

# Annual Reports

## 2011

### **Archives Week in Newfoundland and Labrador**

**November 15-21, 2010**

**Signing of the Proclamation for Archives Week**



L-R Standing: Colleen Quigley, chair, Education Committee, ANLA; Jenny Seeman, vice-president, ANLA; Greg Walsh, director and provincial archivist, The Rooms Archives Division; Jerry Dick, director, Heritage Sector, Department of Tourism, Culture and Recreation; and Mary Ellen Wright, Professional Development and Outreach Officer, ANLA  
L-R Sitting: Stephanie Harlick, president, ANLA and The Hon. Mr. Terry French, Minister of Tourism, Culture and Recreation, Government of Newfoundland and Labrador

# Annual General Meeting

## June 17, 2011

### AGENDA

- 9:00 a.m. Meet and Greet
- 9:30 a.m. Welcome to the 2011 AGM: Stephanie Harlick
- Welcoming Remarks from the Host: Greg Walsh
- Introduction of Current Executive: Stephanie Harlick
- Approval of the Agenda
- Approval of Minutes of 2010 AGM
- Business arising from the Minutes
- President's Report: Stephanie Harlick
- Treasurer's Report: Helen Miller
- Committee Reports:
- Education: Colleen Quigley
  - Grants: Jenny Seeman
  - IT: Jenny Seeman
  - Social: Elizabeth Fewer
  - Outreach: Stephanie Harlick
- PDO Report: Mary Ellen Wright
- Preservation Advisor's Report: Miki Lee
- By-Laws: Amendments - Hold Harmless Clause, Awards, Executive Members Descriptions
- 10:45 a.m. BREAK
- 11:15 a.m. Nominations of the Executive
- 11:30 a.m. Archives Around the Province: Presentations/Updates
- ANLA Strategic Plan: 2011-2014 – Jenny Seeman
  - Other Business
- 12:30 p.m. LUNCH
- 2:00-4:00 p.m. Movies with The Rooms, Provincial Archives Division



## President's Report, 2010-2011 By Stephanie Harlick

### President's Report

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Hi all and welcome to ANLA's 2011 AGM as we reflect upon last year and look to the future; the first decade of the 21<sup>st</sup> century is already over!

A big thank you to Greg Walsh and The Provincial Archives Division of The Rooms; we greatly appreciate your generosity for allowing us to be here today.

In 2010-2011 ANLA took a look inward at itself as an organization and considered its direction over the next few years. We worked hard beginning at last year's AGM and continuing throughout the year on a Strategic Plan; later this morning there will be a presentation that highlights the main points. Naturally we are open to suggestions; nothing is ever cut in stone!

Each year, along with its sister organizations, ANLA continues to meet with the provincial government regarding the Cultural Economic Development Program (CEDP), and the funding has continued this year. We are grateful to the provincial government for its support and of course to the federal government for the National Archival Development Program (NADP) funding as well. However, we are aware of the increase in operating expenses required to run our archives so that we can protect our province's vital history, along with the lack of sufficient funding to hire professionally trained staff on a year round basis. Many of our institutional members are run by volunteers only and without whom, the archives would not exist at all. We need to monitor to ensure that we do the best that we can to avoid any specific type of archives from being cut from funding that is essential.

In 2010-2011, funds received by ANLA through the Cultural Economic Development Program (CEDP) were directed to salary support, travel (workshop participants, staff, and board members), standard operating expenses and professional development and workshops. We strive to be of a benefit to all our 95 institutional members as well as individual members across Newfoundland and Labrador. The committee reports reflect the variety of activities undertaken throughout the past year.

We are still located at 104 Elizabeth Towers on Elizabeth Avenue. This location has been great for meetings, workshops, and so forth and with parking!

On behalf of ANLA, I wish to extend thanks to Larry Dohey (potentially in his "transformer" capacity), who in January made arrangements so that once again we held our Annual Olde Christmas Day Party across the road from here at the Basilica Museum! The turnout was great as usual.

On behalf of ANLA, I would like also to extend our best wishes to Jessie Chisholm, a long time former member of the ANLA Executive.

ANLA hired conservator Miki Lee (a write up is included with the reports) and summer student Nicole Penney who did a survey about audiovisual material held in NL archives.

Thank you to everyone who has carried out many responsibilities of the Association in the past year. Regarding our Executive, I would like to thank Jenny Seeman for all her work, for example, the ANLA website – a great place to check out what's happening, Helen Miller for keeping us in line with our spending, Christine Davies for her great secretarial skills, Theresa Walsh (who recognizes the significance of records management in the archival world), George French (who delivers his West





## 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 and Mary Ellen Wright

The education committee met several times last fall putting together an educational program for ANLA for the upcoming 2011-2012 year. Their recommendations were submitted to the executive for approval and subsequently put into the NADP grant application for the upcoming year.

This year at our AGM, we chose to hold a workshop on Privacy issues. This, along with the other workshops that we a planning for the upcoming year, are intended to help our membership keep current with ongoing and new issues.

The following workshops are tentatively scheduled for 2011-2012:

CCI workshop "Works of art on paper," 2 days, September 2011

Disaster Planning, 2 days, October 2011

Dealing with Photographs in Your Archives (including intellectual control, preservation, financial appraisal) 2 days, February 2012

Basic Archives 5 days, March 2012

Archiving for the Arts Community, 1 day, date tba

Copyright, 1-2 days, tba

Thanks to the members of this committee for all your hard work. We are always open to suggestions from our membership and should you have a request please let us know.

## Grants Committee Report By Jenny Seeman

Committee Members: Larry Dohey, Elizabeth Fewer, George French, Carla Pike, Jenny Seeman and Mary Ellen Wright

The committee met in early January to adjudicate the provincial 2011-2012 National Archival Development Program (NADP) applications.

ANLA received seven applications for NADP. These were all submitted prior to the deadline. NADP allocated \$83,475 to Newfoundland and Labrador. Of this fund, \$49,500.45 was allocated to applications from member institutions, and the remainder \$33,974.55 was allocated to ANLA to assist in funding the PDO position and for a Preservation Advisor. Although the NAPD program is currently under review by the federal government, funds for 2011-2012 will be available.

In the 2010-2011 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

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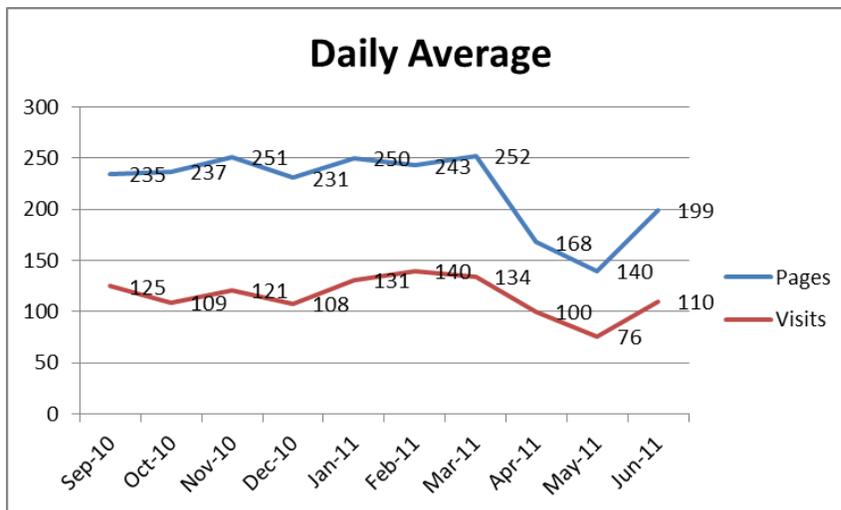
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**Website:** The host provider for the ANLA website was changed this year and the site rebuilt due to security issues with the previous Content Management System. The site is now hosted by Bell Aliant and is continually undergoing redesign. If you have any suggestions for improvements, or things you would like to see on the website, please feel free to comment.

The blog still exists although hasn't been as active as we initially anticipated. The preservation advisor posted a few entries, take a look if you haven't done so already ([www.tallyboard.blogspot.com](http://www.tallyboard.blogspot.com)).

Below are some statistics for website usage:



The website has an average of about 155 visitors per day and about 210 pages are viewed each day.





## IT Committee Report (cont'd) By Jenny Seeman

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As may be expected, the home page is the most frequently visited, in fact, 70% of hits are for the home page. Besides the home page, the most frequently visited pages are:

1	alphabetical_index.html	21%
2	contact.html	15%
3	useful_links.html	14%
4	virtual_exhibits.html	12%
5	grant_administration.html	10%
6	executive_1.html	7%
7	events.html	6%
8	membership.html	5%
9	education_and_train.html	5%
10	advisory_services.html	2%
11	what_we_do.html	1%
12	constitution.html	1%
13	agm_2011.html	1%

Some terminology defined:

**Hits:** Any request made to the server which is logged is considered a "hit". The requests can be for any resource: HTML pages, graphic images, audio files, cgi scripts, etc. Each valid line in the server log is counted as a hit.

**Pages:** Any HTML document, or process that generates an HTML document, is considered a page. This does not include graphic images, audio clips, etc. This number represents only the number of "pages" requested. What actually constitutes a "page" is determined by file extension.

**Visits:** Whenever a request is made to the server from a given IP address, the amount of time since a previous request by the address is calculated. If the time difference is greater than a pre-configured "visit timeout" value (or has never made a request before), it is considered a "new visit". This total is incremented both for the site, and the IP address. The time-out value is 30 minutes.

**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

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Coffee break supplies for workshop participants were purchased, set up and cleared as necessary with all receipts submitted for reimbursement. Thank you to Catherine Rice for taking on coffee break responsibilities in March.

Planning for the Olde Christmas Day Party began in late November with decisions and orders placed in late December. The food was hot and cold items purchased through Sobey's catering section with a variety of beverages and sweets included. Live music was provided by Allan Byrne and his guitar. Thank you to Melanie Tucker for her help in the decision making and setup of the event and to Larry Dohey for arranging our venue, the Episcopal Library (Mullock).

Planning for the AGM and luncheon began mid-April when The Rooms theatre was booked and initial quotes for the luncheon were requested. Confirmation of all bookings was done in late May with catering provided by Red Oak. Thank you to The Rooms Provincial Archives for hosting the AGM.

And a general thank you to all those who helped with these activities through the year in any way and to all who took part in workshops and social events.

## Outreach Committee Report By Stephanie Harlick

Committee Members: Angela Decker, Melissa Glover, Bobbi Gushue, Stephanie Harlick, Barb King, Colleen Quigley, Bert Riggs and Mary Ellen Wright

The outreach committee determined the following directions for the Association.

**ANLA Awards Program:** We developed a proposal for two ANLA awards – one for ANLA members to be announced at our AGM and one for archives users but nominated by ANLA members to be announced during Archives Week; the proposal has been circulated for this AGM.

**Archives Week:** The committee will be involved with activities for Archives Week, tentatively set for November 13-19. The committee is also organizing a Symposium to be held during that week.

**Occasional Lectures:** The committee set up a new series called Occasional Lectures about topics related to archives. In the future, the committee will examine the possibility of making lectures available via podcast. This year we hosted two lectures:

Bert Riggs "Richard Brothers and YMDCCC: One man's approach to Millenarianism in the 1790s." QEII Library, MUN, Nov. 18, 2010

"Celebrating 60 years of the Fisheries Broadcast" Panel discussion and presentation, March 3, 2011, QEII Library, MUN

**Archives at the Folk Festival:** ANLA is planning to have a booth, "Airs Apast," at the upcoming Folk Festival this summer. Nicole Penney has been hired to help organize this endeavour.

Thanks to everyone on this committee for your efforts. We welcome new members and ideas from all!



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

(excerpted from NADP Final Project Report 2010-2011)

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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 has enabled the provincial archival community to access community strengths via locally-taught and developed workshop programs, and to identify and rectify community weaknesses by providing opportunities for mentoring, training and the support of outside experts.

Because of the continued support for a full-time position, the PDO has been able to provide continuity of service and a wide knowledge of the facilities, holdings and administration of ANLA's member institutions. This broad 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. The presence of a permanent PDO ensures that archives retain a high profile in the cultural life of Newfoundland and Labrador.

**Outputs of the Professional Development and Outreach Officer position are:**

**The development, coordination and delivery of the professional development and outreach programs**

The following ANLA workshops were held during the period of this application:

**Strategic planning part 2: Hands-on planning exercise** June 18-19, 2010 – 8 participants

**Heritage Facility Planning** (*CCI subsidized workshop partnered with Museum Association of NL*)

September 24-25, 2010 – 17 participants (*5 additional participants were prevented from attending by transportation issues surrounding Hurricane Igor*)

**Basic Preservation** – An introduction to preservation issues for archival institutions. – November 18-19, 2010 – 7 participants

**Basic Archives** – March 21-25, 2011 – 13 participants

**Boxes Under the Bed: Dealing with backlog interview collections** (*partnered with*

*Intangible Cultural Heritage Development Office, Heritage Foundation of NL. This one-day workshop was originally prepared and scheduled for February 2011 but, due to weather concerns, was delayed until April 8, 2011.*) – 12 participants

In the 2010-2011 work plan ANLA had anticipated offering 3 additional workshops on privacy issues (1 day), "home" preservation treatments (1 day) and topics in electronic records (4 sessions, distance education). Because of issues arising from the strategic planning process two of these workshops were rescheduled. The workshop on **privacy issues** has been rescheduled to align with this year's AGM, which is being held on June 17. Discussions at the strategic planning workshop session indicated that most members were not at a stage of **electronic records** acquisition that would make the expense of an on-line course worthwhile for our association. After considerable discussion with conservators in the province, including ANLA's Preservation Consultant, it was decided that **in-house preservation treatments** should be dealt with on a case by case basis, especially since the services of a preservation consultant were available from ANLA for most of the year. This workshop was cancelled.



## Professional Development and Outreach Officer Report (cont'd) By Mary Ellen Wright

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### **Proposed workshops for 2011-2012 include:**

- Introduction to Archives 2 days September 2011 (Great Northern Peninsula)
- Boxes Under the Bed: Dealing with backlog interview collections 1day September 2011 (Great Northern Peninsula)
- CCI workshop "Works of art on paper" 2 days, September 2011
- Disaster Planning 2 days, October 2011
- Dealing with Photographs in Your Archives (incl. Intellectual control, preservation, financial appraisal) 2 days, February 2012
- Basic Archives 5 days, March 2012
- Archiving for the Arts Community 1 day, date tba

As part of ANLA's on-site visit program, the Professional Development and Outreach Officer has also offered specialized or compressed workshops to individual member institutions: the PDO presented a 1-day "Introduction to Parish Archives" workshop for the Anglican Diocese of Eastern Newfoundland and Labrador (6 participants)

The PDO has continued to provide hands-on guidance to member institutions in appraisal and fundamental arrangement. In 2010-2011, assistance has also been provided to several sister heritage organizations – the Craft Council of Newfoundland and Labrador and the Association of Heritage Industries.

### **The 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 post, telephone, fax and e-mail. A breakdown of these questions is available in the Objective 4 reporting section below.

This year the Professional Development and Outreach Officer made 20 onsite visits to member institutions in Springdale, Millertown, Grand Falls-Windsor, Botwood, Lewisporte, Twillingate, Gander, Salvage and 12 institutions in St. John's. Issues discussed included archival appraisal, arrangement and description, Facilities planning and policy decisions.

The PDO also made on-site visits to non-member organizations who consulted the association on archival issues. This year these organizations included the Friends of Pippy Park and the Newfoundland and Labrador Branch of the Lifesaving Society.

### **Presence as liaison on a range of community and government committees**

The Professional Development and Outreach Officer has worked with other educational, cultural and heritage organizations in government and non-government sectors to co-operate on educational activities and issues of mutual interest.

Activities for the past year focused on advisory support for the provincial archival community and the maintenance of an archival profile in community partnerships, thus developing and maintaining the capacity of the provincial archival community network.



## Professional Development and Outreach Officer Report (cont'd) By Mary Ellen Wright

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This year the PDO served on the following committees:

- Provincial Intangible Cultural Heritage Advisory Committee (3 meetings) and one sub-committee of this committee (Training and Standards,) (2 meetings )
- Cultural Economic Development Program Review Committee (4 meetings)
- Provincial Heritage Cluster Advisory Committee (3 meetings)
- Federal-Provincial heritage Advisory Board – (2 meetings)
- Archives at the Festival – (2 meetings) This is a partnered pilot project that is planned as a on-going part of the Newfoundland and Labrador Folk Festival held in St. John's every August. The project's intention is to set up an archival presence where festival audience members could access archival recordings of tradition-bearers whose performances have been recorded and preserved by members of the archival community. Partners include ANLA, the Folk Arts Society of Newfoundland and Labrador and Memorial University's Center for Music, Media and Place.

### 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 was asked to present two 2-hour sessions at Memorial University's Master's level Folklore 6760 class "Public and Applied Folklore: Archiving". Fifteen students were registered for this course.

Other duties involve the delivery of advisory services on archival questions, training opportunities and funding to ANLA members by post, telephone, fax and email; research items on archival matters; provide information to members unable to access the ANLA resource library.

Speaking personally, I would like to take this time to thank the members of ANLA's Board of Directors for their support and advice during the 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 handle their documents!

## Membership Report By Mary Ellen Wright

### Institutional membership by region (March 31, 2011):

St. John's area	43	45%
Avalon	8	7%
Eastern	12	13%
Central	12	13%
Western	11	12%
Labrador	9	10%

**Note:** Membership has dropped from 116 institutional members in 2009-2010 to 95 institutional members in 2010-2011. This is due to an extensive review of our membership files, which has resulted in the removal of inactive members.



## Preservation Advisory Services Report

### Preservation Advisor: Miki Lee

### By Stephanie Harlick

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ANLA provided the services of a preservation advisor who delivered preservation specific advice to member institutions for the year, 2010-2011. The project was designed to continue to build and maintain the capacity of ANLA's provincial archival network by offering expert support, training and advice on preservation and conservation issues to ANLA's member institutions. By giving detailed advice and assistance on preservation and conservation needs of member institutions, the preservation of the province's archival heritage was enhanced in accordance with professional preservation standards.

This service has improved several archives' ability to identify areas of concern, to isolate risks to archival collections, and develop and undertake preservation plans in their archives. The services provided by the preservation advisor enabled member institutions to move forward with confidence with individual preservation initiatives, secure in the knowledge that advice and assistance would be available, if needed, from a professional conservator.

- **Inquiries:** responding to member inquiries by phone and arranging follow up consultations
- **On-site visits,** as requested by member institutions: including visits to the Springdale Heritage Society, the Red Indian Lake Heritage Society in Millertown, the Grand Falls-Windsor Heritage Society, the Botwood Heritage Society, the By-the-Bay Heritage Society in Lewisporte, the Twillingate Museum, the North Atlantic Aviation Museum in Gander and the Anglican Parish of Salvage, all in central Newfoundland. Other site visit locations included the Faculty of Medicine Founders' Archive in St. John's, the Anglican Parish of the Good Shepherd in Mount Pearl and the Anglican Diocese of Eastern NL. Written reports/assessments were produced for each visit, giving institutions the opportunity to address specific preservation and conservation concerns, sometimes building on results of previous global preservation assessments.
- **Administration:** Preparing reports, gathering statistics and meeting with PDO and ANLA Executive
- **Blog Updates:** Four entries were completed. The entries provide useful information and references, based on frequently asked questions. The provincial archival community will benefit from information available from the 'blog
- **PDO (Professional Development Officer) Assistance:** Provided training to the PDO for responding to future inquiries from member institutions about preservation needs
- **Emergency preparedness:** The preservation advisor has re-engaged the provincial archival community in disaster planning by updating the regional emergency contact lists. Plans are underway to hold an emergency and disaster-planning workshop targeting these individuals.

The onsite visits of the Preservation Advisor have resulted in written, intensive analyses through preservation needs assessments and other written assessments: this was also an opportunity for archivists, in particular those outside the city of St John's, to consult more broadly with a professional conservator. Acting on the advice of the Preservation Advisor, member institutions are able to better address many basic preservation issues themselves. Further, the practical advice and assistance offered through this service are improving preservation standards in archives in the province of NL which in turn safeguard the province's archival heritage against potential hazards and environmental threats to its longevity.