



PRESIDENT'S REPORT, 2012 - 2013

Debby Shoctor, President

It has been a year of incredible change at the ASA. Shortly before our last AGM in June in Calgary, it was announced that we had lost the NADP funding across the country through Library and Archives Canada cuts. We, along with other territorial and provincial councils, tried extensive efforts at protest, lobbying and letter-writing, which are still ongoing but so far, to no avail.

Luckily here in Alberta, the Provincial Government recognizes the importance of Archives to our cultural heritage, and we continue to receive adequate funding through the Alberta Historical Resources Foundation, through which we run our office, activities and grants programs. We actually just received word that our usual funding envelope for 2013-2014 has been granted, which is a great relief. However, we are still feeling the effects of the NADP cuts both here in Alberta and across the country.

This major change was closely followed by more major changes at the end of the summer, when we had to say goodbye to our long-time Executive Director/Archives Advisor, Michael Gourlie, as well as our Membership

Services Manager, Carrie Herrick-Fitzgerald, and to our bookkeeper, Gemma Zarillo. We wished them well in their new endeavours, but were sorry to see them go, and had a wonderful farewell reception for them at the Prince of Wales Armouries.

Three staff leaving the ASA created a lot of stress on the Board, who had to conduct employment searches and job interviews, which took up a lot of our time, but after a couple of months of hard work, we were able to welcome Rene Georgopolis as our new Executive Director/Archives Advisor, and Ericka Chemko as our new Membership Services Manager. We also hired Complete Bookkeeping Solutions to be our new bookkeepers. After some initial adjustment, as



time has elapsed, we have grown accustomed to our new staff and things are again running smoothly in the ASA offices. We are very happy to have Rene and Ericka on board, and if you have not already met them, please try to do so soon.

We also have had changes to the ASA Board, and welcomed Angela Fornelli as our new Treasurer. At this year's AGM, of course, there will be more Board changes, as there are every year, and they will be announced shortly.

Yet another major change this year is the database conversion from Cinemage to ICA-AtoM. Our Database Administrator,

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SOCIETY OF ALBERTA

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President — 2013 - 2014

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ASA STAFF

Executive Director/Archives Advisor

Rene Georgopolis

Member Services Manager

Ericka Chemko

Financial Coordinator

Gemma Zarrillo

Database Administrator

Carrie-Ann Lunde



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

Carrie-Anne Lunde, has been working on that all year, and at the end of May, we will make the switch from the Archives Network of Alberta to Alberta on Record. Details on training and education have already been announced, but if you need more information, please contact the office. We are excited about this change, but a new database involves learning a new system – so please be patient with the new database, as with all our other changes, and know that there is always support available.

Our committees have continued to function well, as you will see from their respective reports. The calendar was a bit late this year because of the transitions in staff; however, we expect to be back on track this year. Watch for the announcement of this year's Archives Week theme which will be coming soon. We will also be having joint Archives Week celebrations and calendar launches in Edmonton and Calgary this year. Despite the changes, we still managed to run our Archives Institute in Calgary, which just finished, and was one of our most successful ever. Due to our crazy Albertan weather, we had to cancel our Spring workshop, as a freak blizzard decided to hit just as everyone was heading off to Calgary, but we will re-schedule this one for the Fall. We are looking forward to an exciting ASA Conference next year, which will take place for the first time ever in Jasper! Get your hiking shoes and kayak paddles ready, people, it's going to be a good one!

ASA Activities 2012-2013



Farewell to Michael Gourlie & Carrie Herrick-Fitzgerald, Fall 2012



ASA AGM 2012-2013, May 2013



Recipient of the Alan D. Ridge Publications Award, 2012-13



Attending the Alberta Genealogical Society Conference, 2013

Executive Director/Archives Advisor's Report, 2012 - 2013

Rene Georgopolis, Executive Director/Archives Advisor

The Executive Director / Archives Advisor oversees the daily administration of the Archives Society of Alberta and offers advisory services to archives around the province regarding best practices. The advisor also assists institutions that are interested in developing a new archival program.



For this fiscal year, the ASA had a transition in Executive Directors – Michael Gourlie worked until August 2012 and Rene Georgopolis began in October 2012. Here is a summary of the activities accomplished in 2012 – 2013. The statistics reflect the services from November 2012 – March 2013.

ADVISORY SERVICES

For advisory services for 2012 – 2013, we advised our member institutions as usual and had a number of inquiries from non-members. We have had many requests for information on becoming an institutional member with 7 requests since I began in October. From these requests, we have recently added Milo Library Archives as a new institutional member. Some of the other requests are still in the process.

The ASA has also done site visits this year. I have only visited the Loyal Edmonton Regiment Museum, but have many site visits planned for this spring and summer. A number of site visits were conducted by our previous Archives Advisor including Rocky Mountain House, Crescent Heights High School, Milo Library, the Calgary Fire Department and Stony Plain's Multicultural Heritage Centre.

ADDITIONAL INITIATIVES

The statistics for the advisory services follow, but in addition to advising, there are a number of other activities including:

- Organizing and teaching the Archives Institute 2012 in Edmonton at the Provincial Archives of Alberta (Michael Gourlie).
- Administering workshops including the Copyright workshop and Planning and Designing Archival Exhibits workshop (Michael Gourlie and Rene Georgopolis).
- Attending and organizing various meetings of the Board of Directors and Committees (Michael Gourlie and Rene Georgopolis).
- Contributing a column to the ASA Newsletters (Michael Gourlie and Rene Georgopolis).
- Assisting the Database Administrator in the Database Conversion project (Michael Gourlie and Rene Georgopolis).
- Attending the Association of Canadian Archivist's Conference in Whitehorse and the Access and Privacy Conference at the UofA Faculty of Extension (Michael Gourlie).

This coming year will bring new projects such as training our members on the new database, designing a new website for the ASA, and the routine educational programs, and public awareness initiatives to support the archival community in Alberta. I would like to thank those who volunteer on the ASA committees and the Board of Directors, as well as the ASA secretariat who have been helpful in accomplishing the many activities at the ASA this past year.

Archives Advisory Services: Statistical Analysis

November 2012 – March 31, 2013

Please note that this year's numbers only reflect November 2012 to March 2013

	Nov. 2012 – Mar. 2013	Apr. 2011 – Mar. 2012
Total inquiries	89	218
Member / Non-member	46/43	116/102
E-mail / Other methods	55/34	167/51
Subjects		
Appraisal and acquisition	4	4
Archival Processing	2	5
Description	2	3
Preservation	2	16
Member institutions	5	11
Contribution/grant applications	25	35
Membership	10	15
Technical advice and assistance	9	21
Digitization	0	10
Development of policies/procedures	3	14
Other: Redirected search questions	11	20
Other: Professional Development	24	46
Other: Contractors	3	4
Other: Promotional activities	0	14
Total Site Visits		
Member / Non-member	7	13
Member / Non-member	6/1	5/8
Duration		
One hour or less	6	0
Between 1 and 2 hours	1	4
Between 2 hours and ½ day	0	7
Full day	0	2

Education Committee Report, 2012 - 2013

Susan Stanton, 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 2012-2013, the ASA undertook a number of activities meet this objective.

Special Topics Workshops

Course: Copyright for Archives

Instructors: Dr. Jean Dryden

Dates: October 19-20, 2012

Participants: 18 participants

The ASA would like to thank the Provincial Archives of Alberta for the use of its facilities.

Course: Planning and Designing Archival Exhibits

Instructors: Joanne White and Kevin Zak

Dates: March 22-23, 2013

***Unfortunately, this workshop was cancelled due to severe winter weather. The Education Committee hopes to reschedule the session to Fall 2013.**

Fundamental Archival Education

The 2013 Archives Institute will be offered at the University of Calgary from May 6 -11, 2013. As of the writing of this report, the course is fully subscribed.

COMMUNICATIONS COMMITTEE REPORT, 2012 - 2013

Terry O’Riordan, Chair

The Archives Society of Alberta’s Communication Committee had something of a transition year. We saw the departure of long time members Michael Gourlie, Anna Gibson, Jessica King, and Brenda McCafferty, but we added Rene Georgopolis, Karen Simonson, and Regina Landwehr. Meanwhile, Judy Kovacs and I hung on for dear life.

With the changes this year, the committee focused exclusively on the Virtual Display and the production of the Calendar. “Archives and the Artistic Process” was an interesting theme, and we had submissions from across the province. As always, the decisions of what images to include, what images go with each month, and what the calendar should look like was a challenge. We’re very pleased with the result – thank you again to all the contributors.

This March, the committee also met to discuss themes, new Archives Week initiatives, and our website. You can look forward to a busy 2013/14.

ARCHIVES NETWORK OF ALBERTA (ANA) COMMITTEE REPORT, 2012 - 2013

Braden Cannon, Chair

This year has been defined by the on-going conversion of the *Archives Network of Alberta* (ANA) database, run on Cinemage software, into a new system run on the open-source, archival management program ICA AtoM. Along with a change in software comes a change in name; the archival database run by the ASA will no longer be known as ANA but will now be known as *Alberta on Record*.

The new database will have its own URL instead of existing as a sub-page on the ASA website and will have a completely new interface designed to fully meet the needs of participating institutions. Individual institutions will have greater flexibility in managing their database content and more ability to shape their own web presence within the database.

The conversion of ANA into *Alberta on Record* is being conducted by Artefactual Systems, the designer of the ICA AtoM system, in conjunction with ASA staff. Artefactual has also trained several ASA representatives on the new software so these members are now able to assist the wider ASA community in easing the transition.

The official launch of *Alberta on Record* is coming soon, but in the meantime ANA has still been accessible to the public (though new uploads of finding aids has been frozen since July, 2012). During the 2012-2013 year, ANA has logged 167,020 views (compared with 119,781 views for the ASA website as a whole). ASA database administrator Carrie Lunde has provided detailed break-downs of the ANA statistics:

SUMMARY OF WEB REQUESTS

	April-June 2012	July-Sept 2012	Oct-Dec 2012	Jan-Mar 2013
Total requests	266741	358756	303772	326557
Computed visits	33762	63175	40101	29982
<i>(10 minute timeout)</i>				
Average visit time	4:38	3:42	4:19	4:33
Different IP addresses	7049	7560	6884	7762
More than one visit	2029	2063	1780	2397
Average requests per visit	7.67	5.67	8	11

Lastly, the current ANA Committee has served for some time without any change in membership. Once the conversion is complete, I will be stepping down as chair and encourage anyone who is interested to volunteer to serve on the committee as we launch an entirely new database with lots of potential.

GRANTS COMMITTEE REPORT, 2012 - 2013

Leslie Pearson, Chair

Since there were no federal grants to adjudicate this year, the grant application deadline was pushed back to February 1. The Grants Committee met in Edmonton on March 2, 2013 to adjudicate 23 ASA Access to Holdings grant applications submitted by 21 institutions. The available funding envelope was \$75,000 with individual projects funded to a maximum of \$7500 each. Of these, 12 projects were approved for funding for a total of \$74,338.54.

In the weeks prior to the meeting, committee members completed scoring sheets for each grant application and at the meeting these scores were averaged and discussed and the projects ranked. Minor adjustments to the grants program and adjudication process were also discussed. As usual, the program was well-subscribed, which unfortunately meant that we were unable to recommend funding for many quality projects. The Committee wishes to remind all full institutional members that they are eligible to apply for project funding under the Access to Holdings program. A sample application is available on the ASA website and the services of Archives Advisor Rene Georgopolis are available for those institutions wanting assistance in completing grant applications.

The Grants Committee gratefully acknowledges the Alberta Historical Resources Foundation (AHRF), without whose financial support the ASA would be unable to offer this grant program.

Institution Name	Project Title	Amount
Town of Okotoks Museum & Archives	Tillotson fonds	\$4,285.59
Glenbow Archives	Ned Gilbert fonds	\$7,372.13
South Peace Regional Archives	Community Clubs fonds	\$6,912.50
University of Calgary - Special Collections	Dr. Frank Eyck fonds	\$5,705.00
Alberta Health Services	Royal Alexandra Hospital fonds	\$7,208.00
University of Calgary - Special Collections	Edith Fowke fonds	\$7,490.00
Whyte Museum of the Canadian Rockies	Hans Gmoser fonds Arrangement and Description project	\$7,500.00
Hinton Coal Branch Archives	Ladies Auxiliary to the Royal Canadian Legion Branch 249 fonds	\$3,750.92
Peace River Archives	Louise Favell fonds	\$5,594.40
Legal Archives Society of Alberta	The Hon. Allan H.J. Wachowich, Q.C. (part II)	\$4,000.00
Canadian Architectural Archives	Arthur Erickson Textual Records	\$7,500.00
Esplanade Archives	Backlog Reduction project	\$7,020.00
	Total Approved for Funding	\$74,338.54

Thank you to all of the members of the Grants Committee who served in the past year: Judy Kovacs, Karen Langley, Leslie Pearson, and Bonnie Woelk.

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SOCIETY OF ALBERTA

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.

ARCHIVES SOCIETY OF ALBERTA MEMBERSHIP APPLICATION 2013 – 2014

Name (Institution or Individual)

Address

City Province Postal Code

Telephone (_____) _____ - _____

Business Phone (_____) _____ - _____

Fax (_____) _____ - _____

E-mail _____

Voting Delegate (Associate)

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 (Please contact the ASA for further information)
- Yes, I would like to volunteer for an ASA Committee

Credit Card Type: ____ Visa ____ MasterCard

Credit Card No. _____

Expiry _____ CVC Number _____

Card holder name (please print) _____

Signature _____

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