

# ANNUAL REPORT

**beginning of financial year:** 01.06.2017

**end of the financial year:** 31.05.2018

**business name:** Mittetulundusühing Balti Audiovisuaalsete Arhiivide Kolleegium

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## **REPORT OF MANAGEMENT BOARD**

### **Introduction.**

Baltic Audiovisual Archival Council is an independent non-profit organization, founded as a voluntary association of juridical and natural persons, with a goal to foster cooperation between public and private archives, broadcasting and TV archives, libraries and museums that possess collections of audiovisual materials about the Baltic States, Scandinavian countries and the worldwide Baltic diaspora. The Council commits itself to reviewing and assuring the maintenance of these historically valuable collections.

BAAC has been working on the specific objects of the organization which are as follows: provide a regular means of exchanging information, ideas and assistance; encourage public awareness and interest in the preservation and use of moving images as an important educational, historical, and cultural resource; support the educational and professional development of moving image archivists, librarians and documentalists; stimulate and facilitate research on archival matters affecting moving images; conduct regional seminars, conferences and workshops.

### **1. Activities (seminars, meetings, other).**

**Board meeting No. 26, October 10, 2017 at the National Film Archive – Audiovisual Institute Wałbrzyska str. 3/5 02-739 Warsaw, Poland**

#### Present:

Board members-  
Maria Mang, Estonian Film Museum (President),  
Zane Grosa, National Library of Latvia (Vice-President)  
Juožas Markauskas, DIZI, Lithuania (Vice-President),  
Annika Rääm, Art Museum of Estonia (Secretary-treasurer),  
Tedd Urnes, TAAM, Norway,  
Jole Stimbiryte, Lithuanian Central State Archive  
Erkki Nurmi, University of the Arts Helsinki, Finland  
Andris Kesteris, Baltic Federation in Canada

#### Also participating:

Agnieszka Slomska (National Film Archive - Audiovisual Institute, Poland);  
Filip Kwiatek (National Film Archive - Audiovisual Institute, Poland);  
Maja Drabczyk (National Film Archive - Audiovisual Institute, Poland).

#### Minutes: Annika Rääm

**BAAC annual conference “ Second life of heritage collections - management and use of audiovisual content“ October 11-13 2017, Wałbrzyska 3/5, Warsaw, Poland**

The conference was organised jointly with partners from BAAC and FINA. 51 registered participants from 11 countries took part in the conference.

18 presentations were held. Professional visits took place to FINA, Polish Television and media company DI-Factory.

### **BAAC General meeting on October 12, 2017, in FINA, Wałbrzyska 3/5, Warsaw, Poland**

#### Present:

19 individual members and 8 institutional members.

Maria Mang presented the BAAC Annual Report of 2016/2017.

Annika Rääm presented the Financial Report for period of 2016/2017.

Lelde Neimane gave the report of the Audit Panel.

All reports were approved with no changes or comments.

Andris Kesteris led the elections of the new board. The elected candidates were: President - Maria Mang, Vice President – Lelde Neimane, Vice President - Juozas Markauskas, Secretary-treasurer – Marika Koha, Zane Grosa – board member, Erkki Nurmi – board member, Jole Stimbiryte – board member, Tedd Urnes – board member, Andris Kesteris – board member. Presented candidates were elected unanimously, with the exception of Tedd Urnes, who had one vote against.

Andris Kesteris led also the elections of the Audit Panel. The proposed candidates were: Piret Noorhani, Jonas Korys and Eha Väinsalu. Presented candidates were elected unanimously to the Audit Panel.

Annika Rääm left from the board.

### **Board meeting No. 27, March 27 2018 Estonian Film Museum, Tallinn, Pirita tee 64**

#### Present:

Board members -

Maria Mang, Estonian Film Museum (President),

Lelde Neimane, Museum of the Occupation of Latvia (Vice-President),

Juozas Markauskas, DIZI, Lithuania (Vice-President),

Zane Grosa, National Library of Latvia,

Erkki Nurmi, University of the Arts Helsinki, Finland,

Jolë Stimbirytė, Lithuanian Central State Archive,

Marika Koha, National Library of Estonia (Secretary-Treasurer).

## Minutes: Marika Koha

Minutes of BAAC Board meeting no. 26 in Warsaw were approved; the title formulation of the next annual conference in Tallinn was discussed along with the schedule of the next conference organizing. It was decided to plan a film screening during the conference programme. The visibility of BAAC in social media was discussed and the overview of financial and membership situation was given.

**International workshop “The management of digital audiovisual collections” in Vilnius 9-10 April, 2018**, organized together by Baltic Audiovisual Archival Council (BAAC), Lithuanian Central State Archive and Lithuanian Archivists’ Association

The workshop was participated by 20 people from 4 countries.

## **2. Members.**

BAAC currently (May 31st, 2018) has 30 individual and honorary members:

Lars-Gunnar Bengtsson (honorary member, Sweden), Pekka Gronow (Finnish Institute of Recorded Sound), Zane Grosa (National Library of Latvia), Jan Erik Holst (Freelance editor, film critic and lecturer, Norway), Darren Ingram (Curator, Music Library Finland), David Jacobs (Hoover Institution Archives, Stanford University), Gatis Karlsons (Latvian Society of Archivists, Latvian State Archives), Eevi Kärkla (Tartu City Museum, Estonia), Andris Kēsteris (honorary member, Library and Archives Canada), Marika Koha (National Library of Estonia), Jonas Korys (Lithuanian Radio and Television), Petr Kříž (Ateliery Bonton Zlín a.s., Czech Republic), Elena Brodie Kusa (Archival consultant, New York), Tarja Lehtinen (National Library of Finland), Maria Mang (Estonian Film Museum), Juozas Markauskas (Dizi, Lithuania), Helga Merits (journalist, filmmaker, Netherlands), Lelde Neimane (Occupation Museum of Latvia), Lasse Nilsson (honorary member, Sweden), Piret Noorhani (Estonian National Museum), Erkki Nurmi (University of the Arts Helsinki Library, Finland), Linda Pleša (National Archives of Latvia), Vahur Puik (Tallinn University), Annika Rääm (Art Museum of Estonia), Maarja Savan (Estonian State Archives), Kadi Sikka (Estonian Film Archives), Ivi Tomingas (Estonian Film Archives), Jolė Stimbirytė (Lithuanian Central State Archive), Tedd Urnes (honorary member, Teddview Audiovisual Archival Management, Norway), Eha Väinsalu (Estonian Public Broadcasting)

BAAC has 12 institutional members:

Art Museum of Estonia, Estonian Literary Museum, Estonian Public Broadcasting, National Polish Audiovisual Institute, Norwegian Broadcasting Corporation, Occupation Museum Association of Latvia, The National Archives of Estonia, The National Archives of Latvia, The National Library of Finland, The National Library of Latvia, University of the Arts Helsinki Library (Finland), Yleisradio OY (Finland),

BAAC board members work without pay. Their work is a voluntary contribution to the development of the organization and meeting of its main goals.

**3. Objectives for the year 2018/2019.**

The main aims for the next year are as follows: conduct of an annual conference and local seminars and workshops; launch projects to help foster the education and training of archivists; provide a regular means of exchanging information, ideas and assistance; foster archivists; provide a regular means of exchanging information, ideas and assistance; foster cooperation among memory institutions; seek financial support and project grants for carrying out the planned events.

Maria Mang, President..... 8. 11.2018

## The annual accounts

### Statement of financial position

(In Euros)

	31.05.2018	31.05.2017	Note
Assets			
Current assets			
Cash and cash equivalents	21 450	18 965	2
Receivables and prepayments	170	80	3
<b>Total current assets</b>	<b>21 620</b>	<b>19 045</b>	
<b>Total assets</b>	<b>21 620</b>	<b>19 045</b>	
Liabilities and net assets			
Net assets			
Accumulated surpluses (deficits) from previous periods	19 045	18 951	
Surplus (deficit) for the period	2 575	94	
<b>Total net assets</b>	<b>21 620</b>	<b>19 045</b>	
<b>Total liabilities and net assets</b>	<b>21 620</b>	<b>19 045</b>	

## Statement of revenues and expenses

(In Euros)

	01.06.2017 - 31.05.2018	01.06.2016 - 31.05.2017	Note
Revenue			
Fees received from members	2 320	2 510	
Grants and donations	150	0	5
Other income	3 125	2 041	6
<b>Total revenue</b>	<b>5 595</b>	<b>4 551</b>	
Expenses			
Other operating expense	-3 020	-4 457	7
<b>Total expenses</b>	<b>-3 020</b>	<b>-4 457</b>	
<b>Surplus (deficit) from operating activities</b>	<b>2 575</b>	<b>94</b>	
<b>Net surplus (deficit) for the period</b>	<b>2 575</b>	<b>94</b>	

## Statement of cash flows

(In Euros)

	01.06.2017 - 31.05.2018	01.06.2016 - 31.05.2017	Note
Cash flows from operating activities			
Surplus (deficit) from operating activities	2 575	94	
Adjustments for operating receivables and prepayments	-90	1 320	3
Adjustments for operating liabilities and prepayments	0	-230	
<b>Total cash flows from operating activities</b>	<b>2 485</b>	<b>1 184</b>	
<b>Total cash flows</b>	<b>2 485</b>	<b>1 184</b>	
Cash and cash equivalents at beginning of period	18 965	17 781	
<b>Change in cash and cash equivalents</b>	<b>2 485</b>	<b>1 184</b>	
Cash and cash equivalents at end of period	21 450	18 965	2

## Statement of changes in net assets

(In Euros)

	Total net assets	
	Accumulated surpluses deficits from previous period	
<b>31.05.2016</b>	18 951	18 951
Net surplus (deficit) for the period	94	94
<b>31.05.2017</b>	19 045	19 045
Net surplus (deficit) for the period	2 575	2 575
<b>31.05.2018</b>	21 620	21 620

## Notes

### Note 1 Accounting policies

Arvestuspõhimõtted

### Note 2 Cash and cash equivalents

(In Euros)

	31.05.2018	31.05.2017
Swedbank EUR	19 248	17 251
Swedbank DKK	314	314
PayPal EUR	1 460	1 073
Cash	428	327
<b>Total cash and cash equivalents</b>	<b>21 450</b>	<b>18 965</b>

### Note 3 Receivables and prepayments

(In Euros)

	31.05.2018	Within 12 months	Note
Accounts receivable	170	170	4
Accounts receivables	170	170	
<b>Total receivables and prepayments</b>	<b>170</b>	<b>170</b>	
	31.05.2017	Within 12 months	Note
Accounts receivable	80	80	4
Accounts receivables	320	320	
Allowance for doubtful receivables	-240	-240	
<b>Total receivables and prepayments</b>	<b>80</b>	<b>80</b>	

## Note 4 Accounts receivable

(In Euros)

	31.05.2018	31.05.2017
<b>Accounts receivables</b>	<b>170</b>	<b>320</b>
Unpaid membership fees	80	270
Unpaid invoices	90	50
Allowance for doubtful receivables	0	-240
<b>Total accounts receivable</b>	<b>170</b>	<b>80</b>
Allowance for doubtful receivables		
Allowance for doubtful receivables at beginning of period	-240	-790
Decrease in allowance for doubtful receivables	0	20
Increase in allowance for doubtful receivables	0	-880
Irrevocable receivables	240	1 410
<b>Allowance for doubtful receivables at end of period</b>	<b>0</b>	<b>-240</b>

## Note 5 Grants and donations

(In Euros)

	01.06.2017 - 31.05.2018	01.06.2016 - 31.05.2017
Grants and donations not intended for specific intention	150	0
<b>Total grants and donations</b>	<b>150</b>	<b>0</b>
Provision from juridical person		
Provision from private person	150	0

<b>Monetary and non-monetary grants and donations</b>		
	01.06.2017 - 31.05.2018	01.06.2016 - 31.05.2017
Monetary grant	150	0
<b>Total grants and donations</b>	<b>150</b>	<b>0</b>

## Note 6 Other income

(In Euros)

	01.06.2017 - 31.05.2018	01.06.2016 - 31.05.2017
Participation fees	2 695	1 590
Compensation of transport cost	430	320
Other	0	131
<b>Total other operating income</b>	<b>3 125</b>	<b>2 041</b>

## Note 7 Miscellaneous operating expenses

(In Euros)

	01.06.2017 - 31.05.2018	01.06.2016 - 31.05.2017
Miscellaneous office expenses	-4	-15
Travel expense	-519	-1 118
Allowance for doubtful receivables	0	-860
Organising events	-1 690	-1 457
Bank costs	-48	-32
Accountancy service	-499	-499
IT related costs	-14	-320
Other	-246	-156
<b>Total miscellaneous operating expenses</b>	<b>-3 020</b>	<b>-4 457</b>

## Note 8 Related parties

(In Euros)

Number of members by the end of economic year		
	31.05.2018	31.05.2017
Number of private person members	30	32
Number of juridical person members	12	13

### Related party balances according to groups

	31.05.2018		31.05.2017	
	Receivables	Liabilities	Receivables	Liabilities
Founders and members	80	0	320	0

### Purchases and sales

	01.06.2017 - 31.05.2018	01.06.2016 - 31.05.2017
	Sales	Sales
	2 320	2 510
	1 100	375