



## PRESIDENT'S REPORT, 2013 - 2014

Debby Shoctor, President

As usual, it has been a busy year at the ASA. Since our last AGM, a lot has happened. We have lost and gained Board members, hired a new Financial Coordinator, lost and gained and lost again a Database Administrator.

One of the most significant things that happened this year was the June 2013 floods. Miraculously, not too many of our member archives were hit, but a few were hit hard. Our most heavily affected sites included Museum of the Highwood in High River, Youthlink Calgary Police Archives and the Fort McMurray Historical Society Archives. The good news was that many of our member archives were either lucky or well-prepared for disaster, and that was why the damage was much less than it could have been. Fortunately, we recently received word that Alberta Culture has given us emergency funding relief to cope with the floods which happened last summer, and to prepare for potential future disasters which are predicted to occur this summer. In total, they have allocated to us \$1 million dollars to deal with damage, and to help us to educate and prepare our member archives for disasters which may re-occur in the future. This funding is part of a \$6

million commitment by the Government of Alberta to help flood-impacted museums and archives. The Archives Society of Alberta will be distributing this funding through the following program.

The ASA is hiring teams of archivists and conservators to assess and help restore flood impacted sites as well as to assess and prepare archives for future emergencies and disasters. The work is scheduled to commence summer 2014. In order to qualify for an assessment, an archives must be an ASA institutional member.

You can read the reports of our committees in the rest of this bulletin, but we have had a very successful year starting with a wonderful Archives Week launch at Edmonton's City Hall with an archival fashion show to match our 2014 Archives Calendar, "Looking Good, Alberta!" I hope we can duplicate the success of this event next year with our



new theme, "Creepy Alberta." I think a Halloween Party is in order. I would like to thank the communications committee under the chairmanship of Terry O'Riordan and then Karen Simonson as well as the Edmonton sub-committee for these successful ideas.

We have run a successful educational program, Planning and Designing Archival Exhibits in Calgary last fall. Here at the Conference, a Privacy and Archives workshop just happened and a Canadian Conservation Institute workshop on Emergency and Disaster Preparedness is planned for July. The Archives Institute continues to be offered and remains very popular. Thanks to the education committee under the chairmanship of Susan Stanton.

The grants committee, under the leadership of first-time chair Phillip Pype

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# archives

SOCIETY OF ALBERTA

## BOARD OF DIRECTORS

### **President — 2013 - 2014**

Debby Shoctor

### **Vice President**

Donna Tywoniuk-Harbeck

### **Secretary**

Judy Kovacs

### **Treasurer**

Wendy Dyck

### **Institutional Member-at-Large**

Philip Pype

### **Individual Member-at-Large**

Jennifer Willard

## COMMITTEE CHAIRS

### **Grants**

Philip Pype

### **Education**

Susan Stanton

### **Communications**

Karen Simonson

### **ANA**

Elizabeth Walker

## NEWSLETTER

### **Advertising, Design and Layout**

Ericka Chemko

## ASA STAFF

### **Executive Director/Archives**

#### **Advisor**

Rene Georgopolis

### **Member Services Manager**

Ericka Chemko

#### **Finance**

Gemma Zarillo

### **Database Administrator**

Vacant



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

did an excellent job of going through the applications and giving funding to deserving projects in our member archives.

The ANA committee and the Database Administrator have been working at improving the new database, Alberta on Record. The transition to this new platform has proven challenging, and some issues remain to be resolved. We have been through two Database Administrators now, and are looking for a third. We launched the latest version, 2.0, in February. Be assured that we are working on the remaining database issues and hope to solve them as soon as possible. Thank you to Elizabeth Walker and her committee for guiding us through this.

I would especially like to thank our administrative team of Executive Director/Archives Advisor Rene Georgopolis and Membership Services Manager Ericka Chemko. They have made the past year run very smoothly and have made my job much easier. We are very fortunate to have two such dedicated and exceptional staff members.

The nominations committee, under the chairmanship of Past-President Susan Stanton has done a great job with nominations for the Board, as well as for Awards, and I would like to congratulate all the nominees and winners. I have enjoyed serving as your President for the past five years, but now the time has come for me to step down in favour of a new regime. I am also sad to tell you that I am leaving the Archives world, becoming the CEO of the Jewish Federation of Edmonton. It has been a great ride, but now I have decided to don another hat and continue along a different path. I wish you all success, and know that I will always be an avid supporter and advocate for archives, especially on the Premier's Council for Arts and Culture, which I will continue to sit on for another two years.

Finally, I would like to thank our Board members, Vice President Donna Tywoniuk-Harbeck, Secretary Judy Kovacs, Treasurer Wendy Dyck, Institutional Member-at-Large Phillip Pype, and Individual Member-at-Large Jennifer Willard for their dedication and hard work. It has been a tough year, but they persevered, and were always there for me when I needed them. Good luck in the future!

# Executive Director/Archives Advisor's Report, 2013 - 2014

Rene Georgopolis, Executive Director/Archives Advisor

The Executive Director/Archives Advisor implements ASA policies and guidelines as well as day-to-day administrative management over ASA finances, programs and services. She also provides advisory services for new archival programs as well as assistance to existing archival programs.



## Advisory Services

For 2013 - 2014, we had requests to go on site visits to 13 non-member archives across the province. The non-member visits included Claresholm Museum, Claresholm Library, Red Crow Community College at the Kanai Nation Blood Reserve, the Alberta Medical Association, King's College Library, Westglen Elementary School, Lesser Slave Lake Indian Regional Council's Treaty and Aboriginal Rights Research site, Calgary Society of Independent Filmmakers, Bruderheim Agricultural Society, Fort Museum of Fort MacLeod, Sisters of Charity of St. Louis, United Farmer's Association and the Lacombe and District Historical Society. From these site visits, one institution became a full ASA institutional member.

In addition, many member institutions were visited. The most notable visits were for the purposes of institutional reviews as well as for a first-hand account of the flood impact. For the purposes of review, I went to Esplanade Archives, Galt Archives, University of Lethbridge Archives and Pincher Creek and District Historical Society. For seeing flood damage aftermath, I visited the Museum of the Highwood in High River as well as their off-site storage freezer and make-shift conservation lab in Calgary. The Youthlink Calgary Police Archives was also visited with conservator, Alison Freake from the Provincial Archives of Alberta, who is on the ASA's new Flood Advisory committee.

In addition to site visits, there were other advising requests, for which the statistics follow.

## Additional Initiatives

Beyond advising, many other services and initiatives were accomplished in 2013-2014, including:

- Administering and co-teaching the Archives Institute in Calgary, May 2013.
- Administering a workshop – Planning and Designing Archival Exhibits in Calgary, fall 2013.
- Attending and organizing meetings and the AGM

of ASA's Board of Directors and its various committees.

- Contributing to the ASA Newsletter.
- Assisting and overseeing the Database Administrator with our database project as well as administering database training in Edmonton and Calgary
- Administering and implementing Archives Week including the web exhibit, calendar, mail-out and our Archives Week public event.
- Preliminary planning for the 2014 ASA Conference including coordination of the Program committee for the 2014 conference
- Coordinating a Flood Funding Advisory committee to plan the project for the flood funding from Alberta Culture
- Arranging and contributing to an ASA Strategic Planning meeting
- Communicating with ASA membership regarding ASA initiatives as well as various news from the archival community at large
- Overseeing the development of a new ASA website.
- Attending the Association of Canadian Archivists conference in Winnipeg and a Not-for-Profit Governance Essentials course in Toronto

• Setting up and attending exhibit booths at the Alberta Museum Association conference, Alberta Genealogical Society conference, and Alberta Library conference to promote the services that the ASA provides.

In the coming year, we will continue to provide advising services, workshops and a conference. New initiatives will include implementing our flood funding program and offering a new outreach program with a focus on education. Thank you to the ASA Board members, committee members and other volunteers who help make ASA's initiatives possible and helping the Secretariat.

#### Advisory Services Statistics

April 2013 – March 2014

	Mar.2013 – Apr.2014	Nov.2012 – Mar.2013*
<b>TOTAL INQUIRIES</b>	<b>255</b>	<b>89</b>
Member/Non-member	135/120	46/43
E-mail/Other methods	153/102	55/33
<b>Subjects</b>		
Appraisal and Acquisition	11	4
Archival Processing	10	2
Description	3	2
Preservation	16	2
Member Institutions	12	5
Contribution/Grant Applications	37	25
Membership	19	10
Technical Advice and Assistance	23	9
Digitization	5	0
Development of Policies/Procedures	7	3
Other: Re-directed search questions	37	11
Other: Professional Development	58	24
Other: Contractors	12	3
Other: Promotional Activities	10	0
<b>Total Site Visits</b>	<b>20</b>	<b>7</b>
<b>Member/Non-member</b>	<b>7/13</b>	<b>6/1</b>
<b>Duration of Site Visits</b>		
1 hour or less	2	6
Between one and two hours	14	1
Between 2 hours and ½ day	4	0
Full day	0	0

\*For the 2012 – 2013 year we only have a record of advising from November 2012 to April 2013.

# Education Committee Report, 2013 - 2014

Susan Stanton, Chair

One of the objectives of the Archives Society of Alberta is “to encourage and develop archival skills among those engaged in archival work by holding seminars and workshops on archival principals and practices.” In 2013-2014, the ASA undertook a number of activities meet this objective.

## Special Topics Workshops

Course: Planning and Designing Archival Exhibits

Instructors: Joanne White and Kevin Zak

Dates: September 27-28, 2013

Participants: 15 participants

The ASA would like to thank the University of Calgary for the use of its facilities.

Course: Privacy and Archives (Pre-Conference Workshop)

Instructor: Heather MacNeil

Dates: May 22, 2014

Participants: As of the writing of this report, 12 participants are registered.

## 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 6 – May 11, 2013

Instructors: Rene Georgopolis, Karen Buckley, Janet McMaster, Alison Freake, Jonathan Davidson

Participants: 17

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

The scheduling of the 2014 Institute allows for preliminary reports on its statistics.

Course: Archives Institute

Location: Provincial Archives of Alberta

Dates: April 28 – May 3, 2014

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

Participants: at the time of writing this report, 17 – the course is fully registered

## Archives Society of Alberta Conference

The ASA is pleased to present its 2014 conference "Facing Risks, Taking Risks: Turning Archival Threats into Opportunities" from May 23-24, 2014.



Above: ASA's Spring, Pre-Conference Workshop, Privacy and Archives, taught by Heather MacNeil

Left: The Keynote address by Laura Millar for ASA's 2014 Conference, "Facing Risks, Taking Risks: Turning Archival Threats into Opportunities"

# Communications Committee Report, 2013 - 2014

Karen Simonson, Chair

The Archives Society of Alberta's Communication Committee again saw quite a bit of change this year. We saw the departure of long-time chair Terry O'Riordan, as well as committee member Regina Landwehr. Paula Aurini-Onderwater and Melissa McCarthy joined the committee. Judy Kovacs continues as board representative.

As in the past, the committee focused primarily on the virtual display and the production of the 2014 calendar. This year's theme was fashion, with the tag line "Looking Good, Alberta!" With all the wonderful submissions, decisions on what to include in the calendar are always difficult, but we were very pleased with the results.

For the launch of Archives Week this year, replacing the usual lunch and talk, Edmonton's Archives Week kicked off with a talk by Professor Beverly Lemire about fashion and a historic fashion show, tying into the virtual exhibit theme; this event was held at City Hall. The event, which was open to the public, was well attended, with many unfamiliar faces, which means we had some success in reaching out to the wider community. We formed an Edmonton subcommittee to work on this launch. Thank you Elizabeth Walker, Shamin Malmas and Vino Vipulanantharajah for your work at making the event a success!

The Archives Society of Alberta's website also got a facelift. We hope that you find the new site visually appealing and easier to navigate.

Work is already underway for the coming year's virtual display and calendar. We hope that by moving some of the deadlines forward, the calendar will be ready in time for Archives Week, which is October 4th through 10th.

The members of the Communication Committee are: Paula Aurini-Onderwater, Melissa McCarthy, Judy Kovacs (Board representative) and Karen Simonson (chair)



The cover image for the Archives Week calendar and event, "Looking Good, Alberta". Photograph from Glenbow Archives, Imperial Oil Fonds, IP-13K-4-iG-6."

# ARCHIVES NETWORK OF ALBERTA (ANA) COMMITTEE REPORT, 2013 - 2014

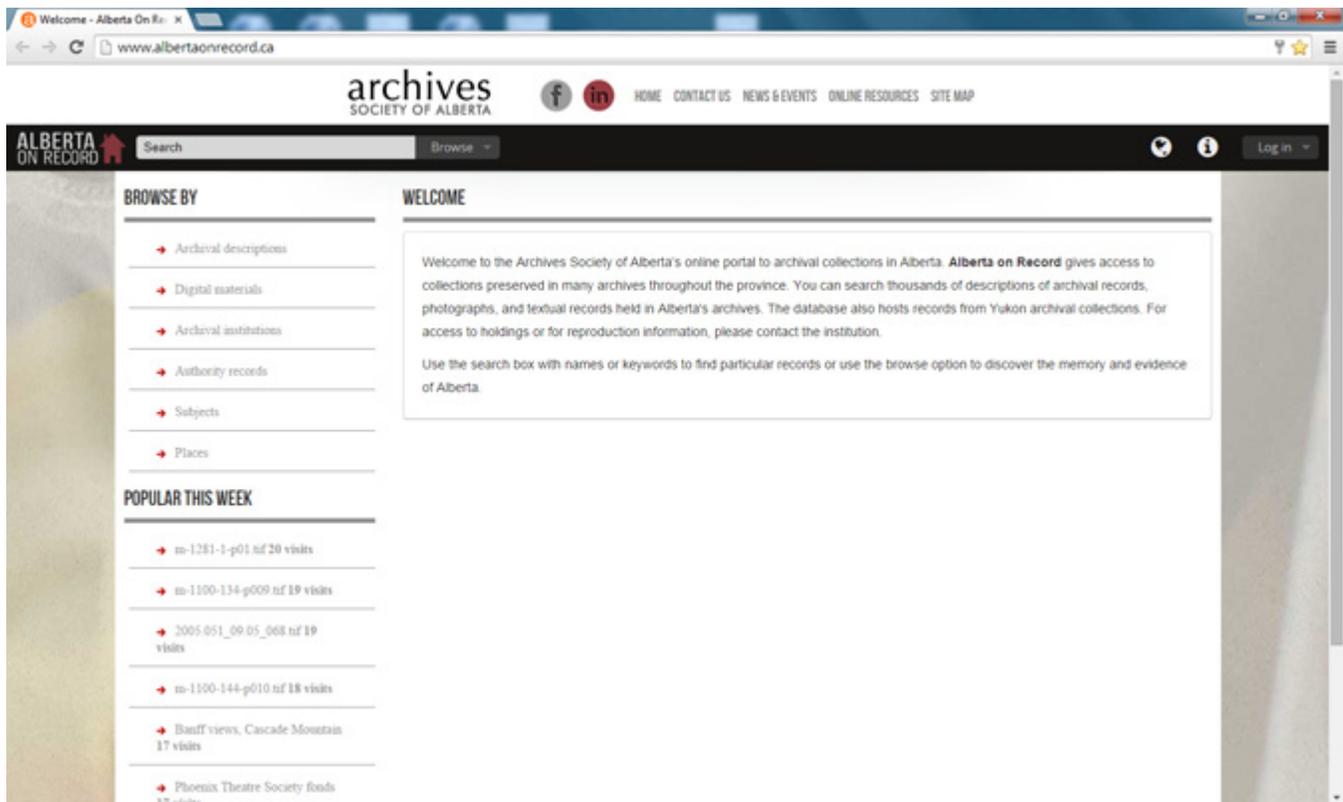
Elizabeth Walker, Chair

There has been a lot of change to the Archives Network of Alberta (ANA) Committee and database over the last year. Braden Cannon (previous chair) and Andrew Chernevych stepped down and we gained two new members, Cristian Udma and Vinothaan (Vino) Vipulanantharajah. Thank you Braden and Andrew for your past service and welcome to Cristian and Vino! I have been on the ANA Committee since 2010 and I look forward to my new responsibilities and challenges as chair.

In 2013, we said goodbye to our Database Administrator Carrie Anne Lunde, thanks for all your hard work, Carrie. In November, the ASA hired Janet McMaster as our new Database Administrator. Janet worked for the ASA several years ago and will be familiar to many of our members. Unfortunately, she just recently resigned and the ASA is looking for someone to fill the position.

The transition from the Cinemage database to Artefactual System's AtoM was completed with the May 2013 launch of Alberta On Record (AOR) – our new website and database. The committee name will be changed to match the database at this year's AGM.

Janet has overseen the migration of AOR to the latest version of the software, AtoM 2.0, and was developing a new manual. Unfortunately, member training as well as adding new descriptions and digital objects was delayed by timing out issues. The ASA is continuing to work with Artefactual and hopes to resolve the timing out issue soon.



The ASA's new database, Alberta On Record. In 2013 - 2014, we had the design of the database match the look of our website.

Statistics were gathered from September to March (although due to the upgrade they were only captured for half of January) and the website received 32,832 hits and 201,721 page views. Despite the freeze in adding content, the database continues to grow -- as of May 6, 2014 it contained a total of 14,475 descriptions and 154,934 digital objects.

Breakdown of the Alberta On Record database:

- Fonds level descriptions 13,212
- Collection level descriptions 1,263
- Scanned textual records 103,563 pages
- Images 51,371

In the next year we will be working on maximizing the AOR database's potential, for example by enabling the addition audio visual content.

### Alberta on Record Statistics

September 1, 2013 - March 31, 2014

Month	Sessions	Users	Page Views	Pages / session	Avg sess. duration	Bounce rate	% new sess.
Sep-13	3,518	3,026	19,735	5.61	2:44	59.38%	86.01%
Oct-13	5,248	4,472	29,784	5.68	2:38	57.09%	82.91%
Nov-13	5,613	4,708	33,145	5.91	3:05	55.59%	80.38%
Dec-13	4,742	4,092	23,914	5.04	2:34	60.61%	82.33%
Jan-14*	2,192	1,923	12,832	5.85	2:45	58.35%	82.76%
Feb-14	4,526	3,679	32,112	7.1	3:14	60.08%	77.82%
Mar-14	6,993	5,698	50,199	7.18	3:09	61.90%	77.38%
Totals	32,832	27,598	201,721				

\*due to system upgrades, statistics are only available for half of January.

Statistics were gathered from September to March (although due to the upgrade they were only captured for half of January) and the website received 32,832 hits and 201,721 page views. Despite the freeze in adding content, the database continues to grow -- as of May 6, 2014 it contained a total of 14,475 descriptions and 154,934 digital objects.

## Member Services Manager Report 2013 - 2014

Ericka Chemko, Member Services Manager

It has been a consistently busy year at the ASA during 2013 – 2014. I have continued to provide on-going administrative support for the Archives Society of Alberta. I've noticed that as the ASA grows and takes on new initiatives and roles within the community (ex. the 2013 flood) that it would serve the organization better to have my role as one that is based in the office during working hours to support the increasing workload and to change the Member Services Manager into a Membership and Administrative role.

My duties over the past year have included the following:

- Communications-Newsletter layout and mailing, Membership correspondence and other mail outs throughout the year, such as the calendars, and membership renewals.
- Education- Coordination and logistical support of learning opportunities including registration and general workshop logistics.
- Membership- This comprises the majority of my work. Within this, I continue to maintain the membership information in a membership database. The membership year occurs from April 1 until March 31.
- Events – The ASA held a fun event, a fashion show called, “Looking Good Alberta,” that raised its profile during Archives Week 2013. It was held at Edmonton City Hall and I assisted with some of the logistics of the event.
- Board – Provide support in terms of reporting and arranging catering. I also took part in an ASA Strategic Planning session in October 2013.

### Membership Statistics

	2012-2013	2013-2014	Variance
Individual	77	95	23%
Associate Institutional	10	10	0%
Institutional	45	46	2%
Honorary	11	11	0%

## Grants Committee Report, 2013 – 2014

Philip Pype, Chair

The Access to Holdings program provides ASA institutional members with funding for projects to select, arrange, and describe archival records held by that institution. Conservation was added as a priority for the 2014 - 2015 year to assist archival institutions that were impacted by the 2013 floods but other conservation projects are also acceptable for this grant.

The Grants Committee met in Medicine Hat on March 1, 2014. 25 applications were submitted by 19 institutions. The maximum funding per project was \$7,500. The total funding envelope was \$105,594.40.

17 projects from 15 institutions were approved for a total of \$100,712.91 funding.

Committee members received copies of grant applications over the month preceding the meeting. Committee members scored the applications using score-sheets. A slightly modified score sheet was used for applications that were principally conservation focused.

At the meeting these scores were averaged and discussed and the projects ranked. Following the ranking, extensive discussion occurred regarding the clarity of grant application forms and where applicants are expected to place required information. Rene Georgopolis was tasked to draft an improved application and score sheet with the aims of creating an application which is easier to complete and for future Grants Committees to score.

The program was well-subscribed, which unfortunately meant that we were unable to recommend funding for all projects.

The Committee wishes to remind all full institutional members that they are eligible to apply for project funding under the Access to Holdings program. The services of Archives Advisor Rene Georgopolis are available for those institutions wanting assistance in completing grant applications.

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.

Thanks also goes to the members of the Grants Committee: Judy Kovacs, Karen Langley, Philip Pype, Andrew Chernevych and Bonnie Woelk.

Institution Name	Project Title	Amount
University of Calgary Archives	James Wheeler Davidson Family fonds Access Project	\$ 7,500.00
The Banff Centre, Paul D. Fleck Library and Archives	Association of Canadian Women Composers (ACWC) fonds and collections	\$ 6,237.00
City of Edmonton Archives	C. Bruun Photograph Collection, the Documentary Photographer	\$ 6,831.00
South Peace Regional Archives	Archival Film Reformatting and Preservation Project	\$ 7,120.00
Milo Library Archives	Milo and District Agricultural Society fonds	\$ 7,392.00
Glenbow Archives	John Kushner fonds	\$ 7,462.14
Musée Héritage Museum	St. Albert Oral Histories Project	\$ 7,500.00
Whyte Museum of the Canadian Rockies, Archives & Library	Bert Riggall fonds Arrangement and Description Project	\$ 7,500.00
JAHSENA	JAHSENA small fonds arrangement and description project	\$ 2,940.00
South Peace Regional Archives	Processing Family collections	\$ 7,287.01
JAHSENA	JAHSENA Oral History Digitization Project	\$ 4,410.00
LSLRIC-TARR	Indian Association of Alberta, Treaty and Aboriginal Rights Research	\$ 7,417.50
Peace River Museum, Archives and Mackenzie Centre	Historical Society and St. James Anglican Church fonds	\$ 6,837.60
Canmore Museum & Geoscience Centre	1) Town of Canmore fonds – Arrangement and Description, 2) Canmore Mines – Arrangement and Description	\$ 6,426.00
City of Calgary, Corporate Records	Conservation of Centre Street Bridge Drawings	\$ 600.00
Alberta Health Services	Foothills Hospital fonds – Arrangement and Description	\$6,982.66
Red Deer & District Archives	Dr. Henry and Barbara George Album Conservation	\$3,210.00
<b>Total Funding Granted</b>		<b>\$100,712.91</b>

# archives

SOCIETY OF ALBERTA

## SUBMISSIONS, QUESTIONS AND SUGGESTIONS

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

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Fax: (780) 425-1679

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 2014 – 2015

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 \_\_\_\_\_ CVC \_\_\_\_\_  Visa  MasterCard

Card holder name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

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

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