



PRESIDENT'S COLUMN

SHAMIN MALMAS, PRESIDENT

As I come to the end of my first term as ASA President I would like to express my gratitude to members for entrusting the ASA Board to my management. It has been an honour and a pleasure to serve you. The year has presented a variety of new challenges and opportunities for the Board and Secretariat as we work hard to provide vision, leadership, and valuable services to the Archival Community of Alberta.

ACTIVITIES OF THE BOARD

The Board continues to focus on governance and has revised most of our policies and procedures, terms of reference, and committee descriptions. I would like to extend my gratitude to the Board for all their hard work. Without the hours and dedication of Sarah King (Secretary), Jennifer Rutkair (Treasurer), Philip Pype (Institutional Member-at-Large), Meribeth Plenert (Vice-President) and Paula Aurini-Onderwater (Individual Member-at-Large) my time as President would not have been as easy.

Meribeth Plenert has recently been appointed Acting Executive Director and Archives Advisor. The Board is pleased that Meribeth has stepped into this role and is confident that she will be successful in moving the ASA towards its goals while Rene is on leave. I would like to take this opportunity to thank Meribeth for her service as Vice-President and I look forward to collaborating with her in the future.

At the 2014-2015 AGM I reported that the ASA was in the market for new office space. Unfortunately we have been unable to secure a reasonable lease given the limited financial resources of the Society. Currently the Flood Staff work out of the Richie Mill, the Documentary Heritage Communities Project (DHCP) grant staff work from home, and the rest of the Secretariat works in office space leased from the Alberta Museum Association (AMA).

I would like to thank the City of Edmonton Archives for hosting many of our Board meetings and for providing space for the Flood Staff, the Provincial Archives of Alberta for providing space for workshops and the Archives Institute, and all of our volunteers for the hours of service they have donated. Partnerships like these are invaluable to our continued success.

THE SECRETARIAT

The Secretariat continues to grow and develop as well. Since the 2014-

2015 AGM Maryna Chernyavska has transitioned from being the Database and Administrative Assistant to the Database Administrator. In this role she is able to focus her attention solely on managing Alberta on Record. Currently the Administrative Assistant is vacant, but a plan is in place to fill this role as soon as possible. Our Financial Coordinator continues to be Ivar Inc. To help ensure the success of our bi-annual conference, we welcomed Ericka Chemko back to the ASA as the Conference Coordinator. In late March the ASA said farewell to Amanda Oliver, Lead Archivist on the Flood Team. As a result Emily Turgeon-Brunet's contract has been extended in order to complete the Flood Project by our funding deadline. Last, but not least, ASA hired Deborah Tabah to fill the role of Audio-Visual Preservation Specialist.

As mentioned previously Meribeth Plenert will replace Rene Georgopolis for a year while she is on leave. On behalf of the entire Board I would like

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PRESIDENT'S COLUMN (CONT.)

to extend my thanks to Rene for all of her hard work over the past Without her leadership and vision the ASA would not be the strong organization it is today. year. Without her leadership and vision the ASA would not be the strong organization it is today.

COMMITTEES

The ASA continues to offer a wide variety of programs and services to its members. Through the hard work of our committees two workshops were organized, the bi-annual conference was held, the ASA Calendar was once again produced, a launch event for Archives Week was held in Edmonton, grants were adjudicated and distributed, and issues related to AOR continued to be addressed. Planning has already started for Archives Week 2016. Please see the committee reports for more details about these activities and events.

ADVOCACY

The ASA Board continues to find ways to advocate for archives in Alberta. The Archives Week Launch Event was attended by MLA Richard Feehan who gave an informed and educated speech about the importance of archives and the work we do as archivists. In early March 2016, Rene and I were able to schedule a meeting with Minister Ricardo Miranda, the Minister of Culture and Tourism. Minister Miranda was recently appointed this profile and we considered it a privilege to have had the opportunity to meet him so early in his term. We spoke about our Society, its goals and vision, and we also spoke about the challenges that archives and archivists face in Alberta.

FLOOD ADVISORY PROGRAM

As most ASA members are aware, the Flood Advisory Program has been working extremely hard to complete the mandate of the Flood Project. In addition to the site visits, reports, and conservation work completed by the team, a variety of online resources have been developed. Please see the Flood Advisory Programme Report for more details.

DOCUMENTARY HERITAGE COMMUNITIES PROGRAM

As a result of a successful application for the DHCP (Documentary Heritage Communities Project) Grant from Library and Archives Canada, the ASA has hired Deborah Tabah to fill the role of Audio-Visual Preservation Specialist. Our project is an Audio-Visual Preservation and Access Strategy which involves assessing the needs of our Institutional Member's audio-visual holdings, technical skills and equipment to develop an overall strategy to better preserve the valuable audio-visual heritage of our Province. Please refer to the DHCP Grant Report for more details.

CONCLUSION

The coming year will see the conclusion of the Flood Project and the continuation of the DHCP Grant Project. The ASA will continue to offer its complete slate of programs and services aimed at building and strengthening the archival community of Alberta. The ASA Board will continue to grow and evolve to meet the needs of the Society. §



Photo: Members of the ASA Board. From left to right: Sara King, Shamin Malmas, Philip Pype, Melissa McCarthy, Jennifer Rutkair, and Elizabeth Walker

BOARD OF DIRECTORS

President, 2016-2017

Shamin Malmas

Vice President

Melissa McCarthy

Secretary

Sara King

Treasurer

Jennifer Rutkair

Institutional Member-at-Large

Philip Pype

Individual Member-at-Large

Elizabeth Walker

COMMITTEE CHAIRS

Grants

Philip Pype

Education

Susan Stanton

Communications

Karen Simonson

AOR

Vino Vipulanantharajah

ASA STAFF

Acting Executive Director/

Archives Advisor

Meribeth Plenert

Administrative Assistant

Jia Jia Yong

Database Administrator

Maryna Chernyavska

Lead Conservator

(Flood Advisory Program)

Emily Turgeon-Brunet



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

FROM THE DESK OF THE ARCHIVES ADVISOR

RENE GEORGOPALIS, EXECUTIVE DIRECTOR & ARCHIVES ADVISOR

The Executive Director and 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. Here is a summary of the activities accomplished in 2015–2016.



ADVISORY SERVICES

For advisory services for 2015–2016, 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 non-members. These site visits include: Edmonton Symphony Orchestra, Lutheran Historic Institute, Jewish Historical Society of Southern Alberta, Okotoks school division, LacLaBiche Mission Historical Society, Enoch Cree Nation Archives, City of Edmonton Police Services, Peter and Doris Kule Centre for Ukrainian and Canadian Folklore and Faculté St. Jean Archives.

Visits to our members included Peace River Museum, Archives and MacKenzie Centre, South Peace Regional Archives, University of Alberta Archives, Sylvan Lake Archives, Canmore Museum, Archives and Geoscience Centre, and others.

For the 2015-2016 fiscal year, we gained two new institutional members - the United Farmers Historical Society's archives and the Peter and Doris Kule Centre for Ukrainian and Canadian Folklore. 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 beside advising were administered in 2015-2016, which include:

Administering and teaching the Archives Institute in May 2015

Administering workshops - Putting the OAIS Model to Work (May 2015) Edmonton and Managing Electronic Records (September 2015) 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 the Flood Advisory Program and the new AudioVisual Preservation and Access Strategy project, as well as ASA staff and contractors

Contributing to the ASA Newsletter and other member communications through e-mailouts, list-serv and Facebook page regarding ASA initiatives and happenings in the archival community.

Administering and implementing Archives Week including the calendar, our launch event and calendar mail-out

Attending the Archives and Records Association of UK and Ireland's conference

FROM THE DESK OF THE ARCHIVES ADVISOR (CONT.)

For 2016-2017, we will continue to provide advising services and professional development opportunities such as our workshops, conference and Archives Institute. We will continue to offer the Flood Advisory Program until February, courtesy of a grant from Alberta Culture and Tourism, and work on our AudioVisual Preservation and Access Strategy, courtesy of Library and Archives Canada's Documentary Heritage Communities Program grant. We remain in high need of an office as it has been difficult to manage 10 staff/contractors in an office of approximately 200 square feet. We hope to be able to work towards building ASA's internal capacity to provide our many services and projects in the coming year. 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. §

ADVISORY SERVICES STATISTICS

FISCAL YEAR	2014-2015	2015-2016
Total inquiries	218	242
Members / Non-Members	78 / 140	95 / 147
Email / Other Methods	131 / 87	135 / 107
SUBJECTS OF INQUIRIES		
Appraisal and Acquisition	6	20
Archival Processing	13	1
Description	1	2
Preservation	9	17
Member Institutions	10	4
Contribution/Grant Applications	21	19
Membership	15	26
Technical Advice and Assistance	9	10
Digitization	7	6
Development of Policies/Procedures	8	10
Other: Redirected search questions	58	81
Other: Professional development	49	40
Other: Contractors	6	3
Other: Promotional activities	1	4
TOTAL WEBSITE VISITS	20	14
Members / Non-Members	8 / 12	5 / 9
Duration: 1 hour or less	0	0
Duration: 1 - 2 hours	15	12
Duration: 2 - 12 hours	4	2
Duration: Full day	1	0

EDUCATION COMMITTEE REPORT, 2015-2016

SUSAN STANTON, CHAIR, COMMUNICATIONS COMMITTEE

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 2015-2016, the ASA undertook a number of activities to meet this objective.

SPECIAL TOPICS WORKSHOPS

Course: Putting the OAIS Standard to Work for Your Archives

Instructor: Elizabeth Walker

Date: May 22, 2015

Participants: 14 participants

The ASA would like to thank the City of Edmonton Archives for the use of its facilities

Course: Managing Electronic Records

Instructor: Jeremy Heil

Date: September 18, 2015

Participants: 18 participants

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: University of Calgary, Taylor Family Digital Library

Dates: May 4 – May 9, 2015

Instructors: Rene Georgopolis, Amanda Oliver, Emily Turgeon-Brunet and Jonathan Davidson

Participants: 21

The ASA would like to thank the University of Calgary for the use of its facilities and thank the University of Calgary staff for assisting with local arrangements. §



Photos: TRC Recommendations Roundtable. From left to right: Greg Bak, Elizabeth Walker, Tolly Bradford, and Jessie Loyer.

COMMUNICATIONS COMMITTEE REPORT, 2015-2016

KAREN SIMONSON, CHAIR, COMMUNICATIONS COMMITTEE

The Archives Society of Alberta's Communication Committee remained fairly constant this year, which was a nice change. Meribeth Plenert has left the committee as a member, but will be still be in attendance in her new role as acting Archives Advisor.

A major change to the committee's work this year was the committee's decision, based on low numbers accessing the virtual exhibits, to eliminate the virtual exhibit and focus on the calendar and Archives Week launch event. This year's calendar theme was "Alberta for Sale," highlighting businesses and advertising. As always, we received many interesting submissions, and decisions on what to include in the calendar were as always one of the highlights of this committee's work.

For the launch of Archives Week this year, the committee continued with an event open to the public. As last year's event was in Calgary, this year's was in Edmonton. The event showcased moving images with the "Alberta for Sale" theme from a variety of archival institutions. The launch was attended by 86 people at the Garneau Theatre, and a number of other institutions were able to show the films during Archives Week and beyond.

Work is already underway for the coming year's calendar. The Archives Week launch this year will highlight some of our collections' oral histories. Watch for details! Archives Week is October 1st through 7th.

The members of the Communication Committee are: Braden Cannon, Judy Kovacs, Melissa McCarthy (Board representative) and Karen Simonson (chair). §

ALBERTA ON RECORD COMMITTEE REPORT, 2015-2016

ELIZABETH WALKER, CHAIR, AOR COMMITTEE

In August the AOR database was opened for members to add and revise their descriptions!

Thank you to our Database Administrator, Maryna Chernyavska, for your work to get us to this point. Thank you as well to all the Members who helped us test the database as we worked things out.

We have a new database manual which can be found with the Documents for Members in the Members Section of the ASA website (www.archivesalberta.org). The manual includes links to online resources and tutorials for AtoM (the software behind AOR). The ASA is also offering training sessions – one was held in Calgary in November and one at the ASA Conference in Canmore in May.

The Committee has focused on governance this year, drafting a new Terms of Reference for the Committee and an AOR Policy.

Since the database has opened, members have focused on revising existing descriptions so there hasn't been much change in the numbers.

Breakdown of Alberta on Record database:

Total archival descriptions: 172,458
Fond level descriptions: 13,490
Collection level descriptions: 1,278
Scanned textual records: 102,381
Images: 51,633

Traffic to the AOR website increased again this year. Statistics were gathered from April 2015 to March 2016 and the database received 96,882 hits and 502,915 pageviews.

My thanks to Executive Director Rene Georgopolis, Maryna and Committee members Shamin Malmas, Cristian Udma, and Vino Vipulanantharajah. §

ALBERTA ON RECORD WEB TRAFFIC STATISTICS

MONTH	SESSIONS	PAGES/SESSION	AVG. SESSION DURATION	BOUNCE RATE	NEW SESSIONS	PAGE VIEWS	USERS
15-Apr	7,952	6.02	0:02:58	65.76%	80.73%	47,846	6,807
15-May	8,141	4.51	0:02:15	67.51%	83.28%	36,715	7,091
15-Jun	8,548	3.97	0:02:01	69.71%	83.27%	33,893	7,477
15-Jul	8,437	6.64	0:02:59	64.90%	80.02%	55,980	7,140
15-Aug	7,779	5.19	0:02:31	65.24%	79.92%	40,357	6,629
15-Sep	6,830	4.75	0:02:25	67.07%	81.01%	32,428	5,866
15-Oct	6,605	4.36	0:02:35	65.39%	81.18%	28,802	5,671
15-Nov	8,495	4.41	0:02:34	62.06%	81.77%	37,478	7,286
15-Dec	6,893	4.41	0:02:24	67.88%	80.97%	30,409	5,888
16-Jan	9,330	5.64	0:02:40	66.10%	80.24%	52,634	7,869
16-Feb	9,046	6.07	0:02:25	64.71%	79.81%	54,889	7,623
16-Mar	8,826	5.83	0:02:32	65.31%	79.44%	51,484	7,419
TOTAL	96,882	5.15	0:02:34	65.97%	80.97%	502,915	82,766



Photo: Maryna Chernyavska giving a report at the AGM



Left Photo:
Michael Gourlie and
Braden Cannon present-
ing at the AGM

Right Photo: Shamin
Malmas presenting ASA
Honorary Membership
to Doug Cass

DATABASE ADMINISTRATOR REPORT, 2015–2016

MARYNA CHERNYAVSKA, DATABASE ADMINISTRATOR

My role during the report year has changed from the Database and Administrative Assistant (until December 14, 2015) to Database Administrator (from December 15, 2016 on). In my previous role, in addition to administering Alberta on Record (AOR), I provided ongoing administrative support to the ASA and its Executive Director. I updated ASA website, produced quarterly newsletter, communicated with the members regarding membership renewals, announcements, news, etc., provided logistical support of educational events, and maintained membership database.

As the Database Administrator, I am responsible for the maintenance of Alberta on Record, communication with the developers, user support and training. In addition to that I review and publish archival descriptions submitted by users, and update authority records.

There have been some significant changes with Alberta on Record in the last year. After a long period of AOR being closed for the members because of the timing out issues, and working with Artefactual to improve the situation, we, together with the AOR Committee members, tested the database, and finally opened it to all ASA members in August of 2015. Before opening it up, I created the AOR Manual, which is posted on the ASA website. It clearly outlines the rules how to use the database, and contains specifics of usage of our implementation of AtoM.

I conducted a training session for ASA institutional members in Calgary on November 13, 2015. The training was well-attended and proved to be useful to the members. However, in the future we may consider offering separate training sessions for users with different needs and levels of technical skills to make them most efficient. I also taught a session on useful online resources for archivists at this year's Archives Institute.

In the fall of 2015, AOR was moved to the Premium Plus Plan, which is a service plan provided by Artefactual that includes 250 GB of digital object storage, a dedicated server, a separate read-only public access, which improves the

performance of the database, access to command line and other features. Since I required training to be able to effectively use command line (I have some basic knowledge but very limited experience with it), we were considering using a few of the remaining tickets in the last service year's support tickets to have personal sessions with Artefactual. In the end it was decided to use those tickets to provide an opportunity for Artefactual to create video tutorials about command line usage. Last week ten videos were posted on the Artefactual YouTube channel. I am looking forward to learning from them and being able to provide better service to the ASA members.

Several institutional members actively use AOR on a regular basis, while some use it occasionally to contribute descriptions or edit the existing ones, and others don't use it at all at the present time. Since ASA is offering another AOR training session within the conference this year, I am going to conduct a survey of the institutional members to find out their needs and expectations. Thanks are due to the AOR Committee members for their feedback to the draft of the survey.

I am happy to report that the overall quality of descriptions in AOR has improved over the last year. The performance of the database is much better now. Having clear guidelines, users are more consistent and data is cleaner. Members are motivated to update descriptions, upload more digital objects, try batch uploads, etc. Although the number of descriptions in AOR has increased only slightly, the overall quality of data is much better. Therefore, Alberta archival records are easier to discover and use by the public.

I would like to thank the ASA Executive Director and the AOR Committee members for their constant support. It has been very rewarding to work for the ASA administering AOR. I am looking forward to the ASA conference, AOR training, and to more members using AOR. I am happy to contribute to the ASA's goal to provide tools that help preserve and provide access to Alberta heritage. §

GRANTS COMMITTEE REPORT, 2015–2016

PHILIP PYPE, CHAIR, GRANTS COMMITTEE

The Access to Holdings program provides ASA institutional members with funding for projects to select, arrange, and describe archival records held by that institution. For 2015–2016 grant run, the ASA added conservation as a priority, including digitization projects for conservation purposes.

The Grants Committee met Saturday, March 14, 2015, at the Glenbow in Calgary. 10 applications were received, 8 institutions received funding as per their application, and a 9th institution was approved for funding after submitting revisions.

For the 2015–2016 cycle, the program was under-subscribed. This is a much different scenario than previous years. As not all money was dispersed, the Grants Committee recommended the remainder be forwarded to the 2016–2017 grant cycle.

The ASA reviewed each application using predetermined scoring criteria as outlined on the Score Sheet (revised December 2014), and awards funding to those applications receiving the highest scores. For reference, this score sheet is available at the “Grants – Archival Projects” page of the ASA website (archivesalberta.org).

The Grants Committee was also tasked with recommending policy regarding projects which are not completed, or reports are not completed, by the specified deadline. The Committee recommended that new applications will not be accepted if projects and reports remain outstanding. A 6 month extension may be requested to complete a grant, subject to Board approval.

The ASA has adopted a Grants Policy including these provisions on March 19, 2016.

Thank you to the members of the Grants Committee: Doug Cass, Shamin Malmas, Jennifer Rutkair, Andrew Chernevych and Bonnie Woelk. §

The Committee wishes to remind all institutional members:

- I. They are eligible to apply for project funding under the Access to Holdings program.
- II. Multiple applications can be submitted by a single institution.
- III. 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.
- IV. The Archives Advisor is available to provide advice and assist with applications prior to formal submission.



Photos: Institutional Forum held on May 6, 2016 in Canmore.

GRANTS COMMITTEE REPORT, 2015-2016 (CONT.)

2015-2016 FUNDING, ACCESS TO HOLDINGS PROGRAM

INSTITUTION	PROJECT	FUNDED
Esplanade Archives	CHAT 16 mm description and housing project	\$5,087.25
Legal Archives of Alberta	Aboriginal Justice, backlog reduction	\$7,500.00
PPCLI Archives	Hamilton Gault fonds	\$3,150.00
South Peace Regional Archives	Processing family fonds	\$7,261.00
Banff Centre, Paul D. Fleck Library and Archives	Action Poetry fonds project	\$7,260.00
Glenbow Archives	Calgary Interfaith Community Action Association fonds	\$7,452.00
Whyte Museum of the Canadian Rockies	Peter and Catharine Whyte Photograph Series description project	\$7,500.00
Milo Library & Archives	Milo area community organizations	\$7,392.00
Peace River Museum, Archives and MacKenzie Centre	AVRA / Mile Zero News / RCMP 100th Anniversary committee	\$5,174.82
	TOTAL	\$57,777.67

2016-2017 FUNDING, ACCESS TO HOLDINGS PROGRAM

INSTITUTION	PROJECT	FUNDED
Musée Héritage Museum Archives	St. Albert Sports Records	\$7,500.00
University of Calgary	University of Calgary 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	Willi Pfisterer fonds	\$1,146.00
Banff Centre, Paul D. Fleck Library & Archives	BISQC fonds	\$7,162.00
Alberta Health Services	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	Processing family fonds	\$5,319.27
	TOTAL	\$75,000.00

LEAD CONSERVATOR REPORT, 2015-2016

EMILY TURGEON-BRUNET, LEAD CONSERVATOR, FLOOD ADVISORY PROGRAMME

The past year has been quite busy for the Flood Advisory Programme. The Lead Archivist and I have visited 42 of ASA's institutional members. The Lead Archivist is no longer working on the Flood Advisory Programme as of March 31, 2016 and I will be continuing the program until February 2017. I have been working on the completion of each institutional member's customized work plan, as well as managing contractors who are assisting our members who need emergency preparedness support. While maintaining daily tasks, I have been working on large projects including a mobile application and I completed instructional videos to assist members with disaster remediation.

My duties over the past year have included the following:

SITE ASSESSMENTS AND REPORTS

I traveled across the province with the Lead Archivist visiting 26 of ASA's institutional members to perform site assessments. The site assessment includes looking for facility risks, assessing collection storage spaces and the current housing of records, level of intellectual control, level of staff training, and disaster preparedness.

CONSERVATION TREATMENT

I completed the conservation treatment and rehousing of over 2100 photographic materials from the Museum of the Highwood. They were heavily damaged from the June 2013 flood, and the subsequent freezing. The types of photographic materials treated include: glass plate negatives, gelatin prints, collodion prints, albumen prints, a salted paper print, a collotype, stereographs, Kodachromes, a platinum print, lantern slides, ambrotypes, polyester negatives, nitrate negatives, and acetate negatives. Some of the photographs were matted, and others were hand-tinted or hand-coloured.

REHOUSING SUPPLIES

Rehousing supplies were purchased for ASA's institutional members. The supplies are meant to assist with rehousing records that were not properly housed at the time of assessment.

ENVIRONMENTAL MONITORS

Water sensors have been purchased for institutional members at high-risk for floods or water leaks. HOBO data loggers have been purchased for all institutional members that did not have an environmental reader in place. An ELSEC monitor was purchased for a member that frequently exhibits original items. UV filtering film for windows and light tubes have been purchased for members with windows or UV emitting lights in their collection storage space.

EQUIPMENT AND FURNITURE

I ordered a customized ductless fume hood used for the disaster remediation project at the Museum of the Highwood. After the project was complete it was donated

to ASA's Archives Week as a door prize. The South Peace Regional Archives won the fume hood. Collection storage furniture was purchased for numerous members, which has included map cabinets, fireproof cabinets, and frost-free freezers.

DISASTER SUPPLIES KITS

Disaster supplies kits were custom built and shipped out to 40 institutional members. Hand crank radios were delivered to all institutional members that lost cellular and Internet service during the June 2013 floods.

DISASTER PLANS

I have edited existing disaster plans and created new disaster plans for 11 institutional members.

CONTRACTORS

Six contract archivists and conservators have been employed through the Flood Advisory Programme. The institutional members that received assistance from contractors include those directly affected by the June 2013 floods, and those with collections at high-risk for damage.

FINAL REPORTS

Final reports have been created and submitted to 24 institutional members of the total 42 institutional members visited.

OUTREACH

I taught for two days at the 2015 Archives Institute in Calgary, Alberta on preservation and disaster preparedness. I participated in the annual Edmonton Regional Heritage Fair as a judge. On behalf of the Lead Team I presented a poster at the American Institute for Conservation in Miami, FL on the Flood Advisory Programme's work in Alberta. The Lead Archivist and I presented at the Canadian Association for Conservation in Edmonton, AB on the disaster remediation project at the Museum of the Highwood. We also presented at MacEwan University to the staff of the science department on the crossover of chemistry, conservation, and archival science. My work for the Flood Advisory Programme has been featured twice in the Canadian Association for Conservation bulletin.

LEAD CONSERVATOR REPORT, 2015-2016 (CONT.)

RESOURCES

The Lead Archivist and I have been maintaining the Flood Advisory Programme webpage and the ASA blog. Online resources have been created for the webpage, including staff training scenarios, information on digital preservation, a list of recommended disaster supplies, a list of retailers for archival supplies, emergency response resources, and the much anticipated instructional videos. The instructional videos were produced by Back Road Productions. The topics of the videos are: Handling Wet Paper, Packing Wet Records, Drying Wet Records, Mould Removal, Humidifying and Flattening, and Encapsulation. All videos are under 5 minutes long. The blog has been updated twice a month with updates on the project, and recommendations on rehousing. Currently I am working with the company App Guys to develop a mobile application meant to assist all levels of ASA membership with disaster remediation. The anticipated launch date of the mobile app is June 2016.

PROFESSIONAL DEVELOPMENT

I attended the four day AIC Annual Meeting, and the three day CAC Annual Conference. I completed the one day workshop offered by the Canadian Conservation Institute, Risk Management and Risk-Based Decision Making for Museum, Gallery, Archives and Historic Collections. I also attended the live online webinars: Dealing with Moisture and Temperature Extremes in Your Environment and Building Envelopes and Moisture Control, both offered by the Image Permanence Institute. §



Photos: "CCI Workshop: Care of Photographic Materials" led by Greg Hill on May 4, 2016 in Canmore.

AUDIOVISUAL PRESERVATION SPECIALIST REPORT, 2016

DEBORAH TABAH, AUDIOVISUAL PRESERVATION SPECIALIST

My position of Audio Visual Preservation Specialist for the ASA began on February 22, 2016, approximately six weeks later than scheduled in the grant. It has, as a result, been a particularly busy start-up of project clarification, workflow and milestone planning, the creation of site assessment tools - from assessment templates to small kit supplies, and of site visits and inventories. The following is a report on my activities through April 15, 2016

ORIENTATION TO ASA AND A/V PRESERVATION PROJECT

This included a general orientation to ASA and on-boarding including policies and procedures, office arrangements and available tools. It also included discussion of the overall AV preservation project, the project goals, and the tentative setting of milestones, assessment tools and kit, and upcoming ASA events. I was introduced to the Flood Team, who were helpful in starting up my project as they could share templates and preliminary information about the member organizations I would also be visiting for the audio visual assessment purposes.

ASSESSMENT TOOLS: TEMPLATES AND SMALL EQUIPMENT KIT

I drafted test assessment tools to be "tested" on the first site visits, and after a number of modifications have the final templates in use. The small equipment kit has been purchased and I have been using it on site visits. The kit will also be of use in any future ASA audio visual educational workshops or courses, and possibly as items that can be loaned out to member organizations for use in their collections.

SITE VISITS DONE TO DATE

1. Loyal Edmonton Regiment Military Museum
2. University of Alberta
3. Provincial Archives of Alberta
4. City of Edmonton Archives
5. Jewish Archives & Historical Society of Edmonton & Northern Alberta
6. Musée Héritage Museum
7. City of Wetaskiwin Archives
8. Blackfalds & Area Historical Society
9. Red Deer & District Archives
10. Sylvan Lake & District Archives

The site visits involve a general set of questions of how the audio visual holdings fit within the entirety of their archive holdings. A second set of questions, emailed ahead of my visit, is a detailed list of types and formats of A/V holdings and the information I am looking for for each archive. The 3rd component of the site visit is visually going through the storage vaults and carrying out a sampling from different media types and formats.

I visited 10 member sites, from March 17th through April 14th. Of the 10 visited, 5 have been completed with no follow-up required (1,6,7,8,10). 3 sites require follow-up in the form of a second visit (2,3,9) and/or clarification of the formats and types, and count/% of their AV holdings (2,3,4,5,9).

The detailed ASA A/V inventory questionnaire I send in advance, has been a stumbling block for all of the members to date, since their intellectual control over their A/V holdings, in 90% of the cases thus far, is anywhere from 25-100% incomplete. Approximately 80% of those visited thus far, cannot positively identify 50% of the media types. listed on the inventory questionnaire. 2 members (6 & 8) were able to provide the type, format and count for their AV holdings on the ASA inventory I sent them. Their AV holdings were very small. The other 8 members did not have a readily available method of providing the information on what they have: the extent, the types and formats, the condition of each, or the most vulnerable. For 3 sites (1, 5, and 10) their holdings were small enough for me to do a cursory identification, count and assessment of their A/V holdings, that took 2-3 hours each site. I am working with the remaining to extract the inventory information as follow-up to the site visit, where and when possible, provide general information for identifying media types. On site, I also do AV advising when time allows. To date, the average site visit time is .5 - 2 days per site.

EQUIPMENT

The archives/historical societies I have visited to date have a range of no playback, to 1 or 2 pieces such as cassette players or vcr's, to 1/4" tape converters (to preservation format), to digital converters and playback systems capable of reformatting several media types and formats to preservation file formats. §

A/V PRESERVATION STATISTICS

NUMBER OF SITE VISITS	2ND VISIT	PAPER FOLLOW-UP	SITE VISITS COMPLETED
10	3	5	5

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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 #3 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 2016-2017

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

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