



COUNCIL OF  
NOVA SCOTIA ARCHIVES

# ANNUAL REPORTS

## 2018-2019

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# CNSA President's Annual Report

2018-2019

This annual report provides CNSA members with an account of the Council's Committee and Board activities over the past year. I encourage you to review each of the reports to see the work that a team of dedicated staff and volunteers have achieved on your behalf. It has been a year of considerable changes for the CNSA, yet progress was made on many fronts. Thankfully the Strategic Plan and a cohesive Executive and Committee heads got us through the resignations of an Archives Advisor, President and MemoryNS Coordinator!

## **MemoryNS Project**

Funded by the Communities, Culture and Heritage Culture Innovation Fund, we hired Emily MacIsaac as MemoryNS Technical and Training Coordinator to increase the representation of CNSA members in our provincial archival database. Emily made good progress before having to leave us and laid the groundwork for the project to resume this spring to deliver more training and assist members to enter their content in MemoryNS.

## **Archives Advisor**

Archives Advisor Jamie Serran left the CNSA at the end of August to pursue a new career. We thanked Jamie for her 5 years of service at a send-off at the Wooden Monkey. The Executive reviewed the Advisor's job description and struck a hiring committee consisting of Wendy Robicheau (chair), Susan McClure and former Archives Advisor Karen White. We interviewed three applicants and welcomed Sara Hollett to the position in October. The Archives Advisor is a pivotal position for the CNSA and the broader archival community. The changeover has been an opportunity to reassess that position and to explore who does what within the CNSA and how we fund what we do.

## **Executive**

President Wendy Robicheau had started us on an energetic path of implementing the Strategic Plan when she had to step down in November to focus on family issues. The Executive re-grouped with Catherine Fancy taking on my secretary duties on top of Membership and Nominations so I could act as interim president. With Margaret Mulrooney relatively new to the organization, we needed her to focus on the Vice President's responsibility to chair the PADP Adjudication, and I have previous experience as CNSA President, 2009-2011.

## **Strategic Plan**

Progress was made on several of the 2018-2020 goals in the 5yr Strategic Plan that past-president Roger Gillis launched last spring:

1. **Outreach** – In December, the Executive met in Shelburne, hosted by the Shelburne County Museum, and invited members and potential members to an event to learn about the CNSA's services and to recognize the contributions to the CNSA of retiring Argyle Township Court House Archivist Peter Crowell.

2. **Educational Review** – The Board asked Jane Arnold to lead an Education Program Renewal Working Group to conduct a thorough review and make recommendations for improvements to the education program that will address our members' wishes for relevant, valuable, and innovative educational opportunities. The group consists of the Archives Advisor, Catherine Fancy, as Executive Board liaison, the Provincial Archivist, and a member of the CNSA Education Committee. Their work will continue through next winter and members will have an opportunity for input at the conference.
3. **Communications** – the goal to improve communications is being addressed by the proposal to add that responsibility to the Member-at-large (Awards). Terms of Reference were established, and a volunteer recruited, to be ratified at the AGM. We encourage all members to join in to be more communicative about the archival work you are doing and will be asking for more sharing!
4. **Governance** – Executive position descriptions and Committee Terms of Reference were reviewed and formalized in a Governance Manual. That process and the need to have better control of our policies and procedures, which was highlighted during the orientation of a new Archives Advisor, inspired the expansion of the Governance Manual to include all those policies and procedures, a calendar of annual activities, and a review of the Constitution. This document has already proved useful in orienting new Committee members.
5. **Funding** – the Strategic Plan laid out a few goals related to funding. We have clarified that CNSA is eligible for Documentary Heritage Communities Program (DHCP) funding, and may apply in the future, but for now only have the capacity to manage projects currently underway. We determined timing is not right to request an increase in provincial funding, but are building the case towards that. The proposed increase in membership fees that will be considered at the AGM will demonstrate progress towards self-sufficiency.

### **Preservation Services Renewal**

The Preservation Committee renewed our Equipment Loan Service. New dataloggers are available for any members who need to monitor the temperature and humidity of their facilities.

### **Libraries, Archives, Museums Nova Scotia (LAMNS)**

CNSA is a member of the LAMNS Steering Committee, along with NSA. I participated in quarterly meetings which are a good opportunity to share information with library and museum colleague organizations. LAMNS launched its new [website](#) at a well-attended event at NSA in November. Looking ahead, CNSA will be involved in an NSA-led survey of historical newspapers to gather details on holdings in all provincial institutions in order to prioritize and coordinate digitization efforts. Plans are also underway for a joint conference in fall 2020.

### **Canadian Council of Archives (CCA)**

CNSA is a voting member of the CCA and I participated in its Annual General Assembly last fall. The CCA continues to be our link to the other provincial archival associations and to federal initiatives. Some especially relevant to CNSA are:

- [ArchivesCanada](#) - the national catalogue to which our MemoryNS descriptions are contributed.
- [Archives Canada Digital Preservation Service](#) (ACDPS) – access to affordable digital preservation and storage system

- [National Archival Appraisal Board](#) (NAAB) renewal – focus on training more Atlantic archivists in monetary appraisal and making appraisals more accessible
- Young Canada Works (YCW) summer student and internship programs – CCA administers this valuable federal funding program to give youth experience in archival work
- Arcan-I – CCA administers the national listserv for communication among archivists
- Standards – CCA oversees the development and maintenance of our professional standards Rules for Archival Description and the new Canadian Archival Accession Information Standard
- Advocacy on Copyright – CCA Working Group represents the profession in the ongoing review of the Canadian Copyright Act – [brief](#) submitted August 2018

### **New CNSA Award**

For the first time a Dalhousie School of Information Management graduating student who shows the most promise and interest in the archival profession will be given the CNSA Award this spring. The prize includes a student membership, a certificate and \$100.

### **New Members**

CNSA welcomed 17 new/lapsed members; bringing in an additional \$1,280 in revenue. Two general members met the criteria for Institutional membership and are now eligible for additional member benefits.

### **Acknowledgments**

Members who volunteer their time on CNSA committees are the back-bone of our organization. I want to acknowledge them and the institutions who support their staff to participate on CNSA committees. You demonstrate an understanding that the programs and networks the CNSA provides strengthen all archives in Nova Scotia.

The support of Nova Scotia Archives and the Department of Communities, Culture and Heritage is also vital to the CNSA. We wish CCH director Rhonda Walker well in her retirement and thank her and Patti Bannister for their commitment to Nova Scotia's archival community.

There are a few people I want to acknowledge for getting the CNSA through this tumultuous year: Lindsey McCallum as chair of the MemoryNS Committee leading an ambitious CIF funded project stepped up when staff departures threw plans awry; Catherine Fancy for taking on extra Executive duties; Sara Hollett for jumping whole-heartedly into a demanding new position; and lastly Thea Wilson Hammond for going above and beyond what the treasurers of most organizations do to keep the CNSA on an even keel.

Lastly, I want to thank those who have left or are leaving the CNSA team: Jamie Serran and Emily MacIsaac as staff; Wendy Robicheau, Catherine Fancy and Lisette Gaudet as Executive members. The Council benefitted from your energy, ideas and commitment.

Respectfully submitted,

Susan McClure  
Interim President

## **Archives Advisor's Annual Report** **April 2018-March 2019**

CNSA said farewell to 5-year Archives Advisor, Jamie Serran on August 24 and welcomed Sara Hollett to the position October 18. This report is a compilation of their work for the CNSA.

### **Education**

#### Core Curriculum

For the 2018-2019 year, three of the six core curriculum workshops were held: Introduction to Archives from May 24-25, 2018 at Acadia University in Wolfville (14 participants), Acquisition, Appraisal and Accessioning from December 10-11, 2018 at the Colchester Historeum in Truro (9 participants, with 7 returning from Intro to Archives in May) and Introduction to RAD at the Halifax Municipal Archives in Halifax from January 31-February 1, 2019 (11 participants). This year, Sara and former MemoryNS Coordinator Emily MacIsaac heavily revised the Intro to RAD course material and added a MemoryNS component. Jamie Serran provided paid mentorship for the AAA and Intro to RAD workshops. Sara recorded comments on the AAA and Intro to RAD Core Curriculum assignments and returned them to students within one month of the course.

Sara began planning for the May 2019 Intro to RAD workshops to be held at le Centre Acadien (May 23-24) and St. Mary's Genealogy Research Centre at Sherbrooke Village (May 30-31). Sara also began liaising with African Nova Scotian Affairs to offer an Intro course; Jamie began discussions of this in June 2018.

There were no core curriculum graduates this year, but several requests for a history of our course offerings and participants were received. Better documentation on past courses will be developed this year.

#### CNSA Conference

With no Education Committee chairs, Jamie led the Education Committee in facilitating speakers/sessions/catering/breaks, etc. for the 2018 AGM and workshops. The workshops were: 'Monetary & Archival Appraisal' (Carman Carroll and Patti Bannister), and 'MemoryNS Super Searching!' (Lindsey MacCallum). Approximately 50 people attended the workshops. Carman Carroll was flown in by the CNSA to co-present the workshop and to announce the change of the Carman Carroll Award to the Doug Kirby Award and be part of the award presentation.

#### Professional Development

Jamie attended ACA from June 6-9, 2018. She networked with fellow advisors (BC, AB, SK) and attended sessions on archives & technology; digital archiving workflows; LAC update; Indigenous Voices; and Updates on Reconciliation Action. She shared information with CNSA from ACA's website/social media accounts.

Sara completed readings for the Dal SIM Archives courses, attended the Archives Association of Ontario's Archival Processing workshop in November 2018. During the trip, she also went to LAC to gather more information from the DHCP team, met with former Advisor Johanna Smith; met with CCA

staff and toured the City of Ottawa and Ottawa University Archives. Sara also completed a 3-day CCA webinar on copyright, and a one-day CCA webinar on Archival Appraisal.

Sara familiarized herself with MemoryNS after the departure of MemoryNS Coordinator Emily MacIsaac and participated in a webinar through Artefactual. Sara also did training for CNSA's environmental monitoring equipment special services, GoToMeeting software, and her roles in the PADP process.

#### Education Program Renewal Working Group

Sara participated and provided liaison for CNSA's recently started Education Program Renewal Working Group. The group will conduct a thorough review and make recommendations for improvements to the education program.

### **Advisory Services**

#### Site visits

Prior to Jamie's departure, she completed a site visit to Tatamagouche on May 30<sup>th</sup>, 2018. The site visit turned into a community site visit with 20 participants from Truro to Amherst and all points in between. The topic was copyright and privacy in archives. Jamie provided basic information during the 3-hour visit, but she reported that it demonstrated the need to arrange something more in-depth – and that a special workshop should be offered in the future with the assistance of the Education Committee.

After Sara started in the position on October 18, 2018, she conducted 11 more site visits. These included: Eastern Shore Archives, Halifax Armoury (non-member), Mahone Bay Museum, DesBrisay Museum, Société historique acadienne de Pubnico-Ouest (two visits), Yarmouth County Museum and Archives, Argyle Township Court House and Archives, South Shore Genealogical Society, NSCC, and Halifax Central Library. Topics included PADP, understaffing, potential uses of MemoryNS, committee positions, GPAs, membership options, preservation and display, and starting an archives.

#### Advising questions

Sara received 36 advising inquiries via email and phone. Topics were wide ranging but included: MemoryNS questions, data loggers, mould prevention, framing and display techniques for archival documents, deed of gift forms, photo indexing and storage, core curriculum and CCI workshop, CNSA list serv, archival school programs, starting an institutional archives, and membership options.

Statistics on individual advising inquiries from before Sara recording them are not available.

#### PADP grant

Jamie did a lot of PADP advising for new applicants in 2018; she received 13 applications for review. Sara has continued this work and since January has advised 8 members on PADP applications and spent approximately 29 hours on her training, the new objectives, application review/consultation, and travel for PADP advising appointments.

#### Preservation Equipment Loans Program

Jamie loaned out two data loggers to members. Sara retrieved the results from these data loggers, although one logger failed. As a result, Sara began a review of the old equipment, resulting in the purchase of 4 new data loggers in April 2019.

**Outreach**

Jamie coordinated with African Nova Scotia Affairs to offer a workshop to the communities that they represent.

Sara has attended the regional heritage group meetings of the Central Region Heritage Group (February 22, 2019) and Heritage Cape Breton Connection (November 2, 2018). Both groups have been important in member and new member outreach. She has met with ANSM, DHCP, CANB, the CCA Archives Advisor's Working Group, and CCA.

Sara is now the CNSA representative on the LAMNS One Place to Look Committee.

**Administration**

Jamie performed secretary duties during the 2018 PADP adjudication meeting. Jamie began implementation and purchasing of equipment for the CIF MemoryNS project. Sara reviewed the job ad for the new MemoryNS position starting Spring 2019.

As ex-officio, Sara and previously Jamie attended all Executive Board meetings as well as meetings of all CNSA standing committees: Education, Preservation, and MemoryNS. Jamie and Sara both worked with Catherine Fancy, Member at large (Membership) and Lynn Layes, bookkeeper to update the membership list in March 2018 and 2019.

**Communications**

Sara has been making a special effort to update the CNSA website. Jamie and Sara both shared all CNSA news/communications on social media, CNSA website, and the CNSA listserv. Sara worked with Lisette Gaudet, Member at Large (Awards) and the Education Committee to advertise CNSA awards and conference.

Respectfully submitted,

Sara Hollett, Archives Advisor

## **Education Committee Annual Report 2018-2019**

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 welcomed new member Mary Flynn, who graciously agreed to be the committee's co-chair along with Leah Rae.

Additionally, the committee welcomed new members Jasmine MacDonald, Sharon Murray, and Kaitlin Wood.

### **Committee Members**

The 2018-2019 Education Committee members are:

- Rosemary Barbour, Nova Scotia Archives, ex-officio
- Mary Flynn, Sisters of Charity – Halifax, Co-Chair
- Sara Hollett, CNSA Archives Advisor
- Karen Kierstead, Association of Nova Scotia Museums, ex-officio
- Jasmine MacDonald, Nova Scotia Archives
- Dave MacLachlan, Nova Scotia Archives
- Sharon Murray, Historic Nova Scotia
- Leah Rae, Library and Archives Canada, Co-Chair
- Kaitlin Wood, Argyle Township Court House & Archives

### **Meetings**

The Education Committee held three meetings, with members participating both in-person and by teleconference, between April 1, 2018 and March 31, 2019

The meetings were held on:

- January 30, 2019
- February 22, 2019
- March 15, 2019

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

### **Education**

#### **CNSA Conference**

With no Education Committee chairs, Jamie Serran completed much of the work for 2018 AGM and workshops.

The workshops were:

- Monetary & Archival Appraisal (Carman Carroll and Patti Bannister)
- MemoryNS Super Searching! (Lindsey MacCallum)



Carman Carroll was flown in by the CNSA to co-present a workshop and to announce the change of the Carman Carroll Award to the Doug Kirby Award and be part of the award presentation.

## **Professional Development**

### Training/Core Curriculum

For the 2018-2019 year, three of the six core curriculum workshops were held:

- Introduction to Archives from May 24-25, 2018 at Acadia University in Wolfville (14 participants)
- Acquisition, Appraisal and Accessioning from December 10-11, 2018 at the Colchester Historeum in Truro (9 participants, with 7 returning from Intro to Archives in May)
- Introduction to RAD at the HRM Archives in Halifax from January 31-February 1, 2019 (11 participants).

### Professional Development and Training Bursary (PD&T)

The Professional Development & Travel Bursary unfortunately saw no applications for the 2018-2019 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.

As new co-chairs we would like to sincerely thank all the members of the Education Committee for their enthusiasm and hard work. We appreciate everyone being patient with us as we took on these new roles.

Respectfully submitted,  
Mary Flynn, Co-Chair  
Leah Rae, Co-Chair  
Education Committee

## CNSA MemoryNS Committee Annual Report 2018-2019

### **Committee Membership 2018-2019**

Sara Hollett, Archives Advisor, CNSA (ex officio) (October 2018 – present)  
Jennifer Lambert, Dalhousie University Archives  
Lindsey MacCallum, Mount Saint Vincent University Archives (Chair)  
Kathleen MacKenzie, St. Francis Xavier University Archives  
Paul Maxner, Nova Scotia Archives (ex officio)  
Jamie Serran, Archives Advisor, CNSA (ex officio) (May 2018 – August 2018)  
Karen White, Nova Scotia Archives

### **Meetings**

The MemoryNS Committee met once in person and once virtually (using Go-to-Meeting) during 2018-2019. The Committee primarily corresponded by e-mail to discuss ongoing business.

### **New Ex-officio Member**

The Committee welcomed the new Archives Advisor, Sara Hollett, as an ex-officio member.

### **MemoryNS Technical & Training Coordinator**

CNSA was awarded funds through the provincial Culture Innovation Fund to support a project to assist members in adding more content to MemoryNS. This project led to the creation of the MemoryNS Technical & Training Coordinator position, for which we hired Emily MacIsaac in August 2018. Ms. MacIsaac was in the position from September 2018 – January 2019, during which she completed the following highlights:

- Provided training for eight institutions (in-person and/or virtually)
- Helped facilitate the upload of 19 new descriptions to MemoryNS
- Created three new MemoryNS accounts for members
- Created eight training videos
- Created a social media plan

The MemoryNS Chair was involved in Emily's training and supervision, along with CNSA Treasurer Thea Wilson-Hammond. The MemoryNS Committee supported the project by providing feedback on new video tutorials created.

Ms. MacIsaac resigned from the position in early January 2019. The project was put on hold during Winter 2019, and is scheduled to resume in May 2019 with the hiring of a new MemoryNS Technical & Training Coordinator, who will complete the project objectives during Spring/Summer 2019.

### **AtoM Upgrade**

Our MemoryNS site was upgraded to AtoM 2.4.1 on January 10, 2019. This upgrade was a bug fix release. MemoryNS will continue to be upgraded on a regular basis as new versions of the software become available.

### **MemoryNS Digital Objects Policy**

The Digital Objects policy needed revision to reflect new functionality within MemoryNS, to identify appropriate file formats and methods of storage, and to clarify members' rights and responsibilities. A revised Digital Objects policy was approved by the CNSA Executive in March 2019.

### **MemoryNS support tickets**

CNSA had six remaining support tickets as part of its previous subscription level with Artefactual that expired in Winter 2019. After consulting with the Executive and other CNSA committees for input, the MemoryNS Committee decided to use the tickets to support training for MemoryNS administrators in order to ensure more robust and sustainable internal expertise and support for members using MemoryNS. This training took place virtually on February 7, 2019 and resulted in a variety of training materials for CNSA.

Submitted by Lindsey MacCallum, Chair, MemoryNS Committee  
April 2019

## Report of the CNSA Preservation Committee for the year ending 31 March 2019

### Committee membership

The 2018/2019 Preservation Committee included:

- Patti Bannister (Nova Scotia Archives)
- Rosemary Barbour (Nova Scotia Archives)
- Creighton Barrett (Dalhousie University Archives, Committee Chair)
- Dave Cogswell (Halifax Municipal Archives)
- Jamie Serran / Sara Hollett (CNSA Archives Advisor, *ex-officio*)

### Committee meetings

The Preservation Committee met in person on June 18, 2018 and March 5, 2019 and communicated by e-mail throughout the year.

### Canadian Conservation Institute's (CCI) Atlantic Regional Workshop, 2019-2020

The Committee's application for the 2019-2020 CCI Atlantic regional workshop was successful and the workshop, *Care and Handling of Photographic Materials* will take place at Nova Scotia Archives on October 2-3, 2019.

### Canadian Conservation Institute's (CCI) Atlantic Regional Workshop, 2018-2019

The Committee's application for the 2018-2019 CCI Atlantic regional workshop was successful and the workshop, *Modern Information Carriers* took place at Nova Scotia Archives on October 2-3, 2018. 16 people attended the workshop. The Committee thanks Rosemary Barbour for her assistance with registration and logistics.

### CNSA Preservation Services

The Committee worked with the Archives Advisor and members of the Executive Committee on updating and enhancing CNSA Preservation Services. Highlights include:

1. **Data loggers.** The Committee recommended the purchase of four new temperature and humidity data loggers (HOBO MX1101). The loggers work with a free app available on iOS and Android mobile devices. The Archives Advisor purchased the loggers with funds in the 2019-2020 budget and will make the equipment available to membership in the coming weeks.
2. **Disaster recovery depots.** The Committee worked with the Archives Advisor to initiate a review of three disaster recovery depots established several years ago and distributed across the province. The review is ongoing and expected to finish in summer or fall 2019. The Committee

will then work with the Archives Advisor to publish updated information about the disaster recovery depots on the CNSA website.

Respectfully submitted,

Creighton Barrett

Chair, CNSA Preservation Committee

1 May 2019

## **Awards Community Annual report**

The Carman V. Carroll for Outstanding Achievement in Archival Preservation award was changed to the Doug Kirby for Outstanding Achievement in Archival Preservation award in honor of Doug Kirby. Mr. Kirby's brothers were in attendance at the awards ceremony as well as Mr. Carroll who gave a speech to officially announce the title change.

Last year's award ceremony was held during the Council of Nova Scotia Archives' AGM in May where we gave all three awards. We received five nominations and the judges who selected the winners were Lisette Gaudet, Jasmine MacNeil, Creighton Barrett and David Cogswell.

The awards;

The **Dr. Phyllis R. Blakeley Award for Archival Excellence** was awarded to the Mahone Bay Founders Society/Mahone Bay Museum for their project, The Mahone Bay Social History Project. This project showed the completion of the arrangement and description of 22 new fonds. These 22 fonds included a total of 1040 photographs (340 were scanned), 89cm of textual records, 15 drawings, and 1 survey plan.

The **Anna Hamilton Award for outstanding voluntary service to the Nova Scotian archival community** went to Barbara Reid. She is a volunteer and founding member at the Cumberland County Genealogical Society.

The newly titled **Doug Kirby Award for outstanding achievement in archival preservation** was awarded to the Centre Acadien for their project, Increasing Arrangement and Description of Fonds: Facilitating Access to Our Records and Supporting Research in Acadian Studies. This project consisted of five important fonds that they appraised, processed, arranged and created finding aids, adding them to their holdings for researchers to access.

Respectfully submitted by  
Lisette Gaudet  
Chair of the Awards Committee

## **CNSA Membership Report 2018/2019**

The CNSA had a total of 80 paid members for the 2018/2019 membership term (April 1, 2018-March 31, 2019):

- 45 institutional members
- 22 general members
- 7 individual members
- 6 student members

Of these, nine are lapsed members, two are new institutional members, one is a new general member, two are new individual members, and three are new student members. There have also been two upgrades from General to Institutional membership from heritage archives.

Respectfully submitted,

Catherine Fancy  
Outgoing Member-at-Large (Membership/Nominations)

Provincial Archival Development Program Adjudication Committee  
Annual Report 2018-2019

The following organizations were recipients of the 2018-2019 PADP funds:

<b>Organization</b>	<b>Project</b>	<b>PADP Objective</b>
Acadia University	Missionaries, Academics and a Politician	6
Colchester Historical Society	Documentation, Preservation and increased Accessibility to the Colchester Historeum's Map Collection	6
Halifax Municipal Archives	Audio – Visual Access	1
MSVU Library	Why a Women's University?: Exploring the History & Development of MSVU through Archival Audio & Video	6
South Shore Genealogical Society	Global Preservation Assessment	2

The 2018-2019 Adjudication Committee was chaired by Wendy Robicheau, CNSA Vice-President. The adjudicators were: Fred Farrell, Provincial Archives of New Brunswick; Roger Marsters, Maritime Museum of the Atlantic; David Mawhinney, Mount Allison University Archives; Sandra Toze, Dalhousie School of Information Management and Margaret Mulrooney, Colchester Historeum.

In 2019, the Nova Scotia Archives reviewed the PADP objectives and proposed simplifying and amalgamating the seven objectives down to four objectives. These recommendations were reviewed and agreed to by the CNSA Board of Directors. These changes are meant to simplify the PADP application process and the new guidelines were released in March 2019.

The CNSA thanks the department of Communities, Culture, and Heritage, as well as the Nova Scotia Archives, for their role in providing these funds and managing the program.

Respectfully Submitted,

Margaret Mulrooney  
2019-2020 PADP Adjudication Committee



## **Report of the Nova Scotia Archives (NSA)**

### **April 2018 – March 2019**

**During 2018/2019, NSA (working with its parent department, Communities, Culture and Heritage/CCH) has fulfilled its mandate to the provincial archival community in various ways and means, including:**

- Continued financial support from Communities, Culture and Heritage (CCH)
  - \$60,000 Anchor Grant to support CNSA programs and services
  - \$50,000 for the Provincial Archival Development Program (PADP) – cost-shared, adjudicated project funds to CNSA and its institutional members
- Continued support from Provincial Archivist, as a conduit between CNSA, NSA and CCH
  - a guest at all Executive Committee meetings, bringing information and consulting on matters relating to the archival community
  - working with CCH to explore options for enhancing CNSA's capacity to support member institutions
  - updating on federal-provincial-territorial items of interest
- Continued support for CNSA visibility and inclusion in provincial and national opportunities
  - updated objectives for the PADP were drafted, reviewed with Executive, approved by the Minister of CCH and adopted for roll out in the 2019 application package
- Continued support for/promotion of Provincial Cooperative Acquisition Strategy
  - 14 referrals from NSA to 8 CNSA member archives
- NSA continues to provide CNSA with office space, basic utilities and use of public meeting-rooms in the Archives Building, all at no cost.
- NSA staff make substantial contributions to CNSA committee work through participation on Education, Preservation and MemoryNS Committees.

Respectfully submitted,

Patti Bannister  
Provincial Archivist  
May 2019

## **Report from the CNSA representative on the Advisory Board of the Public Archives April 2018 – March 2019**

The Advisory Board of the Public Archives meets three times a year to consult on strategic operations and examine financial reporting for the public archives. Members are appointed by the provincial government and consist of representatives from a number of community and culture organizations. This includes one position from provincial archives associations, filled on recommendation of the CNSA for a 3-year term. A current or past CNSA executive member is selected for the position, frequently the past-president. This individual can add items to the agenda and generally consults with the current CNSA executive before the meetings, and reports on any issues that came up afterwards. The board generally meets three times a year.

On the recommendation of the CNSA, I was appointed to the position in the fall of 2017, after having served as CNSA president from 2014 to 2016. During the past year, the Advisory Board met on 12 June 2018 and 23 October 2018. The February 2019 meeting was cancelled, as the Board chair had completed their term at the previous meeting, and an approved replacement had not been appointed by the time that meeting was to take place.

Specific issues discussed at the other two meetings include advising on Young Canada Works positions; receiving updates on Libraries, Archives, Museums Nova Scotia; discussion of recruitment and appointment activities at the archives; spending on equipment and other purchases; and reporting on the 2017/2018 financial statements. Any necessary updates as a result of these meetings were forwarded to the CNSA president afterwards.

Respectfully submitted,

Hansel Cook

CNSA representative on the Advisory Board of the Public Archives

May 2019

## Treasurer's Annual Report April 1, 2018 – March 31, 2019

This was my sixth year as Treasurer for the CNSA and my job continues to be made very easy by the CNSA's efficient Bookkeeper, Lynn Layes. Lynn oversees most day-to-day transactions and preparation of monthly financial reports. Megan Meek of Grant Thornton is engaged by the CNSA to prepare a review engagement set of Financial Statements.

Reports are submitted for my approval and Board approval on a monthly basis, and daily financial doings, such as cheque writing and allocation of revenue and expenses, are overseen by me in communication with Lynn and the other signing officers (Archives Advisor and President).

The following items are worthy of noting from the past year:

- 1) The Council received a Cultural Innovation Fund grant of \$30,000 for a MemoryNS education and descriptions project. Due to the departure of the Memory NS coordinate in January 2019 the project was halted and a total of \$19,992 has been deferred to the 2019-2020 fiscal year when the project will again commence (mid May 2019).
- 2) The CNSA had an increase in membership revenue over the previous year (an increase of \$1,280).
- 3) The CNSA had budgeted for extensive Board travel, however a switch to the use of Go To Meeting software has lowered travel costs, allowing for more remote meetings. Furthermore, due to the early onset of weather and the fall hiring process of a new Archives Advisor, the Board did not make a second regional visit and Board meeting. Therefore travel expenses for the Board were less than budgeted.
- 4) Due to the departure of the Archives Advisor in August and the subsequent hiring of the new Archives Advisor in October, the CNSA realized some savings in salary and payroll expenses. This is reflected in the small surplus for this year of \$3,687.
- 5) Attached are the unaudited Financial Statements from Grant Thornton, ready for review and approval by the membership.
- 6) Attached is the **Budget for 2019 / 2020**  
This year's budget has predicted a shortfall of \$1,520. This deficiency will be covered by reserve funds. The Board has identified within its strategic plan several means of increasing revenues in the upcoming years, including a proposed membership increase.

Respectfully submitted,



Thea Wilson-Hammond  
CNSA Treasurer