COUNCIL OF NOVA SCOTIA ARCHIVES

ANNUAL REPORTS 2011-2012

Contents

President's Report 2

Archives Advisor Annual Report 5

Archway Committee – Annual Report 8

Awards Committee Annual Report 10

Education Committee Annual Report 12

Membership Report 13

NADP Adjudication Committee Annual Report 14

Report from the Nova Scotia Archives 15

Report of the CNSA Preservation Committee 17

Treasurer's Report 18

President's Report

April 2011 – March 2012

As another busy year is concluded I encourage all Council of Nova Scotia Archives members to review the 2011-2012 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. While the AGM will include an overview of these activities I invite you to read the enclosed reports.

ACA and CCA reports

CNSA activities were reported to the Council of Presidents' meeting at the Association of Canadian Archivists' General Assembly in June and again at the Canadian Council of Archives' General Assembly via teleconference in October. These meetings are important opportunities to keep up with national initiatives and share our experiences.

Library and Archives Canada: Pan-Canadian Documentary Heritage Network

Library and Archives Canada, in response to stakeholder consultations held in 2010, has created the Pan-Canadian Documentary Heritage Network. The Network brings together representatives from the academic, library, archival and stakeholder communities from across the country to address the mutual challenges of appraisal and acquisition, preservation and access in the digital age. On June of 2011 the Network established five working committees:

1. Acquisition Agora
2. Improving management of analogue holdings through cooperation and rationalization
3. Ensuring digital preservation through the creation of a TDR network
4. Ensuring the discoverability of resources through new collaborative models for metadata
5. Enhancing accessibility to the pan-Canadian collection through innovation in the areas of resource discovery tools and services

As President for CNSA I have participated in the Acquisition Agora Working Group and remained current regarding the overall development of the Network. A key area of interest to the Acquisition Agora committee was the NS Cooperative Acquisition Strategy. In September of 2011 I was invited to Ottawa to make a presentation on the development, implementation and impact of the CAS on the Nova Scotian archival community. With the support and input from past CAS Committee members, the presentation was successful and is seen as a model for success. The working groups have met via teleconference and presented their work to date to the Network during a Forum held in October 2011. The network is expected to meet next in late May 2012.

PANS Board of Trustees

As President I have the pleasure of representing the CNSA on the Provincial Archives of Nova Scotia Board of Trustees. The Order in Council appointment was received and effective in October 2011 and I attended a Board orientation session in March 2012. 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 received an introduction to the departmental re-

organization by the Deputy Minister Laura Lee Langley during its October meeting; the Board met in February and will meet again in June.

As a PANS Trustee I was invited to sit on the Selection Committee for the new Provincial Archivist. The Committee was able to contribute to the position description, interview questions, participate in the interview process and ratify the department's recommended candidate. As a result of that process we welcomed Lois Yorke, as Provincial Archivist in March of 2012.

NS Department of Communities Culture and Heritage

As a means to keep CCH apprised of CNSA activities and to ensure information regarding the department flows through to CNSA I have established a meeting schedule with Bill Greenlaw, Executive Director of the Archives, Museums and Library Division. With the support of the CNSA Board I have also written Minister David Wilson to request a meeting to share key initiatives and priorities of the Council. I am awaiting a response.

In December I attended a session regarding the Community Museums Assistance Program (CMAP). I attended the session held at the NS Highland Village, one in a series of sessions around the province. As many of our members participate in this program its review and potential revision is an area of concern to the Council.

Co-operative Acquisition Strategy

As recommended in the provincial Heritage Strategy and our own Needs Assessment, the CNSA encourages members to use our Co-operative Acquisition Strategy. Since 2008 the CNSA has been hosting discussion groups in various regions of the province. Sessions have taken place in the Cape Breton Region in 2008, the Southwest Region in 2009, and the Central Region in November 2010. While the Executive planned for a session in the North Eastern Region for October 2011 we did not received sufficient interest to hold the session. The goal of these sessions is to support the active use of the CAS and thereby ensure we are making best use of our archival infrastructure and ensuring a sustainable future for the documentary heritage of Nova Scotia.

Provincial Archival Development Program

This important funding program continues for its fifth year, still reduced to $50,000 from the original $85,000. The program is administered by NSA, with input from the CNSA. The CNSA is very appreciative of that and of the opportunities this program provides for our members to accomplish much-needed projects.

Nova Scotia Community College Course

The NSCC in partnership with the CNSA offered the first Introduction to Archives course as a second year, half credit course in it Library Technician program in 2012. The course was developed by the CNSA, building on the content of our core curriculum course, and taught by our Archives Advisor. Through our Secondment agreement the CNSA receives a course-delivery fee, and will use that income to provide relief for the Archives Advisor's work-plan through a communications/administration co-ordinator position. The course was well received in its first year of delivery by both students and the College. Discussion regarding next year's delivery has begun and future preparations for on-line delivery

are of interest to the NSCC. This is a welcome and needed addition to the training options available to people interested in archival work, and will supplement the available trained work-force.

Communications/Administration Co-ordinator

The Executive has budgeted to hire someone to coordinate communications for the Council and to assist in the administrative functions of the office. Until now, the Archives Advisor has monitored the list-serv, updated the web-site, managed membership files, and registrations on top of her other duties. With our commitment to second the Archive Advisor as the course instructor to the NSCC the Executive feels this is one means to ensure we maintain our level of service and communication with and with our members. The Council will be working toward this part-time hire over the summer months.

Welcome Videos

The CNSA completed 15 additional Welcome Videos in support of the Routes to Your Roots web site. Through the funding support of ACOA and PADP we were able to welcome 15 more member sites to the R2R project. I want to thank Phil Neville for his continued interest and contributions towards this project.

Web Site Refresh Project

Under the guidance of our Ad Hoc Web Site Committee the CNSA undertook a refresh of its web site in 2011-2012. The renewed site has a fresh look, incorporates on-line payment options for members, courses and the conference. We hope this will be a useful addition to our communication tools.

Acknowledgments

I personally wish to thank each of the Executive members, the Committee Chairs and Committee members for their work and contributions this past year. It has been an honour to work with such dedicated individuals. 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. I especially want to congratulate Lois Yorke on her appointment as Provincial Archivist. The CNSA looks forward to continuing our positive and mutually beneficial relationship and I especially want to note and recognize her participation on the CNSA Board as the NSA liaison in the absence of a Provincial Archivist over the past 2 years.

The Executive and I thank the CNSA staff – our Archives Advisor, Karen White and our bookkeeper, Lynn Layes. And lastly, thank you to 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

Archives Advisor Annual Report

April 2011 – March 2012

Education

Core Curriculum:

For the 2011-2012 year four of the six Core Curriculum workshops were offered to 33 participants at various locations in the South West region of the province: *Introduction to Archives* in June 2011 to 12 participants at the Annapolis Valley McDonald Museum in Middleton, *Introduction to Preservation* workshop in September 2011 given by conservator Anne Shaftel to 7 participants at Thomas Raddall Research Centre/Queens County Museum in Liverpool, the *Acquisition, Appraisal & Accessioning* workshop given by archivist Patti Bannister in October 2011 to 8 participants at Kings County Museum in Kentville, and the *Introduction to Rules for Archival Description (RAD)* workshop in November 2011 to 6 participants at the DesBrisay Museum in Bridgewater.

NSCC Course:

The major project this year was the development and delivery of a new course on archives for the Nova Scotia Community College (NSCC) Library Technician diploma program. This was the first time the CNSA partnered with an external educational institution. Learning outcomes included the concept of the fonds, the principles of arrangement, familiarity with the *Rules for Archival Description*, and some basic preservation information. The new *Introduction to Archives* one semester course was delivered from their Waterfront Campus in Dartmouth to 22 second year students enrolled in the NSCC program one morning per week from January to April 2012. The response was very positive. Students saw the practical benefit of widening their skill set, NSCC saw the course as adding value to their program and the CNSA Executive saw the opportunity to generate some revenue while raising awareness with a new audience, and improving the labour pool for members.

Conferences:

As an ex-officio member of the Education Committee, I participated in the planning and delivery of the annual CNSA Conference in May 2011. The theme was “Trends in Promotion and Outreach”. Members responded favourably to the sessions presented with 37 in attendance on Day 1 and 29 on Day 2, and the Awards Banquet offered a new culinary experience for many: savoury and sweet crepes. At the national level, I attended the Association of Canadian Archivists conference in Toronto in June, including an LAC workshop “Analog Preservation in the Canadian Landscape: Building Collaboration”, The Archives and Technology Unconference (TAATU) and a workshop on NADP adjudication. I also completed an online course from University of Toronto Faculty of Information Studies “Engaging Adult Learners” in December.

Advisory Service

As Archives Advisor, I made 29 site visits to general and institutional members and a visit to 3 non-members during 2011-2012, most of them in the summer. The regional breakdown was: 10 members in

South West Region in July; 9 members and 1 non-member in North East Region in August; 2 members and 1 non-member in Central (HRM) Region in July and March; and 8 members and 1 non-member in Cape Breton Region in September. To maximize the travel budget, I scheduled site visits 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, I responded to 172 from-a-distance requests for information, including 92 via email. I assisted members with their NADP and PADP applications and acted as recording secretary for both programs' adjudication committees.

The Preservation Equipment Loans Program was fairly active again this year. I sent out 3 data loggers to 2 members requesting them and printed off results from 5 loggers borrowed by members in the previous year. Members reported using the information for global preservation assessments, double-checking performance of environmental control systems, and for future planning.

Outreach

Promotion of the Routes to Your Roots website application continued in 2011-12, spurred on by the creation and release of the last 15 welcome videos for members who serve genealogy researchers. I continued to manage this project on behalf of the Executive. The majority of funding came from the Atlantic Canada Opportunities Agency (ACOA), with a smaller amount from PADP. Phil Neville was hired back to do the filming and editing. I supervised Phil's work, communicated with participating members, reported on progress to the Executive, and managed the budget. I uploaded the 15 videos to the Routes to Your Roots Youtube channel and linked them to the website. I prepared and sent out media releases to CTV, Global Maritimes, History Channel and CBC. In the end, it was a personal contact between Starr Dobson of CTV's Live at 5 and one of our Executive Board members which won us approximately 5 minutes of air time on the Live at 5 show on March 8.

In June CNSA's first president Dr. Robert (Bob) Morgan, former director of the Beaton Institute at Cape Breton University, passed away. I was able to organize an online memorial to Bob in recognition of his service to the Nova Scotia archival community. I distributed the 2011 CNSA map brochure to Visitor Information Centres during my site visits throughout the province. During the year, I served on the Association of Nova Scotia Museums Education & Training Taskforce, participated in the Nova Scotia Strategic Development Initiative adjudication panel for 2011, and attended the Canadian Council of Archives' Advisors Work Group monthly teleconference meetings. I represented the CNSA at the retirement party for Margaret Campbell, Director of Archives Management at Nova Scotia Archives. I also attended The History Education Network (THEN/HiER) conference in Halifax in October, helping to raise awareness about archives with social studies teachers in NS.

Network

The focus this year was on the redesign of the CNSA website. I provided assistance to the ad hoc Website Redesign Committee, learned the new Drupal software program, provided feedback on the organization and presentation of content, and edited the text and the new online registration and renewal forms. I continued to maintain the ArchWay database, the listserv CNSA-L and updated website

content. I also assumed the administration duties of the Routes to Your Roots side of the Heritage Directory.

Other

I continued to work with the Member-at-large: Memberships/Nominations (Kim Walker, Shelburne Co. Archives & Genealogy Centre) to keep the membership database up-to-date. As ex officio, I attended all Executive Board meetings, as well as meetings of the CNSA Education Committee, Preservation Committee, and ArchWay Committee.

Respectfully submitted by

Karen White,

Archives Advisor

Archway Committee – Annual Report

The CNSA Archway Committee is responsible for providing members support, maintenance, and review of the CNSA database Archway. In addition to those activities, the following goals have been identified by the committee with guidance from the CNSA executive:

- Increase membership usage of Archway
- Increase accessibility to Archway via member websites
- Facilitate record uploads to the National catalogue

Committee Members
The 2011/2012 Archway Committee Members are:

- Jane Arnold - Beaton Institute, Cape Breton University (Out-going Chair)
- Creighton Barrett – Dalhousie University Archives and Special Collections (In-coming Chair)
- Terry Eyland – Cole Harbour Rural Heritage Society
- Thea Wilson-Hammond – Eastern Shore Archives
- James McLean – Nova Scotia Department of Education
- Paul Maxner – NSA (ex officio)
- Karen White – CNSA Advisor (ex officio)

Meetings

The Archway Committee held five meetings / teleconferences between 1 April 2011 and 31 March 2012.

Teleconferences were held on:
- July 13, 2011
- December 6, 2011

In-person meetings took place on:
- April 8, 2011
- September 16, 2011
- November 2, 2011

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

Archway Migration
This year, the Archway Committee focused on planning for a migration of the Archway database to a new platform. The Committee based its activities on information gathered from the recently completed User Needs Survey, which is publicly available on the CNSA website for review. The Committee discussed the survey's findings about functionality, barriers to using Archway, and future growth goals and priorities of CNSA members.

The Committee also discussed ongoing developments elsewhere in Atlantic Canada. Much of the discussion about the Archway migration was influenced by parallel discussions about the development of a single database for Atlantic Canadian archives. The Archway Committee discussed the possibilities for collaboration with other provincial councils and discussions were also held with the Association of Nova Scotia Museums (ANSM), which is making progress with its project to migrate ANSM members to CollectiveAccess.

The possibility of applying for 2012/2013 NADP funding to assist with the migration was discussed with the CNSA Executive Committee, but it was felt that the CNSA was not ready to begin the migration and that it would be prudent to spend 2012 continuing to gather information and prepare for the migration. To this end, Committee members compiled information about required and desired features in a new database and had discussions about the open-source platform ICA AtoM.

The Committee recognizes that further collaboration and discussions with other provincial councils and ANSM will be necessary to ensure member needs are addressed in a cost-effective manner. ICA AtoM remains the front-runner, and preliminary migration quotes were obtained from Artefactual Systems, but the Archway Committee has not formally endorsed a replacement software platform for the Archway Database. Significant questions about roles and responsibilities, collaboration, hosting, and budgetary requirements need to be answered before the Committee can begin a migration project.

Other Activities

The Archway Committee also continued with data cleaning efforts to remove duplicate or erroneous entries that exist in the Archway database. The Committee explored the possibility of working with a Dalhousie MLIS practicum student to assist with this task, but was not able to set up a project in the Spring of 2011. The Committee also investigated the possibility of working with a group of students from the Dalhousie Bachelor of Informatics program, but was not able to make a presentation in time for the 2012 Winter semester. Both options remain a possibility in the future.

In 2011, the Committee discussed the development of a Terms of Reference document, but the Committee's focus remained on the Archway migration and Atlantic database. The Terms of Reference will remain on the agenda for 2012/2013.

Committee members deserve a very special thank you for their hard work during the past year. Thanks and gratitude is also extended to the Executive for their continued support of the Archway Committee.

Respectfully submitted,

Creighton Barrett
CNSA Archway Committee Chair

Awards Committee Annual Report

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 2011 Awards Committee consisted of Kathleen MacKenzie from the St. Francis Xavier University Archives and Gordon Kidd from the Shambhala Archives as representatives from last year's award winners; Rosemary Barbour, Chair of the Preservation Committee; David Mawhinney, Chair of the Education Committee; with Laurena Fredette, CNSA Member-at-large (Awards) as Committee Chair. The committee met on 15 April 2011 to review the 6 nominations received. The following awards were presented during the spring conference:

The 2011 recipient of the **Phyllis R. Blakeley Award** was the Beaton Institute at Cape Breton University for their project **Music: Cape Breton's Diversity in Unity.** This online exhibit provided access to digitized primary resources from four Cape Breton musical traditions: Acadian, Mi'kmaq, Gaelic, and mining. The site drew upon archival resources in a variety of media and included artist biographies, resource guides for educators, a song index, in addition to 113 audio tracks each accompanied by a lyric sheet, theme summary, and music score. This multidimensional project also saw the digitization of 359 audio reels, cassettes, and video recordings.

The 2011 **Carman V. Carroll Award** was presented to **Le Centre de Recherche "Les Archives père Clarence d'Entremont"** for their expansion project that included secure, temperature and humidity controlled storage space for archival material. The 2 storey extension increased the centre's floor space, created more display space, and made their archival holdings more accessible to staff and researchers. It also included the addition of a fireproof vault, industrial steel shelving which increased their shelving space by almost 10 times, and a steel drawer map cabinet for the flat storage of oversized material.

The 2011 recipient of the **Anna Hamilton Memorial Award** for outstanding volunteer was **Madeleine McNeil** of the Victoria General Hospital Nurses Alumni Archives. Madeleine, a long-time volunteer at the VG Archives, helped to develop many of the archives' policies, attended CNSA workshops and training programs, and served on the CNSA executive committee from 1996-1998. Her work in the archives has involved arranging and describing much of the archival material in their holdings, providing reference services and tours, and preparing displays. Madeleine's colleagues described her as a dedicated volunteer who was always willing to assist with projects in the archives.

For the second year in a row the CNSA participated in the **Provincial Heritage Fair** and presented a prize to the project that made the best use of primary source materials. Roger Gillis and Patti Bannister attended the fair on behalf of the CNSA on May 27th and awarded the 2011 prize to **Sarah-Jane Stevenson** of the South Shore Regional School Board for her project "Wobamkek Beach Resort." Sarah-Jane's impressive project chronicled the life of the former resort which was operational during the early to mid 20th century. Her project made use of original photographs and letters, holdings from the Registry of Deeds and the Nova Scotia Archives, and included a site excavation where Sarah-Jane and her family

found and photographed the remains of buildings on the site. In addition to being visually appealing, Sarah-Jane's project told a story of how families had enjoyed the resort as a summer retreat.

The 2012 Awards Committee consists 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 will meet on 24 April 2012 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
CNSA Awards Committee Chair
17 April 2012

Education Committee Annual Report

The Education Committee underwent some reorganization this year with the departure of our Chair and several members. After a new Chair and several new group members were recruited over the summer, the group resumed its meetings in the fall of 2011. We've held four meetings/teleconferences over the fall and winter months.

The 2011-12 Education Committee members are:

- Rosemary Barbour, Nova Scotia Archives
- Bethany Jost, Acadia University Archives
- Karin Kierstead, Association of Nova Scotia Museums – ex-officio
- Jillian Fraser, Parks Canada
- Martha Tuff, Formac Publishing
- Jamie Serran, Yarmouth County Museum and Archives (Chair)
- Karen White, CNSA Archives Advisor – ex-officio

The goal of the Education Committee is to coordinate and administer the education and professional development activities of the Council, as well as supporting the work of the Archives Advisor, who added considerably to her responsibilities this year when she began teaching an archives course at Nova Scotia Community College.

The 2011 Annual Conference was held in Halifax on May 5-6, 2011. The theme was *Trends in Promotion and Outreach*, and the conference offered a variety of sessions – from archives and schools, to social media, to techniques for making not-for-profit archives more viable. The conference was well-attended, with 37 people on the first day and 29 on the second, and feedback on the program and speakers was very positive.

We did not offer a special workshop this year. Our regular roster of Core Curriculum courses, however, was offered as usual through fall 2011.

Most of our efforts this year have been put towards the organization of the 2012 Conference, to be held in once again in Halifax in May 2012. This year's theme will focus on digital archives and how we manage them, and the schedule of sessions should offer something of interest for everyone.

I would like to express my gratitude to the Education Committee members for all of their work over the past year, as well as to the CNSA Executive for their continued support of the committee's activities. Special thanks to Archives Advisor Karen White for her support and assistance as I took on this new position.

Respectfully submitted,

Jamie Serran
CNSA Education Committee Chair

Membership Report

2011-2012

As of 31 March 2012 the CNSA has a total of 88 paid Members:

Institutional Members - 41
General Members - 38
Individual Members - 8
Student Members - 1

During the year we received 8 new members: 2 General members and 5 individual members and 1 student.

Respectfully Submitted,

Kim Walker
Membership Committee

NADP Adjudication Committee Annual Report

Committee Membership:

Patti Bannister, SC Halifax Congregational Archives, Chair (returning committee member, new Chair)
Rosemary Barbour, Nova Scotia Archives (new committee member)
Jamie Serran, Yarmouth County Archives (returning committee member)
Anita Price, Association of NS Museums (returning committee member)
Thea Wilson-Hammond, Lake Charlotte Area Genealogy & Archives Research Centre (returning committee member)

After a one week extension of the deadline for submission of applications, by Friday, January 13, 2012, the committee had received a total of 8 applications for adjudication. The total funds requested from these 8 member applications was $58,164, from the Nova Scotia provincial envelope of $83, 475.

Five of the applications received requested funds under NADP objective #5, increase the capacity of archival institutions to preserve Canada's archival heritage. The remaining three applications requested funds under NADP objective #1, increase access to Canada's archival heritage through the national catalogue.

The Adjudication Committee met on January 31, 2012. All eight member applications were reviewed, ranked and approved for funding pending recommended revisions. The CNSA NADP application in support of the Archives Advisor Program was submitted for the balance of the provincial allocation of funds, $25,311.

The Chair would like to gratefully acknowledge the commitment of the members of the Committee and the Archives Advisor in the adjudication of this program.

Respectfully submitted,

Patti Bannister, Chair

CNSA-NADP Adjudication Committee

Report from the Nova Scotia Archives

NS Department of Communities, Culture and Heritage
to
Council of Nova Scotia Archives -- Annual General Meeting

Summary of Nova Scotia Archives' Involvement in and Assistance to the Archival Community, 2011/2012

- NS Archives forged a new institutional identity through 2011/2012, beginning in January 2011 with the launch of Communities, Culture and Heritage (CCH), a new government department succeeding the previous Tourism, Culture and Heritage.

- By July 2011, CCH was organized into three divisions, the largest being Archives, Museums and Libraries NS, led by Executive Director Bill Greenlaw and a team of four Directors (Provincial Archivist, Provincial Librarian, two Museum Directors).

- Regular communication and liaison with the CNSA Executive was provided by Lois Yorke (Director, Public Services) throughout departmental restructuring and the absence of a Provincial Archivist.

- Recruitment to fill the Provincial Archivist's position was conducted early in 2012; as a stakeholder member of the Board of Trustees, Public Archives of Nova Scotia, CNSA was invited to contribute potential interview questions and the CNSA president was a member of the interview panel. The successful candidate was Lois Yorke, appointed in March 2012.

- NS Archives' core mandate to acquire, preserve and share the province's archival heritage with Nova Scotians everywhere has remained constant throughout this period of restructuring and consolidation, and will not change.

- NS Archives likewise remains committed to developing and improving the provincial archival community and system, chiefly by offering appropriate collaboration and support to CNSA.

- NS Archives worked with David Ross (Acting Executive Director) early in 2011/2012 to secure $60,000 in continued core funding from CCH to support education, outreach and network programs and services planned by CNSA.

- NS Archives likewise secured continued CCH support for the Provincial Archival Development Program (PADP) in 2011/2012; and administered delivery of $50,000 in cost-shared, adjudicated project funds to CNSA and its institutional members.

- NS Archives worked closely with CCH to ensure continuation of PADP through departmental restructuring of grant delivery systems; NS Archives also helped identify best positioning for PADP within the new structure and initiated early discussion regarding models for future PADP administration.

- NS Archives continues to monitor 'Routes to Your Roots' and facilitate discussion between CNSA and NS Tourism (now part of NS Economic & Rural Development & Tourism) regarding ongoing management of the web resource.

- NS Archives continues to support and promote CNSA's Provincial Cooperative Acquisition Strategy by referring prospective donors to more suitable repositories, and by offering and/or considering requests to deaccession and transfer records from its holdings to other archives in the province. Nine fonds (14.6 meters) were deaccessioned and transferred to four CNSA institutional members in 2011/2012.

- NS Archives continues to subsidize the ArchWay online descriptive catalogue by absorbing annual costs for the WebArchives licence and related network expenses.

- NS Archives continues to provide CNSA with office space, utilities and use of public meeting-rooms in the Archives Building, at no cost.

- NS Archives staff are enabled to contribute to CNSA committee work and related activities, including current participation on the Executive, Preservation and Archway Committees.

- NS Archives continues to promote and support the provincial archival community and to collaborate with CNSA as appropriate in federal-provincial-territorial initiatives and undertakings, especially the Stakeholder Consultations sponsored by Library and Archives Canada in Ottawa, May and October 2011.

- CNSA, as the province's recognized archival stakeholder organization, continues to be represented on the Board of Trustees, Public Archives of Nova Scotia, where it participates in and contributes to Board deliberations and decisions.

Respectfully submitted as an information item (and original signed by)

Lois K. Yorke,

Provincial Archivist / 30 April 2012

Report of the CNSA Preservation Committee

to the Annual General Meeting, 10 May 2012

Committee Membership

The Preservation Committee membership comprises:

- Patti Bannister (Sisters of Charity)
- Rosemary Barbour (NSA and Committee chair).
- Doug Kirby (CBC)
- Jamie Serran (Yarmouth County Museum and Archives)
- Karen White (CNSA Archives Advisor, *ex-officio*)
- Rebecca Young (maternity leave until October 2012)

No formal meetings were held during the past year although Committee members communicated by e-mail to determine which workshops we should apply for under the Canadian Conservation Institute subsidized workshop program for 2012-2013.

Emergency Response Supplies

Emergency response supplies purchased with the assistance of a NADP grant in 2011 were delivered to Sydney and Yarmouth courtesy of Jane Arnold and Karen White. Letters were mailed out to all CNSA institutional members outlining the supplies available and how to go about obtaining access to them.

Canadian Conservation Institute's Regional Workshop, 2012-2013

The Preservation Committee applied for and has been awarded the CCI Regional workshop "Modern Information Carriers". This one day workshop will be held on 25 October at the Public Archives of Nova Scotia.

CNSA-Education Committee

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

CNSA Awards Committee

I represented the CNSA Preservation Committee on the CNSA Awards Committee in April 2011.

Respectfully submitted

Rosemary V Barbour, Chair
CNSA-Preservation Committee March 2012

Treasurer's Report

The 2011-2012 (April 1, 2011 to March 31, 2012) fiscal year for the Council of Nova Scotia Archives has been a positive one. We were able to access funding from NAPD, PADP, ACOA and NSARM/CHH to support the core operations and special projects of the council.

The council's financial records for 2010-2011 were reviewed by Grant Thornton in Truro. The review identified no errors or concerns with bookkeeping practices. The 2011-2012 financial records are getting ready to be passed on to Grant Thornton again this year and we expect no problems.

The Executive has completed the process of setting up PayPal on its website so that members can make on-line purchases for workshops, conferences, resource books, etc.

I am looking forward to another year as treasurer.

Respectfully submitted,

Jennifer Copage, Treasurer
March 2012

Council of Nova Scotia Archives
Comparative Income Statement

		Actual 04/01/2011 to 03/31/2012		Budget 04/01/2011 to 03/31/2012
REVENUE				
General Revenue				
Memberships		6,900.00		6,500.00
Annual Conference		4,652.05		5,000.00
Workshop Registration: CC		3,225.00		3,500.00
Interest		96.27		60.00
General Sponsorships		250.00		350.00
NSCC Course Delivery		2,500.00		6,000.00
Other Income		10.32		0.00
Total General Revenue		17,633.64		21,410.00
Government Funding				
NSA		60,000.00		60,000.00
NADP - Advisor		20,000.00		20,000.00
ACOA - Welcome Video		19,179.56		20,750.00
PADP - Welcome Video		4,250.00		4,000.00
Total Government Funding		103,429.56		104,750.00
TOTAL REVENUE		121,063.20		126,160.00
EXPENSE				
Administration				
Gifts/Honorarium		1,869.63		2,000.00
Memberships/Licensing		239.84		450.00
Bank Charges		192.70		425.00
Interest Paid to Suppliers		120.51		0.00
Office Supplies		962.40		700.00
Payroll & CNSA Bookkeeping		1,756.63		3,250.00
Accounting Fees		1,975.31		2,500.00
Total Administration		7,117.02		9,325.00
Governance				
Executive Committee: AGM		0.00		250.00
Executive Committee: Operations		672.72		800.00
Executive Committee: Travel		5,412.76		6,500.00
Liability Insurance		935.50		935.00
Total Governance		7,020.98		8,485.00
Committees				
Archway: Operations	78.58		100.00	
Archway: Travel	349.00		475.00	
Archway Committee Total		427.58		575.00
Awards Committee		498.60		550.00
Education: Operations	106.87		250.00	
Education: Travel	389.02		1,800.00	
Education Committee Total		495.89		2,050.00
Membership: Operations		0.00		100.00
NADP Adjudication: Operations	95.07		125.00	

Council of Nova Scotia Archives
Comparative Income Statement

	Actual 04/01/2011 to 03/31/2012		Budget 04/01/2011 to 03/31/2012	
NADP Adjudication: Travel	337.72		650.00	
NADP Adjudication Committee Total		432.79		775.00
Preservation: Operations	0.00		100.00	
Preservation: Travel	0.00		520.00	
Preservation Committee Total		0.00		620.00
Total Committees		1,854.86		4,670.00
Programs				
C.C. Workshops: Program Expense	2,756.15		3,000.00	
C.C. Workshops: Travel	1,822.82		1,800.00	
C.C. Workshops Total		4,578.97		4,800.00
Conference: Program Expense	2,656.51		3,000.00	
Conference: Travel	655.80		2,500.00	
Conference Total		3,312.31		5,500.00
PD&T Bursary		1,500.00		3,000.00
Archivist Advisor: Salary	53,728.90		53,754.00	
A.A. Benefits	3,352.71		3,650.00	
A.A. Admin. Group Insurance	3,399.82		2,900.00	
A.A. Travel	3,958.23		5,000.00	
A.A. Professional Development	3,434.39		2,200.00	
Archivist Advisor Total		67,874.05		67,504.00
NSCC Course Delivery Costs		51.15		0.00
Website Maintenance		2,815.12		3,500.00
Total Programs		80,131.60		84,304.00
Special Projects				
Welcome Videos - CNSA		2,447.40		3,000.00
Welcome Videos - ACOA		19,179.56		20,750.00
Welcome Videos - PADP		4,250.00		4,000.00
Total Special Projects		25,876.96		27,750.00
Other				
Depreciation		1,563.21		0.00
HST Included in Expenses		0.00		(500.00)
Suspense		0.00		0.00
Total Other		1,563.21		(500.00)
TOTAL EXPENSE		123,564.63		134,034.00
NET INCOME		(2,501.43)		(7,874.00)