



COUNCIL OF NOVA SCOTIA ARCHIVES

ANNUAL REPORTS

2017-2018

Contents

President's Annual Report.....	2
Archives Advisor Annual Report.....	5
Report from the Nova Scotia Archives.....	8
MemoryNS Committee Annual Report.....	9
Preservation Committee Annual Report.....	11
Awards Committee Annual Report.....	12
Membership Committee Annual Report.....	13
Treasurer's Annual Report.....	15

President's Annual Report April 2017 – March 2018

The Council of Nova Scotia Archives (CNSA) has had a busy past year engaging with our membership and offering quality services to the archival community in Nova Scotia. As a part of my report, I wish to highlight some of the key initiatives and activities that the CNSA Executive, staff, and committee members have been working at over the past year.

Core funding

The department of Communities Culture and Heritage (CCH) continues to provide (through Nova Scotia Archives [NSA]) the core part of CNSA's funding – the anchor grant, which allows us to continue to operate and offer a wide array of services to our members, mainly through our sole staff member, the Archives Advisor.

Provincial Archives Development Program

In addition to the anchor grant, we are fortunate to have the Provincial Archival Development Program (PADP), which allows the CNSA and its members to engage in projects that help grow archives here in Nova Scotia. The number of applications that we receive as part of the PADP continues to demonstrate the need for this type of funding for our members. In cooperation with CCH and NSA, over the past few years, the CNSA has been involved in examining the PADP program and obtaining feedback from previous adjudicators, applicants, and administrators in order to improve the program and its delivery. We are in the process of working with CCH to deliver the final report on the results of these efforts and hope to be able to share the results of this study with the CNSA membership soon.

Libraries, Archives, Museums Nova Scotia (LAMNS)

Formerly Libraries Nova Scotia, a new group – Libraries, Archives, Museums Nova Scotia (LAMNS) – has emerged with the goal of fostering collaboration and cooperation among Nova Scotia's Archives, Libraries, and Museums. I have been participating as the CNSA representative on the steering group that is now established, which includes representatives from Novanet, Association of Nova Scotia Museum, the Nova Scotia Provincial Library, Council of Regional Librarians, Nova Scotia Archives, and the Nova Scotia Museum. The steering group met several times over the course of the past year to move forward on some key issues, such as the development of the groups' mission, vision, and values, as well as the establishment of several working groups, focused on some key initiatives such as Shared storage and a "One Place to Look" initiative. The group participated in a panel on 'GLAMs and Communities' at the [Taking it to the Next Level: Galleries, Libraries, Archives, and Museums \(GLAMs\) Summit 2018](#) in January, in which group co-chair Andrea Stewart presented. This was an exciting opportunity to highlight the great work that is being undertaken in Nova Scotia alongside counterparts in other parts of

the country. The panel session was very well received with a number of positive comments by attendees.

Community Albums project

Launched in June, 2017, the Community Albums project -- a virtual exhibit containing photographic material from a number of our members -- was done in partnership with Nova Scotia Archives, the Public Archives of Nova Scotia Board of Advisors, and CNSA. A well-attended launch event was held on June 27 at the Annapolis Valley MacDonald Museum in Middleton. Special thanks to project coordinator Michelle Boychuk and Archives Advisor Jamie Serran. This is a wonderful showcase of the great resources held by our Archives community!

CCA AGM

CNSA has continued to liaise with its other provincial counterparts and participate as a member of the Canadian Council of Archives (CCA). In November 2017, CNSA Vice-President Wendy Robicheau attended the CCA annual General Meeting hearing from different provincial archival councils as well as CCA and their activities as well as hear from the CCA about its activities.

Membership Working Group

In the fall of 2016, the CNSA Executive commissioned a Membership Working Group to examine membership needs and provide recommendations to the Executive. A survey was developed and circulated to members in summer 2017. The group spent some time compiling the results of the survey and produced a comprehensive report. You can read the [full report](#) on the CNSA website. Special thanks to Membership chairs Jane Arnold, Catherine Fancy, as well as committee members Lindsey MacCallum, and Karen White for their work in developing this report.

Strategic Plan

In March, the CNSA Executive met for a two-day retreat to focus on strategic planning. As a part of this process, committee chairs, as well as representatives from CCH were consulted. The committee worked with a facilitator from the Community Sector Council to develop a three year strategic plan, to focus on key themes such as: member engagement, renewing educational opportunities, increasing and diversifying funding, and increasing public visibility of archives. The details of the new Strategic Plan will be made available soon.

Cultural Innovation Fund

The Archives Advisor along with members of the Executive worked to develop a successful application for a MemoryNS project for the Cultural Innovation Fund. The project, which involves assisting members in getting their finding aids into MemoryNS is slated to begin in late spring/summer. The Executive is also planning a further application to the Fund focused around evaluating CNSA's educational programming.

Outgoing Thanks

As I step down and reflect on my past seven years on the CNSA board, I wish to thank Archives Advisor, Jamie Serran, my fellow Executive members, committee chairs and members for their hard work and dedication. I also wish to thank Nova Scotia Archives and the department of Communities, Culture and Heritage for their continued support of CNSA and our members. And, lastly, thank you to all CNSA members for all the work you do in preserving your communities' heritage – your work matters and it makes a difference in your organizations, communities, and for the documentary heritage of the province as a whole.

Respectfully submitted,

Roger Gillis
President, Council of Nova Scotia Archives

Archives Advisor's Annual Report April 2017 – March 2018

Education

Core Curriculum

For the 2017-2018 year, two of the six core curriculum workshops were held: Arrangement & Description on August 14-15, 2017, in Halifax, to 5 participants; and Access & Reference on October 23-24, 2017, also in Halifax, to 4 participants.

We had two graduates of the certificate program this year – congratulations!

CNSA Conference

The Education Committee organized a two-day conference on May 11-12, 2017 at Nova Scotia Archives. Our theme was *Facilitating Accessibility; Celebrating Diversity*, and sessions included: Gender Identity/Positive Spaces; digital forensics; CNSA member show and tell; Beyond Vision Loss (accessibility in archives) with CNIB; Reaching out from an Afrocentric place; cost-effective accessibility tools; programming with AutismNS; and Treaty Education.

Advisory Service

Jamie responded to numerous requests for information from CNSA members and the general public around archival questions (storage, preservation, digitization, policies), MemoryNS, other CNSA services (education and training, workshops), and grants and funding.

Jamie conducted 8 site visits over 2017. These included St. John's Anglican Church Archives (Lunenburg), NS/PEI Diocesan Archives (Halifax), Shelburne County Museum (Shelburne), Acadian Centre at Ste. Anne's (Church Point), Ottawa House (Parrsborough), Age of Sail Museum (Port Greville), Minudie Heritage Association / Thomas Seaman House (Minudie), and Sobeys Archive (Stellarton). Topics of discussion included Board relations; archival appraisal, arrangement & description, and RAD; organizational policies; equipment purchasing; digitization and databases; storage and preservation; succession planning; and project planning and grants.

Jamie acted as resource person and secretary for the PADP Adjudication Committee meeting in May. Prior to adjudication, she reviewed applications and provided advice to members. Jamie again assisted member applicants with their applications for the Documentary Heritage Communities Program. Generally, Jamie kept members informed about training opportunities and government funding programs.

Outreach

During the year, Jamie served on the Association of Nova Scotia Museums Education & Training Taskforce, took part in bimonthly teleconference meetings with the Archives Advisors' Group, and joined the Education Committee of the Association of Canadian Archivists.

The newly-established LAMNS (Libraries, Archives, Museums Nova Scotia) struck several special interest groups to meet specific goals, and Jamie served on both the Shared Storage and One Place to Look committees as a representative for CNSA.

In June 2017, the CNSA held an official launch event to showcase the Community Albums project and website. The launch event was held at the Macdonald Museum in Middleton, NS, and was attended by 37 people (participants and community members). Several participants shared selected images from their albums and discussed their experiences participating in the project. Since the launch, traffic to the Community Albums has been steady. Prior to the official launch, the project was promoted via two blogs – Inform (Dalhousie School of Information Management) and The Bulletin (Association of Canadian Archivists), as well as via the CNSA's and members' Facebook pages. Following the launch, the project was promoted on the NSA's social media outlets, as well as on Global Halifax's morning show. Participating archives have also experienced increased visibility through social media. Thank you to all of the project participants for your hard work, and to Project Coordinator Michelle Boychuk for her dedication and investment in the project!

Network

Jamie continued to maintain the CNSA listserv CNSA-L, and make updates to the CNSA Facebook page and website after our web upgrade project.

MemoryNS, our provincial archival database, has been growing in use since our migration project several years ago. Over the year, Jamie continued to administer the database, creating and managing new accounts, reviewing descriptions, and helping to troubleshoot members' problems with the database. A growing number of member questions over the last year have related to MemoryNS usage.

Administration

Jamie worked with the Executive Member-at-large in charge of Memberships (Jane Arnold, Beaton Institute, and Catherine Fancy, Acadia University Archives) to update the membership list, and liaised with members to assist with any questions or issues. Jamie administered the Equipment Loans program, and, as ex-officio, attended all Executive Board meetings as well as meetings of all CNSA standing committees: Education, Preservation, and MemoryNS; as well as the ad-hoc Membership Working Group.

The CNSA submitted an application for a MemoryNS renewal project under the new Culture Innovation Fund to hire a MemoryNS Coordinator and assist members in uploading new descriptions to the database. The project was successful and will be proceeding in Spring 2018. Jamie worked with members of the Executive to plan the project and budget, and to draft the application for submission.

Professional Development

Jamie attended the 2017 ACA Conference in Ottawa, ON (June 8-10).

Respectfully submitted,

Jamie Serran, Archives Advisor

Report of the Nova Scotia Archives (NSA)
April 2017 – May 2018

During 2017/2018, 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
 - The Community Albums project, funded by the Public Archives of Nova Scotia (PANS) Board was launched in June, 2017
 - The CCH led evaluation of the PADP provided an update and some draft recommendations to CNSA Executive during Strategic Planning/Visioning sessions.

- Continued support for/promotion of Provincial Cooperative Acquisition Strategy
 - 15 referrals from NSA to 10 CNSA member archives
 - 0 transfers out of NSA; 2 transfers in to NSA

- 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, and Director, Nova Scotia Archives
Provincial Archivist
May 2018

Memory NS committee Annual Report April 2017 – May 2018

Committee Membership 2017-2018

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)
Cheryl Smith, Celtic Music Interpretive Centre Archives
Karen White, Nova Scotia Archives

Meetings

The MemoryNS Committee met twice in person during 2017-2018:

- November 30, 2017
- March 27, 2018

The Committee also corresponded by e-mail to discuss ongoing business.

New Chair of MemoryNS

Lindsey MacCallum (Mount Saint Vincent University Archives) took on the Chair position of the MemoryNS Committee in October 2017.

Culture Innovation Fund

CNSA applied to the provincial Culture Innovation Fund and was awarded funding to support a project to assist members in adding more content to MemoryNS. The Culture Innovation Fund project will hire an individual to help grow the holdings within MemoryNS by:

- Updating and creating tutorials and help guides
- Creating a promotional plan for MemoryNS
- Conducting site visits to:
 - Provide training to members
 - Review existing descriptions and assist with preparing new descriptions
 - Facilitate uploading descriptions into MemoryNS

The project is anticipated to run from June – November 2018. This project will increase the research value of MemoryNS as an online search tool for the province's documentary heritage, provide members with hands-on training in using MemoryNS, and develop valuable tools and guidelines to support future growth.

MemoryNS User Needs Survey

The committee began work on developing a User Needs Survey for MemoryNS users. This was inspired in part by the report from the Membership Working Group, which indicated CNSA members were open to more frequent surveys in order to “reassess the membership landscape” (CNSA Membership Working Group Final Report, 2017, p. 28). The last survey concerning CNSA’s digital repository was for the Archway platform in 2011; an updated survey will allow us to assess the current needs of members with regard to MemoryNS. A survey will also provide the Culture Innovation Fund project worker with a better understanding of the needs of MemoryNS users and key issues to focus on throughout Summer/Fall 2018. We anticipate this survey will go live in May 2018.

MemoryNS support tickets

CNSA will be moving to a ticket-less Artefactual subscription beginning Winter 2019. This decision reflects the fact that MemoryNS has routinely not used all six yearly-allotted support tickets from Artefactual, and also allows CNSA to independently maintain subscription costs.

Submitted by Lindsey MacCallum, Chair, MemoryNS Committee
April 2018

Preservation Committee Annual Report
April 2017 – March 2018

Committee Membership

The Preservation Committee membership comprises:

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

Rosemary Barbour and Laurena Fredette stepped down as co-chairs of the Committee in May 2017. Creighton Barrett joined the Committee as chair in September 2017. The Preservation Committee did not meet in person but communicated several times by e-mail during the year.

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

The Committee's application for the 2018-2019 CCI Atlantic regional workshop and was successful and the workshop, *Modern Information Carriers* will be presented on October 2-3, 2018 at Nova Scotia Archives. The Committee thanks Jamie Serran for her assistance with the workshop application.

Canadian Conservation Institute's (CCI) Atlantic Regional Workshop, 2017-2018

The Association of Nova Scotia Museums (ANSM) took the lead in applying for the CCI Atlantic regional workshop for 2017-18. Their application was successful and the workshop, *Emergency and Disaster Preparedness for Cultural Institutions*, took place at Nova Scotia Archives on 8-9 November 2017.

CNSA Strategic Planning

As the Preservation Committee Chair, Creighton Barrett attended part of the CNSA's strategic planning event on March 9, 2018. Creighton shared a copy of the Renewal and Sustainability Committee's final report (issued in April 2015) with the committee members and gathered some input that he brought forward to the CNSA strategic planning group.

Respectfully submitted,

Creighton Barrett
Chair, CNSA-Preservation Committee

Awards Committee report
April 2017 – March 2018

2016-2017 award recipients

Last year's award ceremony was held during the Council of Nova Scotia Archives' Conference in May. We gave two of the three awards to very deserving recipients.

The first award was the **Dr. Phyllis R. Blakeley Award for Archival Excellence** and was awarded to the **Eastern Shore Archives** for their project, **Heritage Village Mobile Media Immersive Exhibits**. This project was a collaborative project undertaken by the Lake Charlotte Area Heritage Society and Memory Lane Heritage Village. The Society created a series of video vignettes which utilize archival material in the permanent collection of the Archives, including the oral history collection, the community photo collection, the Annabel Siteman Ells Collection, the Garth M. Hosking General Store fonds, the F. Mitchell Family fonds, as well as the Heritage Village's 1940s published materials collection. The video vignettes are accessible via an intranet service on site at the Heritage Village. Visitors will be able to use one of the Village's iPad minis, or access the content via their own personal device when they are on site. To create this amazing project, there were 12 volunteers, and approximately 500 working hours.

The second award was the **Anna Hamilton Award for Outstanding Voluntary Service to the Nova Scotian Archival Community** and was awarded to the volunteers of **St. Mary's Genealogy Centre at Sherbrooke Village**. The St. Mary's Genealogy Centre is a volunteer-run archival facility with a group of dedicated volunteer genealogists, researchers and archivists. Over the last few years, the volunteers showed a dedication to professional standards and a commitment to building their archives. Among their accomplishments, they joined the CNSA, sent volunteers to the Core Curriculum program, as well as drafted, revised, and finalized the necessary archival policies for their organization.

For the 2017-2018 year, we opened the nominations on February 1, 2018 with a deadline of April 19, 2018. We received four nominations, three for the Dr. Phyllis R. Blakeley Award for Archival Excellence and one for the Anna Hamilton Award for Outstanding Voluntary Service to the Nova Scotian Archival Community. The winners were decided by a jury selected by the Awards Committee.

We promoted nominations through the CNSA Facebook page, as well as the Listserv.

Respectfully submitted by

Lisette Gaudet
Chair of the Awards Committee

Membership Committee Annual Report **April 2017 – March 2018**

CNSA membership

The 2017-2018 CNSA Membership list has been finalized, with 78 total membership entries. These break-down to:

- 44 Institutional members [28 heritage, 7 college/university, 6 religious, 2 municipal, 1 government]
- 18 General members [14 heritage, 3 government, 2 college/university, 2 corporate, 1 religious]
- 7 Individual members
- 5 Student members

Broken down another way, our Institutional and General Members are comprised of the following types of archives: Heritage (42), University (9), Religious (7), Government (4), Municipal (2), Corporate (2).

In January 2018, the membership database was revamped to better track lapsed members, as well as methods of payment and renewal, and MemoryNS participation. Hopefully this data-gathering should aid in further understanding how our members prefer to join, renew and participate. As part of this, the membership was assigned membership numbers in order to better facilitate some of our membership benefits (the Carr-McLean supply discount, in particular), and long-term tracking. Also in January, work began on developing a new-member welcome package, as well as brainstorming new strategies for targeting student members.

The 2018-2019 membership renewal package was sent out in late February 2018, with lapsed members being targeted in addition to current members. Total numbers for the upcoming membership year will be tallied at the end of May, but so far the numbers are promising, as fifty-six of our general and institutional members have renewed, and five lapsed members have rejoined. In addition, the CNSA has welcomed three new members (two institutional, one general), two new individual members, three new student members. There have also been two requests for upgrades from General to Institutional membership from heritage archives.

Membership Working Group (MWG) activities

The Membership Working Group was comprised of:

- Jane Arnold (Chair, September 2016-May 2017, CBU)
- Catherine Fancy (Chair, May 2017-December 2018, Acadia University)
- Lindsay MacCallum (MSVU)
- Jamie Serran (CNSA)
- Karen White (NSA)

In May 2017, the Working Group submitted its survey to the membership via the CNSA list-serv. At the time the survey was distributed, there were 72 members. 45 surveys were completed for a return rate of 62.5%. The Working Group also undertook a review of the new CNSA website membership function, and conducted an evaluation of our Membership Categories.

The data was compiled over the summer, and a preliminary report was submitted to the Executive in September. The Working Group met in person a final time in late October to complete its recommendations. The final report was submitted to the Executive in December 2017, and in January 2018 it was posted to the CNSA's website.

Respectfully submitted,

Catherine Fancy
Chair, Membership and Nominations

Treasurer's Annual Report
April 2017 – March 2018

This was my fifth 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. 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.

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

- 1) The Council had budgeted \$4,000 of deferred funds to be used as a contribution for a Memory NS project to be funded, if successful, by the DHCP (Documentary Heritage Communities Program). The DHCP deemed this project ineligible and thus these funds have been deferred again to the 2018/19 year as shown in the budget, to be combined with \$30,000 from the Cultural Innovation Fund to be used for a Memory NS project.
- 2) The CNSA realized a small surplus from the conference held in May 2017.
- 3) The CNSA assumed half the expense of the Memory NS hosting fee and will assume the entire cost in 2018. This was not projected in the 2017 budget but does appear in the upcoming budget. While the CNSA continues to operate on the bare minimum of expenses, we did have a deficiency this year of \$3,278. However, the CNSA had budgeted for a deficiency, allocating some additional funds for a strategic planning session that was carried out in March 2018.
- 4) Attached are the unaudited Financial Statements from Grant Thornton, ready for review and approval by the membership.
- 5) Attached is the **Budget for 2018/2019**
This year's budget has predicted a shortfall of \$6,971. 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, and will be utilizing some of our reserve funds to increase outreach to the membership. While a deficit budget has been approved for this year, the Board is mindful that this cannot continue, and will be working hard to bring our operations back to a balanced position within the next two years.

Respectfully submitted,

Thea Wilson-Hammond, CNSA Treasurer