

# Annual General Meeting 2013



*Photo credit: "Iceberg off Labrador, showing Grenfell Mission Boat" Faculty of Medicine Founders' Archive, Memorial University of Newfoundland. Photo by Dr. Cluny Macpherson, 1902. Dr. Cluny Macpherson Fonds. Coll-002. 7.03.001.*

Annual General Meeting  
June 21, 2013  
**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 2013 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 2012 AGM  
Business arising from the Minutes  
President's Report: Jenny Seeman  
Treasurer's Report: Helen Miller  
Committee Reports:  
    Education: Theresa Walsh  
    IT: Jenny Seeman  
    Social: Elizabeth Fewer  
    Outreach: Bert Riggs  
PDO Report: Mary Ellen Wright  
  
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  
Other Business
- 12:30 p.m. LUNCH
- 1:30-2:00 Colleen Quigley will present a dance piece on the topic of documentation and the performing arts. It is a work in progress and Colleen would like to gather feedback from colleagues in the archives and library community.
- 2:00-4:00 Join us as we delve into the Memorial's Archives and Special Collections CODCO Collection (Coll-121) and we end the AGM with a few laughs. We'll watch a few episodes chosen by Colleen Quigley at the Performing Arts Collection.  
CODCO: Sketch comedy troupe (1973-1993) from Newfoundland that operated as a collective. Political and satirical, they rarely skirted taboo and often incited controversy.



## President's Report, 2012-2013

By Jenny Seeman

### President's Report

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Welcome to the 2013 AGM for the Association of Newfoundland and Labrador Archives. Thank you for attending today and thank you to the City of St. John's for providing the space for the meeting. This has been another year of action for the archival community, with highs and lows, and for ANLA, a renewed sense of commitment to support the great work being done in archives across the province.

I would be remiss if I didn't mention one of those lows being the loss of Sister Perpetua of the Presentation Congregation in May. It is of some comfort to us that Sister Perpetua lives on through the wonderful and inspirational work she did to preserve archival treasures.

On a national level, archives have been in the news more often than one might expect. Most notably, the Librarian and Archivist of Canada resigned his post after it was revealed that his personal expenses charged to the public purse were unreasonably high. This resignation has left the archival community with some concerns over who will be the replacement. ANLA has joined the many voices urging the Minister for Canadian Heritage to consider the Joint Statement published by the stakeholder community (including the Canadian Council of Archives, of which ANLA is a member). The statement outlines some of the key qualities needed to fill the position, not the least of which is recognition of the value of consultation and collaboration with archivists and librarians across the country on matters of national significance.

Of course, the effects of the loss of the NADP are also still being felt. There is a considerable hole in the funding resources that supported projects in many archival institutions. Whether it be for preservation work, arrangement and description projects, or any other of the myriad of activities that take place, including ANLA's own operations, archival institutions are struggling to find the necessary support to make these projects viable. This, combined with poor leadership at the national level has at least mobilised the archival community to make its needs heard among the general public and at the federal government level. Thank you to all who have joined ANLA in writing letters to your MPs, to the media, and talking about this very important issue.

At a provincial level, budget cuts have unfortunately impacted the Rooms. The budget from this past April saw several positions lost and the operational budget slashed, both of which will impact the Rooms Provincial Archives Division's ability to provide the high quality service that the citizens of and visitors to Newfoundland and Labrador might reasonably expect. ANLA's concern has been for the staff at the Rooms, and particularly those in the Archives Division, and the difficulties the budget cuts have imposed on them. Also particularly troubling is the loss of the archives' conservator position which will impact the provincial archives' ability to collect records in good faith of preserving them and making them available, a key part of their legislated mandate. ANLA has been in contact with government to raise these concerns and is willing to take further action based



## President's Report (cont'd)

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on the response of our membership here today.

Although the Rooms Provincial Archives Division is facing challenges, the provincial budget did not adversely affect all heritage organisations in the province. While there were certainly no increases, the operational and project funding for museums, archives and other heritage organisations that is distributed across the province by the department of Tourism, Culture and Recreation (TCR) through the Cultural Economic Development Programme (CEDP) has remained stable. In fact, the CEDP is undergoing review and it should be noted to TCR's credit that the process has been very collaborative. ANLA has had a seat at the table every step of the way in the revision process and assists with adjudication of applications from all qualified applicants to the programme.

As mentioned already, ANLA has been managing with a new fiscal reality given the loss of federal support from the NADP. Initiatives such as the provincial database and the availability of a preservation advisor and IT specialist were put in jeopardy. However, this past year, the provincial government created a Heritage Sector Development Fund which is specifically aimed at sectorial groups such as ANLA, MANL and AHI. It was noted in the preparation of this fund that in order to undertake training and other initiatives that increase the skills and standards of heritage organisations, sectorial groups have in the past accessed financial support in the form of operational grants. This year, ANLA successfully made an application to this fund to begin the process of building a provincial database of archival holdings. The IT committee report will address this in more detail, but suffice it to say that this is a very exciting and positive project for ANLA.

ANLA's activity has certainly not slowed down because of a tightening of the budget. The Executive and Committees have been busy this year creating a full programme of workshops, establishing the new archival records database and organising another successful symposium as part of Archives Week. We will hear more about these activities as those committees give their reports so I will just take this opportunity to thank everyone who has volunteered their time over the past year to maintain ANLA's reputation within the heritage community and in many cases have reached out beyond our regular audience to increase awareness about archives in the province. With that being said, there are always more tasks to be done, and I would like to extend an invitation to anyone who is interested in becoming more involved with ANLA to make themselves known to the Executive, or to contact the ANLA office in the coming weeks.



## Treasurer's Report By Helen Miller

Please refer to the attached financial statements.

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## Education Committee Report By Theresa Walsh

**Committee Members:** Teresa Greene, Stephanie Harlick, Barb King, Anne Lafferty, Cathy Rice, Jackie Walsh, Theresa Walsh, and 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 correspondent via email over the past eight months 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' fees, 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 profits earned as a result of the workshops are used for future workshops.

We anticipate an exciting and educational year ahead, and eagerly encourage your participation! Whether or not you are able to attend the workshops, we appreciate any feedback or suggestions you may have. It is our goal to try our utmost to provide you with the learning opportunities you wish to partake in, so please do not hesitate to contact us.

### **Workshops held in the 2012-2013 fiscal year:**

**Introduction to Moving Image Film for Archivists** – With presenter Christina Stewart, May 3-4, 2012, in St. John's (6 participants).

**Basic Archives** – With presenters Mary Ellen Wright, Paula French, Helen Miller, Elizabeth Fewer & others, June 18-22, 2012, in St. John's (16 participants).

**CCI Emergency and Disaster Planning** (joint with MANL) – With presenters Irene Karsten & Deborah Stewart, August 22-23, 2012, in North West River (16 participants).

**Introduction to Archives for Anglican Parish Archivists**—With presenters Mary Ellen Wright & Jenny Seeman, September 28, 2012, in St. John's (12 participants).

**Copyright for Archives** – With presenter Dr. Jean Dryden, November 7-8, 2012, in St. John's (24 participants, with an additional 24 participants at a one day session).





## Education Committee Report (cont'd)

**Introduction to cartographic materials** -- With presenter Dan Duda, April 19, 2013, in St. John's (12 participants).

### Workshops proposed for the 2013-2014 fiscal year:

**Basic Archives** – With presenters Mary Ellen Wright, Paula French, Helen Miller, Elizabeth Fewer & others, April 8-12, 2013, in St. John's (13 participants).

**Privacy and Confidentiality** – With presenters Mary Ellen Wright & special guests, June 20, 2013, in St. John's.

**Special Topic Video "Painting Preservation"** – With presenter Bev Lambert, late-August 2013, available via the ANLA website.

**RAD Refresher/A-to-M** – With presenter Mary Ellen Wright, starting September 2013, in various locations.

**Boxes Under the Bed** (joint with MANL) – With presenters Dale Jarvis & Mary Ellen Wright, September 2013, in Central.

**Electronic Records** – With presenter George French, October 2013, in Corner Brook.

**Digital Preservation** – With presenters Slavko Manojlovich & Benoit Pauwels, mid-February 2014, in St. John's.

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## 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. The website is created using the EasySiteWizard package provided by Bell Aliant. Due to limitations in the package, it does not display well in certain browsers. The IT committee is looking to update the website, using different software, and is seeking members with experience to assist in the project.

The website has an average of about 96 visitors per day and about 173 pages are viewed each day. This indicates that site traffic is down about 15% compared to last year.

The most popular pages on the website remain the alphabetical list of archives in the province, contact us, and virtual exhibits. A notable exception is the month of April, when the pdf document describing ANLA's response to budget cuts at The Rooms was the most viewed item on the website.



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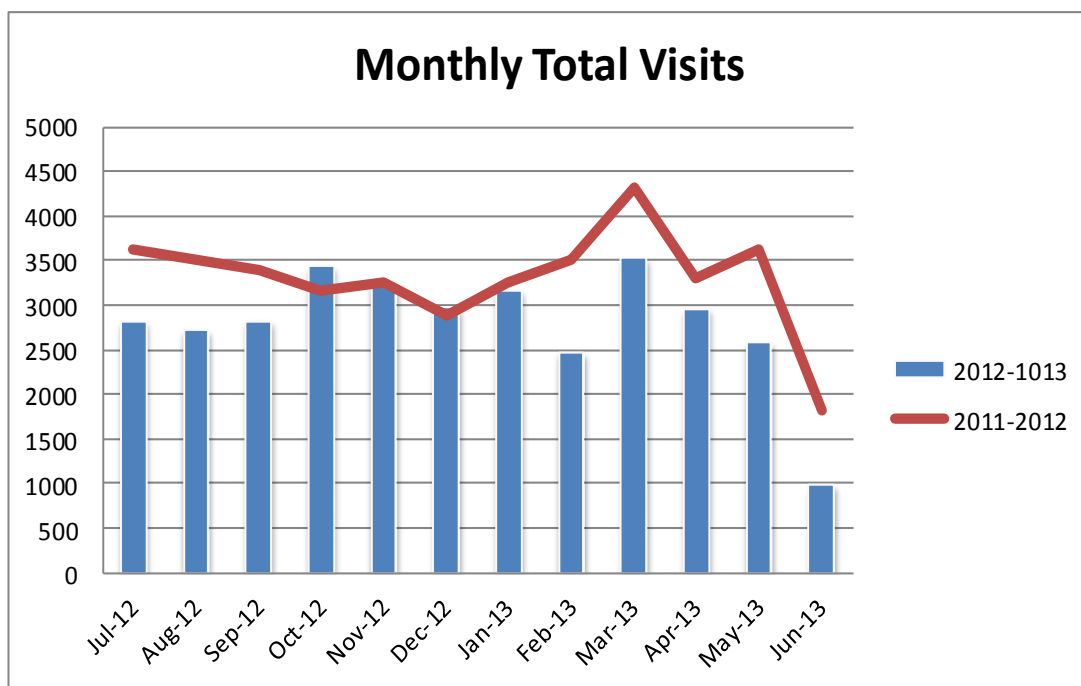
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**Provincial Database:** This has been an exciting year for the provincial database, which has become known as ANLA's 'ARC': Archival Records Catalogue. ANLA was successful in applying for a grant from the Provincial Government's Heritage Sector Development Fund, through the Department of Tourism, Culture and Recreation, in order to begin the process of re-establishing a portal to archival records across the province. The database not only provides a centralised catalogue of archival holdings in the province of Newfoundland and Labrador, it also provides member institutions with an online presence through a directory providing detailed information about archival repositories.

The database uses the ICA-AtoM open source archival description software, developed and hosted by Artefactual Systems. This is the software used for provincial databases in BC, AB, SK, MN, ON, and is being considered by the Atlantic provinces. The new version of the national database, [archivescanada.ca](http://archivescanada.ca), also uses ICA-AtoM and will be unveiled in the coming months. Initial launches of the national catalogue have been delayed due to issues with the scalability of the content (millions of records, versus thousands in the provincial catalogues).

In 2012-2013, ANLA hired an archival assistant to: populate the database; update the institutional directory; research and provide advice on database policy, as well as provide assistance to the PDO in creating training resources for institutions to begin entering their own data into the ARC. With all those tasks in mind, Lauren Kean has had a very busy and productive time with ANLA, adding well



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over 500 descriptions, 500 authority records and information about 65 institutions. Many thanks to everyone who has helped Lauren to complete her work so efficiently. The records that were added were largely based on data that was used for the original CAIN database, begun in 2000. With the hierarchical structure of ICA-AtoM, it will now be possible to clearly show relationships between fonds, series and items in collection descriptions.

Above all, the ARC is designed to be easily used and maintained by a wide range of skill sets in the archival community. It does not require extensive technical capacity or training and its template format allows for easy adherence to the principles of the RAD (Rules for Archival Description) standard.

## Social Committee Report By Elizabeth Fewer

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

- Introduction to Moving Image Film for Archivists 3-4 May 2012 (6 participants)
- Basic Archives 18-22 June 2012, St. John's (16 participants)
- Copyright October 2012 (24 participants, with an additional 24 participants at a one-day information session)
- Basic Archives 8-12 April 2013 (15 participants)

Thank you to those who helped set up and clear away coffee break supplies on the days I was not able to be on location at workshops.

The Olde Christmas Day party was held 4 January at the Bishop's Library. Food was from Sobey's deli and bakery and very little remained at the end of the evening.

Thanks to the Roman Catholic Archdiocese for allowing us access to the wonderful Bishop's Library and Larry for making the arrangements with them. Thanks to Melanie for her help in the selection and delivery of food and other related party supplies. And thanks to all who attended. All I spoke to enjoyed their evening and it was a good gathering to start the new year.

This is my seventh and final report for the Social Committee.

## Outreach Committee Report By Bert Riggs

Again this year the Outreach Committee focused its attention on the two major projects that falls under its mandate: the ANLA awards and the annual Symposium. Members of the committee are Emily Gushue, Stephanie Harlick, Colleen Quigley and Bert Riggs, who will welcome new members with open arms.

The first Harvey Mitchell Award, which will be presented yearly to a member of the association who has made an outstanding contribution to the archival community in this province, was awarded to





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Jessie Chisholm at the 2012 annual general meeting held on June 22. Jessie served as ANLA's Professional Development Officer for many years before moving to a position at the Rooms - Provincial Archives Division. She was recognized for her long commitment to the archival profession and for her fostering of members who were new to the profession as they learned the many intricacies of being an archivist. The second presentation of this award will take place at the 2013 annual general meeting.

The other award, which will recognize an individual or group that has made a significant contribution to broadening the knowledge and celebration of the history of Newfoundland and Labrador, will be presented for the first time at the ANLA Symposium later this year. The Outreach Committee developed the terms of reference for each of these awards and designed the criteria for selection of the person or group to be recognized.

This year's Symposium was held at the Foran-Greene Room at St. John's City Hall on November 23, 2012. The theme was Disasters and the Archives, in commemoration of the 100<sup>th</sup> anniversary of the sinking of the *Titanic* and in recognition of the many thousands of other sea-related disasters that have occurred around the coasts of Newfoundland and Labrador. After a welcome and brief presentation on the loss of archival records as a result of natural disasters, such as the recent tsunami in Japan, President Jenny Seeman turned the chair over to Emily Gushue, who introduced the first panel of writers, each of whom had made use of archival resources in researching the subjects of their books: Joan Sullivan (World War I), Mike Heffernan (the sinking of the *Ocean Ranger*) and David Liverman (the avalanche that took five lives at the Battery in 1959).

The second morning session was also a panel discussion, this one chaired by Nicole Penney. It was comprised of J. P. Andrieux, Frank Galgay and Robert Parsons, each of whom has written several books on Newfoundland-related disasters. The final session for the morning was by Dr. Valerie Burton of Memorial University's Department of History, whose presentation was entitled "The Absence of *Titanic* in Newfoundland". Stephanie Harlick acted as host for this session.

Lunch was provided, followed by a combined textual and musical presentation by archivist and folksinger Allan Byrne, aptly titled "Vessels of Song: A Discussion of Archival Sources and Newfoundland Folk Songs". ANLA's Professional Development Officer, Mary Ellen Wright, herself a folksinger, handled the introduction and monitored the question period that followed.

The final event of the day, a presentation by representatives from four St. John's archives, was also chaired by Stephanie Harlick. The presenters were Helen Miller (City of St. John's Archives), Joan Mowbray (The Rooms - Provincial Archives Division), Colleen Quigley (Archives and Special Collections, Queen Elizabeth II Library, MUN) and Heather Wareham (Maritime History Archive,



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MUN) who highlighted various collections from their archives holdings that contained information on disasters that are available to researchers.

Overall, it was a very successful day, with excellent presentations by the various panelists and positive feedback from the approximately 30 people in attendance. This is great encouragement for the continuation of this series of symposia and the next one is scheduled for November 22, 2013. Stay tuned for the theme and speakers list, which will be made available shortly.

## Professional Development and Outreach Officer Report By Mary Ellen Wright

Because of the support provided for this position 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. The loss of this funding stream has made for a challenging year for the PDO. However, ANLA is fortunate in having the continued support of the Government of Newfoundland and Labrador through the Cultural Economic Development Program.

In the year 2012-2013, additional revenue to support the archives advisor position was obtained through a partnered project with an ANLA member institution. This project funded the salary for approximately 6 weeks FTE. ANLA found this to be an excellent outreach and advocacy opportunity as well as a generator of funds and is certainly open to embarking on similar 'itinerant archivist' style projects for the archives advisor, provided this does not seriously impact the services available to the membership as a whole.

The primary functions of the PDO are the development, coordination and delivery of professional development and outreach programs, as directed by the ANLA Executive, based on input from the members; the provision of advisory services to ANLA member institutions through onsite visits, post, telephone and email communication; the development of archival educational materials for the ANLA Binder, publications and website and the overall administration and day-to-day affairs of the ANLA office. This is a continuous position with the Association.

Other regular activities of the position include:

- provision of advisory services to ANLA members and archival institutions, as well as other heritage, historical and related institutions;
- representative of the ANLA Executive on a variety of committees and forums.

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



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heritage communities. During the 2012- 2013 fiscal year the PDO has responded to 429 telephone inquiries and approximately 1100 e-mail inquiries, with subjects ranging from requests for membership forms to discussions of funding programs, appraisal decisions, repository agreements, copyright and confidentiality issues, access issues, arrangement and description questions, policy and procedure advice, project planning assistance and basic preservation queries. The PDO has: coordinated six workshops, with a total participation (actual and projected) of 96 participants from all parts of the province; conducted 5 onsite visits; and acted as liaison for the archival community on three provincial committees (ICH Advisory Committee, CEDP Advisory Committee, Federal-Provincial Heritage Advisory Committee) as well as on other sectoral committees and working groups.

Funding for this position allows for the continued employment of a provincial archival advisor, which in turn ensures the continuity in the provision of excellent training (through workshops and on-site visits) in archival practice and standards, ensuring that records are properly arranged, described and made available through the provincial archival community.

The Professional Development and Outreach Officer schedules onsite visits to member institutions as time and funds permit. This year the PDO had planned to visit a number of communities in Eastern Newfoundland. Unfortunately, the loss of ANLA's federal funding in May 2012 forced the curtailment of most travel. The PDO was, however, able to attend the annual meeting of the Museum Association of Newfoundland and Labrador in Trinity in October 2012: most Eastern region ANLA members were also in attendance and took the time to discuss their archival issues and training needs at that time. In addition, the PDO attended a heritage forum in Marystown in March 2013 and was able to touch base with several Burin Peninsula members at that time. Both of these visits were supported by partnered travel arrangements which considerably reduced travel costs to ANLA.

The PDO visited the archives of the Anglican Diocese of Eastern Newfoundland and Labrador, Presentation Congregation Archives, the Mount Pearl Soccer Association, the United Church of Canada NL Conference Archives, the MUN Folklore and Language Archives and the Portugal Cove South-Cape Race Heritage Society. On-site visits are beneficial to both members and to our PDO: they allow institutions to address problems in situ and allow the PDO to become familiar with institutional and regional issues. Onsite visits also raise the profile of the Association among its membership and among other community groups.

The PDO attended sessions at the Nunutsivut Heritage Forum in Makkovik in May 2012. This was an excellent opportunity to connect with ANLA members and others on the north coast of Labrador. A number of archival issues were raised at the forum, and follow-up activities are on-going.



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The PDO also travelled to Halifax to attend a meeting of the archival associations of the Atlantic provinces to discuss implementation of the A-to-M archival database software in their jurisdictions. This travel was covered by the Council of Nova Scotia Archives.

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

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
- Cultural Economic Development Program Review Committee
- Provincial Heritage Cluster Advisory Committee
- Federal-Provincial Heritage Advisory Board

The PDO has been active in various public venues, including regional and local school heritage fairs and Heritage Day events.

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

## Membership Report By Mary Ellen Wright

### **Institutional membership by region (March. 31, 2013):**

St. John's area	40	39%
Avalon	13	13%
Eastern	9	9%
Central	15	15 %
Western	14	14%
Labrador	11	11%

**Note:** ANLA has 37 individual members.

Membership renewals are still coming in.



## Archives Assistant/Database Coordinator Report By Lauren Kean

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In my time as Database Coordinator for ANLA's Archival Resource Catalogue (ARC) I have had the opportunity to help build what will be a valuable resource for Newfoundland and Labrador's archival community. Throughout the first half of my contract I have been focused on entering data ANLA had from a previous project (CAIN). There are 64 Institutional Entries in the database from archives which had contributed to the previous project as well as the current one. In an on-going process of extracting usable data from a list of holdings from CAIN there are now 572 archival descriptions available online (<http://arc.anla.nf.ca>), many with series-level entries. With almost every archival description an authority record is created and there are currently 537 unique entries containing details about people and corporate bodies. The database is also searchable by subject and place name, of which there are 48 and 239 entries respectively.

After the launch of the database at ANLA's 2013 Annual General Meeting, in cooperation with the Professional Development and Outreach Officer Mary Ellen Wright, we hope the generated interest from archival institutions will allow me to continue expanding the entries in the database until contract end. It will also become priority to create a user manual and training practice for the benefit of all participating institutions.

It has been a pleasure working with ANLA and the experience I have acquired with databases and archival description will be invaluable in the future.



# Annual General Meeting Minutes 2012

Friday June 22, 2012

Call to Order: 9:30am

Jenny Seeman: Welcomed all to the 2012 Association of Newfoundland and Labrador Archives annual general meeting. Sends warm wishes for a happy retirement to Sister Perpetua.

Greg Walsh: Discussed events in the provincial archives over the past few months.

- The Rooms Provincial Archives snapshot from June 2011-June 2012 includes approximately 10,000 inquiries a year, which is increasing annually.
- The archive at The Rooms also received a 3% cut, however salaries went untouched. It seems these cuts will end up effecting public programming, however the reference room will not be affected.
- The archive set a target of 5000 new digital records to go online last year- last year the total was over 6600.
- Briefly discussed archival exhibitions. The Rooms made a full time archivist a full time exhibitor (Craig Tucker). However, when it comes to the exhibits Greg acknowledged the hard work of a team of people, including Larry Dohey and Kayla Burry.
- Also mentioned the great attendance to Coffee and Culture and other public/educational events. He notes information about these events are on The Rooms website.
- went on to discuss his role as Provincial Archivist. He mentions advising tourism Minister Derrick Dalley on archives in the province and the effects of recent budget cuts to the Canadian Council of archives.
- Greg went on to state his support and availability when it comes to recent funding cuts, especially the NADP (National Archival Development Program)

Jenny Seeman: Introduction of the Board.

## **Approval of Agenda:**

- Jenny Seeman proposed moving the awards discussion.      ○ Approved

## **Approval of Minutes:**

- No discussion.      ○ All voted with no objections      ○ Minutes approved.

## **President's Report (Jenny Seeman)**

- Discussed funding cuts and how the elimination of NADP have reduced the CCA (Canadian Council of Archives) ability to function.
- ANLA has been greatly affected by recent funding cuts. Jenny expressed gratitude to Mary Ellen Wright for her great work as ANLA's Professional Development and Outreach Officer.
- Despite funding cuts, CEDP (Cultural Economic Development Program) has made it possible for ANLA to stay active.

- ANLA has been working hard to follow the strategic plan (which includes: the awards program, symposium, insurance, and job descriptions). Moreover, the activities of the Outreach and I.T. committees are working towards a provincial database, which may need to rely on provincial funding. Briefly discussed ways to meet the needs of those from across the province who are interested in access to ANLA workshops.

Thanked all those who attended the 2012 ANLA AGM and also all those involved with ANLA over the past year.

### **Treasurer's Report** (Helen Miller) (report circulated)

Presented the financial statements of the year ended March 31, 2012, as prepared by accountant Fred Earle.

- Noted that the effects of the NADP funding cuts on staffing is unsure, but ANLA is trying everything it can to avoid the layoff of the Professional Development and Outreach Officer.

Heather Wareham asked about funding for an ANLA preservation adviser position: Helen Miller responded that the position had to be changed to an I.T. position, however this application was withdrawn due to funding cuts. Jenny Seeman noted that preservation requests had slowed down. Mary Ellen Wright noted that many of the preservation requests are basic and can be addressed by her.

Regarding the financial report, Helen Miller stated:

- The province pays for ANLA's (and MANL's and the Family History Society's) rent and utilities
- ANLA, financially, is "okay" for now

Greg Walsh asked about when ANLA expects to have long-term office space. Mary Ellen Wright noted that when the Colonial Building opens (she has been told the expected date is 2014), they will have a permanent office space again. However, the Hallett Crescent office has a 2 year lease with the option to extend, so they should be able to avoid moving offices again before the renovations to the Colonial Building are complete.

### **Approval of Treasurer's Report**

- Motion to approve treasurer's report: Helen Miller

○ Seconded by: George French      ○ Treasurer's report approved      ○ Motion carried.

### **Committee Reports:**

#### **Education Committee** (Theresa Walsh)

Theresa identified the committee members

- Workshops offered by ANLA in the past year include: "Boxes under the Bed" (two of these workshops), Privacy, Introduction to Archives, "Works of Art on Paper" (CCI), Disaster Planning, and "Photos in Archives".
- Proposed workshops for the upcoming year include: Introduction to Moving Images, Basic Archiving, Disaster Planning, Copyright Laws, and Cartographic Materials.

Mary Ellen Write notes that many of these workshops are on hold until funding can be acquired to support the related costs.

#### **Grants Committee:** (Jenny Seeman)

Jenny identified the committee members as Larry Dohey, Elizabeth Fewer, George French and Mary Ellen Wright.

- Jenny noted that \$83,000 of ANLA and membership annual funding came from the NADP and funding is no longer available for many proposed ANLA programs and workshops.
- She did note, however, that the province has been wonderful when it comes to funding and the CEDP avenue of funding is allowing ANLA to take on more of an adjudication role, which is positive.

#### **I.T. Committee:** (Jenny Seeman)

- I.T. Committee needs members and requests additional members to join.
- ANLA is looking for a Network Adviser, but this is on hold until funding is worked out.
- There are approximately 114 visits to the website each day.
- Discussed AtoM (“access to memory”) software and the use of this in archives as it is looked at as an excellent tool.

Heather Wareham: Brought up issue of not being able to upload catalogue to the national database

Jenny Seeman responded that this process will be smoother as Archives Canada moves to the new AtoM software. This is also an issue due to lack of a provincial database, which is being worked on. All this is very up in the air due to lack of CCA funding.

#### **Social Committee:** (Elizabeth Fewer)

- Old Christmas Day party was a success again this year.
- Sobey’s deli food was a success, with few leftovers.
- Thanks to Larry Dohey for arranging the space
- Briefly discussed coffee breaks

#### **Outreach Committee:** (Bert Riggs, presented by Stephanie Harlick in his absence)

- “Archives and Science” was a big success and was attended by over 50 people.
- Briefly discussed the two new awards to be given by ANLA

#### **Professional Development and Outreach Officer:** (Mary Ellen Wright)

- Discussed the impact of NADP funding cuts and notes that many important resources will no longer be available to ANLA members.
- Highlighted “Introduction to Archives” workshop in Goose Bay, which was a great success.
- Carla Pike and Mary Ellen travelled to the Northern Peninsula and Mary Ellen briefly discussed the success of this road trip. On site visits have been very well received by the province.
- Noted ANLA is looking into becoming adjudication partners with CEDP and getting into partnerships with the province.
- Talked about the Nunatsiavut Heritage Forum in Makkovik. The area is very rich in archival material and this was also a success.

#### **Membership Report:** (Mary Ellen Wright)

- notes that members have been slower to renew their memberships this past year.

Jenny Seeman notes it has been a great year and applauds the great work of Mary Ellen Wright.

### **Membership Fees:** (Jenny Seeman)

Jenny Seeman: Motion to increase membership fees from \$25 to \$50 annually for institutions. The individual membership fee will remain the same at \$25.

o Seconded by: Stephanie Harlick      o All in favour-no opposition      o Motion carries.

### **Awards Nominations:** (Jenny Seeman)

- Gave description of “Harvey Mitchell Award” (which is the membership recognition award) and provided a brief bio of Harvey Mitchell.
- Nominations for this award were made by Heather Wareham, Larry Dohey, Stephanie Harlick and Bert Riggs
- Announced the winner: Jessie Chisholm. The award was accepted by her daughter, Colleen Quigley, on her behalf.

### **Member Reports**

#### **Botwood Heritage Society Archives:** (Everett Elliott)

- Working on Past Perfect project with JCP- which is 80% complete
- Was able to go to the Abitibi mill when it closed and and get items for the archive such as furniture, filing cabinets, shelving, display cases) Also got tools and other materials.
- Their big project at the moment is is the transfer of a house to use as a museum/archive extension.
- Last year had over 10,000 visitors.

#### **A.C.Hunter Library Newfoundland Collection:** (John Griffin)

- Received a grant for someone to organize a photo collection (a six week position- so far the finding aid has been made, and photos organized and described)
- New hours: now open Monday 1-5pm, and Saturday.
- Library usage is up
- Received \$5000 for preservation

#### **Corner Brook Museum and Archives:** (George French)

- The museum and archive has been closed since 2009, but will reopen July 3, 2012
- Will have official opening of Captain James Cook exhibit
- has re-vamped some exhibits-natural history now includes paleontology
- Also looking to annex some available space 500 square feet (for archive and reading room) and 750 square feet for exhibits.
- Has new elevator
- Looking to further expand partnerships with the community

- Approached by Rogers TV to do a ten part series on local history
- Steadily working on the accessibility of the archives
- Now on Facebook and Twitter

#### **Association of Heritage Industries: (Jane Severs)**

- Briefly described AHI
- Talked about survey of municipalities and how they support heritage
- Talked about revamping CEDP and funding to have workshops for “healthy aging”
- Discussed the issue of space in archives (or lack there of) and has been working on assessing the issues of space in heritage organizations with a consolidation group.

#### **Nominations of the Executive: (Larry Dohey)**

Nominations:

- President- Jenny Seeman (acclaimed)
- Vice President- Theresa Walsh (acclaimed)
- Treasurer- Helen Miller (acclaimed)
- Secretary- Nicole Penney (nominated by Emily Gushue, seconded by George French- nomination passes)

Directors:

- Emily Gushue (acclaimed)
- Bert Riggs (nominated by Jenny Seeman and seconded by Colleen Quigley-nomination passes)
- George French (acclaimed)

Thanks given by Larry to the Executive

#### **Open discussion regarding funding cuts:**

- Jenny Seeman discussed actions taken by ANLA to deal with funding cuts, such as an emergency meeting and a proposal to the province for more money. Also wrote a letter to Minister Moore and did radio and TV interviews to highlight the issues.
- Mary Ellen Wright spoke about archives taking on funding like Museums Canada does (which is more direct). She also briefly discussed the funding issues going on in other parts of Canada in regard to archives.
- The group also discussed all the things ANLA does well such as keeping heritage institutions connected, communicating with government, members and institutions and providing education to institutions and members.
- All present agreed that the PDO position is integral to ANLA and must be retained.
- Funds must also be available for access to travel and workshops.
- Nicole Penney notes that ANLA and Mary Ellen’s position made it possible for students to work with ANLA and gain invaluable experience working with heritage institutions and members. The lack of funding will reduce opportunities for short term contracts and the chances for young people to get work experience.



- Bert Riggs notes that eliminating funding does not eliminate the need for archival help.
- Stephanie Harlick reiterates the importance of a provincial database.
- Jenny Seeman notes the needs for a stronger web presence.
- Stephanie Harlick asks if ANLA can approach different areas of funding for this database? Through education maybe?
- Greg Walsh discussed a “Pan-Canadian documentation strategy”.
- Greg Walsh feels it is an option that the province step up to the plate and provide more funding-but he doesn’t recommend it.
- It was mentioned that private funding may be another possibility.
- Jillian proposed possibly contacting private sources of funding through individuals with money.
- Mary Ellen Wright noted that getting funding will be easier if the proposals are specifically “project directed” by each individual project.
- Bert Riggs suggested contacting the Canadian Bar Association as they have funding for educational opportunities (this might help in regards to finding someone to instruct a copyright workshop).
- Mary Ellen Wright suggested finding project funding for core functions.

#### **Motions:**

- Jenny Seeman: moved that “ANLA condemns the decision of LAC (Library and Archives Canada) to eliminate NADP funding; and that funding be made available or reinstated”

○ Second: Heather Wareham      ○ All in favour: unanimous      ○ Motion passed.

Jenny Seeman: reaffirms motion that “PDO (Professional Development Officer) position and services are a priority for the association and its membership”

○ Second: Elizabeth Fewer      ○ All in favour: unanimous      ○ Motion passed.

Jenny Seeman: Motion to adjourn

○ Second: John Griffin      ○ Motion approved.

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Association of Newfoundland  
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June 21, 2013