



PRESIDENT'S COLUMN

SHAMIN MALMAS, PRESIDENT

As usual the 2016-2017 year was a busy one for the ASA. The wide variety of programs and services that the Archives Society of Alberta (ASA) provides to members continues to have a strong impact on the Alberta archival community. Our professional development opportunities, workshops, advisory services, and special projects ensure an engaged community of archival professionals that work to ensure the continued preservation of the documentary heritage of Alberta.

ACTIVITIES OF THE BOARD

The Board continues to focus on governance and advocacy. We have concluded our Policy and Procedure review process. A board manual, committee descriptions, committee terms of reference, and biographies of each board member are available on the ASA website. We hope that this information will provide our membership with increased awareness of the work we undertake as a society.

The ASA continues to find ways to advocate for archives in Alberta. We were joined by Dr. Laurel Halladay, chair of the Alberta Historical Resources Foundation (AHRF), at our conference in Canmore, who was able to attend several conference sessions and our Institutional Forum. The 2016 Archives Week launch event was attended by MLA Chris Nielsen and AHRF board member, Robert Gaetz. Meribeth and I had the pleasure of meeting with Darlene Bouwsema, Deputy Minister for Culture and Tourism, shortly after her appointment. We spoke about the goal of the ASA, our vision and highlighted our various programs and initiatives. We also spoke about the challenges that archives and archivists face across Alberta.

I would like to extend my gratitude to Sara King (Secretary), Jennifer Rutkair (Treasurer), Philip Pype (Institutional Member-at-Large), Melissa McCarthy (Vice-President) and Elizabeth Walker (Individual Member-at-Large) their hard work and dedication. I would also like to express my gratitude for the hard work Meribeth Plenert has done for the ASA this year. Stepping into the Acting Executive Director / Archives Advisor role while Rene Georgopolis was on leave was not easy. Meribeth successfully navigated the conclusion of two large grant projects and kept the wheels on the cart as ASA continued to provide its normal host of services to our members. We wish her the best luck as her career continues to develop and grow.

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BOARD OF DIRECTORS

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Education

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Communications

Braden Cannon

AOR

Vino Vipulanantharajah

ASA STAFF

Executive Director

& Archives Advisor

Rene Georgopolis

Administrative Assistant

Jia Jia Yong

Database Administrator

Maryna Chernyavska

Financial Coordinator

Ivar Inc.



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

FLOOD ADVISORY PROGRAMME

As most ASA members are aware the Flood Advisory Program concluded. I would like to thank Emily Turgeon-Brunet for her leadership with the conclusion of this project. In total 41 work plans were executed by the Lead Team, 7 contract positions were created to assist archives across Alberta, and 96% of the flood damaged, frozen archival material was restored. Please see the Flood Advisory Programme Report posted to the ASA website for more information. As an ongoing legacy of this project the resources created by the Lead Team remain accessible on the ASA website. In addition, a loan program has been established to ensure that in the case of future emergencies Institutional Members will have access to the necessary equipment to conduct salvage and conservation activities. More information about this program is available on the ASA website.

DOCUMENTARY HERITAGE PROGRAM

As most ASA members are aware the DHCP grant has also concluded. I would like to thank Deborah Tabah for her leadership throughout this project. Please see the DHCP report posted to the ASA website for more information.

CONCLUSION

2017-2018 promises to be another busy year. Rene Georgopolis has returned from leave and will spend the summer acclimatizing herself with the work the ASA has completed during her absence. The ASA will continue to offer its complete slate of programs and services aimed at building and strengthening the archival community of Alberta and the Board will continue to grow and evolve to meet the needs of the Society.



FROM THE DESK OF THE ARCHIVES ADVISOR

MERIBETH PLENERT, ACTING 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.

ADVISORY SERVICES

For advisory services for 2016-2017, we advised our member institutions as usual and had a number of inquiries from non-members. The ASA has also conducted site visits this year to both members and nonmembers. These site visits include: Edmonton Telephone Museum, Town of Lacombe, and the Rotary Club of Lesser Slave Lake Library. Visits to our members included Musee Heritage Museum, Athabasca University, Town of Athabasca Archives, the Glenbow, Youthlink Police Interpretive Centre, SAIT, Alberta Health Services Archives, Whyte Museum of the Canadian Rockies, Canmore Museum and Geoscience Centre, and others. For the 2016-2017 fiscal year, we gained two new institutional members - the Rotary Club of Lesser Slave Lake Library, Archives and Rare Books, and the Edmonton Public School Museum and Archives. We are currently working on one new application for membership.

ADDITIONAL INITIATIVES

In addition to the usual site visits, I had advised others as documented in the statistics below.

Many other services in addition to advising were administered in 2016-2017, which include:

- Administering and teaching the Archives Institute in April 2016 (both Rene Georgopolis and Meribeth Plenert)
- Administering workshops - CCI's Care and Handling of Photographic Material (May

2016) in Canmore and Disaster Preparedness, Business Continuity and Disaster Psychology (September 2016) in Calgary

- Attending and organizing meetings of the ASA's Board of Directors, including the Annual General Meeting, and meetings of ASA's various committees
- Overseeing and concluding the Flood Advisory Program and the Audiovisual Preservation and Access Strategy project, as well as ASA staff and contractors
- Contributing to the ASA Newsletter and other member communications
- Administering and implementing Archives Week including the calendar, our launch event, YouTube films, and calendar mail-out
- Attending the Association of Canadian Archivists conference in Montreal
- Attending a national Archives Advisors meeting in Toronto
- Coordinating an application to gain office space.

For 2017-2018, we will continue to provide advising services and professional development opportunities such as our workshops and Archives Institute. Thank you to the ASA Board members, committee members, staff and other volunteers who help make ASA's initiatives possible and who help me so much with my work.

ADVISING STATISTICS, 2015-2016 AND 2016-2017

FISCAL YEAR	2015-2016	2016-2017
Total Inquiries	242	252
Members / Non-Members	95 / 147	84 / 168
Email / Other Methods	135 / 107	176 / 76
Subjects of Inquiries		
Appraisal & Acquisition	20	8
Archival Processing	1	2
Description	2	5
Preservation	17	11
Member Institutions	4	2
Contribution/Grant applications	19	26
Membership	26	9
Technical Advice & Assistance	10	11
Digitization	6	3
Development of Policies/Procedures	10	10
Other: Redirected Search Questions	81	112
Other: Professional Development	40	21
Other: Contractors	3	9
Other: Promotional Activities	4	10
Total Site Visits	14	14
Members / Non-Members	5 / 9	12 / 2
Duration: 1 hour or less	0	1
Duration: 1-2 hours	12	2
Duration: 2-12 hours	2	10

ADMINISTRATIVE ASSISTANT REPORT

JIAJIA YONG

The Administrative Assistant provides general administrative support to the Executive Director/ Archives Advisor. Tasks included communications, membership, event planning, AOR project, and general office support.

Communications

- Answer phone or email inquiries from members and from the public, and send mail-outs to members, such as membership renewals, upcoming events, news, etc.
- Design layout and publish the ASA quarterly newsletters
- Add or update content in the ASA website
- Moderate ASA-listserv
- Maintain ASA social media accounts: Facebook group, Youtube channel, and blog.

Membership

- Maintain membership information in ASA membership database. The membership year runs from April 1 to March 31.

Event planning

- Archives Week (Oct. 1-8, 2016): Coming to Alberta calendar and Archives Week launch event on Oct. 1
- Registration and general logistics for the upcoming Copyright workshop in May and annual Archives Institute in June.

AOR project

- Cleaning up and standardizing authority records in Alberta on Record database

Member statistics

Individual: 105

Associate Institutional: 9

Institutional: 47

Honorary: 12

Total: 173

DATABASE ADMINISTRATOR REPORT

MARYNA CHERNYAVSKA

As the Database Administrator, I was responsible for maintenance of Alberta on Record (AOR), communication with the developers, user support and training. I reviewed and published archival descriptions submitted by ASA institutional members, updated authority records, and assisted with description upload.

In the reporting period, AtoM, the software that AOR is based on, was upgraded twice: version 2.3.0 was released in July, 2016, and upgrade 2.3.1 was released in February, 2017. New features were added that, among others, included updating publication status asynchronously via the job scheduler to avoid publication time outs; updating archival description slugs and digital object file names; addition of a new clipboard module that allows end-users to "pin" archival descriptions to a Clipboard, which can be useful to print out results for reference or research. The next major release 2.4 is anticipated in the second quarter of 2017 with many new exciting features.

Some ASA members completely revised archival descriptions and authority records of their

institutions in AOR, some others have started or are planning this process. This has been done either directly by members via online interface, or uploading xml descriptions into AOR. New ASA institutional members are also interested in adding their descriptions to the database. CSV batch upload is also offered as one of the ways of getting archival descriptions into AOR.

Authority records cleaning project is underway. Together with Jia Jia Yong, the ASA Administrative Assistant, we have been working to resolve the data migration mapping problem (~10.6% of authority records), adding authority record identifiers (currently only 7.9% of authority records have it), entity type (8.2% have it indicated), and other issues to make data in AOR "cleaner" and improve discoverability of Alberta archival materials.

A group and an individual AOR training sessions for ASA institutional members were conducted during the reporting period. We are looking at other ways of providing instruction to new AOR users.

FONDS D'ARCHIVES REPORT

MICHAEL GOURLIE & BRADEN CANNON, EDITORS

The ASA launched its new journal, *Fonds D'Archives*. In 2016-2017, we created a Terms of Reference, a stylistic guide, logo and chosen the software for the journal. We have assigned peer reviewers and received submissions. The first journal publication is forthcoming in 2017-2018. We are excited about the forthcoming first publication of *Fonds D'Archives*. Stay tuned.

COMMUNICATIONS COMMITTEE REPORT

BRADEN CANNON, CHAIR

For the 2016 edition of Archive Week, the Communications Committee hosted a dramatic reading of archival records based on the theme of this year's event, *Coming to Alberta*. The event featured live readings by professional actors of records from archives across Alberta with a focus on immigration to Alberta and the travails faced by immigrants from around the world. The 2017 calendar also featured photographs from Alberta's archives on this theme, which was distributed to institutional members as well as Members of the Legislative Assembly.

The live event was held on October 1, 2016 at the Old Strathcona Performing Arts Centre in Edmonton and was attended by 67 audience members. The reading featured records from Red Deer & District Archives, Esplanade Archives, Whyte Museum of the Canadian Rockies, Alice B. Donahue Library and Archives, Okotoks Museum and Archives, and Glenbow Archives. The event was recorded and can be viewed on the [ASA's YouTube channel](#).

For the 2017 Archives Week, the committee has begun plans for an event around the theme of Alberta in the Great War.

Images (Right & Below): Dramatic reading by Elizabeth Marsh at ASA's *Coming to Alberta* launch event on 1 Oct 2016



Images: Dramatic readings by Marla Grant (Above) and Alexander Wong (Left) at ASA's *Coming to Alberta* launch event on 1 Oct 2016



EDUCATION COMMITTEE REPORT

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 principles and practices.” In 2016-2017, the ASA undertook a number of activities to meet this objective.

SPECIAL TOPICS WORKSHOPS

Course: “The Truth about Archives” ASA 2016 Biennial Conference (Canmore)

Location: Canmore, Alberta

Dates: May 4-7, 2016

Participants: 73 participants

Course: Care of Photographic Materials

Instructor: Greg Hill

Location: Canmore, Alberta

Dates: May 4-5, 2016

Participants: 20 participants

Course: Disaster Preparedness: Business Continuity and Disaster Psychology

Instructors: Dr. Charmaine Thomas, Barry Manual, Emily Turgeon-Brunet

Location: Calgary, Alberta

Dates: September 21-22, 2016

Participants: 32 participants

FUNDAMENTAL ARCHIVAL EDUCATION

A main activity in the area of archival education is the delivery of the annual Archives Institute.

Course: Archives Institute

Location: Provincial Archives of Alberta

Dates: April 4-9, 2016

Instructors: Rene Georgopolis, Braden Cannon, Michael Gourlie, Emily Turgeon- Brunet, Maryna Chernyavska, Meribeth Plenert

Participants: 18 participants

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

GRANTS COMMITTEE REPORT

PHILIP PYPE, CHAIR

The Access to Holdings program provides ASA institutional members with funding for the following types of projects:

- projects to arrange and describe unprocessed records
- RAD compliance projects
- projects to improve access to holdings, such as digitization (with an arrangement and description component), indexing, retroactive conversion, or institutional guide

The Grants Committee met on Friday March 4, 2016 at the Glenbow in Calgary. 18 applications were received from 17 institutions. These were discussed and scored according to the provided Grants Adjudication Score Sheet (available on the "Grants - Archival Projects" page of the ASA website, archivesalberta.org). Funding was awarded for those applications receiving the highest scores.

12 institutions were approved for funding totaling \$75,000. Due to unexpected organizational changes at one institution, it opted to decline its grant. The ASA Executive decided to redistribute these funds to another institution for two projects originally

outside the allowance of the funding envelope. In the end, \$80,319.27 was distributed.

The Committee wishes to remind all institutional members that

1. They are eligible to apply for project funding under the Access to Holdings program.
2. Multiple applications can be submitted by a single institution.
3. Applications may be submitted in the year following the receipt of funding. Only 5 out of a possible 100 points on the score sheet are allocated based on receipt of funding the previous year.
4. The Archives Advisor is available to provide advice and assist with applications prior to formal submission.

The following people are thanked for their volunteer work on the 2016-2017 grants committee: Philip Pype (chair), Shamin Malmas, Jennifer Rutkair, Doug Cass, and Bonnie Woelk.

The final 2016-2017 funding through the Access to Holdings Program for 2016-2017 included:

INSTITUTION	PROJECT	FUNDED
Musée Héritage Museum Archives	St. Albert Sports Records	\$7,500.00
University of Calgary Archives	U of C Faculty Papers	\$7,500.00
Whyte Museum of the Canadian Rockies	Byron Harmon Photograph series	\$7,500.00
Glenbow Archives	Western Heritage Centre fonds	\$7,458.75
Esplanade Archives	Harold H. Bateman family fonds photograph project	\$5,852.00
University of Alberta, Bruce Peel Special Collections	Dr. Walter Harris fonds	\$5,970.00
Jasper Yellowhead Museum & Archives	Willy Pfisterer fonds	\$1,146.60
Alberta Health Services Archives	Alberta Hospital Ponoka fonds	\$7,323.78
Okotoks Museum & Archives	Okotoks Order of the Royal Purple fonds	\$5,094.00
Milo Library Archives	Milo & Area Service Clubs and Recreational Organizations	\$7,173.60
South Peace Regional Archives	Family Fonds Processing Project	\$5,319.27
City of Edmonton Archives	Edmonton Federation of Community Leagues (EFCL) fonds; and GALA Gay & Lesbian Archives fonds	\$12,481.27
	TOTAL	\$80,319.27

ALBERTA ON RECORD (AOR) COMMITTEE REPORT

VINO VIPULANANTHARAJAH, CHAIR

Thank you to all of our ASA members who have been using the AOR database over the last year. Our committee has been interacting with many of our members since the database reopened to members. This included a group AOR training session that was held at the ASA Conference in Canmore in May 2016.

Over the last year, our committee has worked on further developing the AOR Policy. The policy sets forth guidelines for ASA members on usage of the AOR database. The committee also worked on developing the Deletion Procedures document. This document outlines the guidelines and procedure to be taken by members if they wish to have descriptions deleted from AOR. In conjunction with this document, the committee created a Deletion Request Form, which is the form that members will need to fill out and submit to the ASA Executive Director if they want to request a deletion on AOR. All three of these documents and the AOR user manual are available on the ASA's website in the [Documents for Members section](#).

With continued focus among members on revisions of existing descriptions, the database numbers remain fairly similar to last year with a slight increase in the number of fonds and collection level descriptions.

Breakdown of Alberta on Record database:

- Total archival descriptions 171,806
- Fond level descriptions 13,632
- Collection level descriptions 1,297
- Scanned textual records 101,086
- Images 51,836

Statistics for traffic on the AOR website were gathered from April 2016 to March 2017. There was an increase again this year in the number of hits at **110,632**. Although there was a slight decrease from last year in the number of page views at **466,664**, there was a sizable increase from last year in the number of users of the database at **94,116**.

My thanks for continued support from our President, Shamin Malmas, Administrative Assistant, Jia Jia Yong, and our Executive Director, Rene Georgopolis, and Acting Executive Director, Meribeth Plenert. Meribeth stepped in and performed an admirable job. She was a valued member in our committee discussions. Thank you to my fellow committee members: Elizabeth Walker, Cristian Udma, and Jillian Staniec.

My special thanks to our Database Administrator, Maryna Chernyavska. We are all very appreciative of your tireless work in looking after the technical aspects of our database and helping our members navigate the database. We are very lucky to have Maryna on our team.

Our committee appreciates member feedback on usage of the database. Please feel free to share your questions and thoughts with our committee as we continually look forward to improving user experience.

ALBERTA ON RECORD WEB TRAFFIC STATISTICS

MONTH	SESSIONS	PAGES/ SESSION	AVG. SESSION DURATION	BOUNCE RATE	NEW SESSIONS	PAGE VIEWS	USERS
01-Apr	8,728	5.3	0:02:40	67.71%	79.34%	46,262	7,355
01-May	8,648	4.38	0:02:30	68.06%	78.47%	37,894	7,180
01-Jun	8,474	4.69	0:02:32	67.96%	78.30%	39,738	7,012
01-Jul	8,699	3.78	0:02:19	68.90%	80.29%	32,916	7,365
01-Aug	9,376	4.32	0:02:21	68.06%	79.13%	40,505	7,882
01-Sep	8,026	3.61	0:02:11	69.10%	79.88%	28,994	6,815
01-Oct	8,227	4.17	0:02:27	67.24%	79.20%	34,279	6,910
01-Nov	8,583	4.65	0:02:19	65.30%	78.67%	39,880	7,148
01-Dec	7,743	4.12	0:02:08	66.58%	81.69%	31,918	6,672
01-Jan	10,372	3.63	0:01:59	67.14%	82.61%	37,619	8,979
01-Feb	11,191	4.11	0:01:55	68.37%	83.63%	46,044	9,856
01-Mar	12,565	4.03	0:02:00	68.24%	82.94%	50,15	10,942
Total/ Average	110,632	4.22	0:02:15	67.75%	80.53%	466,664	94,116

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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 2017-2018

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 No. _____ CVV No. _____

Expiry _____ Visa MasterCard

Card holder name (please print) _____

Signature _____

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

Archives Society of Alberta
Suite 407, 10408-124 Street
Edmonton, AB T5N 1R5