

Annual General Meeting 2012

HELP SAVE THE NATIONAL ARCHIVAL DEVELOPMENT PROGRAM!



For the benefit of all Canadians, the National Archival Development Program (NADP) provided project funding to archives across the country. On April 30, 2012, the program was eliminated. Help us fight back!

1

SIGN THE PETITION

Visit Change.org and sign the "Help Save Canada's National Archival Development Program" petition.



2

WRITE A LETTER

Write a letter about the NADP. Send it to MP James Moore and cc: Stephen Harper, your MP, and the members of the Standing Committee on Canadian Heritage. Check the Canadian Council of Archives Call to Action for facts and talking points.



3

VISIT YOUR MP

Visit www.parl.gc.ca to find the contact information for your member of parliament. Call them and make an appointment to talk about the elimination of the NADP.



4

TELL 10 PEOPLE

Contact 10 people and ask them to help save the NADP. Ask them to contact 10 people.



Annual General Meeting
June 22, 2012
AGENDA

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.

- 9:00 a.m. Meet and Greet
- 9:30 a.m. Welcome to the 2012 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 2011 AGM
Business arising from the Minutes
President's Report: Jenny Seeman
Treasurer's Report: Helen Miller
Committee Reports:
 Education: Theresa Walsh
 Grants: Jenny Seeman
 IT: Jenny Seeman
 Social: Elizabeth Fewer
 Outreach: Bert Riggs
PDO Report: Mary Ellen Wright
Preservation Advisor's Report: Paula French
Motion to amend membership fees

Award Presentation
- 10:45 a.m. BREAK
- 11:15 a.m. Nominations of the Executive
- 11:30 a.m. Archives Around the Province: Presentations/Updates
 Open discussion forum regarding federal funding cuts to archives
 Other Business
- 12:30 p.m. LUNCH
- 2:00-4:00 p.m. Filmmaker John W. Doyle and writer Marjorie Doyle will screen and participate in a Q&A session about "Regarding Our Father," their 2011 documentary about Gerald S. Doyle - businessman, folksong collector, and founder of the Doyle News Bulletin.



President's Report, 2011-2012

By Jenny Seeman

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Welcome to the 2012 AGM for the Association of Newfoundland and Labrador Archives. This has been quite a year! In the last couple of months, my role as ANLA president has become the central focus in my life and I would like to take a moment to thank my family for being supportive and allowing me the time needed to work on business of the Association.

As I am sure you are aware, on April 30, Library and Archives Canada (LAC) announced that it was terminating the National Archival Development Programme (NADP) with more or less immediate effect. This cut, along with significant staff and service cuts at LAC, was in response to the government's budget, which required that LAC reduce its spending by 10% over the next 3 years. The NADP, requiring just \$1.7 million annually, was the only federal source of funding for the archival community and the decision to end the programme has had an immediate and devastating impact across the country. With over 800 archival institutions and 13 provincial/territorial Associations, including ANLA, the Canadian Council of Archives (CCA) coordinated an engaged and active network and provided vital resources and guidance on national standards such as RAD (Rules for Archival Description). Library and Archives Canada have significantly reduced the CCA's ability to maintain this role.

At a local level, we have not been immune to these cuts. Many of ANLA's member institutions have benefitted from NADP funds over the last two and a half decades, either directly through project funding, or by advice and direction from our Professional Development and Outreach Officer (PDO). Mary Ellen Wright has performed this role superbly for the last 11 years, and I would like to take this opportunity to express my gratitude for the work she does, and for her positive attitude despite these recent events. Without finding an alternative source of funding, ANLA's ability to maintain this service will be impacted, since a large portion of our operational support relied on the NADP. However, the Association is not going to disappear, and we still gratefully acknowledge the significant contribution to our operational funding from the provincial Cultural Economic Development Programme (CEDP). Over the coming weeks and months, we will be evaluating opportunities to generate income to support our core mandate and you will note in today's agenda that we will have the opportunity as a group to discuss how we will approach this new reality for the archival community.

Over the past year, the ANLA Executive and Committees have been working hard to achieve the goals set by the strategic plan. The Executive Committee has concentrated on governance and policy review (strategic priority 4) and have created job descriptions for each of the executive positions as well as for the PDO, we have secured Directors' Liability Insurance, formalised policies for Employee Leave and Travel, and have engaged the services of Fred Earle, CA, to ensure our bookkeeping practices are maintained to an appropriate standard (strategic priority 5).

The Outreach Committee has been active in creating an awards programme, and we will in fact be presenting our first award today! As well, the committee put together a fascinating Symposium for



President's Report (cont'd)

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Archives Week in November, 2011, with the title *Archives and Science: Connections, Exploring the Sciences through Archives*. It was a well-attended event and was an innovative way to show the relevance of archives in many aspects of the human endeavor (strategic priority 2).

The IT Committee has maintained the website and taken care of office computer needs, and has been actively working towards the implementation of a provincial database (strategic priority 3). The committee had planned to use NADP funds to move forward with this project in the coming year, and is now looking at alternative approaches, including pooling resources for an Atlantic provinces collaboration.

The Education Committee put together a full programme of workshops and has begun to consider alternative approaches to programme delivery (strategic priority 1). From our brief survey last year, it does appear that workshop participants prefer in-person contact to the proposed web-based method of delivery. The committee is still evaluating ANLA's capability to meet the needs of the community.

As you may be aware, the Basic Archives 5 day training programme, offered annually by ANLA, coincides this year with the AGM. If you are a participant in the course or see some new faces around you, please do introduce yourselves. The AGM is a wonderful opportunity to foster our sense of community and share ideas with each other. I look forward to the dialogue we will achieve today.

Thank you for attending today, and thank you also to all who have worked throughout the year in various roles for ANLA. In conclusion, I would like to extend an invite to anyone who has an interest in becoming more involved with ANLA's activities to make themselves known to the executive at some point today, or to contact the ANLA office. These are exciting times for ANLA, why not be a part of it?!

Treasurer's Report By Helen Miller

Please refer to the attached financial statements.



Education Committee Report By Stephanie Harlick

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Committee Members: Teresa Greene, Stephanie Harlick, Barb King, Anne Lafferty, Colleen Quigley, Cathy Rice, Jackie Walsh, Theresa Walsh, and Mary Ellen Wright

The role of the education committee is to meet, discuss and present an annual educational program to the ANLA executive for final approval each year. The current committee met or corresponded via email during the past fall and winter. Skype has proven to be a useful tool for participation as well. The recommendations of the committee were brought to the executive for approval, and once the program was finalized, it was included in the association's grant applications for the upcoming year. This year at our AGM the association is delivering the Basic Archives weeklong program. This in-depth look at archival practices is one of ANLA's most important workshops.

Funding: Workshop topics, determined based on member feedback, were partially funded through two sources: CEDP, the provincial government's Cultural Economic Development Program, and NADP, the federally funded National Archival Development Program. These funds contributed towards presenters' fees, rental of meeting space and the cost of printing resource materials. There is also reimbursement to ANLA members for travel expenditures incurred for attending its workshops.

Workshops held in the 2011-2012 fiscal year:

Boxes Under the Bed: Dealing with backlog interview collections, 1 day, Apr. 2011 (11 participants)

Privacy and confidentiality for heritage organizations, 1 day, Jun. 2011 (15 participants)

Introduction to Archives, 2 days, Sept. 2011 (Great Northern Peninsula) (3 participants)

Boxes Under the Bed: Dealing with backlog interview collections, 1 day, Sept. 2011 (Great Northern Peninsula) (3 participants)

CCI workshop "Works of art on paper," 2 days, Sept. 2011 (15 participants)

Disaster Planning, 2 days, Oct. 2011 (11 participants)

Dealing with Photographs in Your Archives (incl. Intellectual control, preservation, financial appraisal), 2 days, Mar. 2012 (11 participants)

Introduction to Archives, 2.5 days, Mar. 2012 Happy Valley-Goose Bay (10 participants)

The annual "Basic Archives" week-long course has been rescheduled to align with ANLA's AGM to offer participants an opportunity to network with other ANLA members.

Workshops proposed for the 2012-2103 fiscal year:

Introduction to Moving Image Film for Archivists, 2 days, May 3-4, 2012, St. John's

Basic Archives, 5 days, Jun. 18-22, 2012, St. John's

CCI Emergency and disaster planning, 2 days, joint with MANL, Aug. 22-23, 2012, Happy Valley-Goose Bay, Labrador

Copyright, 2 days, Oct. 2012, St. John's



Education Committee Report (cont'd)

Electronic records management for small organizations, 2 days, Nov. 2012, St. John's

Introduction to cartographic materials, 1 day, Feb. 2013, St. John's

I would like to extend a hearty thank you to the members of this committee and of course to our members. Thanks for your suggestions that help us determine ANLA's educational direction.

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Grants Committee Report By Jenny Seeman

Committee Members: Larry Dohey, Heather Wareham, Elizabeth Fewer, George French, Jenny Seeman and Mary Ellen Wright (ex officio)

The committee met in early January to adjudicate the provincial 2012-2013 National Archival Development Program (NADP) applications.

ANLA received three applications for NADP. These were all submitted prior to the deadline. NADP allocated \$83,475 to Newfoundland and Labrador. Of this fund, \$44,836.70 was allocated to applications from member institutions, and the remainder \$38,638.30 was allocated to ANLA to assist in funding the PDO position and for an IT Network Services Advisor. With the elimination of the NADP program, federal funds will no longer be available for these projects.

In the 2011-2012 year, ANLA received monies from NADP for the PDO position and the Preservation Advisor. These grants were successfully completed and final reports submitted on time.

IT Committee Report By Jenny Seeman

Website: The site is hosted by Bell Aliant and is continually undergoing redesign. If you have any suggestions for improvements, or things you would like to see on the website, please feel free to comment. Part of ANLA's NADP application this year was for an IT Network Advisor. This person would have been given the task of implementing an interactive directory of members for the website. This project is now on hold until we find a person with the skills necessary and room in the budget.

The website has an average of about 114 visitors per day and about 212 pages are viewed each day. The most popular pages on the website remain the alphabetical list of archives in the province, contact us, and virtual exhibits. The virtual exhibits page has not been updated in the past year. If any archives have a virtual exhibits they would like to promote, please send the link to the ANLA office and it will be added to the website.



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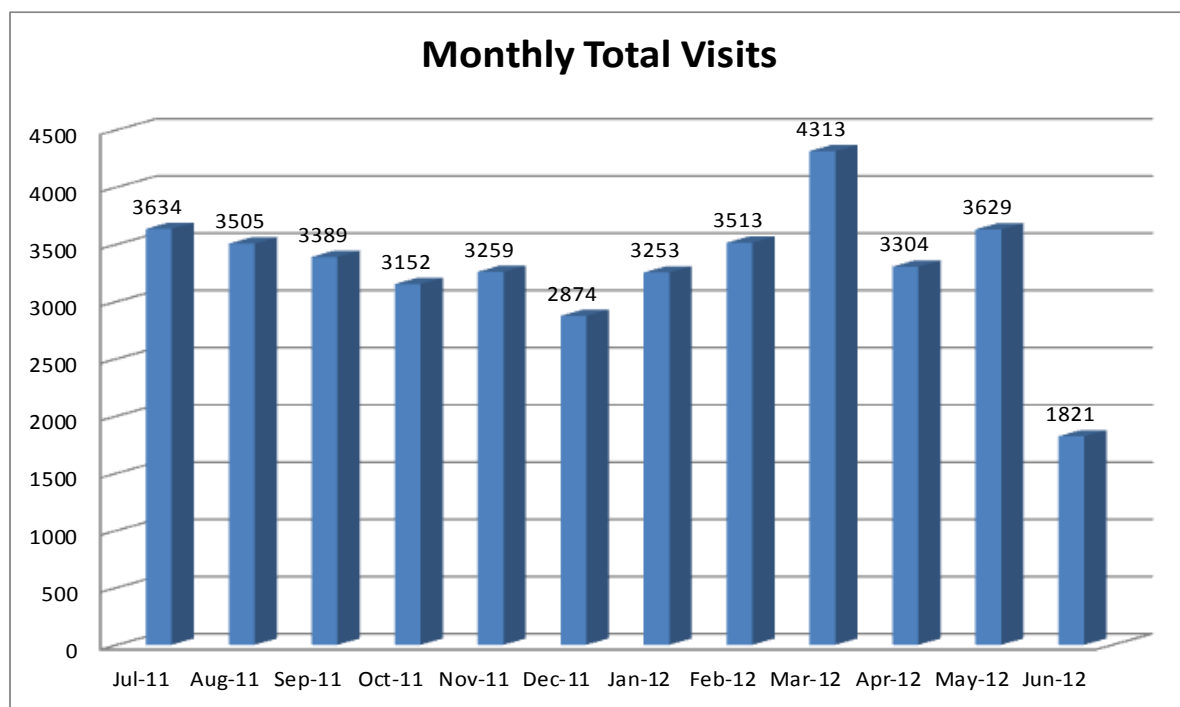
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Provincial Database: There has been much discussion among provincial councils and with the Canadian Council of Archives (CCA) about the use of ICA-AtoM software for provincial catalogues of archival holdings. This is an open source software created by Artefactual Systems and supported by the International Council of Archives. AtoM is short for 'Access to Memory'. This is an excellent tool to provide a portal to what material is available across the province and how it can be accessed. Many other provinces are migrating or have moved their catalogues to AtoM, and Archives Canada are also testing the software for use with the national catalogue. ANLA is considering this software as an option for our provincial catalogue.

Social Committee Report By Elizabeth Fewer

The Olde Christmas Day party was by all reports, another success. There was a good turnout at the Bishop's Library. Food was from Sobey's deli and bakery and very little remained at the end of the evening.

Coffee breaks were provided for the *Photo preservation workshop* (thanks, Mary Ellen for covering for me while I was vacationing) and also for the *Introduction to moving film for archivists* by Christina Stewart held in the ANLA offices at Hallett Crescent.



Outreach Committee Report

By Bert Riggs

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The Outreach Committee was involved in two major projects during the 2011-2012 year. The first of these was the ANLA Symposium that was held at the Theatre at the Rooms on November 18, 2011. Committee members Stephanie Harlick and Colleen Quigley, together with President Jenny Seeman, Professional Development Officer Mary Ellen Wright and yours truly were the principle organizers. The symposium was focused on the theme Archives and Science: Connections and the more than 50 people who attended heard from Provincial Veterinarian Dr. Hugh Whitney, Educator Dr. Ruby Gough, Geologist Bruce Ryan and Meteorologist Ryan Snodden, each of whom gave presentations on the value of archival records in their research and in their day-to-day work. Heather Wareham (Maritime History Archive, MUN), Stephanie Harlick (Faculty of Medicine Founders' Archives, MUN), Larry Dohey (the Rooms Provincial Archives) and myself (Archives and Special Collections, MUN) participated in a panel discussion on the various and sundry science records that can be found in our respective holdings. Other ANLA members participated by chairing sessions and introducing the speakers. The feedback that we have received regarding the presenters, the organization, the location and the food were incredibly positive and people expressed the hope that we would hold symposia more often.

Fortified by this success, the committee recommended to the ANLA Executive in February that the ANLA Symposium become a regular feature on the association's yearly calendar of events and the Executive agreed. Therefore, I am happy to report that planning is about to begin for the 2012 ANLA Symposium, which will be focused on the theme of disasters, examining the many aspects and nuances of that word as it affects the world of archives. It will be held in November so stay tuned for details.

The other major event on the Committee's agenda was the establishment of two awards, to be presented annually: one to recognize a member of the association who has made an outstanding contribution to the archival community in this province; the other to recognize an individual who has made a significant contribution to broadening the knowledge and celebration of the history of Newfoundland and Labrador. The Outreach Committee developed the terms of reference for each of these awards and designed the criteria for selection of the person to be recognized. The first of these awards, the member recognition award, named for Newfoundland archival pioneer Harvey Mitchell, will be presented at the ANLA annual general meeting on June 22, 2012. The user recognition award will be presented at the November symposium, at which time the name for the award will be announced.

The Outreach Committee has other exciting and challenging ideas under discussion and would appreciate the assistance of any ANLA members who would like to participate in and contribute to making these a reality.



Professional Development and Outreach Officer Report By Mary Ellen Wright

(adapted from NADP Final Project Report 2011-2012)

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Because of the support provided for this project from Library and Archives Canada's National Archival Development Program (NADP), the PDO position has, for almost twenty years, been able to provide consistent service and a wide knowledge of the facilities, holdings and administration of ANLA's member institutions. Member institutions rely on ANLA's Professional Development and Outreach Officer for assistance with archival problems, project-planning advice and as a source for contacts in the archival and wider heritage communities. 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. Knowledge of the provincial archival community has, in its turn, allowed the PDO to function effectively as a liaison between community members and partnering agencies such as the government of Newfoundland and Labrador and the Association of Heritage Industries. Although federal funding for the PDO position is no longer available, ANLA hopes to continue this service in some form for the foreseeable future.

Outputs of the Professional Development and Outreach Officer position are:

Development, coordination and delivery of professional development and outreach programs

The following ANLA workshops were held in 2011-2012:

- Boxes Under the Bed: Dealing with backlog interview collections, April 8, 2011; 11 participants
- Privacy and confidentiality for heritage organizations, June 16, 2011; 15 participants
- Introduction to Archives, August 22-23, 2011; Great Northern Peninsula; 3 participants
- Boxes Under the Bed: Dealing with backlog interview collections, August 24, 2011; Great Northern Peninsula; 3 participants
- CCI workshop "Works of art on paper", September 15-16, 2011; 15 participants
- Disaster Planning, November 3-4, 2011; 11 participants
- Dealing with Photographs in Your Archives, March 22-23, 2012; 11 participants
- Introduction to Archives, March 26-30, 2012; Happy Valley-Goose Bay; 10 participants

The 2011-2012 work plan for the PDO included two additional workshops. One of these, ANLA's annual 5 day introduction to archival practice ("Basic Archives") has been held in March for the last few years, but has previously occupied various slots on the calendar. It was decided by ANLA's Board of Directors that participants in this workshop could benefit from the networking opportunities available at ANLA's AGM: the workshop was moved to June 18-22, 2012 to align with that event.

The proposed outreach workshop "Archiving for the Arts Community" was abbreviated to a 2-hour information session held in partnership with Archives and Special Collections Division, Queen Elizabeth II Library, Memorial University and the Resource Centre For The Arts on February 8, 2012.



Professional Development and Outreach Officer Report (cont'd)

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The PDO has continued to provide hands-on guidance to member institutions in appraisal and fundamental arrangement: this year assistance of this nature was provided to the Provincial Resource Library, St. John's, Them Days Labrador Archive, Happy Valley-Goose Bay and the Bonne Bay Cottage Hospital heritage site, Norris Point.

Provision of advisory services to ANLA member institutions through onsite visits, post, telephone and email communication

The duties of the Professional Development and Outreach Officer involve the delivery of advisory services on archival questions, training opportunities and funding to ANLA members by telephone, fax and e-mail. In fiscal year 2011-2012 the PDO responded to 520 telephone inquiries and approximately 800 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.

This year the Professional Development and Outreach Officer made 24 onsite visits to member institutions in Portugal Cove, Mount Pearl, Carbonear, Winterton, Heart's Content, Cow Head, Daniel's Harbour, Hawkes Bay, Port Au Choix, Bird Cove, St. Anthony, Roddickton, Conche, Englee, Bide Arm, Norris Point, North West River, two institutions in Happy Valley-Goose Bay and 5 institutions in St. John's. Issues discussed included archival appraisal, arrangement and description, facilities planning and policy decisions.

Presence as liaison on a range of community and government committees

The Professional Development and Outreach Officer works with other educational, cultural and heritage organizations in government and non-government sectors to co-operate on educational activities and issues of mutual interest. This year the PDO served on the following committees:

- Provincial Intangible Cultural Heritage Advisory Committee (3 meetings)
- Cultural Economic Development Program Review Committee (5 meetings)
- Provincial Heritage Cluster Advisory Committee (6 meetings)
- Association of Heritage Industries (10 meetings)
- Federal-Provincial Heritage Advisory Board (2 meetings)

Other

The PDO has been active in various public venues, including regional and local school heritage fairs and Heritage Day events, thus enhancing public awareness of archival resources.

The PDO provided supervisory and liaison services for the "Airs Apart" project, which provided profile for archival materials at the Newfoundland and Labrador Folk Festival in St. John's on August 6-7, 2011.



Professional Development and Outreach Officer Report (cont'd)

The PDO was involved in the planning of ANLA's 2011 symposium "Archives and Science" (November 18, 2011).

I would like to thank the members of ANLA's Board of Directors for their support and advice during what has been a challenging year. I would also like to thank all the members of ANLA with whom I have worked in the last year for allowing me to explore their institutions.

Membership Report By Mary Ellen Wright

Institutional membership by region (March 31, 2011):

St. John's area	23	41%
Avalon	7	13%
Eastern	10	18%
Central	6	10%
Western	8	14%
Labrador	2	4%

Note: ANLA has 40 individual members. 82.5% (33) of these reside in St. John's and area.

Membership renewals are still coming in.

Preservation Advisory Services Report Preservation Advisor: Carla Pike/Paula French

ANLA's Preservation Advisor had many duties to perform during this contract. Duties included

- On site visits
- Response to member inquiries
- Attend meetings and training sessions
- Prepare and present a disaster workshop
- Prepare and present a photograph workshop
- Prepare blog entries and write reports

During the summer of 2011, Carla Pike and Mary Ellen Wright visited 12 sites on the Great Northern Peninsula. A preservation survey was created, which was completed at each site and helped to identify issues to be addressed. Environmental monitoring equipment was taken along to record conditions in storage and display areas. Conditions recorded included: UV (ultraviolet radiation) and visible light (lux), relative humidity (%RH) and temperature. This information was recorded in a chart and was subsequently used to draw conclusions on institutions' environmental conditions, and aids in providing them with feedback and recommendations on improvement in these areas. The conservator discussed issues such as: environmental monitoring, display of original archival materials, duplication, display cases, lighting and UV filtration, and housekeeping.

Each site was sent an individual report, including a background of holdings, displays/storage conditions, environmental monitoring and recommendations given. Each site was also given a list of links that will assist with implementing some of the recommendations. ANLA has a complete copy of this

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report for reference.

Paula French undertook the duties of the Preservation Advisor for the remainder of the contract. Attendance as ANLA's presence in CCI's Works of Art on Paper Workshop in September was Paula's first task. This workshop re-introduced the Preservation Advisor with some old preservation techniques as well as colleagues. New preservation information was also learned and new business relationships were fostered.

Also in September, a site visit was made to Memorial University of Newfoundland Folklore and Language Archives (MUNFLA). MUNFLA had experienced a mould outbreak and required immediate clean-up and response. Advice was given in the form of a written report on how to proceed after clean-up and how to prevent a recurrence.

October was spent preparing for ANLA's, in conjunction with MANL, Disaster Preparedness Workshop. This two day interactive workshop was well attended and well received. Topics included how to start disaster planning, response and recovery after a disaster, and participation in a mock disaster recovery. Several guest speakers were very well received, including MUNFLA's archivist who spoke about their mould outbreak and recovery experience.

In January, time was spent reviewing NADP grant applications. Comments were made on preservation-related aspects of the projects seeking funding.

February saw the City of St. John's Archives seeking preservation recommendations for materials being reformatted in a microfilming project. A brief report was written and given to the archivist for inclusion in their bid for funding.

March brought ANLA's 'Managing Photographs in Your Archives' workshop. One day of this two day workshop was dedicated to photograph identification and preservation. Participants were able to see some old photograph types and apply their new found knowledge in a photograph identification activity. Photograph preservation issues were addressed and storage materials discussed. Participants were hands-on with supplies, materials, and resources for photograph storage and definite no-no's were discussed.

In March, blog entries were prepared as well and will be uploaded before the end of April. The blog will discuss the mould outbreak at MUNFLA, the Disaster Workshop, and the Photograph Workshop.

Over the course of the contract several other member inquiries were addressed via email and telephone as well. Also, meetings with ANLA's Professional Development and Outreach Officer occurred on a regular basis throughout the contract.

February saw the City of St. John's Archives seeking preservation recommendations for materials being reformatted in a microfilming project. A brief report was written and given to the archivist for inclusion in their bid for funding.

March brought ANLA's 'Managing Photographs in Your Archives' workshop. One day of this two day workshop was dedicated to photograph identification and preservation. Participants were able to see some old photograph types and apply their new found knowledge in a photograph identification activity. Photograph preservation issues were addressed and storage materials discussed. Participants were



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NOTICE OF MOTION: TO AMEND ANLA'S MEMBERSHIP FEE STRUCTURE

The ANLA Executive Committee determined, at their meeting held on 17 May, 2012, that the annual dues for ANLA membership needed to be reviewed. An evaluation of individual and institutional fees for other archival associations has been undertaken, with the conclusion that the current ANLA membership fees structure should be altered.

The annual fees for institutions across Canada on average are considerably higher than in Newfoundland. Below is a table showing fees from a selection of provincial/territorial associations.

Provincial association	Individual	Institutional
AABC (BC)	\$60	\$100-\$400*
AMA (Manitoba)	\$35	\$35? info unavailable
AAO (Ontario)	\$89.25	\$150-\$2000*
ASA (Alberta)	\$50	\$75 - \$ 400*
SCAA	\$50-\$100	\$25
CANB (NB)	\$35	\$35
CNSA	\$50	\$75-\$400*
ANLA (<i>proposed</i>)	\$25	\$50

*based on institution's annual budget

Based on the above examples and others, **the Committee recommends that the membership rate for all individual members be \$25.00 and \$50 for institutional members.** This is still low in terms of the rates for other archival institutions in Canada but the committee felt that it was not necessary to raise the membership by so great an amount as to overtax our membership. The additional funds would help ANLA to cover expenses not allowed for in our current funding streams.

The Committee recommends that the dues for this year (2012-2013) are to remain the same: the new fees will come into effect on 1 April 2013.

Respectfully submitted,

ANLA Executive Committee



Annual General Meeting Minutes 2011

Executive Board Members Present:

Stephanie Harlick, President; Jenny Seeman, Vice-President; Helen Miller, Treasurer; Christine Davies, Secretary; George French, Director; Theresa Walsh, Director

Mary Ellen Wright, PDO

Absent:

(with regrets) Catherine Rice, Director

Attendance: 37 ANLA members in attendance

Attachments: AGM Minutes June 18, 2010 .pdf
Amendments to By-laws (Hold Harmless; ANLA Awards; Officers) .pdf
Annual Reports 2011 .pdf (President's Report)
(Education Committee Report)
(Grants Committee Report)
(IT Committee Report)
(Social Committee Report)
(Outreach Committee Report)
(PDO Report)
(Membership Report)
(Preservation Advisory Services Report)
Airs Apast – Archives at the Folk Festival .pptx
Strategic Plan .ppt

Financial Statements, year end March 31, 2011 – print copy distributed
by hand

Call to Order 9:30 a.m.

Welcome – Stephanie Harlick

- thanked provincial archivist Greg Walsh and The Rooms for hosting the ANLA AGM again this year
- appealed to the membership for assistance in identifying images / providing photo credit information for images displayed on the former ANLA website; when web hosting switched, so did some of the textual information attached to the images

- asked attendees to sign attendance sheet
- Helen Miller added that she was also accepting membership renewals and payment of dues

Welcoming Remarks from the Host – Greg Walsh

- sent his regrets
- Larry Dohey, Manager of Collections and Special Projects at The Rooms, offered a welcome and sent best wishes to longtime ANLA member Jessie Chisholm, recovering from surgery the previous day
- thanked Stephanie Harlick for her contributions to ANLA and the archival community and commented on her “passion for the archives”
- briefly described a recent project, working with visual artist David Blackwood, who has a genuine appreciation for the work of archives and archivists as “keepers of the records”
- reminded attendees of his daily archival moments feature and that on June 17, 1928, aviatrix Amelia Earhart departed Trepassey on a record-making trans-Atlantic flight

Introduction of Current Executive – Stephanie Harlick

Approval of the Agenda

- moved by Stephanie; seconded by Elizabeth Fewer; motion passed

Approval of Minutes of 2010 Agenda

- no discussion; moved by John Griffin; seconded by Joan Mowbray; motion passed

Business Arising from the Minutes

- Stephanie indicated that the Outreach Committee had worked on a proposal to create two separate awards and a report would be presented later during the AGM

President's Report – Stephanie Harlick

- extended thanks to The Rooms in addition to sister organizations, MANL and AHI
- reported that in 2010-2011, the Executive took an inward look at itself and began work on a Strategic Plan to guide the association in the coming five years; two planning sessions were held in the spring to work on a draft of the plan, which was adopted by the Executive in May, and will be presented to the membership later during the AGM; welcomed suggestions from the membership, since the document is not carved in stone
- reported that ANLA received funding under CEDP and NADP to continue its operations
- thanked volunteers who continue to work with their institutions
- reported that ANLA's office continues to be housed at Elizabeth Towers, but not sure about re-location plans
- thanked Larry Dohey for assisting with arrangements for annual Olde Christmas Day Party at the Basilica Museum
- extended best wishes to Jessie Chisholm (daughter Colleen Quigley) in her recuperation
- reported the hiring of temporary employees Miki Lee as the Preservation Advisory Officer and Nicole Penney, who conducted a survey about audio-visual material held in NL archives
- thanked members of the Executive, Committee chairs, and PDO

Treasurer's Report – Helen Miller

- Helen presented the Financial Statements for the year ended March 31, 2011 as prepared by accountant Fred Earle
- in summary, revenue - \$94,389; expenses - \$78,323; excess of revenue over expenses \$16,066; Helen explained that any invoices/receipts processed since March 31 were not reflected in the statements

- Earle also contracted to prepare payroll and submissions to Revenue Canada Agency
- question from Heather Wareham regarding failure to receive holdback on NADP grant; Mary Ellen Wright replied that the postal lock-out may have delayed the paperwork; she added that usually, institutions receive holdback payments in July; she suggested that to speed up the process, Heather ask the university administration to send an email inquiring about the grant monies and forward that email to CCA; Patricia Fulton added that she had received a response from CCA that reports were being read now so things should start to move soon
- moved by Helen; seconded by Heather Wareham; motion to adopt the Treasurer's Report passed

Committee Reports

Education Committee – Stephanie Harlick

- Stephanie identified committee members Teresa Greene, Barb King, Anne Lafferty, Colleen Quigley, Catherine Rice, Jackie Walsh, herself and Mary Ellen Wright
- reported that the committee had met several times last fall to design an educational program for the coming year; the recommendations were submitted to the Executive for approval and included in the NADP grant application
- workshops tentatively scheduled for 2011-2012 include:
 - CCI workshop “works of art on paper” - 2 days, September
 - disaster planning – 2 days, October
 - dealing with photos – 2 days, February
 - basic archives – 5 days, March but this may be held in conjunction with 2012 AGM
 - archiving for the arts community – 1 day, tba
 - copyright – 1-2 days, tba

Grants Committee – Jenny Seeman

- Jenny identified committee members Larry Dohey, Elizabeth Fewer, George French, Carla Pike, herself and Mary Ellen Wright
- reported that the committee met in January to adjudicate the provincial 2011-2012 NADP applications; ANLA received seven applications which were all submitted for funding
- advised that of the NADP allocation to NL in 2010-2011, \$33, 974.55 was allocated to ANLA to assist with funding the PDO and for a preservation advisor

IT Committee – Jenny Seeman

- Jenny identified herself as the sole member of the committee and appealed for additional membership
- advised that the website changed hosts following a security breach; ANLA website now hosted by BellAliant and is currently being redesigned
- advised that the blog, Marking the Tallyboard, had several items posted over the past few months and hopes it will continue to be of use to share information
- reported that the home page was most visited; between January and March, one of the most active pages contained information about grants adjudication
- suggested that most visitors want to see the directory and she's exploring ways to beef it up
- reported that there has been discussion about provincial councils and the CCA about the use of the open source ICA-AtoM software for provincial databases; ANLA is considering this software as an option for the provincial catalogue

Social Committee – Elizabeth Fewer

- Elizabeth reported on food/entertainment provided for various workshop coffee breaks, planning of the Olde Christmas Day Party and the AGM

At this point, Stephanie expressed condolences to the family of the late Roberta Thomas, who had worked at both the Maritime History Archive and at ANLA and had been an active member of ANLA

Outreach Committee – Stephanie Harlick

- Stephanie identified committee members Angela Decker, Melissa Glover, Bobbi Gushue, Barb King, Colleen Quigley, Bert Riggs, herself and Mary Ellen Wright
- outlined a number of initiatives undertaken by the committee, including a proposal for two ANLA awards – one for an ANLA member to be announced at the AGM and the other for a user of archives, nominated by an ANLA member, and awarded during Archives Week in November; Archives Week designated for November 13-19; occasional lecture series this past year featured Bert Riggs with a presentation on Richard Brothers (November) and a panel discussion celebrating the 60th anniversary of CBC Radio's Fisheries Broadcast (March)
- reported that ANLA is planning to have a booth, "Airs Apart," at this year's Folk Festival in St. John's; Nicole Penney has been hired to help organize this project

PDO Report – Mary Ellen Wright

- Mary Ellen reminisced about the late Roberta Thomas and the valuable work she had done with CAIN; she also offered condolences to the Mercy Sisters on the passing of Sister Mary Michael, who worked in the convent's archives at Littledale; she added condolences to the family of the late Jean Lewis, archivist at St. Thomas Anglican Church
- reported that this is her 10th report as PDO for ANLA; her anniversary was marked by the Executive in December
- summarized the workshops held in the past year – some held in conjunction with other heritage organizations – including:
 - Strategic planning part 2 – June 18-19, 2010 – 8 participants
 - Heritage facility planning – September 24-25, 2010 – 17 participants
 - Basic Preservation – November 18-19, 2010 – 7 participants
 - Basic Archives – March 21-25 – 13 participants
 - Boxes Under the Bed – April 8, 2011 – 12 participants
- reported that ANLA had planned to offer three additional workshops on privacy issues (held yesterday) along with one on "home" preservation treatments and an online workshop on electronic records; the latter was postponed since it was determined that not enough members has sufficient electronic records in their collections to warrant an online course at this time
- outlined workshop offerings in the coming year, highlighting the delivery of a 2-day Introduction to Archives workshop on the Great Northern Peninsula scheduled for September
- reported on her attendance at the ACA conference, specifically workshops on copyright issues with Nancy Morelli and Jean Dryden, and feels confident that she can deliver "mini" presentations on copyright
- discussed the delivery of advisory services to ANLA members, including 20 onsite visits throughout Central and Eastern Newfoundland
- reported on her participation on a number of heritage committees and attendance at numerous meetings
- reported on her invitation to present two lectures in MUN's public folklore program

Membership Report (Mary Ellen Wright – continued)

- Mary Ellen reported the majority of institutional members are located in St. John's, although that number has dropped from 116 in 2009-2010 to 95 in 2010-2011; this is likely due to weeding out inactive members
- reported that the number of individual membership fluctuates, but generally runs about 100 members

Preservation Advisor's Report (Miki Lee / Stephanie Harlick)

- in Miki Lee's absence, Stephanie Harlick briefly summarized her report, highlighting responses to member inquiries, onsite visits to a number of member institutions, blog updates, and work on disaster planning by updating the regional emergency contact lists

By-Laws: Amendments (Stephanie Harlick)

- **Section IV: Officers – addition of Hold Harmless clause**

Stephanie reported that the wording of the clause had been recommended by ANLA member, lawyer John Drover; the purpose is to provide insurance for the Board of Directors; no discussion; moved by Carman Carroll; seconded by Heather Wareham; motion passed

- **ANLA Awards – addition of two new awards (to be named at a later date)**
 - Membership Recognition Award – no discussion; moved by George French; seconded by Patricia Fulton; motion passed
 - User Recognition Award – no discussion; moved by Theresa Walsh; seconded by Colleen Quigley; motion passed
- **Section IV: Officers – addition of one clause**
- **Section V: Duties of Officers – updating descriptions**
 - no discussion; moved by Jenny Seeman; seconded by Heather Wareham; motion passed

Nominations of the Executive (Larry Dohey)

- Larry Dohey chaired the Nomination Committee; advised that a number of people currently on the Executive had consented to be nominated for a new term on the Board
- President – Jenny Seeman / acclaimed
- Vice-President – Theresa Walsh / acclaimed
- Treasurer – Helen Miller / acclaimed
- Secretary – Christine Davies / acclaimed
- Directors
 - George French / acclaimed
 - Emily Gushue – nominated by Colleen Quigley, seconded by Elizabeth Fewer, consented by Gushue / acclaimed
 - Miki Lee – nominated by Elizabeth Fewer, seconded by Stephanie Harlick, consented (by proxy) by Lee / acclaimed
- Larry thanked the old and welcomed the new Executive; Jenny presented a virtual bouquet of flowers to outgoing President Stephanie Harlick

Archives Around the Province: Presentations/Updates

ANLA Strategic Plan: 2010-2014 – Jenny Seeman

- briefly outlined five priorities of the Strategic Plan: education, outreach, technology, governance and policy, and funding and finance; she discussed the various objectives, strategies or actions to active those objectives, and the time frames

- encouraged the membership to provide feedback
- provided a PowerPoint presentation

ANLA “Airs Apart” Archives at the Folk Festival – Nicole Penney

- described the project's goal to design an exhibit showcasing archival materials related to the Folk Festival along with establishing an archival presence at the annual event in the shape of an information tent
- advised that the tent will provide online access to allow festival attendees the opportunity to explore sites such as MUN's DAI; also provide tips on collections and preservation
- provided a PowerPoint presentation

Botwood Heritage Society Archives – Everett Elliott

- produced a DVD (2 hrs 17 min) containing historical images and video, selling for \$28
- received donation of DVD from the Botwood Volunteer Fire Dept., celebrating its 50th anniversary this year
- completed first mural in a mural arts project, which has attracted quite a bit of attention; work on the second mural will begin when the weather improves
- received a donation of a collection of 40 long guns; some muskets pre-date 1900; also 19 boxes of other items; working on an extension to the building to house this collection and other materials
- received a grant to hire two people to transfer records

CBC Radio Archives – Christine Davies

- recounted a day-in-the-life of CBC when Hurricane Igor hit September 21, 2010
- reported that coverage was a marathon 15-hours of continuous radio programming; taking two weeks to create a lineup of all the interviews and reports broadcast that day; 108 interviews, more than 50 chats with reporters, reaching more than half the 90+ communities affected by the storm; audio saved as .wav data files on CD-ROMs with duplicate copy on DVD
- reported the immediate pay-off for programmers – easy access to both textual and audio content for update and accountability purposes
- advised that CBC's coverage – radio, television, and online – has garnered numerous journalism awards

Great Northern Peninsula Cluster Project – Regina Rumbolt

- provided a brief overview of the cluster project, a three-year pilot project which involves 13 heritage-based organizations to improve the operation of community-based museums and archives and enhance visitor experiences
- hired as the heritage development specialist to work on the second phase of the project – implementing individual and cluster action plans

A.C. Hunter Provincial Reference Library – John Griffin

- reported that the library service celebrated its 75th anniversary in 2010, highlighted by a series of four articles published in The Telegram and community newspapers
- advised that the 8th edition of the Guide to Genealogical Material in the Newfoundland and Labrador Collection is now available for download
- indicated that monies now being made available to re-bind books, including a set of journals of the House of Assembly 1860-1932
- reported that an e-book download service went online in a soft launch earlier in the week
- recommended that one of the new ANLA awards be named in honour of the late John O'Mara, a patron of many of the province's archives

Corner Brook Museum and Archives – George French

- reported that the institution has been closed for 21 months awaiting the move to the new city hall; collections and exhibits have been in storage; not expected to re-open until the fall; access currently provided by appointment
- advised that a new exhibit has Captain James Cook as its theme, developed in partnership with the Cook Museum in Whitby, England; there is also a travelling component to the exhibit
- reported that the archives continues to collect material; dealing with issues such as records disposition, naming conventions, security, etc.

City of St. John's Archives – Helen Miller

- reported that next year, the city is re-launching its website and hopes that the archives will have a presence on it
- hired a person to sort through the photo database
- advised that the following week, the City Archives would be part of the Windows on the West End festival; the services of a conservator had been secured to answer visitors' questions about their own items

Mary Ellen noted that Them Days in Happy Valley-Goose Bay had used its blog to ask people, as they were doing their “spring cleaning,” to donate items to the archive; the archive received a significant amount of material and the exercise deemed successful.

MUN Folklore and Language Archive – Patricia Fulton

- reported that funds had been secured to provide series description for a major collection (Gerald Thomas) deposited at MUNFLA; collection includes materials that formed a large part of the late folklore professor's field work and scholarship on French Newfoundland; the descriptions are available online
- reported that MUNFLA continues to receive objects created by the Folklore department; acquired several hundred interviews conducted in the 1980s with members of the Knights of Columbus; acquired a collection created by the Newfoundland and Labrador Federation of Indians, including several hundred audio cassettes
- indicated that 10,000 archival descriptions are part of the QEII Library catalogue
- advised that one of Philip Hiscock's folklore courses required each student to archive a collection at MUNFLA; 10 projects; turned out to be both a practical and successful undertaking
- reported that the archive continues to provide tours, interact with students and faculty, and in January, MUN archivists made a presentation to the university librarians to explain more about their collections

Other Business

None

Adjourned at 12:25 p.m.