



## BOARD OF DIRECTORS REPORT, 2009 - 2010

Debby Shocter, President

It's been a very busy year here at the ASA. In some ways, it has been difficult, but in others, rewarding. There have been gains and there have been losses, but we have weathered the storm and will carry on. Unfortunately, due to the continuing economic storms on the world stage, we have suffered some losses in the Archival community: our AHRF grants will probably be reduced by 10%. We have had to adjust our budgets accordingly; however, because of our accumulated surpluses, we were still able to offer the full compliment of ASA and NADP grants, and were even able to offer our members an additional preservation grant in the form of a Roving Conservation Consultant, Mary Hocaliuk, who will be visiting and helping out archives who need her this spring. The Grants Committee under Mary Nutting, Institutional Member-At-Large, met and approved 11 applications for ASA Access to Holdings grants, and eight NADP grants were recommended for funding from the Federal program. We also paid out about \$5000 in PDTA grants.



Unfortunately in our Archives community here in Alberta, the Glenbow felt the brunt of the economic downturn and lost three of its long-standing archivists, Jim Bowman, Tonia Fanella, and Pat Molesky. In addition, hours and duties were cut back. In response, we wrote a letter of protest to the Chair of the Board and met with the CEO of the Glenbow, Kirsten Evenden, to express our concern. We are sure other archives are feeling the pinch as well, as expressed by hiring freezes at

the City of Edmonton and the Provincial Archives.

We have suffered our own losses as well, with the resignation of Janet McMaster as our database administrator and ANA Chair. We wish Janet well, and thank her for her hard work all of these years, but will miss her. Thanks to her, we also managed to salvage the NWTAN and YAUL databases and transfer them to our database until a solution can be found

for their full transfer to CANWAN because of BC's switch over to a new system.

On a brighter note, we look forward to welcoming Carrie-Anne Lunde as our new Database Administrator, and are enthusiastic about the fresh perspective she will bring to the job.

We also must bid farewell to our Operations Manager, Mandi Wisheu. She and her husband will be moving

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# archives

SOCIETY OF ALBERTA

## BOARD OF DIRECTORS

### President — 2009 - 2010

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### Vice President

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### Institutional Member-at-Large

Mary Nutting

### Individual Member-at-Large

Jennifer Willard

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### Grants

Mary Nutting

### Education

Raymond Frogner

### Communications

Terry O'Riordan

### ANA

Vacant

### Finance

Glynys Hohmann

## NEWSLETTER

### Advertising, Design and Layout

Carrie Herrick-Fitzgerald

## ASA STAFF

### Executive Director/Archives Advisor

Michael Gourlie

### Member Services Manager

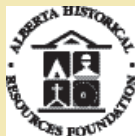
Carrie Herrick-Fitzgerald

### Operations Manager

Mandi Wisheu

### Database Administrator

Carrie-Ann Lunde



The Archives Society of Alberta is supported in part by a grant from the Alberta Historical Resources Foundation.

to greener pastures and warmer climates, and who can blame them, really? But we will miss her, and look forward to spending time with her at this year's conference, and hopefully on a casual basis, until her plans firm up.

We also had to say goodbye to Susan Stanton as President, which is why I am writing this report, as she left the City of Edmonton to work for the Provincial Archives, and therefore had to resign as President, but we wish her much success in her new position. In the Alberta archival community, we are also saying goodbye to John Lund, as he leaves for Ontario, and Bryan Corbett as he retires as University Archivist for the University of Alberta.

Amid this atmosphere of loss and change, however, we still have much to celebrate. We had a very successful Archives Week in October, with the launch of our Calendar and on-line exhibition, "Athletes in Archives." A total of 20 Alberta Archival Institutions participated in the exhibit and calendar. The launch at the Royal Glenora Club with guest speaker Dr. David Mills of the University of Alberta was most enjoyable, and many other archives around the Province had activities during the week. The calendar was very well-received and we got a very nice note of thanks from our Patron, Lieutenant Governor Norman Kwong, who was featured in the calendar. We held two very successful workshops, Digital Program Management in the fall in Calgary, and Records Management in the spring in Edmonton. Our Archives Institute is fully subscribed and will be held in Calgary on June 5<sup>th</sup>. Our Banff Conference is proving to be a resounding success, as I am sure you'll all agree. Thank you so much to the local organizing committee and of course to the office staff for putting on such a great event.

Our staff has been very busy keeping up with all these activities, and Michael has made 12 site visits. He also presented the Peter Owen Trunk at the ATA Social Studies Conference and did a presentation at the AMA Conference, the ACA Conference, the Alberta Healthcare Auxiliaries Association AGM and the Bearspaw Historical Society. Right now the staff at ASA and AMA are getting ready for a move to new offices on 124<sup>th</sup> St. Our Constitution and By-law, as well as our Policy Manual, have all been re-drafted to reflect our current administrative situation, and we are on-track for achieving the goals of our 2008-11 Business Plan.

On a happier note as well, we congratulate our new institutional members, Hinton Coal Branch Archives and Alberta Health Services Archives. Closer to home, we would like to send best wishes to Carrie Herrick-Fitzgerald, our Member Services Manager, on her recent marriage, and our Treasurer Glynys Hohmann on her new arrival, a baby girl, although we will be sad to lose her on the Board.

I look forward to serving as your President for the upcoming year, and hope to see many more of you at next year's conference, as well as at the upcoming workshops and events for the next fiscal year.

# Executive Director/Archives Advisor's Report, 2009 - 2010

Michael Gourlie, Executive Director/Archives Advisor



The role of the Executive Director / Archives Advisor is to oversee aspects of the ASA's day-to-day operations and to provide advice about best practices in archival administration to developing and established archival programs. This dual role resulted in the accomplishment of a variety of activities in 2009-2010.

## ADVISORY SERVICES

The demand for the ASA's Advisory Services Program remained strong in 2009-2010. The statistical analysis of the types of inquiries follows this report.

The onsite visit continues to bring the advisory services program to the institutions seeking advice about archival practices. In addition to less formal visits to institutional members throughout the year, there were 12 site visits to non-member institutions: Slave Lake Public Library, the Calgary Fire Department, Bearspaw Historical Society, The King's University College, St. John's Ukrainian Cultural Centre, Edmonton Chamber of Commerce, Wainwright Regional Museum, MD of Exshaw, the Estonian Historical Society, the Meadowcroft Housing Society, Morinville Museum, and Piikani First Nation. The number of formal site visits has remained somewhat stable in recent years, and every institution requesting a site visit has been accommodated.

- Attending ASA Board and Committee meetings to provide whatever support was required.
- Producing a column for the ASA newsletter.
- Writing proposals for and coordinating ASA projects funded through the National Archival Development Program (NADP), including the Cooperative Arrangement and Description project, the 2010 conference, and Archives Week 2010.
- Representing the ASA at various events, including the Archives Advisor's summit in Ottawa, the Association of Canadian Archivists conference, the conference of the Social Studies Council of the Alberta Teachers Association, the Alberta Women's Memory Project, the Alberta Healthcare Auxiliaries Association AGM, and the Alberta Museums Association conference.

## ADDITIONAL INITIATIVES

The overall numbers of inquiries and site visits in the advisory services program increased compared to the previous year, but there were also other activities that were undertaken during 2009-2010. These initiatives included:

- Co-teaching the ASA's 2009 Archives Education Institute at the University of Calgary.

The coming year will bring new projects, additional site visits, and public awareness initiatives to assist in the development of Alberta's archival community. I look forward to your calls and emails. Thanks to the Board members, Committee chairs, the ASA secretariat, and all the ASA members who have been so helpful this past year.

## Archives Advisory Services: Statistical Analysis April 1, 2009-March 31, 2010

	<u>2009-2010</u>	<u>2008-2009</u>
Total inquiries	222	179
Member / Non-member	123/99	70 / 109
Email / Other methods	180/42	144 / 35
 Subjects		
Appraisal and acquisition	12	9
Archival processing	11	18
Description	9	3
Preservation	6	6
Member institutions	2	1
Contribution/grant applications	27	10
Membership	23	14
Technical advice and assistance	12	8
Digitization	3	1
Development of policy/procedure	38	34
Other: Redirected search questions	18	26
Other: Professional Development	45	37
Other: Contractors	7	8
Other: Promotional activities	9	4
 TOTAL	 222	 179
 Total Site Visits	 22	 14
Member / Non-member	10/12	9/5
 Duration		
One hour or less	3	2
Between 1 and 2 hours	4	6
Between 2 hours and ½ day	11	5
Full day	4	1
 TOTAL	 22	 14

# Education Committee Report, 2009 - 2010

Raymond Frogner, Chair

One of the objectives of the Archives Society of Alberta is “to encourage and develop archival skills among those engaged in archival work by holding seminars and workshops on archival principals and practices.” In 2009-2010, the ASA undertook a number of activities meet this objective.

## Fundamental Archival Education

The main activity in this area of the education program was the delivery of the annual Archives Institute:

Course: Archives Institute  
Location: University of Calgary  
Dates: May 4-9, 2009  
Instructors: Michael Gourlie, Terry Reilly, Susan Kooyman, Jonathan Davidson, and Alison Freake  
Participants: 18

The ASA would like to thank the University of Calgary for the use of their facilities and for UofC staff for assisting with local arrangements.

## Special Topics Workshops

Course: Introduction to Managing a Digitization Program  
Location: Calgary  
Dates: October 15-16, 2009  
Instructor: Kelly Stewart and Rosaleen Hill, AABC  
Participants: 24

Course: Records Management Basics  
Location: Provincial Archives of Alberta  
Dates: March 12-13, 2010  
Instructor: Judy Kovacs, NAIT  
Participants: 18

## Other Events and Activities

The 2010 Archives Institute will be offered at the Provincial Archives of Alberta from May 31-June 5, 2010. As of the writing of this report, the Institute is fully subscribed.

The ASA has also worked to strengthen its relationship with the University School of Library and Information Studies by offering a \$500 bursary to students in archives courses as well as attending the second annual SLIS career fair. Also at SLIS, the University of Alberta Archives will offer a one-credit course through the Master of Library Studies programme titled “Archival Theory and Aboriginal Identity.” The course will be offered in the Spring 2011 term. It is open to the general public as well as UofA students.

The Education Committee continues to work with its Board liaison member and thanks Jane Bowe-McCarthy for her support and encouragement.

# COMMUNICATIONS COMMITTEE REPORT, 2009 - 2010

Terry O'Riordan, Chair

The Communications Committee started 2009 with a strategic planning session to establish some goals for the next three years. Principally, we discussed the role of the Committee and ways that we could provide a service to the Alberta archival community in general and not just the Archives Society of Alberta (ASA). We discussed ways of communicating what archives do and how they work to as broad an audience as possible. Obviously, this is a lot for a small committee to do on its own, so an important part of the Committee's work is increasing its collaboration with the 42 institutions in the province of Alberta.

We had two goals in 2009/2010. The first was to increase the awareness of the ASA and its members. To accomplish this, we sponsored one of the days at the May 2009 ACA conference in Calgary. We felt that it was an important opportunity to demonstrate the vitality of our society and our members to the Canadian archival community. Archivists also left Calgary with ASA baggage tags on their luggage and ASA mints in their pocket.

Following the success of the ACA conference, the Communications Committee turned its attention to the second of our goals – promotion of the province's archival institutions to the public. The virtual exhibit remains our most public communications tool. The public is able to visit collections from across the province easily and in

one location. This year, we chose the theme "Athletes in Archives" partially to illustrate some of our more sporting collections, but also to reach out with a more popular subject. Building on the content submitted for the virtual exhibit, the 2010 Calendar remains a popular outreach device for institutions. Provided for free by the ASA, institutions can use these calendars to illustrate the diversity of our archival collections to the public.

Our primary public outreach activity occurs during the first week of October for Archives Week. The purpose of Archives Week is to provide the province's institutions an opportunity to collectively open up our buildings to public events, tours, lectures and other outreach activities. This year's Archives Week was launched in

Edmonton with a lecture on the role of sports in our shared community history given by Professor David Mills from the University of Alberta.

Archives Week is only as successful as the institutions make it, and the Communications Committee recognizes that there is plenty of opportunity to grow. We look forward to expanding Archives Week in 2010 to include more institutions and more events.

# ARCHIVES NETWORK OF ALBERTA (ANA) COMMITTEE REPORT, 2009 - 2010

Janet McMaster, Chair

The ANA Committee is responsible for providing leadership and guidance in the development, maintenance and management of the Archives Network of Alberta. This includes overall responsibility for the maintenance and development of existing and future databases and the ASA's website, as well as the coordination of provincial, regional and national network-related activities, and the promotion of professional standards.

The ANA Committee has been involved in a number of different activities over the past year:

- **Supervision of Databases** – Our databases continue to grow on a monthly basis. As of March 30, 2010, they contained the following records:
  - ANA Database (fonds level descriptions) 12,542
  - Alberta InSight (digitized images) 40,073
  - Alberta InWord (digitized textual records) 1,937
  
- **National and Regional Databases** - The Archives Society of Alberta continues to be a regular contributor to ArchivesCanada.ca (national database of fonds level descriptions). Over the last year, the CaNWAN database was discontinued due to changes with the AABC's hosting arrangements; however, the ASA now hosts both the Yukon Archival Union List (YAUL) and Northwest Territories Archival Network (NWTAN).
  
- **User Statistics - Databases**– The number of user sessions in the databases is monitored on a quarterly basis. The number of user sessions continues to grow. The total number of user sessions in the Cinemage databases for the 2009/10 year was 269,429 (vs. 264,709 for the previous year.)
  
- **ASA Website** –The web site continues to be widely used. A review of the web site statistics shows that there were a total of 115,841 page views recorded for the past year. (This is down from the previous year's total page views of 132,078. )

The members of the ANA Committee are: Susan Kooyman, Sharry Watson, Jennifer Willard (board liaison) and Michael Gourlie. As this is my last year on the committee, I would like to thank the current and previous committee members for their dedication and enthusiasm.

# GRANTS COMMITTEE REPORT, 2009 - 2010

Mary Nutting, Chair

For 2010-2011, the ASA Grants Committee recommended a total of \$136,896.80 to fund 21 projects that benefit 18 institutions from across Alberta.

On January 9, 2010, the committee met in Edmonton to adjudicate grant applications for the Access to Holdings and National Archival Development (NADP) Programs. Prior to the meeting, committee members completed scoring sheets for each grant application received. During the meeting, the scores were averaged and the projects ranked. Every effort was made to distribute the available funding as widely as possible throughout the membership, to include as many institutions as possible and to have a balance between large and small institutions. While the ASA Access to Holdings grants were awarded directly, the NADP grants were forwarded with recommendations to Ottawa for final adjudication.

The Grants Committee gratefully acknowledges the financial support of the Alberta Historical Resources Foundation (AHRF) and Library and Archives Canada through the Canadian Council of Archives in assisting the Archives Society of Alberta's efforts to preserve and make available Alberta's documentary heritage.

## ASA Access to Holdings 2010-2011

A total of \$53,421.80 was approved for distribution. The 11 successful institutions included:

Name of Institution	Project Title	Amount
Whyte Museum of the Canadian Rockies, Archives & Library	George Noble fonds digitization project: Series 1	\$5,000.00
Glenbow Archives	Women's Records Catch-up Project	\$5,000.00
City of Wetaskiwin Archives	Carl Walin Digitization Project, 1942-1943	\$5,000.00
Lutheran Historical Institute	Concordia University College of Alberta fonds—Phase 1 (Concordia College)	\$3,500.00
Millet and District Museum and Archives	Millet Seniors/Fire Co-op/Museum and Archives fonds	\$5,000.00
Legal Archives Society of Alberta	Law Society of Alberta, photograph series—photo description project	\$5,000.00
Esplanade Archives	Ted Grimm Mayoral fonds	\$3,880.80
The Banff Centre, Paul D. Fleck Library & Archives	Walter Philips Gallery recordings access	\$4,774.00
City of Wetaskiwin Archives	Kiwanis International, Wetaskiwin Chapter fonds	\$3,927.00
South Peace Regional Archives	HIV North Society fonds	\$2,340.00
Alberta Health Services	Calgary General Hospital fonds ca. 1890 - 1950	\$5,000.00
Canadian Architectural Archives	Access to Presentation Drawings	\$5,000.00
	<b>Total Approved for Funding</b>	<b>\$53,421.80</b>

## NADP Grants 2010-1011

A total of \$83,475.00 was recommended for distribution. The 7 successful institutions included:

Institution	Project Title	NADP Request
Thomas A. Edge Archives, Athabasca University	Ruth Gorman fonds	\$8,000.00
Provincial Archives of Alberta	Condition Survey/Digitization of Video Holdings	\$9,968.75
Provincial Archives of Alberta	Township map access and digitization	\$5,840.00
Provincial Archives of Alberta	Digitization of Audio Holdings	\$9,968.75
South Peace Regional Archives	Formatting Film for Preservation and Access	\$2,589.70
Canadian Architectural Archives	Rolled Storage Preservation Project	\$10,174.50
Archives Society of Alberta	Cooperative Arrangement and Description Project	\$26,742.42
Archives Society of Alberta	Archives Week 2010	\$3,700.00
Archives Society of Alberta	ASA Conference 2010	\$6,490.88
	<b>Total Approved for Funding</b>	<b>\$83,475.00</b>

The applications not receiving funding were listed according to their ranking and sent along to the CCA, as per the submission checklist, in the hopes that the projects addressing underachieved NADP objectives might be funded from the national funding envelope. Approximately \$23,000 in proposed projects could not be funded through this adjudication.

The ASA used the funding from the Access to Holdings program line in their budget as a match for the NADP Application titled "Cooperative Arrangement and Description Project." Thus, the money received through the NADP can be used to fund additional Access to Holdings projects that could not be supported through the regular Access to Holdings budget.

## MEMBERS OF THE BOARD OF DIRECTORS 2009 - 2010

Debby Shoctor JAHSENA	President
Jane Bowe-McCarthy United Church NWC Archives	Vice-President
Judy Kovacs NAIT	Secretary
Glynys Hohmann	Treasurer
Jennifer Willard	Individual Member-at-Large
Mary Nutting South Peace Regional Archives	Institutional Member-at-Large

## ASA STAFF 2009 - 2010

Michael Gourlie	Executive Director/ Archives Advisor
Carrie Herrick-Fitzgerald	Member Services Manager
Mandi Wisheu	Operations Manager
Janet McMaster	System Administrator/Webmaster

## COMMITTEES 2009 - 2010

### Education

Raymond Frogner, Chair  
Garth Clarke  
Jane Bowe-McCarthy (Board Liaison)

### GRANTS

Mary Nutting, Chair  
Karen Buckley  
Linda Fraser  
Glynys Hohmann  
Judy Kovacs  
Michael Gourlie (non-voting member)

### Communications

Terry O'Riordan, Chair  
Anna Gibson Hollow  
Jessica King  
Brenda McCafferty  
Judy Kovacs (Board Liaison)

### ARCHIVES NETWORK OF ALBERTA (ANA)

Janet McMaster, Chair  
Susan Kooyman  
Sharry Watson  
Jennifer Willard  
Michael Gourlie

### FINANCE

Glynys Hohmann, Chair

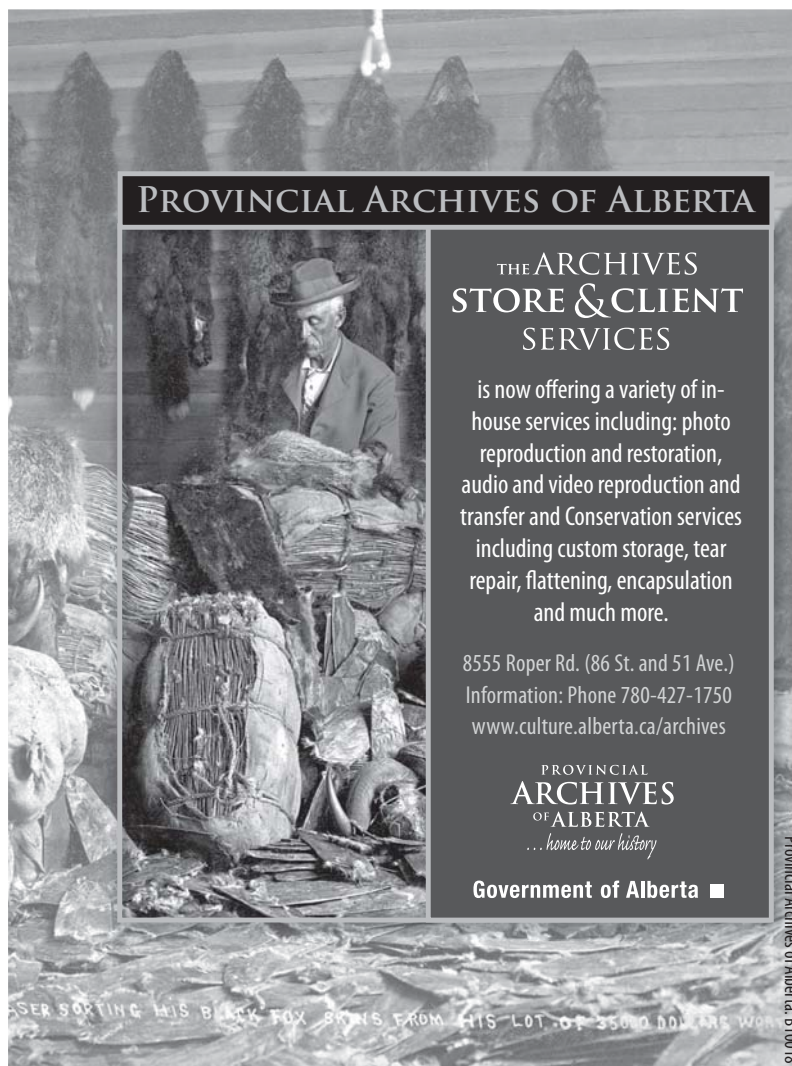
# PEOPLE AND PLACES

Congratulations to Glynys Hohmann and her husband Jeremy on the birth of Liliana Maria Hohmann, a sister for Cecilia, in April.

Gemma Zarrillo is the ASA's new Financial Coordinator, effective June 15. She has over twelve years experienced in accounting and currently works with a small number of clients in the charitable and for-profit sectors as well as the ASA. Welcome Gemma!

The 2010 recipient of the \$500 ASA Prize at the School of Library and Information Studies at the University of Alberta is Crystal Budgell, for her work in the Records Management course. Congratulations Crystal!

Congratulations to ASA honorary member Michael Dawe, who was recently elected as a councillor for the Summer Village of Norglenwold.



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MAN SORTING HIS BLACK FOX BRINS FROM HIS LOT OF 3500 DOWN THE WORK

SUBMISSIONS,  
QUESTIONS AND  
SUGGESTIONS

The **Archives Society of Alberta News** is published quarterly by the Archives Society of Alberta. Submissions, questions and suggestions should be directed to the Newsletter Editor c/o:  
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Individuals and institutions are encouraged to submit articles, reviews, reports, photographs or letters to the editor to the **Archives Society of Alberta News**, Issues #1, 2, and 3. Submissions are preferred in electronic format as Word files for textual submissions, or as JPG files for graphic submissions.

**Please note:**

**Issue #4 is reserved for Annual Reports of the Society and its committees.**

The views expressed in the Archives Society of Alberta Newsletter are not necessarily those of the Archives Society of Alberta or its Editor. The Archives Society of Alberta is supported in part by a grant from the Alberta Historical Resources Foundation.



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ARCHIVES SOCIETY OF ALBERTA MEMBERSHIP  
APPLICATION 2010 – 2011

Name (Institution or Individual)

Address

City

Province

Postal Code

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Business Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Fax ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_

Voting Delegate (Associate / Institutional)

Institutional Affiliation (Individual Members)

**TYPE OF MEMBERSHIP**

**Please Check**

- Archives Employee . . . . . \$50.00
- Students, Volunteers, Seniors. . . . . \$25.00
- Associate Institutional Member . . . . . \$75.00
- Institutional Member (membership fee is based on the archives operating budget. Please contact the ASA for further information)
- Yes, I would like to volunteer for an ASA Committee

Please make cheque or money order payable to the **Archives Society of Alberta** and mail to:

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South Edmonton Post Office  
Edmonton, AB T6E 4S8