



BOARD OF DIRECTOR'S REPORT ANDREW CHERNEVYCH, PRESIDENT

The fiscal matters have been front and centre for the ASA Board throughout the year. In the spring of 2019, the status of our funding was unknown, which caused a disruption in distributing the Access to Holdings grants. This disruption resulted in a period of uncertainty— the participating institutions had to postpone their projects and cancel some positions. When the budget for 2019-2020 was finally announced in the fall, the funding ASA receives was cut 8% and the Alberta Historical Resources Foundation who oversaw our funding was dissolved.

At this point, the Board had to make some decisions with regard to resource allocation. Collectively, we were pressed to define the organizational priorities considering immediate impact as well as long-term sustainability. We also agreed that we need to shield the core staff – the people who administer the organization and provide key services to the members.

With the announcement of 2020-2021 budget, the plans had to be reviewed and reconsidered once again. The government announced a new 11% cut and the COVID-19 pandemic response resulted in new budget reductions. As for May of 2020, the ASA is facing the overall 38% reduction of its annual budget since 2019. In this unprecedented situation, the Board had to make some drastic and rather painful decisions that directly affected the services and the staff. The Access to Holdings Grant has been discontinued. We had to say good-bye to our Administrative Assistant Soyoung Yun and Financial Coordinator for many years, Gemma Ramayan. The ASA had to cut all expenses – office needs, board travel, advisory expenses and more – to the bare essentials.

As a result, the outlook for the ASA has dramatically changed. With the diminished resources, the ASA is under pressure to re-examine its current model. These tasks are for the new Board. In order to form a new vision and model, the new Board will need support from both individual and institutional members. This kind of broad consultation should illuminate the top priorities and help the organization chart its way forward.

Despite all the challenges, in 2019-2020 the Board managed to achieve some important objectives. We finalized and approved the Communications Plan, which was based on the needs assessment consultation of 2018-2019. The outreach projects have been re-examined and some significant adjustments made. One of the most notable changes was moving

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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 Government of Alberta.

BOARD OF DIRECTOR'S REPORT (CONT.)

Archives Week from October to June and offering more than one outreach event per year. The bi-annual conference in May of 2019 provided an opportunity for the Board to engage the members through events, forums and social interaction.

On behalf of the ASA Board, I would like to extend deepest gratitude to the outgoing executives: Kate Rozon for her exemplary work as Secretary and board member, Carson Murphy for his support and sound judgement. I also would like to extend my thanks to all the ASA staff: Rene Georgopolis for her dedication and skill, also Maryna Chernyavska, Soyoung Yun, and Gemma Ramayan. Personally, I am very grateful for the opportunity to serve the ASA community as President and I wish all the best to the new Board of Directors.



ASA'S AGM IN BANFF, 2019

EXECUTIVE DIRECTOR / ARCHIVES ADVISOR REPORT

RENE GEORGOPALIS



I am the only full-time staff member of the ASA and my role includes overseeing the daily administration of the Archives Society of Alberta which includes duties such as supporting and attending board and committee meetings, distributing communications to members, financial and human resource management, grant applications and other general administrative activities. I offer advisory services to archives around the province regarding best practices and I assist organizations that are interested in developing new archival programs.

The following is a summary of the activities accomplished in 2019-2020.

ADVISORY SERVICES

In 2019-2020, site visits were conducted for both members and non-members of the ASA. Site visits to non-members included Alexis First Nation, Piikani First Nation, Edmonton Indigenous Senior's Centre, and St. Mary's University Archives. Visits to our members included Athabasca Archives, Milo Library Archives, Sylvan Lake, Ambrose Archives, University of Calgary's new Glenbow Western Research Centre as well as others. I also had a few coffee and lunch meetings with students interested in pursuing the archival profession, individual and institutional members and with those wanting to develop a new archives program.

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. We are still seeking to secure funding to support Indigenous archives in our province.

Detailed advising statistics can be found below.

ADDITIONAL INITIATIVES

Many other services in addition to advising were conducted in 2019-2020, which include:

- Administering and teaching the 6-day Archives Institute in April 2019;
- Administering workshops - Indigenous Cultural Awareness in Banff, May 2019 and Canadian Archival Information Accession Standard Workshop, October 2019;
- 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;
- Administering and implementing ASA's 2019 Conference in Banff;
- Other tasks included acquiring new committee members, overseeing the completion of ASA's Communications plan, researching and choosing a new membership database, working on our new office project, 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 are anticipating downsizing our services due to extreme cuts to

EXECUTIVE DIRECTOR / ARCHIVES ADVISOR REPORT (CONT.)

our funding. This fiscal year ended with the pandemic lockdown starting so the next year should look quite different. 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.

ADVISORY SERVICES STATISTICS

FISCAL YEAR	2017-2018	2018-2019	2019-2020
TOTAL INQUIRIES	149	217	187
MEMBER/NON-MEMBER	46/103	86/131	74/113
E-MAIL/OTHER METHODS	102/47	151/66*	128/59
		*NOTE 3 FROM SOCIAL MEDIA	
SUBJECTS			
APPRAISAL AND ACQUISITION	10	17	
ARCHIVAL PROCESSING	2	9	
DESCRIPTION	1	1	
PRESERVATION	1	13	
MEMBER INSTITUTIONS	5	2	
CONTRIBUTION/GRANT APPLICATIONS	17	20	
MEMBERSHIP	11	9	
TECHNICAL ADVICE AND ASSISTANCE	5	7	
DIGITIZATION	3	7	
DEVELOPMENT OF POLICIES/PROCEDURES	6	9	
RE-DIRECTED SEARCH QUESTIONS	55	63	
PROFESSIONAL DEVELOPMENT	31	48	
CONTRACTORS	1	8	
PROMOTIONAL ACTIVITIES	4	4	
TOTAL SITE VISITS	7	13	9
MEMBER/NON-MEMBER	5/2	7/6	5/4
DURATION			
ONE HOUR OR LESS	0	1	0
BETWEEN 1 AND 2 HOURS	6	10	5
BETWEEN 2 HOURS AND HALF A DAY	1	2	2
FULL DAY	0	0	2

DATABASE ADMINISTRATOR REPORT

MARYNA CHERNYAVSKA

As the Database Administrator, I am 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: 179,575 archival descriptions (15,236 of them are top-level descriptions), 23,599 authority record descriptions, and 153,996 digital objects in the database.

Google Analytics feature for Alberta on Record allowed us to generate usage statistics reports for individual institutions. We sent out stats reports to the institutional members for 2019 at the beginning of this calendar year, and have also been providing stats on demand.

AtoM 2.5 was released on May 9, 2019, followed by three upgrades in July, August, and October, 2019. A new version of AtoM software 2.6 is expected to be launched by the end of 2020. This release will include new features and enhancements, most importantly, the Flash-based media player will be removed and replaced with HTML5. Archives Society of Alberta is among organizations who has contributed to this release.

I would like to thank Rene Georgopolis, Soyoung Yun, and the AOR Committee members: Vino Vipulanantharajah, Cristian Udma, Jillian Staniec, Carson Murphy, and former Committee member Elizabeth Walker for their 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

ADMINISTRATIVE ASSISTANT REPORT

SOYOUNG YUN

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

- Prepared the communications committee's survey results for Archives Week;
- Helped with the fall workshop by gathering and confirming the registrations and checking the tools for the workshops;
- Planned catering for workshops, Archives Institute and board meetings;
- Booked hotels for committee members and instructors for meetings and workshops;
- Created evaluations 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;
- Prepared for move to new ASA office;
- Other administrative work related to the ASA office.

Member statistics 2019-2020

Member	2018-2019	2019-2020
Individual	119	102
Associate Institutional	9	9
Institutional	46	47
Honorary	13	13
Total	187	171

ALBERTA ON RECORD (AOR) COMMITTEE REPORT

VINO VIPULANANTHARAJAH, CHAIR

I want to start off by thanking all of our institutional members for continuing to contribute to the AOR database. Over the past year, our steady linear growth in the number of descriptions in the database has continued from recent years.

There has been an increase again in the number of descriptions in all areas, including around 1,600 more total archival descriptions in the database.

Breakdown of Alberta on Record database:

- Total archival descriptions 179,575
- Fonds-level descriptions 13,836
- Collection level descriptions 1,334
- Scanned textual records 101,513
- Images 52,436

Statistics for traffic on the AOR website were gathered from April 2019 to March 2020. Overall, pageviews and users are fairly consistent from previous years. Also, the average time a user spent on an AOR webpage is close to 2 minutes again this year, so our users are spending more time on our webpages viewing descriptions.

Alberta on Record web traffic statistics:

(please note there was an outage in recording from Jan 20, 2020 to April 7, 2020):

Month	Sessions	Pages / Session	Avg. time on page	Bounce rate	Pageviews	Users
April	10170	3.02	0:01:59	75.57%	30676	9065
May	10773	2.55	0:01:41	75.63%	27465	9710
Jun	9555	2.09	0:01:24	77.45%	19964	8637
Jul	9509	2.79	0:01:28	75.74%	26516	8408
Aug	9265	3.40	0:01:04	70.97%	31479	8099
Sep	9650	3.06	0:01:34	76.67%	29511	8549
Oct	8063	2.84	0:01:56	71.21%	22868	7045
Nov	7055	2.84	0:01:13	68.73%	20016	6117
Dec	6592	2.81	0:01:31	68.77%	18500	5739
Jan	4331	2.79	0:02:58	67.79%	12084	3810
Feb	2	4.50	0:01:43	50.00%	9	2
Mar	6	1.00	0:01:45	100.00%	6	6
Total/Average	84,971	2.81	0:01:46	73.53%	239,094	75,187

Something that our committee has been considering this coming year is updating the AOR subject headings, which have become antiquated. Our committee will be reviewing some options, including the PAASH system from the Provincial Archives of Alberta once it is available. Once our committee does a review, we can make a recommendation for our institutional members to consider.

I would like to thank my fellow committee members, Cristian Udma, Jillian Staniec, Carson Murphy, our

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

Executive Director, Rene Georgopolis, and Database Administrator, Maryna Chernyavska. A special thank you to Elizabeth Walker who was with our committee for a very long time and helped us so much in getting AOR started. We all wish Elizabeth well in the Yukon. I would also like to introduce our newest committee member, Jia Jia Yong, who is the archivist at the Franciscans of Canada Archives.

A reminder to all members that your institutional usage statistics on AOR through Google Analytics are available upon request with our database administrator.

We look forward to hearing from our ASA members, which will help us to determine what kind of reference/help tools we need to create or adapt. Please feel free to contact our committee if you have any comments, questions or concerns. We look forward to members continuing to add their descriptions to AOR. We know that our end users are finding this collaborative database as a great resource, and we hope to continue provide these users with a centralized place for them to gain access to all archives across Alberta.

GRANTS COMMITTEE REPORT

MELISSA MCCARTHY, CHAIR (REVISED NOVEMBER 3, 2020)

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

The Grants Committee met on March 25, 2019 at the ASA boardroom. 16 applications were received from 13 institutions. These were discussed and scored according to the provided Grants Adjudication Score Sheet. Funding was awarded for those applications receiving the highest scores overall.

11 applications were approved for funding totaling \$70,000.00. In the end, \$70,823.55 was distributed.

Due to delays in receiving funding, the distribution of grant money was also delayed. Accordingly, institutions receiving grant funding have until the end of March 2021 to complete and report on their projects. Some project changes have been approved by the ASA Board due to COVID-related restrictions.

In light of these delays, the decision was made at the 2019 ASA Annual General Meeting to defer accepting applications for the 2020-21 fiscal year until the money was transferred from the Alberta Historical Resources Foundation (AHRF). Unfortunately, due to funding cuts, this money has not been made available, and so the ASA Board has been forced to cease offering grants for the time being.

GRANTS COMMITTEE REPORT, CONTINUED

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

Robert Hubick
Regina Landwehr
Jason Nisenson
Colleen Paull
Philip Pype

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 have been unable to offer this grant program.

Funding through the Access to Holdings Program for 2019-2020 included:

INSTITUTION	PROJECT	FUNDED
Musée Heritage Museum	Rolland Lefebvre Records project	\$3,900
Musée Heritage Museum	St. Albert Aerial Photographs project	\$7,500
Youthlink Calgary Police Interpretive Centre	Conservation of Calgary Police Mugshot Book project	\$7,500
Esplanade Archives, City of Medicine Hat	Jack Barrie fonds project	\$6,376
South Peace Regional Archives	Archive Outreach internship	\$7,441.55
Legal Archives Society of Alberta	Roger P. Kerans backlog reduction	\$7,497
Museum of the Highwood	Archives Assessment and Plan of Action	\$7,500
University of Calgary Archives and Special Collections	History of Computing at University of Calgary	\$7,143
University of Calgary Archives and Special Collections	Cultural Diversity Institute	\$3,247
Paul D Fleck Library and Archives (Banff Centre)	Irene Prothro fonds: Arrangement and Description	\$5,219
Whyte Museum of the Canadian Rockies, Archives and Library	Hiking in the Canadian Rocky Mountains	\$7,500

OUTREACH AND COMMUNICATIONS COMMITTEE REPORT

CHARLES HUNT, CHAIR

This past year, the Outreach and Communications Committee experienced a great deal of change, challenges, and success. It carried on its regular course of duties, while at the same time, going through a great deal of self-examination as the committee re-thought its purpose and direction in large part as a result of feedback received from ASA's Needs Assessment Survey and the committee's Member Outreach and Advocacy Survey.

One of the most notable changes this year saw the committee rebrand itself as the Outreach and Communications Committee. This change will reflect members' desire for the committee to support them in conducting outreach and advocacy in a manner that is manageable by providing resources and organizing Alberta-wide collective outreach initiatives throughout the year. This direction is reflected in an update to the committee's Terms of Reference.

The committee also expanded its scope of activities in order to provide members with new opportunities to connect with audiences, leverage their ability to support one-another, and develop new skills. "Ask an Archivist Day" will be added as an initiative in October 2020 and will be promoted by the Committee to members as a means of public engagement that offers users insight to the profession. In addition to this addition, the committee will be establishing a closed Facebook group that will allow members to ask questions, and share resources and ideas. Also, the Outreach and Communications Committee and Education Committee are planning on establishing new workshops in the future which includes workshops on social media and using metrics and measuring value. The social media workshop was planned for 2020 but was postponed due to the COVID-19 pandemic.

Despite the addition of these exciting initiatives, 2019 was the first year that the committee did not produce the ASA calendar, as it was failing to serve in an advocacy capacity. Although we are disappointed that we will not be producing it, we are excited for the new opportunities that we will be pursuing.

With all of the changes the committee experienced this past year, Archives Week continued as one of the significant accomplishments of the Committee in 2019. Each year, the Outreach and Communications Committee coordinates Archives Week and provides tools to ASA members that will assist them in participating in the event. This year's theme was "Visit Us!" and celebrated the diverse range of archives' users. The committee was responsible for promoting the event to our institutional members and providing them with tools and templates to launch social media campaigns as part of the event.

The committee is excited to continue to serve ASA members in outreach and advocacy activities. It hopes that by responding to feedback it received from the surveys issued over the past year we are offering an agenda that truly has value for our members.

Over the past year, committee members have included:

Andrew Chernevych
Angie Dilts
Emily Guthrie-Plouffe
Peter Houston
Charles Hunt
Jaclyn Landry
John Yolkowski

EDUCATION COMMITTEE REPORT

LINDSAY BALLAGRAY, 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 2019-2020, the ASA hosted the following opportunities for members.

SPECIAL TOPICS WORKSHOPS

Course: Indigenous Cultural Awareness, Pre-conference workshop

Location: Kinnear Centre, Banff, Alberta

Dates: May 23, 2019

Instructors: Sharon Morin and Daryl Kootenay

Participants: 15

The two-part workshop taught about the history of Indigenous peoples in Canada and the specific history of Treaty 7 to create better awareness and empathy towards Canada’s Indigenous peoples. Participants engaged in the Blanket Exercise and heard the history of the Stoney Nakoda people and those of Treaty 7 prior to contact, during contact, and to present day. There was also an opportunity to participate in a smudge ceremony and to learn from an Elder.

The ASA would like to thank the Banff Centre, Kinnear Centre for Creativity and Innovation for the use of its facilities.

Course: Canadian Archival Accession Information Standard Workshop

Location: Prince of Wales Armouries Heritage Centre, Edmonton, Alberta

Date: Friday, November 22, 2019

Instructor: Raymond Frogner, Chair, CCA's National Archival Accession Standard Working Group

Participants: 18, waitlist 8

The Canadian Archival Accession Information Standard provides information elements for archivists to use in the accessioning process. The workshop walked participants through the standard and explained what information to include in each element. The Raymond Frogner discussed the rationale and use of each field. He discussed the history and making of the standard and how it can come together with other standards.

The ASA would like to thank the Prince of Wales Armouries Heritage Centre 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: April 8 - 12, 2019

Participants: 18, waitlist 5

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

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: Archives Society of Alberta Prince of Wales Armouries Heritage Centre 216-10440 108 Ave NW Edmonton AB T5H 3Z9

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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.



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ARCHIVES SOCIETY OF ALBERTA MEMBERSHIP APPLICATION 2020 – 2021

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 \$60.00
- Students, Volunteers, Seniors \$30.00
- Associate Institutional Member \$90.00
- 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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Edmonton AB T5H 3Z9