



2019 – 2020 Annual Report

Presented at the Annual General Meeting

June 24, 2020

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Executive Committee Report

The past year was a period of continued growth until the arrival of the COVID-19 pandemic in March which forced considerable modifications to the work plan and activities of the Executive Committee of the Council of Archives New Brunswick (CANB). We were fortunate that the membership of the Executive Committee has remained consistent with only a few modifications to some of the roles and responsibilities. This has been helpful in light of our new work realities.

The Archives Advisor, Kimberley Maguire, has matured in her role as the Archives Advisor and brings a welcome enthusiasm and good humour to her role. At this point she is familiar to most members of CANB through Council contacts or her previous work with the Preservation COOP. She has covered a lot of ground over the past year, organizing a number of events and working with the contract staff on our major initiative for the 2019-2020 work year.

Since the majority of the committee members are now more seasoned we focused on Records Management work in response to inquiries from members. The Archives Advisor worked individually on revisions to the grant guidelines and applications over the course of the year but much of this work had to be curtailed with the outbreak of the pandemic as we were unable to have documents ratified and translated. Having gone through a grant funding cycle the Archives Advisor is aware of the challenges with the current grant writing protocols and adjudication processes. In response to a recent member survey, we have delayed this year's grant applications until the fall. This approach accommodates for mandated changes and allows member institutions to address re-opening and related safety procedures for staff without having to deal with writing up a grant application and taking on that added complication in the short term. Our aim is to issue the call for grant submissions in either September or October, allowing CANB members to first adjust to the new reality of creating a safe working environment for researchers.

Our major project for the year focused on the stewardship and management of the Council's records. This included the hiring of contract employee, Rhianna Edwards, to create a file plan (FP) and records retention and destruction schedule (RRDS) for CANB. This project builds upon work previously undertaken to review the contents of the fonds and the holdings of the office of the Archives Advisor to create a logical FP for the content. In turn, the FP became the basis for identifying groups of records and creators that led to the generation of a RRDS. This schedule will guide the Archives Advisor now and in the future with recommendations for retention and / or destruction of records according to these guiding documents.

In a similar vein, the Executive Committee asked the contract employee to create a generic file plan (FP) and records retention and destruction schedule (RRDS) for a small museum or archives that might operate in the Province of New Brunswick. This work was also completed, and the follow-up aim is to work with one or two CANB members to use the documentation to set up a FP and RRDS for the institution(s) that volunteer to take on this project. This work has begun with one of our member institution through a phased-in approach to ensure a full

understanding of the process. We are still looking for members to help pilot the FP and RRDS before it is rolled out to the entire membership.

GOVERNANCE

Good governance is the cornerstone of any organization. This year we have drafted the *CANB Records, Archives & Access Policy* that governs the work that was outlined above relating to Records Management for CANB. This document outlines who is responsible for undertaking the work, signing off on transfers to the Provincial Archives of New Brunswick (PANB), and / or destruction of records.

This policy was created in consultation with representatives of PANB which acts as our repository of record. We have a longstanding agreement for the provision of space, equipment and related support with them. CANB would not be able to function without this arrangement and I want to again express my appreciation to PANB for all that they do to assist the Council.

OPERATING PROCEDURES

The Archives Advisor continued the work of creating operating procedures and including this information in a manual that ensures consistency over time. The Executive Committee believes that this document is essential for succession planning and the good operation of the Council for its membership.

The resultant manual forms part of our continuity plan and helps to formalize procedures so that anyone can come into the office and figure out how something is done. Any CANB member looking to create a similar document can approach the Archives Advisor to get a copy of the working template for their own institutions. It is an invaluable tool for any volunteer organization that is seeking to establish best practices that will assist with continuity into the future.

ANNUAL GRANTS TO CANB MEMBER INSTITUTIONS

As previously mentioned, the Executive Committee has asked the Archives Advisor to modify the current CANB grant applications according to recommendations for changes and amendments that occurred during the last round of adjudications. Many of these changes have been implemented but due to the crisis, were not and sent to translation. As a result, we intend to use the existing forms again for the 2020 round of grant applications.

Earlier this spring we polled the membership about when they would like the call for the next round of grants to be issued. The majority response was that the preference would be for a fall call date in light of current circumstances. We have received approval of our provincial funding from the Government of New Brunswick with the caveat that only 75% will be paid up front. As a result, we have earmarked the majority of the funds for the operation of the Office of the Archives Advisor. Once the balance of the funds is received and in place we aim to move forward with the granting process and will be working with the members to offer support for projects that can be undertaken.

RECORDS OF CANB

The majority of the content relating to this portion of the report has already been discussed. However, we think it is important to underscore the fact that this core function is key to the good governance of the parent organization. It creates a rubric that can be followed to ensure a small institution (museum / archives) would be able to apply some structure to their records. The guide will allow members to create a basic file plan (FP) which can lead to a records retention and destruction schedule (RRDS) down the line. This allows the institution to identify the things that they need to retain in the short term and which records / documents need to be transferred to the archives for permanent retention.

Currently, we do not offer a grant funding stream for this type of work because it is not strictly speaking "archival". The end result generates archival records, but the work does not clearly fall under our mandate. If there is specific need and or interest we could approach the Department of Tourism, Heritage & Culture to see if something could be worked out.

SPECIAL TRAINING

Last year the Executive Committee authorized the Archives Advisor to submit two proposals to the Documentary Heritage Communities Program (DHCP). One proposal was for a panel discussion that took place at last fall's annual general meeting of the Association of Heritage New Brunswick (AHNB) in Miramichi. Our session focused on attracting a panel of speakers who were non-traditional users of archives to highlight the breadth and scope of their research and to highlight for the museum / archives community how they can reach out to non-traditional users and how their collections might respond to these unique needs

The other DHCP sponsored event was held at the University of Prince Edward Island in November of 2019. It focused on oral history in the Atlantic Provinces. This session highlighted work that was currently under way and allowed both presenters and attendees alike to share information and learn about resources available within the region. This event was live streamed over the internet and digitally recorded so that the content could be shared with those unable to attend in person. The digital content will become a useful resource for researchers wishing to look at the current state of oral history in this part of the country. The event was well attended both virtually and in-person and there were calls to hold a follow-up event in the not too distant future.

We also held a joint session with the Council of Nova Scotia Archives (CNSA) on the care and handling of records that was offered by the Archives Advisor, Kimberley Maguire, as a joint initiative between these two bodies. This event was held at the Tantram Heritage Trust offices in Sackville, New Brunswick. This event has also led to a joint agreement to sponsor member institutions wishing to attend each other's events at similar rates that would be offered to their own membership.

This year we submitted three grant applications totaling \$21,607 for the Digital Heritage Communities Program (DHCP) to consider. The submissions include the following:

- Oral history workshop with the aid of a representative from the Canadian Museum of Immigration (Pier 21) on how to conduct and prepare for an oral history interview (\$12,216)
- Social media - how to prepare, edit and share content that promotes the activities and achievements of an organization to its membership and the wider community(ies) of interest (\$8,757)
- Creation of a Francophone panel of non-traditional users of archives similar to last year's contribution to the Annual General Meeting of the Association Heritage New Brunswick (AHNB) in French.

Unfortunately, we recently learned that our submission had not been successful. It appears from this year's recipients that the focus was on mass digitization projects that will generate new content for researchers. Each year tends to bring different focus, so we will continue to make submissions that would offer relevant learning opportunities for our membership.

If your institution has a particular training need or would like to focus on a specific aspect of archival professional practice, please relay that information to the Archives Advisor and we will attempt to address that specific learning opportunity.

ARCHIVES ADVISOR

Kimberley Maguire, as Archives Advisor, continued to be central to the operation of the office in Fredericton. She has been a mentor and guide to the membership and a helpful colleague in deliberations of the Executive Committee. She worked closely with the contract employee, Rhianna Edwards, learning about records management and its proposed implementation at CANB and with the membership. She will be continuing this work during the 2020-2021 work year.

She has provided regular updates via email and our social media channels and regularly reviews content on the website to ensure that it is up to date. She provides monthly written updates to the President and includes statistical information about number of inquiries and other activities which demonstrate the importance of her role for our community. She is also responsible for the maintenance of the operations manual which guides the operations of the Council.

She has been instrumental in updating and revising the CANB grant applications and guidelines. Notably, she has consulted more widely on the adoption of a spreadsheet that allows the entry of numbers in the grants to be populated with greater ease and accuracy going forward. This is particularly helpful to the adjudicators of the grant applications.

I would continue to urge the membership to seek her counsel and to arrange a site visit, training or global preservation assessment to advance the skills of their staff and improve archival management of the holdings. We would like to institute more regular Global

Preservation Assessments to ensure that the province's documentary heritage is preserved according to standards and practices that are expected by our community. Kimberley comes to us with a strong background in conservation and preservation and these skills will be of particular benefit to some members.

TRAINING AND PROFESSIONAL DEVELOPMENT

The Archives Advisor has been compiling documentation that will assist the membership to update their descriptions in the ArchivesCANB descriptions database. These tools will be useful for members looking for projects that can be undertaken in the safety of their own homes or within their institutions via this web-based application. It is ideal for a world where social-distancing is the new normal.

The aim of this guide, related resources and online videos will assist the membership to understand how move around within the software and to input information online more readily. We look forward to increasing the number of descriptions and promoting the documentary heritage of New Brunswick. This aim is particularly important in light of our sponsor's desire to see greater growth in this area. This will be particularly true in the short term where many researchers will not be able to travel to individual archives to conduct research. Having more digitized descriptions and / or content will help researchers find the content they need from the comfort of their own homes or workplaces.

The other activity that the Archives Advisor will focus on during 2020-2012 is the provision of training and support for control of holdings and collection management. With recent work at the national level on the development of the Canadian Archival Accession Information Standard (CAAIS) has been undertaken: http://archivescanada.ca/CWG_AccessionStandard

This new rubric for accessioning materials at an archive will help institutions across Canada to document their collections in a consistent and standardized way. So, this opportunity is particularly timely. The Archives Advisor also hopes to be able to draw connections between the accessioning process (physical control) and the finding aids which describe the records (intellectual control).

An understanding of these functions and how they intersect with disaster preparedness and succession planning are central to the good operations of any archives. The Archives Advisor will make this a key feature of her training opportunities for the coming year.

SUMMARY

In conclusion, the focus of the majority of the last year was on the records of CANB and how they form part of the information life cycle. The File Plan (FP) and Records Retention & Destruction Schedule (RRDS) mean that we have greater control over what is created, kept and destroyed. The new model for small archives / museums will be something that many of you might be interested in consulting to figure out how it could apply at your own institutions.

This year we will be focusing on generating more online descriptive content in response to one of the primary needs of the pandemic, namely, more online content that can be used and shared by researchers without having to physically come to an archive. This will be one of the year's priorities.

The other priority is the review and sharing of the Canadian Archival Accession Information Standard (CAAIS). This important work will help our community to standardize the types and levels of information that are required when donations are made to an archive. The accessioning process is something that has not often been discussed in the past but is central to the good functioning of all archives.

This is a brief overview of what we have been working on over the course of the last year and what we propose for 2020-2021. I trust that these activities will strengthen the role of the CANB for the membership and demonstrate good stewardship on your behalf. It has been a pleasure to again work for you over this past year. I think that we continue to make progress in the areas referenced in this report.

As always, we welcome all suggestions and the input of the membership. Please feel free to get in touch with any of us with any questions or concerns that you might have.

Sincerely,

David Mawhinney – President

Julia Thompson – Vice-President

Evelyn Fidler - Secretary

Ava Sturgeon - Member-at-Large

Christine Lovelace - Treasurer

Archives Advisor Report

Site Visits

All visits are since the 2019 AGM

- Maritime Motorsport Hall of Fame - May 28, 2019
- Fredericton Region Museum - May 30, 2019
- Charlotte County Archives - June 19, 2019
- Grand Manan Archives - July 30 and 31, 2019
- Kings County Museum - November 13, 2019
- Musee acadien - December 4, 2019
- JMA Armstrong High School, Salsbury - February 11, 2020

Meetings and Conferences

- Meeting with Sara Hollett, CNSA Archives Advisor - May 8, 2019
- Attended the CNSA Conference and AGM - May 9 and 10, 2019
- Attended the ACA Annual Conference in Toronto - June 5 to 8, 2019
- Meeting with other Archives Advisor's during ACA - June 8, 2019
- Archives Advisor's Teleconference - June 18, 2019
- Archives Advisor's Teleconference - January 14, 2020
- Archives Advisor's Teleconference - March 10, 2020

Workshops

- ACDPS Workshop from CCA - August 28, 2019
- Introduction to Preservation from CNSA - October 15 and 16, 2019 in Sackville, NB. I was asked by CNSA to lead the workshop.
- Archives Roundtable at AHNB Annual Conference - October 23, 2019. This was a panel discussion led by myself and funded by DHCP
- Atlantic Canada Oral History Symposium - November 22 and 23, 2019 in Charlottetown, PEI. Funding by DHCP.

Federal Grants

DHCP

In 2018 - 2019, CANB applied for two grants from the Documentary Heritage Communities Program (DHCP) administered through Library and Archives Canada. Both applications were successful. These grants funded two events: The Documentary Heritage Roundtable at the Association of Heritage New Brunswick (AHNB) Annual Conference in Miramichi and the Atlantic Canada Oral History Symposium

(ACOHS) in Charlottetown, PEI. The Documentary Heritage Roundtable brought together people who use archival material in non-traditional ways to illustrate the different ways archives can be used. The Roundtable was very well received by those in attendance and led to discussion about how archives can be used in radio and how to better describe records to reflect minority peoples. The ACOHS was a two-day symposium that brought together heritage professionals across Atlantic Canada to discuss the challenges and successes of doing oral history. We had 33 people attend in person and 15 people attended online as the event was live streamed. All sessions were recorded and will be available in the future to those who wish to re-watch the sessions.

In 2019 - 2020, CANB applied for three grants through DHCP. They were:

- Oral History Workshop
- Social Media Workshop
- Francophone Roundtable

We have learned that our applications were unsuccessful as due to the pandemic they did not approve grants with an in-person component that could not be postponed as well there appeared from the approved grants to be a large focus on digitization projects.

Also, in 2019 - 2020, CANB applied to the Young Canada Works (YCW) program to hire a summer student to help with ArchivesCANB.

CCI

In 2018-2019, CANB applied to the Canadian Conservation Institute (CCI) to host a disaster planning workshop with a digital preservation workshop as our second choice. We were awarded the digital preservation workshop which was originally scheduled for May 6-7, 2020. The workshop had to be postponed due to COVID-19 but it will be held once it is safe to do so.

Provincial Grants

In 2019 - 2020, CANB applied to the provincial SEED program to hire a student to update descriptions in ArchivesCANB.

File Plan and Records Retention and Disposition Schedule

CANB hired former Interim CANB Archives Advisor Rhianna Edwards to develop a Sample File Plan and Records Retention and Disposition Schedule (FP and RRDS) after hearing from members they are unsure of what to do with the records their institution has created over the year. We had hoped to test pilot the FR and RRDS with a couple of CANB member instructions but due to COVID-19 this has not been possible. We are working with one institution to slowly phase-in the FP and RRDS.

In conjunction with Rhianna Edwards, the Archives Advisor used the sample FP and RRDS to organize the CANB records in the Archives Advisor's office and the digital files.

ArchivesCANB

One of my recent focuses as the CANB Archives Advisor is to increase the usage of ArchivesCANB, the provincial archival database. A guide has been created on how to use the database in the areas of adding descriptions and how the database can be used for collections management / control of holdings. The purpose of the guide is to help members navigate the database and to show it can be used for more than fulfilling a requirement of a CANB Grant.

CANB Grant Program

I continued working on updating the CANB Grant Program applications to ensure they are clear and easy to fill-out. As well the Excel spreadsheet was updated to automatically create totals and calculate the final amount of the project. This should make the Budget section of the applications easier to complete.

COUNCIL OF ARCHIVES OF NEW BRUNSWICK

FINANCIAL STATEMENT

FOR THE YEAR ENDING MARCH 31, 2020

Caisse Populaire Caraquet Limitée

Term Deposits

ET 1	1.500%	Maturity date: Dec 17, 2021	\$10,000.00
ET 2	1.400%	Maturity date: Feb 5, 2021	8,380.00
ET 3	1.500%	Maturity date: Dec 10, 2020	2,740.00
ET 4	1.400%	Maturity date: May 10, 2020	15,000.00
ET 5	1.400%	Maturity date: May 8, 2020	10,000.00

Balance **\$46,120.00**

CS Account (maintained to keep institutional membership) **\$100.00**

Caisse Populaire Caraquet Limitée

Apr 1, 2019 to March 31, 2020

EOP (Chequing)

Opening balance 93.45

Credits

Money moved from ES Account to cover chequing fees 33.05

Debits

Bank Charges -66.00

Interest on overdraft -00.00

Closing balance 60.50

ES Account (Daily Interest Savings)

Opening balance **\$19,597.94**

Credits

Interest from Term Deposits May 2019 \$225.00

Dec 2019 \$191.10

Feb 2020 \$117.32 533.42

Use fees -1.25

Transfer out to cover EOP fee -33.05

Interest earned on ES Account 9.96

Balance as of March 31, 2020 **\$20,107.02**

Bank of Montreal (Fredericton)

Chequing Account

Opening balance April 1, 2019 \$59,390.22

Credits

Memberships 2,373.73

Federal grant 16,895.00

Provincial grant 85,000.00 104,268.73

\$163,658.95

Debits

Adjustments for 2019 fiscal: 32,802.49

Bank service charges: 1.50

Archives Advisor

- Site Visits 1683.11
- Professional Development 914.14 2597.25

CANB Executive

- Travel & Food 1855.30

CANB AGM – 2019

- Travel reimbursements 2320.32
- Food 729.33
- Volunteer awards 40.83
- Infographic 100.00 3190.48

Other Expenses

- Grants to members 28,088.95
- CANB Projects (AA Salary) 30,443.83

• Membership in other orgs	500.00	
• Heritage fair (sponsorship)	3129.58	
• Website hosting & AtoM	1936.02	
• Canada Post mailbox & postage	369.15	
• DHCP	13,430.84	\$77,898.37

Total expenses		\$118,345.39
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Pending amounts (cheques not cashed as of April 1, 2020)	-	30,708.83
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87,636.56

Closing Bank Balance March 31, 2020		\$76,022.30
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Bank of Montreal

Term Investments

Feb 2, 2019 to Feb 7, 2020

Opening balance	\$6804.40
Interest paid but reinvested	\$75.89
Closing balance	\$6880.29

Harold Holland Bursary Fund

Opening balance	\$36,014.31
Interest paid but reinvested	\$468.19
Closing balance	\$36,482.50

Summary of Accounts

As of March 31, 2020

Caisse Populaire Caraquet Limitée

Term deposits	\$46,120.00
EOP Account	60.50
ES Account	20,107.02
CS Account	100.00

As of March 31, 2020

Bank of Montreal

Chequing Account	\$76,022.39
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