



COUNCIL OF NOVA SCOTIA ARCHIVES

# ANNUAL REPORTS

## 2013-2014

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## **President's Annual Report April 2013 – March 2014**

As another busy year comes to conclusion I encourage all Council of Nova Scotia Archives members to review the 2013-2014 Annual Report which includes reports from the executive, staff and committee chairs. On your behalf, a team of dedicated staff and volunteers have worked throughout the year to ensure movement toward and achievement of our Council's objectives and mandate. This Annual Report provides you – our members, with an account of the years activities, I encourage you to read and share the reports with your staff and stakeholders.

The year began with Patti Bannister as President but due to her new role within the Nova Scotia Archives as Manager, Catherine Arseneau (past President) was approach to fill the term to year end allowing for a smooth transition for the year. We all wish Patti the best in her new position and look forward to continuing to work with her in her new role.

### ***Canadian Council of Archives***

CNSA activities were reported to the Council of Presidents' via teleconference during the Association of Canadian Archivists' General Assembly on October 29th, 2013 and again at the Canadian Council of Archives' meeting via teleconference February 19, 2014, which Hansel Cook participated on behalf of CNSA. As CCA continues to restructure, these meetings are important opportunities to remain informed of national initiatives and priorities impacting the Canadian network of archives. CCA has been committed to the Canadian Archives Summit, the re-launch of archivescanada.ca and restructuring to ensure its sustainability.

The CNSA also promoted the activities of the CCA to our provincial membership. The listserv was used to promote the webinar series of professional development opportunities as was the Canadian Archival Summit. The Summit, held in Toronto, was promoted to members and two local live streamed regional sites were held in Nova Scotia; one at the NSA in Halifax and the second at Cape Breton University in Sydney.

### ***Provincial Archives of Nova Scotia (PANS) Board of Trustees***

As President I have the pleasure of representing the CNSA on the PANS Board of Trustees. The PANS Board meets three times a year and brings together NSA, NS Department of Communities, Culture and Heritage (CCH), community stakeholders and partners. The PANS Board met on June 18, 2013, October 15, 2013, the February meeting was cancelled, and will meet again in June 2014.

As a PANS Trustee I currently participate in the Public Archives Act Review Committee as a community stakeholder. The Act is undergoing a scheduled review and its last extensive review was in 1998. The review process will align with the review of the NS Government Records Act to ensure clarity and mutual understanding of roles and responsibilities between the Nova Scotia Archives and the office of the Chief Information Officer.

Following discussion with the CNSA Executive it was decided that my appointment on the PANS Board of Trustees would be put forward for renewal. This renewal was approved by Order in Council and is effective for a three year term.

### ***NS Department of Communities Culture and Heritage***

In December the CNSA wrote to Minister Ince, welcoming him to into the Office of Minister of Community, Culture and Heritage. We also requested a meeting to further discuss the activities of the Council and its current priorities. Our request was positively received and both the President and Vice-president met with Minister Ince on March 7, 2014. The Minister demonstrated genuine concern for the future of the CNSA, a keen interest in the work and mandate of the Council and committed to continue to work with us toward sustainable solutions. The Minister agreed to meet again to learn of the recommendations developed by the Renewal and Sustainability Committee in the fall of 2014.

The Council continues to maintain a close relationship with the administration and staff of the NSA. Core administrative support is received through an operating grant as well as in-kind services and supports. The Provincial Archivist, Lois Yorke, provides regular updates to NSA activities and priorities to the Executive as a guest of the Board. This collaborative model ensures a strong and coordinated approach to archival development throughout the province. The migration of the ArchWay database has required close communication with NSA and a truly provincial catalogue is our shared objective.

### ***Provincial Archival Development Program***

This important funding program continues for its seventh year. The PADP continues to operate with the reduced funding envelop of \$50,000 reduced in 2009 from its original \$85,000. The program is administered by NSA, with input from the CNSA. The CNSA is very appreciative of the program and of the opportunities it provides for our members and the Council to accomplish much-needed projects.

In 2012, as a strategy towards future sustainability, the CNSA Executive initiated a dialogue with NSA and CCH to take on the administration of the PADP through a management memorandum of understanding. The Executive's interest is that this could provide an additional revenue stream for CNSA operations. The Renewal and Sustainability Committee have continued to discuss and explore this option and will be making recommendations in the coming months.

### ***Special Initiatives***

#### ***Provincial On-line Catalogue Migration Project***

Through the funding support of the PADP the CNSA, through the leadership of the Archway Committee and in partnership with NSA, undertook a project to migrate the provincial catalogue to the AtoM platform. This phase of the project realized a Migration Plan, further data cleaning and trial data migration.

#### ***Nova Scotia Community College Course***

The CNSA contracted with the NSCC Waterfront Campus to deliver the second offering of the Introduction to Archives course within the Library Technician Program. Jamie completed the course delivery from January - April and the course was well received. Jamie also completed the NSCC e-course

related to developing and implementing curriculum online. This course will contribute to the CNSA's ability to expand its delivery options over the next few years. In addition to the classroom delivery, the option of on-line delivery and the future delivery of Archives Level II course to be developed and delivered with a practicum component is being considered.

### **Royal Society of Canada's Expert Panel on the Status and Future of Canada's Libraries and Archives**

The CNSA took the opportunity to present to the Expert Panel during their stop in Halifax in early November. CNSA VP Hansel Cook and Archives Advisor Jamie Serran were fortunate to have a private meeting with the panelists before the public meeting at Dalhousie. They had a good discussion with the panelists and were able to share information about CNSA and our goals, services, and resources

### ***Acknowledgments***

As I step down from my (extended) term as President, I personally wish to thank each of the Executive Committee members, the Committee Chairs and the Committee members for their work and contributions over this past year. It has been an honour to work with such dedicated individuals – it is truly amazing the work that gets done by this group of individuals (which is in addition to their day jobs and other commitments!).

It is also very important to thank those institutions who support their staff to contribute time and energy to Council activities. They clearly demonstrate an understanding that archives in Nova Scotia are strengthened through the programs and network the CNSA provides.

I would also like to acknowledge the support provided by Nova Scotia Archives – financial, in-kind, staff-time and advice; it is greatly appreciated by the Council and the community. The CNSA looks forward to continuing our positive and mutually beneficial relationship.

The Executive and I thank the CNSA staff – our Archives Advisor, Jamie Serran our bookkeeper, Lynn Layes and our Communications/Administrative Assistant Bethany Jost (January – May). And lastly, thank you to you our CNSA members, for participating in the Council, for your dedication to archives in Nova Scotia, and I encourage you to get involved and work towards making CNSA relevant and impactful within your institutions.

Respectfully submitted,

Catherine Arseneau, President  
May 2014

# Archives Advisor's Annual Report

## April 2013 – March 2014

### Education

#### Core Curriculum:

For the 2013-2014 year, we offered all six of our Core Curriculum workshops in the Cape Breton and HRM regions. The two workshops not offered in HRM in 2012-13 were offered this year: *Acquisition, Appraisal, and Accessioning* in May 2013 in Halifax to 5 participants; and *Introduction to Preservation* in September 2013 in Lake Charlotte to 7 participants. *Introduction to Archives* was offered in August 2013 in Iona to 3 participants; *Arrangement and Description* was offered in October 2013 in Halifax to 2 participants; *Introduction to Rules for Archival Description (RAD)* was offered in October 2013 in Halifax to 3 participants; and *Access and Reference* was offered in November 2013 in Halifax to 2 participants. Offering all six of the workshops in one year allowed several participants to finish the certificate program, but was a fairly intense schedule – so we will likely return to offering two or three of the six in the coming year.

#### NSCC Course:

The *Introduction to Archives* course in Nova Scotia Community College's (NSCC) Library Technician diploma program was offered for the second time from January-April 2014 at Dartmouth's Waterfront Campus. 16 students took the course and did very well, showing a great deal of enthusiasm for archives. Plans have been made to offer the course again from January-April 2015 in the classroom, with the possibility of an online offering in September 2015, and to work towards developing curriculum for a more advanced second half to the course, to be offered in 2015 as well.

#### Conferences:

As an ex-officio member of the Education Committee, Jamie participated in the planning and delivery of the annual CNSA Conference in May 2013: "The 3 P's of Digital Archives: Possibilities, Practicalities, & Partnerships." After the success of the digital theme for the previous year's conference, it was explored once again, this year with more of a focus on potential projects and partnerships – both within and outside the archival community. 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 Winnipeg in June.

#### Advisory Service

Over the summer months, Jamie made 24 site visits to general and institutional members during 2013-14 – a very exciting and eye-opening tour! The regional breakdown was: 10 members in South West Region in July; 3 members in HRM and 1 member in the Southwest in August; 7 members in the Northeast in August; 5 members in Cape Breton in August; and 1 member in Bridgewater in September. As in previous years, site visits were scheduled in groups 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 2013 and acted as recording secretary for the PADP adjudication committee.

## **Outreach**

During the year, Jamie served on the Association of Nova Scotia Museums Education & Training Taskforce, which met regularly with plans for a joint museum/library/archives conference in 2015. Jamie represented the CNSA at “Associations’ Days” at Dalhousie and NSCC and took part in a Lunch and Learn panel at Dalhousie about careers in archives. Jamie and Hansel Cook (CNSA Vice President) appeared before the Royal Society of Canada Expert Panel on the Future of Libraries and Archives in Canada with a presentation about the CNSA.

## **Network**

The CNSA received one PADP grant during 2013-14 – Phase II of the ArchWay migration project begun in 2012-13. 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](http://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 ArchWay committee throughout the project. An application is in to the Strategic Development Initiative program to enable further work to take place on this project.

Throughout the year, the CNSA listserv, website, and Facebook page were updated and maintained, as well as the Routes to Your Roots portion of novascotia.com’s Heritage Directory.

## **Other**

Jamie continued to work with the Member-at-Large: Memberships/Nominations (Bethany Jost, Acadia University Archives 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 ArchWay Committee.

Respectfully submitted,

Jamie Serran  
Archives Advisor

## **ArchWay Committee Annual Report 2013-2014**

### **Committee Membership 2013-2014**

Jane Arnold, Beaton Institute at Cape Breton University (ending in May)

Creighton Barrett, Dalhousie University Archives (Chair Apr to Dec)

Terry Eyland, Cole Harbour Rural Heritage Society (Apr - Jan)

Paul Maxner, Nova Scotia Archives (ex officio)

Kathleen MacKenzie, St. Francis Xavier University Archives (Feb - Mar)

James McLean, Government of Nova Scotia

Jamie Serran, Archives Advisor, CNSA

Alison Froese Stoddard, MLIS student Dalhousie University (Feb - Mar)

Karen White, Nova Scotia Archives (chair Jan - Apr)

Thea Wilson-Hammond, Eastern Shore Archives (Apr - Jan)

### **Data Migration and Archway Website Renewal**

The big project this year was the final planning and implementation of Phase I of our much-needed software upgrade for the CNSA Archway Database of Archival Descriptions. The Executive asked the Archway Committee (AC) to prepare a migration plan that addressed the various issues and tasks associated with moving all records from the old software WebGenCat to the new software Access-to-Memory (AtoM). Committee members collaborated on the document and prepared a draft which outlined a long-term vision for Archway, established a timeline of activities, and outlined other issues to be addressed: education and training, funding, and administration. The software upgrade would be done in 3 phases: Phase 1 Data Migration and Archway Website Renewal, Phase 2 Education and Member Updates and Phase 3 Sustainability and Growth. The Executive Board approved the "Vision and Action Plan for the Revitalization of Archway" in late October 2013.

The CNSA received funding from PADP 2013-2014 to implement Phase 1, the migration of CNSA members' archival descriptions and authority files out of WebGenCat and into the AtoM software. This funding purchased a one year contract with Artefactual Systems Inc. of Vancouver, BC for hosting and technical support, and the short-term hire of a website technician to check for data errors post-migration and to integrate the new database with the existing CNSA website. Approved by Executive Board in December 2013, the hosting contract was signed in early January 2014. The website technician was hired in late January and worked part time until March 2014.

With a contract in place, the migration of members' data began in early February 2014 and was successful on the 2<sup>nd</sup> attempt, with additional help from the website technician, so that by the end of March, we had a working beta version of our database in AtoM.

## **New Name for the New Software's Look & Feel**

The Committee felt this upgrade in software was a good time to re-brand the database with a new name, to go with the new look and feel. 'MemoryNS' was chosen as the best candidate and CNSA members were asked for feedback on the new name in February via CNSA-L email list. By March, the AC had received 4 responses in favour of keeping Archway and 10 in favour of changing to MemoryNS. With this support, and approval by the Executive, the name of our database will be MemoryNS.

## **Member Updates**

The AC Chair sent updates on the progress of the migration project to members via CNSA-L email list, in December 2013 and February 2014.

## **Environmental Scan**

The Committee contacted other archives councils across the country for their comments about working with AtoM and their experiences with migration. Six provincial councils replied by email. Some have developed policies around usage and administration; others have created training documents. The AC will be using these as examples to build upon.

## **SDI 2014-2015**

The AC, working with the Executive, submitted a Strategic Development Initiative (SDI) application for funding Phase 2 of the project, "Education and Member Updates". The submission deadline was April 15.

Submitted by

Karen White, Chair, Archway Committee  
May 2014



## **Awards Committee**

### **Annual Report 2012-2013**

The Awards Committee is responsible for judging nominations for the three annual CNSA Awards. Information about each of the awards, including judgment criteria, is available via the CNSA website. The 2012 Committee consisted of Catherine Arseneau from the Beaton Institute at Cape Breton University and Bernice D'Entremont from Le Centre de Recherche "Les Archives père Clarence d'Entremont" as representatives from last year's award winners; Rosemary Barbour, Chair of the Preservation Committee; Jamie Serran, Chair of the Education Committee; with Laurena Fredette, CNSA Member-at-large (Awards) as Committee Chair. The committee met on 24 April 2012 and chose not to award the **Carman V. Carroll Award** for outstanding achievement in archival preservation in 2012. As a result, only two of the three annual awards were presented at the CNSA's annual conference.

The 2012 **Dr. Phyllis R. Blakeley Award** was presented to the **Argyle Township Court House and Archives** for their project "An Acadian Parish Reborn. Post-Deportation Argyle - First 50 Years of Catholic Parish Records 1799-1849." This was a partnered project with the Nova Scotia Archives who provided the technical support to host the project online. The project involved the creation of a database/finding aid to improve access to Argyle's early Catholic Parish records. Containing 4575 records, the database can be used to find the names of all Roman Catholics baptized, married, or buried in the Argyle Township between 1799 and 1849. In addition to providing an open and easily accessible search tool, the site also included digitized copies of the original parish registers, typed transcriptions of the originals, a surname index that included family name variations, as well as an article providing historical background and context.

The 2012 **Anna Hamilton Memorial Award** for outstanding volunteer was presented to **Susan Hill** of the Cumberland County Genealogical Society (CCGS). Susan is an energetic and enthusiastic volunteer who helped establish the society in 2000. She is a great role model who has volunteered for a number of projects including, but not limited to, serving on the board of the society, helping with workshops and conferences hosted by the CCGS, acquiring and accessioning archival material, preparing resource materials for researchers, and working shifts in the Cumberland County Genealogical Centre and Archives. In addition to these activities, Susan also completed the CNSA's Core Curriculum in 2009.

The 2012 Nova Scotia Provincial Heritage Fair was held at Pier 21 on 24 May 2012 and, for the third year, the CNSA presented a prize for the best use of primary sources for a history project. The Fair brings together students from around the province in grades 4 to 9. This year's recipient was **Cassie Cameron** for her project "My 'Unwritten' Hero" which focused on the experiences of her great-grandfather, John Andrew McGee, during World War II. To complete her project Cassie used a number of sources including an unpublished manuscript, original family photographs and newspaper clippings, as well as an interview she conducted and filmed with her great-grandfather.

The 2013 Awards Committee consists of Susan Hill from the Cumberland County Genealogical Society and Peter Crowell of the Argyle Township Court House and Archives as representatives from last year's award winners; Rosemary Barbour, Chair of the Preservation Committee; Jamie Serran, Chair of the

Education Committee; with Laurena Fredette, CNSA Member-at-large (Awards) as Committee Chair. The Committee will meet on 8 May 2013 to review nominations. Winners will be announced during the CNSA's annual conference in May and will be reported in next year's CNSA Annual Report.

Respectfully submitted,

Laurena Fredette, Chair  
Awards Committee  
25 April 2013

## **Education Committee**

### **Annual Report 2013-2014**

The Education Committee coordinates and administers training, education and professional development activities of the Council of Nova Scotia Archives (CNSA). The Committee also supports the activities of the Archives Advisor. Following Jamie Serran's move into the position of Archives Advisor, Jane Arnold took over chairing duties for the Education Committee. The Committee has held monthly meetings, primarily via teleconference with one in-person meeting taking place at Nova Scotia Archives. Between meetings, the committee corresponded via email to discuss ongoing business.

#### **Committee Members**

The current 2013/2014 Education Committee Members are:

- Jane Arnold - Beaton Institute, Cape Breton University (Chair)
- Rosemary Barbour-Nova Scotia Archives
- Catherine Fancy-Annapolis Heritage Society
- Roger Gillis-Mount St. Vincent University Archives
- Bethany Jost-Nova Scotia Archives, ex-officio (Communications Officer)
- Karin Kierstead – Association of Nova Scotia Museums, ex-officio
- Andrea Robbins-Nova Scotia Archives
- Jamie Serran-CNSA Archives Advisor, ex-officio

#### **CNSA Spring Conference**

The 2013 annual CNSA conference was held on May 23<sup>rd</sup> and 24<sup>th</sup> with the theme of 3 Ps of Digital Archives: Possibilities, Practicalities, and Partnerships. Attendance was strong with over 50 registrants on Day 1. Sessions included talks about collaborative digital projects, metadata, Archway migration, and partnerships between libraries, museums and archives. Several new board members were elected during the AGM. A tour of Nova Scotia Archives' digitization lab was offered and the day ended with a wine and cheese reception and celebration of the CNSA awards.

Day 2 began with a presentation from Provincial Archivist Lois Yorke followed by 2012 CNSA award winner Peter Crowell (Argyle Township Court House Archives). Later in the day, a group visited Dalhousie Archives Killam Library for a demonstration of a 3D scanner and printer. Overall the conference was well attended with positive reviews from delegates.

#### **Joint Conference**

Jamie Serran and Jane Arnold attended a meeting to discuss the possibility of the CNSA participating in a joint museum, library and archives conference in December 2013. The joint conference committee currently consists of:

- Anita Price, ANSM, Managing Director
- Karin Kierstead, ANSM, Museum Advisor
- Jane Arnold, CNSA-Education Committee Chair
- Jamie Serran, CNSA-Archives Advisor

- Jeff Mercer, NSLA-South Shore Public Libraries
- Denise Corey, NSLA-Cumberland Public Libraries

It was decided to move forward with planning for the fall of 2015 and host the conference in Halifax. There has been one other teleconference with some tasks and communication delegated. Anita Price will be providing an update to CNSA members at the conference on May 29<sup>th</sup>.

### **NSCC Archives Course**

Jamie Serran began teaching the archives course at NSCC at the Dartmouth Waterfront Campus in January 2014. The course was received positively and a follow-up course has been requested.

### **Archway Committee Strategic Development Initiative**

The Archway Committee submitted an SDI application which includes the development of training courses for members. These courses will be customized to the new MemoryNS database and may consist of online and in person components. The Education Committee has committed any assistance that may be helpful to roll out this program.

### **Professional Development**

#### **Training-Core Curriculum Courses/ Workshops**

Four of the six core curriculum courses were offered in 2013 both in HRM and Eastern Shore Archives. The Cape Breton locations did not have enough participants registered and were subsequently moved to HRM. Attendance was down slightly for the 2013 year. Locations outside of HRM will be attempted again in 2014.

#### **Archives Advisor PD**

Jamie Serran is also taking an e-course related to developing and implementing curriculum online. This is eventually expected to provide members with an additional option for taking the core curriculum courses and will also assist the training development required for MemoryNS.

#### **Professional Development and Training Bursary**

Jane Arnold and Catherine Arseneau of the Beaton Institute at Cape Breton University were both awarded PD&T bursaries in the full amount. These bursaries provide opportunities for archivists working in Nova Scotia to attend non-CNSA professional training events, such as workshops, conferences and seminars.

Jane and Catherine attended and presented a poster session as part of the Cultural Heritage Archives: Networks, Innovation and Collaboration Symposium held at the Library of Congress in Washington, DC.

Respectfully submitted,

Jane Arnold, Chair  
May 2014

## **Membership Committee Annual Report 2013-2014**

As of 31 March 2013 the CNSA has a total of 98 paid members. The composition of the membership is as follows:

Institutional Members: 44

General Members: 33

Individual Members: 11

Student Members: 8

Honorary members: 2

In the 2013-2014 membership year we received 9 new members, 1 of which was a general member, 3 of which were individual members, and 1 of which was a general member.

Respectfully submitted,

Roger Gillis

Acting Chair, Membership/Nominations Committee

## **Nova Scotia Archives (NSA)**

### **Involvement in and Assistance to the Archival Community**

### **Annual Report 2013 - 2014**

- NSA's core mandate to acquire, preserve and share the province's archival heritage with Nova Scotians everywhere remains firm.
- NSA remains committed to developing and supporting the provincial archival community, chiefly by offering appropriate collaboration and support to CNSA.
- Continued financial support from NS Communities, Culture and Heritage (CCH)
  - \$60,000 in core funding 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; delivery administered by NSA
  - NSA continues to work closely with CNSA and CCH to ensure continuation of PADP and to explore appropriate future management models.
- Continued support from Provincial Archivist (conduit between CNSA, NSA, CCH)
  - participates in CNSA Executive Committee as invited guest, bringing information and offering consultative advice on matters relating to the archival community
  - participates in CNSA Renewal and Sustainability Committee, contributing insight and public-sector policy perspective
  - briefed new CCH Minister and Deputy regarding CNSA mandate and programs
  - ensured inclusion of CNSA on panel at CCH Heritage Forum, reviewing status and outcomes of former provincial Heritage Strategy
  - communicated early rationale, process and opportunities regarding proposed new, broadly-based provincial Culture Strategy
- Continued support for Provincial Online Catalogue
  - annual software licence and related network expenses covered by NSA for final year of existing ArchWay catalogue (WebArchives solution)
  - assistance currently being provided by NSA staff regarding data migration and testing for proposed new MemoriesNS catalogue (AtoM solution)
  - NSA committed, going forward, to covering annual fees charged by Artefactual Systems (Vancouver) for distance-hosting of new provincial catalogue
  - NSA continues to encourage regional and national collaboration on development of new solutions for online archival catalogues.
- Continued support for CNSA visibility and inclusion in provincial and national opportunities
  - encouraged and assisted CNSA presentation at Royal Society of Canada's Expert Panel on Future

- of Archives and Libraries, Nov. 2013
- CNSA members included in online survey developed by CCH Interpretive Renewal Group regarding current extent/scope of educational programming
  - CNSA included in early planning for CCH-sponsored activities leading to Canada 150 celebrations in 2017
  - current strengths and challenges of Canada's community archives were profiled in background paper by Provincial Archivist for Archives Summit, Jan. 2014
- Continued support for/promotion of Provincial Cooperative Acquisition Strategy
    - 13 referrals of prospective donors to other, more suitable CNSA member archives
    - two transfers of records, upon request, to other CNSA member archives
    - one transfer of records received from another CNSA member archives.
  - NSA continues to provide CNSA with office space, utilities and use of public meeting-rooms in the Archives Building, all at no cost.
  - NSA staff continue to make solid contributions to CNSA committee work through participation on Education, Preservation and Archway Committees.
  - As the province's recognized archival stakeholder organization, CNSA continues to be represented on the Board of Trustees, Public Archives of Nova Scotia, where it participates in and contributes to deliberations and decisions. The current CNSA representative also continues as a member of the ad hoc government/private-sector committee tasked with reviewing and recommending an amended *Public Archives Act*.

Respectfully submitted (and original signed by)

Lois K. Yorke, Provincial Archivist  
May 2014

## **Preservation Committee Annual Report 2013-2014**

The Preservation Committee is responsible for planning and overseeing preservation activities for the CNSA. In 2013-2014 the committee consisted of:

- Rosemary Barbour (NSA and Committee co-chair)
- Laurena Fredette (LAC and Committee co-chair)
- Patti Bannister (NSA)
- Dave Cogswell (HRM Archives)
- Doug Kirby (CBC)
- Heather Harkins
- Jamie Serran (CNSA Archives Advisor, *ex-officio*)

The CNSA Preservation Committee met two times during the year: January 27 and March 3. The work of the committee in 2013-2014 focused on the following projects:

- **Creating an inventory of CNSA preservation equipment**  
This was completed with the assistance of Bethany Jost. Julia Landry also visited the CNSA office and reviewed the CNSA equipment with Jamie. Some pieces of equipment have been identified for replacement pending budgetary approval.
- **Creating an inventory of preservation resources in the CNSA lending library**  
This was also completed with the assistance of Bethany Jost. The committee is also exploring the possibility of acquiring some of the surplus library material on preservation related topics from the Parks Canada conservation lab.
- **Developing digitization agreement Q&As**  
The committee has been working on a project to develop questions to ask digitization service providers before entering into digitization agreements. This project should be completed in 2014-2015.
- **Canadian Conservation Institute's (CCI) Regional Workshop**  
The CNSA didn't host a CCI workshop in 2013-2014 but the committee did submit a successful application to host a workshop in 2014-2015 with ANSM on Integrated Pest Management. Related information will be circulated to members in advance of the workshop.

Respectfully submitted,

Laurena Fredette & Rosemary Barbour  
CNSA Preservation Committee Co-Chairs  
8 May 2014



## PADP Adjudication Committee Annual Report 2013-2014

The final dispersement of 2013-2014 PADP funds is as follows:

<b>Organization</b>	<b>Project</b>	<b>PADP Category</b>	<b>Funds Requested</b>
Council of Nova Scotia Archives	Online Provincial Public Database: Migration Phase 1	7	\$6,363.00
Parrsboro Shore Historical Society	Enhancing Preservation Management: Phase 1 - Global Preservation Assessment	4	\$2,134.81
Cole Harbour Heritage Farm Museum	Global Preservation Assessment	4	\$2,325.00
Beaton Institute, Cape Breton University	Robin, Jones & Whitman Company Fonds Arrangement and Description Project	5	\$11,688.30
Halifax Regional Municipality Archives	Council Minutes Digital Access Project	2	\$15,000.00
Mount Saint Vincent University Archives	Global Preservation Assessment	4	\$3,359.00
Beaton Institute, Cape Breton University	Enhance the Digital Infrastructure of the Beaton Institute	2	\$3,311.70
Cole Harbour Heritage Farm Museum	Rosemary Eaton Fonds Negative Series A & D Project	6	\$5,730.15

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 2013-2014

The Renewal and Sustainability Committee (RASC) is an ad-hoc committee formed by the CNSA executive in early 2013. The purpose of the committee is to follow-up to the 2007 needs assessment and to help plan future growth of the CNSA.

The terms of reference for the committee were formulated by the executive, and the committee members were chosen to represent a wide variety of experience, including people who had worked on the 2007 needs assessment. The members include:

Hansel Cook (Chair)  
Catherine Arseneau  
Joanne McCarthy-O'Leary  
Michael Moosberger  
Thea Wilson-Hammond  
Jamie Serran, ex-officio  
Lois Yorke, ex-officio

The committee has held six meetings since October 21<sup>st</sup> 2013. Each meeting was planned around a specific theme coming out of the Needs Assessment (e.g. funding, communications, training, etc) though the discussions were wide-ranging and ended up touching on all aspects of the CNSA.

The RASC will be holding a session at the 2014 CNSA conference, to update members on the work of the committee and to get feedback on particular issues. At least one more meeting of the whole committee is planned for after the conference, followed by a final report to be ready by the fall of 2014.

Respectfully Submitted,

Hansel Cook, Chair  
May, 2014

## **Treasurer's Report**

### **Annual Report 2013-2014**

This was my first year as Treasurer and my transition to this position was fairly easy, primarily because of the CNSA's efficient and well-informed Bookkeeper, Lynn Layes. Lynn oversees most day-to-day transactions and preparation of monthly financial reports. 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 myself in communication with Lynn and signing officers. I have been impressed with Lynn's methods, and as such, I believe the CNSA's books could not be in better hands.

In comparing the Income Statements with the budget approved at last year's AGM, the following remarks can be made:

1. General revenues from memberships, conference & workshop fees, and the delivery of the NSCC course were about the same as predicted by the budget, although workshop fees did decline because of poor attendance at some of the Core Curriculum classes. Consequently expenses were down from what was budgeted originally for the Core Curriculum.
2. Overall, revenue from Government Funding is less than budgeted, but that is primarily because \$23,825 of the Ministerial Top-up received in 2013 was not expended. The CNSA has been careful in how this money has been spent and for this reason much of the funds will be carried over in the new fiscal year to pay for additional Communications and Renewal possibilities.
3. Overall, expenses were down more than \$17,000 from what was budgeted, primarily because of careful spending, a reduction in curriculum costs, and in the amount of hours allocated to the Communications Officer. A portion of the ministerial top-up was earmarked for the Communications Officer position, in order to free up some time for the Archives Advisor to focus on the delivery of the NSCC courses. The next year's budget has allocated funds again from this to-up to provide some support to the Archives Advisor.
4. The CNSA shows a surplus of \$4,893 and although less than what was shown in the previous budget, is still a surplus and demonstrates that the CNSA is functioning within its means.

### **Budget for 2015**

The Board met in April and again in May to review the 2014/2015 budget. Budget items are primarily based on previous year's earnings and expenses, and take into account that the Archives Advisor will not be teaching the entire core curriculum this year (as was the case last year). Thus revenue and expenses have been adjusted accordingly. Changes in the Board will also reduce travel costs over last year. Finally, a line has been added for the implementation of the implementation of Memory NS and accompanying

education materials for the membership to assist in using the new provincial catalogue. This budget line is pending approval from Communities Culture and Heritage through the Strategic Development Initiative program. The Board has approved a \$7,000 Council contribution to the project should the grant be approved, and this will come directly from the ministerial top-up funds carried over from this past fiscal year.

Respectfully submitted,

Thea Wilson-Hammond, Treasurer  
May 2014