



Archives Association of Ontario

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

Twenty-Sixth Annual Report, 2018  
for the year 2017-2018

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# The Archives Association of Ontario by the numbers in 2017-18



Archives Association of Ontario

2017-18 was a big year for the AAO! We turned the ripe old age of 25 and celebrated by publishing a history of our organization. In Pursuit of the Archival Endeavour, which was the result of two years of hard work on the part of the AAO Organizational History Committee. We took stock this year and worked to improve policies and procedures, ensure we are accountable to our members, and remain fiscally responsible. We gave our website a much-needed refresh and are proposing updates to our mission, mandate, and standing committees to ensure our organization remains responsive and active. And we pursued improvements to our core work dedicated to serving members through the Archives Advisor and Archeion programs, professional development, and networking opportunities. Thank you for your continued membership, volunteerism, and engagement!

## Membership

Institutional members 235

Individual members 131

Students 49

Retired 12

Friends 8

March 2018

435

active members

+16%

March 2017

374

active members

## Professional Development

2017 Conference: Toronto

159 attendees  
27 papers & panels  
4 tours

## AAO Workshops

3 workshops  
59 students

## Off the Record

4 issues 47 articles  
100 issues now available online  
1,600 downloads of all issues

## Services

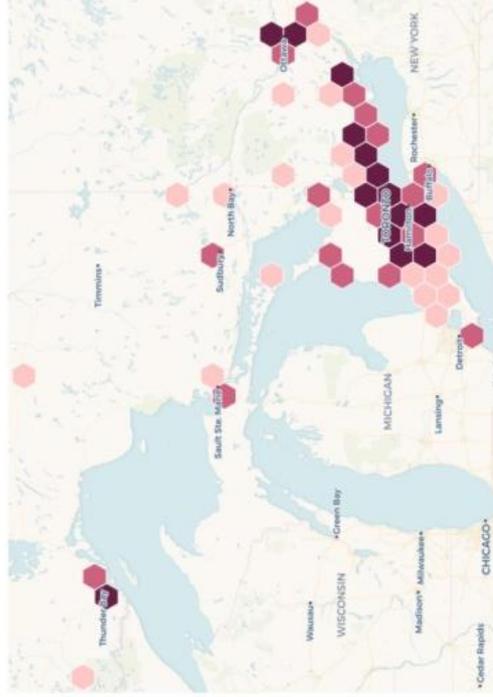
Archives Advisor

169 e-mail consultations  
21 phone consultations  
9 site visits  
5 outreach events attended

## Archeion

447,544 unique visitors +29%  
2,729,449 page clicks +23%  
48,202 descriptions (all levels) +23%  
182 institutions +111  
increases from 2016-17

All time statistics



AAO Member Distribution across Ontario

The AAO receives funding from Ontario's Ministry of Tourism, Culture and Sport for its operating activities, and Ontario's Ministry of Government and Consumer Services through the Archives of Ontario for the Archives Advisor and Archeion Coordinator programs.

Note that the 2016-17 figure for published descriptions was incorrect; number should have been 39,228.

# Annual General Meeting Agenda

## Archives Association of Ontario (AAO)

Thursday, May 10, 2018  
12:30 PM – 1:40 PM

Wilfrid Laurier University, Senate and Board Chamber

1. Call to Order
2. President's Opening Remarks
3. Approval of the Agenda
4. Approval of the Minutes of the 2017 AGM
5. Report of the President
6. Report of the Secretary-Treasurer
  - a. Approval of the Auditor for 2018-2019 Audit
7. Report of the Secretariat
8. Report of the Archives Advisor and Archeion Coordinator
9. Motion for Increased Rates for Professional Development Workshop - Vote
10. Approval of Constitutional Amendments
  - a. Expanded Board Definition (Section 1)
  - b. Name of the Association (Section 2.1)
  - c. Officers of the Board to include the Secretary / Treasurer and two Directors Without Portfolios (Section 4.1)
  - d. Consistent naming of the Secretary / Treasurer position (Sections 3.1(b), 3.4(c), 3.6(a), 3.10, 4.1(b), 9.7, 11.7, 14.1, & 20.1)
  - e. Removal of Preservation and Archeion Committees to be replaced by Digital Access and Preservation Committee; Change title of Fundraising Committee to Advancement Committee; add Awards Committee. (Section 6.1)
  - f. Text revision for Institutional Development Committee (Section 6.3)

- g. Change title of Preservation Committee to the Digital Access and Preservation Committee, and add definition of Committees roles and responsibilities (Section 6.5)
- h. Change title of the Fundraising Committee to the Advancement Committee, and definition of Committee roles and responsibilities (Section 6.6)
- i. Remove description of Archeion Committee (Section 6.7)
- j. Revision of text for Annual Report (Section 6.16)
- k. Revision of Liaison with Association Report (Section 6.17 & 9.4)
- l. Remove Honorary membership under Classes of Membership (Section 8.1)
- m. Inclusion that Chapters will review their constitution every two years (Section 9.1)
- n. Submission of financial reports under Annual Reports (Section 9.7)
- o. New section 20.2 - The Constitution be viewed every two years

#### 11. Election of the Board of Directors

#### 12. Other Business

- a. Organization History Committee Report
- b. Social Media Working Group Report
- c. 2019 Conference Presentation

#### 13. Adjournment

# Reports of the Directors and Committees

## Report of the President

### Overview

In 2017-2018, the Archives Association of Ontario (AAO) continued to serve as a network of archives and archivists providing programs, education, advocacy and shared knowledge. The AAO is committed to meet and address the goals as identified in the [Archives Association of Ontario 2015-2020 Strategic Plan](#), under the strategic priorities, and a few highlights are explained in this report:

1. Growing and nurturing a strong, thriving, and engaged membership.
2. Securing a high level of efficiency, accountability and visibility as an organization.
3. Serving as a centre of expertise for the Ontario archival community.
4. Continuing to serve as an active, reliable and responsive member of the Canadian archival community.

The AAO Board of Directors began this term with difficult discussions on how the association can position itself to become fiscal responsible and sustainable without heavily relying on grants. These discussions led to an association review of our core services in order to build resources for their success, as well as to identify gaps in our services and programs. The Board recognized that the AAO's current mission statement does not represent the changing face of the archival profession, as well as the need to have a clear and defined mandate to describe the association's programs and services; for more information, please review the "Proposed New Association Mission and Mandate Statements" article in the [Spring 2018 issue of Off the Record \(OTR\)](#).

The Board also reviewed the association's Standing Committees and began to align roles and responsibilities where best suited. For example, the Awards Committee has taken the the adjudication of the Shirley Spragge Bursary from the Fundraising Committee. The Board has also recommended that the Archeion and Preservation Committees disband to become the Digital Access and Preservation Committee in response to the growing needs for digital preservation and resources from our membership, and that the Fundraising Committee expand their responsibilities to become the Advancement Committee where they will assist in membership recruitment.

The Board continues to work with the AAO Standing Committees to provide support and to ensure their success.

## **Core Activities**

### **Board Administration**

The Board of Directors met eight times in 2017-2018 (five teleconferences and three in person meetings, including the annual Leadership Meeting on October 27, 2017 that brings together the Chairs of AAO's Standing Committees and Special Interest Groups, and Chapter Presidents). The Board continues to strengthen the association's administrative processes, and this year saw the development of a Chapter and Special Interest Group Manual, a President's Manual to guide and support incoming presidents, the drafting of a crowdfunding policy, and instituting standardized reporting for the AAO Consultant positions. The Board passed a prorated rate, where new members will receive a reduced membership rate starting October 1st of each year. The Board also updated the automated welcome letters to new and renewing members, as well as updating the donation thank you automated letter.

### **Archives Advisor and Archeion Coordinator Programs**

Iona McCraith as the Archives Advisor and Lisa Snider as the Archeion Coordinator continued to provide professional advice, support, and training to archival, heritage, and cultural professionals and institutions across Ontario. Iona performed a total of nine onsite visits; please see the [Fall 2017 OTR issue](#) for the Advisor's article on their visit to the Ojibwe Cultural Foundation in M'Chigeeng First Nation on Mnidoo Mnising (Manitoulin Island). Lisa oversaw the upgrade of Archeion to 'Access to Memory' (AtoM) 2.4, and has begun to provide Archeion virtual training for institutional members.

### **Conference Delivery**

This year's conference also marks the 25th anniversary of the AAO. The [2018 AAO Conference](#), *Celebrations: The Good, the Bad, and the Ugly*, hosted by the Southwestern Ontario Chapter (SWOC) will be held from May 9th to 11th at the University of Waterloo and Wilfrid Laurier University. The Conference Committee led by Co-Chairs Julia Hendry and Nick Richbell have developed thought-provoking sessions, events, and workshops. Special acknowledgements are also extended to the Local Arrangements Committee consisting of Karen Ball-Pyatt, Jessica Blackwell, Andre Furlong, Cindy Preece, Danielle Robichaud, Lorna Rourke, Charlotte Woodley, and

Julia Hendry; and the Program Committee consisting of Deb Adesso, Kathryn Harvey, Sara Janes, and Nick Richbell. Thank you also to the Fundraising Committee for securing conference sponsorship; the Professional Developments Committee for offering engaging workshops, and to Mariam Bokhari, AAO Secretariat, for providing administrative support.

### ***Grant Consultation Meetings***

Building upon conversations from last year, the President and Vice President met with representatives from the Archives of Ontario (AO) three times over a mixture of in-person and teleconferences to discuss the partnership between both groups. The AAO receives funding from the Ontario's Ministry of Government and Consumer Services through the Archives of Ontario to partially fund the Archives Advisor and Archeion Coordinator programs. Discussions included improving grant reporting, and working together to hold informational forums, such as an Indigenous Forum that will be held fall 2018.

### ***Outreach and Advocacy***

The AAO continues to advocate on behalf of the membership. On December 20th, the AAO Communications and Advocacy Committee responded to concerns with the closure of community newspapers by TorStar and MediaPost. To date, the AAO has not received acknowledgement of our letter. On March 8th, the AAO participated in a teleconference facilitated by Loren Fantin from Our Digital World along with colleagues from Library and Archives Canada, the Ontario Library Association, the Archives of Ontario, and Toronto Public Library, to discuss a collaborative approach to open discussions with TorStar and PostMedia. Conversations are continuing and this group is planning to survey the different associations to seek information regarding the digitization of local and historical newspapers. The AAO's Student Outreach Sub-Committee continues to connect with students at the various professional programs to encourage participation in the association.

### ***Provincial Acquisition Strategy***

During April 2018, the second edition of the Ontario Archival Accessions Register (OAR) was released. This valuable resource provides a snapshot of participating institutions' archival material that was newly acquired in 2017. Understanding the types of archival accessions across Ontario is one of the first steps in moving towards developing a provincial documentation strategy. It also fosters a spirit of openness and transparency amongst archives, allowing the archival community to share accessions information and evaluate how the Provincial Acquisition Strategy is being implemented in

practice. The [2017 OAR summarized accessions](#) from 16 archival institutions across Ontario, up from 11 institutions from the 2016 registry. The Board would like to acknowledge the hard work and commitment of the Provincial Acquisition Strategy Working Group in coordinating both the strategy and the accessions register, thanks are extended to Charlotte Chaffey, Aaron Hope, Iona McCraith, Sean Smith, Lisa Snider, and Charlotte Woodley.

## **Special Projects and Initiatives**

### ***I. Organizational History Project***

One of the key priorities identified in the *Archives Association of Ontario 2015-2020 Strategic Plan* was the need to complete a written administrative history of the organization. In 2015, the History Organizational Committee was established to embark on this invaluable project. *In Pursuit of the Archival Endeavour: The Story of the Archives Association of Ontario*, a written history of the Association has been completed and is now available through the AAO Office and at the 2018 conference in Waterloo. An Indiegogo crowdfunding campaign was launched and raised \$4,920 to offset production costs. In addition, \$3,000 in corporate sponsorship was secured for a total of \$7,920. The Board would like to thank the Committee, under the guidance of Paul Henry, for their time researching, writing, the production and the promotion of our history book. A special acknowledgement to the writers, John Smart, Lutzen Riedstra, Anne Hepplewhite, Ellen Millar, and Marissa Paron, and to the editorial team, Paul Henry, Karen Temple, and Brian Beaven, and lastly, to Dana Thorne for coordinating the crowdsourcing campaign, securing funders and for the promotion of the book.

### ***II. Web and Social Media Working Group***

In 2015, a Web and Social Media Working Group was established to review the association's web and social media platforms. Over 2017-2018, the goal for this working group was the continued development of a strategic framework to monitor and measure the AAO's use of social media tools, as well as establish performance indicators and implement web analytics to gather data on the effectiveness of the AAO's use of social media and its website; please review the working group's report for further details.

### ***III. 2018 AAO Membership Survey***

In February, the association conducted the 2018 AAO Membership Survey to solicit opinions about AAO programs and services to both strengthen the association's core services and guide the Board in updating our strategic

direction. In addition, the survey also identified gaps in programs and services. The survey ran for two weeks, and a total of 84 individuals participated representing 22% of the total membership. A synopsis of the survey results is available in the [2018 Spring issue of \*Off the Record\*](#). Overall, the results revealed that the AAO needs to strengthen promotion of our services and programs, offer more professional development opportunities regionally and online, and increase chapter engagement amongst our membership.

#### **IV. Website Design**

In February, the AAO launched the [website redesign](#) to disseminate information about the association's programs and services. New features include streamlined navigation, such as a "[Support Us](#)" page to encourage individuals to volunteer, donate and sponsor the activities of the association, as well as a direct link to [Archeion](#). New resources include a complete publication run of the association's newsletter, [Off the Record](#) dating from 1990 by the Ontario Association of Archivists (OAA) before the official formation of the AAO in 1993, and a list of professional services and contacts under the "[Members Only Resources](#)". I would like to acknowledge the hard work of MacKenzie Gott, Web Administrator, for her time and dedication in designing the website's architecture and building each page.

#### **V. Volunteer Recognition**

The AAO Board recognizes the importance of our volunteers and their contributions and time to the association. A key priority in the *Archives Association of Ontario 2015-2020 Strategic Plan* is growing and nurturing a strong, thriving, and engaged membership. Expanding from the membership recognition program that was introduced in 2014-2015, the Board has been developing a volunteer recognition program over the past year. By recognizing the work of our volunteers of their impact to the association, the Board hopes to retain volunteers and encourage new individuals to contribute their time to the association.

#### **In Summary**

It has been a great honour to serve and be apart of the AAO's Board of Directors. Personally, I want to extend a heartfelt thank you to the Board for their support, commitment, and enthusiasm this past year. We have been supported by a dedicated group of professionals, including Secretary-Treasurer Emma Hamilton Hobbs, Director Without Portfolio Nick Richbell,

Director Without Portfolio and OTR Editor Grant Hurley, Chapter Stakeholder Christina Wakefield, Institutional Development Committee Chair Paul Henry, and Past President Dana Thorne. Thank you to our secretariat, Managing Matters, including Terra Belanger, Mariam Bokhari and Lydia Wang, and to our AAO consultants, Archives Advisor Iona McCraith and Archeion Coordinator Lisa Snider. Appreciation is also extended to Website Administrator MacKenzie Gott who developed the association's new website design when she assumed this position following the resignation of Amanda Tomé. As incoming President, Juanita Rossiter, her support and guidance has been invaluable and I wish her much success this coming term.

I also want to acknowledge the hard work of the AAO's Standing Committees and working groups, Special Interest Groups, and to the five regional Chapter Executives for giving of their time and dedication to the association. Lastly, I thank the AAO membership for their ongoing support in the association.

We are the AAO!

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tracey Krause', written in a cursive style.

Tracey Krause  
AAO President, 2017-2018

## Report of the Secretary / Treasurer

The AAO experience a positive fiscal year in 2017-18. Revenue totaled **\$233,185**, while expenses were **\$219,071**, resulting in a net income of **\$14,114**.

The Association's financial management activities were heavily supported by Managing Matters, particularly by accountant Lydia Wang.

### **Earned and Private Sector Revenue**

Membership fees resulted in **\$53,986** in revenue, while advertising, individual and corporate donations, corporate sponsorships, and the Shirley Spragge Auction revenue accounted for a further **\$5,860**.

### **Shirley Spragge Bursary (Endowment)**

The beginning balance of the Shirley Spragge Bursary on April 1, 2017 was **\$21,572**. Over this past year, it accrued **\$351** in interest. The profits from the 2017 conference silent auction generated **\$1,305** and **\$598** was awarded to a young professional to attend the 2018 conference. Therefore, the ending balance is **\$22,630**.

### **Grants**

Government grants, for which the AAO is very grateful, amounted to **\$110,700** in total. The AAO received both the Provincial Heritage Organization Operating Grant (**\$66,000**) and the Archives of Ontario Grant (**\$45,700**).

### **Professional Development Revenue**

The 2017 conference performed well earning **\$53,695**, while the Professional Development Committee workshops earned **\$7,825**.

### **Total Expenses**

Expenses incurred over the course of the year 2017-18 totaled **\$219,071**.

Respectfully submitted,

Emma Hamilton-Hobbs

AAO Secretary/Treasurer

## Report of the Awards Committee

The AAO Awards Committee consists of members, Jean Dryden, Rodney Carter, David Sharron and me, Carolyn Bart-Riedstra, Chair.

This year, the Awards Committee was asked to create the wording for a new award, which has been done and will be announced at the AAO Awards Luncheon. We were also asked to oversee the advertising and adjudication of the Shirley Spragge Fund. Thanks to Jean Dryden, Committee Member and Mariam Bokhari, AAO Office, for their help with coordinating and administering this award. The winner was announced in March.

The Awards Committee was also asked to suggest people/members to be included in the OTR members' profile section. We have liaised with the OTR Editor, Grant Hurley, providing possible names of candidates for the next two issues.

When the AAO History Book was edited we had an opportunity to review the wording on the website and update/revise it based on the Copy Editor's comments without changing the awards' meaning. This wording will be changed following the conference this year. Thank you to Past President, Dana Thorne, for her work with us.

We also revised some of the wording to better reflect the Ontario focus of the awards. Thanks to Jean Dryden for taking the lead on this and to Rodney and David for their input.

During the year we have met via teleconference and also through email to discuss the above items. I will be stepping down this year as Chair of the AAO Awards Committee. It has been my pleasure to be on the committee for three years, serving as Chair for two of those years. I would like to thank my committee members, Jean Dryden, Rodney Carter and David Sharron. You have made my job easy and have rallied when I needed support. I would also like to thank Nick Richbell, the AAO Director, who was our liaison with the Board and Mariam Bokhari for her help

Respectfully,

Carolynn Bart-Riedstra,

AAO Awards Chair.

# Report of the Communications and Advocacy Committee

## **Communications and Advocacy Committee Membership:**

Bailey Chui (Chair)  
Grant Hurley (Board Liaison)  
Daniela Ansovini  
Daniel German  
Mackenzie Gott  
Laura Hallman  
Megan Kerrigan  
Emily Monks-Leeson  
Bridget Whittle

In January 2018, Bailey Chui assumed the position of Chair after Laura Hallman stepped down due to personal reasons, however she will remain active on the Committee as a member. We are grateful to Laura for her service and leadership and look forward to continuing our work with her. The Committee also welcomed two new members during the latter half of 2017.

The Committee held a teleconference meeting in September 2017 to discuss current projects, identify new directions to take and plan for future initiatives. We continued to work on tasks from the Board and investigate new ways to improve communication between the AAO and its membership.

## **Significant Activities**

- December 2017: Advocacy letter written to express concern over the closure of Ontario community newspapers due to the Torstar-Postmedia deal.
  
- The Student Outreach Sub-Committee has accomplished the following:
  - Reached out to academic programs and updated contacts.
  - Liaised with the Professional Development Committee to develop student-focused workshops for 2018-19.
  - Promoted the AAO at the University of Toronto iSchool Association Networking event, November 2, 2017.
  - Monitored student membership process in coordination with the AAO office.
  - Assisted in communicating the Shirley Spragge Bursary.

## **Ongoing/Future plans:**

- The Committee will continue to monitor posts to the AAO Listserv.
  
- Committee member Daniela Ansovini has joined the revised Social Media Review Working Group, which reviews the AAO's social media

presence and provides policy guidelines on improving communications. She will act as liaison for the two groups.

- The Student Outreach Sub-committee will continue to look for new opportunities to communicate and engage with students and young/new professionals.
- The Committee will continue to research and diversify AAO communication methods.
- As the AAO undergoes its organizational review, the CAC will use this opportunity to review its own mandate, re-evaluate the scope of its advocacy work and determine key areas to pursue.

The CAC is happy to offer its assistance and support to the AAO Board and committees. Please do not hesitate to reach out to us if you have any questions.

Respectfully submitted,  
Bailey Chui  
Chair, Communications and Advocacy Committee  
Archives Association of Ontario

## Report of the Fundraising Committee

2017-2018 members of the Fundraising Committee:

Dana Thorne, Committee Chair and AAO Past President

Tracey Krause, Committee Member and AAO President

Grant Hurley, Committee Member and AAO Director Without Portfolio

The Fundraising Committee held four teleconferences between May 2017 and May 2018. The role of the Committee is:

To advise the Board on matters relating to fundraising opportunities, research sustainable resources and identify Association-based projects that may be used for fundraising initiatives.

### **Transition to Development Committee**

After participating in a review of its current role and an analysis of the needs of the Archives Association of Ontario, the Fundraising Committee proposed a revised name and mandate. A constitutional amendment is being put forward at the 2018 annual general meeting to change the name of the Fundraising Committee to the Development Committee and to revise the Committee's mandate to the following: "The Development Committee shall advise the Board on matters relating to fundraising opportunities, membership recruitment and support, opportunities for collaboration and resource-sharing among like organizations, research sustainable resources, and identify Association-based projects that may be used for fundraising initiatives."

### **Conference Sponsorship**

The Fundraising Committee worked with the Local Arrangements Committee to secure sponsorship for the 2018 Conference. The following sponsors were secured: Ancestry, Andornot Consulting, Book and Paper Conservation Services, Carr McLean, Flume Media Archiving, Frame Discreet, Iron Mountain, Spacesaver, and University Products. A total of \$9,000 was raised. The Fundraising Committee also collected advertisements and logos from all sponsors for inclusion in the conference program and on the webpage. All companies participating as sponsors were provided with a package providing key information about logistics for the Exhibitor Fair.

In 2017, the Fundraising Committee created a comprehensive [conference sponsorship package](#) and a [corporate sponsorship package](#). The new

packages are more sleek and sophisticated than their predecessors, more effectively describe the sponsorship opportunities, and include relevant administrative forms to facilitate communication with sponsors. These new packages have been added to the [Support Us](#) page on the revised AAO website, where individuals can access information about sponsorship, donations, and volunteering in a convenient location.

### **Shirley Spragge Bursary and Member Recognition Article Series**

The Fundraising Committee adjudicated the Shirley Spragge Bursary in 2016 and 2017. However, after the Committee's realignment of priorities and current transition to the Development Committee, it was determined that adjudicating the Shirley Spragge Bursary would be a better fit for the Awards Committee. The Awards Committee has taken on the adjudication process as well as the responsibility of suggesting members for the Member Recognition Article series in *Off the Record*.

The Fundraising Committee prepared materials outlining the duties and deadlines associated with each of these tasks for the Awards Committee to assist with the transition of duties. The Fundraising Committee is grateful to the Awards Committee for taking on these additional responsibilities so cheerfully and effectively.

### **Giving Tuesday Initiative**

To encourage personal donations to the AAO, the Fundraising Committee promoted *Giving Tuesday* for the second time in 2017.

### **Archeion Sponsorship Proposal**

To compensate for increased hosting costs, the Fundraising Committee created a sponsorship package to attract a sponsor for Archeion. The Committee has approached several companies unsuccessfully and still hopes to find a suitable match for this opportunity.

Respectfully submitted,  
Dana Thorne  
Chair, Fundraising Committee  
Archives Association of Ontario

# Report of the Institutional Development Committee

Paul J Henry, Chair

## 1. Introduction

At present, membership of the IDC consists of:

- Paul Henry, City of Ottawa Archives (2015 – 2019), Chair
- Paul Leatherdale, Law Society of Upper Canada Archives (2014 – 2018)
- Ryan Kirkby, University of Guelph (2017 – 2019)
- Sean Smith, Archives of Ontario (2014 – 2018)
- Saara Mortensen, Ottawa Jewish Archives (2016-2018)

My thanks to Paul Leatherdale, who is stepping down at the end of his current term, for his service to the Committee. The Committee is also ably assisted by the Archives Advisor and Archeion Coordinator who both serve in ex-officio capacity.

## 2. 2017 – 2018 Accomplishments

The following progress was made on the Action Items identified in the IDC's Action Plan:

### **Action #3 – Review the fee basis for institutional memberships.**

Following a motion by institutional members at the 2017 AGM, the basis of Institutional fees was changed to one based on the number of staff performing archival functions, rather than one based on budget size.

### **Action #4 – Hold an institutional members forum to identify the top issues facing Ontario Archives over the next 5 – 10 years.**

The IDC hosted its fourth Institutional Issues Forum, the third in partnership with the Archives of Ontario, in October 2017. The Forum featured the following sessions of interest to Archival institutions in Ontario:

- Doing more with less : General discussion about what this means for various AAO institutions, how they've met the challenge, what kind of support can be offered, etc.
- Getting more to go with your less : Success stories in municipal archives
- If we want more, how are we going to do it : Engagement strategies and building for the future
- An update on Indigenous issues
- An update on Accessibility issues and archives
- An update on the Provincial Acquisition Strategy, and the Ontario Archives Accession Register

- A general discussion on committee planning

### **Actions #2 / #5 – Survey on benefits and Inventory of expertise and needs of Institutions**

Following the 2016 survey of Institutional members, the IDC participated in the development of the 2018 membership survey which gathered new, and updated existing, data on the needs of Institutions.

#### 3. Chair's activities

The chair prepared a submission to the "Information & Communications Standards Development Committee" of the Province, reviewing changes to Regulation 191/11, (the *Ontario Integrated Accessibility Standards Regulation*) based on discussion following the Institutional Issues Forum.

The chair also collaborated with the Vice-President on a proposal to change *Archives Awareness Week* to a month, and to facilitate its proclamation by the Ontario Legislature.

Respectfully submitted.

## Report of the Preservation Committee

### **Preservation Committee Members**

Iona McCraith, AAO Archives Advisor (Board Liaison and Interim Chair)  
Anne Daniel, Archivist Western University Archives (Secretary)  
Greg Hill, Senior Conservator Archival and Photographic Materials, Canadian Conservation Institute  
Margaret Bignell, Conservator, Queen's University Archives  
Elizabeth Carroll, Archivist  
Amanda Oliver, Archivist, Western University Archives

The committee met in May and September 2017 to discuss projects arising from their Strategic Plan. However, at the September 2017 meeting of the AAO Board, discussion about the future direction of the AAO identified changes and some reorganization as necessary to remain relevant to our members. Among the changes was the need to restructure AAO Standing Committees to meet the current needs of our community and core services of the Association. Further consultation occurred with Chapter Presidents and Committee Chairs at the Leadership Team meeting in October 2017.

The Board recommended the existing Preservation Standing Committee be disbanded while they explored forming a new Digital Preservation Committee. This does not mean that in future our members will no longer be supported in preservation of traditional analogue records but this might be done in other ways.

I sincerely thank not only the most recent members of this committee but all the volunteers who served over the years as Chair, Secretary or Member at large.

Respectfully submitted  
Iona McCraith  
10 May 2018

## Report of the Professional Development Committee

### **Committee Membership and Meetings**

The Professional Development Committee held conference call meetings in March, 2017, October, 2017, December 2017, January, 2018, and March, 2018. An in-person meeting was held in July, 2017. The Committee chairs appointed four new members in October, 2017: Lauren Halsey, Richard Gale, Stacey Lapp, and Jean Hung. The chair duties were shared jointly by Darcy Hiltz and Mary Kosta, and previous members Gillian Shaw, Jacinda Bain and Mary Horman remained on the Committee. The Committee was greatly aided by the support of Board Liaison, Grant Hurley. The previous Committee ran one preconference workshop, "Managing Small Archives" in April, 2017. We thank the previous Committee members, particularly Erin Walsh and Ciara Ward, for their hard work.

The Committee membership will change slightly in the coming year, as Gillian Shaw has chosen not to renew her term, and Darcy Hiltz is not continuing as a co-chair. We thank Gillian for her dedication to publicity, and for preparing a manual to ease the transition.

### **2016-17 Workshops**

The current Committee was tasked with organizing a slate of workshops which had been planned by the previous Committee. As a result, "Managing Electronic Records," "Genealogy and Local History," and "Exhibit Planning" were all organized, along with two preconference workshops which had been previously planned, "Archival Description with RAD," and "Subject Headings and Taxonomies." The current Committee added one more preconference workshop at the request of the AAO Board, "Introduction to Digital Preservation: Key Concepts and Tools."

The slate of workshops for the period of April 2017-March 2018 is summarized below:

Managing Small Archives, April 26, 2017, University of Toronto, Amanda Hill, instructor.

Electronic Records Management, Nov. 10, 2017, Archives of Ontario, Christine Ardern, instructor.

Genealogy and Local History, Jan. 22, 2018, Archives of Ontario, Lutzen Riedstra, instructor.

In total, 59 students attended these workshops.

### **Other Committee Work**

Besides organizing workshops, the Committee revised the “Operational Guidelines” manual, developed a workshop planning checklist, and improved existing forms. The Committee also advised on the revision of the AAO’s cancellation policies, and has worked to define learning outcomes and format descriptions for all workshops.

### **2018-19 workshops**

Exhibit Planning, April 21, 2018, UOIT, Dara Solomon, instructor.

Archival Description with RAD, May 9, 2018, Conrad Grebel University College, Lisa Snider, instructor.

Subject Headings and Taxonomies, May 9, 2018, Conrad Grebel University College, Lisa Snider, instructor.

Introduction to Digital Preservation, May 9, 2018, University of Waterloo, Grant Hurley, instructor.

The Committee has two more workshops planned for the fall, 2018: “Mat Cutting and Mounting” in London, and “Archival Processing” in Ottawa. The committee has also begun organizing the preconference workshop for 2019, “Indigeneity and Archives,” as well as two other workshops for the coming year, “Care of Archival Photograph Collections,” and “Authenticating & Identifying Works on Paper & Parchment.”

## Report of the Association of Independent School Archivists (AISA)

The Association of Independent School Archivists (AISA) meets as a group at least once a year. The group met at Havergal College on November 8, 2017 where the day's session was hosted by the College archivist at Havergal's Dr. Catherine Steele 1928 Archive, Debra Latcham. This meeting was well attended and we talked about what a typical workflow over two days looked like for each of the archivists—a “typical day” is quite different for each of us—and organizational approaches to managing and making available digital assets. There are a range of solutions and the pros and cons of several were discussed. This was particularly useful for newer archivists at independent schools where archival programs are in their early days.

The next meeting is scheduled for May 2018, when we will have a presentation from the University of Toronto's Digital Archivist Emily Somers about what steps small archives can take towards preservation of digital assets. At this meeting we will also elect another Co-Chair.

AISA is growing and we welcome any independent school archivists to attend meetings. Meetings are hosted by a different school each time, on a voluntary basis and are intended to be a forum for sharing ideas and approaches to a variety of challenges faced most often as “lone arrangers” with a long to do list. There is a lot of experience in the group, as well as some newer archivists, and all of us are making progress in the independent school archives we manage.

Sara Griffiths

Co-Chair

Association of Independent School Archivists

## Report of the Municipal Archives Interest Group (MAIG)

MAIG's 2017 AGM was held during the April AAO Conference at the University of Toronto iSchool. Gina Coady was nominated and re-elected as MAIG's Secretary/Treasurer for a second three-year term. MAIG members heard news from institutions around the province including Lambton County Archives, County of Oxford Archives, Elgin County Archives, Simcoe County Archives, City of Ottawa Archives, Region of Waterloo Archives, and York Region Archives.

The annual MAIGazine was published in the summer with many interesting submissions from around the province. Thank you to everyone who contributed to our thirteenth edition. Submissions for this year's publication are gratefully accepted.

MAIG's annual Open House was held at the City of Ottawa Archives on September 29, 2017. We were fortunate to visit during Canada 150 and received an interesting tour of the James Bartleman Archives and Library Materials Centre. First opened in June of 2011, this 92,000 square-foot LEED certified facility receives and sends throughout the Library system over 70 tonnes of new material each week. Lunch was then enjoyed by all and was followed by a productive and informative meeting with news from around the province.

MAIG's 2018 AGM will take place Wednesday, May 9<sup>th</sup> at 1:30 p.m. at the Region of Waterloo Archives. Nominations are currently being accepted for the positions of MAIG Chair and Vice Chair, and anyone interested in filling these roles are invited to contact any member of the executive. A vote will take place during the AGM.

As I will be stepping down from the role of Chair, I'd like to thank the executive, Gillian Shaw and Gina Coady, for their ongoing hard work and collaboration during these past three years. I wish them all the best as they plan MAIG's future events.

Respectfully submitted,

Brenda Hicock  
MAIG Chair

# Report of the Organizational History Special Committee

Paul J Henry, Chair

Beginning its work in early 2016, the Special Committee was charged with the following responsibilities:

- To serve as a Special Committee of the AAO Board of Directors for the purpose of reviewing corporate documents and canvassing members to prepare resources for writing the AAO's organizational history
- The Committee shall be in effect until the conclusion of the 2016-2017 term of the Board of Directors, with the possibility of renewal into 2018 until the organizational history is published.

Committee members were:

- Paul J Henry (chair)
- John Smart
- Karen Teeple
- Brian Beaven
- Dana Thorne (AAO Board)
- Iona McCraith (AAO Staff, secretary)

## **Activities in 2017-2018**

The special committee held fifteen (15) teleconference meetings between April 2017 and March 2018.

Following submission of initial drafts in early 2017, the editorial team, consisting of Paul Henry (general editor), Brian Beaven, and Karen Teeple, worked closely with all authors through two subsequent drafts to produce the final product.

The completed manuscript consists of over 75,000 words, and over 400 footnotes. It features the following contributions, in addition to the usual front and back matter:

- Chapter 1: The Ontario Association of Archivists: Where It Came from and Where It Went, John Smart
- Chapter 2: Dreams, False Expectations, and Hard Truths: 1993–1995, Brian P.N. Beaven
- Chapter 3: I Am an Archivist!: 1996–2005, Anne Hepplewhite
- Chapter 4: The AAO Holds Its Course through Stormy Seas: 2006–2016, Ellen Millar

- Chapter 5: Emboldened by the Past, Excited for the Future: Envisioning the Next Chapter of the AAO, Marissa Paron

The text also includes a preface by the general editor.

In accordance with the direction of the Board, the entire manuscript was produced through the volunteer efforts of the Committee, the editorial team, and authors, representing thousands of hours of effort over its two-and-a-half year mandate. The Committee owes a debt of gratitude to Julia Armstrong who volunteered her time to copy edit the manuscript, and Graphic Designer Emma Novotny who prepared the final camera-ready copy for the printer. My thanks also to Karen Teeple, who did double duty as photo editor.

The Committee extends its thanks to our corporate sponsors, Flume Media Archiving and Carr McLean, who sponsored the printing. It goes without saying, but I shall say it nonetheless: the Association benefits enormously from the generosity of organizations, who through their support and engagement, help make our conferences and special projects successful.

Part of the costs of publication were crowdfunded during the winter of 2018. Thank you to John Lund for preparing the pitch video that accompanied the campaign. The Committee would like to acknowledge the generous contributions of the following people and organizations who made pledges:

**Repository-level sponsors:** Brian P.N. Beaven, Ian and Ruth Wilson

**Fonds-level sponsors:** Suzanne Dubeau, Paul J. Henry, Ellen Millar

**Series-level sponsors:** Tom and Betty Jo Belton, Bailey Chui, Christopher Hogendoorn, Brian Masschaele, Bennett McCardle, Iona McCraith, Lisa Miettinen, Juanita Rossiter, Roy Conrad Schaeffer, Ellen Scheinberg, Karen Teeple, Dana Thorne

Following the cessation of the Committee's activities at the AGM, the book will be made available for sale through the AAO. Details will be announced through the usual channels.

Respectfully submitted.

## Report from the Editor, *Off the Record*

Grant Hurley, Editor

### Issues

- I released four issues on schedule. Many thanks to the fantastic contributors that continue to make OTR a success!
- In total, the four issues have been downloaded over 250 times. All issues have been downloaded over 1600 times.
- I submitted public issues up to 32.4 (Fall 2016) to Library and Archives Canada for legal deposit.

### Advertising

- In consultation with the Fundraising Committee, we integrated OTR advertising with AAO corporate sponsorship package.
- Advertising rates remain unchanged from last year.
- 1 advertiser is confirmed for the current year.

### Improving Access

- Past issues going back to 1990 (with a few gaps) were uploaded to the site and made available to the public.
- The project was facilitated via the Organizational History Committee with the support of many individuals. Laurie Dougherty (Arnprior & McNab/Braeside Archives) and Brian Beaven (Retired) donated missing issues. Katie Hull (City of Ottawa Archives) prepared the index and Melody Carle-Kemp (City of Ottawa Archives) did the digitization. Iona McCraith and Paul Henry shepherded the process. Myself and MacKenzie Gott (AAO Website Administrator) worked on the process to get the issues online.
- All issues now have a Google short URL that tracks clicks, which are automatically tracked in a spreadsheet that takes advantage of the Google Short URL API.
- Future improvements include a project to investigate OCR text recognition for legacy issues and search capability.

### Documentation

- I am continuing to document my processes for issue creation, design and upload.

## Report of the Web Administrator

Since I became the AAO Web Administrator in October 2017, I have completed the following tasks:

- Reviewed each webpage and redesigned the information architecture of the website with Tracey and Juanita;
- Redesigned and relaunched the website with the new information architecture, content, and theme, Tinted Tiles;
- Updated the content of the website according to Board specifications;
- Created the Professional Services List 2018 page, the Archives Awareness Week page, the Archives Awareness Calendar of Events page, and assisted with the relaunch of the OTR page and the Conference page 2018;
- Updated social media statistics report on a monthly basis;
- Responded to member emails about web access and security;
- Liaised with Board members, Committees, and Chapters about social media, event promotion, and website related questions;
- Promoted chapter and committee events and announcements through social media on a daily basis, i.e. Twitter and Facebook;
- Created Google searches to collect archival news in Ontario and Canada, which I posted to social media;
- Reviewed social media accounts as part of the Social Media Committee to determine strengths, weaknesses, and set up a process and schedule for future postings which will be included in the AAO social media policy.

I am currently developing a style guide for each of the webpages to ensure symmetry and consistency in branding and I am trying to figure out how to access the AAO's YouTube account as it is not available through the AAO Office email.

Respectfully submitted  
MacKenzie Gott

# Reports of the AAO Staff

## Report of Managing Matters (AAO Secretariat)

Managing Matters is proud to be the secretariat for the Archives Association of Ontario. Headquartered in Toronto, Canada, Managing Matters provides full-service association and event management across North America and internationally.

Please see a brief description of MM updates below:

- MM continues to support membership renewals by fielding all phone calls and manually renewing individual and institutional memberships.
- MM assists with the coordination of Board meetings as well as updating AAO administration forms and membership lists for all Chapters.
- MM continues to assist with sending out e-blast communication to members.
- MM assists with updating the website and placing orders for promotional materials.
- MM has assisted with this year's conference including but not limited to:
  - Budget creation and reconciliation
  - Registration and invoicing
  - Conference program creation and SWAG orders
  - Reviewing contracts
  - Email communication

I would like to sincerely thank the entire 2017-2018 AAO Board of Directors, Iona, Lisa, and all of the chapter and committee volunteers for their hard work, cooperation and support throughout the year. It is an absolute pleasure working with each and every one of you, and I am so proud of everything we have accomplished together.

We strongly encourage all members and volunteers to reach out to us at the AAO office at any time. We can be reached at [aao@aao-archivists.ca](mailto:aao@aao-archivists.ca) or 647-343-3334.

Respectfully submitted,

Mariam Bokhari  
Account Coordinator, Managing Matters

## Report of the Archives Advisor

The following is a summary of the Archives Advisor's activities for the period 1st April 2017 to the 31st March 2018.

Number of phone consultations completed for AAO members:	11
Number of phone consultations completed for non-AAO members:	10
Number of email correspondence requests completed for AAO members:	95
Number of email correspondence requests completed for non-AAO members:	78

**Note:** Each unit recorded under email correspondence represents a full email exchange which can include multiple correspondence between both parties on a given topic.

**Site Visits:** In person visits were completed for the following institutions.

- Tamahaac Club, Ancaster, May 2017
- Middlesex Centre Archives, Delaware, May 2017
- Archives Lanark, Perth, June 2017
- Ojibwe Cultural Foundation, Manitoulin Island, July 2017
- Country of Northumberland Archives, Cobourg, August 2017
- Seneca College Archives, Markham, November 2017
- Royal Botanical Gardens Archive, Burlington, December 2017

### **Emerging trends from membership:**

In my correspondence with the AAO membership over the past year the following trends in topics of inquiries and discussions have been noted:

- Digitization and digital preservation referrals to services, asset management systems, equipment recommendations.
- Conversation treatment for specific media.
- Referral to specialized vendors for supplies, equipment, services.
- Appraisal
- Arrangement and description
- Copyright
- Construction or renovation of archival repository guidelines and design

### **Archival Emergency Response Network (AERN):**

There are now 42 institutions in AERN; breakdown of participants by region is:

- DRAAG – 1

- AAO-Ee – 7
- NOAA – 4
- SWOC – 13
- TAAG – 18

### **Training Delivered:**

No training was delivered by the Archives Advisor this year.

### **Presentations:**

Walking Together: Building a Network of Resources, 27 April, 2017, AAO Conference: *Come Together: Meaningful Collaboration in a Connected World*, Toronto. Panel presentation with Archeion Coordinator and Sean Smith, Archivist at Archives of Ontario on how our respective organizations are reaching out to collaborate with Indigenous communities and provide resources to them.

### **AAO Organizational History Committee Support:**

The primary committee support this year has been for the AAO Organizational History Committee coordinating the production of the AAO 25th anniversary history publication. Since this special committee was struck in 2015 I have provided secretarial support for monthly meetings (preparing agendas and recording Minutes), gathered AAO records not in an archival repository to assist authors with their research; maintained files on AAO drive for reference and research, assisted sub-committee and editorial team with planning and executing publishing details.

### **Provincial Acquisition Strategy (PAS) Working Group Support:**

Participated in meetings of the Group and in developing next steps and strategies for advancing and communicating the PAS.

### **Outreach Conducted:**

- Ontario Library Services North - Staffed AAO information table at training day for Indigenous Public Library staff, North Bay, May 2017.
- Archives Awareness Week 2017 - promoted member's events on website and through AAO social media.
- Attended GLAM (Galleries, Libraries, Archives and Museums) Summit at Royal Ontario Museum, Toronto, January 2018

Respectively submitted:

Iona McCraith  
10 May 2018

## Report of the ARCHEION Coordinator

The following is a summary of the Archeion Coordinator's activities for the period April 1, 2017-March 31, 2018:

Number of consultations completed for AAO members:	27
Number of consultations completed for non-AAO members:	0
Number of virtual consultations completed for AAO members:	1
Number of virtual consultations completed for non-AAO members:	0
Number of telephone inquiries received from AAO members:	9
Number of telephone inquiries received from non-AAO members:	2
Number of email correspondence requests completed for AAO members:	56
Number of email correspondence requests completed for non-AAO members:	31

**Note:** Each unit recorded under email correspondence represents a full email exchange regardless of whether there were multiple correspondence between both parties.

### Training Delivered:

#### In Person Training:

- Royal Botanical Garden, October 25, 2017, 6 people.
- UOIT Durham College, January 16, 2018, 5 people.
- Ingenium, Canadian War Museum, University of Ottawa, National Defence Directorate of History & Heritage and an Ontario Museum Assoc. Member, January 17, 2018, 11 people.

#### Virtual Training/Troubleshooting:

- UOIT Durham College, February 13, 2018, 2 people.

#### Presentations:

- 'Archeion and Indigenous Materials', March 23, 2017, OMA Indigenous Collections Symposium, Six Nations/Brantford.
- 'Archeion and the Provincial Acquisition Strategy', April 27, 2017, AAO Conference, Toronto.

- 'Accessibility Issues and Archives', October 26, 2017, AAO Institutional Issues Forum.
- 'Archeion Updates' OTR Article for Spring Edition

**AAO Committee Support:** Participated in phone meetings and email correspondence with the IDC Committee and PAS Working Group.

**Outreach Conducted:**

- Went to AAO Conference in 2017 and talked with members and non-members.
- Helped attend a display with the Archives Advisor at the OMA Conference in March 2017
- Agreed to do 2 Pre AAO Conference Workshops in May 2018 (Upcoming).
- Joined a proposal for a panel presentation at the OMA conference in October 2018, joining a librarian and museum association member and a museum volunteer.

**Archeion Update:**

- Upgraded Archeion to 2.3.1 and then 2.4
- Bulk upload procedure, workflow and testing
- Authority Record duplicates research and plan policy
- Worked on Subject and Indigenous Subject issues and potential options
- Liaised with Alberta, Manitoba and OMA about the Subject issues
- Worked on instructions for 2.4 clipboard and search for Archeion
- Drafted start of plan for Institutional Profile policy
- Worked with multiple authority use issue
- Corresponded with State Archives of Brazil and National Archives of Malta about multi-institution AtoM use
- Worked on a potential Permafrost pilot project for Archeion member with Scholar's Portal.
- Reviewed Archeion stats module and Google Analytics issue for members.
- Reviewed and put forward the Board the issues surrounding extra space for digital objects for direction on starting a policy for it.
- Developed new Archeion training due to 2.4 upgrade.

**Archeion Statistics:**

Number of archival descriptions (all levels public): 48,202
Number of total authority records available in Archeion: 16,066
Number of digital objects published: 14,506
Number of Contributing Institutions: 182

Visits: 124,750
Unique Visits: 110,335
Page Views: 553,811

Respectively submitted:  
Lisa Snider  
April 3, 2018

# Report of the Chapters

## Report of the Chapter Stakeholder

This is the second year of the Chapter Stakeholder position on the AAO Board. At the 2016/17 AGM a Core Funding Policy was passed to clarify the procedures for Chapters and SIGs to receive core funding. As there was some confusion from the Chapters over the procedure, a later submission date for 2017 only was negotiated by the Chapter Stakeholder. Due to the resignation of this Chapter Stakeholder, a new Chapter Stakeholder was elected in September 2017.

At the 2017 Leadership meeting, the Chapters asked for a document that could act as a manual for incoming Chapter executives. This working document has now been drafted.

In order to further the Board's plans for volunteer recognition, a Chapter and SIG volunteer list was introduced this year. This is a spreadsheet that Chairs will need to keep up to date with information about those who contribute actively to their Chapters.

Work Completed by Chapter Stakeholders:

- Negotiated an extension for 2017 core funding submissions.
- Developed a working manual for Chairs of Chapters and SIGs.
- Communicated with Chapters Chairs about various Board issues throughout the year.
- Introduced the Volunteer list to Chapter Chairs to fill out for Volunteer Recognition.
- Acted as the voice of the Chapters at the Board level.

Respectfully submitted,

Christina Wakefield, Chapter Stakeholder

## Report of the Durham Region Area Archives Group

Durham Region Area Archives Group 2017-2018 Annual Report for the Archives Association of Ontario

The past year was a quiet one for DRAAG. Several informal meetings were held throughout the year to discuss how DRAAG can best support the AAO during its 25<sup>th</sup> anniversary year. The Chair attended the AAO Leadership meeting in November and shared relevant information with members.

The AAO used budgeted core funding for DRAAG to purchase a pop-up banner which will be used during events. The Chair and Vice-Chair worked with Grant Hurley to create the design.

For Archives Awareness Week, DRAAG hosted an open house at University of Ontario Institute of Technology (UOIT) on April 4. Members of the public and DRAAG enjoyed a tour of the archives and a discussion about local history. DRAAG helped to organize the Exhibit Planning workshop with the Professional Development Committee. The UOIT will host the workshop on April 21, 2018.

Respectfully submitted,

Sarah Ferencz  
Chair, Durham Region Area Archives Group  
Archivist, Archives at Whitby Public Library

## Report of the Eastern Ontario Chapter (AAOEe)

The 2017-2018 AAOEe Executive:

- President: Jacinda Bain, City of Ottawa Archives
- Vice-President & Secretary: Claire Sutton, City of Ottawa Archives
- Past-President: John Lund, City of Ottawa Archives
- Member-at-Large: Aida Tesfai, House of Commons
- Member-at-Large: Emery Leger, Skate Canada

After the Chapter's AGM on 13 May 2017, it was a quiet time as the executive took a brief summer hiatus. However, the TAATU (The Archives and Technology Unconference) had their annual meeting at the City of Ottawa Archives on 7 June 2017 in conjunction with the ACA Conference in Ottawa, where we sponsored the refreshments.

Our key fall event took place on 12 October 2017 with a tavern tour in Ottawa, "Ottawa Historical Tavern Tour." We had 14 participants with the group visiting Waller Street Brewing, the Laff and Brigid's Well in Lower Town. It was a perfect night for a long walk interrupted with tales and libations of a barley kind. On 20 January 2018, we had a "Winter Warmer" where a small enthusiastic crowd went skating on Ottawa City Hall's Rink of Dreams. I am happy to report that there were no injuries! The chapter participated at Heritage Day on 20 February 2018 at Ottawa City Hall; the event was well attended.

We are hosting a Copyright Workshop on 26 April 2018, which will be held at the City of Ottawa Archives. In addition, under the auspices of the AAO Professional Development Committee we are preparing for a workshop on 10 November 2018 about Archival Processing.

The AAOEe Chapter AGM is scheduled for 19 April 2018 in conjunction with a tour of the archives of the Science and Technology Museum. The line-up for 2018-2019 is as follows:

- Jacinda Bain, currently President, standing for President
- Claire Sutton, currently, Vice-President, standing for Vice-President
- Theresa Sorel, currently Treasurer, standing for Treasurer
- John Lund, currently Past-President, stepping down as Past-President, standing for Member-at-Large
- Emery Leger, currently Member-at-Large, standing for Member-at-Large

Respectively submitted,

Jacinda Bain  
AAOEe President  
[aaoeast@gmail.com](mailto:aaoeast@gmail.com)

# Report of the Northwestern Ontario Archivists' Association (NOAA)

## 2017-2018 Activities:

NOAA has had a quiet year due to staffing changes in our small archival community. Our members have been working hard to promote Archival work in our community by participating in community research partnerships, by helping to create more placement opportunities for students, and by encouraging students to join the Archival profession.

The sixth annual Archives Crawl for the History Students Group at Lakehead University was held on Thursday, September 28, 2017. The Crawl started at the Lakehead University Archives, moved on to the City of Thunder Bay Archives, the Brodie Public Library, the Northwestern Ontario Sports Hall of Fame, and then the Thunder Bay Museum. The students had tours of the facilities, learned about the archival holdings of each institution and were able to examine some items themselves to see how the materials could benefit their research. This annual event will be hosted again during the 2018-2019 school year.

The NOAA AGM was held April 4, 2018 at the Prince Arthur Hotel. We enjoyed a lovely dinner and lively round table discussion about the news from each of our institutions. Many exciting projects and opportunities for collaboration in the coming year were introduced.

## The 2017-2018 NOAA Executive:

- President: Christina Wakefield, City of Thunder Bay Archives
- Treasurer: Louise Wuorinen, Lakehead University Library
- Secretary: Sara Janes, Lakehead University Archives
- Website and Social Media: Joshua Klar, City of Thunder Bay Archives, resigned December 2017
- Member-at-Large: Michel Beaulieu, Lakehead University History Department
- Member-at-Large: Kathy Traynor, Lakehead University Archives

Christina Wakefield  
President, NOAA  
Associate Archivist, City of Thunder Bay Archives  
[cwakefield@thunderbay.ca](mailto:cwakefield@thunderbay.ca)  
807-625-2822

## Report of the Southwestern Ontario Chapter (SWOC)

### President's Report

This year has been quiet again for SWOC, but we have held one event. Outside of our AGM which was held last June we had a BBQ at Western for students in the MLIS and MA Public History programmes. This was well attended and a number of SWOC members came out to mingle with students and speak with them about archival work.

We will be holding our 2018 AGM on April 28<sup>th</sup> at the new Elgin County Heritage Centre. We are looking forward to a tour of the new facility and meeting with our colleagues.

## Report of the Toronto Area Archivists' Group



At the end of another year, we look back on the great work the TAAG executive has accomplished from April 2017 to end of March 2018. We had a busy year filled with tours, a workshop, student-oriented outreach, several social events and, early on in the year, the annual AAO Conference.

Beginning in April, we held our AGM where over 40 members gathered in Robarts Library to listen to Dr. Ian Wilson, former Librarian and Archivist of Canada reflect on his career and on the position of the Canadian archival system, asking those in attendance to advocate for our profession and professional interests. On the heels of the AGM, TAAG and the AAO board welcomed over 150 attendees to the University of Toronto's Faculty of Information (iSchool) for the Annual Conference, *Come Together: Meaningful Collaboration in a Connected World*. The TAAG executive put in countless hours serving on both the Program and Local Arrangement committees to make sure everything ran as smoothly as possible. A great success, we are proud of our accomplishments and thank the AAO for their support in this joint effort.

After taking a short break, we returned in the fall with a tour of the Trinity College Archives where Sylvia Lassam, Rolph-Bell Archivist, offered a behind-the-scenes look at her new space. Since then we have hosted several events throughout the winter and spring; detailed descriptions of each event follow.

With the end of this year comes several changes to the TAAG executive membership, which will be finalized at the April 5, 2018 AGM. At present, membership is as follows:

James Roussain, President  
Emily Sommers, Vice-President  
Tys Klumpenhower, Secretary  
VACANT, Treasurer\*  
Celia Schmidt, Member-at-Large  
Maegan Ayre, Member-at-Large  
Andrea Mateka, Member-at-Large, Acting Treasurer\*  
Jessica Haskell, Member-at-Large  
Julia Holland, Past President

\*Due to personal reasons, Katey Watson and Amanda Tomé both resigned from their positions of Treasurer and Member-at-Large, respectfully, during the past year. Andrea Mateka stepped in to fulfill the duties of Treasurer serving as Member-at-Large, Acting Treasurer.

On a personal level, this is my last AGM as TAAG President and I want to thank everyone for the privilege of serving you in this capacity. TAAG has been supported by a strong and committed group of people throughout its 44-year history and I am proud to have had the opportunity contribute.

I want to close by thanking the current executive for their tireless efforts and commitment to the profession and by thanking our membership for their continued support; without your patronage we would not be here this evening.

Respectfully submitted,  
James Roussain  
TAAG President

Events this past year included:

#### [Annual General Meeting 2017](#)

Date: 9 March 2017

Location: Blackburn Room, Robarts Library, University of Toronto

Number of attendees: ca. 40

Taking place a bit earlier than in past years, TAAG hosted its Annual General Meeting on March 9<sup>th</sup> 2017 where we welcomed over 40 attendees for a talk given by former Librarian and Archivist of Canada, Dr. Ian Wilson. Titled “Whereof what’s past is prologue,” Dr. Wilson’s talk mused on the past and present challenges facing our profession and urged those in attendance to not sit on our laurels but rather to continue engaging our communities, fellow colleagues, and our leaders to promote archives and their importance to society. We can be proud of our past successes but must continue to learn from them and not grow complacent. Dr. Wilson’s talk offered reflection and amusing anecdotes accumulated through his years of public service, which culminated in a lively discussion amongst all in attendance.

As our full executive was elected last year with a two-year mandate, no elections were called at the meeting and our administrative business wrapped up quickly. Our executive remains:

James Roussain, President  
Emily Sommers, Vice-President  
Tys Klumpenhower, Secretary  
Katey Watson, Treasurer  
Celia Schmidt, Member-at-Large  
Maegan Ayre, Member-at-Large  
Amanda Tomé, Member-at-Large  
Jessica Haskell, Member-at-Large  
Julia Holland, Past President

### [AAO Conference](#)

Date: 26-28 April, 2017

Location: Faculty of Information, University of Toronto

Number of attendees: 150+

TAAG served as hosts for the 2017 AAO Conference *Come Together: Meaningful Collaboration in a Connected World*. TAAG executive members served on the Program and Local Arrangements Committees, helping plan all aspects of the conference logistics, with the assistance of the AAO Board and Secretariat.

The conference was a resounding success with over 150 registered delegates coming together to seek new ways to collaborate and share expertise across our institutions. This conference was a truly collaborative effort and exemplified the strength and spirit of the Ontario archival community.

### [TAAG Chapter Award presentation](#)

Date: 14 June 2017

Location: Faculty of Information Inform, 140 St. George Street, Toronto.

Number of attendees: ca. 150 students and guests

The annual iSchool convocation TAAG award is given to one full-time or part-time graduate with the highest academic achievement in the Archives and Records Management concentration of the MI program in the Faculty of Information, University of Toronto.

It was our distinct pleasure to present this year's award to David Jason Gour.

### [Trinity College Archives tour and pub night](#)

Date: 28 September 28 2017

Location: Trinity College Archives, 6 Hoskin Avenue, Toronto

Number of attendees: 29 people

Following extensive renovations and the construction of a new archives facility, Rolph-Bell Archivist Sylvia Lassam welcomed TAAG members for a behind-the-scenes tour of the impressive space. A pub night followed at the Bedford Academy (36 Prince Arthur Avenue).

TAAG would like to thank Emily Sommers for organizing this event.

### [Associations as Your Gateway to Networking event](#)

Date: 2 November 2017

Location: Faculty of Information Inforum, 140 St. George Street, Toronto.

Number of attendees: ca. 100 students

Again this year TAAG was invited to participate in the Faculty of Information's 7<sup>th</sup> annual Associations as Your Gateway to Networking event where members from 20+ professional associations representing libraries, museums, archives, knowledge management and other information professions are on-hand to speak with students and promote the value of professional memberships.

Thanks to Maegan Ayre and Celia Schmidt for attending on behalf of TAAG.

### [Omeka.net Workshop](#)

Date: 24 November 2017

Location: John M. Kelly Library, St. Michael's College, University of Toronto

Number of attendees: 25 people

Back by popular demand, TAAG hosted an introductory workshop on Omeka.net, a free, web-hosted content management and exhibition platform. Led by Leslie Barnes, Digital Scholarship Librarian at the University of Toronto Libraries, participants learned how to display collections, build exhibitions, gather stories, and map photographs online.

TAAG would like to thank the staff of the John M. Kelly Library at St. Michael's College, University of Toronto, for the use of their space, as well as Andrea Mateka for taking the lead on organizing the workshop.

### Winter Warmer

Date: 18 January 2018

Location: Harvest Kitchen, 124 Harbord Street, Toronto

Number of attendees: 30 people

In lieu of the annual Holiday Party, TAAG this year decided to welcome the New Year and beat the doldrums of a dark January by hosting a Winter Warmer. Held at the Harvest Kitchen, TAAG offered a casual venue for colleagues to connect and mingle over dinner or drinks. The use of the venue required a minimum spend which, unfortunately, was not met and so a cost of \$100.00 was paid by TAAG to cover the outstanding minimum spend balance.

TAAG would like to thank Julia Holland for organizing this event.

### ROM Archives tour and pub night

Date: 23 February 2018

Location: Royal Ontario Museum, 100 Queen's Park Crescent, Toronto

Number of attendees: 15 people

TAAG was fortunate to be offered the opportunity to tour the ROM Archives! Led by archivist Charlotte Chaffey, this extremely popular tour maxed its reserved attendance of 15 spots in record time. A pub night followed at the Bedford Academy (36 Prince Arthur Avenue).

TAAG would like to thank Charlotte Chaffey, archivist, for her generosity in offering this tour to the TAAG membership. We would also like to thank Maegan Ayre for organizing this event.

**TAAG Consolidated Budget**  
01 April 2017 - 31 March 2018

Revenue	Credits	Debits	
Opening Bank Balance (01 Apr 2017)	2,214.17		
Donations	0.00		
AGM 2017	0.00		
Fall 2017 Omeka.net workshop	780.00		
2018 Winter Warmer	0.00		
2018 ROM Tour	0.00		
AAO Core funding	250.00		
<b>Disbursements</b>			
AGM 2017		(80.37)	
Fall 2017 Omeka.net workshop		(57.85)	
2018 Winter Warmer		(100.00)	
2018 ROM Tour		(40.00)	
iSchool Award		(200.00)	
Bank Fees		(30.00)	
Total	3,244.17	(508.22)	
Total		<b>2,735.95</b>	
Event Details	Credits	Debits	
<b>AGM 2017 (March 9 2017)</b>			
Revenue	0.00		
Disbursements		(80.37)	
Total	0.00	(80.37)	(80.37)
<b>Fall 2017 Workshop - OMEKA (November 24 2017)</b>			
Revenue	780.00		
Disbursements		(57.85)	
Total	780.00	(57.85)	722.15
<b>Winter Warmer (January 18 2018)</b>			
Revenue	0.00		
Disbursements		(100.00)	
Total	0.00	(100.00)	(100.00)
<b>ROM Tour (Feb 23 2018)</b>			
Revenue	0.00		
Disbursements		(40.00)	
Total	0.00	(40.00)	(40.00)

# Annual General Meeting 2017 Minutes – April 27, 2017, Toronto, Ontario

Thursday, April 27, 2017  
12:15 PM – 1:30 PM

Claude T. Bissell Building, BL 507  
University of Toronto, Toronto, Ontario

## 1. Call to Order

Dana Thorne, AAO President, 2016-2017, called the meeting to order at 12:45 PM.

### 1. President's Opening Remarks

D. Thorne welcomed meeting participants to the conference and expressed her thanks to the organizers. She reminded those in attendance that the AGM meeting package had been circulated to AAO members by email on Tuesday, April 25, and encouraged everyone to consult the documentation as needed.

### 1. Approval of the Agenda

**MOTION 18/2017:** D. Thorne put forward a motion to approve the agenda. Approved by consent; carried.

### 1. Approval of the Minutes of the 2016 AGM

**MOTION 19/2017:** D. Thorne put forward a motion to approve the minutes of the 2016 AGM. Approved by consent; carried.

### 1. Report of the President

- As part of her presentation to meeting participants, D. Thorne touched on the following highlights of her President's Report per the 2016-2017 AGM package:
  - The AAO's Strategic Plan for 2015-2020, reminding the membership of the Association's four overarching priorities and supporting goals for the period, and noting that 2017-2018 marks the Association's third year under the Plan;
  - Key initiatives undertaken by the AAO throughout the year, including the establishment of two new resources on the Association's website to assist visitors in addressing the Truth and Reconciliation Commission's (TRC's) Calls to Action and raise

awareness about Indigenous records found in archival repositories across the province;

- The AAO's application for Documentary Heritage Communities Program (DHCP) funding from Library and Archives Canada for three free Indigenous cultural competency sessions that will take place across Ontario in the coming year pending approval;
  - The AAO's success in securing funding for the second phase of the *Advancing Archeion* project initially launched in 2015-2015 to allow Lisa Snider, AAO Archeion Coordinator, to perform additional Archeion Assistant services for the Association while continuing to coach institutions on how to upload descriptions to the Archeion database;
  - The development of an organizational history for the AAO in time for its 25<sup>th</sup> anniversary in 2018 remains an ongoing project for which D. Thorne referred participants to Paul Henry, AAO Institutional Development Committee (IDC) Chair, for further information in his role as Chair of the AAO Board of Directors' Organizational History Special Committee.
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- D. Thorne invited Grant Hurley, AAO Board Director Without Portfolio and *Off the Record* (OTR) Editor, to provide participants with a brief update on the activities and accomplishments of the Student Outreach Committee (a Special Committee of the AAO Board of Directors) during the previous year. The AAO achieved a 42% increase in AAO Student Membership between January 2016 and January 2017.
  - D. Thorne resumed her presentation by noting that 2016-2017 represented the first full year of implementation of the AAO-led Provincial Acquisition Strategy (PAS), with the supporting Ontario Archival Accessions Register (OAAR) – featuring the material of 10 institutions – officially launched and linked to the Association's website during the 2017 installment of the province's Archives Awareness Week earlier in the month. She then reminded interested meeting attendees that a session regarding the PAS would be taking place the following day during the conference.
  - Additionally, D. Thorne met in person with representatives of the Association's two principal funding bodies: the Ontario Ministry of Tourism, Culture and Sport, which administers the Provincial Heritage Organization (PHO) grant accounting for 32% of AAO revenue at the time of the AGM, and the Archives of Ontario (AO). Discussions focused on how to position the AAO favourably to secure maximal funding from these sources in the future. She, along with Iona McCraith, AAO Archives Advisor, and L. Snider further discussed with the AO opportunities for the two organizations to continue to work together.

- D. Thorne concluded her presentation by expressing that 2016-2017 had been a great year for the AAO, and her enthusiasm for what the Association can accomplish in 2017-2018 as it embarks on celebrating its 25<sup>th</sup> anniversary.

## 1. Report of the Secretary-Treasurer

On behalf of Jodi Aoki, outgoing Secretary-Treasurer of the AAO Board of Directors, D. Thorne reported on the Association's financial affairs. Overall, the AAO enjoyed a positive fiscal year, with revenues of \$252,299 and a net income of \$10,698 with expenses deducted. D. Thorne noted that the Secretary-Treasurer's Report included in the AGM summarizes the sources of AAO revenue and a breakdown, by percentage, of total revenue. She highlighted that the workshops of the Professional Development Committee (PDC) and the 2017 annual conference both represented major sources of revenue, and was generally pleased with the AAO's positive financial status.

### a. Approval of the Auditor for the 2017-2018 Audit

**MOTION 20/2017:** Jennifer Weymark put forward a motion to approve the Secretary-Treasurer's Report and to secure the services of an auditor for the AAO in 2017-2018. Liz Mayville seconded the motion. 53 members voted in favour; no one was opposed or abstained from voting. Carried.

Prior to addressing the following agenda item, a request was put forth from the floor by Suzanne Dubeau for the AAO Secretariat to, in future, provide a breakdown of donations received towards the Shirley Spragge Fund specifically, but also for other donations received by the Association. D. Thorne confirmed that the AAO Board of Directors is provided with the requested breakdown by the AAO Secretariat, but this information has just not been included in AGM package for members. At that, she confirmed that the Board would consider providing the requested breakdown of donations as part of future financial reporting to members. D. Thorne otherwise offered that the AAO had received two individual donations following "Giving Tuesday" in the Fall, and that the AAO Board of Directors will proceed with the same initiative in 2017-2018.

## 1. Report of the Secretariat

Terra Belanger, Account Coordinator, Managing Matters, provided a brief update on behalf on the activities of the AAO Secretariat to complement the report provided within the AGM package. She noted that Managing Matters – the association management company through which the AAO's secretariat support services are provided –

moved offices during the year to 411 Richmond Street, Toronto. She concluded by thanking the 2016-2017 Board of Directors for a pleasant working year, as well as the Toronto Area Archivists' Group (TAAG) for organizing the annual conference.

### **Report of the Archives Advisor and Archeion Coordinator**

I. McCraith, AAO Archives Advisor, reminded members that she had submitted a written report on her activities as part of the AGM package. She remarked that the Archives Advisor program enjoyed an exciting and productive year, seeing her receive an incredible number of enquiries from both members and non-members by email and by phone. She also had an opportunity to complete 22 different site visits during the year, starting with a tour of archives in the Northwestern Ontario Archivists' Association (NOAA) Chapter region in conjunction with attending the AAO annual conference held in Thunder Bay in May 2016. However, she has observed that an increase in resources to support the delivery of site visits under the Archives Advisor program has not followed the notable increase in the number of requests for this service over the years. I. McCraith otherwise participated in a panel session at the 2017 AAO annual conference; participated in a recent symposium of the Ontario Museums Association (OMA), along with representatives of government, academia, indigenous and non-indigenous groups; and noted that she has made efforts to try and engage indigenous institutions across the province. She expressed her hope to keep making site visits and engaging with more people in the year ahead.

L. Snider, AAO Archeion Coordinator, thanked the AAO Board of Directors and AAO President D. Thorne, in particular; AAO Secretariat staff at Managing Matters; and I. McCraith for their support during her first year with the Association in 2016-2017. She also thanked her predecessor, Amanda Hill, for leaving matters in good order for her arrival. L. Snider remarked that it was a busy year for her, finding herself "wearing two hats" for the majority of it in performing duties as both the AAO Archeion Coordinator and Archeion Assistant. Nonetheless, circumstances offered her the opportunity to meet with members across the province, from St. Catherines to Goderich to Napanee. As Archeion Assistant, specifically, she visited more than 42 institutions and trained 134 individuals. As Archeion Coordinator, she oversaw major Board-approved upgrades to Archeion, including one involving Access to Memory (AtoM) and another to allow for bulk uploading of descriptions to Archeion to move Ontario's archival information network into a new phase of use. L. Snider indicated that she will continue her efforts to standardize subject areas in Archeion, and noted that another Archeion upgrade was planned for the summer. She invited members to contact her for more information on her work

and encouraged them to contact her for training. She concluded her presentation by noting that she presented on Archeion at the OMA symposium and as part of the PAS, and otherwise thanked members for inviting her into their archives.

## **1. Motion for Institutional Fee Update – Vote**

D. Thorne invited P. Henry to the podium to discuss a proposed update to the existing fee structure and fees for Institutional Members. Having been appointed to the position of IDC Chair part way through the year, P. Henry acknowledged the change in IDC leadership from Sarah Ferencz to himself during 2016-2017, and referred members to his report on IDC activities in the AGM package. He otherwise opened his presentation on the proposed Institutional Member fee update by reminding members that the IDC's role within the AAO has evolved from adjudicating the awarding of grants on behalf of funding bodies to representing and advocating on behalf of the needs and interests of Institutional Members. In that vein, he thanked the AO for supporting the IDC in delivering its third Institutional Issues Forum in 2016, from which a call to review the AAO's Institutional Membership fees emerged as an action item. This reflected the results of a recent survey of Institutional Members that saw 92.8% of respondents (i.e., 26 out of 28, with only one respondent opposed, and the remaining respondent abstaining) vote in favour of changing the Institutional Member fee structure.

On the strength of the reactions encountered among Institutional Members, the IDC conducted an analysis in pursuit of membership fee restructuring. P. Henry reviewed the details of the proposal with members, which involved the recommendation to base the fee structure on the number of individuals employed full time by an institution to perform archival functions, as opposed to a structure based on budget size. Included in the proposal is a formal definition for full-time employee that distinguishes this status from that of volunteer, and otherwise calls for institutions to prorate part-time employees against the criteria for full-time employees. The proposed structure also reduced the number of Institutional Membership categories from eight to five. P. Henry highlighted the fact that a category was introduced for organizations run solely by volunteers (i.e., institutions considered to have no "full-time employees") that was designed to encourage these volunteers to obtain Institutional Membership versus Individual Membership. He then provided a breakdown of the new proposed Institutional Member fee structure, explaining that it represents an effort to normalize the previous categories and fees such that the AAO will

not experience a net loss, but instead enjoy a fair and clear fee structure for its Institutional Members.

In response to an invitation by P. Henry, no questions from the floor were received. Before putting forth a motion to vote on the proposal he just described, he reminded those in attendance that only Institutional Members were permitted to vote on the issue.

**MOTION 21/2017:** P. Henry put forward a motion to approve the proposed restructuring of AAO Institutional Member fees. The motion was seconded by Robin Kierstead. 17 Institutional Members voted in favour; no Institutional Members were opposed or abstained from voting. Carried.

D. Thorne thanked the membership and the IDC for supporting this proposal.

## 1. **Approval of Constitutional Amendments**

D. Thorne reviewed with members the amendments proposed for the Constitution of the AAO. The first involved a subtle change of language aimed at ensuring that the Constitution appropriately reflects the role of the PDC. The second proposed amendment resulted from the Board of Directors being alerted to the fact that a description of the AAO Awards Committee had never been included in the Constitution, so the addition of two new clauses (to be numbered 6.1.8 and 6.1.9) were proposed.

Pursuant to D. Thorne's invitation for questions or concerns from the floor, Arthur McClelland inquired about how AAO committee membership is renewed. Nick Richbell, AAO Director Without Portfolio, responded by explaining that the renewal of committee membership occurs at the discretion of the respective committee's Chair.

### a. **Professional Development Committee Language Revision**

**MOTION 22/2017:** D. Thorne put forward a motion to approve the proposed revision to the language of clause 6.2 of the Constitution of the AAO, pertaining to the mandate of the PDC, as follows:

*The Professional Development Committee shall advise the Board on matters related to professional development opportunities for the AAO membership. The Committee shall also provide support for the archival community by facilitating and developing continuing education opportunities and workshops, pertaining to archives and information management, for AAO members and the larger archival community.*

The motion was seconded by A. McClelland. 52 members voted in favour; no one was opposed or abstained from voting. Carried.

#### **b. Addition of Awards Committee Description**

**MOTION 23/2017:** D. Thorne put forward a motion to approve the addition of two new clauses to section 6, "Committees", of the Constitution of the AAO – to read as follows, as clauses 6.18 and 6.19, respectively – to address an absence of language surrounding the role and membership of the AAO Awards Committee:

*Item 6.18 Awards Committee – The Awards Committee shall advertise, promote, adjudicate, and present recognition awards supported by the AAO. The Committee shall advise the Board on new awards, modifications to existing awards, and opportunities for special recognition.*

*Item 6.19 Membership of the Awards Committee – The Awards Committee shall consist of a minimum of four (4) persons. At least two (2) Committee members must be a past recipient of an AAO award. The Chair of the Awards Committee must be a past recipient of an AAO award. All members of the Committee must be AAO members in good standing. Membership of the Awards Committee runs for a two-year term and terms may be renewed. Membership is determined by the Awards Committee members and approved by the AAO Board.*

The motion was seconded by Rodney Carter. 47 members voted in favour; no one was opposed or abstained from voting. Carried.

#### **1. Election of the Board of Directors**

D. Thorne reminded members that two Board positions would be vacant at the conclusion of the 2016-2017 year, including that of Vice-President/President Elect and of Secretary-Treasurer. She thanked J. Aoki for having served as Secretary-Treasurer.

D. Thorne then confirmed that two candidates were nominated for the available positions: Juanita Rossiter for the position of Vice-President/President Elect, and Emma Hamilton-Hobbs for the position of Secretary-Treasurer.

**MOTION 24/2017:** At that, D. Thorne put forward a motion to open the floor for nominations for the positions of Vice-President/President Elect and Secretary-Treasurer. The motion was seconded by P. Henry; 54

members voted in favour; no one opposed or abstained from voting. Carried.

No nominations were received from the floor.

**MOTION 25/2017:** D. Thorne thus put forward a motion to close nominations from the floor for the position of Secretary-Treasurer, and to proceed with electing E. Hamilton-Hobbs to the role. The motion was seconded by J. Weymark. 60 members voted in favour; no one was opposed or abstained from voting. Carried.

**MOTION 26/2017:** D. Thorne subsequently put forward a motion to close nominations from the floor for the position of Vice-President/President Elect, and to proceed with electing J. Rossiter to the role. The motion was seconded by N. Richbell. 57 members voted in favour; no one was opposed or abstained from voting. Carried.

Following the election, D. Thorne reminded members that the new position of Chapter Stakeholder had been introduced to the AAO Board of Directors in 2016-2017. She then announced that Amanda Tomé was appointed as the Chapter Stakeholder for 2017-2018 following election by Chapter Executives.

## **1. Other Business**

### **a. Student Outreach Committee Report**

G. Hurley took to the podium to speak to members on behalf of the Student Outreach Committee. He opened his presentation by expressing that he had been happy to be a member of the Committee, for which Bridget Whittle served as Chair. He reminded members that the Committee's role was to consider what the AAO should be doing as an organization to fulfill student needs. One of its first achievements was successfully putting forth a proposal in 2016 to extend Student Membership to new professionals – a proposal supported by members pursuant to voting at the previous year's AGM. G. Hurley commented that easing the transition for new graduates from academia into their careers represented a huge step forward for the AAO. In 2016-2017, the Committee focused on identifying coordination activities that the AAO could undertake to best serve its student community. The Association otherwise seized the opportunity to use OTR to promote student activities. G. Hurley then reported that AAO Student Membership has significantly grown since 2016, increasing from 14 to 39 Student Members since that time.

In 2016-2017, the Student Outreach Committee fulfilled its mandate and thus would be disbanded. However, the AAO Communications and Advocacy Committee – a Standing Committee of the AAO Board

of Directors – would oversee ongoing student outreach via a dedicated sub-committee. G. Hurley confirmed his intention to remain involved in this work along with B. Whittle. There were no questions from members following his presentation, so discussion of this agenda item concluded.

#### **b. Organizational History Committee Report**

D. Thorne once again invited P. Henry to speak to members in his capacity as Chair of the AAO Organizational History Committee to provide them with an update on the project. He confirmed that the Committee has generally convened via teleconference once per month since being established, and is making good progress as outlined in the Committee report included in the AGM package. P. Henry confirmed that the Committee has identified authors for each chapter of the publication. He then encouraged members to send the group any photographs they deemed relevant for inclusion in the final product, or to share other related material and any additional information with him or with the Committee's Secretary, I. McCraith. He also invited members to attend the informal open house being hosted by the IDC at 4:30 PM as part of the conference if they wished to discuss with him the project, or possible contributions to it.

Although the AAO Board of Directors had originally established the Committee for a period concluding at the 2017 AGM, P. Henry said he would be asking the Board for permission to extend its mandate to provide for publication and dissemination of the final organizational history. As no questions regarding the project were received from the floor, he proceeded by reassuring members that the goal remains to publish the AAO organizational history in time to make it available for purchase at the 2018 annual conference.

#### **c. 2018 Conference Presentation and Future Conferences**

D. Thorne invited N. Richbell to provide the membership with an announcement regarding future AAO annual conferences. He informed members that the University of Waterloo would host the 2018 conference from May 9-11, 2018, under the theme of "Let's Celebrate", and that he and Julie Hendry would serve as Co-Chairs of the 2018 AAO Conference Committee.

Following N. Richbell's presentation, it was further announced that the following two AAO annual conferences locations had also been identified, with the 2019 conference to be held in Belleville, and the 2020 conference to be co-hosted by the Hamilton Public Library and McMaster University in Hamilton.

## 1. Adjournment

**MOTION 27/2017:** B. Whittle put forward a motion to adjourn the AGM; Ned Struthers seconded the motion. All members present voted in favour; no one opposed or abstained from voting. Carried. The meeting thus adjourned at 1:30 PM.