COUNCIL OF NOVA SCOTIA ARCHIVES

ANNUAL REPORTS

2014-2015

Contents

President's Annual Report
April 2014- March 2015

The 2014-2015 year was one of growth and continued success for the Council of Nova Scotia Archives. At a time when many provincial archives councils are scaling back their operations due to funding pressures, the CNSA continues to offer our excellent services to our membership. This is largely due to stable funding from the provincial government, provided through the Nova Scotia Archives, and the strong support of people such as the Minister of Heritage, and our Provincial Archivist Lois Yorke. It is also due to the strong support of our membership.

CNSA operations continued to thrive as a result of both the staff and volunteers that keep our operations running and provide services to the Nova Scotia archival community. As for our paid staff, we were lucky to have Jamie Serran continue with us as our Archives Advisor. As the one full-time staff member of the CNSA, the vast majority of our day-to-day operations fall on her shoulders, and she has continued to give us excellent service. Other paid contract positions include Bethany Jost, who finished work as our communications assistant in summer of 2014, and Zachary Howarth, who has been funded through an SDI grant to work on MemoryNS since August 2014. Bethany got us through a busy time with our 2014 AGM and helped hold down the office while Jamie prepared her summer site visits, and Zac got us though a busier time as MemoryNS grew from a concept to an actual working system.

As for the volunteers, there are way too many to thank, but I do want to highlight the work of our various committee chairs. Please see the attached reports for an example of all the work they are doing on our behalf. I do want to give a specific mention to Karen White, who served as our MemoryNS chair during a particularly busy time and will be stepping down in June of this year; to Jane Arnold, who provided excellent service as the Education Committee chair before stepping down to join the CNSA executive as member at large for membership-nominations; and to Dave MacLachlan, who stepped into the role of Education chair just as planning for the 2015 joint conference was ramping up.

The new MemoryNS system is proceeding at full speed, and by system I mean everything associated with it: the database itself, the extensive training material created for it, and the policies and procedures developed by the MemoryNS committee. As with Archway, this is a project that is preceding hand-in-hand with the Nova Scotia Archives. Unlike Archway, MemoryNS is based on an underlying archival database system that is in use by provincial archives across the country, and forms the basis for the national archival database in development at the Canadian Council of Archives. More than ever it will be part of an archival network that stretches from coast to coast, giving our collections national and international exposure. We were aided in all this work by a successful SDI grant, which funded both our MemoryNS technician and the training programs developed for our members.

It should be noted that in March of 2015 the CNSA website was the victim of a hacking attack. The site itself was badly compromised, but no personal or financial information of CNSA members was affected. Luckily, our MemoryNS technician was able to restore the site at least temporarily, and provide us a report that will help us develop a brand new site in the summer of 2015.

You can read the reports of the education committee and the archives advisor to get all the details of the courses and programs offered by CNSA as part of our educational mandate, but I did want to highlight a couple of things. First of all was the special workshop Jamie developed in partnership with people from African Nova Scotian Affairs, designed to open up the CNSA to a traditionally underrepresented community amongst Nova Scotia heritage organizations. Secondly was our continued operations with the Nova Scotia Community College, where Jamie teaches a version of our core curriculum as their introduction to archives course. This is a very popular course, which gives many Nova Scotia students a firm grounding in our field, and the NSCC is interested in expanding their archives course offerings.

The Provincial Archival Development Program continues to offer grants to CNSA members for a wide variety of projects. Funded by the provincial government and administered by the Nova Scotia Archives, the CNSA leads the adjudication process. Our Vice-President, Roger Gillis, is both chairing the adjudication committee this year and working with the provincial archives to revise the PADP program for the future. At the time of this writing, the 2015 adjudication process is underway and successful candidates should be notified in May of 2015.

During the fall of 2014 a group of students from various disciplines in the Dalhousie School of Management prepared a communication plan for the CNSA, which was presented to us in January of this year and recently shared with our membership. This plan will help us with the promotion of our services to our members and with the development of our new website.

The CNSA is committed to responding to the needs of our members. For two years now the Renewal and Sustainability committee has been holding meetings, consulting with members, and reviewing the 2007 Needs Assessment. I feel confident in saying that we have some exciting ideas for the future of our organization.

Respectfully submitted,

Hansel Cook
President, Council of Nova Scotia Archives
21 April 2015

Archives Advisor's Annual Report
April 2014 – March 2015

Education

Core Curriculum:
For the 2014-2015 year, we offered four of our six Core Curriculum workshops in the southwest region: *Introduction to Archives* in Tusket to 8 participants; *Acquisition, Appraisal, and Accessioning* in Yarmouth to 7 participants; *Arrangement and Description* in Windsor to 5 participants; and *Introduction to Rules for Archival Description (RAD)* in Windsor to 4 participants. Two members who began the certificate program last year completed it successfully this year – congratulations to Joan Chiasson and Jennifer MacIsaac, both of Dalhousie University Libraries!

NSCC Course:
The *Introduction to Archives* course in Nova Scotia Community College's (NSCC) Library Technician diploma program was offered for the third time from January-April 2015 at Dartmouth's Waterfront Campus. 22 students took the course and did very well, showing a great deal of enthusiasm for archives over the year. The course will be offered again from January-April 2016 in the classroom, and discussions have been held between CNSA and NSCC about offering the course online, as well as working towards developing curriculum for a more advanced second half to the course. Both the online version and the advanced "part II" course will likely be held in 2016.

Conferences:
As an ex-officio member of the Education Committee, Jamie participated in the planning and delivery of the annual CNSA Conference in May 2014: "At Your Service: Balancing Access and Outreach in Archives." Sessions on topics ranging from standard outreach initiatives to social media practices were well-received by conference delegates. Over 50 participants joined us over two days, and feedback from the conference was very positive. At the national level, Jamie attended the Association of Canadian Archivists conference in Regina in June.

Advisory Service
Over the summer months, Jamie made 11 site visits to general and institutional members. The regional breakdown was: 3 members in the southwest region; 2 members in HRM; 5 members in the northeast; and 1 member in Cape Breton. As in previous years, site visits were scheduled based on geographical region. Some members had specific questions in mind while others wanted a general professional discussion about archives.

In addition to face-to-face consultations, Jamie responded to numerous from-a-distance requests for information via telephone and email. Many of these inquiries involved assisting members with grant applications or addressing general archival questions. Jamie assisted members with their PADP applications in 2014 and acted as recording secretary for the PADP adjudication committee.

Outreach
In February 2015, Jamie presented a special Archives & Records Management workshop in partnership with African Nova Scotian Affairs to representatives from their membership. The workshop took place at the Black Cultural Centre for Nova Scotia and resulted in some great discussion among the participants about Black Nova Scotian records and archives around the province. Plans are underway to hold similar workshops in other regions in 2015-16.

Throughout the year, Jamie served on the Association of Nova Scotia Museums Education & Training Taskforce, which met regularly with plans for the joint museum/library/archives conference in 2015. Jamie and CNSA President Hansel Cook represented the CNSA at "Associations' Days" at Dalhousie and NSCC.

Network
The CNSA received an SDI Grant in 2014 in order to continue with the migration of ArchWay to MemoryNS. This grant allowed for the hiring of a contract employee to finish cleaning the data and begin some website work, and for the CNSA to purchase a hosting agreement with Artefactual Systems in British Columbia. The records from the ArchWay database were migrated into the new Memory NS AtoM database, and the new website (www.memoryns.ca) was integrated into the CNSA website. Jamie assisted with the grant application and final report, took part in hiring and supervising the contract employee, and acted as an ex-officio member of the newly-branded MemoryNS committee throughout the project.

Throughout the year, Jamie kept the CNSA listserv, website, and Facebook page updated and maintained.

Other
Jamie continued to work with the Member-at-Large: Memberships/Nominations (Jane Arnold, Beaton Institute) and Roger Gillis, MSVU Archives to keep the membership database up-to-date. As ex officio, Jamie attended all Executive Board meetings, as well as meetings of the CNSA Education Committee, Preservation Committee, and MemoryNS Committee.

Respectfully submitted,

Jamie Serran
Archives Advisor

Awards Committee
Annual Report 2014-2015

The Awards Committee is responsible for judging nominations for the three annual CNSA Awards. The awards are the Dr. Phyllis R. Blakeley Award for outstanding accomplishment in archival work, the Carman V. Carroll Award for outstanding achievement in archival preservation and the Anna Hamilton Award for outstanding voluntary service to the Nova Scotian archival community. Information about each of the awards, including judgment criteria, is available via the CNSA website.

The 2013-2014 Awards Committee consisted of Sharon Riel (Archdiocese of Halifax-Yarmouth), Jane Arnold (Beaton Institute), Rosemary Barbour (Nova Scotia Archives) and Laurena Fredette (Library and Archives Canada).

There was only one entry for the 2014 season. The entry was for the **Dr. Phyllis R. Blakeley Award for Archival Excellence** and was awarded to the Beaton Institute (Cape Breton University).

The winning project was titled, "Through her eyes: Katherine McLennan". The project was a virtual exhibit featuring photographs, artwork, audiovisual materials and textual records related to the life of Katharine McLennan (1892-1975). The site curates into 5 themes of the life of Katharine McLennan as represented in her documentary and material culture collections. These collections are physically held within the holdings of the Beaton Institute archives, the McConnell Library and Fortress Louisbourg N.H.S. The exhibit also provided educator's resource guides to support the use of the site as a learning tool for students in grades four through twelve. The site text and the educator's resources guides were provided in both English and French to broaden its use and appeal throughout the province and Canada.

Currently, the 2014-2015 committee consists of Lisette Gaudet (Yarmouth County Museum and Archives) as Chair. Additional members for the committee will be added in the weeks to come.

This year, we have updated the three awards applications, making them more user friendly and time efficient.

Major changes to the applications include:
- In previous years, an organization had to be nominated for the Blakely and Carroll awards by another party (individual or organization); now an organization may nominate themselves for these awards.
- A resources summary is now required as opposed to a financial report. The resources summary include; human resources, community involvement and financials.
- A nomination letter is no longer required for the Anna Hamilton Award for Outstanding Voluntary Service to the Nova Scotian Archival Community. All information is to be placed in the application.
- A section on media coverage has been added to the Blakeley and Carroll awards application.

This year's awards will be presented at the joint archives and museum conference that will be held in September 2015.

Respectfully submitted,
Lisette Gaudet, Chair, Awards Committee

Education Committee
Annual Report 2014-2015

The goal of the Education Committee is to coordinate and administer the training, education and professional development activities of the Council, as well as to support the work of the Archives Advisor. The Education Committee saw a few changes this year with the departure of Jane Arnold as Committee chair, and the arrival of Dave M   acLachlan to fill the vacant role in November 2014. Additionally, the committee welcomed Leah Rae as a new member in April of 2015.

Committee Members

The 2014-15 Education Committee members are:
- Susan McClure, HRM Archives
- Andrea Robbins, Nova Scotia Archives
- Catherine Fancy, Acadia University
- Roger Gillis, Mount Saint Vincent University
- Rosemary Barbour, Nova Scotia Archives, ex-officio
- Karen Kierstead, Association of Nova Scotia Museums, ex-officio
- Jamie Serran, CNSA Archives Advisor
- Dave MacLachlan, Nova Scotia Archives (Chair)
- Leah Rae, Library and Archives Canada

Meetings

The Education Committee held 7 meetings, with members participating both in-person and by teleconference, between April 1, 2014 and March 31, 2015.

The meetings were held on:
- May 16, 2014
- July 24, 2014
- September 24, 2014
- October 28, 2014
- November 25, 2014
- January 21, 2015
- March 3, 2015

Between meetings, the committee corresponded by email to discuss ongoing projects and business.

Education

Conference

The 2014 Spring Conference was held on May 29-30, 2014 at the Nova Scotia Archives in Halifax. The theme, "At Your Service: Balancing Access and Outreach in Archives" lent itself to a mix of traditional outreach ideas, and sessions on improving social media outreach. Attendance was consistent with the last few years, with approximately 50 members present for the full two-day conference, and a further 8 members present for one of the two days. On the first day of the conference, discussions of the

usefulness of twitter and Facebook dominated the morning, while the second day's TED-Talk style sharing of outreach successes provided many new ideas to get our communities active. Near the end of the conference, it was announced that the 2015 conference would, for the first time ever, be a joint conference between Nova Scotia's Archive, Library, and Museum communities. The Phyllis A. Blakeley Award for outstanding accomplishment in archival work was presented to the Beaton Institute for their project Through Her Eyes: Katharine McLennan (http://www.kmclennan.com). The project is a virtual exhibit featuring photographs, artwork, audiovisual materials and textual records related to the life of Katharine McLennan (1892-1975). The site curates into 5 themes the life of Katharine McLennan as represented in her documentary and material culture collections. These collections are physically held within the holdings of the Beaton Institute archives, the McConnell Library and Fortress Louisbourg N.H.S. The exhibit also provides educator's resource guides to support the use of the site as a learning tool for students in grades four through twelve. The site text and the educator's resources guides are provided in both English and French to broaden its use and appeal throughout the province and Canada. Congratulations to everyone at the Beaton Institute for this remarkable project!

Professional Development

Training - Core Curriculum / NSCC / Workshops
Four of the six regular core curriculum courses were offered in the southwest over the year: Introduction to Archives; Acquisition, Appraisal, and Accessioning; Arrangement & Description; and Introduction to the Rules for Archival Description (RAD). 25 members in total took part in the workshops.

The Introduction to Archives course at the Nova Scotia Community College again ran with great success over the year. CNSA is in discussion to develop an online course, as well as a more advance "part II" archives course in the next few years.

Professional Development and Training Bursary (PD&T)
The Professional Development & Travel Bursary unfortunately saw no applications for the 2014 -15 year. The PD&T Bursary provides opportunities for archivists working in Nova Scotia to attend non -CNSA professional training events, such as workshops, conferences, and seminars. In spite of the disappointing lack of applications for the past year, we have already begun receiving applications for the 2015-2016 PD&T Bursary. In the coming year, we will be looking at revising the criteria for bursary applications, to make sure that it is meeting the needs of our entire membership.

On a personal level, I would like to deeply thank the members of the Education Committee for their hard work, and especially for their patience this year while I got used to my new position as chair. I'd also like to thank the CNSA Executive Council for their support and dedication.

Respectfully submitted,
Dave MacLachlan, Chair
Education Committee

Membership Committee
Annual Report April 2014 - March 2015

The CNSA production database underwent a major overhaul, led by Zac Howarth. A new CIVICRM/WordPress site was used until the hack to the CNSA data on March 21/22 2015. At the time the membership data was being reconciled from an Excel file to the CIVICRM site.

Just prior to the data being lost, I completed two Excel sheets indicating memberships for renewal and those that appear to be lapsed. Jamie Serran has completed sending out the renewal packages and a notice was announced via the listserv regarding membership renewal.

At the time of renewal and working from the CIVICRM site status of memberships were as follows:

- 88 total membership entries
    - 39 Institutional
    - 31 General
    - 11 Individual
    - 7 Student

With 99 direct renewal packages and 24 lapsed membership renewal packages sent, we hope to see a rise in memberships for the 2015-2016 year. In addition to membership communication and renewals, a membership manual has been drafted and will be completed in the upcoming year.

Respectfully submitted,

Jane Arnold, Chair
Membership Committee

MemoryNS Committee (formerly ArchWay Committee)
Annual Report April 2014 - March 2015

Your newly-named MemoryNS committee has been very active this year. We met monthly during the year (twice in May), except over the summer, and held email discussions between meetings. Committee members had a choice of attending in person or by phone and we had one face-to-face meeting of all members at the Conference May 30. Most of the year's activities focused on the database software change from Eloquent WebArchives (Archway) to Access-to-Memory or A-to-M open source software (MemoryNS). Here are the highlights.

New Database

MemoryNS made its debut at the CNSA Conference last year, May 2014. The response was positive and enthusiastic. Members liked the clean look, the easy search buttons, and the way digital objects could be shown.

The switch from Archway to MemoryNS for the public was made on the CNSA website on Sep 15, 2014.

Our A-to-M software was updated from 2.0 to version 2.1 in early January 2015.

Database Migration Project: Phase 2

The CNSA was successful in securing funding from the NS Department of Communities, Culture and Heritage's Strategic Development Initiative (SDI) for Phase 2 of the Database Migration Project: "Education and Member Updates" which allowed CNSA to hire a person for this work. Phase 2 concentrated on data cleaning, creation of policies and training tools, delivery of a workshop, and exploration of best procedures for updating the database with members' new descriptions.

We advertised for the project staff person position in June. Five applications were received, and four were interviewed in July. We hired Zac Howarth who started in August. We were very happy to find Zac, with his understanding of information management (a Dalhousie SIM graduate) and his technical expertise with computer programming code and open source software (BA in Computer Science). His expertise allowed us to implement more technical customization than originally planned.

We registered the MemoryNS domain name (www.memoryns.ca) and set up an "SSL certificate" for secure login (https:).

We customized the look and feel of the database (ex: colors, layout, natural language) and improved some of its functionality (ex: option to show only top level descriptions in browse results), adding welcome text and a map showing all members' locations.

We analyzed the results of the batch migration of data out of ArchWay and into MemoryNS, making corrections as needed. The project staff person contacted the 8 members whose records needed manual migration for various technical reasons. The three members with very large data sets who had

been waiting to import their records, are scheduled to be imported in April and May. Zac was able to batch clean most records displaying information in the wrong fields and added the missing phrases "Fonds consists of" and "Series consists of" to most scope & content fields. (Members are encouraged to double check their contributed descriptions to be sure we found all errors.)

Training on MemoryNS was provided through three in-person workshops held in October, free to members, in Sydney, Halifax and Yarmouth. Members did not seem interested and with the exception of Halifax, attendance was poor. A second in-person workshop is planned for May 8.

We created video tutorials using Camtasia software for self-serve training, showing how to search and how to add descriptions and digital content. At the time of writing this report, 9 videos are completed, 1 is nearly finished, and 4 sessions are in development. A feedback form has been created and will be circulated to a representative group of members in April for feedback on their usefulness.

We developed policy statements for managing the new abilities the A-to-M software provides: the uploading of digital objects (photographs, digitized records), the adding of multi-level descriptions, the sharing of Name Authority records, and the use of technical support tickets provided by our hosting service provider, Artefactual Inc.

An Editorial Service was developed, with approval of the CNSA Executive Board, where members will have the option to have their archival descriptions reviewed by the Archives Advisor before being "published" to the public database. This Editorial Services will also review & approve new Name Authority records, to eliminate duplication of entries.

Originally expected to end by 31 March 2015, this Project has been extended with permission of the funder, to 29 May 2015. The work continues. If you have questions or comments, please contact a committee member or the CNSA Archives Advisor, Jamie Serran.

Committee Membership 2014-2015

Creighton Barrett, Dalhousie University Archives
Paul Maxner, Nova Scotia Archives (ex officio)
Kathleen MacKenzie, St. Francis Xavier University Archives
James McLean, Government of Nova Scotia
Christie MacNeil, Beaton Institute, Cape Breton University
Jamie Serran, Archives Advisor, CNSA (ex officio)
Allison Froese Stoddard, recent graduate, School of Information Management, Dalhousie University
Karen White, Nova Scotia Archives (chair)

Respectfully submitted,
Karen White
Chair, Archway Committee
2 April 2015

Nova Scotia Archives
Involvement in and Assistance to the Archival Community, 2014/2015
Annual Report 2014-2015

The Nova Scotia Archives (NSA) has a two-fold mandate defined in its governing legislation, the *Public Archives Act* (1998), namely to:

- acquire, preserve and share the province's archival heritage with Nova Scotians everywhere
- develop and support the provincial archival community (accomplished chiefly by offering appropriate collaboration and support to the CNSA).

During 2014/2015, the NSA fulfilled its mandate to the provincial archival community in various ways and means, including:

- Continued financial support from NS Communities, Culture and Heritage (CCH)
    - $60,000 Anchor Grant to support CNSA education, outreach and networking programs and services
    - $50,000 for Provincial Archival Development Program (PADP), to provide cost-shared, adjudicated project funds to CNSA and its institutional members; program administered by NSA
    - NSA continues to work closely with CNSA and CCH to ensure continuation of PADP

- Continued support from Provincial Archivist as a conduit between CNSA, NSA and CCH
    - guest participant at all CNSA Executive Committee meetings, bringing information and offering consultative advice on matters relating to the archival community
    - participated in CNSA Renewal and Sustainability Committee, contributing insight and public-sector policy perspective
    - secured departmental interest in undertaking evaluation of PADP
    - provides regular updates on Government's new broad-based Culture Strategy initiative, opportunities around it, and the value of participation
    - provides appropriate updates regarding federal-provincial-territorial items of interest, such as the current Working Group on Collaborative Acquisition

- Continued support for MemoryNS (Provincial Online Descriptive Catalogue)
    - annual license and support fees charged by Artefactual Systems (Vancouver) for distance-hosting of catalogue are covered by NSA

- Continued support for CNSA visibility and inclusion in provincial and national opportunities
    - NSA provided liaison between CNSA and African Nova Scotia Affairs, in developing an 'Introduction to Archives' workshop for the ANSA community, Feb. 2015
    - CNSA identified as potential stakeholder/partner in early CCH and NSA planning for Canada 150

- Continued support for/promotion of Provincial Cooperative Acquisition Strategy
    - 24 referrals, to 10 CNSA member archives
    - 1 transfer (extensive MT&T records to Dalhousie University Archives)

- NSA continues to provide CNSA with office space, basic utilities and use of public meeting-rooms in the Archives Building, at no cost.

- NSA staff continue to make solid contributions to CNSA committee work through participation on Education, Preservation and MemoryNS Committees.

- CNSA continues to be represented on the Board of Trustees, Public Archives of Nova Scotia, as the province's recognized archival stakeholder organization; the CNSA representative
    - participates in Board deliberations and decisions
    - is currently a member of the ad hoc government/private-sector committee tasked with reviewing and recommending a revised *Public Archives Act*.

Respectfully submitted,

Lois K. Yorke
Provincial Archivist
28 April 2015

Preservation Committee
Annual Report 2014-2015

Committee Membership

The Preservation Committee membership comprises:

- Rosemary Barbour (Nova Scotia Archives and Committee co-chair)
- Laurena Fredette (Library and Archives Canada and Committee co-chair)
- Patti Bannister (Nova Scotia Archives)
- Dave Cogswell (Halifax Regional Municipality Archives)
- Doug Kirby (CBC)
- Heather Harkins
- Jamie Serran (CNSA Archives Advisor, *ex-officio)*

The Preservation Committee met once in person and communicated several times by e-mail during the year.

Developing Digitization Agreements

Heather Harkins has prepared a first draft of a document to assist members when entering into contracts with digitization providers. It includes questions to be asked before entering formalizing agreements and case studies of projects undertaken by CNSA members. Also, Joe Iraci, Canadian Conservation Institute, has given us several websites and his own list of questions which should be helpful for our members.

Canadian Conservation Institute's (CCI) Regional Workshop, 2014-2015

The CNSA co-hosted, with the Association of Nova Scotia Museums (ANSM), this year's CCI Subsidized Regional Workshop, *Integrated Pest Management.* It was held at Nova Scotia Archives on 15-16 October 2014 with 13 participants. There was a net cost of $75 which was split between the CNSA and ANSM.

Canadian Conservation Institute's (CCI) Regional Workshop, 2015-2016

The Committee applied for 2015-2016 CCI workshops *Storage Reorganization* (first choice) and *Environmental Guidelines* (second choice) but were unsuccessful. CCI requested a third choice from us in mid-March and we requested *Care of Photographic Materials.* The CCI Learning and Development Officer will contact us soon to let us know whether this request has been successful.

CNSA-Education Committee

As the Preservation Committee Co-chair, Rosemary attended CNSA Education Committee meetings throughout the year as an *ex-officio* member.

Respectfully submitted, Rosemary Barbour and Laurena Fredette

Co-chairs, CNSA-Preservation Committee

PADP Adjudication Committee
Annual Report 2014-2015

The final disbursement of 2014-2015 PADP funds is as follows:

Organization	Project	PADP Category	Funds Requested
HRM Archives	Council Minutes Digital Access Project Phase II	1	$15,000
Beaton Institute, Cape Breton University	Beaton Institute World War I Project	1	$15,000
Dalhousie University Archives & Special Collections	Maritime Telephone & Telegraph Textual Records Processing Project	1	$12,000
Eastern Shore Archives	Audiovisual Preservation Project	1	$4,901.73
St. Paul's Church Archives	Photographic Print & Document Description & Arrangement Project	1	$2,905.00

The 2013-2014 PADP adjudication committee was chaired by Patti Bannister. All the funds allocated to the project were dispersed, and grant recipients were notified once the department of Community, Culture, and Heritage approved the recommended projects. The CNSA thanks the department, as well as the Nova Scotia Archives, for their role in providing these funds and managing the program.

Respectfully Submitted,

Hansel Cook, chair
2014-2015 PADP Adjudication Committee

Renewal and Sustainability Committee
Annual Report 2014-2015

Committee Membership:

- Hansel Cook (Chair), Saint Mary's University; CNSA Vice President (2013-2014); CNSA President (2014-)
- Catherine Arseneau, Beaton Institute, Cape Breton University; CNSA Past President
- Lois Yorke, Nova Scotia Archives; Provincial Archivist, government representative
- Michael Moosberger, Dalhousie University; university archives' representative
- Thea Wilson-Hammond, Eastern Shore Archives; museum/archives and MemoryNS representative
- Joanne McCarthy-O'Leary, Halifax Public Library; stakeholder community representative
- Jamie Serran, CNSA Archives Advisor; ex-officio, Secretary

Meetings:

The Renewal and Sustainability Committee met once in 2014-2015 on 12 June, 2014.

Activities:

The primary activities of the Renewal and Sustainability Committee in this time period involved following up on our member consultations at the 2014 CNSA conference, and the preparation of a final report. During the conference, members of the committee led breakout sessions on a number of topics related to our mandate. There was also a general session for all attendees to discuss issues that came up in the breakout sessions. Following the conference, committee members shared their notes on their breakout sessions, which formed the basis of our discussion on how the final report would be prepared.

A first draft of the report was prepared and circulated to committee members in November of 2014. After giving committee members an opportunity to comment, a final draft was prepared in April of 2015 with the goal of having a follow-up Renewal and Sustainability session as part of the 2015 AGM.

It is expected that the recommendations of the Renewal and Sustainability Committee will be followed up on by the CNSA Executive Committee, in consultation with our members, joining the 2007 Needs Assessment, the 2015 Communications Survey, and other documents as the basis of CNSA operations in the coming years.

As a special committee of the CNSA, the Renewal and Sustainability Committee will be disbanded once the final report has been presented to the CNSA membership.

I would like to thank all members of the Renewal and Sustainability Committee for their service, as well as the department of Communities, Culture, and Heritage for special funding provided in 2013 that went in part toward the operations of this committee.

Respectfully Submitted,

Hansel Cook, Chair
21 April 2015