



CANB

Council of Archives New Brunswick
Conseil des archives Nouveau-Brunswick

COUNCIL OF ARCHIVES NEW BRUNSWICK ANNUAL REPORT 2016-2017



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2017 Annual General Meeting – Assemblée générale annuelle 2017

23 Promenade - Dineen Drive, Fredericton, NB (Campus UNB)

June 15th, 2017 / 15 juin 2017

10 am / 10h

1. Welcome and announcements / Accueil et annonces
2. Adoption of the Agenda / Adoption de l'ordre du jour
3. Approval of the Minutes for the 2016 CANB AGM / Approbation des procès-verbaux de l'AGA du CANB en 2016
4. President's Report / Rapport de la Présidente
5. Vice-President's Report / Rapport du Vice-président
6. Treasurer's Report / Rapport de la Trésorière
7. Archives Advisor Report / Rapport du Conseiller en archivistique
8. Provincial Grant Funding – Updates / Subventions provinciales – mise à jour
9. Composition of the CANB Executive for 2017-2018 / Composition du Conseil d'administration du CANB pour 2017-2018
 - a) Elections / Élections
10. Review of CANB Policies and Governance documents / Mise à jour des documents du CANB : Politiques et Gouvernance
11. CANB volunteer award / Prix CANB bénévole
12. Other Business / Autres
13. Adjournment / Ajournement



2016 CANB AGM Meeting (Draft)
May 2, 2016
Held at Provincial Archives of New Brunswick

Present:

- Executive - Anne LeClair, President CANB, PANB
Raegan Swanson, CANB Archives Advisor
David Mawhinney, CANB Vice President, Mt. Allison Archives
Ava Sturgeon, CANB Minutes Secretary, Grand Manan Archives
Felicity Osepchook, CANB Treasurer, NB Museum Archives
- Members - Fred Farrell, Provincial Archivist, PANB
Joanna Aiton Kerr, PANB
Barb Merrithew, Girls Guides of Canada NB
Marilyn Brewer, Girls Guides of Canada NB
Allan MacNutt, Moncton Firefighter Historical Society
Carl Eisan, Centre d'études acadiennes A. Chiasson
Robert Richard, Centre d'études acadiennes A. Chiasson
Patti Auld Johnson, UNB
Patsy Hale, UNB Archives
Elsie Carroll, McAdam Historical Restoration Commission
Dave McInroy, McAdam Historical Restoration Commission
Evelyn Fowler, King's Landing
Tom McLaughlin, 8th Hussars Museum
Melynda Jarratt, NB Sports Hall of Fame
Janice Fairney, Charlotte County Archives
Ernie Depatie, Charlotte County Archives
Christine Lovelace, UNB Archives
Francesca Holyoke, UNB Archives

President Anne LeClair welcomed and opened the meeting at 10:10 a.m. with a round table introduction.

Agenda: approved by Janice, seconded by Marilyn Brewer.

Minutes: Motion to approve the Minutes from last year's AGM moved by Ava, seconded by Raegan Swanson.

President's Report was accepted as written with a correction on page 1 of the report under the heading Guidelines. Old sentence was "The review of the guidelines for the Community Museums Assistance Program was completed." The new sentence reads: "The review of the guidelines for the CANB Grant Application was completed." **The Needs Assessment deadline is changed to November 30. Moved by Janice, seconded by Barb Merrithew.**

Question by Fred Farrell as to whether we should continue with our calendars or not. We could use social media to send out the photos instead. The discussion continued and it was disclosed that if we used social media then social media would take ownership of the images. It was stated that calendars are out of date. We could use the money from the calendars for a workshop. As 2017 is our Anniversary year we will not stop this year. We could sell advertisement space in it by using a historic photo or their original letterhead of the business sponsoring that page.



Treasurer's Report: Felicity Osepchook, Treasurer, presented her report. The Harold Holland Bursary Fund was established for preservation projects. The Executive is building this fund until it is safe to use from and the principle will be large enough to continue to grow. Marilyn Brewer moved the acceptance, and Evelyn Fowler seconded.

Archives Advisor's Report: Raegan Swanson, Archives Advisor, presented her report. Note the corrections in the spring dates under site visits - year 2015 should be 2016. Also Charlotte County Archives needs to be added to the list of sites visited. She asked for Newsletter submissions. She presented new CANB bags (really nice) to those who have finished their Needs Assessment. The Needs Assessment is going to be added to the new website. Raegan presented the new website. It is up to date and more user and administrator friendly. WIX is the host with the assistance of College of Art & Design as a part of the assistant's course.

Raegan would like us to send her photos that can be uploaded to the website. This web source best fits our bilingual needs. A button to switch language may be added. The site is user friendly and stress free for making changes. The whole layout has changed.

Raegan has added content to AtoM while working with many different archives. She is using more time to input data into AtoM. We may get a grant from DHCP for funding for data 'dump' into AtoM. We need more promotion about the content of AtoM.

The Archives Advisor's Report was accepted by Dave Mawhinney and seconded by Janice Fairney.

DHCP federal grants - another set of applications will be coming in the fall, Raegan will announce when they become available. CANB applied for three grants from this program this year for promotion of Archives and workshops. The funds are for non-government funded archives. The funds cannot be used for translation services. You can hire additional staff for specific grant jobs. Contact Library Archives Canada for specifics and to see if you qualify.

Nominations for Archives Committee - The Committee stays the same this year. Next year we will need new people to rotate on.

Review of Council Governance Documents - [get note from Dave that he read] [also put his note in the newsletter]

Membership Dues increase Motion... Drafts of the review of the Governance Documents will be posted in the newsletter for membership feedback.

One goal the Committee has is to create a 3 - 5 year calendar to give us direction and keep us on track for what we need to be doing.

Dave introduced the idea of trying to partner with the First Nations Community of New Brunswick to assist in preserving their Archival history. This will be a slow and careful process of us assisting them to organize what they have to preserve. It may be possible for Raegan to develop a workshop for this. Phyllis Grant was mentioned as a possible contact. Raegan also has a few contacts within the community. Other names mentioned are Marcel Dugas who does genealogy on the North Shore, and High Akaji, Chief of the Passamaquoddy in the St. Andrews area.

CANB Volunteer Award Introduction - The executive is starting work to develop a program for this. We will do a criteria, have one volunteer recognized per year, one prize, page on the website will give details when we have them finalized. We appreciate all you do across the province and we want to recognize that.

No other business - Raegan presented prizes to different members.

Adjourned at 12:05 to enjoy lunch and visit with everyone.



President's Report

Anne LeClair

In this report, you will find a summary of our activities for the year just ended. The past year was a busy one, and many administrative and management tasks were carried out to follow up on a number of important issues. Several discussions took place during the year concerning the many challenges related to the Council's current structure and the sustainability of the services provided for the members. A number of issues were put on the back burner following the departure of the former advisor, and most of my time was spent recruiting, hiring, supporting, and supervising the new advisor, Shannon Doiron, who took up his duties last February. As always, I wish to thank the committee members – David, Felicity, and Ava – for their collaboration, without which the CANB would not be able to fulfill its mandate. I would also like to thank Shannon, who knows how to make himself useful and is adjusting well to his new position. Last of all, I would like to thank the Provincial Archives of New Brunswick for its invaluable contribution and many services.

Governance

Policies

The Vice-President drafted policies on the following: Communications, Confidentiality/Privacy, and Volunteer Code of Conduct. These still need to be approved. We hope this framework will help future board members ensure the continuity of their activities and support the major decisions that an organization such as the CANB must make.

By-Laws and Constitution

The intention was to address this issue, establish guidelines, and enhance the visibility of the roles and responsibilities of each. Owing to the changes and urgent situations of this past year, this issue had to be postponed. The committee members will look at reviewing these official documents soon.

Needs Assessment

Throughout the year, the advisors continued their work to help and support the members in answering the questions properly. This is an essential tool for gaining a better understanding of the realities of our membership, realities in the field, challenges encountered every day, and the issues the members face on a regular basis.

Once compiled, the results will be used to prepare an accurate portrait of the situation of archival institutions in New Brunswick. The Council believes this exercise should enable us to provide members with practical support and make our job easier when the time comes to justify more resources for archival processing (acquisition, description, preservation, promotion, and access), the training necessary for knowledge advancement, or any other project related to archives in general.



Dissemination and Promotion

Visits to Archival Centres and Depositories

Again this year, the advisors paid many visits to the members. Please refer to the advisors' activity report for more details.

Images Calendar

There was some discussion about whether or not to continue the annual calendar exercise. The Council asked its members for feedback, and unless the new Council overturns this decision (new members will be elected during elections held at the next AGM), it was decided not to renew the exercise this year. More to come.

Website

Maintenance of the website provides greater visibility for the members and the archival community in general.

AtoM Database

A number of descriptions were entered into the database, and the project is well under way. This work will continue this year.

Heritage Week

Again this year, the Council contributed to this event, organized by the Department of Tourism, Heritage and Culture. The CANB will renew its involvement this year.

Social Media and Newsletter

The archives advisors continued their efforts to keep the members up to date on news from the provincial and national archival community.



Vice-President's Report
David Mawhinney

To the members of the Council of Archives New Brunswick

In response to my remarks last year on the issue of governance I have drafted the following two policy documents and a code of conduct that I am sharing with the membership at the annual general meeting for review and input.

1. CANB Communications Policy
2. CANB Privacy Policy
3. CANB Volunteer Code of Conduct

The core of the documents emanates from work that I undertook as a member of the Association of Canadian Archivists – Governance Committee. That organization works to constantly review and in some cases revise its documentation on an ongoing basis.

I think that this initial step in the area of governance promotes transparency for CANB and reminds all members that this type of documentation is key to the successful operation of archives in the province.

I also worked with my colleagues on the Executive Committee to implement new scoring guidelines for grant applications based on forms used in other jurisdictions. We are hoping to get your feedback during the annual meeting on any recommendations that you might have for changes to the applications or challenges that you see with the new process.

Finally, I advocated for the creation of a Volunteer of the Year award. I think that the volunteers are the unsung heroes in our various institutions and it is a nice way to recognize them for their contributions to the heritage of the New Brunswick and the researcher communities that they serve.

Respectfully submitted,

David Mawhinney
Vice-President of the Executive Committee
Council of Archives New Brunswick (CANB)



Treasurer's Report
Felicity Osepchook

Bank of Montreal (Fredericton)

Chequing Account

Opening balance April 1, 2016 **\$28,404.27**

Closing balance March 31, 2017 **\$29,619.66**



Archives Advisor Report
Raegan Swanson/Shannon Doiron (2016-2017)

Workshops:

- July 12, 2016: Introduction to Archives (Kingston)
- September 17, 2016: Introduction to Archives (Hampton)
- September 26, 2016: Introduction to AtoM (Fredericton)
- October 17-18, 2016: DHCP Copyright with Jean Dryden (Sackville)

* Two more “Base” archival workshops were created to be offered to members by request or as future workshops.

- Digital Records
- Policy, Procedures & Standards

Site visits:

April 2016: 1 site visit
May 2016: 1 site visit
June 2016: 3 site visits
July 2016: 5 site visits
August 2016: 5 site visits

September 2016: 1 site visit
October 2016: 1 site visit
November 2016: 1 site visit
March 2017: 3 site visits

Total visits: 21

- Girl Guides
- RHSJ – Bathurst
- RHSJ – Saint-Basile
- Charlotte County Archives
- Musée de Kent
- Beaver Harbour
- New Brunswick Military History Museum
- Fondation du *Collège de Bathurst*
- Tantramar Heritage Trust
- UNB Archives and Special Collections
- John Fisher Memorial Museum
- Musée Acadien
- Société Culturelle de Saint-François
- Musée La Forge Jos B. Michaud
- Ross Museum
- Centre D’Études
- Kings County Archives
- Grand Manan Archives

Meetings & Conference(s):

- June 1-4, 2016 – Association of Canadian Archivists – Montreal, Quebec
- September 29-30, 2016 – Canadian Archive Advisor Meeting – Toronto, Ontario

Federal Grant(s):

The CANB applied for 2 and was granted 1 project from the Library and Archives Canada Documentary Heritage Communities Program (DHCP) for a total of 13 294\$. Grant money was used to host a Copyright Workshop with the Council Nova Scotia Archives, including bringing in Jean Dryden (Toronto, Ontario) as an instructor and providing travel funds for participants from New Brunswick, Nova Scotia and Prince Edward Island.

Outreach:

- October 26-28, 2016 – Saint John - Association Museums New Brunswick Annual Conference & Trade Show. Presented on Museum archives with Felicity Osepchook
- Continued monthly newsletter for CANB members
- Merchandise was ordered as prizes for CANB members
- Attended the Culture Plus Forum on March 1, 2017
- Contacted current CANB members regarding my arrival, future site visits and any inquiries they might have
- Contacted Archives Advisors from other provinces

CANB Calendar:

CANB calendars were distributed for 2017. Calendars were sent to NB government officials, secondary schools, CANB members, PANB and distributed by CANB members to their clients/volunteers/staff.

Needs Assessment:

The Needs assessment was sent to CANB Members on November 9, 2015. The assessment was created in 2014/2015 and is meant to review the state of Archives in New Brunswick. The Needs Assessment original deadline was March 31, 2016, but the deadline was extended to November 2016. CANB members who had not yet submitted their Needs Assessments were contacted. Altogether, 17 Needs Assessments have been submitted so far.

Recruitment:

67 letters were sent out March 1, 2016 to various museums and historical institutions around New Brunswick that may have archival collections or archival material. The letters resulted in 11 new or previous returning members.

Website & Social Media:

New website was introduced to members in May 2016 at the AGM. This new website has been cleaned up and reorganised to make our information easier to follow and has been updated



throughout the year. Facebook account and Twitter account were also maintained. Posts were made in both official languages on Facebook and Twitter accounts.

Training and Development (Shannon Doiron)

- Received two full days of training with Anne LeClair for my new position as Archives Advisor.
- Became more familiar with my responsibilities over the rest of February and March 2017, including learning how the database system AtoM operates.
- Did administrative work in the office when required

Provincial Grants

- Collected mid-term reports from those organizations who had received grant money.
- Sent out notifications concerning the final reports to be submitted.

CANB Volunteer Award

- Work was continued on the CANB Volunteer Award that was started by Raegan Swanson before she left.

Membership Renewal

- Made inquiries to CANB members from 2016-2017 concerning the renewal of their membership for 2017-2018.