



## BOARD OF DIRECTOR'S REPORT

ANDREW CHERNEVYCH, PRESIDENT

This year was marked with consistent, deliberate and thoughtful introspection. As a board, and together with our Executive Director, Rene, we dealt with ongoing business but we also had a chance to reflect on the current challenges and the future of the organization.

The challenges we face come from three different directions:

- 1) the ever-changing realities of the organization itself, involving board composition, staff funding, facility
- 2) the evolving needs of members – individual professionals and organizations
- 3) the shifting professional landscape, including technology.

In my report, I'll focus on the organization and its immediate context.

On an operational level, things are under control - the ASA benefited from Rene's organizational proficiency and multitasking ability. This executive resource, however, is not unlimited. In the past, Rene was stretched to the limit and we as the board had to address this. We certainly didn't want our Executive Director to get burned out and lose her motivation. To address this we looked at workload, tasks, and incentives. A new Executive Director Compensation Policy draft was approved in February; its purpose is make the compensation package competitive, particularly against managerial positions in the industry. This will help the ASA retain its Executive Director/Archives Advisor long-term.

Every year, the ASA Board is renewed with new members. Last year, three brand new members, including me, joined the board. This was a significant turnaround, a lot of things to learn, but we got up to speed successfully thanks to Rene and our more experienced board colleagues – Sara, Melissa and Angie. I would like to use this opportunity to thank our departing members – Sara and Angie – for their services and their dedication to this organization. As diversity is coming into focus for the Canadian archival community, we currently boast gender parity and a remarkable geographical and professional range: we have representatives from big and small institutions, from across Alberta.

The organization's funding is always a concern – as you know, most of the ASA's funding comes from the Alberta Historical Resources Foundation, an agency and corporation of the Government of Alberta. This makes the organization relatively secure and privileged but it also leaves the ASA exposed to the political winds and makes us heavily dependent on the political players in this province. For this reason, the board looks into possibilities to improve advocacy directed at

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## BOARD OF DIRECTORS

### President — 2018- 2019

Andrew Chernevych

### Vice President

Sara King

### Secretary

Angie Friesen

### Treasurer

Jason Nisenson

### Institutional Member-at-Large

Melissa McCarthy

### Individual Member-at-Large

Carson Murphy

## COMMITTEE CHAIRS

### Grants

Melissa McCarthy

### Education

Lindsay Ballagray

### Communications

Peter Houston

### AOR

Vino Vipulanantharajah

## NEWSLETTER

### Advertising, Design and Layout

Soyoung Yun

## ASA STAFF

### Executive Director/Archives Advisor

Rene Georgopolis

### Administrative Assistant

Soyoung Yun

### Financial Coordinator

Gemma Zarrillo

### Database Administrator

Maryna Chernyavska



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

## BOARD OF DIRECTOR'S REPORT (CONT.)

the government. In February, Rene, a representative from the PAA, and I had a meeting with Minister of Culture's Chief of Staff requesting support for Indigenous Advisor position. We'll continue with these efforts in the future.

The new political winds are blowing, but there is no reason to think we can't navigate the waters and chart our way forward. This requires careful reflection and understanding the needs of our members. It also requires a vision. In the fall of 2018, the ASA launched the Needs Assessment Survey. We needed to find out what our members see as priorities, what works and what doesn't, what our blind spots are, where we can improve and what things we have to let go. The survey did provide some important information in this regard. Next step was Strategic Planning informed by the survey – our vision and plan for the next four years.

The strategic planning session took place in March 2019 in St. Albert and was facilitated by the Hatlie Group consultants Crystal Willie and Alexandra Hatcher. It was an interesting historical setting – the Little White School – and the session was very productive: we managed to dissect our organizational values, assumptions and challenges and connect them with what we heard from our members.

As the result, we came up with a draft plan that includes vision and strategic goals and we're excited about it. We have a plan and we're ready to move forward!



ASA'S AGM IN BANFF, 2019



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# EXECUTIVE DIRECTOR / ARCHIVES ADVISOR REPORT

RENE GEORGOPALIS

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The position of Executive Director/Archives Advisor is the only full-time staff position at the ASA and the tasks of this role includes overseeing the daily administration of the ASA. Administrative tasks include duties such as supporting and attending board and committee meetings, distributing communications to members, overseeing financial matters, managing two staff and one contract position and other administrative activities. I also offer advisory services to archives around the province regarding best practices for archives and I assist organizations that are interested in developing new archival programs.

The following is a summary of the activities I accomplished in 2018-2019.

## ADVISORY SERVICES

In 2018–2019, site visits were conducted for both members and non-members of the ASA. Site visits to non-members included Concordia University of Edmonton, Alberta Motor Association, Westlock Pioneer Museum, Tipton Museum in Evansburg, Drayton Valley Museum and Spruce Grove and District Agricultural Heritage Society. Visits to our members included Athabasca Archives, Banff Centre, Whyte Museum, as well as others.

In 2017, we were asked by two Indigenous communities to offer an introductory course on Indigenous Archives. Again in 2018-2019, we were asked by another community to offer this course. Two of the Indigenous organizations interested in offering an archives course are post-secondary institutions. The ASA also wishes create recommendations on how we can better support Indigenous communities with their archives as well as support our current members who are serving and/or creating programs with Indigenous people. ASA has been unable to deliver these needs due to lack of funding and we continue to try to acquire funding to support these projects.

Detailed advising statistics can be found below.

## ADDITIONAL INITIATIVES

Many other services in addition to advising were conducted in 2018-2019, which include:

- Administering and teaching the 6-day Archives Institute in April 2018;
- Administering one workshop – Audiovisual Archives in Calgary, October 2018;
- Attending and organizing meetings of the ASA's Board of Directors, including the Annual General Meeting, and meetings of ASA's various committees;
- Contributing to the ASA Newsletter as well as communicating to members through our website, e-mailout, list-serv, and social media (Facebook and Twitter) regarding ASA initiatives as well as happenings both at ASA and in the general archival community;
- Administering and implementing Archives Week including the calendar and its mail-out;
- Other tasks included acquiring new committee members, supporting the board with a new strategic framework, Needs Assessment Survey and the beginnings of a Communications Plan, researching grants, budgeting and other administrative duties.

For 2019-2020, we continue to provide advising services and professional development opportunities through our workshops and Archives Institute. For the upcoming year, we intend on completing a Communications Plan, and finalizing our Strategic Framework. Thank you to the ASA Board members, committee members, and staff who help make ASA's initiatives possible and who help me so much with my work.

## EXECUTIVE DIRECTOR / ARCHIVES ADVISOR REPORT (CONT.)

### ADVISORY SERVICES STATISTICS

FISCAL YEAR	2016-2017	2017-2018	2018-2019
MEMBER/NON-MEMBER	84/168	46/103	86/131
E-MAIL/OTHER METHODS	176/76	102/47	151/66*
			*NOTE 3 FROM SOCIAL MEDIA
SUBJECTS			
APPRAISAL AND ACQUISITION	8	10	17
ARCHIVAL PROCESSING	2	2	9
DESCRIPTION	5	1	1
PRESERVATION	11	1	13
MEMBER INSTITUTIONS	2	5	2
CONTRIBUTION/GRANT APPLICATIONS	26	17	20
MEMBERSHIP	9	11	9
TECHNICAL ADVICE AND ASSISTANCE	11	5	7
DIGITIZATION	3	3	7
DEVELOPMENT OF POLICIES/PROCEDURES	10	6	9
RE-DIRECTED SEARCH QUESTIONS	112	55	63
PROFESSIONAL DEVELOPMENT	21	31	48
CONTRACTORS	9	1	8
PROMOTIONAL ACTIVITIES	10	4	4
TOTAL SITE VISITS	14	7	13
MEMBER/NON-MEMBER	12/2	5/2	7/6
DURATION			
ONE HOUR OR LESS	1	0	1
BETWEEN 1 AND 2 HOURS	2	6	10
BETWEEN 2 HOURS AND HALF A DAY	10	1	2
FULL DAY	1	0	0



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# DATABASE ADMINISTRATOR REPORT

MARYNA CHERNYAVSKA

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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.

ASA members continued revising archival descriptions and authority records of their institutions in AOR, and contributed new descriptions to the database. There are currently: 178,185 archival descriptions (15,158 of them are top-level descriptions), 23,530 authority record descriptions, and 153,795 digital objects in the database.

We worked with the developers to create a custom Google Analytics feature for Alberta on Record. It allows collecting usage statistics for individual institutions. We have been providing our institutional members with stats on demand, and are ready to generate quarterly reports.

On May 9, 2019, a new version of AtoM software 2.5 was released. It is the first major release since 2017. This release includes new features and enhancements, including enhanced search, ability to add an image to authority records, advanced search interface for authority records, and many others. Archives Society of Alberta is among organizations who contributed to this release. Alberta on Record will be scheduled for an upgrade in the near future. We will inform our users about the upgrade and provide them with a summary of the new features.

I would like to thank Rene Georgopolis, Soyoung Yun, and the AOR Committee members: Vino Vipulanantharajah, Elizabeth Walker, Cristian Udma, and Jillian Staniec for their continued support. I look forward to another year of working with Alberta on Record, and serving the ASA members.



Maryna Chernyavska, teaching the AOR workshop, Banff 2019



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# ADMINISTRATIVE ASSISTANT REPORT

SOYOUNG YUN

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The Administrative Assistant provides general administrative support to the Executive Director/Archives Advisor. My tasks included communications, membership, event planning and general office support. Duties included

## Communications

- Answer phone or email inquiries from members and from the public, and send mail-outs to members, such as membership invoices, receipts, etc.
- Design layout and publish the ASA quarterly newsletter.
- Manage evaluations of events.

## Membership

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

## Event planning

- Arranged catering, confirmed registration and ensured all materials were in place for the workshops.

## Projects and Specific tasks completed

- Helped with Archives Week preparations including mail out the 2019 calendar to the members and Alberta politicians at the federal and provincial levels
- Helped with the Audiovisual fall workshop by gathering and confirming the registrations and checking the tools for the workshops
- Planned for catering for workshops, archives institute and board meetings
- Booked hotels for committee members and instructors for meetings and workshops
- Created evaluations in Survey Monkey after workshops completed
- Helped with receiving Access to Holdings applications and made the score sheet for the grants adjudication
- Registration and planning for Archives Institute
- Preparing the 2019 Banff Conference
- Other administrative work related to the ASA office

## Member statistics 2018-2019

Member	2017-2018	2018-2019
Individual	81	119
Associate Institutional	9	9
Institutional	45	46
Honorary	12	13
Total	147	187



# ALBERTA ON RECORD (AOR) COMMITTEE REPORT

VINO VIPULANANTHARAJAH, CHAIR

The AOR database continues to grow thanks to descriptions contributed by our ASA institutional members. The first couple of years after AOR was made available for editing, we didn't see much growth. However, over the last few years we have seen steady linear growth in the number of descriptions in the database, which is reiterated over this year.

This year we again saw more usage by members with increased number of descriptions in all areas, including around 3,000 more total archival descriptions in the database. We saw almost the same increase last year.

Breakdown of Alberta on Record database:

- Total archival descriptions 177,957
- Fonds-level descriptions 13,805
- Collection-level descriptions 1,312
- Scanned textual records 101,364
- Images 52,377

Statistics for traffic on the AOR website were gathered from April 2018 to March 2019. Overall, we saw increases in all areas. The number of users (95,965) has increased over last year by about 8,500 users. There were 114,512 hits to the database and 457,273 pageviews, which is well over 40,000 more views than last year. Also, interesting to note, in previous years we have usually seen the average time that a user spent on an AOR webpage was under a minute. This year, we have seen this time grow to just under 2 minutes on average. Thus, users of the AOR database are spending more time on our webpages viewing descriptions.

The other significant development over last year is that we have implemented analytics reporting on our AOR website. These analytics allow ASA to provide statistics for visits on AOR per institution. We will be providing our institutional members quarterly analytics reports on web visitation, with the first report already sent for the last quarter of 2018. Thank you, Maryna for working with the development team to get this feature deployed on our AOR website.

Alberta on Record web traffic statistics:

MONTH	SESSIONS	PAGES / SESSION	AVG. TIME ON PAGE	BOUNCE RATE	PAGEVIEWS	UNIQUE PAGEVIEWS	USERS
APRIL	9,198	4.85	0:02:24	66.00%	44,598	32,767	7,918
MAY	8,138	3.81	0:01:53	69.45%	31,019	23,784	7,033
JUN	9,011	4.18	0:01:59	69.54%	37,630	27,810	7,741
JUL	8,275	4.73	0:02:07	68.79%	39,138	26,494	7,085
AUG	9,009	5.51	0:02:41	66.51%	49,631	32,973	7,648
SEP	8,807	3.82	0:01:53	69.83%	33,660	25,073	7,645
OCT	9,549	4.23	0:02:03	68.21%	40,348	30,229	8,120
NOV	10,538	4.22	0:02:20	69.70%	44,418	32,066	9,176
DEC	8,665	3.5	0:01:43	73.50%	30,335	23,349	7,705
JAN	11,357	3.39	0:01:35	73.03%	38,496	29,867	9,912
FEB	10,406	3.26	0:01:44	73.05%	33,954	26,817	9,213
MAR	11,559	2.95	0:01:32	76.10%	34,046	27,662	10,283
TOTAL/ AVERAGE	114,512	3.99	0:02:00	70.51%	457,273	338,891	95,965



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## ALBERTA ON RECORD (AOR) COMMITTEE REPORT (CONT.)

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As always, I am appreciative of the commitment of my fellow long-time committee members, Elizabeth Walker, Cristian Udma, and Jillian Staniec, our Executive Director, Rene Georgopolis, and Database Administrator, Maryna Chernyavska. I would also like to thank our ASA board for being supportive of our committee initiatives.

Looking ahead to this coming year, our committee hopes that institutional members who would like an introduction or refresher about entering descriptions on the AOR database will take advantage of the database session at the ASA conference in Banff. This training will also help us guide our committee as we look towards providing new online reference/help tools for our members in the future.

We look forward to hearing from our ASA members as we continue to improve and bring awareness to AOR.

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## EDUCATION COMMITTEE REPORT

LINDSAY BALLAGRAY, CHAIR

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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 2018-2019, the ASA hosted the following opportunities for members. Note that we only offered one workshop this year so as to not compete with the ACA conference.

### Special Topics Workshops

Course: A/V

Instructor: Krista Jamieson

Location: Edmonton, Alberta

Dates: October 19, 2018

Participants: 18, 5 on waitlist

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

### 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, Edmonton

Dates: 2018

Instructors: Braden Cannon, Alison Freake, Michael Gourlie, Karen Simonson

Participants: 18

The ASA would like to thank the Provincial Archives of Alberta for the use of its facilities as well as the staff as guest instructors.



# COMMUNICATIONS COMMITTEE REPORT

PETER HOUSTON, CHAIR

As in past years, the Communications Committee's work mostly consisted of organizing Archives Week and preparing the ASA's promotional calendar. Archives Week 2018 was held October 1-5, 2018 (during Alberta Culture Days) and had the theme "Entertaining Alberta," focusing on the history of leisure, recreation, and entertainment in our province. In preparation for Archives Week, the committee put out a call to members for short archival films relating to the "Entertaining Alberta" theme. Selected submissions were combined into a feature-length film (now available on YouTube) which was screened at a film night at the historic Art Deco Garneau Theatre in Edmonton, which also served as the Archives Week launch event. 39 people attended this event. During Archives Week, the committee also promoted member events, and coordinated a social media campaign in which ASA members were encouraged to regularly make post according to daily themes, while using the hashtag #ArchivesWeek2018. A number of institutional members took part on Twitter, Facebook, and Instagram.

The Communications Committee also oversaw the production of the ASA calendar for 2019 after the Board, responding to the advice of the committee, temporarily reversed a decision to discontinue the calendar until a Needs Assessment Survey of members could be conducted, which asked about the use members make of the calendar, amongst other things. Members were asked to provide archival photo submissions on the theme of "Entertaining Alberta," which the committee then reviewed before sending their selection to the calendar's graphic designer prior to printing and distribution.

This coming year, the committee will be reviewing its purpose, role, terms of reference, and tasks based on member feedback received through the Needs Assessment Survey.

The members of the Communications Committee are John Yolkowski, Charles Hunt, Jaclyn Landry, Judy Kovacs, Angie Friesen (Board Representative), and Peter Houston (Chair).



ASA Conference,  
Banff 2019



Opening Reception





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## GRANTS COMMITTEE REPORT

MELISSA MCCARTHY, CHAIR

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The Access to Holdings program provides ASA institutional members with funding for archival projects, including but not limited to:

- ☐ 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
- ☐ projects to help institutions with digital records initiatives

Please note that, due to the recent broadening of the scope of this funding, the application form has changed. The current form is always available on the “Grants - Archival Projects” page of the ASA website, [archivesalberta.org](http://archivesalberta.org).

The Grants Committee met on March 9, 2018 at the Provincial Archives of Alberta. 20 applications were received from 15 institutions. These were discussed and scored according to the provided Grants Adjudication Score Sheet (also available on the “Grants - Archival Projects” page). Funding was awarded for those applications receiving the highest scores overall.

11 applications were approved for funding totaling \$70,000.00. In the end, \$69,368.53 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.

I would like to thank the following people for their volunteer work on the grants committee:

Karen Buckley  
Robert Hubick  
Sara King  
Karly Sawatzky  
Bonnie Woelk

The committee also thanks Rene Georgopolis and the ASA staff for facilitating the process and the PAA for hosting the meeting.

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.



## GRANTS COMMITTEE REPORT (CONT.)

### Funding through the Access to Holdings Program for 2018-2019 included:

INSTITUTION	PROJECT	FUNDED
CITY OF EDMONTON ARCHIVES	RG-11 SERIES 10 CITY COMMISSIONERS REPORTS ARRANGEMENT AND DESCRIPTION	\$5,880.00
MUSÉE HERITAGE MUSEUM ARCHIVES	MARGARET PLAIN RECORDS PROJECT - ARRANGEMENT AND DESCRIPTION	\$3,710.49
UNIVERSITY OF CALGARY ARCHIVES & SPECIAL COLLECTIONS	GENERAL FACULTIES COUNCIL (GFC) COMMITTEES BORN- DIGITAL PROJECT	\$4,200.00
UNIVERSITY OF CALGARY ARCHIVES & SPECIAL COLLECTIONS	DATA AUDIO TAPE MIGRATION PROJECT	\$7,500.00
LEGAL ARCHIVES SOCIETY OF ALBERTA (LASA)	R.V.JAMES KEEGSTRA-PROCESSING THE RECORDS OF RELATED FONDS AT LASA	\$7,500.00
MUSÉE HERITAGE MUSEUM ARCHIVES	PAULINE VAUGEOIS RECORDS PROJECT - ARRANGEMENT AND DESCRIPTION	\$7,500.00
ESPLANADE ARCHIVES	FRANK WEBBER FREELANCE PHOTOS PROJECT	\$7,102.20
THE PAUL D. FLECK LIBRARY AND ARCHIVES AT THE BANFF CENTRE FOR ARTS AND COLLECTIONS	BISQC FONDS ARRANGEMENT AND DESCRIPTION	\$7,455.20
KULE FOLKLORE CENTRE/BOHDAN MEDWIDSKY UKRAINIAN FOLKLORE ARCHIVES	BOHDAN MEDWIDSKY FONDS - ARRANGEMENT AND DESCRIPTION	\$7,100.64
MILLET AND DISTRICT MUSEUM AND ARCHIVES	COMMUNITIES DISTRICT MUSEUM AND ARCHIVES POLICY AND BORN DIGITAL	\$7,500.00

### ASA Executive, 2018-2019





# archives

SOCIETY OF ALBERTA

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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Email: [reneg@archivesalberta.org](mailto:reneg@archivesalberta.org)

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 2019 – 2020

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. \_\_\_\_\_

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:

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Suite 407, 10408-124 Street  
Edmonton, AB T5N 1R5