more temperate climes at the University of Victoria. Jenny's first year as president was my first year with ANLA. She was a capable and confident leader who provided a steady hand during some very turbulent times. She was impressive, and not much older than me. I made Jenny one of my role models, although I don't know if she knows that. As I took over as president and for as long as I continue in this role, I will aspire to her calm level-headedness and grace under pressure. On behalf of the ANLA executive and membership, thank you Jenny. For everything.

EDUCATION REPORT

Nicole Penney

Committee Members: Bark King, Jackie Walsh, Nicole Penney, Mary Ellen Wright

The role of the Education Committee is to meet, discuss, and present an annual education program to the ANLA Executive. The current committee met and/or corresponded via email over the past year to develop what we believe to be a well-rounded, intriguing, and beneficial education program. This program was brought to the executive for approval, after which it was included in ANLA's applications for the coming year.

Funding is partially obtained through CEDP, the provincial government's Cultural Economic Development Program. These funds contribute toward presenters' fee, cost of printing resource material, meeting space rentals and travel expenses. There is also reimbursement to ANLA members for travel expenditures incurred for attending ANLA workshops. Any profit earned as a result of the workshops is used for future workshops.

We are also currently looking for committee members and if you're interested in getting involved, please get in touch with the ANLA office.

Education Report (Cont'd.)

Workshops Held in the 2014-1015 Fiscal Year:

- **Basic Archives – An Introduction to Archival Practice** - This five-day workshop introduced participants to basic archival skills through in-class exercises and “hands-on” demonstrations. Sessions were taught by professional archivists from the provincial archival community. The workshop was held on **April 7-11, 2014** in St. John’s. (9 participants)
- **Webinar: Introduction to Policy and Procedure - May 22, 2014** (32 participants)
- **Electronic Records Management for Small Heritage Organizations – June 18-19, 2014** (10 participants) This 2-day workshop introduced participants to the basics of electronic records management. Held in St. John’s and instructed by George French.
- **Webinar: Policies and Procedures for Acquisition and Accessioning – September 17, 2014** (23 participants)
- **Simple Disaster Plans for Small Institutions -November 20, 2014.** This workshop taught the basic principles of disaster planning and management for heritage institutions and provided a customizable checklist for coping with that phone call in the middle of the night. This was held as part of ANLA’s Archive’s Week activities. (7 participants)
- **Introduction to Archives: Rigolet , November 24-27, 2014** (6 participants)
- **Introduction to Archives: Fogo, January 19-22, 2015** (12 participants)
- **Basic Preservation Workshop: February 19-20, 2015 - February 19-20, 2015** (9 participants). Held in St. John’s and instructed by Paula French.
- **Workshop: Preservation of Photographic Images** - This workshop discussed the care, storage and handling of historical photographs, negatives, photograph albums and framed images. The instructors covered policies for the exhibition of photographic images and the reproduction of photographs. The workshop also included a special half-day session on the history of photography in Newfoundland and Labrador. **March 19-20, 2015** (11 participants). Held in St. John’s and instructed by Paula French and Manny Buchheit.
- The workshop **“Planning and Designing an Archival Exhibit”**, scheduled for September 2014, was cancelled due to unavailability of instructors.
- We also completed another special topics video, which was uploaded to YouTube in November, 2014. In this video, Danny Doyle, a Masters Student in Art Conservation, explains the caring, handling, and storage of archival scrapbooks. Special thanks go to Mary Ellen Robyn Hannaford, Wanita Bates and Sister Patricia for their assistance and Nabila Qureshi for filming and editing the video. They all a fantastic job and the video was a success.

Proposed Workshops and Costs: 2015-2016:

1. Basic Archives: Corner Brook (August 24-27, 2015)
2. A Simple Disaster Plan for Small Institutions: Corner Brook (August 28, 2015)
3. Simple Preservation Treatments (after AGM)

Education Report (Cont'd.)

4. CCI Workshop: Mount making (early October 2015)
5. Managing Photo Collections: policies, procedures, arrangement, description and rights issues – Nov 2015 (before Archives Week)
6. Webinar: Preservation Policies (Jan 2016)
7. Webinar: Copyright Basics (Feb 2016)
8. Outreach: Preparing your records for the archives (Feb 2016) (2-3 hour session)
9. Joining ARC-ANLA: Adding your archival holdings to the provincial database

OUTREACH REPORT

Nicole Penney

Committee Members: Emily Gushue, Theresa Walsh, Nicole Penney

As many of the activities of the social and outreach committee overlap, we decided to merge the social committee into outreach in order to more effectively use our resources to meet the goals of both. Through the outreach committee, coffee breaks were organized for various workshops in St. John's. Thank you to those who helped set up coffee break supplies on the days we were not able to be on location.

The Old Christmas Day Party was held on January 6th at the Bishop's Library. Food and beverages were picked up from Sobey's deli and bakery and little remained. Thank you to the Roman Catholic Archdiocese for allowing access to the wonderful Bishop's Library and Larry Dohey for making the arrangements with them. Thanks to Emily Gushue for her help in the selection and delivery of food and other related party supplies. And many thanks to all who attended.

This year's symposium was held on November 21, 2014 in the Foran-Greene Room at St. John's City Hall. The theme was "Archives and the Arts" and explored how archives and their contents are sources of inspiration and information for artists in our community and beyond. The symposium was an opportunity to meet some of the people who are delving into this important provincial resource. We were very fortunate to have Newfoundland and Labrador author Kevin Major attend as the keynote speaker. Other speakers included Mannie Bucheit (photographer), John McDonald (artist), Laura Higenell (potter), Colleen Quigley (dancer and archivist), Gary Collins (author) and Dale Jarvis (author and folklorist). For lunch, a delicious assortment of refreshments, including cookies, sandwiches and soup were ordered

Outreach Report (Cont'd.)

from Belbin's. ANLA thanks all our guests and speakers and everyone who assisted with, and attended the symposium.

Next year ANLA will be taking a different approach and instead of having a one day symposium we hope to offer a week of free events during Archives Week. These will include free workshops, resources and social events for ANLA members. While this is still in the planning stage, we encourage members to think about events they can have at their respective sites to celebrate Archives Week 2015.

IT REPORT

Jenny Seeman

Members: Jenny Seeman; Dean Seeman; Aimee Chaulk

After some major activity in the last few years, with the establishment of the Archival Resource Catalogue and transfer of the website to a custom made Wordpress site, the IT committee has had a stable year of routine maintenance.

The **Archival Resource Catalogue (ARC)** continues to grow. There are over 1000 descriptions currently in the catalogue from 70 member institutions across the province. At the end of December, the ARC was upgraded by Artefactual to the latest release available of AtoM (2.1.0). This was a free upgrade, as part of the service agreement we have with them for hosting the database. At the same time, they upgraded and moved their servers which will mean a faster service as we input new records, as well as a faster retrieval service for our users. Please talk to Mary Ellen about adding your descriptions to the ARC!

The **website** (www.anla.nf.ca) continues to be a place to get quick information about ANLA activities, upcoming events and workshops, as well as a go-to resource for ANLA's constitution and mandate. There are also links to the wider archival community, both provincially through our members and the national network. It would be great if the website were used more to highlight member activities. Anything membership news or event across the province can be promoted through the ANLA website: simply send an email to the ANLA office and it will be posted as a news item.

Website Statistics

The daily average number of visits to our website over the past year (July 2014-June 2015) is 130. A visit is logged when a request comes from a remote server for the first time. They may look at several pages during a visit. After 30 minutes of inactivity from that remote server, any subsequent page requests count as a new visit. The table below (fig 1.) gives a detailed summary of the website activity and some of the terms are explained at the end of this report (fig. 2).

IT Report (Cont'd.)

Summary of activity at anla.nf.ca by Month										
Month	Daily Avg				Monthly Totals					
	Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files	Hits
Jun-15	1428	1181	241	129	2972	398398	1935	3617	17722	21429
May-15	977	613	284	140	2110	659753	4356	8829	19012	30302
Apr-15	994	617	309	145	2638	557942	4370	9274	18530	29833
Mar-15	1207	625	322	151	3169	791187	4701	9988	19399	37420
Feb-15	853	549	239	131	2401	714490	3690	6702	15372	23900
Jan-15	935	632	236	114	2546	760032	3542	7331	19601	29000
Dec-14	798	407	256	111	2148	721742	3470	7941	12624	24754
Nov-14	3676	788	298	133	2038	754433	4017	8961	23665	110309
Oct-14	1446	968	321	137	2228	759087	4264	9976	30032	44846
Sep-14	1736	1382	263	128	2089	651487	3845	7905	41463	52103
Aug-14	1373	1052	258	117	1571	667071	3647	8008	32613	42582
Jul-14	861	525	270	119	1502	516845	3699	8372	16277	26700
Totals						7952467	45536	96904	266310	473178

Figure 1: Summary of activity at anla.nf.ca by Month

- Hits represent the total number of requests made to the server during the given time period (month, day, hour etc.).
- Files represent the total number of hits (requests) that actually resulted in something being sent back to the user. Not all hits will send data, such as 404-Not Found requests and requests for pages that are already in the browsers cache.
- Sites is the number of unique IP addresses/hostnames that made requests to the server. Care should be taken when using this metric for anything other than that. Many users can appear to come from a single site, and they can also appear to come from many IP addresses so it should be used simply as a rough gauge as to the number of visitors to your server.
- Visits occur when some remote site makes a request for a page on your server for the first time. As long as the same site keeps making requests within a given timeout period, they will all be considered part of the same Visit. If the site makes a request to your server, and the length of time since the last request is greater than the specified timeout period (default is 30 minutes), a new Visit is started and counted, and the sequence repeats. Since only pages will trigger a visit, remotes sites that link to graphic and other non- page URLs will not be counted in the visit totals, reducing the number of false visits.
- Pages are those URLs that would be considered the actual page being requested, and not all of the individual items that make it up (such as graphics and audio clips). Some people call this metric page views or page impressions, and defaults to any URL that has an extension of .htm, .html or .cgi.
- A KByte (KB) is 1024 bytes (1 Kilobyte). Used to show the amount of data that was transfered between the server and the remote machine, based on the data found in the server log.

IT Report (Cont'd.)

Figure 2: Some website statistics terminology in more detail (information courtesy of www.webalizer.org)

PDO REPORT

Mary Ellen Wright

The PDO has responded to approximately 550 phone inquiries and 830 e-mails to the end of March 2015. Of these approximately 15% related to best practices, policies and procedures and other questions that might come under the categories included in the Minimum Standards initiative. Other queries included strategic planning, training opportunities and more specific information inquiries. The PDO has been particularly active this year in advising Labrador institutions, including the Nunatsiavut government, in matters of policy and procedures, appraisal and general archival issues. The PDO provides advice about archival issues to member and non-member organizations.

The PDO has conducted 15 site visits, including visits to Burin Heritage Museum, the United Church of Canada NL Conference Archives and Devon House; a review of holdings in Nain; a policies and procedures review in Logy Bay; collections management policies and procedures in St. Lawrence and Portugal Cove South (Edge of Avalon Interpretation Centre) and site visits associated with training events in Fogo and Rigolet. Additional funding provided by CEDP to assist in the implementation of best practices was crucial to supporting these on-site visits and training opportunities.

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.

Workshop development and delivery progressed as scheduled, (see Education Committee report). Additional training opportunities included 2 webinars: Introduction to Policies and Procedures (May 2014) and Policies and Procedures for Acquisition and Accessioning (Sept. 2014) and one workshop: Basic Preservation (February 2015). The PDO has developed reusable PowerPoint presentations for these webinars, as well as for our workshop Completing a Disaster Plan Template. The PDO has also offered condensed versions of Basic Archives in Rigolet and Fogo. ANLA's Education committee has met to plan and schedule training opportunities for next year (2015-2016)..

ANLA has partnered with MUN's English 5000 course "Instructional Field Placement" (Diploma in Performance and Communications Media) to produce an instructional video on the topic of the care and handling of scrapbooks. This video has been placed on ANLA's YouTube channel. This year's video project involves the care and handling of bound volumes.

PDO Report (Cont'd.)

The PDO and another ANLA representative, Stephanie Harlick, have been active with MANL, AHI and the provincial government's Heritage Division on a Heritage Advisory Committee. The purpose of the committee is to support the maintenance of minimum standards and best practices in community archives and museums in receipt of CEDP funding. We have attended 4 meetings of this committee during this reporting period. In addition, ANLA and MANL staff have met frequently to ensure that all CEDP-eligible institutions have access to training and advice, either via email and telephone or by workshops and site visits. In addition to working with the Heritage Advisory Committee, the PDO has provided advice and information to the Heritage Division on archival standards and methods.

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 sectoral committees and working groups, such as the Folk Arts Society, Hospitality NL, AHI, the MUN Music Media and Place cultural diversity exhibit project and the MUN SSHRC project "Tradition and Transition Among the Labrador Inuit", with lead researcher Dr. Tom Gordon of the MUN School of Music. The PDO also sits on the National Archives Advisor committee, coordinated through the Canadian Council of Archives.

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 fifteen years I am still excited about all the wonderful archival treasures safely stored in archives from Nain to Grand Bank!

MEMBERSHIP 2014-2015

	Members	%
St. John's	31	34
Avalon	18	19
Eastern	9	10
Central	12	13
Western	13	14
Labrador	9	10
Total	92	

MINUTES OF 2014 AGM

Association of Newfoundland and Labrador Archives, 2014 Annual General Meeting Minutes:
June 20, 2014. The Rooms, Second Floor Theatre.

Seven members of the Executive Board were present. The PDO, Mary Ellen Wright, was also in attendance.

9:30am: ANLA president Jenny Seeman opens with greetings and welcomes everyone to the ANLA AGM.

Opening Remarks: Provincial Archivist, Greg Walsh

- Have not reinstated any position from the budget cuts of 2012. The Rooms, particularly the archives, was hit hard with conservation. Been having board of director meetings recently to attempt to rectify this issue.
- The Rooms Archive will be showing International Grenfell Association (IGA) photos and materials in the archives exhibit over the summer. This is to commemorate the 100th anniversary of the incorporation of the IGA.
- Commemorating WWI Has begun and collection are coming to the forefront. Will soon open exhibit about Pleasantville. It is important for us, as archivists, to tell the stories of WWI And not just the ones involving Beaumont Hamel.
- The Rooms reference desk looks like it will have a very busy summer, which is the busiest time of year there.
- Congratulations to ANLA for another successful year and successful years past. Good luck to ANLA in the future.

Intro of Current Executive: Jenny Seeman

President: Jenny Seeman

Vice President: Teresa Walsh

Treasurer: Helen Miller

Secretary: Nicole Penney

Directors-at-large: Emily Gushue, George French, Any Chaulk, Theresa Walsh

Moment of silence for departed members: (names read by Mary Ellen Wright)

- Janet Story
- Ralph Billard
- Howard Brown
- Rev. Don Nichol
- Dr. Max House
- Bill Marshall
- John Payton

Minutes of 2014 AGM (Cont'd.)

Approval of Agenda: Jenny Seeman

Motion to approve agenda

Moved: Bert Riggs

Seconded: Stephanie Harlick

All approve: motion carries.

(members in attendance introduce themselves briefly)

Approval of Minutes for 2013 AGM.

Motion to approve the minutes

Moved: Helen Miller

Seconded: Emily Gushue

All approve: motion carries.

Business Arising from Minutes:

- Anne Lafferty is feeling much better. Could not attend last year due to illness. We are so happy to have her with us this year.

President's Report: Jenny Seeman

- Big thank you to Greg Walsh and The Rooms for helping with our AGM. We can't thank them enough for their continued support.
- Thank you to all out members for their continued support and for preserving our heritage.
- There is a new president for Library and Archives Canada, Guy Berthiaume
- Archives Summit live broadcast was held in January. ANLA would like to thank The Rooms for hosting. It was a big success and very informative. Arising theme: structure of archives in Canada and cuts to funding. There are several groups- should these come together as a larger entity?
- Special meeting of CCA members concerning membership fee structure. Two membership structures are proposed, one for individuals (private) and another for provincial/territorial organizations. CCA suggested opportunities to organizations to waive fee.
- Archives Canada is having issues with website. Working on programming in order to launch national database.
- ARC-ANLA: any institution can provide records to our database. Summer student, Robyn Hannaford, will be adding descriptions over the summer. (<http://arc.anla.nf.ca/>)
- Had a fantastic symposium in November. The theme was "Archives and Community" and it was a really wonderful event.
- The Education Committee did some fantastic work, such as completing our first YouTube video with conservator, Bev Lambert.
- Began strategic plan ad hoc committee to stay on track with mandate.
- Jenny thanks Mary Ellen. She stayed committed and steadfast despite ANLA's financial issues. She is a brilliant and dedicated individual.

Minutes of 2014 AGM (Cont'd.)

Treasurer's Report: Helen Miller

- CEDP: last year \$50K, included Mary Ellen's salary. This year we get \$75k, so we can afford to keep Mary Ellen on full time (5 days a week), for another year. We thought we would have to cut her to 4 days a week.
- \$10k from AHI project done by Alanna Wicks and looked at why digitization is important to archives. Will use remainder of fund for programs. ANLA thanks AHI.
- Expenses: rent is a new item added to the expenses; \$49.833 is money from the Colonial Building Restoration Fund.
- Membership numbers are down a little for this year
- Lost NADP
- Spent \$11,467 more than we took in, but should work out with increase in CEDP.
- Greg Walsh suggests that we put in the statement that the rent money came from the Colonial Building Restoration Fund.
- Correction to financial statement: clarify that rent money came from Colonial Building Fund- Helen will make this correction.
- We have enough money to keep us going for this fiscal year. We are good for now, not in danger of closing. Only 2-3 provinces have operating archives associations with paid public outreach position.
- Bert Riggs suggests that we promote more the fact that people get tax credits when they donate to us. We have charitable status.

Move to accept financial statement:

Moved: Helen Miller

Seconded: Theresa Walsh

All approve, motion carries.

Strategic Planning (ad hoc committee): Jenny Seeman and Theresa Walsh

- Strategic Plan 2010-2015 (see report): Summary of priorities and activities.
- Outreach is becoming more important, so this was acknowledged in the plan.
- Areas looked at include: education, outreach, technology, governance policy and finance.
- Thank you to Bert Riggs for helping plan events with Outreach Committee.
- Considering beginning new volunteer pool in order to move around resources and develop a volunteer dossier with important archives information.

Motion: Motion to adjust wording of mission statement to:

"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 records 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".

Minutes of 2014 AGM (Cont'd.)

Moved: Jenny

Seconded: Helen

Motion Carries

Award Presentation: Harvey Mitchell Award

Presented by: Melanie Tucker

Awarded to: Howard Brown (1945-2014) who was the MS archivist for the Provincial Archives of NL. Howard served as Treasurer for ANLA and he was a great treasurer. He also acquired many of the archival collections here in The Rooms now. Howard retired before the archive moved into The Rooms and he enjoyed his retirement, spending time with his family and volunteering with his church. After retirement, Howard stayed in touch with the archives crowd. He was as constant as the tides. He made a very lasting and important contribution to the archiving world.

Education Committee (**Theresa Walsh**): See Report

Workshops:

- Basic Archives
- Intro to Cartography
- Privacy and Confidentiality
- ARC ANLA A to M workshops with RAD refresher
- Nan's Cookbook: digitizing cookbooks
- Digitization Best Practices
- Special topics video
- Electronic Records Management

Proposed Workshops

- Archival exhibit planning workshop
- Emergency and disaster workshop
- Photography workshop

Did a policy and procedures webinar which was very well received.

Outreach (Bert Riggs): See Report

- November Symposium was a big success
- Ingeborg Marshall has donated money for her award
- Did archives trivia at the Christmas Party, was very fun.

Social Committee: (Nicole Penney): See Report

IT Report: (Jenny Seeman): See Report

Minutes of 2014 AGM (Cont'd.)

PDO Report (Mary Ellen Wright): See Report

- Policy and procedure work is important. This ongoing work is more satisfying than expected.
- Education is a very important aspect of the PDO role.
- Works with members to get onto database, such as reviewing descriptions.
- Nunatsivut Heritage forum was a very positive experience.
- Mary Ellen thanks ANLA for her continued position as PDO.

The Executive would like to thank Jenny for her hard work, dedication and overall fabulousness. Jenny was an amazing president these past three years. As she steps down, we thank her profusely.

Nominations of Executive (Elizabeth Fewer)

President: Emily Gushue

Vice President: Nicole Penney

Secretary: Jenny Seeman

Treasurer: Helen Miller

At Large: Aimee Chaulk, George French, Alanna Wicks

No nominations from the floor. Executive acclaimed.

Member Updates:

- Placentia area Historical Society had another successful year. Rebuilt website and had a tea party with period costumes. Also did a translation of the Basque Will, of Basque fishermen, which is one of the oldest civil documents in Canada.
- Grenfell Historical Society was involved in "Great Northern Peninsula Heritage Network" and developed an action plan and policy/procedures. Developing an archives room to protect Grenfell Handicrafts patterns.
- Memorial University Folklore and Language Archive (MUNFLA) hired Renee Lawrence as a transcriber. Patricia Fulton has officially retired. MUN is very thankful for her work and dedication. The archive is under renovations right now due to a mold outbreak. We will see a climate controlled storage area in the basement of the Education Building, which will also have movable shelving. Big changes are going on and they're all very positive.
- Faculty of Medicine Founders' Archive is continuing with WWI commemorations and looking to participate by promoting Cluny MacPherson papers. Last year the archive's mandate was expanded so items that are taken in vary more and are not just related to the founders of the medical school
- AHI: Been very busy over the past year and trying to do more with less. Given up office in St. John's and have saved considerably on rent. Also, no longer have to pay staff person. Can do more with less due to a great ongoing partnership with ANLA. AHI is looking more at the role of

Minutes of 2014 AGM (Cont'd.)

digitization and the role it plays in preservation and access. Moreover, McInnis and Cooper will provide free webinar as a partnership with AHI and MANL. Can ask lawyer questions about the proposed anti-spam policy for archives.

- Archives and Special Collections, Centre for Newfoundland Studies is acquiring a major literary collection of author David French, who wrote Saltwater Moon. Also received a donation from an individual's estate for John Dunston correspondence. Also doing outreach and offering information sessions to groups, students and researchers and partnered with The Rooms providing only known photograph of Capt. George Clarke (Sealing Disaster). (Bert also showed a video of physicist S. James Gates Jr.)
Finally, more and more information is being digitized and made available on MUN's Digital Archives Initiative.
- Them Days/Labrador will be doing the Labrador Heritage Forum again as this was a great opportunity for heritage organizations in the area to network. The White Elephant Building is celebrating 100 years and will be commemorating this. Also, the Labrador Institute is putting off a DVD series. Them Days, in particular, will be having an annual Culture Days event with food, music and period costumes. Them Days did a scavenger hunt with the radio station related to NL folk music lyrics. Them Days also had a successful S.S. Kyle themed fundraiser with recitations, songs, and actors dispersed among the attendants who broke into song and told stories. Them Days would like to give a big thanks to their volunteers. Started the Isaac Rich award to celebrate and thank the Them Days volunteers and also had a volunteer appreciation dinner. Aimee Chaulk also taught a grade three class about "History Pin". The students collected old photos and stories from their grandparents and "pinned" them to the site.
- Corner Brook Museum and Archives has rebranded the Grenfell Archives from old folklore archive. Developed new policy/procedures for going forward. Also, there's a new position for records management for the City of Corner Brook. This person also provides tours and assistance. The archive will have six summer students this year, including SWASP and YCW. The archive will be closed for a month in September to replace heating system in the building. In the summer the archive will be doing 15 children's programs, including an oral history program. Will also be doing an archives movie night twice a month and looking to offer night-time lectures. The archive is also working on developing a strategic plan for HR, exhibits, partnerships and communications.
- St. John's City Archive will be moving but do not know when exactly. The new building is purchased, but may not be big enough and will need an expansion. The city will take possession of the new space on June 30. Also hoping to keep Alanna Wicks on as full time staff.

Other Business:

- Viewing of ANLA video from YouTube.
- Should we host the Association of Canadian Archives Conference in 2018? St. John's has hosted the conference twice. Looking at 200-250 attendants. It would be a lot of work but as Heather Wareham noted that it's easier to plan the ACA conference these days because ACA has a conference organizer now. Larry Dohey would be a great person to have involved, he has

Minutes of AGM 2014 (Cont'd.)

a lot of great ideas. Should we develop an ACA conference committee? Yes! We'll make this happen.

Jenny Seeman introduces Sandy Collins, the TCR Minister and thanks him for taking the time to join us.

Hon. Sandy Collins:

As a first foray into the heritage side of the tourism department, Minister Collins notes that he is very happy with the role of ANLA in the heritage world. He notes he is very pleased to join us and meet and get to know the members of the heritage community.

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.

Constitution of ANLA (Cont'd.)

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.
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

Constitution of ANLA (Cont'd.)

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.
 - 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

Constitution of ANLA (Cont'd.)

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.
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:

Constitution of ANLA (Cont'd.)

- 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.
 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

Constitution of ANLA (Cont'd.)

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
- 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

Constitution of ANLA (Cont'd.)

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 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;

Constitution of ANLA (Cont'd.)

- 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:
- 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.

Constitution of ANLA (Cont'd.)

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.

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.

Constitution of ANLA (Cont'd.)

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 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.

Constitution of ANLA (Cont'd.)

- 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.

JOB DESCRIPTIONS

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:	

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 baptized.

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: organizing 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.

ANLA's History (Cont'd)

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.

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.

ANLA's History (Cont'd)

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 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, digitization, 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

ANLA's History (Cont'd)

those with an interest in preservation of heritage; and though presence at community events, such as the Newfoundland and Labrador Folk Festival, where the ANLA booth, 'Airs Apart', 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 150 'likes' to date. The Facebook page informs us of events, news items and important announcements, and also contains entertaining links such as a quiz called "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 digitize 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 1983-2015

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
2014-15	Emily Gushue	Nicole Penney	Jenny Seeman	Helen Miller	George France, Aimee Chaulk

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