

# Arnprior & McNab/Braeside Archives Strategic Plan: Priorities 2022

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## INTRODUCTION

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Arnprior & McNab/Braeside Archives (AMBA) is more than a repository of records. Its purpose is to collect and celebrate the activities of individuals and families, local businesses, community groups, organizations, the Town of Arnprior and the Township of McNab/Braeside—all of whom have contributed to the development of local history.

The Archives has grown over the last 28 years into an award-winning organization dedicated to the preservation of the documentary heritage of our community. We have undertaken three strategic planning exercises that have helped to keep the organization's goals and direction moving forward. Actions taken include expanding our storage capacity to meet our growing needs and improving our on-line presence, with upgrades to our website, exhibits, and digitization projects. These expansions involved careful planning and implementation with the support of the Board, the volunteers, our website provider and the Archivist.

While we are pleased to recognize this success, ongoing challenges to the organization must also be acknowledged and examined in order to plan for the future. These include financial, resource and COVID 19 Pandemic issues which continue to affect the present and future operation of the AMBA. The following Strategic Plan provides a vision and direction for the future of the Archives.

## MANDATE

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The Arnprior & McNab/Braeside Archives, an independent registered charity, was established in 1993 to acquire, preserve and make important historical documents available to researchers near and far. Today, the Archives is dedicated to these same goals while recognizing that records and documents in all formats must be acquired and preserved to reflect our changing society.

## VISION & VALUES

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The direction of the Arnprior & McNab/Braeside Archives over the next five years is to focus on increasing organizational capacity. Our vision is to build on the organization's values of excellence in service delivery, and find ways to responsibly manage the collection and resources in a sustainable manner. We recognize that an active approach to community engagement will help us stay in the forefront in the minds of the community members and garner support for the organization.

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## **STRATEGIC GOALS**

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A comprehensive list of goals and planned actions was compiled by the Strategic Planning Committee starting July 2021 and approved by the Board in March 2022. The following are strategic goals for the next five years, as documented in the Arnprior & McNab/Braeside Strategic Plan 2022-2027.

- 1. Improve Organizational Capacity**
- 2. Sustainably Manage Resources**
- 3. Active Community Engagement**
- 4. Responsible Collections Management**
- 5. Excellence in Service Delivery**

## **PRIORITIES FOR 2022**

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The following actions were identified as priorities for the immediate future. This list will be reviewed in January 2023.

1. Find funding to offer the Archivist a full-time position
2. Begin to review and update management structure and activities to meet ONCA (Ontario Not-For-Profit Incorporation Act) legislation
3. Begin to address backlog
4. Establish a Digital Preservation Strategy which includes an Acquisitions Policy and Processing Plan to ensure that the AMBA is sustainably managing and protecting its digital assets.
5. Continue to engage with community members who are interested in archival materials and local history through regular social media posts and use of the improved AMBA website for virtual exhibits, blogs, etc.
6. Recruit new Board Members with expertise and interest in areas such as marketing or fundraising to fill gaps.
7. Continue to actively acquire and process Municipal records with established service agreements and defined governing conditions, through strengthened relationships with the clerk's departments of both municipalities.