



Archives Association of Ontario
l'Association des archives de l'Ontario

Thirty-First Annual Report, 2024

for the year 2023-2024

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Agenda – 2024 Annual General Meeting

Archives Association of Ontario (AAO)

Friday, 10 May 2024
9:00 AM – 10:00 AM

Meeting ID: 813 3618 5400
Passcode: 913940

<https://us06web.zoom.us/j/81336185400?pwd=JYrXidMnZdus2Ze2Z9wdr6dfTU0Crk.1>

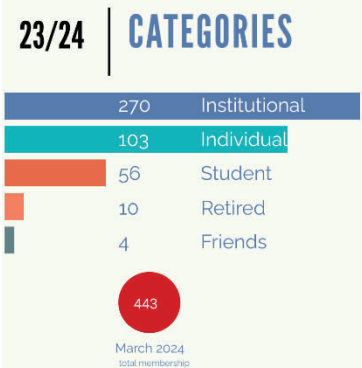
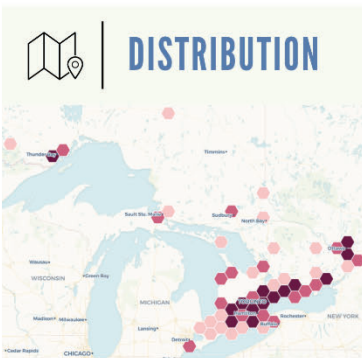
1. Call to Order – S. McDougall
2. President's Opening Remarks – S. McDougall
3. Approval of the Agenda – S. McDougall
4. Approval of the Minutes of the 2023 AGM - S. McDougall
5. Report of the President - S. McDougall
6. Report of the Secretary-Treasurer – A. Stanton-Hagan
 - a. Motion to approve the Secretary-Treasurer's Report
7. Election of the Board of Directors – S. McDougall
 - a. Institutional Development Committee Chair
 - b. Director-Without-Portfolio 2
 - c. Vice-President/President-Elect
 - d. Chapter/SIG Stakeholder
8. Awards Committee announcements - R. Carter
9. Adjournment - S. McDougall

2023-2024 Year in Review

AAO
Archives Association of Ontario ...by the numbers 2023-2024

@AAO_tweet
@archives.assoc.ontario
@ArchivesAssociationOfOntario

Membership



Outreach

23/24 | Social Media

- 2,031** X (Twitter) followers
- 1,931** Facebook followers
- 1,439** Instagram followers
- 426** Youtube subscribers
- 793** LinkedIn followers

23/24 | OFF THE RECORD

- 20** articles
- 122** issues online

Member Services

PDC | EVENTS

- 14** events
- 214** attendees
- 5** workshops

23/24 | ARCHEION

- 374,028** page views
- 2,774** new descriptions
- 114,952** total descriptions
- 196** institutions

The Archives of Ontario receives financial support from the Government of Ontario through the Ministry of Heritage, Sport, Tourism and Culture Industries and the Ministry of Government and Consumer Services as administered through the Archives of Ontario Grant.

Reports of the Directors

President's Report

I want to thank all AAO members for their continued engagement with the organization. In particular, I want to thank the many dedicated volunteers who are involved with our Chapters, SIGs, Committees, and the Board of Directors. In a time when so many people are feeling overworked and burned out, those who choose to volunteer with the AAO are invaluable to the organization's sustainability.

Association Management Company

The AAO continued our contract with Redstone Agency Inc. in 2023-2024. Working with the staff at Redstone has been a pleasure: accountant Angeline Seepersaud and account manager Kate Foster have been integral to the AAO's success. Kate Foster left Redstone in April 2024, and we now have a new account manager, Olivia Godas. Olivia has been acclimatizing to the AAO's workflow wonderfully, and we are so glad to be working with her! Olivia is reachable through the AAO email address aao@aao-archivists.ca or (647) 343-3334.

2023 Virtual Conference

The 2023 Virtual Conference was held May 10-12 on the Whova platform, with the theme "Archives Rx: Healthy Collections and Communities." In total, there were 119 registrants for the 2023 Conference. The conference was originally planned to be in-person and take place in Cobourg, ON. The Conference Planning Committee (Katie Kennedy, Abigail Miller, and Jennifer Weymark) was very flexible and willing to pivot to a virtual conference when the 2022-2023 Board of Directors found that it was not feasible to have an in-person conference.

Professional Development Events

The Professional Development Committee (PDC) had another very productive, well-received year of workshops and other programming. 14 events were held, and in total there were 214 participants. The PDC has found that there is a preference for virtual events among our membership, so the majority of programming has been held online. Our Safe Spaces for Diversity in the Profession series continued for a fourth year. These sessions continue to be free and open to all people within our broader archives profession, and have been attended by individuals residing in Ontario, as well as other areas of Canada and abroad.

Institutional Members' Symposium

The Institutional Development Committee (IDC) hosted the annual Institutional Members' Symposium (virtual, on Zoom) on October 25, 2023. There were 21 people in attendance, and it featured a presentation by Stephanie Bilodeau, manager of the RCMP Archives. There was also an open discussion period about issues currently facing members, including the IDC Terms of Reference, the AAO Constitution (with specific reference to the clauses that mention the IDC), and the current needs of institutional members. A big thank you to Jessica Barr, Chair of the IDC, for her work on the committee and for her institutional knowledge of the AAO.

Standing Committees

The work of the AAO would not be possible without the dedication of our standing committee members. The reports of all committees are included in this package, as are membership lists of everyone involved with those committees. I want to thank you all for the hard work you have put into making 2023-2024 a success. Many of our standing committees are open to new members, and I encourage anyone interested in getting involved in the AAO to consider joining a standing committee.

Archeion Coordinator

Kelli Babcock continued as the AAO's Archeion Coordinator throughout 2023-2024. Her thorough knowledge of AtoM and ability to work with users of our instance of AtoM is so appreciated. I encourage all members of the AAO to read over the "Archeion Coordinator Report" submitted by Kelli for this AGM package. Some highlights of her work this year include the upgrade to AtoM version 2.7.3, an updated map of archives located in Ontario, and a focus on Archeion authority records. The Board of Directors has also approved a 2024-2025 theme refresh for Archeion.

2024 Virtual Conference

This year's virtual conference theme, "[REDACTED]: Access, Privacy and Addressing Ethical Accessibility," has been very well-received by our membership. Many submissions were received, indicating that this theme is extremely relevant to archivists today. Thank you to our 2024 Conference Planning Committee members: Helen Liu (Chair), Magnus Berg, Jennifer Grant, Kristen Mercier, Dez Nacario, and Lindsay Osmun, and to the PDC, the Advancement Committee, Web Administrator Tiffany Ribeiro, and all others who have worked together to make the 2024 Virtual Conference possible.

Thank you to everyone who has worked alongside me and supported me as President of the AAO, and a special thank you to outgoing Board Members Leslie Thomas (Director Without Portfolio), Rachel Beattie (Past President), Michael deJong (Chapter Stakeholder),



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and Jessica Barr (IDC Chair). Your contributions, advice, and support of the AAO have been invaluable to me this year. I look forward to 2024-2025 and my role as Past President!

Sincerely,
Sarah McDougall
AAO President 2024-2025

Secretary Treasurer's Report

The AAO experienced a positive fiscal year in 2023-2024. **\$174,939.28**, while expenses were **\$121,806.92**, resulting in a net income of **\$53,132.36**.

Redstone Agency supported the Association's financial management in the 2023-2024 fiscal year. Many thanks to [Angeline Seepersaud](#) for her support and financial management throughout this fiscal year.

Earned and Private Sector Revenue

Membership fees resulted in **\$47,118.24** in revenue, while individual donations and Archeion donations accounted for a further **\$600.00** in revenue.

Shirley Spragge Endowment

The beginning balance of the Shirley Spragge Endowment on April 1, 2023 was **\$26,673.92**. Over this past year, it accrued **\$607.22** in interest and a donation added \$10.00. The ending balance as of March 31, 2024 is **\$26,442.96**.

Grants

Government grants, for which the AAO is very grateful, amounted to **\$86,000** in total. Grants received are as follows:

Provincial Heritage Organization Operating Grant: **\$66,000**

Archives of Ontario Grant: **\$20,000**

Other Revenue

Additional revenue from Archeion Additional Storage (**\$1590.00**), tote bag sales (**\$240.00**), and softcover book sales (**\$240.00**) and interest (**\$4000.89**) totals **\$5,855.89**.

Professional Development Revenue

The revenues from the sales of 2023 virtual conference access earned **\$16,570**, while Professional Development Committee workshops earned **\$20,060**.

Total Expenses

Expenses incurred over the course of the year 2023-2024 totaled **\$121,806.92**.

Respectfully submitted,
Al Stanton-Hagan
AAO Secretary/Treasurer, 2023-2025

Web Administrator's Report

I joined the Archives Association of Ontario as the Web Administrator in August 2021. This report outlines the projects and initiatives I have been involved in between 2023 and 2024.

Website

This year, my goal was to keep updating the website based on user experience design knowledge. Our home page was updated a few times; from more icons, a hero banner, to a more simplified approach with a call to action. I updated our style guide for buttons. Using our colour palette, I aimed to make the buttons stand out more on our website. Accordions continue to be used to make information more digestible and organized. I also changed the colour of our navigation menu and footer to a darker blue for accessibility compliance and a sleeker design. The [AAO Store](#) page was launched in July.

Social Media

The AAO is socially present on Facebook, X (Twitter), YouTube, Instagram, and LinkedIn. I created and published social media content on X (Twitter), Facebook, Instagram and LinkedIn, all while responding to reference requests and inquiries submitted through all social media channels. I have made heavy use of stories on Instagram and Facebook. Below are the social media statistics from March 2023 compared to March 2024.

Platform	March 2023	March 2024	Increase/Decrease
Facebook followers	1873	1931	+58
X (Formerly Twitter) followers	2045	2031	-14
YouTube subscribers	369	426	+57
Instagram followers	1357	1439	+82
LinkedIn followers	710	793	+83

Committee Involvement

Throughout the past year, I had the opportunity to collaborate with multiple committees.

- The **Communication and Advocacy Committee (CAC)** hosted Archives Awareness Week "Access your Archives" from April 2-5, 2023. On Tuesday, April 2, 2024, two institutions were successful in partaking in a X (Formerly Twitter) Takeover. Working with the **Archeion Coordinator**, we were able to participate in the Archives of Ontario-led #ArchivesAtoZ social media campaign for **Archives Awareness Week**.
- The **Student and New Professional Outreach Committee (SNPOC)** refreshed their [student resources page](#) to help students and new professionals become more familiar with various aspects of archival work. The resources are primarily introductory, guidelines, or reference tools.

- The **Digital Access and Preservation Committee (DAPC)** worked hard to develop content for a Digital Resource Hub. The [Digital Resource Hub](#) launched this year with access restricted to members.

Other initiatives

Administration

Our email signatures were recently updated to reflect the changes in social media handles we use. The old signature had a link to Flickr which we no longer use. The signatures now have links to all of our current social media accounts as well as a link to our website to direct more traffic there. Automated emails to members regarding their membership were also out of date and updated.

Analytics

In the beginning of 2023, I started working in Google Analytics to collect analytics for our website. The process has continued to be successful and continues to grow as I look to improve the type of data we collect. [Monthly reports](#) are created and shared with the Board.

Continuing on the subject of analytics, the collection of analytics were outdated and no longer supported the needs of our *Off the Record* publication. Using Google Tag manager, I was able to migrate from using Bitly to Google Analytics. This data will be available as of May 2024. Documentation for all analytics processes were created.

2024 Conference

The biggest news of all is the Annual AAO Conference of course. A [2024 conference](#) page was set up and contained all the necessary details such as the conference agenda and calls for papers.

Website Feedback Survey

In an effort to better understand the needs and opinions of our users, I posted a survey open to the public at the end of April. The purpose of this survey is to get to know our website users and to better understand their needs from a user experience standpoint. Using the anonymous option, while still collecting certain data (AAO member or not, where they reside, etc.), will allow us to collect real, honest, and reliable feedback. The survey used a mix of radio button options, Likert scale questions, and text input fields. I am looking forward to reading the feedback we receive!

Submitted by: Tiffany Ribeiro

Date: 2024-04-23

Chapter-SIG Stakeholder's Report

The Chapter & Special Interest Group (SIG) Stakeholder is elected annually to represent these groups on the AAO Board and act as liaison more broadly to ensure their interests and concerns are addressed. The past year (2023-2024) has been fairly quiet, but with some developments both positive and negative. We continue to see Chapters/SIG's emerge from the pandemic years with various enthusiastic initiatives and programming, but also continuing to experience challenges in generating engagement and participation from their membership.

Unfortunately, in July we received notice from the Durham Region Area Archives Group (DRAAG) Chapter that they made the difficult decision to dissolve the group as a result of declining engagement and an inability to fill executive positions. After some discussion this was modified to have the group simply become dormant instead of outright dissolution. Thanks to those who served on the DRAAG executive for all their hard work in keeping the Chapter going up till now, and we hope that circumstances may permit the Chapter to continue in the future.

There were discussions during this year of ways in which the AAO can assist Chapters/SIGs in managing registration for their events, which will be an ongoing discussion. Feedback was generated regarding raising the amount of the Chapter/SIG core funding allotment to reflect cost increases for programs and events, which will be brought to the membership for a vote at this upcoming AGM.

Over this past year my contributions as Chapter/SIG Stakeholder have included keeping the groups informed of AAO Board activities and bringing concerns and questions from the groups to the Board, as well as distributing chapter membership lists quarterly.

I would like to express my appreciation to the Chapters and SIGs for their efforts this year, and to the AAO Board of Directors. It has once again been my privilege to serve as AAO Chapter/SIG Stakeholder.

Respectfully submitted,
Michael deJong, 2023-2024 Chapter & Special Interest Group Stakeholder
April 26, 2024

Editor's Report, *Off the Record (OTR)*

Issues

- Three members-only issues have been released since the last AGM: Summer 2023, Fall 2023, and Spring 2024. Winter 2024 was skipped due to our volunteer editors' availability and my own delays in getting the President's Message to them on time.
- The three issues spotlighted the work of two AAO members: Melissa J. Nelson and Krista Richardson.
- Fixtures of OTR continued: a message from the editors (Adam Cavanaugh and Arvind Kang), a message from the President (myself), and updates on Archeion from Kelli Babcock, Archeion Coordinator.
- The following authors contributed pieces to OTR: Evangeline Mann, Kelli Babcock, John Yolkowski, Shernett Bennett, and Rachel Arseneau.

Advertising

We no longer have any advertisers in OTR, as the contracts with Digital Treasury and Lucidea ended prior to last year's AGM.

Changes in Editors

I want to thank outgoing OTR editors Adam Cavanaugh and Arvind Kang for their work on the publication in 2023-2024.

Our new editors are Simon Vickers and Isobel Carnegie. They can be reached at otr@aao-archivists.ca.

Respectfully submitted,

Sarah McDougall
President of the AAO, 2023-2024

Reports of the Committees

Advancement Committee Report

2023-2024 Advancement Committee Members

Maria-Lise Dobri | Member

Alesha Grummett-Roesch | Member

Christopher Hogendoorn | Chair

Sarah McDougall | Member & Board Liaison

The Advancement Committee had a clear but challenging task set for it this year: maintain its usual list of activities and responsibilities but try to find ways to make them more profitable with great participation. Theoretically, this should not have been too difficult. Both fundraising and sponsorship levels dropped dramatically because of the COVID-19 Pandemic but have not bounced back in the way we had hoped. We had nowhere to go but up. However, incentivizing companies and organisations to sponsor virtual conferences remains difficult, as does convincing our membership to donate during a period of global, and therefore personal, economic strain and uncertainty.

It is with this proviso that the Advancement Committee presents its annual report which details the mixed results of its attempts to walk the line between continuity and innovation.

Conference Sponsorship

Each year, the Advancement Committee is responsible for securing sponsors, usually from vendors of archival supplies and services, to financially support the annual conference. Before the move to virtual conferences, there was also the possibility to secure sponsorship from local businesses as well. In exchange for their sponsorship, vendors are offered a list of incentives and promotional opportunities to a targeted audience of archivists and records managers.

Sponsorship Survey Implementation

After the completion of last year's sponsor survey, the committee analysed the data to come up with an implementation plan that would take into account all of the feedback. That plan and those recommendations were produced and taken into consideration when planning for this year's sponsorship solicitation. However, much of what the committee heard from the vendors would require a return to an in-person conference, so the implementation of all the plans recommendations remains incomplete.

Revised Sponsorship Tiers & Communications

The committee slightly revised the sponsorship tiers this year in an attempt to increase the number of sponsors that we could attract at a lower-tier level, as one of the most consistent

pieces of feedback we heard from former sponsors was that they did not feel they were getting “their money’s worth” from a virtual conference as they did from an in-person one. The committee also redesigned the solicitation package into a visually appealing and succinctly laid-out slide-deck. Unfortunately, this strategy did not bear fruit.

Compared to last year’s conference with four sponsors, this year the committee managed to secure five. Three are returning from last year (with one returning at a lower tier) and two have sponsored the conference in previous years but not last year. One sponsor from last year opted to not continue this year. Despite the greater number of sponsors, due to the revised tier pricing, it resulted in a revenue loss of \$1200 compared to the previous year. The committee is obviously disappointed that its efforts did not work out as intended and will revise its approach for next year.

Fundraising

The committee’s other function is to raise additional money for the AAO through various fundraising efforts. In previous years the fundraising ask was more general, but the decision was taken last year, and then more earnestly this year, to target donations for one of the association’s most helpful initiatives (and in the committee’s opinion, the one most likely to solicit support): the Shirley Spragge Bursary Fund.

Archives Awareness Week Fundraiser

In previous years, the Advancement Committee has held an annual fundraising campaign on Giving Tuesday in November. Revenue was not historically high, and the committee felt that the message may have been lost amidst the overwhelming number of solicitations from other charitable organisations that are received at the same time. Therefore, the decision was made to take advantage of the focus on archives during Archives Awareness Week and move the fundraiser to coincide with this event. The same e-mail and social media communications strategy was applied, but additional reminders were included in the general AAW communications.

Since this was a new initiative at a different time, it is difficult to compare directly with the most recent fundraising effort. That said, a total of \$210 was raised from four donors. If we were to add to that number an unsolicited donation from Giving Tuesday 2023 by an incredibly generous member, our fundraising efforts for this year amount to \$710, compared with the most recent fundraising effort in 2022, which earned \$1185. Again, the committee is disappointed that this reimagined strategy did not lead to immediate success, and it will be taken under advisement for next year.

Membership Renewal Round-up

AAO membership renewal occurs each spring, and the committee felt that this was an opportunity to insert a small solicitation for donations at this point of contact. At the committee’s request, the Web Administrator added a donation option to the online renewal process. For example, with a typical \$95 individual membership, the committee



hoped that members would be generous enough to “round-up” the cost and add a \$5 donation, making the renewal an even \$100. Twelve members made donations in this way, for a total of \$172.50. Further communication and promotion of this initiative in the renewal reminders may help to increase revenue in the future.

Merchandise

AAO-branded tote bags remain available for purchase through [the association's website](#). No formal effort was made this year to promote the sale of the bags, but this will be revisited next year.

Conclusion

While the new strategies and ideas were not the runaway successes the committee hoped they would be, innovation is not without risk, and the committee stands behind its decisions to try something new in order to benefit the financial position of the AAO. Lessons learned from this year will be applied to next year's advancement efforts. The committee is always open to hearing new ideas to generate revenue for the association and is certainly in need of new members should anyone wish to join us.

Respectfully submitted,

Christopher Hogendoorn
Chair, Advancement Committee 2023-2024

Awards Committee Report

2023-2024 Award Committee Members

Jean Dryden | Member
David Sharron | Member
Matt Szybalski | Member
Rodney Carter | Chair
Danielle Robichaud | Member

The AAO Annual Conference was held virtually in 2023 and the Awards Committee received approval from the Board to distribute funds from the Shirley Spragge Bursary to multiple people for this year as well as provide complimentary one-year memberships for the successful applicants who were not already AAO members. We were pleased to award six bursaries to cover the registration costs for individuals to attend the conference.

For 2024, the conference will once again be online, and we are able to distribute bursaries to multiple people. The committee has not met to adjudicate the applications at the time of writing this report, so the exact number of bursaries awarded has not yet been determined.

During the 2023 AGM, the annual AAO Awards were announced, and the committee was pleased to present three awards: Sara Glassford was given the Emerging Leader Award; Ellen Millar was presented with the Alexander Fraser Award; and a Corporate Award was given to Appleby College.

The nomination period for this year's AAO Awards has closed but the committee has not yet held its adjudication meeting, so the award winners have not been decided at the time of writing. The committee has received several excellent nominations for the five awards that the AAO gives out and we look forward to announcing the winners at the 2024 conference.

Respectfully submitted,

Rodney Carter
Chair, AAO Awards Committee

Communications and Advocacy Committee (CAC) Report

2023-2024 CAC Members

Rachel E. Beattie | Chair and Board Liaison

Laura Hallman | Member

Hana Holubec | Member

Heather Clayton | Member

Alexandra Hoare | Member

Sergey Vershinin | Member

Tiffany Ribeiro | Web Administrator

The 2023-2024 year has seen some changes for the CAC. We had an influx of new members the CAC. We were also very busy with several advocacy campaigns. As per the CAC Terms of Reference created in the 2020-2021 year, the CAC continues to engage in regular advocacy activities such writing letters of support for various events, causes, archives-related initiatives. Once again, the CAC helped to promote and host Archives Awareness Week activities, including a 'Twitter Takeover' and Instagram videos highlighting member archives.

Membership Changes

The CAC welcomes new members, Hana Holubec, Heather Clayton, Alexandra Hoare, and Sergey Vershinin and thanks Daniel German, MacKenzie Gott, Tys Klumpenhower, and Emma Hamilton Hobbs for their many years of volunteer service towards the CAC.

Activities

Spring 2023

- Ontario Archives Awareness week was undertaken. The committee created a theme and poster, updated documents on the webpage, promoted and hosted a 'Twitter Takeover', and solicited vignettes.
- Membership changes with the additions of Rachel E. Beattie, the AAO's Past President who assumed the roles of both Board Liaison and Committee chair.
- Began gathering information for a response to the dissolution of Peel Region and the potential implications for the Region of Peel Archives.
- Continued publishing newsletter.

Summer 2023

- The advocacy efforts around the Peel Region issue ramped up as CAC members wrote an open letter about the Region of Peel Archives. As well, the chair of the CAC as well as the President and Vice-President met with Association of Canadian Archivists (ACA) President Erica Hernandez-Read and Robert McLelland, the co-chair

of the ACA's Public Awareness and Advocacy Committee (PAAC) to discuss a national strategy.

- Continued publishing newsletter.

Fall 2023

- The committee created a letter to elected officials about the Region of Peel Archives
- Members of the committee met with members of PAAC to discuss next steps for Peel Region Advocacy
- Tys Klumpenhauer stepped down as editor of The Original Order of Things and the committee made the difficult decision to discontinue the publication due to lack of bandwidth amongst members.
- The committee started a draft of a letter to address the situation in the Middle East and the Board of Directors stepped in to assist. The letter was sent out in late November 2023.
- The provincial government decided to not go ahead with their plans to de-amalgamate Peel so the advocacy for this issue concluded.

Winter 2024

- The committee met in January to brainstorm ideas for the Archives Awareness Week. We collaborated with the Advancement committee to support fundraising initiatives during this week.
- Alexandra Hoare and Tiffany Ribeiro created wonderful promotion for Archives Awareness Week. Alexandra created a very attractive poster and Tiffany created a special issue of The Original Order of Things as well as e-blasts and social media posts to promote AAW.

Spring 2024

- Archives Awareness Week went very well. Tiffany Ribeiro organized a Twitter Takeover and worked with Archeion Coordinator Kelli Babcock to create posts for the Archives A to Z initiative by the Archives of Ontario.
- The CAC was contacted by staff members from the Kawartha Lakes Municipal Archives with some concerns about the management and care of archival materials at Maryboro Lodge, a city museum. Work has begun on a letter to the town council.
- The CAC was contacted by an independent researcher and historian about staff cuts at the Grey County Archives. Work has begun on a letter to the municipal council urging them to consider the importance of a full staffed archives.



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Ongoing/Future Plans

The CAC continues to work on advocacy needs including the Kawartha Lakes and Grey County Archives advocacy efforts. The Committee remains available to offer communication and advocacy support to the Board and to membership.

Respectfully submitted,
Rachel E. Beattie
Chair, AAO Communications and Advocacy Committee

Digital Access and Preservation Committee (DAPC) Report

2023-2024 DAPC Members

Julienne Pascoe (Co-Chair)
Al Stanton-Hagan (Co-Chair)
Kelli Babcock (Archeion coordinator)
Tiffany Ribeiro (Web Administrator and Board Liaison)
Mitchell Parker
Alex Kay
Emily Monks-Lesson
Krista Keller
Roxanne Wildenstein

Members of DAPC met virtually three times, with additional discussions continuing over email and within Google Drive working documents. Thank you everyone for volunteering your time this year!

The committee has started to make some progress on several of the deliverables outlined in our 2023-2024 Work Plan, although the work will be ongoing into the 2024-2025 year. Support Archeion through Policy Development. A working document for this item has been generated and some initial discussions around its progress have occurred during our committee meetings. This will continue to be reviewed and finalized with a goal of summer 2024.

Discussion has begun to formalize the relationship between DAPC and Archeion Coordinator through an updated Terms of Reference. Members hope to bring this to the board in summer 2024.

The DAPC was not able to host an Information-Sharing & Support Session at AAO Conference as planned, but will be working with the PDC to co-host a workshop that will fulfil the same objectives in the near future. Work has been completed on developing an initial proposal for a session that focuses on digital preservation "good practices" with the goal of providing a supportive and open forum for sharing and discussion.

Ongoing and anticipated committee initiatives include:
Establishing new goals and submitting a 2024-2025 Work Plan;
Maintaining the digital hub;
Establishing policy and practice to support Archeion use and the Archeion coordinator;



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Continue to collaborate with the PDC; aid in the development of workshops, participate in panel(s), and promote digital-focused topics;
Continue to upload online resources and tools relating to digital archiving and maintain a current Digital Resources List for the membership.

Respectfully submitted,
Al Stanton-Hagan and Julienne Pascoe
Co-chairs, Digital Access and Preservation Committee

Diversity, Equity, and Inclusion (DEI) Committee Report

2023-2024 DEI Committee Members

Leslie Thomas | Chair and Board Liaison

Gabrielle Browne | Member

Rose Morin | Member

Dez Nacario | Member

Naailah Patel | Member

Michael Stead | Member (from February 2024)

Summary

In 2023-2024, the Diversity, Equity, and Diversity committee met and developed goals for the year. One goal was to move forward on a mentorship program for diverse students and archivists. The second was to hold workshops related to equity, diversity, and inclusion.

The committee met by zoom and communicated by email. Due to conflicting schedules and other commitments, it was difficult for the committee to find times where the majority could attend.

Activities

- It has been a quiet year for the committee with members unable to participate fully due to other commitments.
- Discussion was held about future topics and a potential speaker was contacted. This work will be continued by the next chair in 2024-2025.
- Discussion was held about the committee taking over some or all of the responsibilities for the Safe Spaces for Diversity meeting.

Ongoing/Future Plans

In the next year, the committee will focus on rebuilding and meeting goals.

Respectfully submitted,

Leslie Thomas, Chair of the Equity, Diversity, and Inclusion Committee

Date: April 29, 2024

Institutional Development Committee (IDC) Report

2023-2024 IDC Members

Jessica Barr, University of St. Michael's College | Chair

Paul Henry, City of Ottawa | Member

Lindsay Osmun, CIBC | Member

John Yolkowski, Humber Archives | Member

2023-2024 Accomplishments

Institutional Members' Symposium (virtual), held the morning of October 25, 2023, via Zoom (attended by 21 people). The symposium featured a presentation by Stephanie Bilodeau, the manager of the RCMP Archives. She spoke about the RCMP Archives, and then presented preliminary findings on an environmental scan of internal and external services of the archives. This study was conducted by Bilodeau and Leanna Wigboldus.

There was also an open discussion period about issues currently facing members, including the IDC Terms of Reference, the AAO Constitution (with specific reference to the clauses that mention the IDC), and the current needs of institutional members.

The IDC also worked on:

- Proposed changes to the AAO Constitution, to refresh the existing clauses that mention the IDC. These changes were proposed after IDC meetings, and after soliciting feedback from institutional members.
- Revising the IDC Terms of Reference.
- Institutional members' discussion forum held at the 2023 AAO Annual Conference, prior to the AGM.
- The Chair participated in the LAM Newspapers Working Group - a project designed to develop support for those working to save closing community newspapers.
- The Chair also represented the AAO at the CCA Archives Advisor Working Group.
- The committee decided not to hold a spring members' symposium, due to general workload constraints.

Future Goals

- Finalize the Terms of Reference, following discussions with members at the 2024 AAO Conference.
- Coordinate with PDC to plan a workshop on monetary appraisal, in the fall of 2024.



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- Increase committee membership numbers.

Respectfully submitted,
Jessica Barr, Chair

Professional Development Committee (PDC) Report

2023-2024 PDC Members

Teresa Wong | Chair and Board Liaison
Melissa Caza | Vice Chair
John Yolkowski | Member
Sarah Glassford | Member
Christine Schindler | Member
Jacob Keszei | Member (to January 2024)
Dez Nacario | Member
Angela Fornelli | Member

Summary

In 2023-2024, PDC organized 14 events¹ for 214 participants. In addition to workshops, programming included informal knowledge sharing sessions such as our safe spaces sessions for groups traditionally excluded from the profession. PDC received feedback on programming and suggestions for future topics from 29 individuals.

This work was completed asynchronously and through online meetings (synchronous meetings on September 18, November 14 and February 20, and asynchronous meetings during May, July, August, March/April). The PDC Chair would like to thank committee members for their dedication and hard work over the past year.

Workshops

This year saw a focus on virtual workshops as we continue to reassess our per diem rates to account for inflation over the past few years. We are noticing a preference for virtual events as they are more accessible and affordable for attendees. The decision on balancing in-person/hybrid/virtual events continues to be a major decision point for the PDC and the Board in these upcoming years. The five workshops we hosted were:

- Welcoming Interns, Students, and Volunteers in the Archives: Cultivating Mutual Success/Karen Suurtamm (May 10, pre-conference workshop)
- An introduction to Managing Audio-Visual Collections/Dave Pascoe (November 28)
- Access to Memory: An Introduction to AtoM, Entity Types, and Searching & Browsing/Sarah Romkey and Raven Germain (February 23)
- Copyright Basics Workshop/Jean Dryden (February 29)
- Getting Started with Archeion/Kelli Babcock (March 8)

¹ This count is excluding the Introduction to Access and Privacy Legislation in Ontario workshop that took place on April 13/14, 2023 as it was accounted for in last year's annual report.



Safe Spaces for Diversity in the Profession

This year also saw the continuation of our Safe Spaces. These virtual sessions were spaces set aside and reserved for BIPOC, LGBTQ2S+, records professionals with disabilities, chronic illnesses and the neurodivergent to connect and meet with one another in an informal environment. Each session was hosted three times (May, October, March), for a total of 9 events, with additional events planned for the May conference.

- BIPOC Records Professionals/Melissa Nelson, Dez Nacario
- LGBTQ2S+ Records Professionals/Rachel E. Beattie
- Records Professionals with Disabilities, Chronic Illnesses and the Neurodivergent/Sarah MacDougall

Additional Committee Work

- Worked to plan a balance of in-person and remote events
- Completed a 2024-25 plan and budget
- Working on revising our per diem rates to account for inflation in recent years

Respectfully submitted,

Teresa Wong, Chair of the Professional Development Committee

Date: 2024-04-26

Student and New Professional Outreach Committee (SNPOC) Report

2023-2024 SNPOC Members

Rhiannon Allen-Roberts | Chair

Helen Liu | Board Liaison

Adrienne Kitchin | Secretary

Natalie Mitchell | Member

Kevin Zuccherato | Member

Julia Gilmore | Member

Angela Fornelli | Member

Michael Stead | Member

Nicole Marcogliese | Member (to March 2024)

Summary

In the summer of 2023, the Student and New Professional Outreach Committee worked to create a page on the AAO website with introductory and training resources for students and new professionals. After discovering that a similar but unpublished page existed in the back end of the AAO site, we focused our efforts to revamp that page. The committee created a list of resources and, spearheaded by Helen Liu, worked with the Web Administrator, Tiffany Ribeiro, to get the page live in October of 2023.

Since May of 2023, Natalie Mitchell has coordinated Student and New Professional Spotlights in *The Original Order of Things*. Arrangements have been made to continue these spotlights in *Off The Record* since *The Original Order of Things* is being discontinued.

We aimed to host three outreach events in the 2023 to 2024 year. At the 2023 AAO conference we hosted a networking session for students and new professionals where members expressed a desire for more opportunities for professional development. Natalie Mitchell did an in-person classroom visit to the iSchool in Toronto in October to promote the AAO where she presented to ~70 students. Rhiannon Allen-Roberts did a virtual information session for students to learn about the benefits of joining the AAO in early December with Kelli Babcock, the Archeion Coordinator, though there were only two attendees. If we are to repeat this event, we think it would be best to host it earlier in the semester. An Ask-Me-Anything session hosted by Natalie Mitchell is planned for the 2024 AAO conference where two professional archivists, one of which is Angela Fornelli, will be available to answer questions about the profession in a judgement-free environment.



In December of 2023 a survey to determine the topics of interest amongst students and new professional members of the AAO was shared to guide what future activities the committee should focus on. Results of this survey were also shared with the Professional Development Committee.

Through our outreach activities, the Student and New Professional Outreach Committee aims to increase student and new professional membership in the AAO. The ambitious goal is to have 15% of total AAO membership be student and new professional members. At the time of the 2022-2023 Annual Report in May 2023 there were 74 student and new professional members, making up 11.38% of total AAO membership. In September 2023, there were 83 student and new professional members, making up 12.10% of total AAO membership. As of April 2024, there are now 104 student and new professional members, making up 13.85% of total AAO membership. Our committee will continue to make efforts to increase and retain this level of student and new professional membership.

Respectfully submitted,
Rhiannon Allen-Roberts
Chair, Student and New Professional Outreach Committee

Reports of AAO Staff

AAO Secretariat Report (Redstone Agency)

Redstone Agency is proud to be the secretariat for the Archives Association of Ontario. Redstone is passionate about helping groups such as the AAO in make a lasting impact on the communities they serve by building a deep understanding of their goals, and implementing the right solutions for their needs. Headquartered in Toronto, Redstone Agency provides full-service association and event management services across North America and internationally, and we're thrilled to continue in this fruitful partnership with the AAO.

Please see the following description of Redstone's updates below:

- Supporting AAO membership queries and renewals by fielding emails and phone calls, manually renewing individual and institutional memberships where needed, updating membership profiles due to staffing changes, manually updating invoices by member request, liaising with Redstone Finance to ensure membership's needs are met. Redstone also strives to ensure lapsed members renew through email follow up.
- Redstone provides reports for Board meetings and updates membership lists for all Chapters and Archives Emergency Response Network.
- Redstone creates e-blast drafts for review, working with appropriate AAO member to ensure language/formatting/design is approved, schedules approved e-blast communications to members, flags with AAO if there will be overlap in communications going out.
- Redstone handles new event set up using details provided by email request or directly in the Event Programming Calendar, sets up the event page(s) in Wild Apricot as well as creating the Zoom meeting registration link, sets event confirmation email to include Zoom link or provide by email closer to event date for any AAO events. Including collecting and managing event payments where necessary.
- Redstone provides support where needed to the Archeion Coordinator and Web Administrator, as well as assisting membership with utilizing the Listserv.
- Redstone's Finance team provides accounting services through monthly financial statements to AAO, as well as the annual audit after AGM.
- Redstone's Finance team processes AAO's AP and pays any invoices/bills sent.
- Redstone's Finance team ensures cheque payments are received by mail and deposited into AAO's bank.
- Redstone's Finance team provides invoices to conference sponsors.



- Redstone's Finance team creates Archeion invoices for eligible members in conjunction with Secretariat.
- Redstone's Finance team processes refunds where necessary to membership in the event of an overpayment or event cancellation, etc.

I extend all my gratitude to the AAO Board of Directors, staff and all Chapter and Committee Volunteers for your hard work and support throughout the year. I'm always happy to hear from our membership and volunteers, so please don't hesitate to reach out to the AAO office at any time.

My details are as follows: aao@aao-archivists.ca or 647-343-3334.

Respectfully,

Olivia Godas
Account Manager, Redstone Agency

Archeion Coordinator Report

The following is a summary of the Archeion Coordinator's activities for the period April 1, 2023 to March 31, 2024. Annual work plan goals included:

- 1) Maintaining Archeion and supporting AAO institutional members' Archeion needs
- 2) Creating a transparent and sustainable annual plan for the Archeion service
- 3) Improving the reliability and quality of Archeion data

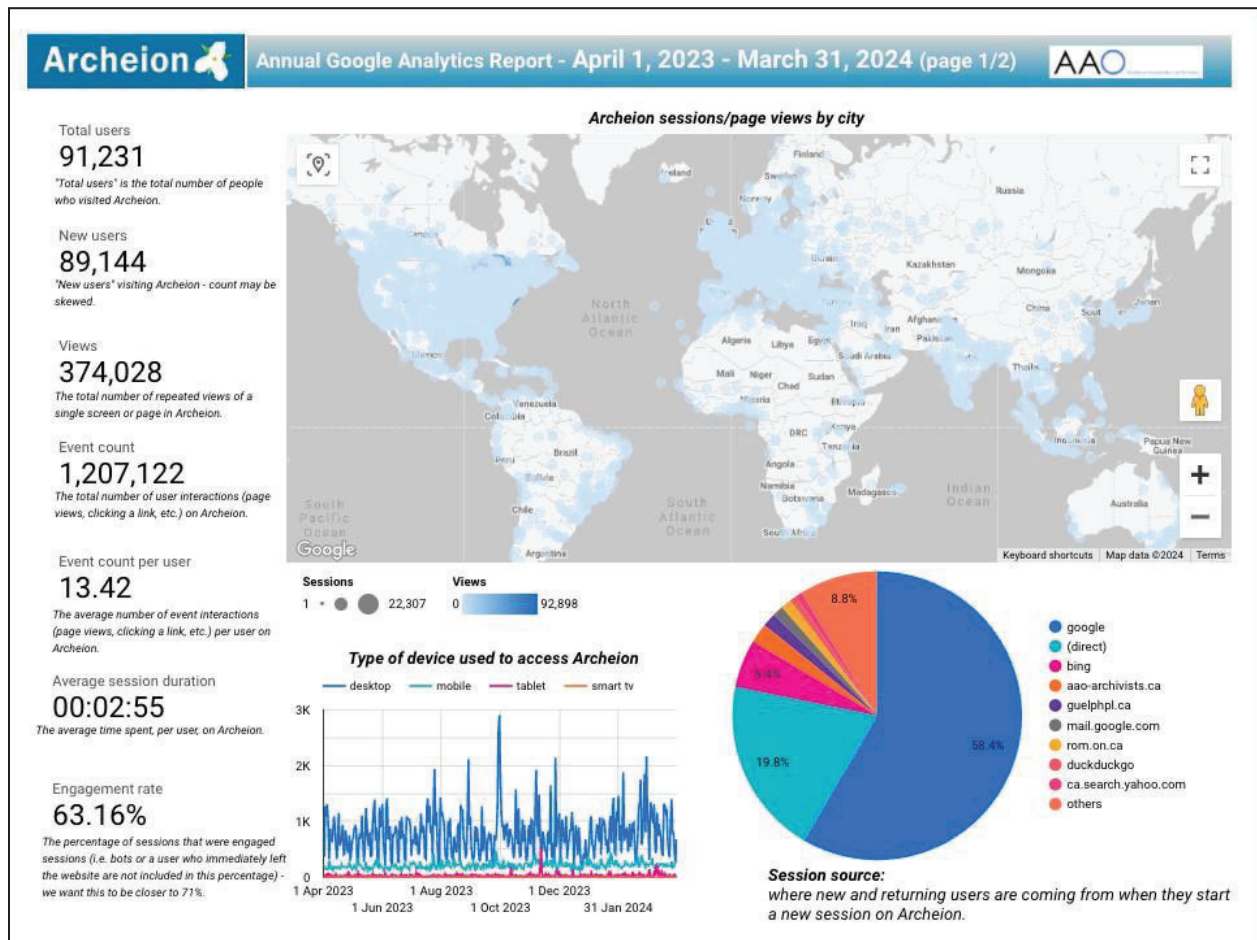
Archeion Statistics

New unique visitors to Archeion	91,231
Number of Archeion page views	374,028
New descriptions added to Archeion (all levels, published & draft)	2,774
Total descriptions in Archeion (all levels, published & draft)	114,952
Total authority records in Archeion	20,446
Total digital objects in Archeion	19,179
Number of institutions in Archeion	196
In person (virtual) consultations* completed for AAO members	9
In person (virtual) consultations completed for non-AAO members	2
Email** support completed for AAO members	85
Email support for non-AAO members	79

* I am intentionally publishing Archeion FAQs and asynchronous support/training to help the AAO maximize Archeion funding by reducing the volume of 1:1 consultations (most institutions have recurring and similar questions - now answered in Archeion support materials online). See "Outreach Conducted" section for further information. Asynchronous support material has decreased 1:1 consultation volume compared to past years in this year's reporting statistics.

** For email support - each unit recorded under email correspondence represents a full email exchange regardless of whether there was multiple correspondence between both parties. Note that these figures are not a one to one conversion - one institution may have asked multiple questions in different email exchanges.

The screenshots below can be viewed on the web in [this interactive Looker Studio report](#).

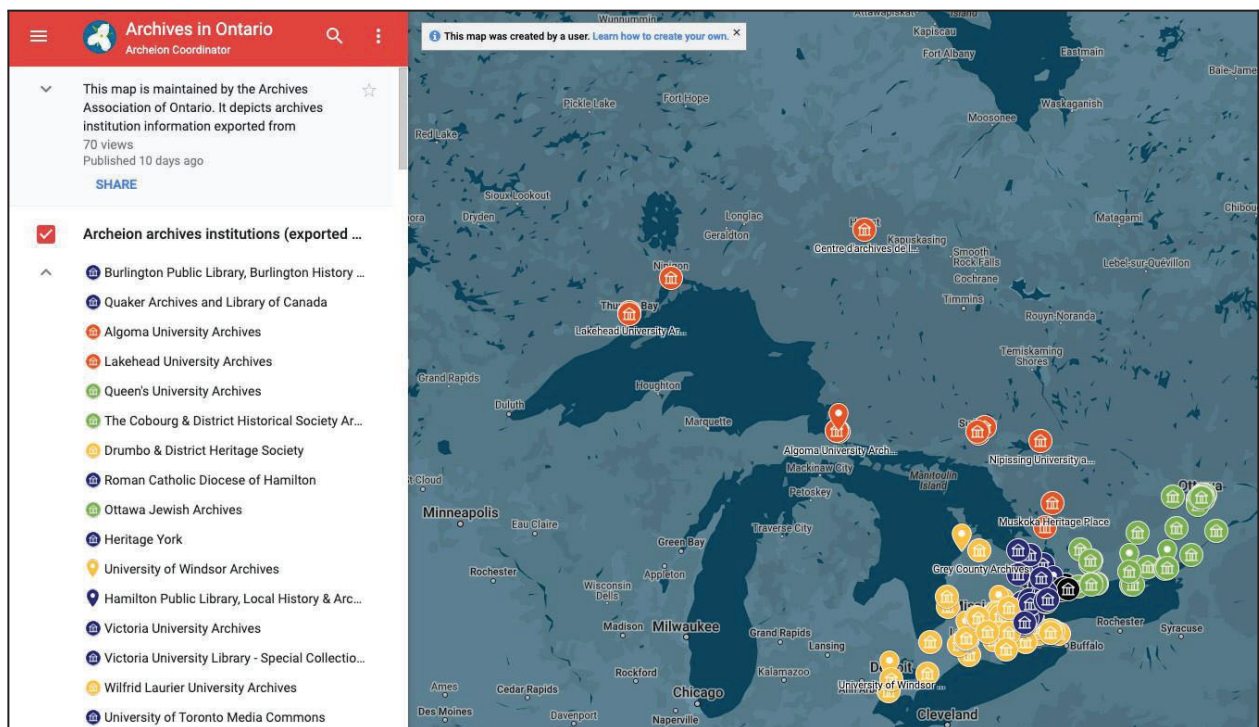


First page visited by users when accessing Archeion		Search terms entered by users in Archeion	
Landing page	Total users	Search term	Searches
1. /	5,163	1. District Court of sudbury ontario	1
2. /	4,091	2. elora	116
3. /informationobject/browse	2,564	3. F93	101
4. /	1,259	4. sudbury	100
5. /toronto-psychiatric-hospital-clarke-institute-of-psychiatry-fonds	650	5. "copper cliff"	80
6. /homosexuality-and-sport-sextv-episodes-6-26	632	6. st james guelph	72
7. /guelph-public-library-archives	573	7. guelph	62
8. /city-of-greater-sudbury-archives	568	8. ROM	58
9. /weall-cullen-nurseries-ltd	564	9. greater sudbury	55
10. /ontario	547	10. Golf	53
11. /archives-of-ontario	505	11. girl guides	51
12. /sudbury-greater	486	12. acton	44
13. /canadian-forces-base-lahr-germany-fonds	470	13. quebec street	44
14. /fort-william-st-josephs-indian-residential-school	455	14. home street guelph	41
15. /north-america	422	15. aircraft	39
16. /actor/browse	418	16. "University of Guelph"	37
17. /oxford-regional-centre	387	17. georgetown	36
18. /port-hope-municipality-of	366	18. levack	36
19. /national-defence-directorate-of-history-heritage-library	338	19. macdonell	36
20. /homosexuality-and-sport-sextv-episodes-6-26;rad	311	20. Carnegie library	35
21. /fonds-sangeetha-gnagnavel	286	21. brantford	35
22. /guelph-public-library-couling-building-inventory-collection-3	283	22. cdic	35
23. /royal-ontario-museum-library-and-archives	281	23. indian	35
24. /maple-leaf-mills-limited	279	24. mcmaster	35
25. /hamilton	275	25. macdonell street	34

Archeion Maintenance

- [Upgraded Archeion to AtOM version 2.7.3](#) with Artefactual Systems (September 28, 2023)
 - Ongoing planning with Artefactual Systems for Archeion upgrade to AtOM version 2.8.2 - to be scheduled in Summer 2024 or Fall 2024. Reminder to AAO institutional members that the Archeion Page Stats module will be retired once Archeion is upgraded to AtOM version 2.9.
- Archeion theme updated to [Bootstrap version 5.x](#) (arArcheionB5Plugin theme) in January 2024
 - Submitted request for quote from Artefactual Systems for **2024-2025 Archeion theme refresh**. The RFQ proposal was approved by AAO Board for the 2024-2025 budget. This means that Archeion will get a much-needed theme update to improve its look and feel in 2024-2025! More details to come.
- Annual Archeion user account and membership review

- Added public note for institutional members who are inactive AAO members and no longer have active logins in Archeion - *“This institution is no longer a member of the Archives Association of Ontario. Their Archeion profile may be outdated.”* (this is custom practice for other provincial AtoM portals. It will help support database maintenance)
- For institutions who do not add descriptions and only use the institutional directory feature of Archeion I am also adding links to external discovery points in the “Finding aids, guides and publications” field on institutional profiles. This will help researchers connect with an institution’s own internal discovery database after locating their institutional profile on Archeion.
- Exported all institutional data to refresh the [Locations of Archives in Ontario Google Map](#)
 - Used export to validate Contact Area URL field per institution - removed all outdated URLs that resulted in a 404 error; all values in each Archeion institutional profile’s URL field are now up-to-date
 - Added colour-coding to the map to represent general AAO Chapter regions
 - Archives in Ontario Map refresh will occur annually, or as requested, from Archeion institutional data. If you do not see your archives on this map, reach out to archeon@aao-archivists.ca to have your institutional profile added to Archeion.



- Enabled Archeion setting to [validate authority record identifier values](#) - use of this field is recommended in the [Archeion Authority Record Policy](#). I am

encouraging institutions to consider using external authority URIs, where possible, in this field to help prevent duplicate authorities in Archeion

- Ongoing institutional member support
 - Welcomed 3 new institutions this year: [Red Rock Historical Society Inc.](#); [Newcastle Village and District Historical Society](#); [Redeemer University](#)
 - Ongoing bulk csv ingest support for member institutions
- Ongoing taxonomy and authority record clean up
- Ongoing maintenance and creation of Archeion training materials for both institutions and researchers
- Ongoing web accessibility research for AtoM
- Monthly and annual statistics and analytics collection - reports now published on [About Archeion](#) page

Archeion Policy Review and Updates

- Initiated discussions with Digital Access and Preservation Committee around Archeion policy development (work is ongoing in 2024-2025)
- Published [Archeion Authority Record Policy](#)
- Published [Using Archeion - Letter of Understanding for Archives](#)
- Published [Joining Archeion FAQ](#)
- Reviewed and updated Archeion Coordinator instructions (internal policies and procedures for Archeion Coordinator role)
- Updated annual Archeion Coordinator tasks in Asana (for reuse annually in cyclical work planning)

Special Projects

- Completed Archeion's move to Google Analytics 4
- Collaborated with Archives Advisor Working Group and AAO IDC Chair, Jessica Barr, to publish [Reconciliation Toolkit for Non-Indigenous Archives in Canada](#)

Outreach Conducted

- May 11, 2023: delivered 2023 AAO Conference presentation [Maintaining Healthy Databases](#)
- May - August, 2023: held 14 Archeion Zoom Drop Ins - all resulting [asynchronous training videos published to Archeion YouTube playlist](#)
- December 1, 2023: with Students and New Professionals Outreach Committee, participated in [student outreach to share information about Archeion](#)
- February 23, 2024: supported Professional Development Committee to coordinated Artefactual System's delivery of the [PDC presents Access to Memory: An Introduction to AtoM, Entity Types, Searching & Browsing](#)
- March 8, 2024: with PDC delivered the [Getting Started with Archeion \(public slide deck\)](#) workshop

- Worked with AAO Web Administrator, Tiffany Ribeiro, to prepare Archeion #ArchivesAtoZ campaign (for publication in April 2024)
- Worked with AAO Web Administrator, Tiffany Ribeiro, on Archeion commemorative dates social media posts
- Worked with AAO Web Administrator, Tiffany Ribeiro, on [Archeion #FeatureFriday](#)
- Ongoing outreach about joining Archeion
- Ongoing outreach about searching for records in Archeion; connecting user inquiries to Archeion institutions
- [Off The Record](#) submissions throughout the year

External Committee/Organization Involvement

- Participated in national Archives Advisor Working Group meetings throughout the year; Chaired March meeting with discussion about Archives Canada and new CCA Archives Canada Working Group
- Renewed Archeion Coordinator individual membership with AtoM Foundation

This was a busy year - thank you to the hardworking AAO Board for their support, advice, and knowledge; to the AAO Office (Redstone) staff for all of the collaboration, especially Kate Foster; and to the AAO membership for a wonderful and interesting year working with you all. I am excited for the 2024-2025 year ahead - please continue reaching out with your support needs for the Archeion service.

Respectfully submitted, Kelli Babcock (she/her)
Archeion Coordinator

April 28, 2024

Reports of the Special Interest Groups (SIGs)

Association of Independent School Archivists (AISA) Report

The Association of Independent School Archivists (AISA) is a group for archivists working in Ontario Independent Schools. Our group meets two or three times a year in-person and via Zoom or Google Meet.

Our last meeting was the first hosted by new coordinator Gabby Bablanian over Google Meet on November 22, 2023. The main topic of conversation was how to encourage engagement with the archives within and outside the parent organization. Some strategies from various archives were having a committee of graduates, Advancement members, Board members, and current students meet to discuss archival topics and propose ideas for their school archives. The meeting serves as a way to keep the school community in the loop as well as get their feedback on what they would like to see in the archives. Other tactics were working with the town archives to exchange photographs and artifacts on loan to display them to a wider audience outside of their school community. A big point for internal engagement was working with the teachers to get current students involved in the archives and making sure to have the archives in every alumni magazine/newsletter.

Another topic of discussion was which archival tools are most used by the AISA members. Obviously, the photo/document scanner was the most important tool to all, as well as a reliable database software for digital preservation (Preservica was used by most). This led into a longer discussion of the pros and cons of different preservation software – some believed that Preservica had too many functions that were not necessarily needed for what their archives were doing. Others spoke on the necessity of making the front facing websites as easy to navigate as possible for visitors.

Other than actual preservation tools, the second most reliably used item was a reference document relevant to each school. To some it was a school history book, or even old yearbooks, that are religiously used to look up events, names, and places. There was also stress on having these documents digitized in order to search through them quickly via keywords.

A fun tangent that the group went on was the discussion of the archival “graveyards” – large collections of artifacts and documents that were of unknown origin or importance. Every member had some sort of collection like this where there is no way to



reliably date the items, and therein brings up the issue of whether these items should be kept in the collection or not. For all members, this was not an easy decision to make. Some involve their Advancement department to make a decision, and some simply do not throw out items unless they absolutely have to. The main problem that many faced was that items that were seemingly of no importance were sometimes requested by staff or faculty to use for a project or event, so they couldn't risk throwing the items out. There were also gift items from alumni or parents that had nothing to do with the archives but could not be thrown out for fear of insulting the gifters. But then there's the issue of physical space in the archives to consider as well. There was no real solution to this problem, but it was nice to chat about our shared storage struggles.

Our upcoming meeting is being planned to take place some time in the summer. Due to scheduling difficulties it may also be over Google Meet again. The topics for discussion are yet to be determined by the group. A topic I would like to personally discuss is archival involvement with alumni reunions.

Respectfully submitted,
Gabby Bablanian
Chair, Association of Independent School Archivists

Municipal Archives Interest Group (MAIG) Report

2023-2024 MAIG Executive Members

Megan Lockhart | Chair

Amber Mandich | Vice Chair

Gina Dewaele | Secretary-Treasurer



MAIG's annual newsletter, the *MAIGazine*, was published in September 2023.

"Community Connections" was the theme for this edition, exploring the innovative ways municipal archives have expanded their user bases and connected with local communities. Six updates from municipal archives and professionals were shared in this year's edition highlighting digitization projects, virtual engagement, online databases, and more. The Executive would like to thank our colleagues who contributed to the newsletter and look forward to reading the submissions for this year's edition.

In October 2023, MAIG members attended the annual Open House at the Bruce County Museum & Cultural Centre. Attendees were treated to a tour of the museum and archives, and a special tour of the Historic Saugeen Metis Centre and Aunt Annie's Cottage. As always, we were very grateful to our Open House hosts and the opportunity for us all to connect.

Last year, the MAIG Annual General Meeting was conducted virtually on May 10, 2023. A total of 23 members attended. Five motions were passed during the AGM, adopting the 2023 AGM agenda, approving the minutes from the 2022 AGM and the 2023-2024 financial report and budget, and electing the Secretary-Treasurer for the 2023-2026 term.

This year, the MAIG Executive will conduct the AGM virtually on May 6. Members will be asked to take part in the approval of the 2023 AGM minutes, the adoption of the 2024-2025 financials and budget, and the election of the Chair and Vice-Chair for the 2024-2027 term. The Executive has also reviewed the MAIG constitution and has proposed the following summarized amendments that will be voted on at the AGM:

- The addition of a Past Chair position to the Executive.
- Reducing the term length of Executive positions from three years to two years.
- Updating language to reflect contemporary sociocultural standards and 2SLGBTQIA+ allyship.
- Changing the core funding request deadline to align with the AAO Chapter/SIG Manual.



- Additional duties in the Executive Terms of Reference to reflect the evolution of the positions.

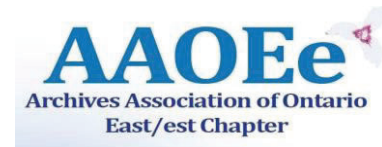
Respectfully submitted,
Megan Lockhart
Chair, Municipal Archives Interest Group

Reports of the Chapters

Eastern Ontario Chapter (AAOEe)

2023-2024 AAOEe Executive Members

Claire Sutton | President
Matthew Moore | Vice President
Theresa Sorel | Treasurer
Marcia Mordfield | Secretary
Olga Zeale | Secretary
Jacinda Bain | Member-at-Large
Anne Lauzon | Member-at-Large
Emery Leger | Member-at-Large
Heather Wilson | Member-at-Large



In 2023-2024, the AAO East/est Executive focused on engagement with the Chapter membership, planning a variety of workshops, speaker, and networking events over the course of eight online meetings.

The Executive produced the following four events in 2023-2024, all of which were held in-person and were either free of charge or had a minimal registration fee. We would like to acknowledge here the valuable time and effort invested by all our hosts/presenters in supporting the AAOEe and the AAO with these events.

- July 20, 2023 - Summer social at Plate Gastropub, Ottawa
- October 5, 2023 - Tour of the Centre d'archives, de généalogie et d'histoire de l'Outaouais in Gatineau, with presentations by: Jacinthe Duval, from the Gatineau branch of the Bibliothèque et archives Nationale du Québec (BaNQ); Nathalie Gélinas, from the Information Management and Archives branch of the Ville de Gatineau; and Frédéric Laniel, from the Centre régional des archives de l'Outaouais (CRAO)
- April 18, 2024 – Getting Started with Digital Preservation, half-day workshop at the City of Ottawa Archives, with presentations by: Emily Monks-Leeson, Kevin Palendat, and Julienne Pascoe (Library and Archives Canada)
- April 20, 2024 – Unlocking the Past: Keys to your Home's Story, half-day workshop at the Museum of Lennox and Addington, with presentation by Megan Hobson (Hobson Heritage Consulting)



In addition, the Chapter will hold the AAOEe AGM on 27 April 2024 at the Royal Oak Centrepointe in Nepean, at which time we will elect the Executive for the 2024-2025 term.

While all of the events were successful in their own way, the AAOEe has found this year challenging. The first two events were attended only by the Executive, with the exception of one additional Chapter member at the tour. The two workshops fared better, drawing 12 and 21 attendees respectively; it appears that the property research workshop drew such numbers due to its appeal to the broader local community. Regardless, with event attendance being somewhat limited overall, we are uncertain whether events are sustainable for the Chapter given the effort required to plan and execute them. This is particularly so at a time when the Executive is experiencing volunteer burnout, with a majority of the members having served for more than five years. From meetings with the AAO and other AAO Chapter presidents this year, I understand that this experience is not unique to the AAOEe. It is hoped, however, that there might be some resolution to this in the coming term.

My sincere thanks go to the 2023-2024 AAOEe Executive for their time, energy, and commitment to the Chapter and the AAO.

Respectfully submitted,
Claire L. Sutton
President, AAOEe Chapter



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aao@aao-archivists.ca
www.aao-archivists.ca



Northwestern Ontario Archivists' Association (NOAA)

2023-2024 NOAA Executive Members

Christina Wakefield | President
Michael deJong | Treasurer
Sara Janes | Secretary
Lauren Halsey | Member-at-Large
Dawn Unwin | Member-at-Large
Richard Mastrangelo | Member-at-Large
Helen Liu | Member-at-Large



Northwestern Ontario
Archivists' Association

NOAA is just getting up and running again after the pandemic. Our only event for the past AAO year was the NOAA AGM, held April 19, 2024 at the Thunder Bay Museum and online. We had a good brainstorming session on events for the next year and what we want NOAA to be. We also held our elections and gained a few members to our Executive. Unfortunately, Lois Fenton from the Atikokan Museum, stepped down from the executive in anticipation of her retirement in the Fall. We wish her a very happy retirement!

We have planned a few events for next year. We will be resurrecting the Archives Crawl for students, hoping to invite both Lakehead University and Confederation College students this time around. We are also hoping to run another symposium, where local archivists, historians, and heritage professionals can present on the projects they are working on.

Christina Wakefield
President, NOAA
City Archivist, City of Thunder Bay Archives
cwakefield@thunderbay.ca
807-625-2822



Southwestern Ontario Chapter (SWOC)

2023-2024 SWOC Executive Members

Joshua Klar | President
Bridgette Somers | Vice-President
Gina Dewaele | Treasurer
Arthur McClelland | Secretary
Dez Nacario | Member-at-large



In April 2023, SWOC hosted our first in-person AGM since COVID-19 at the Diocese of Huron Archives at Huron University College in London. After the meeting SWOC received a tour of the archives facility and a talk from the Archivist, Dez Nacario. Two vacant positions were filled at the AGM and SWOC was pleased to welcome Bridgette Somers, Manager of Corporate Records at the City of London, as Vice President and Dez Nacario, Archivist at the Diocese of Huron, as our newest Member-at-large.

In June 2023, SWOC held a webinar on using OnLand presented by Nicole Aszalos, Archivist/Supervisor at the Lambton County Archives. The webinar explored how to conduct land research online via OnLand.ca and provided participants with new skills on how to navigate the site including tips and tricks on make searching easier. We had 17 members attend the webinar.

The SWOC executive has set our strategic priorities for 2023-2025 and our goal is to expand SWOC's membership and connect with current students in the field. SWOC will begin by embarking on an outreach initiative to engage more with current students in the field of library, archives and records management. Our next event is expected to be held this spring and will be intended for Western University students or other students in the field.

Our 2024 AGM will be held on Thursday, April 25th at the Elgin County Archives.

Respectfully submitted,
Joshua Klar
President, Southwestern Ontario Chapter (SWOC)

Toronto Area Archivists' Group (TAAG)

The past year for TAAG has been one focused on reconnecting in person with other archivists and students through tours and pub nights. We organized two in-person tours followed by pub nights as well as a pub night with the Association of Canadian Archivists University of Toronto Student Chapter. It was great to reconnect with people and meet new archivists.

This upcoming year is one full of change as the executive committee's main positions are all at the end of their term. This means my role as President is ending. It's been a great two years of planning events for the Toronto Archives community, and I can't wait to see what the incoming executive has planned. Tanis Franco will be ending their term as Treasurer and Louise Curtis will be ending her role as Secretary. I have so much appreciation for all the work that Tanis and Louise have put into TAAG the past two years. Thank you as well to the Member's at Large, Tiffany Ribeiro, Beverley Darville, Elizabeth Carroll, and Nicole D'Angela. I've valued the effort that folks put into planning and attending events, TAAG is what it is because of the amazing members that we have. TAAG's AGM will take place during the AAO's conference, so stay tuned for our new Executive members.

The following is a list of events held by TAAG the past year:

- AAO Conference Chapter Meetings
Date: May 10, 2023
Location: Zoom
Attendees: ~15
We hosted an informal TAAG meeting during the AAO Conference Chapter Meetings section. We discussed events that TAAG had planned and gathered input from attendees on what events they would like to see and in what areas of the city they were most likely to go to.
- Toronto Metropolitan University Tour and Pub Night
Date: July 14, 2023
Location: Toronto Metropolitan University Archives
Attendees: 29
We got a great tour by the staff at the TMU Archives. We had a chance to see some of their collections and learn about the history of the Archives and TMU.
- Archives of Ontario Tour



Date: October 19, 2023

Location: Archives of Ontario

Attendees: 11

The staff at the Archives of Ontario provided a great tour of their space. We saw the reference area, stacks, and preservation room while learning about the history of the archives and the kinds of materials that they collect.

- ACA U of T Student Chapter Pub Night

Date: January 18, 2024

Location: Imperial Pub

Attendees: 7

This informal pub night was appreciated by the students who were able to ask those of us in the profession for tips on courses, applying for jobs, and to answer questions about the archival field in general.

Respectfully submitted,
Charly Wreggitt
TAAG President
taag.chapter@gmail.com

2023 AGM Minutes (for approval)

2023 Annual General Meeting Archives Association of Ontario (AAO)

Friday, 12 May 2023

1. Call to Order - R. Beattie
The meeting was called to order at 9:34am
2. President's Opening Remarks - R. Beattie
The President greeted the membership. The President thanked the conference organising committee members: Jennifer Weymark, Katie Kennedy, and Abigail Miller; the speakers and moderators; and John Roberts and Wendy Duff for their thoughtful participation in the conference's opening plenary session. The President mentioned that the conference in 2024 will be virtual with hopes for an in-person conference in 2025. The President thanked the Board members for their work this year. The President thanked Kelli Babcock for her work on Archeion. The President thanked Kate Foster from Redstone for their work on AAO's administration. The President thanked the chapter representatives and committee members for their dedication and enthusiasm. The President thanked Adam Cavanaugh for his work on Off the Record.
3. Approval of the Agenda - R. Beattie
Motion 19/2023 Motion to approve the agenda for the 2023 Annual General meeting moved by Rachel Beattie, seconded by Sarah McDougall; carried.
4. Approval of the Minutes of the 2022 AGM - R. Beattie
Motion 20/2023 Motion to approve the minutes from the 2022 AGM held on May 27, 2022 moved by Rachel Beattie, seconded by Sarah McDougall; carried.
5. Report of the President - R. Beattie
The president's report can be found on page 5 of the AGM package.
-Highlights from the report:
-The president thanked all AAO members and Board members for their ongoing support of the AAO.
-The president thanked the 2022 organising committee for their excellent work on last year's virtual conference.
-The president thanked John Yolkowski and the Professional Development Committee for the wide range of virtual and in-person professional development opportunities this year.
-This year marked the third year of safer spaces sessions.

- The AAO has continued to support DEI work by offering two free training sessions to AAO members. The sessions were well attended by members. The AAO has committed to offering additional training opportunities in the upcoming year.
6. Report of the Secretary-Treasurer - C. Chaffey
-The Secretary-Treasurer's report can be found on page 8 of the AGM package.
Motion 21/2023 a motion to approve the Secretary-Treasurer's report for the 2022-2023 fiscal year was moved by Rachel Beattie, seconded by Sarah McDougall; carried.
7. Motions - S. McDougall
The strategic plan was created for 2020-2023. For a variety of reasons outlined on page 51 of the AGM package the Board felt it was not the right time to create a new strategic plan. Their only addition is to add the standing committee for the Diversity Equity and Inclusion committee.
- a. Motion to extend the Strategic Plan to 2026
Motion 22/2023 A motion to extend the AAO strategic plan to 2026 was moved by Rachel Beattie, seconded by Sarah McDougall; carried.
8. Election of the Board of Directors - R. Beattie
- a. Director-Without-Portfolio
Motion 23/2023 A motion to open the floor for nomination to the role of Director without Portfolio was moved by Rachel Beattie on consent.
Krista Jamieson was nominated from the floor with support from John Yolkowski, Amanda Oliver, and Daniela Ansovini.
Mark Ferkul was also nominated by the nominating committee.
Motion 24/2023 A motion to open the vote for the role of Director Without Portfolio was moved by Rachel Beattie on consent.
Results of the vote were as follows:
Krista Jamieson 58%
Mark Ferkul 17%
Krista Jamieson was elected.
- b. Web administrator
Motion 25/2023 A motion to open the floor for nominations to the role of Website Administrator was moved by Rachel Beattie on consent.

Motion 26/2023 A motion to close the floor for nominations for the position of Website Administrator was moved by Rachel Beattie on consent.
-Tiffany Ribeiro is acclaimed and elected.

c. Professional Development Chair

Motion 27/2023 A motion to open the floor for nominations to the role of Professional Development Committee chair was moved by Rachel Beattie on consent.

Motion 28/2023 A motion to close the floor for nominations to the role of Professional Development Committee chair was moved by Rachel Beattie on consent.

-Teresa Wong is acclaimed and elected.

d. Institutional Development Committee chair

Motion 29/2023 A motion to open the floor for nominations to the role of IDC chair was moved by Rachel Beattie on consent.

Motion 30/2023 A motion to open the vote for the role of IDC Chair for institutional members only was moved by Rachel Beattie on consent.

-Vote to ratify Jessica Barr in the role of IDC Chair. Jessica Barr is elected IDC Chair.

e. Secretary-Treasurer

Motion 31/2023 A motion to open the floor for nominations to the role of Secretary-Treasurer was moved by Rachel Beattie on consent.

Motion 32/2023 A motion to close the floor for nominations to the role of Secretary-Treasurer was moved by Rachel Beattie on consent.

-Al Stanton-Hagan is acclaimed and elected.

f. Vice-President/President-Elect

Motion 33/2023 A motion to open the floor for nominations to the role of Vice-President/President elect was moved by Rachel Beattie on consent. -Helen Liu was nominated from the floor. Angela Fornelli, Martha Sellens, Lindsay Osmun in support.

Motion 34/2023 A motion to close the floor for nominations to the role of Vice-President/President elect was moved by Rachel Beattie on consent.

-Helen Liu is acclaimed and elected.

The 2023/2024 AAO Board of Directors is as follows:

President: Sarah McDougall

Vice-President/President Elect: Helen Lui

Past President: Rachel E. Beattie

Secretary/Treasurer: Al Stanton-Hagan



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Institutional Development Committee Chair: Jessica Barr
Director Without Portfolio: Krista Jamieson
Director Without Portfolio: Leslie Thomas
Web Administrator: Tiffany Ribeiro
Professional Development Committee Chair: Teresa Wong
Chapter Stakeholder: Michael DeJong

9. Awards Committee announcements - R. Carter
On behalf of the Awards Committee Rodney Carter presented the AAO Awards for 2023.
AAO Corporate Award - Appleby College
Emerging Leader Award - Sarah Glassford
Alexander Fraser Award - Ellen Millar

10. Adjournment - R. Beattie 10:37am
Other business - none
Motion 35/2023 A motion to adjourn the 2023 AGM of the AAO was moved by Rachel Beattie on consent.