Steering Committee on Canada's Archives
MEETING NOTES
October 12, 2016
9:00 a.m. to 12:00 p.m. (ET)
Ottawa, Ontario

Members:

Lara Wilson, Canadian Council of Archives (Chair)

Christina Nichols, Canadian Council of Archives

Duncan Grant, Association of Canadian Archivists

Kathryn Harvey, Association of Canadian Archivists

Carole Saulnier, Association des archivistes du Québec

Charles Cormier (attending on behalf of Carol Couture), Association des archivistes du Québec

John Roberts, Council of Provincial and Territorial Archivists

Fred Farrell, Council of Provincial and Territorial Archivists

Guy Berthiaume, Library and Archives Canada

Normand Charbonneau, Library and Archives Canada

Members at Large:

Kim Lawson, University of British-Columbia

Martine Cardin, Université Laval

Taskforce Leads:

Patricia Forget, Université du Québec en Outaouais (Workforce)

Jacinthe Duval, Bibliothèque et Archives nationales du Québec (Awareness Strategy)

Heather Gordon, City of Vancouver (Awareness Strategy)

Erica Hernandez-Read, University of Northern British Columbia (Response to the Report of the Truth and Reconciliation Commission)

Secretariat:

Heather Husby-Wall, Library and Archives Canada

Observer:

Francesco Manganiello, Library and Archives Canada

1. Arrival and Welcome

The Chair of the Steering Committee on Canada's Archives opened the meeting by welcoming all participants and conducting a quick roundtable of

introductions. It was noted that Heather Husby-Wall will be replacing Emilie Chirip as SCCA Secretariat until summer 2017.

The Chair noted that this meeting marked the first time that all members, members-at-large and taskforce leads could meet in person, and as such was an important opportunity for building rapport and ensuring a common vision for the work ahead.

2. Introductions and Meeting Objectives

The Chair walked participants through the meeting objectives:

      i.   Taskforces – updates on current status, next steps, reporting, and possible funding

     ii.   Update on the SCCA website

   iii.   Discussing and providing direction to the NPTAC Working Group on Collaborative Acquisitions

The Chair introduced the two Members-at-Large and invited them to say a few words about themselves. The Chair also briefly introduced the new Taskforce Leads.

3. Administrative Follow-ups and approvals from the last meeting

A) Approval of May 31 meeting notes

The Chair asked members if they had any changes to bring to the May 31 meeting notes, which had been shared for review over the summer and all requested changes incorporated. Members did not have any changes to raise. It was noted that the French version of the minutes was only circulated to members a week before the meeting. The meeting minutes were finalized in principle, pending a review of the French.

ACTION: SCCA members to provide any changes to the French minutes to the Secretariat as soon as possible.

ACTION: Secretariat to share final meeting minutes with members once available.

B) Action Items

The Chair walked the members through the outstanding action items. The Chair noted that due to the recent transfer of Secretariat duties from Emilie Chirip to Heather Husby-Wall, some items will be completed following the meeting.

4. Taskforce Discussion

A. Update on the Workforce Taskforce

The taskforce co-leads, Patricia Forget and Kathryn Harvey, each introduced themselves and presented their vision statements for the taskforce.

It was noted that AAQ recently completed a report on the creation of a development program.

ACTION: AAQ will provide a copy of the report to the Secretariat for circulation among members.

The Chair noted that the taskforce was expected to comprise approximately 12 people including the co-leads but this number is flexible. It was agreed that an important goal of the taskforce is to create concrete recommendations on actions that could be taken, not merely to undertake an analysis.

The next step for this taskforce is to circulate a call for expressions of interest to invite individuals from the Canadian archival community and those with an interest in archives to join the taskforce. It was also noted that a formal expression of interest is important as it helps with the assessment of potential taskforce members and ensures accountability in the selection process. Details will be discussed between the Chair and taskforce leads following the meeting.

ACTION: The taskforce leads will update the draft expression of interest to reflect the expectation for recommendations. (Note that the revised draft will not be recirculated to SCCA members.)

ACTION: The Chair and taskforce leads to discuss next steps following the meeting.

B. Update on the Awareness Strategy Taskforce

The taskforce co-leads, Jacinthe Duval and Heather Gordon, each introduced themselves and presented their vision statements for the taskforce. The co-leads indicated that they were aiming to have assembled the taskforce by Christmas 2016 with members chosen from a cross-section of interests, and that the goal is to develop concrete, useable tools. It was agreed that the taskforce should work to engage with other areas of the community to make them aware of and part of the work. It was also agreed that membership of the taskforce could include people from other fields, not solely archivists.

The Chair noted that most of the working groups currently have a 2-year window so it is important for all taskforce leads to consider their expected timelines.

The next step for this taskforce is to circulate a call for expressions of interest to invite individuals from the Canadian archival community and those with an interest in archives to join the taskforce. Details will be discussed between the Chair and taskforce leads following the meeting.

C. Update on the Response to the Report on the Truth and Reconciliation Commission Taskforce

The taskforce lead, Erica Hernandez-Read, presented a draft project charter for the taskforce. She noted that the charter provides a baseline for the work to be done and is intended to be elastic and iterative. The charter is also meant to be forward-thinking and focused on acting on the calls to action.

Members agreed that a main goal of the taskforce is to build relationships with First Nations. There was some discussion around whether a draft protocol should be created as a basis for discussion that would then be presented to First Nations communities, or whether these communities should be involved from the start—experience from members was that the latter is a more effective approach.

Members and the taskforce lead also identified and discussed several challenges that the taskforce will face, in particular how to ensure that First Nations communities are involved in the work, the difficulty in measuring success (e.g. what does it look like and the fact that we may only see effects of the work in the long term), scope management, the emotional sensitivities of the topic, funding, etc.

The Chair noted that this is the only taskforce with only one lead, and that a co-lead could be appointed in future if necessary.

Members approved the draft project charter as a dynamic document. It was noted that next steps as identified in the charter are meant to be continuous, not sequential.

The taskforce lead mentioned that the taskforce is currently using Basecamp.com, a cloud-based collaboration website, to share and revise documents and discuss the work, and asked whether there would be any issues with continuing to use this site. Members decided that there were no concerns at present so the taskforce can continue to use Basecamp. If any concerns arise in future, the Secretariat can create a site for the taskforce on LAC Direct.

D. Discussion on taskforce accountability to the Steering Committee

The Chair requested that taskforce leads report on progress at each SCCA meeting.

5. Funding Streams

Members shared ideas for possible funding for taskforces.

Members noted that different funding sources will have different requirements so would need to be dealt with on a case-by-case basis. For example, some grants may require an applying organization to have formalized corporate structure, and thus the Steering Committee would need to decide who would be responsible for applying for and overseeing the application for funding. Others may be more available to members working at a university. It was also noted that funding may be easier to obtain for the taskforce on the Truth and Reconciliation Commission than for the other taskforces.

ACTION: The Secretariat to look into possible funding from Government of Canada sources (e.g. INAC, Canadian Heritage).

ACTION: Each taskforce lead to investigate funding options for their taskforce

6. Website Update

The Chair provided an update on the Steering Committee website and thanked the Archives of Ontario for agreeing to work with the Secretariat on the development of the site.

The Chair presented the draft site map. Members decided that a tab should be added for related links and that meeting minutes should be posted to the site. Members also noted that there are many channels available to disseminate news and information about the Steering Committee (e.g. Arcan-L, Facebook/Twitter accounts of member organizations), so there is no need for the Steering Committee website to replicate those channels. Members also decided that the site should include space for a blog and comment boxes.

It was noted that members will have the opportunity to comment further on the site before it goes live.

ACTION: The Secretariat to continue to work with the Archives of Ontario to develop the website.

7. NPTAC Working Group on Collaborative Acquisition

John Roberts (CPTA) provided an update on the working group's statement of Guiding Principles, which has now been signed by all jurisdictions.

ACTION: The Secretariat will circulate the statement of guiding principles to all members following the meeting.

Members discussed how the working group could disseminate this document to the greater community and what role the Steering Committee should play in the dissemination. It was agreed that the document should be circulated more widely. Several suggestions were put forward, such as reaching out to university and research libraries and adding the document to the (eventual) Steering Committee website.

It was decided to revisit the subject at the next meeting once members have a chance to review the guiding principles further.

8. Round Table

During the roundtable, most members did not have any additional information to share.

AAQ informed the Steering Committee that they have launched a new website and logo.

LAC invited members to attend an upcoming Summit on the Value of Libraries, Archives and Museums in a Changing World, being held on December 5-6, 2016.

CPTA informed members that a new NPTAC working group on digital management is being considered. CPTA also offered to provide contacts for their working group on Indigenous Archives, as well as in New Zealand and Australia.

CCA provided an update on the National Accession Standard and RAD meeting to be held in November, and informed members of an upcoming update to the AtoM (Access to Memory) database, which supports the national catalogue of archival descriptions.

8. Conclusion and Next Steps

The Chair informed Steering Committee members that the next meeting will be held by teleconference in January 2017. At that time, a new Chair of the Steering Committee will need to be appointed.

It was decided that quarterly calls between the taskforce leads and Chair could be held in advance of the Steering Committee meetings as necessary.