



COUNCIL OF NOVA SCOTIA ARCHIVES

ANNUAL REPORTS  
2022-2023

CNSA President's Annual Report	3
Archives Advisor's Annual Report	6
MemoryNS Coordinator Annual Report	9
Communications & Awards Annual Report	11
Education Committee Annual Report	13
2022 CNSA Conference Report	15
Membership Annual Report	17
Report of the Nova Scotia Archives (NSA)	18
PADP Adjudication Committee Report, 2022	19
Treasurer's Annual Report	20
2022-2023 Comparative Income Statement	21
Balance Sheet as of 03/31/2023	23
2023-2024 Budget Summary	25



## CNSA President's Annual Report

April 2022 to March 2023

The following report provides an overview of the work and progress of the CNSA Executive and Committees during the past year. I am exceptionally proud of the work of the entire CNSA team, who transitioned from the disruption of Covid-19, to the post-pandemic environment, which still has its challenges. The CNSA continued to engage in activities related to its core mission of providing members with leadership, educational opportunities, advice, and support toward the ongoing development of the Nova Scotia archival community. I'm particularly grateful for the leadership of our Archives Advisor, Sharon Murray. Finally, the CNSA continues to sincerely appreciate the support from Nova Scotia Archives, for always advocating on behalf of the organization and archives across the Province.

### Education

Sharon Murray continued to offer our relaunched online Core Courses to great success. As well, the CNSA conference was held in October, and an online workshop in March. We look forward to continuing to offer strong educational offerings next year.

### Core Courses and Archival Certificate Program

From June 2022 to March 2023, the CNSA offered five of its six Core Courses in Archival Practice online: *Introduction to Archives*; *Introduction to Preservation for Archives*; *Acquisition, Appraisal, and Accessioning*; *Arrangement and Description*; and *Learning RAD with MemoryNS*. A total of 129 people attended these five courses, the majority of them staff and volunteers from CNSA member institutions. Sharon taught multiple sections of three of these courses and acted as Administrative Assistant to the instructors of the two others. In addition, 10 individuals completed our Archival Certificate Program – a one-year record for the CNSA! – and enrollment in the program remains strong with 36 people pursuing their certificates.

### Conference & Workshops

In October 2022, the CNSA held its first ever hybrid conference, bringing together 72 members, non-members, and students both in-person in Halifax and online via Zoom. Across two full days, archivists from across Canada gave talks, presentations, and workshops on the theme of *Community-Driven Archives*. The conference also included the 2022 CNSA Awards ceremony in which several CNSA members were recognized for their exemplary contributions to, and work in, archives in Nova Scotia. Sharon acted as the Chair of the Conference and its organizing committee, taking charge of everything from catering to corresponding with presenters.

From May-June, 2022, the CNSA co-hosted with ANSM the CCI's online workshop, *Still Image Digitization for Heritage Professionals* for 22 members of both organizations. Additionally, on March 30, 2023, the CNSA hosted an online workshop entitled "Description

and Access for Anti-Black Archival Materials,” for which 32 people registered. This workshop is important and timely, building on the CNSA’s commitment to providing EDI-focused education and training for members and be a vehicle for change.

## Advisory Services

Please see Sharon Murray’s report for full details, but it has been an incredibly active year for the CNSA Advisor. It has been an absolute pleasure working with Sharon and the whole organization and our membership benefit enormously from her energy and dedication to the CNSA.

The Executive and membership are thankful that Sharon has taken the lead on so many CNSA activities. From site visits (13) to fielding phone calls and email (109), Sharon has been in constant communication with our members. Sharon has taken on all of the administration of the CNSA office, completing logistics for membership renewals, the lending library, the CNSA website, financials, and communicating with all of the committee Chairs and Executive. In addition to this work, Sharon has provided amazing educational support through the Core Course delivery. With Anchor Grant funds from this fiscal year and last plus a small contribution from the Provincial Archival Development Program, the CNSA was able to hire specialists to redevelop and deliver two of its Core Courses online for our members. Sharon is already working on exciting plans for the years ahead!

## Memory Nova Scotia Hosting and Support Services

Thanks to ongoing financial support from CCTH, we were able to retain the services of our MemoryNS Support Specialist, Lisa Snider. Lisa conducted one-on-one training sessions via Zoom, provided tech support and answered questions via email; and held several webinars for groups of CNSA members interested in, or already contributing to, MemoryNS. She also has been working closely with Artefactual on the most recent software updates. Specifically, Lisa completed 12 MemoryNS related webinars, and consulted with 17 members. Lisa also regularly contacted Artefactual in terms of improving the software experience for members, including fixing various bugs and other issues. She also attended all CNSA Executive meetings, the 2022 CNSA Conference, piloted the new *Learning RAD with MemoryNS* Core Course, and participated in the recent Strategic Planning Process. Currently, Lisa is working on a new document that tracks the Google Analytics statistics from MemoryNS.

## Professional Development & Training Bursary

We encourage our members to apply for professional development funding. Although we did have one modest request this past year for a professional development and training bursary, we hope to provide more support for professional development going forward.

## Strategic Planning Process

One of the most exciting initiatives to launch this past year was our strategic planning process. After learning we had received much appreciated additional funding from Nova Scotia Archives,

the CNSA was able to hire Sherie Hodds from Plum Group. The process has involved in-depth interviews with stakeholders, as well as in-person and online workshop sessions. Overall, the strategic plan will address our future goals plus existing vision and mission, from which we will develop a plan to improve service to our membership across the province. The first session was held online on January 20th, and in-person on March 10th. The CNSA's new strategic plan will be presented to the membership at our Annual General Meeting and conference in May.

## CNSA Committees

Perhaps as a result of the ongoing impacts of the Covid-19 pandemic, some of the CNSA's standing committees were dormant in 2022-2023 – the Preservation and MemoryNS Committees both did not meet this past year. We discussed this at length in our strategic planning sessions, and we are concerned about burnout within our sector in general, and volunteer burnout within the CNSA specifically. As such, we may move toward having more working-groups, each with a time-specific project to oversee, rather than relying so heavily on our standing committees to forward the CNSA's services and supports for members. Any member that may be interested in getting involved in the CNSA or if you have a project in mind, please don't hesitate to contact [Sharon](#) or [Bethany](#), our new Member Services Assistant!

To close, I would like to express my heartfelt appreciation and thanks to the CNSA Executive – Heather Adams, Catherine Fancy, Christine Hines, Heidi Schiller, Krystal Tanner – for their dedicated and enthusiastic contribution to the Executive, especially during the strategic planning process. Although Thea-Wilson Hammond is certainly missed after serving many terms as Treasurer, Christine has done a great job in her new role. In particular, I would like to offer thanks and best wishes to Heather and Heidi who are moving on from the Executive, but hopefully will be back with the CNSA in the future. As well, thanks to all of the committee members and Chairs, who keep the CNSA moving forward. The generous time you give to the CNSA is truly appreciated.

Respectfully submitted,  
Jane Arnold  
President



## Archives Advisor's Annual Report

April 2022 to March 2023

The past year was another busy one for me! I still feel so honoured to serve as the CNSA's Archives Advisor and assist and support our members. I also feel honoured to be able to work closely with/for our remarkable Executive team plus our other Committees to grow this small (but mighty!) organization. You all continue to amaze me with what you're able to accomplish and the dedication you bring to your own archives let alone the CNSA.

### Education

As our Education Committee report details, this past year was another significant one for the CNSA's Core Courses and Archival Certificate Program. Not only did we transition the last of our courses to online delivery, but we also **offered 5 of the 6 courses in the Archival Certificate Program** – a record for the CNSA! In addition to the two runs of *Introduction to Archives* I taught in the spring, I rebooted *Acquisition, Appraisal, and Accessioning* this past fall, and then during the winter, was able to teach two more courses – *Introduction to Archives* (again) and *Arrangement and Description*, the latter of which overlapped with a snowstorm that shut-down most of the province – the wonders of teaching in a virtual classroom! I also assisted Kim Maguire with revamping *Introduction to Preservation for Archives* for online delivery, which we offered this past fall, and gave our MemoryNS guru, Lisa Snider, a hand as she, too, ventured into the world of online teaching for the CNSA, upgrading our former course on the Rules for Archival Description. Although we don't yet know if the demand for our courses will continue to remain this high, I'm happy that we're able to meet the needs of our members and beyond by providing accessible education on archival practice.

### Advisory Services

**Advising questions:** I responded to **109 email and phone requests** from all regions of the province about a wide variety of topics and issues – everything from the care and preservation of items in their holdings to data logger loans, copyright, digitization, grants, and policy writing. These 109 did not include inquiries made about the CNSA course offerings and Archival Certificate Program, of which there were many.

**PADP grant:** As outlined in the PADP Adjudication Committee report, once again, we received more requests for funding than there was money to go around. **I assisted six members with their applications**, acted as secretary during the adjudication process, and then helped two members revise their budgets/applications based on feedback from adjudication.

**Preservation Equipment Loans Program:** Thanks, in part, to an uptick in PADP applications for Global Preservation Assessments, members are making good use of our environmental monitoring equipment loan program! **Four of the six data loggers** are currently on loan to members, plus two members have borrowed our **UV Metre** and our **Light/LUX Metre** to measure the light- and UV-levels in their Reading Rooms and storage areas.

**Site visits:** Although plagued by two injuries last year that threw a monkey-wrench in my plans (and life), I was able to conduct **13 site visits** across the province. Here's hoping I can do many more this summer and fall!

## Outreach & Advocacy

The past year was also a busy one for outreach and advocacy. Highlights include:

- Attended regular meetings of the national **Archives Advisors Working Group** (10 meetings total), to stay in the loop what the other Councils/Associations are up to inasmuch as other Archives Advisors across the country. Of note is the toolkit for non-Indigenous archives that are seeking to work with Indigenous communities/organizations, which we are working on as a team. Along with some of my fellow Archives Advisors, we will present on this toolkit at the ACA Conference in June.
- Had semi-regular meetings with Maggie MacIntyre and the **ANSM team** in the spirit of working together on things of mutual interest to our memberships. I also reviewed and gave feedback on their new TRACK assessment; wrote a letter of support for ANSM's MAP grant application; and attended meetings of the ANSM Education & Training Committee as an ex-officio.
- Attended (virtually) several of the **Regional Curators/Heritage Groups** meetings both in the spring and fall of 2022. I'm hoping this year to be able to attend at least some in person!
- Attended (virtually) the **University of King's College networking event** for Library, Archives, and Information Professions at the King's Library on March 18, 2022.
- Gave a talk in **Karin Kierstead's museums class at SMU** on May 18, 2022, about the *Reconciliation Framework* and the CNSA's Reconciliation Working Group report.
- Attended the **Dal SIM orientation** (in person for the first time in 2 years!) on September 8, 2022.
- Gave a **virtual presentation** on archives and working therein in **NSSC's LIBR 1000** course on November 28
- Attended (and was quite vocal at) the **consultation session** with archival councils/associations on the renewal of **Canada's Museum Policy** on February 23.

## Professional Development

- Attended **Association of Canadian Archivists Conference** online from June 14-18, and gave a presentation on the CNSA's Reconciliation Working Group.
- Attended (most of) the workshop at the **Mi'kmaw Native Friendship Centre** on September 6, organized by ANSM and led by Theresa Meuse.
- Took the Archives Association of Ontario's ***A Beginner's Guide to Monetary Appraisal of Archives*** on October 27 (the section about appraising born-digital records was vexing!).
- Attended 4 online lectures in the ***Antiracism and Decolonization in Information Professions*** series.
- Attended the Dalhousie University **Horrocks National Leadership Lecture** on February 13, given this year by Rita Tjien Foooh, Director of the National Archives Suriname.

## Administration & Communications

In addition to the day-to-day administrative and communications work involved with keeping the CNSA's operations and Committees going, there were some special administrative circumstances this year.

The **changeover in bookkeepers** last fall illuminated how much administrative work Lynn Layes had been doing for us/me over the years! Since then, I've taken on the work of tracking and recording the CNSA's financials, which is an area of CNSA operations that has ballooned since we've moved our Core Courses online. This was part of the rationale behind hiring a new staff person, since the administrative workload associated with the newfound popularity of our courses was more than I can manage, especially given the amount of time I'm now devoting to teaching, too. These are all good problems to have, however, and I'm especially glad that the solution is now here – our new Member Services Assistant, Bethany Jost!

As Jane explained in the President's report, the CNSA Executive and staff engaged in **strategic planning** with Sherie Hodds from Plum Group. Sherie and I worked together throughout the process, gathering input from members and key stakeholders, holding several planning sessions with the Executive, and even gathering the Executive and staff together in-person in February.

After much discussion with Heather Adams, our Membership & Nominations Member-at-Large, as of this year **membership renewals** are handled by CNSA staff rather than by a (volunteer) member of our Executive. This is in part because we now offer four options for payment (cheque, credit card, PayPal, and e-Transfer), which requires an amount of work and time that is unreasonable for a volunteer position. Moving all renewals online hasn't been without its hiccups, but hopefully by next year, we will have worked out all the kinks in our new renewal system!

Respectfully submitted,  
Sharon Murray  
Archives Advisor



## MemoryNS Coordinator Annual Report

April 2022 to March 2023

Below is a summary of the work I did from April 1, 2022, to March 31, 2023. I want to thank CNSA members for supporting MemoryNS.

### MemoryNS Oversight & Outreach

In the past year, I have attended all board meetings, the 2022 Annual Meeting and participated in the Strategic Planning process by attending all meetings and the half-day session in Halifax in February 2023.

I attended the 2022 CNSA Conference and presented “Quick tips for making your archives more accessible”. I also attended the 2-hour webinar on anti-Black racism on March 30, 2023. I piloted and then taught the *Learning RAD with MemoryNS* course.

I had support emails with Artefactual on a complex finding aid bug, a digital object issue, a search issue, four downtime issues, etc. We also had a failed AtoM 2.7 upgrade and then a successful one that accommodated our site branding. I deleted many untitled authority records, as I cleaned up the database entries, and provided CANB with information about digital space for members.

I gave a guest lecture to the School of Information Management at Dalhousie, INFO 6840 (Content Management Systems) course about MemoryNS, digital archives, and online search. I started new projects and will finish them in the 2023-24 term. These include researching whether increased digital object space could be provided to members for a fee, revamping the statistics document, and reviving the MemoryNS Committee.

### MemoryNS Support

I provided the following institutions with major support, which included multiple email chains, and some phone calls. The topics of questions ranged from finding aids, to digital object space, place names, profiles, etc.

- Les Archives Pere Clarence d'Entremont
- St. Mary's Genealogy Research Centre at Sherbrooke Village
- Annapolis Heritage Society
- University of King's College
- Musée des Acadiens des Pubnico Ouest
- Girl Guides of Canada-Nova Scotia Council
- Cape Breton University Archives
- Formac Publishing
- Colchester Historem
- Colchester Historical Society
- Dartmouth Heritage Museum



I provided the following institutions with minor support. Topics of questions ranged from providing new passwords to providing new logins and answering quick questions.

- Cole Harbour Rural Heritage Society.
- The Natural Sciences Library.
- Nova Scotia Archives
- St. Mary's Genealogy Research Centre at Sherbrooke Village
- Mount Saint Vincent University archives
- Colchester Historical Society

### MemoryNS Webinars

I provided the following institutions with webinars on MemoryNS. The webinars focused on MemoryNS use strategies, MemoryNS overall use, AtoM use, recommendations for in house databases, etc.

- University of King's College
- Colchester Historeum

I provided training by Zoom to the following members on MemoryNS:

- St. Mary's Genealogy Research Centre at Sherbrooke Village
- Cape Breton University Archives

I also provided a new series of one-hour customized MemoryNS webinars for interested members and non-members. I provided these to the following institutions and individuals:

- Dartmouth Heritage Museum
- Colchester Historeum
- Shearwater Aviation Museum
- Barrington Museum Complex
- One individual member
- One individual member
- Cole Harbour Farm Museum
- Celtic Music Interpretive Centre Archives

Respectfully submitted,  
Lisa Snider  
MemoryNS Support Specialist



## Communications & Awards Annual Report

April 2022 to March 2023

Over the past year, certain themes became more prevalent within the area of Communications and Awards, and when Sharon and I had a zoom call on Sept. 14, 2022, we began the new year by touching on certain areas that we felt could be further explored and expanded upon. These included:

### The e-Newsletter

At that time, Sharon had been working on the News & Events page of the CNSA website, with the goal to work within the framework of the existing CNSA site. It was important for the website to incorporate an accessible and inviting feeling for our members, which in turn, would encourage the space to be utilized as a community bulletin e-board.

The Member Profile for [La Société St. Pierre](#) was posted in October 2022, and was a great beginning to what will hopefully become a regular fixture moving forward. My hope is that the Member Profile page will flourish and become a vehicle to not only highlight NS archives in their entirety, but to also introduce the larger membership to the individual members who are new to the CNSA community. In turn, this would create an environment that is less intimidating to newcomers; instills a community-feeling, which encourages networking, since our members are separated by geography, often in remote areas around the province; and Celebrates the unique interests and skills of our new members, and highlights what they hope to gain from their membership with the CNSA.

I created a new Member Profile Questionnaire in Canva (downloaded into the Communications folder) which could be sent to members beforehand, then followed-up with a phone interview. The form can be completed online as a pdf.

Sharon and I discussed the possibility of sending out an email to members, asking if they are interested in completing a questionnaire and being interviewed. Profiles on the News & Events page will be linked from Facebook, Twitter, and the new Instagram presence, which was added in 2022.

I interviewed Jillian Barteaux and Amery Boyer at the Annapolis Heritage Society and will have their Profile complete prior to the Conference on May 26, 2023.

### CNSA Awards

The goal for the CNSA Awards in Fall, 2022, was to streamline the nominations process, and to present a faster, less-complicated nominations form for members. Following a meeting with Sharon on Oct. 24th, she created Google Forms for each of the awards, which can be filled-out online by members. I sent out the nominations announcement to the listserv, which included the links to each of the forms. The winners were announced at the CNSA Hybrid Conference on October 22, 2022:

#### **Anna Hamilton Award for outstanding voluntary service to archival community:**

- ❖ June Wagstaff, Ottawa House By-The-Sea Museum in Parrsboro

- ❖ The Denny Sisters, for their work supporting description and access to the Sarah Denny Cultural Collection, Beaton Institute Archives

**Doug Kirby Award for outstanding achievement in archival preservation:**

- ❖ Dartmouth Heritage Museum: H. Craig gelatin glass negative rehousing project.

**Dr. Phyllis R. Blakeley Award for outstanding accomplishment in archival work:**

- ❖ Yarmouth County Museum and Archives, Archival Packages Project, January 2021-February 2022

When presented with both nominations for the Anna Hamilton Award, it became clear that The Denny Sisters and June Wagstaff each demonstrated exemplary commitment to their communities and archives. Therefore, it was determined that the Award be presented to both nominees. It was also recognized that a new award category should be established for a project and/or person(s) that embodies and elucidates Nova Scotia's unique communities and cultures.

### Strategic Planning

Due to a personal matter, I was unable to attend the March Executive Meeting and the Strategic Planning meeting, held in March. However, I took part in the interview portion of the process, and I am thrilled with the outcome. The plan going forward lays out a clear path of what the Executive would like to offer its members and how to achieve the objectives that have been identified. There is no doubt that the strategic plan will be a catalyst for how we want the CNSA to operate and benefit our membership now and beyond.

### 2023 CNSA Awards

The first call for nominations for the Anna Hamilton, Doug Kirby, and Dr. Phyllis R. Blakeley Awards, was sent out to the listserv on April 12, 2023, to announce that the Awards will be held on Friday, May 26, 2023, as part of the CNSA's 40th Anniversary Celebration.

To close, I want to take this opportunity to thank the Executive for welcoming me to the CNSA Board in 2021. It has been a wonderful two years, and I cannot wait to see what the future holds for our membership!

Respectfully Submitted,  
Heidi Schiller  
Communication & Awards Member-at-Large



## Education Committee Annual Report

### April 2022 to March 2023

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.

### Committee Members

- Phil Cassidy, Argyle Township Court House Archives
- Alyssa Gallant (Chair), Beaton Institute, Cape Breton University
- Heather Green, Department of History, Saint Mary's University
- Catherine Irving, Coady International Institute, StFX University
- Gabriel Jones, Consulting Director, Musée des Acadiens
- Emily Plemel, Nova Scotia Archives
- Maggie MacIntyre, ex-officio, Association on Nova Scotia Museums
- Sharon Murray, ex-officio, Council of Nova Scotia Archives

### Meetings

The Education Committee held three meetings via Zoom between April 2022 and March 2023. The meetings were held on:

- April 28, 2022
- December 1, 2022
- February 22, 2023

During the meetings, the Committee drafted a new [cancellation and payment policy](#) for courses, workshops, and the annual conference; discussed which Core Courses the CNSA would offer in the coming months and when; plus ideas for additional online workshops.

### Core Courses

From April 2022 to March 2023, the CNSA offered the following 5 of our 6 Core Courses:

- *Introduction to Archives*, taught by Sharon Murray: May 24-27, 2022, June 20-23, 2022, and February 6-9, 2023 (39 registrants total)
- *Learning RAD with MemoryNS*, taught by Lisa Snider: June 20-22 & 24, 2022 (14 registrants)
- *Introduction to Preservation for Archives*, taught by Kim Maguire: October 17-20, 2022 (20 registrants)
- *Acquisition, Appraisal, and Accessioning*, taught by Sharon Murray: November 14-17 and November 21-24, 2022 (36 registrants total)
- *Arrangement & Description*: March 2-3 and 6-7, 2023 (20 registrants)

All 5 courses were either fully-registered or nearly so. Notably, *Introduction to Preservation for Archives* filled up within a few hours of us opening registration! All told, we had **129 registrations** across the five courses – definitely a banner year!

## Archival Certificate Program

Another boon for the CNSA was with our Archival Certificate Program. In 2022, **10 people completed the program** and will receive their certificates at our upcoming 40th Anniversary Celebration & AGM – a new record for the CNSA! Enrollment in the program remains strong with **36 people currently pursuing their certificates**.

## Workshops

In addition to the above five Core Courses, the CNSA also offered the following online workshop for members:

- CCI's online workshop, *Still Image Digitization for Heritage Institutions*, co-hosted with ANSM: May 26, June 2, 9, & 16, 2022
- *Description and Access for Anti-Black Archival Materials* led by Melissa Nelson: March 20, 2023, which was a fundraiser for the Delmore "Buddy" Daye Learning Institute

## Professional Development & Training Bursary

In the 2022-23 fiscal year, we received one application for a Professional Development & Training Bursary, requesting \$41. Hopefully in 2023-24, more members will attend in-person training events and therefore better utilize this members-only program!

Respectfully submitted,  
Alyssa Gallant  
Chair, Education Committee



## 2022 CNSA Conference Report

The CNSA Conference Committee is a sub-committee of the CNSA Education Committee. The primary activity of the Conference Sub-Committee is organizing the CNSA's annual conference.

### Committee Members

- Phil Cassidy, Argyle Township Court House Archives
- Shannon Donovan, Individual Member
- Meghann Jack, Saint Mary's Genealogy Research Centre
- Sharon Murray, ex-officio

The Conference Committee met 7 times between March and December, 2022, and three of these meetings occurred in the four weeks prior to the conference. All meetings were held via Zoom with Sharon chairing, since she was the only team member with experience organizing CNSA conferences.

The 2022 CNSA Conference, "Community-Driven Archives," was the Council's first-ever hybrid conference. The conference took place over two days from Oct. 24-25 both in-person in the Akins Room (Nova Scotia Archives) and online via Zoom.

### Conference

The conference consisted of four panels, one workshop, plus the CNSA Awards ceremony. Lunch, coffee, and snacks were provided on both days to those who attended in-person. The full conference program has been captured [on the CNSA website](#) as have [presenter bios and abstracts](#).

Of the 11 presentations and one workshop, 4 presentations were virtual or partially virtual with the presenter(s) and their slides projected on the screen in the Aikens Room. For virtual attendees, their view of in-person presenters was via a camera at the back of the Akins Room, plus the presenter's slides were shared on Zoom. By day 2, we had figured out how to switch over to the camera at the front of the Akins Room, so that virtual presenters and those joining online could see the audience in the room during the presentation rather than an empty podium.

### Registration

Including presenters and Conference Committee members, 71 people registered to attend the conference.

Category	In-person	Online	Total
CNSA members	29	13	42
Committee members	3	1	4
Presenters	6	4	10
Students	9	4	13
Non-members	0	2	2
<b>Total</b>	<b>47</b>	<b>24</b>	<b>71</b>

## Sponsorship, Revenue, and Expenses

The total **revenue from registration fees** was **\$6465**. The conference also received a total of **\$1500 in sponsorships** from three generous donors: the Advisory Board of the Public Archives of Nova Scotia, the Nova Scotia Archives, and Ancestry.

The bulk of the expenses for the conference were for food and beverages (\$2149), presenters' travel expenses and honoraria (\$2264), plus mileage Conference Committee members (\$337). Other expenses included covering mileage for members who attended in-person (\$148), CNSA mugs and totes, welcome package contents, and postage fees (\$1680). A small amount was also spent in support of the CNSA Awards (\$171).

## Feedback

We circulated two feedback forms this year – one with questions specific to the in-person conference experience and the other, the virtual. On the whole, the feedback was quite positive, with most reporting that they found the content, pace, and price-point very good or excellent.

Unsurprisingly, virtual attendees were less satisfied with how well they could see and/or hear the presentations than those who attended in person. Thankfully, most virtual attendees noted that once the technical problems were resolved, it was fine overall.

Other feedback worth noting: For in-person attendees, 15 of 16 respondents (93.8%) said they would attend future CNSA conferences either in-person or online, and 1 (6.3%) said they'd attend in-person only. For virtual attendees, 5 of 9 respondents (55.6%) said they'd attend future CNSA conferences either in-person or online, 2 (22.2%) said they'd attend online only, 1 (11.1%) said in-person only, and 1 (11/1%) said they wouldn't attend again.

## Recommendation for future CNSA conferences

Based on the feedback from attendees, we strongly recommend that the CNSA continue to hold hybrid conferences, since the option to attend virtually benefitted many members and seemed to outweigh any drawbacks or problems they experienced.

The Conference Committee recommends that, perhaps in cooperation with someone from the Nova Scotia Archives, the CNSA create a tech checklist of things to test in advance of the conference and/or a manual/guide that will help people trouble-shoot any problems that arise. The biggest troubles were with the audio, which, once sorted out, seemed to work smoothly. In hindsight, we wished we had done more testing in advance.

The Committee also recommends that at least one person on the Conference Committee be responsible for monitoring the Zoom feed, chat, etc. throughout the conference, and that this person *not* be the Chair of the Conference at large. This will require that the committee have two computers at their disposal, which was made possible this year by committee members bringing their own laptops.

Respectfully submitted,  
Sharon Murray  
Archives Advisor



## Membership Annual Report April 2022 to March 2023

In the 2022-2023 membership year, the CNSA had a **total of 109 members!** Their membership breakdown was as follows:

- 45 Institutional Members
- 26 Associate Institutional Members,
- 21 Individual Members
- 17 Student/Underemployed Members.

Included in these totals were **20 new members** who joined the CNSA in 2022-2023:

- 2 new Associate Institutional Members
- 8 Individual
- 10 Student/Underemployed

In addition, seven lapsed members rejoined – 5 Institutional and 2 Associate Institutional.

Respectfully Submitted,  
Heather Adams  
Membership & Nominations Member-At-Large





## Report of the Nova Scotia Archives (NSA)

April 2022 to March 2023

During 2022-2023, NSA, working with its parent department, Communities, Culture, Tourism and Heritage/CCTH, has fulfilled its mandate to the provincial archival community in various ways and means, including:

- Continued financial support from Communities, Culture, Tourism and Heritage (CCTH)
  - \$75,000 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 CCTH
  - a guest at all Executive Committee meetings, bringing information and consulting on matters relating to the archival community
  - working with CCTH to explore options for enhancing CNSA's capacity to support member institutions. Specifically, assisting CNSA in its request to CCTH for year end funding for special initiatives. \$75,000 in additional funding was received from the Department through these efforts.
  - updating on federal-provincial-territorial items of interest
- Continued support for CNSA visibility and inclusion in provincial and national opportunities
  - Provincial Archivist delivered a virtual PADP grant writing workshop on February 16, 2023.
  - As part of the Memorandum of Agreement with the Atlantic Filmmakers Cooperative (AFCOOP), for the establishment of the Atlantic Media Preservation Lab, NSA included cost free use of the services of the AMP Lab for CNSA member institutions.
- Continued support for/promotion of Provincial Cooperative Acquisition Strategy
  - 14 referrals from NSA to a total of 10 different 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



## Provincial Archival Development Program (PADP) Adjudication Committee Report, 2022

The independent Adjudication Committee of the Provincial Archival Development Program (PADP) met on Friday, May 9, 2022, to review the 8 applications that were submitted from institutional members of the Council of Nova Scotia Archives (CNSA). Committee members were:

- Jane Arnold, Chair (Archivist, Beaton Institute at Cape Breton University)
- Anne Crossman (Nova Scotia Archives, Board of Advisors)
- Fred Farrell (former CCA Chair and Provincial Archivist of New Brunswick)
- Roger Marsters (Curator of Marine History, Maritime Museum of the Atlantic)
- David Mawhinney (University Archivist, Mount Allison University)
- Sandra Toze (School of Information Management, Dalhousie University)

Any committee members who represented an institution or Board that submitted an application to the PADP did not score or comment on that application and were not present during discussions of that application.

The following five projects were recommended for funding from the PADP allotment available for 2022-2023:

<b>Rank</b>	<b>Applicant</b>	<b>Project</b>
1.	Beaton Institute, Cape Breton University	Then and Now: The Jim St. Clair Collection Project
2.	Mahone Bay Museum	Preserving Mahone Bay's History
3.	Lunenburg County Historical Society	Global Preservation Assessment
4.	Musée des Acadiens des Pubnicos	Towards Acadie 2024
5.	Cole Harbour Heritage Farm Museum	Rosemary Eaton Fonds Project
6.	Council of Nova Scotia Archives	Archival Preservation Online Course Development

Virtual PADP training was offered by Patti Bannister on January 18, 2022, with excellent attendance. The program was oversubscribed again this year indicating great interest and need by our membership.

Respectfully submitted,  
Jane Arnold  
2022 Chair, PADP Adjudication Committee



## Treasurer's Annual Report

### April 1, 2022, to March 31, 2023

My first year as CNSA's Treasurer is in the books. My sincerest thanks go out to Thea Wilson-Hammond and Sharon Murray for taking the time to answer my questions as matters arose in the course of my new duties, and for their patience as I learned the routines of CNSA financial transactions. Our stalwart bookkeeper Lynn Layes was also instrumental in getting me up to speed. Lynn retired in mid-December and was succeeded by Lorraine Roach, known to many in our community, whose experience and knowledge base is evident in how quickly she took on our bookkeeping duties with efficiency and ease. Lorraine processes approved invoices for payments, sets up the transactions in our online banking platform, and of course, prepares our monthly financial reports and CRA filings.

Due to a staggering increase in rates, Grant Thornton is no longer engaged by the CNSA to prepare a review engagement for our Financial Statements, but rather, that work has been taken on by Andrew Henrikson, CPA, CGA. At time of writing, our review is still underway.

Daily financial requirements were largely attended to by Sharon in the period, reviewed and approved by the executive in consultation with Sharon, Jane and Catherine. Sharon was heavily involved in this work, more so than anticipated, given the turnover from Thea to myself and Lynn to Lorraine, roughly at the same time, so my hearty thanks again to all as we navigated the new workflow together.

Significant items of financial business to note in the 2022-2023 fiscal year (FY) are the following:

1. Course registrations and memberships were a wee bit down, but conference revenues were higher than expected.
2. At the tail end of March 2023, we received a most-generous allocation from the Province of Nova Scotia for a disaster supplies project and workshop development for Mi'kmaq; as it came so late in the FY2022-2023, these funds will be expended in the coming FYs.
3. Administrative expenses were significantly less in the FY2022-2023 than budgeted due to the need to postpone the hiring of the Administrative Assistant, which was realized in FY2023-2024, but then morphed into a different role based on needs assessment.

The budget for the FY2023-2024 will enable us to continue to deliver our core programming and add to our capacity to serve our community with the addition of a Membership Services Assistant and the work on the much-needed disaster recovery supplies project, as we quickly enter into storm season. We are extremely grateful for the ongoing support and advocacy from the Nova Scotia Archives and the Province of Nova Scotia, for recognizing the needs of our community and empowering us to meet those needs.

I would like to thank the entire Executive, Lynn Layes, Lorraine Roach, Thea Wilson-Hammond, and the extraordinary Sharon Murray for their patience with me as I learned the job, and for the kindness as they allowed me to ask questions and share their expertise as I settled into the routine. It has been a busy year, and exciting projects are coming soon.

Respectfully submitted,  
Christine Hines  
Treasurer



## 2022-2023 Comparative Income Statement

	<b>Actual</b> <b>04/01/22 to</b> <b>03/31/23</b>	<b>Budget</b> <b>04/01/22 to</b> <b>03/31/23</b>
<b>General Revenue</b>		
Memberships	8,640	9,500
Conference Revenue	6,410	2,000
Conference/AGM Sponsorships	1,500	1,000
Workshop Registration: CC	13,150	15,000
Workshop Registration: CCI		
Workshop Registration: CCI (Net)	275	-
Workshop Registrtrion: DAABAM	520	-
Interest	1,477	750
NSCC Course Delivery	-	-
Other Income	-	-
General Sponsorships	40	-
<b>Total General Revenue</b>	<u>32,012</u>	<u>28,250</u>
<b>Government Funding</b>		
NSA	75,000	75,000
NS Prov - Strategic Planning	4,500	-
PADP Funding	776	-
NS Prov - Disaster Recovery Project	75,000	-
<b>Total Government Funding</b>	<u>155,276</u>	<u>75,000</u>
<b>TOTAL REVENUE</b>	<u><b>187,288</b></u>	<u><b>103,250</b></u>
<b>EXPENSE</b>		
<b>Administration</b>		
Gifts/Donations/Honorarium	834	200
Memberships/Licensing	628	800
Bank, Paypal, Payroll Charges	600	500
Office & Postage Expense	397	600
Membership Resources	193	
Administrative Assitant	609	8,645
Bookkeeping	1,494	1,500
Accounting Fees	3,451	3,200
<b>Total Administration</b>	<u>8,206</u>	<u>15,445</u>

**Governance**

Executive Committee: AGM	-	-
Executive Committee: Operations (Zoom)	215	215
Executive Committee: Travel	205	500
<b>Total Governance</b>	<u>420</u>	<u>715</u>

**Committees**

Membership	-	400
Memory NS: Operations	-	-
Reconciliation Working Group	650	2,250
Awards	300	560
<b>Total Committees</b>	<u>950</u>	<u>3,210</u>

**Member Programs**

Core Courses: Program Expense	4,300	4,000
Conference: Program Expense	5,175	3,000
Conference: Travel Support	1,278	
PD&T Bursaries	41	1,500
NSCC Course Delivery Costs	-	-
Archivist Advisor Salary	55,023	55,890
A.A. Benefits (CPP & EI)	4,354	4,310
A.A. Group Insurance/Workers' Comp.	1,310	1,248
A.A. Travel	1,302	-
A.A. Professional Development	145	500
Archivist Advisor Total	<u>62,134</u>	<u>61,948</u>
Memory NS Hosting Fee	2,644	1
Website	399	800
Memory NS Support Specialist	12,158	12,158
<b>Total Member Programs</b>	<u>88,129</u>	<u>86,406</u>

**Special Projects**

Strategic Planning	10,276	
Strategic Planning - Travel	1,505	-
<b>Total Special Projects</b>	<u>11,781</u>	<u>-</u>

**Depreciation**

	696	-
<b>TOTAL EXPENSE</b>	<u>110,182</u>	<u>105,776</u>

**NET INCOME**

	<u>77,107</u>	<u>(2,526)</u>
--	---------------	----------------



## Balance Sheet as of 03/31/2023

### Current Assets

Petty Cash	36.85	
Credit Union Chequing	104,460.26	
Credit Union Savings Acct.	76,875.48	
Credit Union Term Deposit (5 yrs)	10,000.00	
Credit Union Term deposit (3 yrs)	8,080.09	
Total Cash & Equivalents		199,452.68
CUA Equity Shares		5.00
Due from PayPal	474.59	
Due from WooCommerce	357.45	
Accrued Receivables	274.30	
HST Receivable	1,492.40	
Total Receivables		2,598.74
Prepaid Expenses		1,915.80

### Current Assets

203,972.22

### Capital Assets

Books	6,380.00	
Accum. Deprec. - Books	(6,380.00)	
Net - Books		0.00
Equipment	23,221.05	
Accum. Deprec. - Equipment	(22,811.11)	
Net - Equipment		409.94
Computer Hardware	45,886.33	
Accum. Deprec. - Computer Har...	(44,501.02)	
Net - Computer Hardware		1,385.31
Computer Software	1,371.13	
Accum. Deprec. - Computer Soft...	(1,371.13)	
Net Computer Software		0.00

### Total Capital Assets

1,795.25

### TOTAL ASSET

205,767.47

### LIABILITY

#### Current Liabilities

Accounts Payable		1,593.66
Accrued Liabilities		1,257.04
Vacation Payable		620.82
Collabria Visa		2,878.79
E.I. Payable	589.42	
CPP Payable	1,681.40	
Income Tax Payable	2,925.16	
Total Receiver General Payable		5,195.98
WCB Payable		88.25
Unearned Revenue		7,030.00

#### Total Current Liabilities

18,664.54

<b>TOTAL LIABILITY</b>	<u>18,664.54</u>
<b>EQUITY</b>	
<b>Equity</b>	
Accumulated Surplus	109,016.53
Current Earnings	<u>78,086.40</u>
<b>Total Equity</b>	<u>187,102.93</u>
<b>TOTAL EQUITY</b>	<u>187,102.93</u>
<b>LIABILITIES AND EQUITY</b>	<u>205,767.47</u>



## 2023-2024 Budget Summary

<b>Generated Revenue</b>		<b>Administrative Expenses</b>	
Membership Fees	9,600	Gifts/Donations/Honoraria	200
Conference Gross Revenue	1,275	Memberships & Licensing	800
Core Course Registrations	13,000	Comms Platforms (website, Zoom)	650
Advanced Workshop Registrations	1,500	Bank, Paypal, Credit Card, & Payroll Charges	700
Interest	1,500	Office & Postage Expenses	700
<b>Total Generated Revenue</b>	<b>26,875</b>	Membership Resources	-
		Administrative Assistant	-
		Bookkeeping	4,000
<b>Grant Funding</b>		Accounting Fees (year-end review)	4,025
Nova Scotia Archives, Anchor Grant	75,000	<b>Total Administrative Expenses</b>	<b>11,075</b>
Carry-over of CCTH project funding	75,000		
<b>Total Grant Funding</b>	<b>150,000</b>	<b>Governance Expenses</b>	
		Executive Committee: AGM	-
<b>TOTAL REVENUE</b>	<b><u>176,875</u></b>	Executive Committee: Operations	-
		Executive Committee: Travel	1,800
		Community Consultation Fees	1,000
		<b>Total Governance Expenses</b>	<b>2,800</b>
		<b>Committee Expenses</b>	
		MemoryNS	-
		Education	-
		Membership	-
		Preservation	-
		Awards	750
		<b>Total Committee Expenses</b>	<b>750</b>
		<b>Member Services &amp; Programs</b>	
		Education Delivery Expenses	5,300
		Conference Expenses	1,500
		Professional Development & Travel Bursaries	1,500
		MemoryNS Hosting Fees	2,700
		Archives Advisor (salary, benefits, travel, PD)	67,709
		Memory Nova Scotia Support Specialist	13,057
		Member Services Assistant	17,458
		<b>Total Member Services &amp; Programs</b>	<b>109,224</b>
		<b>Special Projects</b>	
		Archival Workshop for Mi'kmaq	3,000
		Disaster Recovery Supply Depots	20,000
		<b>Total Special Projects</b>	<b>23,000</b>
		<b>TOTAL EXPENSE</b>	<b><u>146,849</u></b>
		<b>NET INCOME</b>	<b><u>30,026</u></b>