



ANNUAL REPORT OF THE BOARD OF DIRECTORS VALLA MCLEAN, PRESIDENT

Between April 1, 2021 and March 31, 2022, the Archives Society of Alberta Board of Directors met five times. The following is a summary of our activities:

- Reviewed the applications of two advocacy consultants in conjunction with the Advocacy and Outreach committee members. Formed a small working group to support the committee in their decision making.
- Supported the Executive Director's request to strike a Website committee to oversee the redesign of the Archives Society of Alberta website. One board member volunteered to represent the board on the committee.
- Reviewed the following policies Human Resources, Executive Director Human Resources, and Executive Director Compensation. Approved the Executive Director Compensation policy.
- Approved a performance review format and process for the Executive Director/Archives Advisor.
- Drafted two positions statements, one on unmarked graves, the other supporting the archives advisor position.
- Various board members attended alongside the Executive Director meetings with ministers responsible for archives funding.
- Reviewed and approved financial statements and the budget.
- Contributed to and approved the 2022-2023 Business Plan.

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BOARD OF DIRECTORS

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Rene Georgopolis

Administrative Assistant

Ashwini Gadtoula

Financial Coordinator

Sonia Philips

Database Administrator

Maryna Chernyavska

Conference Coordinator

Erica Chemko



The Archives Society of Alberta is supported in part by a grant from the Government of Alberta.

EXECUTIVE DIRECTOR/ ARCHIVES ADVISOR REPORT

RENE GEORGOPALIS

Archives Society of Alberta (ASA) has only one full-time staff member which is my position and my role includes overseeing the daily administration of the ASA. These administrative duties include supporting and attending Board of Directors and committee meetings, distributing



communications to members, managing finances and staff, applying for grants and performing other general administrative activities. I offer advisory services to archives around the province regarding best practices in the profession. With advising, I assist organizations that are interested in developing new archival programs.

The following is a summary of the activities I accomplished in 2021-2022.

ADVISORY SERVICES

In 2021-2022, site visits were heavily reduced due to safety and COVID-19. I conducted one non-member site visit at Société généalogique du Nord-Ouest. There are several sites which have requested site visits which I plan to conduct once it is safe to do so and I have a backlog of these visits which I am hoping to conduct in the summer of 2022.

Since 2017, we have been asked by Indigenous communities to offer an introductory course on Indigenous Archives. We are still seeking to secure funding to support Indigenous archives in our province with this request. We did recommend to Blue Quills University this year to seek the assistance of the Archives Association of British Columbia in teaching this course as they already have developed it. Blue Quills and AABC offered the course for which I was a guest presenter for one day. ASA hopes it can develop its own course which we could deliver in-person to communities at low or no cost. We will continue seeking out funding options.

Detailed advising statistics can be found below. I have also included membership statistics to my report this year since I was responsible for membership this year.

EXECUTIVE DIRECTOR/ ARCHIVES ADVISOR REPORT CONT'D

RENE GEORGOPALIS

ADDITIONAL INITIATIVES

Many other services in addition to advising were conducted in 2021-2022, which include:

- Administering and teaching the Archives Institute in a virtual format September to December 2021;
- Administering workshops - Making Videos for Education and Instruction and two offerings of Describing Electronic Records: A Hands-On Workshop;
- Instructing ASA members on our Institutional Membership review program;
- 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, Twitter, and LinkedIn) regarding ASA initiatives as well as happenings both at ASA and in the general archival community;
- Administering Archives Week;
- Beginning a project on a website audit and re-design;
- Other tasks included acquiring new committee members, hiring a new Administrative Assistant and Financial Coordinator, and other administrative duties.

For 2021-2022, we continued to provide advising services and professional development opportunities through our workshops and Archives Institute. For the upcoming year, we continue to no longer offer project grants (the Access to Holdings Program) but we will continue working on a fresh website and advocacy work. 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

EXECUTIVE DIRECTOR/ ARCHIVES ADVISOR REPORT CONT'D

RENE GEORGOPALIS

FISCAL YEAR	2019-2020	2020-2021	2021-2022
Total Inquiries	187	201	193
Member/Non-member	74/113	76/125	55/138
E-mail/Other Methods	128/59	158/43* *Note 3 from social media	165/28
SUBJECTS			
Appraisal and acquisition	8	16	16
Archival Processing	15	9	8
Description	2	6	3
Preservation	12	16	8
Member Institutions	6	6	1
Contribution/Grant applications	11	8	8
Membership	14	9	12
Technical Advice and Assistance	8	3	6
Digitization	7	4	7
Development of Policies/Procedures	6	25	15
Re-directed search questions	57	56	62
Professional Development	30	28	29
Contractors	7	9	17
Promotional Activities	0	3	1
Total Site Visits	9	2	1
Member/Non-member	5/4	1/2	0/1
Duration			
One hour or less	0	0	0
Between 1 and 2 hours	5	3	1
Between 2 hours and half a day	2	0	0
Full day	2	0	0

Database Administrator Report

MARYNA CHERNYAVSKA

As the Database Administrator, I am responsible for maintenance of Alberta on Record (AOR), communication with developers, user support and training. In the reporting period, I reviewed and published archival descriptions submitted by ASA institutional members, updated authority records, assisted users with bulk description uploads, and provided individualized online support to members as needed.

There were no major AtoM releases in the reporting period. The current AtoM release is 2.6.4 (released in April 2021). The previous releases 2.6.1 - 2.6.4 included security, bug, and other minor fixes.

ASA members continued revising archival descriptions and authority records of their institutions in AOR, and contributed new descriptions to the database. There are currently: 181,068 archival descriptions (15,438 of them are top-level descriptions), 20,769 authority record descriptions, and 154,575 digital objects in the database.

We continued cleaning authority records descriptions together with a volunteer and AOR Committee member, Jia Jia Yong. Duplicate authority records are merged, records created by mistake on the fly are deleted, records that were created as a result of mapping inaccuracies during the transition from the old database to AOR are updated as necessary. Another AOR volunteer, Eric Fincham, has been helping with authority records by identifying those descriptions that are not associated with an archival institution and linking the two.

I would like to remind the institutional members that the AOR Manual is available in the Members section of the ASA's website. AOR users can also access it by clicking on the Quick links ('i' sign in the horizontal menu). It will be useful to all new AOR users, as well as to those who need to refresh their knowledge of AOR.

Google Analytics feature for Alberta on Record allows generating usage statistics reports for individual institutions. Reports for 2021 were sent to institutional members earlier this year. Reports can also be generated on demand for a specific period of time and/or a particular feature.

I would like to thank Rene Georgopolis and the AOR Committee members: Vino Vipulanantharajah, Cristian Udma, Jillian Staniec, Jia Jia Yong, and Jason Nisenson for their ongoing support, and to AOR volunteers Jia Jia Yong and Eric Fincham. I look forward to another year of working with Alberta on Record, and serving the ASA members.

Administrative Assistant Report

ASHWINI GADTOULA

The Administrative Assistant is responsible for aiding the Executive Director/Archives Advisor through administrative support to ensure the ASA is efficient in reaching its annual goals. My tasks included communications, membership, event planning and general support in the office and remotely.

Communications

- Answered email inquiries from members and from the public.
- Helped members and non-members register in events and workshops we offer, answer specific questions about the meetings and gauge expectations before the meeting.
- Sent follow up emails to members and non-members who attend online events with appropriate information discussed during the meetings.
- Create the ASA quarterly newsletter.

Membership

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

Event planning

- Created registration lists for events and workshops offered within our calendar.

Projects and Specific tasks completed

- Prepared registration lists for the Archive Institute, Social Media workshop, Education Video workshop, Institutional Review, and two Describing E-Records workshops.
- Answered registrants questions regarding events and workshops held by the ASA.
- Gauged expectations of registrants for the Archive Institute and charted them based on their commonalities.
- Researched best set up for hybrid meeting practice, ordered the equipment needed for future hybrid meetings.
- Ongoing work compiling the Acquisition Policies of members so ASA can help to bridge any existing gaps.
- Other administrative work related to the ASA office.

Administrative Assistant Report

ASHWINI GADTOULA

MEMBER STATISTICS

Member Type	2019-2020	2020-2021	2021-2022
Individual	102	88	90
Associate Institutional	9	9	8
Institutional	47	44	43
Honorary	13	13	13
TOTAL	171	154	154

Alberta On Record (AOR) Committee Report

VINO VIPULANANTHARAJAH, CHAIR

The first year of the pandemic presented an interesting dilemma to archives about how to best provide access to records when institutions were closed for large periods of time. We saw that the AOR database, with descriptions of records from different archives across Alberta, provided that first necessary step of access for researchers. During the first year of the pandemic, we saw almost double viewership of webpages on AOR from the year prior. This large increase was sustained over the second year of the pandemic.

Below you will find statistics for traffic on the AOR database gathered from April 2021 to March 2022. All the categories were virtually flat from last year, which was the first year of the pandemic that saw an enormous increase in viewership. There were about 3,000 more users as well this year, who are taking more time to view much more pages in the database than we have traditionally seen in the years prior to the pandemic. All of these statistics should be encouraging to our institutional members to keep adding materials to AOR as researchers are continuing to look at the database for information.

Alberta on Record web traffic statistics:

Alberta On Record (AOR) Committee Report (cont'd)

VINO VIPULANANTHARAJAH, CHAIR

Month	Sessions	Pages / Session	Avg. session duration	Bounce rate	Pageviews	Users
April	7884	4.12	127.39	63.71%	32463	6623
May	8310	3.55	107.1	70.78%	29473	7213
Jun	9567	3.42	105.6	69.07%	32721	8270
Jul	8878	3.2	92.92	67.66%	28450	7890
Aug	8054	3.38	101.19	70.85%	27233	6979
Sep	7820	3.38	97.78	70.88%	26450	6901
Oct	9198	3.31	95.83	70.87%	30404	8132
Nov	8941	3.33	105.9	69.04%	29774	7726
Dec	7580	3.56	104.23	70.46%	27017	6721
Jan	10054	3.57	111.71	68.09%	35851	8864
Feb	8572	3.49	118.74	68.42%	29892	7670
Mar	9270	3.8	123.78	69.05%	35195	7991
Total/Average	104128	3.5	107.71	69.06%	364923	90980

I would like to thank my fellow committee members, Jillian Staniec, Jia Jia Yong, Jason Nisenson, our Executive Director, Rene Georgopolis, and Database Administrator, Maryna hernyavska. A special thank you to one of our longest serving committee members, Cristian Udma, who will be moving on from the committee.

I would also like to take this opportunity to invite any member who has experience working with Access to Memory (AtoM) based databases, either locally at your institution or through AOR, to consider joining our committee. If don't have specific AtoM based experience, working with an archival database of some sort would also be useful experience. We are interested in adding a member to our committee that could provide another perspective so that we can continue to find ways to help improve the AOR service to fellow members.

A reminder to all members that your institutional usage statistics on AOR through Google Analytics are available upon request with our database administrator. We also encourage you to use the Provincial Archives of Alberta Subject Headings (PAASH) system in AOR, giving members the ability to assign much more detailed subject access terms to your records. As always, please feel free to contact our committee if you have any comments, questions, or concerns with AOR.

More than ever, the pandemic era has showed us that archives need to be adaptive in how we provide our services. In such times, AOR has become the main network in Alberta that often provides researchers the first access to records across Alberta's archives. We thank all our institutional members who have been using AOR and encourage you to continue adding descriptions because we are seeing increasing users discovering different archives to visit through our network.

Advocacy and Outreach Committee Report

ERIN HOAR, BOARD REPRESENTATIVE

This year, the Advocacy and Outreach committee is still in transition. We spent much of the year determining how to select the best advocacy consultant for the ASA and have been challenged to figure out the goals of our advocacy and outreach efforts. A number of board members stepped onto this committee for a few months to support our search for the right consultant to assist us with advocacy work. We do feel that once we start on this project, ASA will have a clearer map regarding its goals and what to work towards. In the next fiscal year, we will resume working towards this path and developing an Advocacy Strategy which engages our members.

We did promote Archives Week June 7-11 2021 as a collaborative outreach event. The theme for International Archives Week this year was Empowering Archives. We updated resources for our membership to support members with outreach initiatives. Since changing Archives Week to align with the International Week and since the pandemic hit, we have seen lower participation numbers than we would like. 7 ASA institutional members out of 43 organized outreach initiatives. Going forward, we have plans to get Archives Week information out to our members sooner as well as to have incentives for participating in the week. Our goal is to have at least 20 members engaged.

The committee lost one committee member during this year, Angie Dilts. We did, however, gain new members including Curtis Frederick, Ellyn Vandekerkhove, and Jessica Zimmerman. We are in the process of appointing a new Chair of the committee. Thank you to all of our volunteers, present and past.

Education Committee Report

MARISSA FRASER, 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.” Due to the COVID 19 pandemic, all 2021-2022 offerings were provided virtually. In the past year, the ASA provided the following educational opportunities.

SPECIAL TOPIC WORKSHOPS

Making Videos for Education and Instruction

Date: November 5, 2021

Instructors: Michael B. McNally and Julia Guy

Location: Zoom, offered virtually

Cost: \$25 members; \$30 non-members

Participants: 29

Education Committee Report (cont'd)

MARISSA FRASER, CHAIR

Institutional Membership Review Workshop

Date: February 4, 2022

Instructor: Rene Georgopolis

Location: Zoom, offered virtually

Cost: Free, Institutional members only

Participants: 20 (institutional members)

Describing Electronic Records: A Hands-On Workshop

Dates: March 4, 2022 and March 18, 2022 (offered twice)

Instructors: Annalise Berdini and Shira Peltzman

Location: Zoom, offered virtually

Cost: \$60 member; \$75 non-member

Participants: 60 (total for both offerings)

FUNDAMENTAL ARCHIVAL EDUCATION

Archives Institute

Date: September 27 to December 10, 2021

Instructor: Rene Georgopolis

Guest Instructors: Dylan Bremner, Alison Freake and Terry O'Riordan

Location: Zoom for virtual meetings and Google Classroom for video content.

Cost: \$800 members; \$850 non-members

Participants: 19

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.



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ARCHIVES SOCIETY OF ALBERTA MEMBERSHIP APPLICATION 2022 – 2023

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:

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