



# Annual Reports

Council of  
Nova Scotia  
Archives

2007-2008

**Council of Nova Scotia Archives  
President's Report  
2007-2008**

My first year as Council President has flown by and it is time for my report. I am following the lead of Michael Moosberger by giving you a combined report from the Executive.

This was another busy year for your Council. As President, I attended the ACA conference in Kingston, Ontario in June of last year. It was a great experience for me to meet some of the names I see on reports and in the Arcan-L list postings. I delivered a report to the meeting of Council Presidents at the conference and I can assure you we stack up very well in comparison to other provinces. I attended workshops and renewed acquaintances with past members of the CNSA exec who were in attendance.

In October I attended the General Assembly of CCA on your behalf. I prepared a report for the meeting and brought back the proceedings contained in a binder which is now in the office and available for viewing if requested. The National Archival Development Program was high on the agenda. We continue to make changes to our processes to accommodate this program. Our Adjudication Committee has been tailored to meet the requirements of the program. We will be sending our comments and suggestions to the NADP Review and, with the strict national-level adjudications. We encourage anyone with concerns to contact Susan McClure.

With the increase in funding through the NSARM/TCH Contribution Agreement, we have funded the Archives Advisor ourselves leaving all the NADP monies available for members' applications.

We began the year by reviewing the Needs Assessment and Planning Study. The bulk of the work (14 of the recommendations) falls to the Education Committee. Chaired by Heather Pitcher of NSARM, they have designed a work plan for the next three years. Other tasks have been assigned to the appropriate committee and given priorities.

The CNSA continued to offer through its core programs, advice and information to our member institutions; educational opportunities to our individual members through our core curriculum, special workshops, annual conference and our professional development travel bursary; and continued to serve as an advocate for the entire Nova Scotia archival community both here in Nova Scotia and Ottawa. Our capable Archives Advisor, Karen White, has delivered the core programs as well as developing a *"Writing Successful Funding Applications"* and developing a *"RAD for Nontextual Records"* workshop which was delivered to students from Dalhousie's School of Information Management students. In conjunction with the Education Committee, Karen has activities mapped out for

the next three years. Karen continues her site visits to keep up with members concerns and continues to liaise with other organizations on our behalf. Her dedication and hard work is very much appreciated.

I want to personally thank Karen for keeping me on track and for her dedication to the job. Karen stepped in to manage the membership database and duties when Carol Jaquard had to leave the Board. There is a lot to remember in this position and it sure helps to have someone to turn to.

The Preservation Committee chaired by Rosemary Barbour also had several of the recommendations from the Needs Assessment fall to them. As found in your package, they are working hard on these and the upcoming workshops to target the recommendations. Thanks to all the members and to Rose for the great work.

The Archway Committee has also had a busy year as the software has been upgraded and changes were necessary to improve the use of ArchWay for members. Members can now add file and item level descriptions and attach images. Karen has sent out the changes to members. We have also engaged a volunteer to assist with the website - Lynn MacGregor began as the Web editor in January.

Through the Core Curriculum Program we have had four graduates this year.

**Dianne Landry** of Dalhousie University Archives and Special Collections  
**Rebecca Tudor** of the Shelburne County Arts Council  
**June Wagstaff** of the Parrsborough Shore Historical Society  
**Virginia MacIsaac** of the Celtic Music Interpretive Centre

Congratulations to these graduates for their hard work and dedication to archives.

We also have had two new Institutional Members - Admiral Digby Museum and the Cumberland County Genealogy Society. I am happy to present their Institutional Membership Certificates at this time.

The finances of CNSA continue to be in good shape. Our Treasurer, Kathryn Harvey, keeps us all on our toes and keeps a sharp eye on the dollars. She will outline the past year and the upcoming budget for you in her report.

With the release of *"A Treasured Past, A Precious Future - A Heritage Strategy for Nova Scotia"*, archives are well represented. I invite you all to go on line and read the document. We are mentioned in 1.2.2, the Key Partnership activities for our outreach program as well as 2.2.2 to review the Acquisition Strategy. CNSA will continue to work with government on the points contained in the strategy.

The introduction of the *Provincial Archival Development Program* through NSARM and the capable hands of Brian Speirs, Provincial Archivist, is a great boost to archival projects in Nova Scotia. At \$85,000, this cost shared program can fund a diverse range of projects from our institutional members and the CNSA itself. Applications have been submitted and we are awaiting budgetary approval at the provincial level to officially start the program. Under the very capable lead of Brian Speirs, Provincial Archivist, Susan McClure, Karen White and Kathryn Harvey worked very hard to fine tune the forms and guidelines for the program. My thanks go to them for their work.

The NADP Adjudication Committee chaired by Susan McClure received 18 applications for the 08/09 year. The total ask of the applications was \$157,898. After review and adjudication, 1 was not eligible, 1 was withdrawn, 2 not approved and 13 sent forward to CCA for funding for a total ask of \$83,326.

Two members of the Executive had to resign their positions during the last year. Carol Jaquard left for personal reasons in the fall and Jodi McDavid left at the end of the year to await the birth of her first child. Both these members were excellent representatives for Council and I congratulate them for their hard work and dedication. Catherine Arseneau, Director of the Beaton Institute has stepped in to take the secretary position. We thank her for filling the position.

I want to take this time to thank the members of all committees of CNSA. You have worked hard this year and made my first year as President easier.

Council will continue to work on your behalf through the next year. We have set ourselves some lofty goals with the review of the Cooperative Acquisition Strategy, the work on the recommendations from the Needs Assessment along with the funding programs. We will continue to work with CCA and NSARM for the good of the members. I encourage members to contact me if you have any concerns. Communications are one of the most important tools we have.

Respectfully submitted

Pauline MacLean, President CNSA

## **Adjudication Committee Annual Report 2007-2008**

Library and Archives Canada provides \$83, 475 in financial assistance to Nova Scotia archival projects to support the five objectives of the National Archival Development Program (NADP):

1. Increase access to Canada's archival heritage through the national catalogue.
2. Increase awareness and broaden use of Canada's archival heritage.
3. Increase the representation of Aboriginal peoples and under-represented ethno-cultural groups in Canada's archival heritage.
4. Increase the capacity of archival networks to undertake strategic and development activities.
5. Increase the capacity of archival institutions to preserve Canada's archival heritage.

Each province/territory adjudicates its own NADP applications, and makes recommendations to the Canadian Council of Archives (CCA) who administers a national level of adjudication before making final recommendations to Library and Archives Canada. For the CNSA, the NADP Adjudication Committee is chaired by the Vice-President with members appointed by the CNSA Executive. For 2007-2008 Committee members were: Catherine Arseneau (Beaton Institute, Cape Breton University), Patti Bannister (Sisters of Charity Halifax Archives), Paul Collins (NS Museum), Susan McClure (Chair, Halifax Regional Municipality Archives), Sheryl Stanton (Admiral Digby Museum), JoAnn Watson (Dalhousie University's School of Information Management), Karen White (ex officio, CNSA). Committee members who are connected with an applying institution absent themselves from any review of or deliberations about that application.

As of the January 11 deadline for applications, the total amount of money requested by all applicants was less than our provincial allotment, so the deadline was extended to January 17. By then, a total of 18 applications were received asking for a total of \$157,898.52. After an initial review, one application was not eligible; one was withdrawn and the CNSA submitted one application for Preservation Data Loggers that was forwarded directly for national adjudication; this left 15 applications that were reviewed and ranked by the Committee. Nine of these applications were under Objective 1 (description); six were under Objective 5 (preservation).

Committee members scored the applications based on criteria provided by the NADP, and met on January 28 to review the averaged scores and make final recommendations to the Canadian Council of Archives (CCA) on which projects should be funded. In the end, 13 projects were recommended for funding, for a total of \$83, 326.12; 2 applications were not approved. Applicants have been notified of the provincial adjudication results and will be notified by the CCA whether their projects were approved at the national adjudication level.

I would like to thank each committee member for the time they took to review the applications and participate in deliberations. It is not an easy task. Our Archives Advisor, Karen White, also deserves mention for the incredible amount of time she puts in administering this process.

I would also like to acknowledge the applicants for the time and care they put into their applications, and at the same time encourage more institutional members to consider how they could use this funding source. We all know we have an incredible amount of work to do in preserving Nova Scotia's documentary heritage and the NADP is an important source of federal funding to get those archival projects done. I am concerned that the number and quality of applications continue to demonstrate that need for financial assistance and our ability to make a good investment with federal funds. If you have any questions about how the NADP could be used for your institution, please contact Karen White early to discuss potential projects and the expectations of the program.

Respectfully submitted,

Susan McClure,  
Vice President

## **Member-at-Large (Nominations/Membership) Annual Report 2007-2008**

At the beginning of 2007-2008 the CNSA had a total of 106 members in the following categories:

- 42 institutional
- 54 general
- 10 individual
- 0 students

At the AGM last year, members voted unanimously to add a fourth category for students enrolled in any post-secondary educational institution. A notice about the new category was circulated on the CNSA listserv in April, sent to Nova Scotia Community College and Dalhousie University's School of Information Management in September, and put on the CNSA website.

During the year, we received 10 new members:

- 4 new general members: Glace Bay Heritage Museum, Tatamagouche Centre Archives Committee, Friends of Hank Snow Society, and Nova Scotia Agricultural College Library
- 4 new individual members: Renée Gruszecki, Carla Foxe, Julie Morris, and Jamie Serran
- 2 new student members: Braden Cannon and Annie Noble, both from Dalhousie University

During the year, 2 general members became institutional members:

- Admiral Digby Museum
- Cumberland County Genealogical Society

We had 8 lapsed members this year, those who haven't paid dues since 2006-07: 6 general members and 2 individual members.

The position of Member-at-large (Membership & Elections) underwent some changes this year. Carol Jacquard of Argyle Township Court House Archives resigned from the Executive Board in August 2007. The position was left vacant for the rest of the year and the duties were taken up by the Archives Advisor temporarily. Kim Walker of Shelburne County Archives & Genealogical Society was approached by the President Pauline MacLean and Kim agreed to stand for this position for 2008-2009. The job description and title for this position was changed to include responsibility for recruiting new volunteers to the Executive Board, in November 2007.

Renewal notices for 2008-2009 were sent by mail on February 22, 2008, included with conference registration information. As of April 8, 2008, 43 members have renewed.

As of March 31, 2008 the CNSA has a total of 116 members in the following categories:

- 44 institutional
- 56 general
- 14 individual
- 2 student

Respectfully submitted by

Karen White  
Archives Advisor  
Acting Member-at-large (Nominations/Membership)



## **Education Committee Annual Report 2007-2008**

The Education Committee held ten meetings between 1 May 2007 and 31 April 2008. This year, the Committee welcomed two new members: Bethany Jost (Archives Assistant, Esther Clark Wright Archives, Acadia University) and Braden Cannon, our first student member (School of Information Management, Dalhousie University). In September 2007, Kathryn Harvey stepped down as Chair of the Education Committee and moved into her new position as CNSA treasurer. Wendy Robicheau (Acadia University) and Anne MacLean, (former Acting EONA and CNSA Special Projects Archivist) have stepped down from the committee. In addition, Joanne McCarthy (Halifax Public Library), while remaining on the Committee, has taken a less active role. I would like to take this opportunity to extend the gratitude of myself, and the Education Committee for all of the past contributions of these members. As the incoming Chair of the Education Committee, I would like to extend a very special thank you to outgoing Chair, Kathryn Harvey, for all of her hard work and the extra effort she made to make the transition a smooth one.

The current Education Committee membership is as follows:

Heather Pitcher, Nova Scotia Archives and Records Management  
Joanne McCarthy, Halifax Public Library  
Amy Nickerson, Mount Saint Vincent University Archives  
Bethany Jost, Acadia University Archives  
Braden Cannon, Dalhousie University (student member)  
Rosemary Barbour (NSARM, CNSA Preservation Committee) *ex officio*  
Karen White (CNSA Archives Advisor) *ex officio*  
Margrete Kristiansen (Federation of Nova Scotian Heritage) *ex officio*

The Education Committee coordinates and administers the education and professional training activities of the Council in addition to supporting the work of the CNSA Archives Advisor, whose activities will be described in a separate report.

The major focus of this year's activities has been the recommendations stemming from the *Needs Assessment and Planning Study*. In total, fourteen recommendations fell under the Education Committee Mandate and it was determined that these recommendations, along with the conference planning for this year, would take priority for the Committee. In order to address the concerns of the CNSA membership, the Education Committee developed a Three Year Strategic Plan. This plan incorporates conference themes, additional workshops, and core curriculum changes that will, as a whole, take into account the various education-based recommendations. While a three year plan will assist our membership in developing their learning strategies, it will also enable the

Committee to address the larger issues brought forward in the recommendations. The Education Committee is confident that the recommendations brought forth in the needs assessment can be readily handled.

The Committee adjudicates applications for the Professional Training and Development bursary program, and this year we received four applications, three of which were in application for funding to attend the NAAB conference. This year the Committee approved applications from Michael Moosberger, Catherine Arseneau, Jodi McDavid, and Susan McClure. Of the \$2,000 received for the bursary program all but \$158.80 was distributed. Because of the concentrated demand for the bursary program around the offering of the Monetary Appraisal conference, the Education Committee is going to be examining the criteria and process for distribution of the bursary funds in the near future.

As part of the strategic plan, the CNSA Education Committee is rolling out a three year schedule of conferences, each building upon the previous theme. This long term program will enable members to more easily budget for conference attendance, enhance core curriculum programs, and foster a culture of community learning. Heavily based upon the recommendations in the NAPS document, the three year plan features a two day conference utilizing the cooperating themes of “New Perspectives on Core Functions” and “Applying Core Functions to Non-Textual Media.” For 2008, the “new perspectives” focus is Arrangement and Description, while photographs, moving images, and sound archives are the non-textual media featured. Core functions and non-textual media will be maintained as a common thread throughout conference planning for the next two conferences as well. A letter of welcome was prepared and included in our registration mailout introducing members to our **three year plan** and how it will be reflected in the conference, workshops, and core curriculum. A copy of the complete plan will be included in conference delegates’ kits and posted on the CNSA website.

In conjunction with the preparation of the Spring Conference, the Committee has developed a monthly email update, “Link-Ed,” to keep members informed about conference developments and foster increased interest and participation.

The Conference Planning Manual, completed in September of 2007 was a terrific resource for this year’s Committee. We are indebted to previous Committees for the creation of this effective and informative tool.

Respectfully submitted,

Heather Pitcher  
Chair, Education Committee  
April 4, 2008

## Preservation Committee Annual Report 2007-2008

### Committee Membership

Preservation Committee membership now comprises:

- Rosemary Barbour (NSARM and Committee chair).
- Braden Cannon (student, Dalhousie University School of Information Management)
- Christine Dunphy (Shearwater Aviation Museum)
- Carla Foxe (graduate, Dalhousie University School of Information Management)
- Renee Gruszecki (CNSA Individual Member)
- Doug Kirby (CBC)
- Ryan Scranton (Historic Restoration Society)
- Jamie Serran (Yarmouth Museum and Archives)
- W Brian Speirs (Provincial Archivist - *ex-officio*)
- Karen White (CNSA Archives Advisor, *ex-officio*)

Three meetings were held during the past year on 13 June 2007, 3 October 2007 and 13 March 2008.

### CNSA Membership Needs Assessment & Planning Study

The Preservation Committee is working on two recommendations made in the *CNSA Membership Needs Assessment and Planning Study*.

Recommendation 6.2.2.d (Acquisitions and Holdings) recommends the development of a "special media resource list":

"It is recommended that CNSA develop a resource list of literature and specialist advisors in the field of management and conservation of special media such as photographs, sound recordings, film and digital media. This list should be made available to members via CNSA's web site."

The Committee has submitted a PADP application to fund a project researcher for a period of 4 weeks to create an annotated bibliography of recent and up-to-date publications and web-sites and a list of people or businesses offering specialist knowledge of or services for special media/ non-textual records. Subjects will include, but not be limited to, standards, media identification, storage, transfer, access and preservation. Once completed, the list will be posted on the CNSA website.

Recommendation 6.2.4.d (Facility and Equipment) recommends:

“The CNSA should explore the creation of a list of institutions that require equipment to access their holdings, as well as an inventory of the equipment currently owned by its members that may be available for use by other members. The CNSA should make this information available on its web site so that members in need of equipment can easily locate and contact other organizations that may have required equipment available.”

The Committee is developing a simple questionnaire that will be sent to CNSA members in late spring requesting information on what equipment the institution holds, whether they will allow others to use it and, if so, under what conditions.

#### Brodart Library Supplies and Furnishings

The Committee met with Les Gillet of Millridge Sales and Service Ltd., the Brodart representative for Eastern Canada, on 13 June. We were able to agree on a discount of 7% on all catalogue items and a flat rate delivery fee of \$10 for all CNSA members.

Discounts are also available from Carr McLean and Woolfitt's offers a twice yearly bulk buying program. Details can be found on the CNSA website.

#### NADP Co-operative Preservation Microfilm Project

Under a National Archival Development Program grant awarded to Nova Scotia Archives and Records Management for a co-operative microfilm project, records for four CNSA Institutional Members were microfilmed.

#### Canadian Conservation Institute's Regional Workshop, 2008-2009

The CNSA has been awarded the CCI subsidized regional workshop for 2008-2009. "Storage Planning for Cultural Facilities" will be offered on 19-20 September 2008. The registration cost will be \$100. This workshop will address in part the *Needs Assessment* recommendation 6.2.4.b to "introduce a workshop on making better use of storage spaces".

#### CNSA-Education Committee

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

#### New Initiatives

The Preservation Committee welcomes suggestions for new initiatives and invites anyone interested to join the Committee.

Respectfully submitted

Rosemary V Barbour  
Chair, CNSA-Preservation Committee

## **Archway Committee Annual Report 2007-2008**

### Membership

The current membership of the committee is comprised of Hansel Cook (Chair, as of 2007), Karen White (ex-officio), Paul Maxner, Susan McClure, Pat Townsend, and Thea Wilson-Hammond (new member for 2007-2008). All current members are continuing for 2008-2009. Two new CNSA members for 2007-2008 who had expressed interest in this committee were approached during the year, but decided they were not available for service at that time.

### Meetings

Three meetings of the Archway committee were held in 2007-2008: August 28<sup>th</sup>, 2007 (chaired by Karen White), December 14, 2007, and March 10, 2008. Further discussion was held regularly via e-mail.

### Activities

The primary activities of the CNSA Archway committee for 2007-2008 involved:

*Archway Upgrade* – An upgrade to the Archway/BosaNova database, provided by Eloquent Systems, to the latest version of WebGENCAT (v.3.6.1) was scheduled for early 2008. Much of the committee's work had to do with preparing for and testing the changes to the database. Karen White and Paul Maxner had been working on this upgrade since February 2007, and several requests were sent out for input on the proposed changes to the search screens, help screens, and others. On March 3<sup>rd</sup>, 2008, Karen sent out updated information to all CNSA members on the changes to the database.

*Archway Marketing* - The committee spent a fair bit of time discussing options for increasing the profile and usage of the Archway database, especially in light of the recent CNSA Needs Assessment. A drive to encourage members to enter records into the database will be launched at the 2008 CNSA conference, consisting of measured goals and regular feedback to our membership. A table at the conference Member's Hall has been booked for the purpose of advertising this drive. Analysis of the current entries in the database by Susan McClure have helped greatly in determining our goals for expansion.

*Software Survey* – At the suggestion of Karen White, the Committee submitted a grant proposal for PADP funds, to hire a student to perform a survey of existing archives software for accession and description. The idea is to produce a list of strengths and weaknesses to aid our members in choosing software, as well as prepare a test platform using a laptop where members can view demos of the software.

Respectfully Submitted,

Hansel Cook  
CNSA Archway Committee Chair

## **Archives Advisor Annual Report 2007 - 2008**

The year began with a name change: the position of Education, Outreach & Network Archivist (EONA) was officially re-named Archives Advisor. The new name reflects the national trend, encompasses all the duties of the position and makes introductions much shorter. However, for this report I've kept the original headings to keep things organized.

### **Education**

#### Core Curriculum:

This year's education program began with the delivery of *Introduction to Archives* workshop at Acadia University in Wolfville on Apr 26<sup>th</sup> & 27<sup>th</sup>, 2007. It continued in the fall with Paula French's *Introduction to Preservation* workshop at NS Highland Village Museum in Iona on September 27 & 28, the *Acquisition, Appraisal & Accessioning* workshop at the Tatamagouche Centre in Tatamagouche on October 18 & 19 and the *Arrangement & Description* workshop at NSARM in Halifax on November 22 & 23. Workshop attendance continued to be steady with an average of 16 people per workshop. The workshop in October used a new venue – the Tatamagouche Centre – which included meeting space, meals and accommodation all in one site. Response from attendees was positive so this venue will be used again in the future.

Three members finished the Core Curriculum program and Certificates of Completion were presented to:

- Rebecca Tudor of the Shelburne County Arts Council
- June Wagstaff of the Parrsborough Shore Historical Society
- Dianne Landry of Dalhousie University Archives & Special Collections

Congratulations to the “graduates” for their work and commitment to professional archives management.

#### Conferences:

Locally the Archives Advisor participated in planning the CNSA Spring Conference in May 2007 and the national Archives & You! Conference held in Halifax for the first time, also in May. At the national level, I attended the Association of Canadian Archivists (ACA) Conference in Kingston, ON in June 2007 and the National Archival Appraisal Board (NAAB) Conference on Monetary Appraisal for Archives followed by a meeting of all Archives' Advisors across the country in Ottawa in October 2007. These professional development opportunities allowed me to learn more about archiving electronic records and become familiar with the business of monetary appraisal.

#### Other Workshops:

In November, I revised and presented the 1-day *Writing Successful Funding Applications* workshop to 12 participants (including 2 non-members) at NSARM in Halifax. The revised workshop included a budget exercise and a mock adjudication committee using NADP forms and guidelines.

The Archives Advisor developed a new workshop on using RAD to describe special media such as moving images (film, video), sound recordings and electronic records. Entitled *RAD for Nontextual Records*, it was delivered to a group of students from Dalhousie University's School of Information Management on Feb 9, 2008 and will be presented to CNSA members next year (Nov 9, 2008).

As in previous years, all education-related activities were undertaken in collaboration with the CNSA Education Committee. This year, the Committee was assisted in its planning efforts by the recommendations from the *Membership Needs Assessment & Planning Study: Building on Strengths 2007*. This document allowed the Committee and the Archives Advisor to plan educational events for the next 3 years (to 2010-11) confident that members' needs were being addressed.

## **Outreach**

The Archives Advisor made 35 site visits to member archives throughout Nova Scotia during the 2007-08 year and wrote reports/sent out materials to most, though some institutions are still waiting for their reports (they are coming!). Members had questions about using *Rules for Archival Description*, arrangement decisions, accessioning systems, getting descriptions into ArchWay, and proper storage of archival material. I encouraged members to update their contact information and add their genealogical holdings information, especially family surnames, to the new expanded online heritage directory for Nova Scotia: [www.novascotiaheritage.ca](http://www.novascotiaheritage.ca) I responded to 154 requests for information via email and telephone from members, other archives advisors and the general public, including many questions about the National Archival Development Program (NADP) and the new Provincial Archival Development Program (PADP) coming in 2008-09. In addition, I sent members information on CCI conservation services, a new federal contribution program "Building Communities through Arts & Heritage", and a new private funder for heritage-related projects: EMC Corporation. Other topics of interest to members were monetary appraisal of archival records, physical setup, reformatting of moving images and sound recordings, and costs and procedures involved in digitization projects.

The Archives Advisor represented the CNSA on the NS Dept of Tourism, Culture and Heritage's adjudication committee for Strategic Development Initiatives (SDI) contributions program, the HRM Mayor's Award for Museums and Archives adjudication committee, the CCA's Archives Advisors Work Group, and at the Library & Archives Canada meeting with TV producers of "Who Do You Think You Are?". By invitation from the Provincial Archivist Brian Speirs, I participated in the development of the upcoming Provincial Archival Development Program for CNSA institutional members.

## **Network**

The big project in 2007-08 was the software upgrade to ArchWay. The Archives Advisor worked closely with the programmers at Eloquent Systems and the IT expert at NSARM, Paul Maxner, to improve the public search and data entry functions of our database. Public search screens were revised to include new directions for searching, a split screen for showing results and individual records simultaneously, and FAQ help. The member data entry function was upgraded to include the ability to batch enter file lists so titles and dates of creation were searchable by the database, the ability to attach a low resolution digital image or scanned document to a description, and streamlined the Name Authority and Subject Authority data entry screens. I kept members informed of our progress and sent out revised tables of directions to reflect the changes to the data entry function.

The Archives Advisor attended regular meetings of the ArchWay Committee, assisted the Chair in recruiting new members and maintained the listserv, CNSA-L, for the community. For the website, I requested and received permission to have a website editor assist me with keeping it up-to-date. I am pleased to report Lynn MacGregor agreed to be the first CNSA volunteer Webeditor; she began working on the website in January 2008. I added 2 new tools to the website's Resources/Tools page: a two-page handout on "Starting an Archives" and a three-page handout on "Long Term Care of CDs and DVDs".

## **Other**

The Archives Advisor continued to work with the Member-at-large in charge of Memberships (Carol Jacquard, Argyle Township Court House and Archives until her departure in September 2007) to update the membership database, administered the Environmental Monitoring Equipment Loan Program (data loggers mostly) for members and assisted with financial procedures of the Council. As ex officio, the Archives Advisor attended all Executive Board meetings, as well as meetings of CNSA standing committees: the Education Committee, the Preservation Committee, and the ArchWay Committee.

Respectfully submitted by

Karen White,  
Archives Advisor



## **Provincial Archivist's Report 2007-2008**

### **Summary of Involvement in and Assistance to the Archival Community in 2007/08**

- Provincial Archivist remained committed to offering as much support as possible to and collaborating with the CNSA in its efforts associated with the ongoing development and improvement of the archival community and system in Nova Scotia.
- Provincial Archivist continued to be an advocate and staunch supporter of renewed and improved cost shared federal funding programs for the archival community.
- CNSA, as the recognized archival stakeholder organization in Nova Scotia, is entitled to participate in the deliberations and decisions of the PANS Board of Trustees through its representation on the Board.
- NSARM provided \$60,000 in financial assistance to the CNSA to support its education, outreach and network programs and services offered to archivists and archives around the province.
- Provincial Archivist in close consultation with CNSA designed and developed the Provincial Archival Development Program (PADP) to provide \$85,000 in cost shared project funding for institutional members of the CNSA and the CNSA. The PADP which is compatible with the NADP will be launched in 2008/09 budgetary resources permitting.
- Provincial Archivist emphasized the importance and role of the CNSA in developing the Government of Nova Scotia heritage strategy in his capacity as a member of the Departmental Steering Committee which worked on finalizing the strategy
- Provincial Archivist contributed to the final report of the CNSA Needs Assessment and Planning Study published in April 2007 as a member of the Project Steering Committee.
- CNSA office space in the PANS building is free of charge.
- NSARM has agreed to make storage space in its archival colour film cold storage vault available to CNSA institutional members without charge.
- NSARM funded a portion of a corporative/joint preservation microfilming project that is of considerable benefit to CNSA institutional members.

- NSARM adheres to the CNSA Cooperative Acquisition Strategy by referring prospective donors to more suitable repositories and by considering and as appropriate acting on requests to deaccession and transfer records from its holdings to other archives in the province.
- NSARM continues to partially subsidize ArchWay by absorbing a significant portion of the operational and systematic upgrade costs for the WebGENCAT software and network.
- Time is made available for NSARM staff to contribute to the CNSA (e.g. Chairs of CNSA Education and Preservation Committees).
- The Provincial Archivist values the collaborative relationship and partnership with CNSA, and overall the extent and level of NSARM support for the CNSA remains greater than what any other provincial archives (except Quebec) provide to the archives council in its jurisdiction.

Respectfully submitted as an information item.

W. Brian Speirs  
Provincial Archivist

## **Report of the Nominating Committee 2008**

The CNSA Executive has acted as the Nominating Committee for 2008. The following slate of Officers is put forward.

Pauline MacLean, Highland Village Museum is in her 2<sup>nd</sup> year of a two year term as President,

Susan McClure, Municipal Archivist, Halifax Regional Municipality Archives, is in her 2<sup>nd</sup> year of a two year term as Vice President,

Kathryn Harvey, Archives Specialist, Dalhousie University Archives and Special Collections is in the 2<sup>nd</sup> year of a three year term as Treasurer,

Dorothy Outhouse, Volunteer Archivist, Islands Historical Society is in the 2<sup>nd</sup> year of a two year term as Member-at-Large Awards.

There are two positions to fill: Secretary and Member-at-Large (Nominations/Membership). The following persons are proposed to fill these vacancies:

Kim Walker, Shelburne County Archives & Genealogical Society as Member-at-Large (Nominations/Membership)

Catherine Arseneau, Director of the Beaton Institute, Cape Breton University as Secretary

Are there any further nominations?

CNSA Nominating Committee