



YUKON COUNCIL OF ARCHIVES - ANNUAL GENERAL MEETING 2020

2020 PRESIDENT'S REPORT

I am pleased to report at the end of my second year as YCA President that it has been another year of ambitious and successful activity for YCA. Our board more than tripled in size this year, expanding to *fourteen*! This allowed us to have two sub-committees to divide up the work: the Community Archivist Advisory Committee, and the Professional Development Committee.

Our Community Archivist, Jenny Lu, returned for a third year, from August 2019 through to this past March. Her work this year featured 17 site visits, the highest number yet! Jenny's other accomplishments include developing informational resources internal and external to YCA; outreach activities; two public presentations; and as always, endless assistance to the Board with carrying off our events.

In March, we also hired librarian Peggy D'Orsay to build a database for permanent imprint resources of the Heritage Lands and Resources department at Kwanlin Dün First Nation.

Our events this year were highlighted by two intensive training workshops: a **Records and Information Management Bootcamp** for First Nations in November 2019, and an archives workshop, **Basic Archival Principles and Best Practices**, in February 2020. During that week we also held a special "mini-Summit" on Indigenous Archives Today and Tomorrow.

Finally, a special general meeting was held last month to present a resolution to our members to waive the usual requirement for a professional audit of our financials in 2019-2020 due to the financial hardship it would cause us as a small-budgeted society. This resolution was passed, therefore the financials presented to you today are unaudited.

In terms of our membership this year, we had a total of 32 members: 18 archival institutions, 3 general organization members, and 11 individuals. Within the institutional and general members, the breakdown was: 10 First Nation governments; 4 First Nation associations; 1 provincial/territorial archives; one museum; one heritage association; one educational institution; and one other non-profit organization. This continues the prevalence of First Nation organizations becoming members in recent years.

We would not have been able to run the programs we have this year without generous sponsorship and in-kind support. We would like to thank the following for their support:

- ARMA Vancouver-Yukon chapter. ARMA is an international professional association for Records Management professionals (Association of Records Management Administrators). They awarded us a \$5000 grant under their First Nations Records and



Information Management Initiatives fund to hold the Records and Information Management Bootcamp in November 2019.

- The workshop on archives in February was made possible by funding from the Heritage Training Fund, provided by Yukon Government Department of Education and administered by the Yukon Historical and Museums Association.
- The Yukon Government through Yukon Archives, fully funds the Community Archivist project on a year-to-year basis, for which we are very appreciative. Our agreement also financed the mini-Summit held in February. In addition, Yukon Archives, headed by Territorial Archivist David Schlosser, continues to support YCA with in kind contributions including physical space, communications technology, and archives staff support.

YCA is a volunteer-based non-profit society, and as such our activities and progress are only as good as the people who give of their time, talent and effort to serving on the board. I want to conclude my report by extending my heartfelt thanks for the dedication and generosity of this year's board:

- Vice-President Adam Hicks
- Secretary/Treasurer Linda Johnson
- Directors: Allison Belshaw, Cherish Clarke, Angela Code, Carey Isaak, Diana Jimmy, Mary Jane Johnson, Karly Leonard, Anne-Marie Miller, Sarah Newton, Kaitlin Normandin and Nancy Vanden-Eykel.

Lastly, behind the scenes we could not function without the tireless and dependable efforts of two volunteer members: Lesley Buchan, who helps out with finances, and Peggy D'Orsay, who manages our membership.

As my second and final term as President ends, I'd like to thank current and past board members, YCA members, workshop participants and everyone who has made my job enjoyable, and in many cases, much easier. When I joined YCA upon coming to the Yukon eight years ago, the future of YCA was in jeopardy because of huge government funding cuts and a small board. Largely because of the vision, determination and commitment of long-time members like Linda and Lesley, YCA did not founder. It survived, and in recent years has rebounded with a resurgence of activity, programs and projects, most notably the restoration of archives advisor services for the Yukon. Providing these advisory services is invaluable and essential for small archival and heritage organizations and is something that some archives councils across Canada really struggle to sustain. Yukon should be proud that we have restored these services, and we are very grateful to Jenny, who over the past three years has set an impossibly high bar for any successor.

YCA has laid a firm foundation and, I think, has immense support from our member institutions, to keep the Community Archivist project going. As a board, we would like to see it get even stronger, with a permanent home and budget. Our members' desire to build their



knowledge and skills in the areas of archival science and information management will continue to progress and evolve, and YCA is here to contribute to meeting those needs. I feel that in recent years, between Jenny's itinerant travels and promotion, our events and workshops, YCA has helped build a real archives community in the Yukon, despite the distance that separates many of us – and now, the physical distancing for all of us! I have great confidence that if YCA can sustain the momentum and dedication I have been a part of in the past four years, we will meet our goals and continue to build an even stronger and more vibrant archival community in Yukon.

Thank you.

Respectfully submitted,

Carolyn Harris
President,
Yukon Council of Archives
June 25, 2020

2020/2021 President's Update Report (November 25th, 2020) for the Canadian Council of Archives (CCA) Annual General Meeting

Our Community Archivist, Jenny Lu, has returned to work with YCA for a fourth year (remotely due to Covid 19), from August to this past October, 2020. The Community Archivist position was generously funded through a transfer payment agreement (TPA) with the Yukon Archives. A second TPA request is currently undergoing review by the Yukon Archives. Jenny's work focused on creating the YCA "**Blueprint for Archival Development in the Yukon**" which included segment 1. Archives and segment 2. Records Information Management. She worked closely with 7 member institutions (2 Yukon First Nations, 2 local museums and 3 other member institutions). Results from the initial surveys guided Jenny in creating a "**Roadmap Guide**" for archival development in the Yukon over the next five years. Interestingly, the data collected found that our members' priorities and interests are:

- **Segment 1. Archives:**
 - Indigenous Archives
 - In-depth arrangement and description
 - Effective Archives Policy Development and Implementation
 - Active Archiving: Capturing Archival Records

- **Segment 2. Records Information Management:**
 - Administration: File and Document Management
 - Getting to know Records Information Management (RIM) & Information Governance (IG) Tools

If the second TPA request is approved, the Community Archivist will:



- Continue her work (mid-November 2020 until March 2021) on and gather data from new “YCA Blueprint Survey for Archival Development in the Yukon” participants.
- Work closely with YCA Blueprint respondents to provide advisory services and further discuss training opportunities.
- Work with the YCA Professional Development Committee to build a plan for online YCA training opportunities.
- Write a YCA IT & Communication Policy.
- Work on developing a Yukon Indigenous Metadata Standard (informed by RAD) which considers Indigenous/Traditional Knowledge aspects.
- Etc.

In terms of membership this year, we have a total of 40 members: 13 individual, 4 general and 23 institutional. Within the institutional members the breakdown is as follows: 11 Yukon First Nation governments; 5 Yukon First Nation associations; 1 provincial/territorial archives; 3 museums; 1 heritage association; 1 education institution and 1 other non-profit association.

The YCA remains a volunteer-based non-profit society. The YCA is extremely lucky and thankful for its hardworking, talented, passionate and knowledgeable executive and director board members:

- President: Karly Leonard
- Vice-President: Nancy Vanden-Eykel
- Secretary/Treasurer: Linda Johnson
- Directors: Carolyn Harris, Anne-Marie Miler, Melody Hutton, Cherish Clarke and Carey Isaac

Thanks to our board and volunteer members’ hard work and commitment to YCA, the YCA has a total of three working committees: the *Community Archivist Advisory Committee*, the *Professional Development Committee* and the *Membership Committee*.

Lastly, the Professional Development Committee has met several times during the past few weeks in order to design remote training and workshop opportunities for YCA members. All workshops and trainings will be based on the data collected by the Community Archivist through the YCA Blueprint for Archival Development in the Yukon (through TPA 1 & 2). The Professional Development Committee strives to work hand in hand with the Community Archivist to design training opportunities and advisory services that will meet the needs of our members.

Respectfully,
Karly Leonard