



2020 – 2021 CANB Annual Report

Presented at the Annual General Meeting

May 10, 2021

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Executive Committee Report

The current year has been one of considerable pivoting and adapting to constant changes in the midst of the global pandemic. Our Archives Advisor, Kimberley Maguire, has shown great stewardship over the course of the last year and has modified her work schedule and routine in keeping with mandated requirements from the Government of New Brunswick. I appreciate her willingness to be flexible in very challenging times.

Last year's AGM was held virtually for the first time and was well attended. We limited the event to a business meeting because we were dealing with a new technology platform for our membership and wanted to streamline the event as much as possible. We are grateful to the Canadian Council of Archives for helping to facilitate the online meeting.

The Executive Committee of the CANB remained the same over the course of the year. The executive continues to consist of the following individuals:

President – David Mawhinney
Vice-president – Julia Thompson
Secretary – Evelyn Fidler
Treasurer – Christine Lovelace
Member-at-large - Ava Sturgeon
PANB representative – Joanna Aiton-Kerr

Since our annual general meeting in the spring we put out a call for grant applications and were gratified to see so many respondents despite the challenges of working during a pandemic. We were over-subscribed for the current year which demonstrates the need for this funding in our community.

Following up on the last round of grants Kimberley Maguire has completed further revisions to the CANB grant applications, guidelines and related documents to ensure that questions raised by members and the Executive Committee were responded to in order to meet the needs and expectations of both applicants and adjudicators.

Given that we were unable to meet face to face we focused our energies on creating opportunities to learn via online webinars. During the course of the year we offered the following:

- Accessioning and the new accessioning standard
- Disaster planning
- Locations and control of holdings
- Documentary art
- Digital preservation (This was the Canadian Conservation Institute (CCI) workshop)

We also negotiated access to an Association of Canadian Archivists webinar on Copyright with Loryl MacDonald at the University of Toronto earlier this year. We have already submitted an application for another CCI workshop in 2021-2021. Training and educational opportunities are a cornerstone of our

organization. We continue to try to meet the needs and expectations of our membership and offer content that is relevant for their institutions.

We have also been successful with applications to Young Canada Works and the Future Wabanaki Program at St. Thomas University. Both of the students hired have been assisting Kimberley Maguire with projects of interest. For example, the latter project will focus on Indigenous content in archives and how to promote it and we look forward to this unique, new partnership.

The Archives Advisor was asked to review / update more policy documents so we are going to table a Policy on Digital Objects at this year's Annual General Meeting.

I would also like to recognize the support of Guy Tremblay who retired from the Department of Tourism, Culture and Heritage recently. He was an important ally and mentor for our organization.

Finally, I would like to congratulate our members for continuing to keep their archives open or at a bare minimum responding to inquiries. It has been a difficult year in so many ways but we continue to forge ahead and a return to "normal" doesn't feel quite so far away at this point.

I thank you for your continued support and work to protect the documentary heritage of this province.

Respectfully submitted,

David Mawhinney
President
Council of Archives New Brunswick / Conseil des archives Nouveau-Brunswick

Archives Advisor's Report

Site Visits

All visits are since the 2020 AGM:

- Grand Manan Archives – July 8, 2020
- Charlotte County Archives – July 9, 2020
- Tantramar Heritage Trust – July 23, 2020
- Fredericton Region Museum – September 1, 2020
- 8th Hussars Museum – September 3, 2020

Due to the COVID-19 pandemic fewer site visits were conducted in 2020. Virtual meetings and phone calls were held with many CANB members in place of site visits.

Meetings and Conferences

- Canadian Council of Archives meeting with the Provincial and Territorial councils – June 8 and November 10, 2020
- Attended the virtual Association of Canadian Archivists annual conference – June 10 to 12, 2020
- Attended the Canadian Council of Archives Annual General Meeting – December 2, 2020
- Attended various meetings with the other Archives Advisor's across Canada during 2020-2021

Workshops

- CCI Digital Preservation Workshop – September 22 to 24 and October 20 to 22, 2020
- Heritage and Risk Management, Athabasca University, September to December 2020
- Anti-Racism in Archival Description, PANB – February 2, 2021
- Legal Issues in Archival Donation, ACA – February 19, 2021
- Fostering Mental Health in the Workplace Post Pandemic, Sensitivity Training Canada – March 3, 2021

Federal Grants

Last year CANB applied to the Young Canada Works (YCW) program to hire a student to work on ArchivesCANB. We were approved to hire a student for the fall and winter semesters and we hired first year UNB student Ailyth Juby. Ailyth worked diligently to ensure numerous finding aids into ArchivesCANB for CANB members.

CANB has applied for two summer student positions through YCW for 2021-2022 and we are still waiting on word if we were successful.

Provincial Grants

In 2019-2020, CANB applied to the provincial SEED program and unfortunately our application was unsuccessful. We have applied again for 2021-2022.

CANB applied to the St. Thomas University Experiential Learning Program through the FutureWabanaki stream to hire an Indigenous student for the summer. We were approved in March 2021 for this position and we are looking to working with the student, St. Thomas University, and FutureWabanaki.

CANB Grant Program

After the 2020-2021 CANB Grant Program applications were adjudicated the applications were further updated and refined to be more accessible and easier to use for CNAB members. Issues with the costing spreadsheet for the arrangement and description, and re-arrangement and description applications were fixed.

CANB Workshop Series

To help keep CANB members engaged and learning about archival practice during the COVID-19 pandemic we ran a series of webinars during the summer and fall of 2020. The topics of these workshops were disaster planning, accessioning and the new accessioning standard, locations and control of holdings, and documentary art. These workshops were both well attended and well received and we are hoping to continue to offer workshops throughout 2021-2022. Many of the webinars were recorded and uploaded to the new CANB YouTube channel so they will be available to members to watch at any time.

Updates to the Guidelines for Archives in New Brunswick

In 2006, CANB published the *Guidelines for Archives in New Brunswick*, which is a manual for archives that covers a wide range of topics. In 2020-2021, we have decided to update the guidelines to bring the

information contained in it up-to-date and to include sections on digital records and digitization. This work will be ongoing in 2021-2022. Once the updates are finished the new *Guidelines for Archives in New Brunswick* will be posted to the CANB website.

Financial Statements

For the Council of Archives New Brunswick

FOR THE YEAR ENDING MARCH 31, 2021

Caisse Populaire Caraquet Limitée

Term Deposits

| | | | |
|------|---|-----------------------------|--------------------|
| ET 1 | 1.500% | Maturity date: Dec 17, 2021 | \$10,000.00 |
| ET 2 | 0.400% | Maturity date: Feb 5, 2022 | 8,380.00 |
| ET 3 | 0.900% | Maturity date: Dec 10, 2025 | 2,740.00 |
| ET 4 | 0.850% | Maturity date: May 10, 2021 | 15,000.00 |
| ET 5 | 0.850% | Maturity date: May 8, 2021 | 10,000.00 |
| | Balance | | \$46,120.00 |
| | CS Account (maintained to keep institutional membership) | | \$100.00 |

***NOTE: Percentage of interest returns have all gone down (for example, ET 2 has gone from 1.400% to 0.400% for the next year).**

Caisse Populaire Caraquet Limitée
Apr 1, 2020 to March 31, 2021

EOP (Chequing)

| | | |
|--|--|--------------|
| Opening balance | | 60.50 |
| Credits | | |
| Money moved from ES Account to cover chequing fees | | 66.00 |
| Debits | | |
| Bank Charges | | -66.00 |
| Interest on overdraft | | -00.00 |
| Closing balance | | 60.50 |

ES Account (Daily Interest Savings)

| | | | |
|-------------------------------|----------|----------|--------------------|
| Opening balance | | | \$20,107.02 |
| Credits | | | |
| Interest from Term Deposits | May 2020 | \$350.00 | |
| | Dec 2020 | \$191.10 | |
| | Feb 2021 | \$117.32 | 658.42 |
| Use fees | | | -1.25 |
| Transfer out to cover EOP fee | | | -66.00 |
| Interest earned on ES Account | | | 10.24 |
| Balance as of March 31, 2021 | | | \$20,708.43 |

Bank of Montreal (Fredericton)

Chequing Account

Opening balance April 1, 2020 \$76,021.59

Credits

| | |
|---------------------------|-----------|
| Memberships | 1,910.00 |
| Federal grant | 4,925.08 |
| Provincial grant | 85,000.00 |
| Associates of PANB cheque | 23,000.00 |
| Cashed in GIC | 7,088.66 |
| \$121,923.74 | |

TOTAL DEPOSITS:

\$197,945.33

Debits

| | | |
|--|-----------|-----------|
| Adjustments for 2020 fiscal: | 30,708.83 | |
| Reinvestment into GIC | 10,000.00 | |
| Bank service charges: | 10.50 | |
| <i>Archives Advisor</i> | | |
| <input type="checkbox"/> Site Visits | 173.82 | |
| <input type="checkbox"/> Professional Development | 1759.00 | 1932.82 |
| CANB Executive | | |
| <input type="checkbox"/> Travel & Food | 278.67 | |
| CANB AGM – 2020 – not held due to COVID | | |
| <input type="checkbox"/> Zoom membership for 1 month | 23.00 | |
| <input type="checkbox"/> Food | 0.00 | |
| <input type="checkbox"/> Volunteer awards | 0.00 | |
| <input type="checkbox"/> Infographic | 0.00 | |
| <input type="checkbox"/> Educational offerings in lieu of AGM | 325.00 | 348.00 |
| Other Expenses | | |
| <input type="checkbox"/> Grants to members | 32,162.88 | |
| <input type="checkbox"/> CANB Projects (AA Salary and refund Associates) | 54,310.58 | |
| <input type="checkbox"/> YCW | 1158.84 | |
| <input type="checkbox"/> Membership in other orgs | 474.00 | |
| <input type="checkbox"/> Heritage fair (sponsorship) | 0.00 | |
| <input type="checkbox"/> Website hosting & AtoM | 1974.10 | |
| <input type="checkbox"/> Canada Post mailbox & postage | 377.20 | |
| <input type="checkbox"/> Translation services | 5388.72 | 95,846.32 |

TOTAL EXPENSE

\$139,125.14

DEPOSITS – EXPENSES =

58,820.19

Pending amounts (cheques not cashed as of April 1, 2021)

+62,320.64

Closing Bank Balance March 31, 2021

121,140.83

Bank of Montreal

**Term Investments
Feb 8, 2020 to Feb 5, 2021**

| | |
|--------------------------------------|--------------------|
| Opening balance | \$6880.29 |
| Value on maturity on 22 January 2021 | \$7088.66 |
| Balance | \$0.00 |
| Reinvested in GIC 16 March 2021 | \$10,000.00 |
| Closing balance | \$10,000.00 |

Harold Holland Bursary Fund

| | |
|------------------------------|--------------------|
| Opening balance | \$36,014.31 |
| Interest paid but reinvested | \$468.19 |
| Closing balance | \$36,482.50 |

Summary of Accounts

As of March 31, 2021

Caisse Populaire Caraquet Limitée

| | |
|---------------|-------------|
| Term deposits | \$46,120.00 |
| EOP Account | 60.50 |
| ES Account | 20,708.43 |
| CS Account | 100.00 |

As of March 31, 2021

Bank of Montreal

| | |
|------------------|--------------|
| Chequing Account | \$121,140.83 |
|------------------|--------------|

As of February 2, 2021

Bank of Montreal

| | |
|-----------------|-------------|
| Term Investment | \$10,000.00 |
| Term Investment | \$37,066.22 |