



# ANNUAL REPORT 2018-2019

Colchester Historical Society

May 23<sup>rd</sup>, 2019, 7.30pm

## Table of Contents

Board of Directors, 2018-2019 .....	2
Agenda for the Annual General Meeting 2018-2019.....	3
Minutes from the Annual General Meeting 2017-2018.....	4
Report of the President.....	6
Curator/Administrator's Report.....	7
Archivist's Report.....	10
Membership Report .....	15
Report from the Building and Grounds Committee.....	15
Report of the Heritage Committee.....	16
Heritage Night Recognition Certificates.....	16
Report of the Events Committee.....	17
Treasurer's Report.....	18
Proposed Bylaw Changes .....	21
Nomination Committee, 2019-2020 .....	23
Meetings Calendar 2019-2020.....	24

## Board of Directors, 2018-2019

Bruce Gray, President

Sarah Campbell, Secretary

Bob Taylor, Treasurer

Ken Henderson, Heritage and Events Committee

Tom Taylor, Building and Ground Committee, Evaluation Committee

Jim Wyatt, HR Committee

Shery Taylor, Member at Large

Bill Canning, Member at Large

Jud Pearson, Member at Large

Terry White, Member at Large, Past President

Karen Archibald Waugh, Member at Large

## Agenda for the Annual General Meeting 2018-2019

Colchester Historical Society

May 23, 2019 – 7:30 pm

1. Call to order
2. Agenda approval
3. Recognition of those who have passed
  - a. Carol Campbell
  - b. Ira Creelman
  - c. Doris Goff
  - d. Everill Goff
4. Minutes of the 2018 Annual General meeting
5. Presentation of the Annual Report
6. Treasurer's Report
7. Motion to appoint Grant Thornton Financial Services as auditors for 2019-2020
8. Motion to accept changes to the Bylaw
9. Nominations of Board Members for the coming year
10. Nomination of a Nominations Chairperson
11. Raffle Draw
12. Closing
13. Ice Cream Social!

## Minutes from the Annual General Meeting 2017-2018

Colchester Historical Society

May 24, 2018 – 7:30 pm

Colchester Historeum

Roll call was answered by 24 members of the Society.

1. **Call to order** - Terry White, President, called the meeting to order at 7:40 pm.
2. **Agenda approval** - Bill Canning moved the agenda be approved as circulated, seconded by Jud Pearson. Motion carried.
3. **Minutes of the 2017 Annual General Meeting** - Terry White asked members to review the minutes as circulated of the 2017 Annual General Meeting held 25 May 2017. Bob Taylor moved acceptance of the minutes. Seconded by Mike Boulton. Motion carried.
4. **Presentation of the Annual Report** - The 2017-2018 Annual Report was distributed to members prior to commencement of the meeting. Terry White asked members to consider the committee reports separate from the treasurer's report. Nan Harvey moved to accept the committee reports. Seconded by Les Blackburn. Motion carried.
5. **Treasurer's Report** - Terry White asked Bob Taylor, Treasurer, to address the meeting regarding the Treasurer's Report. Bob pointed out that the financial statements have not been audited yet, but only minor changes, if any, are expected. Our bank balance is roughly \$30,000 at present. The Society is making efforts to set up a fund-raising committee and hired a fund development consultant. Bob acknowledged Dave Arnfast, previous treasurer, and Murray Campbell, able assistant. Recently we restructured our fees. Jud Pearson moved acceptance of the Treasurer's Report, seconded by Bruce Gray. Motion carried.
6. **Motion regarding auditors** - It was moved by Dale Ells and seconded by Janet Killawee that we appoint Grant Thornton Financial Services as auditors for 2018-2019. Motion carried.
7. **Motion to amend membership fees and structure** - to be determined later.
8. **Nominations of Board Members for the coming year** - Terry White, Bob Taylor, and Ken Henderson made up the nominations committee. The following persons volunteered to sit on the Board of Directors for the 2018-2019 fiscal year:
  - Karen Archibald Waugh
  - Sarah Campbell - Secretary
  - Bill Canning
  - Bruce Gray - President
  - Ken Henderson
  - Elinor Maher
  - Jud Pearson
  - Bob Taylor - Treasurer
  - Shery Taylor

Tom Taylor  
Terry White  
Jim Wyatt

President Terry White called three times for nominations from the floor. No further nominations were offered. Moved by Mike Boulton, seconded by Elinor Maher that the names be accepted as presented. Motion carried.

**9. Nomination of a Nominations Chairperson** - By general agreement it was decided that the chairperson would be the President or Past-President plus 2 other members.

**10. Other business** - none.

**11. Closing** - Jud Pearson moved for adjournment at 7:55 pm.

## Report of the President

The Colchester Historical Society Board has embarked on two ambitious plans, the first to prepare for our Museum Evaluation and the second related to fundraising. Every four years, sites funded through the provincial Community Museums Assistance Program are evaluated based on best practices. Last evaluated in 2016, the Historeum earned a very respectable overall grade of 83%, with individual marks between 76.4 and 94.2. The Board's Evaluations Committee is leading our preparation for the 2020 evaluation. In 2016, we lost points for the lack of some planning documents, such as an up to date Strategic Plan, an Emergency Preparedness Plan, an Interpretive Plan, an Exhibit Policy, a Marketing Strategy and a Fundraising Plan. Our goal is to complete these documents if not in time for the 2020 Evaluation, as soon as possible thereafter.

In this regard, CHS commissioned RBR Development Associates to prepare a Fund Development Strategy to allow the Historeum to better benefit from sustained private sector support through donations, partnerships and sponsorships. Curator/Administrator Margaret Mulrooney and Archivist Ashley Sutherland have made inroads along the critical path identified in the Fund Development Strategy. With government funding, Lillian Scales was hired to support the work of a Fund Raising and Major Gifts Committee, which we are currently creating. For this, we seek individuals who have "influence, affluence and commitment to building a strong working group of volunteers focused on annual revenue generation and major gifts." If this describes you or someone you know, and you support the Historeum, please contact Lillian Scales by e-mail at [contact@colchesterhistoreum.ca](mailto:contact@colchesterhistoreum.ca) or phone at (902) 895-6284. Finally, I extend my sincere appreciation to retiring Board Members Sarah Campbell, Bill Canning and Tom Taylor; your work and thoughtfulness has been invaluable to the Colchester Historical Society. I hope each of you will remain an active participant in Colchester Historical Society.

Respectively submitted,  
Bruce Gray

## Curator/Administrator's Report

### Exhibits

Through 2018-2019 there were a number of temporary exhibits featured at the Historeum. *Colchester on Ice* opened in February 2018 and remained on display until mid-October. The exhibit was especially popular among hockey fans.

An exhibit entitled, *Do you remember me?: Identifying Faces from our Community* was featured on the third floor throughout December and January. Ashley Sutherland compiled a selection of photographs from the archival collection that feature unidentified individuals. A number of these images were enlarged and displayed in the hopes that community members could help us identify the people in the photographs. With the help of some of our volunteers and community members, a number of individuals were identified.

An Exhibition Policy was approved by the Board of Directors at the October Board meeting.

In the winter of 2018, volunteer Elinor Maher, made contact with Sheila White after reading an article interviewing Sheila about the exhibit she created in honour of her aunt, Portia White. Sheila White kindly agreed to loan the exhibit, entitled *Celebrating Portia White*, to the Historeum for display between May-October 2019. In order to ensure we had the ability to play some recorded interviews and music, we requested funding from the MacLennan Foundation to purchase a sound system and the foundation generously agreed to fund the purchase. The system will remain a fixture on the third floor allowing for potential soundscapes for future exhibits.

From February 12-April 19, the third floor featured the travelling exhibit, *A Taste of Science*. The exhibit was a hands-on, interactive exhibit that highlighted the role science plays in delaying food decay and keeping food nutritious and safe to eat. This exhibit was ideal for school groups and throughout the course of its run we facilitated programs for over 220 students.

### Facility

Throughout 2018-2019, we were fortunate that the building needed only minor repairs. In September, some plumbing issues were repaired. We had received a costly water bill and realized that both of our toilets were running and required repair. We were also having issues with the kitchen sink and the facet was replaced. In November, the building also required some electrical work. Some of the LED lights on the first floor were malfunctioning and required new drivers. The annual inspections of the fire alarm panel, fire extinguishers, and sprinkler system were conducted at various points throughout the years with no significant deficiencies to report.

### Fund Development

Throughout 2018-2019 we continued our focus on strengthening our fund development. In June, Rosalie Courage from RBR Development facilitated a Fundraising 101 session for the Board and staff. The session focused on how to effectively implement the first stages of our fundraising strategy and explained the basic principles behind the strategy.

On December 4, I presented a case for support at the 100 Women Who Care quarterly meeting. I was requested funding to off-set the rental and shipping costs associated with *A Taste of Science*. Mi'kmawey Debert Cultural Centre and Literacy Nova Scotia also made requests for support at the meeting. Literacy Nova Scotia was selected as the recipient for the funding. Although we did not receive funding, we are now on the list to present at a future 100 Women Who Care meeting. It was a great opportunity to present information about the CHS, our



programming, and our upcoming exhibit.

Throughout the winter and spring we continued to focus on implementing our five-year Fund Development Strategy. We are actively recruiting members for our Fundraising and Major Gifts Committee and I encourage anyone who is interested in helping to contact our Administrative Assistant, Lillian Scales (902) 895-6284

### Human Resources

In April, the Historeum hosted its first Nova Scotia Community College work placement student, Thomas Jollota. As part of his diploma in Business Administration, Thomas required a 175 hour unpaid work placement. Thomas assisted with the Historeum Shop inventory and worked on a number of other small projects throughout his placement. We have been added to the NSCC list of industry partners and were once again contacted this spring to host another work placement student.

In summer 2018, Nicole Maxwell returned as the Interpretive Assistant for a second season. Nicole had a number of projects over the summer including developing new activity sheets for our core and temporary exhibits for a variety of ages and grade levels. Nicole also provided guided tours to visitors, and school and tour groups.

In early August, I completed and submitted the Graduate to Opportunity grant application. On August 17, we received confirmation that our application was successful. We were approved for \$11,250 to be put towards the Admin/Fund Development Assistant's salary. Danny Black returned for the fourth winter to do the building's snow removal. Our custodians, Amber Cameron and Virginia Haight, continue to do a great job cleaning the building on Tuesday and Thursday mornings.

### Museum Evaluation Program

At the June Board meeting, an ad-hoc Evaluation Committee was struck to ensure that the Historeum is prepared for its evaluation in summer 2020. Tom and Shery Taylor, Sarah Campbell, and Bruce Gray have been working diligently to ensure that we are in a strong position for next year's evaluation.

### School Groups

In May, we once again hosted groups of Heritage Fair students. The groups participated in activities on the first and second floor. This has become an annual visit and we are always happy to host these very keen students.

Throughout May and June 2018, we had four school group visits. Three of the classes were from Cobequid Educational Centre and one was from Chiganois Elementary. The summer students assisted with the visits and we received positive feedback from all of the teachers.

In the upcoming year, we will continue to advertise to local schools and encourage field trips to the Historeum. We have seen an increase in the number of school visits this past year with many new teachers booking programs for the *Taste of Science* and *Celebrating Portia White* exhibits.

### Professional Development

Throughout the year I was fortunate to have the opportunity to participate in a number of courses, conferences, and training opportunities:

- April 10-13, 2018: Canadian Museums Association Conference. On April 10, I gave a 20 minute presentation to a group of approximately 25 participants about the RE-ORG Atlantic workshop hosted by the Historeum in March 2016. The presentation focussed on practical lessons learned.
- September 20-November 22, 2018: Dollars and “Sense” Workplace Education course through CBDC-NOBL
- September 27-28, 2018: Association of Nova Scotia Museums conference, “Changing Tide: Heritage Stewardship & Sustainability”.
- October 10, 2018: The Nova Scotia Museum hosted a one-day “unconference” called, Museum Camp.
- January 17-March 21, 2019: Dollars and “Sense” Plus Workplace Education course through CBDC-NOBL

### Miscellaneous

On August 7, the Historeum was used to film a segment for the series “A fond de train”, a game show similar to the Amazing Race that appears on UNIS TV, free French-speaking Canada-wide channel. Dale Swan loaned the Historeum Anna Swan’s boot to be used as the item the teams needed to find when they explored the Historeum. The trailer for the episode of the program can be found online: <https://unis.ca/a-fond-de-train/?e=0c391pdrnaouu>

In early November I was contacted by Sarah Doucet, a teacher at West Colchester Consolidated School, about mentoring a student on Take Your Child to Work Day. I agreed to mentor a student for the day. On November 14, Marshall George spent the day with me helping with exhibit set-up and completing other small tasks. He was given a tour of the site including storage areas and a detailed tour of the Archives from Ashley. It was a positive experience for all involved and I hope to participate again in future years.

Thank you to our Board of Directors, volunteers, members, and staff for making this year so positive.

Respectfully submitted,  
Margaret Mulrooney, Curator/Administrator

Historeum Visitors: 2,211

Historeum Volunteer Hours: 1889 Hours and 48 Minutes.

## Archivist's Report

### PADP Project

One project that took place this year was the digitization and re-housing of the Archives' map collection. This was a 21-week long project that was funded through the Provincial Archival Development Program. A contract employee, Joanne Hunt, was hired and the project spanned from October 15, 2018 to March 29, 2019. At the time that the PADP application was submitted, it was estimated that there were approximately 300 maps in the archival holdings. At the end of the project period, approximately 1110 items had been located in the holdings and reappraised. This number was a combination of maps (626), technical drawings and blueprints (328), posters (88), genealogy charts (15), certificates (10), oversized photographs (9), calendars (7), and oversized textual documents (6).

One goal during the project was to amalgamate the map storage space and re-locate many of the items to a more centralized location. Reappraisal was another big task. Upon the physical relocation of the maps, the new locations were recorded and added to the finding aid/database. Maps were relocated into two primary locations: flat map storage or rolled storage. A sectioned rolled storage space was built by Joanne with coroplast to house the majority of the map storage. In addition, approximately 89 records were encapsulated and/or repaired with document repair tape.

Over the course of twelve sessions, beginning in December, Joanne transported maps to the Town of Truro office where the town graciously allowed her to use their scanning equipment to digitize the material. Upon returning to the Archives, Joanne renamed the digital files, performed any necessary editing, and backed up the original images on flash drives. 416 items were scanned. Some maps were not scanned due to their size and condition. Joanne began adding records to MemoryNS in February 2019. She created 60 new authority records and 152 new descriptions on MemoryNS that highlight our most prominent and original maps in the collection.

### Summer Students

This year, the Archives had two summer students, Brianna Crosby and Eamon McCarron, who were with us for 14 weeks. This was funded through SKILL and Canada Summer Jobs. The students assisted visitors with research but they also completed many projects and tasks such as creating a new microfilm index, photographing framed photos, re-organizing the photo binders, and organizing library books.

### Courses, Training, and Professional Development

The Archivist attended several training and professional development courses throughout the year:

- May 24-25, 2018: Council of Nova Scotia Archives "Introduction to Archives"
- May 30, 2018: Copyright information session with the Council of Nova Scotia Archives Advisor
- October 2-3, 2018: Canadian Conservation Institute: Modern Information Carriers & Digital Preservation
- November 15, 2018: Library and Archives Canada in conjunction with Dalhousie University: Indigenous Symposium- "Indigenous Knowledge and Access"

- December 10-11, 2018: Council of Nova Scotia Archives: “Acquisition, Selection, and Appraisal”
- January 31- February 1, 2019: Council of Nova Scotia Archives: “Rules for Archival Description and MemoryNS”

### Programming

The Archives participated in much of the programming that occurred within the Historeum this year. Activities were developed for students and, on May 4, the Archives did a photo activity with Heritage Fair groups. On May 8, the Historeum hosted a panel discussion in partnership with the Hospice Society during National Palliative Care week. The panel was titled “Death Dying and Grief,” and featured many images from the Archives’ photographic collection. In addition, the Archivist assisted with the installation of two exhibits: “Do You Remember Me” and “A Taste of Science.” These were supplemented with photographs from the Archives. School Groups who attended the exhibits also did an activity in the Archives, one which included matching photographs to locations on a map.

### Policy Updates

Several policies, procedures, and forms were updated or created during the past year. This includes the Archives Access Policy, Photographic Reproduction Policy, and the Reappraisal and Deaccession Policy. A Research Inquiry form and Digitization Agreement form were created and the Deed of Gift form was updated. In addition, research fees were implemented and included in the Access Policy. Rather than research being offered for a donation, the Archives will provide one half hour of research for free with any additional research for a rate of 25.00 per hour.

### Re-Organization

A lot of time and effort was focused on physical reorganization of the research room this year to make it feel more welcoming to visitors. This is still ongoing. Tasks were also executed to make the Archival Storage area more organized and calculations were made to determine the volume of archival material that is stored in the facility. Isolation spaces were created for records awaiting Collections Committee decisions and unprocessed/backlog records. New hanging files were added to the reference filing cabinets and books were sorted in the Library. Collections documentation was re-filed from binders into filing cabinets for ease of access. Step ladders in the Library and Archival Storage were replaced for safer step ladders with handles and wide steps.

### Book Mart

In January 2019, the Archives Book Mart was merged with the Historeum Shop on the first floor. Books that are produced by the Historeum are no longer printed in-house and will no longer be re-stocked. Instead, customers can place book orders and books will be printed on a regular basis. The Administrative Assistant is now in charge of the Historeum Shop as well as book orders. This has amalgamated the Historeum’s revenue streams so that all transactions are processed downstairs at the till. In addition, it curbs the added costs involved in printing and keeping books in stock.

### Archives Volunteers

- Joanne Hunt- Cemetery Project, map project, painting

- Jim Smith- research assistant, coverage
- Michael Boulton- indexing newspapers
- Stacey Culgin- coverage, helping visitors
- Megan Bower- collections work (processing acquisitions)
- Janet Eisses- coverage, assisting with various projects
- Donna Meese- Cemetery Project, Reappraisal, Re-organizing photo boxes
- Debbie Everitt- Vital record data entry

Archives Visitors: 852

Archives Volunteer Hours: 1043.4 hours



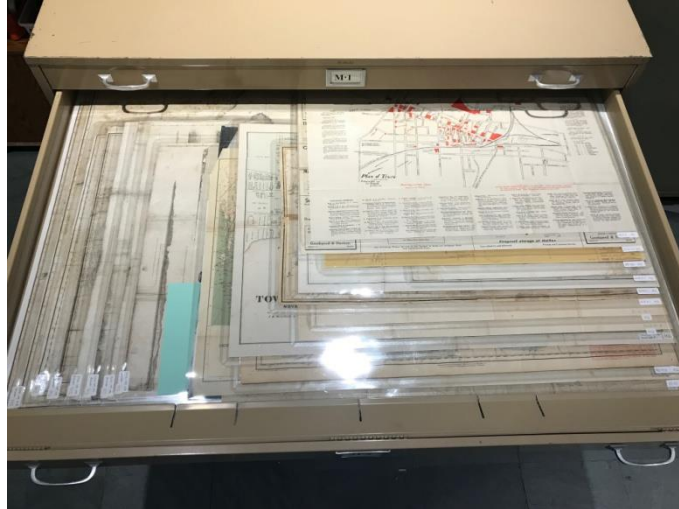
Rolled map storage prior to the PADP project- storage in acidic cardboard tubes on the floor



Rolled map storage after the PADP project- stored in acid-free coroplast and off the floor



Flat map storage—delicate maps have been encapsulated



Flat map storage—delicate maps have been encapsulated

Respectfully Submitted,  
Ashley Sutherland, Archivist

## Membership Report

Throughout the year, the Society maintained approximately 277 active members. There were 132 membership renewals and 27 new memberships purchased in the 2017-2018 fiscal year. The responsibility of membership is now a part of the role of the Administrative & Fund Development Assistant. Email renewal reminders have and will continue, and have helped to keep our renewal rates high for those members who prefer to receive their newsletters by email.

Respectfully submitted,  
Lillian Scales

## Report from the Building and Grounds Committee

This is a new committee. Members are Tom Taylor, Dave Hunt, Joanne Hunt, and Terry White. Our goal is to maintain our building and grounds as best we can and to make them as safe and as accessible as possible for our members, staff and visitors. Our building is owned by the Nova Scotia government so we will keep Government Services informed of any repairs that may be required.

A new picnic table was recently obtained from Truro Parks And Recreation. This replaced our old and shabby one that has given us good service on the north lawn for several years. We think a new bike rack can be located nearby.

Inside the building we see some safety improvements that we hope to have finished by this Fall, and before our next Museum Evaluation.

Respectfully submitted,  
Terry White for Tom Taylor



## Report of the Heritage Committee

The Heritage Committee underwent restructuring during 2018. The Board had originally approved of its responsibilities being merged into the work of the Events Committee. As the Terms of Reference for that committee evolved, it became clear that some of the areas of responsibility of the Heritage Committee would be left unassigned.

Therefore, new draft Terms of Reference for the Heritage Committee (attached) are in the process of development.

The work of the committee is currently under the oversight of Acting Chair, Ken Henderson. An immediate requirement is the recruitment of members for the committee.

Respectively submitted,  
Ken Henderson

### Heritage Night Recognition Certificates

The following individuals were recognized for their outstanding contribution to heritage in Colchester County and the Society.

-Gladys Otterson, for her outstanding years of volunteering at the Historeum and the wonderful achievements she has made for the fundraising efforts of the Society.

-Elinor Mahar, for her contribution to the research, support, and execution of exhibits and events at the Historeum.

-James Smith and the late Carol Campbell, for their 2018 publication, *The Provincial Normal School: A Biographical Record*.

-Kenneth Cox, for his self-published book *The Riversdale Book, 1820-1930*

-Joe Ballard, for his publications, *Fairy Dells & Rustic Bowers: The Creation of Victoria Park, Truro, NS* and *Historic House Names of Nova Scotia*.

-Douglas Boyce, received the Lifetime Achievement Award for his considerable contribution to the Village of Bible, including positions as member and chair in many boards and committees.

-Charlotte MacQuarrie, for her dedication to the organization and preservation of the archives of the First United Church.

-The St. James Church, Great Village, Preservation Society, as recognition for the work the Society has done to ensure the registration of the Elizabeth Bishop House as a Municipal Heritage Property in the County of Colchester in June 2018.

## Report of the Events Committee

The Events Committee was formed as a result of a restructuring of the Standing Committees during 2019.

The Committee meets monthly. Work this year has been largely focused on clarifying the committee's roles and responsibilities which encompass some of what was done previously by the Program Committee.

The committee has

- Completed its draft Terms of Reference document (attached)
- Organized Christmas Party
- Assisted with the opening of the Portia White exhibit
- Planned for the annual Summer Tour
- Assisted with the planning of the AGM
- Assisted with planning of Tea in the Garden

Committee members are:

- Ken Henderson, chair
- Leslie Burrows, secretary
- Karen Archibald-Waugh
- Shery Taylor
- Terry White

Respectively submitted,  
Ken Henderson

## Treasurer's Report

<b>REVENUE</b>		
<b>Donations</b>	<b>04/01/17-03/31/18</b>	<b>04/01/18-03/31/19</b>
Annual Appeal	30,680.78	17,613.56
Memorial Donations	160.00	160.00
Receipted Donations	1,254.79	1,254.79
Research Donations	60.00	60.00
Other Donations	1,253.50	1,253.50
<b>Total Donations</b>	<u>33,409.07</u>	<u>25,802.42</u>
<b>Fundraising</b>		
Fundraising	3,171.55	1,384.55
<b>Total Fundraising</b>	<u>3,171.55</u>	<u>1,384.55</u>
<b>General Revenue</b>		
Museum Admissions	3,318.38	3,280.56
Annual Membership Fees	3,987.55	3,934.87
Life Membership Fees	200.00	20.00
Newsletter Advertising	3,801.00	576.00
Copy & Postage Fees	150.00	0
Book Nook Sales	6,296.21	1,855.88
Museum Shop Sales	4,266.59	6,104.19
Trust Interest	3,341.12	2,830.03
Research Fees	1,220.02	0
Amtz-Deferred Contributions	0.00	0
Fees For Service	34.28	922.60
<b>Total General Revenue</b>	<u>26,615.15</u>	<u>19,524.13</u>
<b>Public Funding</b>		
Federal Funds	7,012.50	11,740.74
CMAP	47,583.93	0
ACOA	0.00	0
Provincial Funds	18,673.00	68,514.10
Town of Truro	19,000.00	25,085.00
County of Colchester	10,000.00	25,000.00
Town of Stewiacke	2,000.00	1,000.00
<b>Total Public Funding</b>	<u>104,269.43</u>	<u>131,399.84</u>
<b>TOTAL REVENUE</b>	<u>167,465.20</u>	<u>178,110.95</u>

<b>EXPENSE</b>		
<b>Marketing and Fundraising Expenses</b>		
Newsletter	25.70	0
Fundraising Expenses	187.99	1,941.61
Marketing Expenses	10,626.09	912.65
<b>Total Marketing and Fundraising Expenses</b>	<u>10,839.78</u>	<u>2,854.26</u>
<b>Retail Operation Expenses</b>		
Booknook Goods for Resale	1,341.61	1,773.17
Museum Shop Goods for Resale	553.20	2,326.23
<b>Total Retail Operation Expenses</b>	<u>1,894.81</u>	<u>4,098.40</u>
<b>Payroll Expenses</b>		
Wages & Salaries	87,911.94	109,048.47
EI Expense	1,686.85	2,529.45
CPP Expense	2,613.52	4,791.04
WCB Expense	567.90	741.53
Employee Benefits	506.20	2,185.78
<b>Total Payroll Expense</b>	<u>93,286.41</u>	<u>119,294.27</u>
<b>Amortization Expense</b>		
Amtz-Capital Assets	0.00	0
<b>Total Amortization Expense</b>	<u>0.00</u>	<u>0</u>
<b>Facility Expense</b>		
Custodial Services	4,627.96	4,823.50
Repairs & Maintenance	3,800.47	5,694.12
Security	407.40	407.40
Insurance	2,020.00	2,596.00
Utilities	16,357.51	18,251.74
Expense Extraordinary	497.70	482.22
Snow Removal	227.37	304.26
<b>Total Facility Expense</b>	<u>27,938.41</u>	<u>32,665.24</u>
<b>Administrative &amp; Management Expense</b>		
Accounting & Legal	4,251.95	4,562.83
Kitchen Supplies	0.00	0
Casual Labour Expense	0.00	0
Waste Management	84.96	0

Meeting Expense	26.48	0
Insurance – Officers & Directors	555.00	0
Interest & Bank Charges	1,444.02	4,562.83
Office Supplies	3,838.91	2,090.03
Postage & Delivery	1,641.21	1,187.60
Memberships & Professional Fees	803.00	1,022.88
Telephones & Internet	3,769.88	3,456.31
Other Expenses	62.52	410.46
Training	1,465.16	3,244.04
HST Expense	1,660.78	0
Exchange on US Funds	-14.87	0
<b>Total Administrative &amp; Management Expense</b>	<b>19,589.00</b>	<b>17,454.77</b>
<b>Collection &amp; Access to Info Expense</b>		
Cataloguing Supplies	1,196.55	1,685.54
Copy Expense	3,140.23	3,500.14
Other Expenses	500.00	5,185.68
<b>Total Collection &amp; Access to Info Expense</b>	<b>4,836.78</b>	<b>5,185.68</b>
<b>Interpretation &amp; Programming Expense</b>		
Temporary Exhibit Expense	2,216.78	1,207.68
Programming Expenses	642.62	491.59
Other Expenses	-1.00	0
Honorarium	75.00	0
<b>Total Interpretation &amp; Programming Expense</b>	<b>2,933.40</b>	<b>1,699.27</b>
<b>Historeum Revitalization Expense</b>		
Revitalization	0.00	0
<b>Total Professional Fees Expense</b>	<b>0.00</b>	<b>0</b>
<b>TOTAL EXPENSE</b>	<b>161,318.59</b>	<b>183,251.89</b>
<b>NET INCOME</b>	<b>6,146.61</b>	<b>-5,140.94</b>

## Proposed Bylaw Changes

### **Proposed Changes to Standing Committees – Section 46**

In the fall of 2018, Board members reviewed the Society's standing committees and with input from the staff have made the following recommendations for changes and additions to Section 46:

The removal of the Membership Committee because these responsibilities now fall under the job description of the Administrative/Fund Development Assistant

The addition of the Collections Committee with the following responsibilities:

The Collections Committee shall be responsible for the decision to acquire artefacts and archival records. The committee shall consist of at least three (3) people, including the Curator/Administrator or the Designate, and one (1) other person appointed by the committee chair. This committee may not include any individual offering an artefact or archival record to the Society.

The name of the Marketing Committee would be changed to the Communications Committee.

The name of the Programs Committee would be changed to the Events Committee. The Events Committee meet on March 15, 2019 and proposed the following responsibilities for the committee:

The Events Committee is responsible for providing logistical support to staff and standing committees for events.

The Fundraising Committee would be renamed the Fundraising and Major Gifts Committee and the responsibilities would be revised to the following:

The Fundraising and Major Gifts Committee works to identify, develop and assist in the execution of fundraising strategies and major gift solicitation in support of the work and financial capacity building of the Society.

The Heritage Committee would remain the same with "the built Heritage Awards Program" removed from its list of responsibilities.

### **Proposed Increase in Membership Fees – Section 7**

The Board recommends a modest increase to the Society's annual membership fees. The annual membership fees have not increased since January 1, 1999. The Board proposes the following increase to fees:

Individual membership: \$25.00 (previously \$20)

Family membership: \$35.00 (previously \$25)

Organization/Business: \$50.00 (previously \$30)

The Board recommends increasing the membership fees effective on June 1, 2019. This modest increase is a result of increasing financial demands on the institution.

### **Proposed Changes to the Society Membership Structure – Section 8**

In 2016, the Historeum was subject to the Provincial Museum Evaluation Program. The Museum Evaluation Report: Colchester Historeum identified the Society's membership structure as an area that required improvement, stating "[the Society] should consider removing life memberships from its membership offerings. Analysis of membership programs has proven time and again that museums end up expending far more resources on lifetime members than the resources they receive in return from these members."

The Board recommends the removal Life Membership from its paid membership offerings. In place of a paid Life Membership, an Honorary Life Membership category would be maintained. The updated definition of Honorary Life Membership would be:

This category shall be conferred by Board vote upon any person in recognition of an extraordinary contribution to the work or welfare of the Society.

Based on this recommendation, all existing Life Members would maintain their status but Life Memberships will no longer be for sale.

### **Housekeeping/Wording clarifications**

- Change in Section 8 under Family. "children under the age of twenty-one (21) years old" was changed to children under the age of eighteen (18) years old"
- "or emailed" and "or email" was added to and "or delivered in person" was removed from Section 11
- "or email" was added to Section 12
- "nor more than twenty (20)" was changed to "nor more than fifteen (15)" in Section 25
- "Librarian" was removed from Archivist/Librarian title in Section 36
- "The President shall exercise supervisory responsibility for the Administrator" was added to Section 39 Duties of the President

## Nomination Committee, 2019-2020

The following people have agreed to serve the Colchester Historical Society as members of the Board:

Bruce Gray -President

Ken Henderson - Vice President

Bob Taylor - Treasurer

Leslie Burrows - Secretary

### Members-at-Large:

Keltie Jones

Jud Pearson

Shery Taylor

Gladys Otterson

Karen Archibald Waugh

Jim Wyatt

Terry White

Respectively submitted,

Terry White

Ken Henderson

Bruce Gray

23 May, 2019 AGM



## Meetings Calendar 2019-2020

<b>Month</b>	<b>Date</b>	<b>Event</b>	<b>Time</b>
June	19	Board Meeting	4:00 PM
Sept	18	Board Meeting	4:00 PM
Sept	26	Society Meeting	7:30 PM
Oct	16	Board Meeting	4:00 PM
Oct	24	Society Meeting	7:30 PM
Nov	20	Board Meeting	4:00 PM
Nov	21	Society Meeting	7:30 PM
Dec	?	Volunteer Xmas Party	
Dec	11	Board Meeting	4:00 PM
Jan	15	Board Meeting	4:00 PM
Jan	23	Society Meeting	7:30 PM
Feb	19	Board Meeting	4:00 PM
Feb	27	Society Meeting	7:30 PM
March	18	Board Meeting	4:00 PM
March	26	Society Meeting	7:30 PM
April	15	Board Meeting	4:00 PM

April	23	Society Meeting	7:30 PM
May	20	Board Meeting	4:00 PM
May	28	Society AGM	7:30 PM
June	17	Board Meeting	4:00 PM