

**Council of Archives New Brunswick  
Annual General Meeting  
May 23, 2014**

Present: Marilyn Brewer (Girl Guides of Canada – NB Council), Ruth Lawrence (Girl Guides of Canada – NB Council), Ruby Henry (Girl Guides of Canada – NB Council), Robert Richard (CEAAC), Carl Eisen (CEAAC), Richard Brown (Kings County Historical & Archival Society), James Wade (Kings County Historical & Archival Society), Dave McInroy (McAdam Railway Station), Kim Dumphy (McAdam Railway Station), Janice Fairney (Charlotte County Archives), Irene Scarratt (Charlotte County Archives), Janet Holt (Saint John Police Museum), Paddy-Joe McCully (Saint John Police Museum), Richard McFarlane (Saint John Police Museum), Alberta Mercer (Saint John Police Museum), Melynda Jarratt (NB Sports Hall of Fame), Alan MacNutt (Moncton Firefighter Museum), Betty Lutes (Lutz Mountain Heritage Museum), Helen Halfpenny (Lutz Mountain Heritage Museum), Marilyn Trites (Lutz Mountain Heritage Museum), Patsy Hale (UNB), Chantal Brideau (AMNB), Fred Farrell (PANB), Joanna Aiton-Kerr (PANB), Janice Cook (PANB), Samantha Read (CANB), Gavin Moore (PANB Volunteer), Felicity Osepchok (NBM) (minutes)

**1. Welcome and announcements**

CANB President, Joanna Aiton welcomed members to the 2014 Annual General Meeting.

**2. Approval of the agenda**

One addition to the agenda – Update from CCA

**3. Approval of the minutes of the May 24, 2013 AGM minutes**

**Motion to approve the minutes for May 24, 2013: Marilyn Brewer**

**Seconded: Janice Fairney**

**Approved**

**4. President's Report**

Joanna welcomed Samantha Read, as the new Archives Advisor for CANB.

Provincial database - ArchivesCANB, is now up and running. The summer student who was hired under the Young Canada Works program last summer was able to edit and upload the majority of descriptions which resided on the old database in English. Samantha, working with Amanda Tomé, has added descriptions in French.

Funding – we have applied again for provincial funding, and hope to obtain a similar amount to last year (\$55,000.00)

Samantha, Joanna and Fred Farrell met with Minister Trevor Holder concerning the Cultural Policy. There has been no official announcement as yet, but hopefully there will be within the next few weeks. In anticipation of funding from the Cultural Policy, CANB will be creating a needs assessment survey to determine current and future needs of archives across the province.

Outreach – CANB created another calendar with the theme “New Brunswick Remembers” which received positive feedback. Joanna visited Garden Creek Elementary school Grade 3 classroom for an hour long presentation introducing children to archives. Samantha has attended a number of Heritage Fairs and provided presentations.

Young Canada Works – CANB has received funding to hire a student to work on a thematic guide which will highlight fonds in the province pertaining to WWI and WWII.

**5. Treasurer’s Report**

Felicity reviewed the financial statements

**Motion to accept the financial statements as presented: Ruby Henry**

**Seconded: Janet Holt**

**Approved**

**6. Archives Advisor’s Report**

The report was provided to members.

Samantha will be drafting a needs assessment survey, which will go out to members. The last survey was undertaken in 1988. This current survey will be based on the 2007 survey which was undertaken by the Nova Scotia Archives

Samantha encouraged members to contact her if they require site visits.

**7. Provincial Grant Funding**

Joanna mentioned that there were not a lot of applications received, and questioned if there were particular reasons. One suggestion was to simplify the process, and perhaps a revised application form and a workshop on completing the application could be considered. Samantha has been working on reviewing the forms and will provide assistance for those who require it. Another suggestion was that the funding be used for training in archival arrangement and description.

**8. CANB Executive for 2013-14 – Election of New Officers**

The following members have offered to serve on the CANB Executive:

President – Amanda Tomé

Vice-President – Anne Le Clair

Secretary – Ava Sturgeon

Treasurer – Felicity Osepchuk

Joanna asked 3 times for other nominations from the floor, but as none were received, the above members were acclaimed

**9. CCA Update (Fred Farrell)**

- CCA has been providing Webinars over this past year, and they will be soliciting input on topics for future webinars.
- The new Archives Canada database will be searchable from all search engines
- The new Librarian and Archivist of Canada will be taking up their position in about one month
- CCA’s future is a challenge due to financial constraints
- There will be a teleconference soon, for Provincial Councils, to update bylaws

- The Jan. 14<sup>th</sup> Archival Summit in Toronto was a necessary and first step to raise awareness. We will hopefully see more awareness on the part of the Federal Government for Archives.