



MIDDLESEX CENTRE
ARCHIVES

Established 2013



**Middlesex Centre
Archives**

Annual General Meeting

March 31, 2022

Chair's Report March 2022

As I reread my report from March 2021, I thought maybe this report would just say "ditto". So much seemed the same, but then a lot has changed too.

Once again, Covid closed our doors for the first 8 months of 2021. Repairs at the Delaware Community Centre delayed the opening until September 2021. We remained open with strict adherence to Covid Restrictions until December 15th. Then MCA was closed again until March 2022.

As with any organisation, what appears on the surface does not tell the story of the work behind the scenes. The Board of Directors continued to meet monthly via Zoom. One actual in person Board meeting did occur. That December meeting was very special as it gave us an opportunity to formally and personally thank Carolynn Bart-Riedstra, our pioneer archivist, who guided us from a dream to the successful organisation we are today. Thank you Carolynn!!

With Carolynn's retirement, Krista Taylor became our Archivist. Krista quickly adapted to the leadership role and began tackling the mound of back-logged donations with the help of very capable volunteers. With her experience and expertise, not only in archiving, but in computers, our social media has gained new followers and awareness of the Middlesex Centre Archives. We are also very pleased to welcome some new volunteers to work with our experienced group.

Donations continued to arrive at Annex B. Cleaning of homes and businesses continued to bring many treasures to Annex B doors. Emails with requests for research help and guidance continued to arrive in the In-Box. With a shelving donation from the Ilderton Library, our handy-man, Sid Prior, transformed the Ken Veldhuis Reading Room into a space where our reference section is easily accessible to all visitors. There is even room for some growth. With thanks to an Ontario Trillium Grant Resilient Communities Fund and a Middlesex Centre Community Grant, new shelving units in both Annex A and Annex B have provided much extra space for storage and work.

Financial concerns are always an issue when no one is coming through our doors. The two grants mentioned plus another Ontario Foundation Trillium Grant - Community Building Fund for \$24,200 have helped the budget lines with support for staffing, facility rental costs and supplies in addition to the shelving. The experimental 2021 Online Auction with Filson Auctions proved to be a popular event as well as a great fund raiser for MCA. The overwhelming response of the business community, residents and MCA members to the "Shop Local" theme encouraged MCA to make this an annual event. It is very gratifying to see so much support! Thank you everyone!

The 2021 MCA Heritage Fair fell victim to Covid. Displays at community events were sparse as many events were cancelled or the safety of our volunteers at such events was a concern. MCA did participate in an outdoor event, Irish Heritage Day at Fanshawe Pioneer Village in August, MAIG Annual Meeting via Zoom, and Delaware Lions Senior Appreciation Day. A postponed 2022 Heritage Fair is scheduled for April 9 in the Delaware Community Centre.

Members of MCA have taken a leading role in pursuing a Middlesex County Archives. The Committee To Establish a Middlesex County Archives resumed meetings through Zoom with membership from historical organisations and individuals from across Middlesex County. Presentations were made to all Municipal Councils and to County Council on September 28, 2021. Middlesex County 2022 Budget included a \$15,000 allocation for a Feasibility Study for the Digitalisation of Non-Municipal Records.

We have three retiring Board members who have dedicated and given so much to MCA. Their expertise, their commitment and willingness to give of themselves is exemplary. Thank you Glenna, Gail and Sharon. We know you will not be strangers.

Thank you to Sid Prior who tirelessly checks to make sure all equipment is functioning properly, picking up the mail and generally keeping all MCA facilities safe!

Thank you to Middlesex Centre for their dedication and support in providing space and utilities for us. To Scott, Kent and Justin and team, thank you for always being there to help.

Thank you to the Villager magazine for helping us distribute and educate your readers about the long and rich history of Middlesex Centre.

Thank you to all our Board members, our Archivists, our membership, and Middlesex Centre residents for your support. It is greatly appreciated. What a great team!!!!

Respectfully Submitted
Carol Small
Chair, Board of Directors

Archivist's 2021 Annual Report
Middlesex Centre Archives
March 31, 2022

This has been a busy year for Middlesex Centre Archives and the Archivist. The following are highlights of my activities.

Heritage of Lobo Book Project: I was able to work at home during Covid-19 and completed the metadata for the Heritage of Lobo Book. This was a Documentary Heritage Communities Grant (DHCG) from the federal government.

Grant applications: I wrote grant applications for Trillium, two for federal covid-19 relief grants, a provincial Heritage Organization Development Grant; and a federal Documentary Heritage Communities Grant. We received all of the grants and are waiting to hear about the DHCG grant sometime in the spring.

Villager Articles: I sent the submissions of articles, written mostly by Dave Zavitz and Carol Small, along with the corresponding images and credit information to the Villager. The articles were included in both the Delaware Komoka Kilworth and Ilderton magazines.

Volunteers: Working with Dave Zavitz, we ensured that the volunteers had tasks to do when the Archives was open. I also worked with Dave to weed and sort some collections before the volunteers became involved.

Committee for Middlesex County Archives: I sat as an ex-officio member of this committee and provided advice as required. I also wrote most of the Municipal handbook about Archives for the council members. These booklets were distributed to all county and municipal councillors and staff.

Policies: As part of the Governance Committee, I updated the donor/deed of gift form and also worked on the Acquisition Policy. This was done in conjunction with the new Archivist, Krista Taylor.

Transitioning and retirement: I notified the Board that I would be retiring at the end of the year. I worked with the incoming Archivist, Krista Taylor, to ensure a smooth transition. Krista assumed many of the duties I held before I left.

Thank you: It has been so rewarding to be the Archivist for MCA. I have enjoyed my time here and watching the vision of this Archives come to fruition. I will miss the people and the Archives but know I leave you in excellent hands. It has been an honour to be your Archivist. Thank you.

Respectfully submitted,
Carolynn Bart-Riedstra

**Archivist Report, Middlesex Centre Archives
Annual General Meeting
March 31, 2022 Krista Taylor, Archivist**

I began my time with the Middlesex Centre Archives in September, and was thankful to have Carolynn Bart-Riedstra to guide me and “show me the ropes.” Having Carolynn mentor me from September to December was an excellent opportunity to learn about MCA. Thank you Carolynn for all your help and support!

I am grateful to all the volunteers who have assisted in the operation of the Archives and assisted with various tasks and projects.

The list below is a brief summary of what I have been involved with since I began:

- Attended the Municipal Archives Interest Group (MAIG) AGM in October.
- Assisted with the presentation and Round Robin at the MAIG AGM
- Assisted in the updating of the collections policy and Deed of Gift form
- Assisted in the writing and application of the DHCP grant
- Assisted with details for application for the Middlesex Centre Council grant
- Increased MCA’s social media presence with weekly posts from the collection, what’s up and upcoming events
- Attended board meetings, in person and via Zoom.
- Began working on backlog in the collection, including newer and legacy donations under the OTF grant, awarded in Fall 2021
- Pursued the possibility of acquiring database software for the Archives - Toured the MCA facilities with staff from the Municipality of Middlesex Centre
- Contributed two articles to The Villager
- Worked with volunteers to prepare for Heritage Fair displays
- Begun planning MCA’s Archives Awareness Week contributions
- Accepted numerous donations and met with donors
- Learned a great deal about the history and diversity of the Municipality of Middlesex Centre.

In 2022, I look forward to continuing to work with the collection to make it more accessible to the membership and public researchers.

Respectfully Submitted,

Krista Taylor

Treasurer's Report 2021

The review by MNP Accountants of Arkona will be given at the Annual General Meeting.

Financial records are available at the office for members to review.

This last year (2021) again has been a very unusual year with most activities suspended. Even though visitors and volunteers have not been allowed into the MCA facilities, work has continued.

The decision to rent a second space next to the first Annex when it became available was successful. This new space allows for items to be safely sorted and stored according to the present health guidelines whereas Annex A can be used for storage and workspace for research. MCA continues to receive many items so this additional space was deemed necessary to allow the archives to fulfill its mandate.

Government funds for rental assistance helped MCA with the expense of the second annex.

A new event, a virtual auction, was held early in the year and was a very successful venture bringing in over \$7000. Since it was well accepted, it will be held again in 2022.

Even though the MCA facilities were shutdown most of the year, a successful calendar sale was held again.

During this time of unusual circumstances, the Middlesex Centre Archives continues to be financially stable due to the efforts of both the Board of Directors and MCA volunteers. A recently acquired grant from Ontario Trillium Foundation along with the continued support of the Municipality of Middlesex Centre, the kindness of its sponsors, its many donators and its memberships, the MCA will continue its mission to preserve our history and serve the community.

Regards

Gail Prior

Past Treasurer

Middlesex Centre Archives

Governance Committee Report

The pandemic effectively brought the work of the Governance Committee to a standstill but I thought I would just list the policies that have been completed to date and included in the Policy Manual.

The Policy Manual contains policies on

G - Governance

AM - Archives Management

F - Finance

PP - Plant Management

O - Outreach

1. G-1 Committee Structure

This policy outlines the committee structure for the Middlesex Centre Archives including the Standing Committees and the Ad Hoc Committees

2. G-2 Use of Equipment

This policy provides direction and control of the use of equipment in the Delaware Community Centre office as well as the Annex

3. G-3 Volunteer Policy

The purpose of this policy is to provide information about when and how volunteers may be used for the MCA and includes a Waiver and a Volunteer Agreement

4. In this Governance Section we were also looking at developing a policy for Records Management G-4 and a Records Information Policy G-5

5. AM-1 Acquisition and Disposition

The purpose of this policy is to provide staff, volunteers and Board members with guidelines pertaining to donations. This Policy also contains Schedule 1 - Deed of Gift

6. AM-2 Loan Request

This policy provides a procedure and documentation to be used by MCA when a loan request is received to borrow archival materials

7. AM-3 Digitization Guidelines (Still to be signed by Chair)

This policy provides guidelines regarding MCA record digitization

8. AM-4 Key Distribution (Still to be signed by Chair)

This policy outlines the assignment of keys. The policy also contains The Procedure for Opening of the Archives

9. F-5 Application for Grants

This policy provides a procedure to apply for possible grants

10. F-6 Gift Acceptance Policy

This policy outlines the procedure to accept gifts as well as recognizing personal monetary donations

11. F-7 Fees

This policy provides the schedule of fees to be charged for various services

Policies F-1, F-2, F-3 and F-4 which includes various fee policies are still to be completed

12. PP-1 Use of Annex

This policy to provide guidelines on the use of the Annex(s) is still to be completed

13. Outreach - No Policies in this section

It has been a pleasure to be associated with the Board of Directors and I will miss all of you. What has been accomplished by volunteers is extraordinary and I wish you continued success.

Respectfully Submitted
Sharon McMillan

Plant Management Report

Although we have been closed a large part of the past year, activities still progressed at the ANNEXES:

1. New work desks were purchased for each Annex. One designated for the Archivists use and one for record keeping
2. The Archivist computer (laptop) moved to Annex A Archivist Desk
3. A photo copier was donated for use in Annex A and a surge protector was purchased to protect it.
4. Air purifiers were purchased and install in each Annex
5. A large supply order was received due to a grant and supplies were reorganized and stored in the Annexes
6. Reorganization of the collection has begun with some donations that are rarely accessed moved to
7. Annex A to take some of the stress off the overcrowded Archives Room A
8. Donations continue to arrive and be processed as our volunteers return to assist us

Next Steps:

- connect new photocopier to internet (wire to hub)
- connect computers to photocopiers
- investigate option to add small office between Annexes

It has been a busy year with plans in place for next steps. Volunteers are starting on the displays for the Heritage Fair.

Respectfully Submitted

Dave Zavitz

MIDDLESEX CENTRE ARCHIVES 2021 Fundraising Report

Committee Members: Carolynn Bart-Riedstra, Bev & Beverly Hughes, Gail Prior.

Grants

We had a very successful year for grants in 2021. Carolynn applied for numerous grants as they became available. To help cover our loss of income and increased expenses due to Covid, we received \$17,000 from the Ontario Trillium Foundation Resilient Community Fund to purchase a rolling-shelves unit for Annex A, archival supplies, air-purifiers, and furniture for Annex B. We also received \$24,200 from the Ontario Trillium Foundation Community Building Fund, to help cover the rent for the two Annexes and also provide salary for our Archivist to process the backlog of materials received during the months we were closed. We received \$5,000 from a government Assistance Program for the loss of revenue while we were closed, and Gail applied for over \$3,000 through the government rent subsidy program for the months when our revenue was less than the same month in 2019. Carolynn applied for the annual \$1,545 Heritage Sport, Tourism & Culture Grant through the Ontario Historical Society, and Bev made an application for the annual Middlesex Centre Community Grant through which we received \$5,000 towards a third rolling-shelves unit for Annex B.

Other Fundraising Initiatives

In an effort to subsidize our revenue during the Covid lockdowns, we held an on-line auction of donated items through Filson Auctions. Ray and Caroline Filson donated their services and thanks to the generosity of many we were able to raise over \$7,000. We are grateful to many local businesses and individuals who donated money in lieu of donating items for the auction. Again, this year, we received \$2,500 from HT&C Insurance, plus Delaware Lions, Poplar Hill Lions and Ilderton Lions all donated funds to support us. The sale of 2021 calendars gave a large boost to our 2021 income.

Respectfully Submitted

Bev Hughes

Outreach Report March 2022

Outreach incorporates all facets of communication from social media, print, speaking engagements, and displays at community events. Enter Covid-19, and much of the in-person outreach was negated. Then online media such as email, social, webpages etc. took on a priority role at MCA.

There was no Heritage Fair and only two community events in 2021 - The Irish Heritage Day at Fanshawe Pioneer Village and the Delaware Lions Club Seniors Day.Carolynn Bart-Riedstra, Krista Taylor and Carol Small did present to MAIG on October 22nd.

Our webpage continues to be a go-to tool for anyone looking for information about MCA. Thank you to Danny Jefferies for constantly updating the webpage.

Three newsletters were widely distributed through email and social media to the membership and community. As well, MCA contributed monthly articles to the Kilworth-Komoka Delaware Villager and the Ilderton and Area Villager magazines. Thank you to Carolynn and Krista for coordinating the submissions. Thank you to Carolynn, Krista, Dave Zavitz, Sid Prior and Carol Small for researching and writing the articles. Thank to Beverley Hughes for her great editing skills!

Our calendar sales each year reach people from near and far. Thank you to Sid and Gail Prior for your help with this fundraiser.

Our online auction not only raises much need funds for MCA, but is an important outreach tool to the community. Local businesses, members and residents generously gave to the auction, watched and bid. The auction itself became an effective means of outreach.

The social media was once again the prime medium for which MCA distributed news. Facebook, Twitter and Instagram posts were augmented when Archivist Krista brought her expertise to MCA. Emails with requests for information continued their steady flow into the Inbox.

Thank you to all those who continue to reach out to the public. Word-of-mouth is still the most effective outreach tool. Thank you to everyone who speaks so kindly of MCA.

It takes a team to get the word out. We have a great team with many members who work devotedly to make a difference. Thank you.

Year	Visitors	Volunteer Hours	Acquisitions	Displays	Newsletters	Articles
2013	NA	NA	7	NA	NA	
2014	12	2181	60	12	NA	
2015	120	2251	128	8	NA	
2016	192	2834	119	13	NA	
2017	195	3216	162	8	NA	
2018	195	3430	126	8	NA	
2019	123	4124	105	16	3	
2020	60	1592	48	3	4	12
2021	60	2771	42	3	3	12
Total	945	22399	797	71	10	24

Respectfully Submitted

Carol Small