



COLCHESTER

HISTOREUM

*Annual Report
2019-2020*



COLCHESTER HISTOREUM

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LIST OF BOARD OF DIRECTORS

Executive Committee

Bruce Gray, President

Ken Henderson, Vice-President

Bob Taylor, Treasurer

Leslie Burrows, Secretary

Members at Large

Shery Taylor

Terry White

Jim Wyatt

Karen Archibald-Waugh

1. AGENDA FOR AGM

Please note that as a result of COVID-19, the Annual General Meeting for the Colchester Historical Society Board of Directors have decided to postpone the meeting until the fall.

In accordance with Section 14 of the Emergency Management Act, “a required in-person meeting can be deferred, without penalty or recourse, for a period of up to 90 calendar days after the last date of the declared state of emergency...”.

Should you like to read the whole Emergency Management Act, please click on the link:
<https://novascotia.ca/coronavirus/docs/Ministers-direction-EMA-AGM.pdf>

Various elements of the Annual Report will be posted online for you as they are submitted by Board Members. Please check back for regular updates to this document.

Thank you!

2. MINUTES FROM THE AGM, 2018-2019

Colchester Historical Society, May 23, 2019, 7.30pm

Roll call was answered by 15 members of the Society.

1. Call to Order - Bruce Grey, President, called the meeting to order at 7.45pm
2. Approval - Jud Pearson moved the agenda be approved as circulated, seconded by Les Blackburn. Motion carried.
3. Approval - Jud Pearson moved the agenda be approved as circulated, seconded by Les Blackburn. Motion carried.

4. Recognition of those who have passed

Carol Campbell

Ira Creelman

Doris Goff

Everill Goff

5. Minutes of the 2018 Annual General Meeting - Bruce Grey asked members to review the minutes as circulated of the 2018 Annual General Meeting held 24 May 2018. Mike Bolton moved acceptance of the minutes, seconded by Bob Taylor. Motion carried.

6. Presentation of the Annual Report - The 2018-2019 Annual Report was distributed to members prior to commencement of the meeting. Bruce Grey asked members to consider the committee reports separate from the treasurer's report. Leslie Burrows moved to accept the committee reports, seconded by Bob Taylor. Motion carried.

7. Treasurer's Report - Bruce Grey 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 are expected and financial statements have forthcoming. Bob said that while municipal contributions were up over the past year, financial support by way of fundraising and donations were down, but the Society has made setting up a fundraising committee one of its top priorities. Bob thanked Lillian Scales for the help she has given him. Bruce Grey thanked Bob for his diligent service. Mike Bolten moved acceptance of the Treasurer's Report, seconded by Jud Pearson. Motion carried.

6. Motion regarding auditors - It was moved by Leslie Burrows and seconded by Pam Tonary that we appoint Grant Thornton Financial Services as auditors for 2019-2020. Members expressed concern that the audited report was not available for our AGM, but the Society's

year end date of March 31st allows less than two months for completion of the audit. Bruce Grey advised that other possibilities will be examined. Motion carried.

7. Motion to accept changes to the Bylaw - Margaret Mulrooney discussed the bylaw changes. Mike Bolton moved to accept the Bylaw changes, seconded by Bob Taylor. Motion carried.

8. Nominations of Board Members for the coming year - Terry White, Bruce Grey, and Ken Henderson made up the nominations committee. The following persons volunteered to sit on the Board of Directors for the 2019-2020 fiscal year:

Executive Committee

Bruce Grey - 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

Terry White

Jim Wyatt

Terry White asked that the names be accepted as presented, seconded by Pam Tonary. Motion carried.

9. Nomination of a Nominations Chairperson - By general agreement it was decided that the chairperson would be the past-president plus two other members

10. Raffle Draw - following are the winners of the Raffle Draw:

1st Prize - One Night Stay at White Point Beach Resort - Bruce Grey

2nd Prize - \$50 in Gift Cards for Inglis Jewellers and Wilson Fuel - Diane Mantle

3rd Prize - \$25 Gift Card for Esso Gas - Pat Whidden

11. Closing - Pam Tonary moved for adjournment at 8.10pm

12. Ice Cream Social followed the AGM

Submitted by Secretary, Sarah Campbell

3. PRESIDENT'S REPORT

COVID-19:

A disease named for last year has had such a great impact on the present. Like the entire world, the Colchester Historical Society has been impacted by the world wide pandemic caused by a virus named severe acute respiratory syndrome coronavirus 2 or SARS-CoV-2 for short. By order of Provincial Legislation, the Historeum remains closed to the Public while its employees work inside or from home to respond to enquiries and plan and renovate for our future. CHS has benefitted from Federal funding intended to keep people working during the pandemic. But this has affected only a very small part of the year on which this report is written, which is the intended topic of this report for the fiscal year ending 31 March 2020.

At a special meeting of the Colchester Historical Society on 6 January 2020, I presented a motion that would have allowed the Board to borrow against the value of our investments at Wood Gundy. The motion required support of 75% of Society members present at the meeting. The motion was defeated. Without a recommendation at the meeting of an alternative to our fiscal situation, I saw the defeat as a lack of confidence of at least 13 members displeased with the direction the Board was providing to the Historeum.

As a Board, we base our decisions on industry Best Practices. CHS is a member of the Council of Nova Scotia Archives (CNSA) and the Association of Nova Scotia Museums (ANSM). From the ANSM website: "Part of ANSM's mandate is to encourage the development of professional best practices in Nova Scotia's museums".... ANSM delivers the Museum Evaluation Program. It addresses seven areas of museum operations – Governance, Management, Facility, Collection & Access to Information, Interpretation, Community, and Marketing & Revenue Generation."

Long ago, CHS chose to participate in the Museum Evaluation Program as provincial funding seemed to be related to it. As the Board adopted Best Practices for Museums and Archives, all changes were approved by CHS membership at the AGM.

Of course, Museums can choose not to adopt a best practice and will be scored accordingly. In addition, well run museums can apply to be accredited by ANSM and we have applied. Up until now, provincial funding has been unaffected by evaluation scores, but so far this year we have received no funding from either the province or the county, and the town of Truro has asked for part of their funding back due to their budget shortfall caused by COVID-19. Fundraising plans such as Chase the Ace have been curtailed. Hard Times!

With the postponement of this year's AGM, Past President Terry White is still taking nominations to the Board. After some resignations, the Board is too small. Would prefer it increase to 15 Directors. Instead of registering discontent by voting against the board's financial plan, I encourage anyone wishing to influence the direction the Board to join it. It is a logical approach to Society Direction compared to saying no to a financial plan when you really mean "Who moved my cheese?" I am committed to completing my three year term as President, but I would willingly step aside for anyone of the 13 or their friends who wishes to take my place and thereby influence the Board's direction. I could manage without the pay.

Related to Board Nominations, we adopted a policy to diversify the Board. This will take time. Our goal is to seek nominations for diversity of gender, race, ethnicity, age, religion, skills, experience and other factors. We also want to ensure representation from a variety of community interests, including Business, Educational, Professional, and subject matter expertise.

Why diversify? George Orwell wrote "The most effective way to destroy people is to deny and obliterate understanding of their own history." We need to let all Colchester residents tell their stories. Diversity also favors success.

Respectfully submitted,

Bruce Gray, President

4. ADMINISTRATOR'S REPORT

The CHS's permanent Curator/Administrator, Margaret Mulrooney, went on maternity leave in January 2020. Therefore, this 2019-2020 report is an overview provided by the current Administrator, Ashley Sutherland.

In 2019-2020, the CHS received both provincial and municipal funding. A total of \$46,000 was funded provincially through the Community Museum Assistance Program (CMAP). The Town of Truro granted CHS \$20,000 and the Municipality of Colchester granted \$15,000 in support of the CHS. In December 2019, grant applications for the Town of Truro and Municipality of the County of Colchester were submitted, requesting \$25,000 each for the following fiscal year. In addition, the Province funded a portion of Lillian Scales' salary through the Graduate to Opportunity program. In addition to these grants, which are applied for each year, CHS must fundraise a minimum of \$60,000-\$70,000 annually to meet its basic operational expenses. These operational expenses are largely fixed and will only increase in the future. For this reason, the CHS is in a precarious position. Should the municipal or provincial funding grants diminish, CHS would face financial strain. CHS' fundraising relies on the hard work of volunteers willing to contact CHS members, businesses, and citizens in the community to ask for annual contributions. In addition to an Annual Appeal, revenues are earned through annual membership fees, the sale of items in the Historeum gift shop, program and admission fees to the museum and service fees in the archives. Furthermore, special fundraising events are held.

Grants for both hiring students and project funding were submitted in winter 2020, including Student Summer Skills Incentive (SKILL), Canada Summer Jobs (CSJ), Young Canada Works (YCW) and PADP (Provincial Archival Development Program).

Throughout the past year, the CHS developed a 5-year Strategic Plan. This was based on feedback from the Board Members and Staff and highlights the strengths, weaknesses, opportunities, and threats to the Colchester Historeum. It outlines CHS's priorities throughout the next five years. These goals include:

1. Create financial stability by implementing a five-year Fund Development Plan and requesting increased public and private funding.
2. Attract and retain local visitors to the Colchester Historeum, including diverse communities and younger generations.
3. Increase African Nova Scotian and Mi'kmaw representation within the Colchester Historeum
4. Increase Board of Directors efficiency and support through governance and diversification

5. Increase public accessibility to the exhibit space, collections, and research.
6. Prevent Staff and Board of Directors' burnout while simultaneously maintaining professionalism and best practices.
7. Increase visibility within the community and an awareness of the services offered at the Colchester Historeum.
8. Develop and maintain volunteer and member support for the Colchester Historical Society.

In addition, an Interpretive Plan was developed for the Colchester Historeum in 2019-2020. The Historeum's vision statement for interpretation is to:

- Maintain professionalism by implementing best practices and carefully researching interpretive topics/themes;
- Offer exhibits with dynamic interpretation and relevant content that appeals to community members and increases visitor engagement;
- Ensure that exhibits reflect the CHS mission statement and offer a balanced approach to natural and cultural heritage;
- Increase public accessibility to exhibits, collections, and research in order to attract and retain audiences;
- Increase school programming by offering curriculum-based activities, interactive elements in exhibits, and rotating temporary exhibits;
- Become more inclusive of minority communities by increasing African Nova Scotian and Mi'kmaw representation within exhibits, providing access to information, and offering transparent dialogues.

Program Highlights

The Colchester Historeum offers many services and programs to both the local and tourism communities. Since the hiring of an Administrative/Fund Development Assistant, the Colchester Historeum has been able to offer many new programs to meet community needs. In 2019, in addition to the permanent exhibit, Colchester: Life in the Heart of Nova Scotia, the Historeum offered three temporary exhibits: A Taste of Science, Celebrating Portia White, and Vanguard: 150 Years of Remarkable Nova Scotians. To supplement these exhibits, tours, activities and school programs were provided. Over 600 students attended the Historeum from Colchester schools such as Great Village Elementary, Tatamagouche Regional Academy, Harmony Heights Elementary, Truro Elementary School, Sunstone Academy, and Cobequid Educational Centre. Students had the opportunity to explore both the main exhibit and temporary exhibits, as well as the Archives. In total, approximately 14 school groups visited the Historeum as well as Girl Guides, Cub Scouts, and Colchester Community Workshops groups. Given that the Historeum averaged 2-5 school groups annually in previous years, this is a significant increase in programming.

In addition to school programming, the Historeum hosted many events during the past year, including Mocktail Mingle: a networking opportunity for local businesses and professionals in Colchester County. Heritage Day and March Break activities are likewise offered. Open houses with free admission were available regularly for holidays and events such as Heritage Day, Canada Day, Remembrance Day, Pride Week, and exhibit opening receptions. Initiatives have been taken to create new monthly and seasonal programs such as Toddler Tuesday, Sensory Friendly Museum Time, and Tea in the Garden. Other programs have been offered in the multi-functional exhibit space such as Studio Fit class, beginners chair yoga, tarot card readings, and women's networking events.

Monthly public programs and lectures were held at the Historeum. In 2019, a natural history themed lecture series was offered: Rocks and Crystals of Nova Scotia; Are All Mushrooms Magic?: Mycology and Foraging in Nova Scotia; Sea Monsters in the Age of Dinosaurs; and Exploring Hidden Areas of Nova Scotia. These were the most popular public programs to date with over 75 attendees at one talk. Winter 2020 programs included The History of Wrestling in Nova Scotia, and The No.2 Construction (Black) Battalion. Despite the eclecticism of the lectures, the Historeum has been aiming to offer relevant programs that people are interested in so that it can benefit a much larger community rather than simply history buffs and museum-goers.

Book launches by local authors are likewise hosted by the Historeum. In Winter 2019-20, the Historeum hosted a book launch and temporary exhibit for a Historical Sketch of Belmont and Area by Stacey Culgin

The main exhibit space at the Historeum serves as a multi-functional space to accommodate many of the aforementioned events. In addition, it acts as a frequent meeting site for both the local community and the larger heritage community. Organizations have used the space including the Northeast Regional Heritage Network, the Council of Nova Scotia Archives (CNSA), and the Association of Nova Scotia Museums (ANSM). Members of these organizations travel to Colchester from Parrsboro, Guysborough, Halifax, and beyond. On December 9th 2019, the Historeum was used as the site of the CNSA's grant writing training session, facilitated by Patti Bannister, Provincial Archivist and Director of Nova Scotia Archives. During 2019, the Black Battalion Marker Site Committee likewise used the Historeum as a host site for its meetings with several of its members visiting the area from various locations throughout Colchester County, Halifax and Dartmouth.

In addition to the space being used by the heritage community, the Historeum has begun to promote itself as a meeting space that is available to the community at large. In 2019, a public meeting space was created in the basement. It is now used by several community groups and organizations on a regular basis including Canasta, Queercraft, Knit-In, and Stitch-

In. Not only will this enable the Historeum to better serve the community, but it will also provide an added revenue stream for the CHS.

Since the hiring of a third staff, the CHS has formed many partnerships with other community organizations during the past year. This includes Autism Nova Scotia, United Way Colchester County, Colchester East Hants Regional Library, Truro and Colchester Chamber of Commerce, Future Worx, Colchester East Hants Hospice Society, Truro Comicon, Marigold Cultural Centre, Visual Voice Fine Art, Hubtown Life, Nova Scotia Talent Trust, Truro Art Society and many more. This has been a valuable step in planning for future programs and events, as well as community outreach.

Access to information is one of the primary goals of the Archives and, therefore, the Historeum strives to provide both customer service on-site and access to information online. Descriptions of many of the collections of records in the Archives can be found on MemoryNS while over 6,000 photographs can be accessed on NovaMuse. The Museum likewise uses NovaMuse to post images and information about artifacts in the collection. In total, approximately 10,000 records of artifacts and archival material can be accessed online. The Historeum continues to work on digitizing its collection and providing public access to information on a continual basis. In addition, CHS maintains exhibits and collections that are on par with national museum and archival standards, making it a leader of community museums across the province.

The added support that have been brought to the organization with the hiring of an additional staff member has been part and parcel to the volume and diversity of programs offered by the Historeum. This would not have been made possible without the additional funding provided by the Municipality. With its support, the Historeum is able to achieve its program goals and become more involved in the community.

Fund Development Strategy

The 2016 Association of Nova Scotia Museums (ANSM) Museum Evaluation of the CHS identified Revenue Generation as an area that needs improvement. Citing from their report, “The museum has not developed a fundraising plan that is detailed and provides guidance on annual activities. The plan should include individuals and committees responsible for tasks, timelines and fundraising goals.” While CHS has many dedicated volunteers, the demands in today’s fundraising market go well beyond what can be asked of unpaid volunteers and require the daily attention and consistency that can only be expected from a paid employee. To assist with fundraising, the CHS created an Administrative/Fund Development Assistant position in 2018-2019 to allow CHS to efficiently meet its mandate and ensure the Society’s financial

sustainability in the future. Without such a position, CHS would continue to struggle financially, worrying from year to year about the organization's future.

During the 2019-2020 fiscal year, CHS entered the second year of its five-year Fund Development Strategy. However, the year began with a set-back due to the loss of the recently hired Administrative/Fund Development Assistant. Fortunately, the CHS was able to re-hire for the position in March 2019. This resulted in having to re-implement the first year of the five-year plan. The CHS feels it is in a better position for fund-development and overall organization development with the new Administrative/Fund Development Assistant, Lillian Scales. Many positive changes have taken place at the CHS with the hiring of a third staff and with additional support from the Municipality, it will allow the CHS to continue on this positive trajectory towards both increased community engagement and fund development. Prior to having an Administrative/Fund Development Assistant, the Curator spent the majority of the time doing administrative tasks. This emphasis on programming would not have been achievable without the added support staff to assist in administrative tasks and allow the Curator to focus on exhibits and programming.

The Administrative/Fund Development Assistant has taken on many administrative tasks that were previously neglected due to short staff. The Gift Shop and front desk volunteers are now managed by the Admin/Fund Development Assistant. Many policies, procedures, and manuals have been created or updated. Accounting procedures have been reviewed to ensure efficiency. Membership is likewise managed by the Admin Assistant. In addition, she maintains the CHS presence in the community by circulating monthly newsletters, and updating the Historeum's website and social media regularly.

New fundraising initiatives are currently in the process of being implemented at the Colchester Historeum. With the Administrative/Fund Development Assistant working with the Board, CHS is pursuing more private and corporate donors. CHS is currently building a strong case for support to present to donors. In 2019, the CHS secured exhibit sponsorship for A Taste of Science by a local donor. Efforts have been made in 2019 to pursue legacy and planned giving. The CHS has begun advertising donations of Securities and has partnered with CIBC Wood Gundy for assistance with this. In the fall of 2019, a calendar fundraiser was launched. Advertisements were sold to local businesses to cover printing costs and images from the archival collection were used for the calendar. The theme was Houses of Colchester County, which was voted for by the Historeum's online community. This will become an annual initiative and the Historeum will create new calendars each year with different themes and photographs from the collection. In addition, the CHS will review additional potential fundraisers with archival images, such as Christmas gift card sets.

In addition, the CHS is currently in the process of creating sponsorship packages to present to local sponsors for its public programming and lecture series. Ideally, the CHS would like to

secure sponsorship to host events free of charge while simultaneously covering costs and ensuring profits through sponsors.

The Historeum strives to become more heavily involved in the community and offer support and services as much as possible. The initiatives and outreach achieved in the past year have been largely in part due to the added support that has been brought to the organization with the hiring of an additional staff member. Prior to having a third position, the CHS did not possess the human resources to pursue the same level of community engagement. Having an Administrative/Fund Development Assistant has enabled the staff to take on more tasks and work towards both increasing the organization's presence and better serving the community.

Colchester County Council Presentation

On March 5th 2020, Ashley Sutherland presented to the Municipality of the County of Colchester to request funding for the upcoming fiscal year. The CHS requested the same amount as in the past two years-- \$25,000. There were several questions regarding our fundraising. The Councillors were concerned that our fundraising numbers have dropped since the previous year. Aside from the setbacks in hiring an Admin-Fund Development Assistant and implementing the 5-year Fund Development Plan, it should also be noted that many of our large donors have passed away in the previous year, which is in part why our fundraising has declined. This will only continue as our members age. We need to be diligent in finding solutions to this and following our Fund Development Plan.

Winter 2020 Programming/No.2 Construction Battalion

On February 17th, Douglas Ruck presented on the No. 2 Construction Battalion. The event was extremely well-attended with nearly 85 people. It was well-received and one lady from the African Nova Scotian community stood up at the end of the event and commended the Historeum for the work it has been doing lately with the AFNS community. This was excellent to hear as it means that word is spreading amongst the community about our dedication to their cultural heritage.

Representatives from the CHS are currently sitting on the Black Battalion Heritage Marker Committee, which has been formed in an effort to create public memorials for the No. 2 Construction Battalion, including a memorial site in Truro. The Committee has also been in the process of discussing apologies and legacy commitments with the Department of National Defense. As part of the legacy commitment, the committee hopes the DND will assist with the costs involved in erecting monuments.

Jollytown Explorations

During Summer 2019, a group of researchers visited the location of a 19th century African Nova Scotian community in North River/East Mountain known as Jollytown. The group consisted of Ashley Sutherland, Lynn and Connor Jones (descendants of the families who lived in Jollytown), Katie Cottreau-Robbins (Archaeologist with the Nova Scotia Museum who specializes in Black Loyalist settlements), and Vanessa Smith (archaeologist with the Nova Scotia Museum). The remaining foundation sits in what looks to be a former agricultural setting. The foundation is approximately 6 tiers of local stone in areas exposed. Width of walls is approximately 50-60 centimeters. The visible cellar depth is 1 meter plus. there is brick in the center that may indicate a central chimney structure. In addition, Connor Jones discovered ceramic fragments on site. This was a significant discovery and, in March 2020, Katie Cottreau-Robbins confirmed that she had officially submitted a report on the Jollytown explorations and the site is now officially designated and protected under the Nova Scotia Special Places Protection Act.

Covid-19 Outbreak and Impact

March 15, 2020, the Provincial Government announced that all schools and non-essential services to close for the foreseeable future due to the unprecedented historical event of the global spread of the virus, Covid-19, or Coronavirus. The staff met with Executive Board Members and decided that the best plan of action would be to follow suit with the schools and close for as long as they remain closed. Since we are a public place and many of our volunteers are elderly and/or have compromised immune systems, we felt this was the best decision. The Staff continued to work, either at the Historeum or from home.

It will be important to remain cognizant during the coming months/years as so many things are uncertain. What is certain, however, is that the economy collapse will have a grave impact on non-profit organizations. This includes the CHS. We are at risk at seeing a sharp decline in donations for the coming years. Government funding may be scaled back to accommodate needs in other sectors. With schools potentially being closed for the rest of the year, programming will not go forward. In addition, this is guaranteed to have a dramatic impact during the tourism season as so few people will be travelling, even after the dust settles. Fundraisers are not plausible at this current time as so many people are out of employment. However, the CHS will continue to develop fundraising plans in hopes that everything will have blown over by fall 2020.

Respectfully Submitted,

Ashley Sutherland, Archivist/Administrator

5. ARCHIVIST'S REPORT

Young Canada Works Internship

During 2019-2020, the CHS received funding through Young Canada Works to hire a recent graduate to complete a Reappraisal project in the Archives. Intern Alyssa Giles was hired and the project ran from October 2019-March 2020. During this project, inventories of the second floor archival storage sections N and H were completed. The intern documented the contents of boxes and made note of any material requiring a more thorough reappraisal or any material that had preservation concerns. The intern removed any books and non-records from the holdings. If books or non-records were suitable for the library or reference material, they were processed accordingly. Collections management errors such as mis-numbered records were cross-referenced and corrected. Records that were improperly housed were rehoused and boxed items were re-organized to maximize storage efficiency. All box locations and any changes were updated in the internal database. Any unprocessed material was isolated as "Found in Collection" for further investigation. An attempt was then made to match records with Deed of Gift forms and other collections documentation. Record descriptions were recorded and updated in the database. Once the records had been appraised, processed and/or removed from the holdings, the extent of the holdings was then calculated. The intern was responsible for thoroughly documenting her reappraisal process to exemplify how decisions were made with the holdings. She used various Excel spreadsheets to keep track of her progress and note any concerns or preservation issues. Reappraisal forms were filled out and filed accordingly. In some cases, the Archivist completed Deaccession forms and deaccessioned material in accordance with the CHS Reappraisal and Deaccession Policy.

This reappraisal project was largely successful as it allowed the organization to have a better sense of their archival holdings and address any preventative conservation issues. In addition, the removal of material from the holdings freed up space which will be beneficial as the collection grows in the future. In total, Alyssa reappraised approximately 311 record storage boxes in sections N and H of the archival holdings. This has freed up space for an additional 66 banker's boxes in storage through consolidation, disposal, and removal from holdings. Once the reappraisal of the boxes had been completed, Alyssa moved on to processing and re-housing the material that had be flagged as requiring additional attention.



During the YCW reappraisal project archival material was removed from unsafe (acidic) storage and moved to acid-free folders and boxes. Metal staples and paperclips were removed from documents as they rust over time and damage archival material.



Summer Students

This year, we had two summer students in the Archives: Brianna Crosby (funded through the provincial SKILL program) and Abby MacGillvray (funded through Canada Summer Jobs). In addition, we had an NSCC work placement student, Kenzie Burke, assist with data entry in the Archives. During fall 2019, the Archives had a Future Worx placement, Sean Bowley. Sean assisted with research in the archives and began building research files of newspaper articles relating to the African Nova Scotian and Mi'kmaw communities.

Other Projects

Many other projects were completed in the Archives this year with the assistance of summer students, volunteers, interns and work placements.

- All of the curatorial reference books were added to the library. In addition, books that had been reappraised earlier in the year were moved from the archival storage and processed to the library.
- A list was compiled of all of the reappraised books that did not meet the CHS mandate, and were set aside for transfer or disposal. The Archives was able to find new homes in other library/museums/archives institutions for over 100 books!
- Five boxes of photographs were digitized and added to our Collective Access database. In addition, photographs from the Nichols Collection and the Ross Baker Collection were digitized and added to Collective Access. A total of 557 new records were created.
- The internal records for the Colchester Historical Society were reappraised and a document highlighting all of the records in the fonds and their locations was created.
- The summer students and volunteers participated in the Historic Nova Scotia project—Brianna Crosby wrote a story about Dominion Chair and Janet Eisses wrote a story about Northumberland Light and Power Co.
- The acid-free boxes containing the photograph collection were thinned so that they weren't over full. The location changes for the photographs were changed in Collective Access.
- Space was made for additional shelves in the library (with a big thanks to Joanne and Dave Hunt!) and library books were shifted to accommodate a growing collection.
- All school register boxes in the archival holdings were labelled with a note about access restrictions.
- Abby McGillivray began an ongoing project of going through the research files and removing any archival material or duplicates.
- Abby McGillivray also created records for all of the maps in the map collection on Collective Access. She added scans that Joanne Hunt had made during the map reappraisal and digitization project, funded through the Provincial Archival Development Program. A total of 586 new records were created on Collective Access—we now have records of our maps on MemoryNS for the public to see and on Collective Access for internal use!
- Joanne and Dave Hunt painted the Archives wall and re-hung the AF Church map, land grant, and tapestry to make the space feel for visitor-friendly. In addition, they assisted with moving shelving by the North Stairwell entryway to the Isolation room.
- Several boxes of administrative archives files were sorted through. Anything that was outdated and/or irrelevant was disposed of. This freed up a significant amount of space in the Archival Holdings.
- Procedures were developed for processing records into the Archives to ensure consistency throughout the entire process.
- Janet Eisses assisted with research on the No. 2 construction Battalion. She likewise wrote some researched articles for Historic Nova Scotia.

- In October, the Archivist and Curator met with Allan Bonnyman and Clayton Langille of Tatamagouche. We had arranged a meeting for them to come in and take a look at our forestry-related artifacts and photographs and provide some insight as to how the tools were used and what living conditions were like in logging camps during the winter. They explained some of the terminology and the specific roles that people had in saw mills. This information will be added to our records on Collective Access so that it does not become disassociated from the artifacts or photographs. Our meeting also revealed that the Historeum does not have certain lumbering artifacts so Allan intends to donate some tools to the museum, such as dogs and a cant hook.
- The Archivist has been working on writing a piece on the origins of Truro. The Town of Truro requested that the Historeum undertake this project as their website needs to be updated with historical information and a history of Truro has not been written since the 1960s. This has been a long process as it has involved much research and consultation with Mi'kmaw and African Nova Scotian community members. Jim Smith has also been assisting with editing and fact checking.

Courses, Training, and Professional Development

- Council of Nova Scotia Archives Conference and AGM, May 9-10
- CNSA MemoryNS database training, August 2019
- Association of Nova Scotia Museums Conference and AGM, September 17-19
- Care and Handling of Photographic Materials (Canadian Conservation Institute), October 2-3
- CNSA Core Curriculum course "Introduction to Preservation", October 15-16
- CNSA Provincial Archival Development Training Session (hosted by the Historeum), December 9
- Dollars and Sense, CBDC NOBL (Northern Opportunities Business Limited), January-March 2020

Global Preservation Assessment

On October 28 and 29, the Archives had a Global Preservation Assessment (GPA) conducted. This was funded through the Provincial Archival Development Program. Paper Conservator Julia Landry visited the Historeum and assessed everything in the Archives from storage space, environmental conditions, policies and procedures, and preservation concerns. After two days on site, she produced a report highlighting any concerns and recommendations for improvement.

This GPA report will give the organization a better idea of how to plan for future archival projects and address any pressing and/or long-term issues as funding allows. Having an official GPA is beneficial for grant applications as it supports the reasoning behind undertaking certain projects.

- Some of the recommendations in the report were as follows:
- Implement a basic pest management program.
- Move any materials stored on the floor in the archives to shelving or alternative storage.
- Invest in some new UV filters for the fluorescent lights in the reading room and library.
- Consider purchasing environmental monitors (temperature, RH, and UV).
- Continue to replace inappropriate storage materials (acid-free boxes) to ensure long term preservation of archival material.
- Replace the cased land grant on the reading room wall with a facsimile copy.
- Arrange to rehouse and relocate the collection of photographs currently in the library to a more stable environment.
- Relocate materials currently housed in shallow metal drawers in the archival holdings to archival boxes and shelving.
- Move photographs currently stored in the library to the Archival storage where there are more environmental controls.

Awards

In 2019, the Colchester Historical Society was the recipient of the Doug Kirby Award in Recognition of Outstanding Achievement in Archival Preservation. This was awarded to us for the PADP map digitization project that we completed in 2018-2019. This could not have been made possible without the Board's support so I would like to extend my gratitude for their support throughout this successful project.

Programming

In 2019, the Historeum hosted over 14 school groups as well as girl guide and beavers groups. As part of these school programs, students visited the Archives and participated in facilitated tours and activities. Students visited from across Colchester County, including Truro Elementary, Harmony Heights Elementary, Great Village Elementary, Tatamagouche, and Cobequid Educational Centre. One activity used old photographs and maps from the Archival collection to help the students learn more about map reading, Colchester County's history, and the importance of preservation. Another activity includes a colouring and cut-out page where students have to guess where certain objects, such as books and microfilm, are stored in the archives. Both activities were developed and facilitated by the Archivist. Over 600 students participated in the programming in 2019.

Highlights- Smithsonian Institute and the Truro Sheiks

On November 18, Justin Hudson, a researcher from the Smithsonian Institute, visited the Archives along with Francis Collins and Nevin Jackson. Hudson had travelled all the way from Washington, D.C., to do research on the Truro Sheiks hockey team. The Smithsonian is working on expanding their Sports exhibit in the National Museum of African American History and Culture and they plan on including Truro's very own hockey team from the Black Hockey

League. While very little documentation of the Sheiks exists, we were able to provide Hudson with some images and newspaper articles.



Left to right: Francis Collins, Nevin Jackson, Justin Hudson of the Smithsonian Institute, and Ashley Sutherland. Researching Truro's African Nova Scotian community and the Black Hockey League.

Policy Updates

Archives Access Policy (May 2019)

Archives Acquisition Policy (June 2019)

Archives Operational Policy (November 2019)

Archives Preservation Policy (November 2019)

Internal Records Management Policy (Adopted November 2019)

Acquisitions

The following are some highlights of material acquired by the Archives:

- K-Ette Club Fonds
- Canadian Federation of University Women (CFUW) Fonds
- Account book dating from 1795-1805 that belonged to Planter William McNutt
- Rotary Club Fonds

Calendar Fundraiser

One project that occurred this year was the creation of a calendar fundraiser. In the summer, the CHS conducted several polls on our social media pages to see what topic people would like to see in our calendar. "Houses of Colchester" was the winner and a 2020 calendar was created with images from the Archival collection. Ads were sold to local businesses to help cover the costs of printing and we sold nearly all of the calendars. CHS hopes to make

this an annual fundraiser and potentially explore the idea of also producing greeting cards with images from the Archival collection as well.

Volunteers:

Valerie Tucker
Jim Smith
Janet Eisses
Susan MacDonald
Joanne Hunt
Sue Dyer
Mike Boulton
Karen Molaski

Archives Visitors for 2019-2020:

1,217



The Research Room in the Archives has been gradually changing throughout the year to create a welcoming and relaxing atmosphere. One table has been added and another refinished to accommodate researchers and school groups.



Various school groups and facilitated activities that took place in the Archives in 2019.



Respectfully submitted,

Ashley Sutherland, Archivist

6. CURATOR'S REPORT

Margaret Mulrooney, Administrator/Curator, left on maternity leave January 8th, 2020. I took over as Interim Curator on a part-time basis and worked Monday, Wednesday, and Friday each week. Although the next year was well planned out on Margaret's departure, the arrival of COVID-19 and its restrictions have completely changed our daily plans.

Exhibits

The current exhibit on the third floor, *Vanguard*, was due to be dismantled on April 15th, in time to create the Chamber of Commerce 130th Anniversary Exhibit, opening April 30th, 2020. Due to our present closure because of COVID-19, the staff from the Nova Scotia Museum cannot dismantle Vanguard until at least the end of May. When that occurs, the Chamber exhibit is still planned and will be on display whenever we open again for the summer.

I have been working at collecting the various components required for the Chamber exhibit, doing research and preparing mock ups of the various glass cases which will house the artifacts. I can start to assemble each one and have them ready for display soon after the Vanguard pillars are removed.

Evaluation

The 2020 Evaluation has been postponed until 2021, due to COVID-19. I spend most of February and March preparing files for the Documentation Review in anticipation of the April 30th deadline for submissions. On April 8th, ANSM decided to postpone, but told all participants to upload files if they had them ready. On Monday, April 13th, I uploaded 85 files for review by ANSM. Their plan is to give feedback on files this year and suggest improvements which could result in higher scores for next year. I await our review and will make all recommended changes and improvements as they are provided. I can change files and resubmit for next year, so my goal is to have the documentation review as complete as possible before Margaret's return in February 2021. That way, she will hopefully have very few files to update before the April 30th deadline once again. It is anticipated that the site evaluation visit will happen in July 2021 and we should be even more prepared by that time as well.

School Programs

There have been no school groups through the museum since I took over this position in January. COVID-19 will likely make group tours impossible until at least next fall at the earliest

Collections

The Collections Committee met in January, but not since. We will resume meetings as soon as we are open to the public and all members can attend.

Renovations and Maintenance

While things have been quiet and no public have been in the museum, we have been working at renovating the bathrooms, revamping the giftshop and storage closet, extra cleaning around the building and reorganizing the janitorial area and workshop in the basement. Items which must be addressed for the 2021 Evaluation are ongoing and now we have extra time to address them.

7. ADMINISTRATIVE & FUND DEVELOPMENT ASSISTANT REPORT

I have now been working at the Historeum for over a year now, beginning my role here on March 14th, 2020. I have been able to accomplish a lot over the past year, and there is more in focus for 2020-2021. With a third staff on board, there was more focus to be directed to fundraising, events, and community partnership.

Fundraisers

2020 Calendars

The staff worked on developing a 2020 Calendar featuring Houses of Colchester County. We engaged with our social media followers on Facebook to select a theme for the calendar, and Houses of Colchester County was the winning subject. Advertisements in the calendar were sold to local businesses to help offset the costs of producing the calendars. The total raised was \$2,594.08 including both advertisement and calendar sales.

Thank you to the following businesses who purchased ads: ReMax Fairlane Realty, Intrinsic Salon & Spa, Joy Laking Gallery, Culgin Construction, CIBC WoodGundy, and Caldwell Roach Insurance

We would also like to offer a special shout out to Intrinsic Salon and Spa for helping us to sell the calendars (and tickets for *Heat the Historeum Luncheon*). Their help was instrumental in being able to sell out of all the calendars we produced.

Annual Appeal

The Historeum held its Annual Appeal from September to December 2019. Our Annual Appeal is one of our biggest fundraisers and this year, we reached out to all our members for the first time. The response was wonderful and encouraging of support. We were able to raise \$16,316.31 with the Annual Appeal this past year.

Heat the Historeum Luncheon

In January 2020, the Historeum hosted a luncheon and silent auction, *Heat the Historeum*. Hosted at the Truro Fire Hall, and catered by CEP Catering, we sold out of all 100 tickets! We received lots of positive feedback from this event by our members, and the surprise performance by the Truro Novatones was very well received.

We would like to acknowledge the following businesses for their support:

- My Home Mercantile

- Aroma Maya
- Atlantic Fabrics
- Bike Monkey
- Cameron's Paints
- Clay Café Truro
- Enchanted Forest
- Frasers Guardian Pharmacy
- Great British Grub
- Hub Grub
- Intrinsic Salon and Spa
- Jimolly's Bakery & Café
- Murphy's Fish and Chips
- The RECC

Thank you to all our volunteers who supported this event with their time, and to all our members with their generous donations. This event raised \$1,893.23.

Community Partnerships & Events

Over the course of the past fiscal year, the staff at the Historeum have been meeting with and working with members of our community, non-for-profits, and businesses in the county. We are working on developing our partnerships with our community and look forward to further developing these relationships. Below are just a few examples of services the Historeum has been able to offer through partnerships with our community:

We applied for the Downtown Truro Partnership Façade Improvement Incentive Program to help offset the purchase of new signage for the front façade of the Historeum. Our new signage has increased visibility at the Historeum and helped with recognition in our community.

On June 5th, 2019, the Historeum hosted *Mocktail Mingle*, a networking opportunity for local businesses and workers in the tourism industry. We had 30 individuals in attendance. We partnered with Jenny's Cocktails to offer mocktails to our guests.

During the summer of 2019, the Historeum began offering *Toddler Tuesdays* every week. From 10am-noon, families were able to come to the Historeum by donation and play on the ground floor with provided toys, crafts, and activities. Tuesday was selected as to therefore not complete with activities at the Truro library. Many families visited the Historeum for the first time as a result.

We reached out to the Truro Branch of Autism Nova Scotia to work on a *Sensory Friendly Museum Time* at the Historeum. It is important to us that everyone feels welcome at the Historeum, and that our facility is accessible for all. This is a partnership and event we would like to continue monthly as we open our doors again (hopefully!) soon.

On August 22nd, the Historeum hosted an event *Eat Dessert First: Women's Networking Opportunity*. It was cohosted with Angela from All for Knot Rope Weaving. We received good attendance and gained a new archives volunteer as a result.

The Historeum hosted a number of Open Houses as part of Pride, Canada Day, and Remembrance Day. As part of activities for Pride, the Historeum hosted Darcy from Foolish Tarot, who offered free ten-minute tarot card readings. This proved to be very popular with visitors to the Historeum.

Beginning in the fall of 2019, the Historeum began hosting the bi-weekly Queercraft meetings. Queercraft is an LGBTQ+ youth support group. The Historeum is happy to work with the students and leaders of Queercraft to offer them a safe space in the community. We look forward to working with them more in the future.

The Historeum continued to host weekly Canasta meetings, monthly meetings for Knit-In and Stitch-Ins.

The Historeum Lecture series has developed significantly over the past year. We saw a substantial increase in attendance, with the average number of attendee ranging between 65-85 people. This has proven to be a successful way to engage with new members and members of our community who are not familiar with the Historeum. We were able to partner with the Colchester East-Hants Public Library, Truro Branch, for African Heritage Month to offer both a lecture (mentioned below) and the showing of *Portia White: Think on Me* documentary film by Sylvia Hamilton.

2019-2020 Lecture Series:

- April 25th – *Rocks & Crystals of Nova Scotia* with Ashley Sutherland
- September 26th – *Hidden Corners of Nova Scotia* with Jon Guy & Ashley Sutherland
- October 24th – *Are All Mushrooms Magic?: Mycology and Foraging in Nova Scotia* with Bruce Gray
- November 21st – *Sea Monsters in the Age of Dinosaurs* with Danielle Serratos, Director/Curator, Fundy Geological Museum
- January 16th – *The History of Wrestling in Nova Scotia* with Andre Myette, Graphic Artist, NBW Wrestler
- February 17th – *The No. 2 Construction Battalion (The Black Battalion)* with Douglas Ruck, Lawyer, Chair of the Board of Governors, University of King's College
- March 26th – *A Shift in Perspective: Tattoo Culture* with Alicia Simms, Media Personality, Content Creator, Entrepreneur (Cancelled due to COVID-19)

On December 19th, the Historeum hosted a party to celebrate and thank our volunteers for their service and help over the past year. This year we also opened it up to our members, and it was lovely to see many of them come and enjoy themselves. We offered our

volunteers/members refreshments, and I hosted a holiday themed trivia game. This proved to be a popular choice of activity, with volunteers/members working together. It was lovely to see volunteers/members who didn't know each other that well laugh and get to know one another. There were also many competitive sides we witnessed, but it was all in good fun!

Social Media & Communications

The Historeum's social media has been improving over the past year. On Instagram alone, we gained over 700 more followers! It is encouraging to see the likes and discussions on posts regarding historical matters in Colchester's history and is a great way to engage with our members and those interested who are not local.

New rack cards were developed for the Historeum, and the staff now have business cards. The Historeum has also selected specific branding colours to help make publications and advertisements more cohesive.

Training

- Dollars and Sense, CBDC NOBL, April 25th – June 27th, 2019
- Marketing and Revenue Generation, Association of Nova Scotia Museums, May 9th-10th, 2019
- Creating Welcoming and Inclusive Communities Workshop by Shakira Weatherdon, SEO Shakira Weatherdon Enterprises, presented at the Truro Library on October 29th, 2020.
- Professional Specialization Certificate in Collections Management, University of Victoria, January 2020-present
- Strategic Marketing, CBDC NOBL, January 14th – March 17th, 2020
- Online Marketing, CBDC NOBL April 21st – June 23rd, 2020

8. MEMBERSHIP REPORT

Over the past fiscal year, the Historeum held an average of 250 active members (including life members). We received 42 new members to the Historeum.

Respectfully submitted,

Lillian Scales

9. TREASURER'S REPORT

We have made significant improvements this past year in financial records and reporting. Our Administrative Assistant, Lillian Scales, has taken over some of the financial duties including recording weekly deposits, making weekly bank deposits, and dealing with our bookkeeper and auditors. This has greatly reduced the weekly workload of the Treasurer.

In this past year, we have our banking services from CIBC to the Colchester Credit Union. this has resulted in a significant reduction in bank charges plus we now receive interest on our bank balance.

We are also in the process of improving our bookkeeping and accounting services which should result in better reports and a reduction in work during our annual audit and hopefully a saving on our audit fee.

A challenge for the Treasurer and the Board has been fundraising, Efforts to attract people to serve on a fundraising committee have not materialized. However, we were able to set up a Chase the Ace program as a fundraiser, only to have it put on hold due to Covid-19 regulations.

I am resigning as Treasurer this year after serving 3 plus years on the Board. I am pleased with the accomplishments we have made in financial reporting and governance of the Historeum.

I wish all the best in the future.

Respectfully submitted,

Bob Taylor, Treasurer



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Independent Practitioner's Review Engagement Report

To the Directors of the Colchester Historical Society

We have reviewed the accompanying financial statements of the Colchester Historical Society that comprise the statement of financial position as at March 31, 2020, and the statements of operations and changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Basis for qualified conclusion

In common with many not-for-profit organizations, the Colchester Historical Society derives revenue from donation and fundraising activities, the completeness of which is not susceptible to satisfactory review.



Accordingly, our review of these revenues was limited to the amounts recorded in the records of the Society. Therefore, we were not able to determine whether any adjustments might be necessary to donation and fundraising revenues, excess of revenues over expenses, and cash flows from operations for the years ended March 31, 2020 and March 31, 2019, and assets as at March 31, 2020 and March 31, 2019 and net assets as at March 31, 2020 and March 31, 2019. Our review on the financial statements for the year ended March 31, 2020 was modified accordingly because of the possible effects of this limitation in scope.

Qualified conclusion

Based on our review, except for the possible effects of the matter described in the Basis for qualified conclusion paragraph, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of Colchester Historical Society as at March 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Grant Thornton LLP

Truro, Canada
September 23, 2020

Chartered Professional Accountants

Colchester Historical Society

Statement of operations

Year ended March 31, 2020

	Operating Fund	Memorial Trust Fund	Total 2020	Total 2019
Revenues				
Admissions	\$ 5,086	\$ -	\$ 5,086	\$ 3,061
Amortization of deferred contributions – core exhibit	24,038	-	24,038	24,038
Fundraising and other (Note 4)	104,247	-	104,247	28,110
Unrealized gain (loss) on fair value of investments	-	2,221	2,221	(118)
Grants	120,468	-	120,468	125,017
Investment income	601	3,997	4,598	3,667
Life memberships	-	-	-	20
Memberships	3,874	-	3,874	3,935
Sales, net (Note 5)	3,641	-	3,641	(741)
	<u>261,955</u>	<u>6,218</u>	<u>268,173</u>	<u>186,989</u>
Expenses				
Amortization of capital assets	25,289	-	25,289	25,844
Dues	1,392	-	1,392	984
Insurance	2,580	-	2,580	2,596
Marketing Study	1,091	-	1,091	913
Newsletter and advertising	-	-	-	43
Office	9,893	-	9,893	9,712
Professional fees	12,394	-	12,394	4,916
Programs	12,721	-	12,721	5,478
Repairs and maintenance	7,477	-	7,477	12,319
Salaries and benefits	145,653	-	145,653	119,341
Security	432	-	432	407
Training and conferences	1,781	-	1,781	3,495
Utilities	25,029	-	25,029	23,770
	<u>245,732</u>	<u>-</u>	<u>245,732</u>	<u>209,818</u>
Excess (deficiency) of revenues over expenses	<u>\$ 16,223</u>	<u>\$ 6,218</u>	<u>\$ 22,441</u>	<u>\$ (22,829)</u>

See accompanying notes to the financial statements

Colchester Historical Society
Statement of changes in net assets

Year ended March 31, 2020

	Unrestricted Operating Fund	Memorial Trust Fund	Total 2020	Total 2019
Fund balance, beginning of year	\$ 139,232	\$ 151,377	\$ 290,609	\$ 313,438
Interfund transfers (Note 6)	-	-	-	-
Excess (deficiency) of revenues over expenses	16,223	6,218	22,441	(22,829)
Fund balance, end of year	\$ 155,455	\$ 157,595	\$ 313,050	\$ 290,609

See accompanying notes to the financial statements

Colchester Historical Society Statement of financial position

March 31, 2020

	Operating Fund	Memorial Trust Fund	Total 2020	Total 2019
Assets				
Current				
Cash and cash equivalents	\$ 43,053	\$ -	\$ 43,053	\$ 26,770
Receivables	4,535	1,790	6,325	5,379
Inventories	<u>1,580</u>	<u>-</u>	<u>1,580</u>	<u>689</u>
	49,168	1,790	50,958	32,838
Investments	-	167,243	167,243	160,104
Capital assets (Note 7)	<u>520,719</u>	<u>-</u>	<u>520,719</u>	<u>546,007</u>
	\$ <u>569,887</u>	\$ <u>169,033</u>	\$ <u>738,920</u>	\$ <u>738,949</u>
Liabilities				
Current				
Payables and accruals (Note 8)	\$ 17,191	\$ -	\$ 17,191	\$ 15,624
Inter-fund payable (receivable)	(11,438)	11,438	-	-
Deferred contributions (Note 9)	<u>408,679</u>	<u>-</u>	<u>408,679</u>	<u>432,716</u>
	<u>414,432</u>	<u>11,438</u>	<u>425,870</u>	<u>448,340</u>
Net assets (Page 4)				
Unrestricted operating fund	155,455	-	155,455	139,232
Memorial trust fund	<u>-</u>	<u>157,595</u>	<u>157,595</u>	<u>151,377</u>
	<u>155,455</u>	<u>157,595</u>	<u>313,050</u>	<u>290,609</u>
	\$ <u>569,887</u>	\$ <u>169,033</u>	\$ <u>738,920</u>	\$ <u>738,949</u>

Impact of COVID-19 (Note 11)

On behalf of the Society

Bruce Giza Chairperson

Bob Giza Treasurer

See accompanying notes to the financial statements

Colchester Historical Society

Statement of cash flows

Year ended March 31	2020	2019
Increase (decrease) in cash and cash equivalents		
Operating		
Deficiency (excess) of revenues over expenses	\$ 22,441	\$ (22,829)
Amortization of capital assets	25,289	25,844
Amortization of deferred contributions	(24,038)	(24,038)
Unrealized (gain) loss on fair value of investments	(2,221)	118
	<u>21,471</u>	<u>(20,905)</u>
 Change in non-cash operating working capital		
Receivables	(946)	15
Inventories	(891)	5,179
Payables and accruals	<u>1,567</u>	<u>8,344</u>
	<u>21,201</u>	<u>(7,367)</u>
 Investing		
Change in investments, net	(4,918)	(537)
Purchase of capital assets	-	(558)
	<u>(4,918)</u>	<u>(1,095)</u>
 Net increase (decrease) in cash and cash equivalents	16,283	(8,462)
Cash and cash equivalents, beginning of year	<u>26,770</u>	<u>35,232</u>
Cash and cash equivalents, end of year	\$ 43,053	\$ 26,770

See accompanying notes to the financial statements

Colchester Historical Society

Notes to the financial statements

March 31, 2020

1. Nature of operations

The Society is a non-profit organization incorporated under the Societies Act of Nova Scotia. The purpose of the Society is to educate a diverse public about the significance of Colchester County's past and its relationship to our lives today. In support of this mission, the Society collects, preserves and interprets materials pertaining to Colchester County history. The Society operates a library, a book store, a gift shop and a historical museum with exhibits, all located in Truro, Nova Scotia.

2. Summary of significant accounting policies

Basis of presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Use of estimates

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires the Society's management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenue and expenses during the year. Actual results could differ from those reported.

Revenue recognition

The Society follows the deferral method of accounting for contributions. Restricted contributions received from various funding organizations and agencies are recognized as revenue in the year in which related expenses are incurred. Unrestricted contributions and investment income are recognized as revenue of the appropriate fund when received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

Annual memberships are recorded as revenue in the year the membership relates to when received or receivable if the amount can be reasonably estimated and collection reasonably assured. Any annual memberships received in advance of the year they relate to are appropriately deferred.

Retail sales are recognized when the goods are provided.

Deferred capital contributions

Restricted contributions received for funding relating to purchases of capital assets are deferred and recognized as revenue on the same basis as the amortization expense over the relating capital assets' useful lives.

Contributed services

Volunteers contribute many hours per year to assist the Society in carrying out its service delivery. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

Fund accounting

The Society uses fund accounting and accordingly, the balance sheet is segregated between the Funds.

The unrestricted operating fund accounts for the revenues and expenses relating to operations of the Society.

The Memorial Trust Fund records bequests and life membership revenues of the Society and invests these funds to earn interest income which is transferred to the operating fund for supporting operations.

Colchester Historical Society

Notes to the financial statements

March 31, 2020

2. Summary of significant accounting policies (continued)

Cash and cash equivalents

Cash is defined as cash on hand and balances with banks or other institutions.

Inventory

Inventory is disclosed at the lower of cost and net realizable value.

Investments

Investments are measured at fair value. Changes in fair value are recorded in net income, in the period in which they arise.

Capital assets

Capital assets are recorded at cost. Funds received through capital assistance programs are treated as deferred contributions and amortized at the same rates as the applicable assets and recorded in the capital fund.

Rates and bases of amortization applied to write-off the cost of capital assets over their estimated lives are as follows:

Office equipment	20%, declining balance
Library equipment	10%, declining balance
Core exhibit	20 years, straight line

Archives represent historical archives and artifacts owned by the Society and are not amortized as the values of these items are not expected to decrease over time.

Contributed capital assets are recorded at fair value at the time of acquisition. If fair value of the contributed asset cannot be reasonably obtained, the asset is recorded at nominal value.

Income tax status

The Colchester Historical Society is exempt from income taxes under Section 149 of the *Income Tax Act (Canada)*.

Financial instruments

The Society considers any contract creating a financial asset, liability or equity instrument as a financial instrument, except in certain limited circumstances. The Society accounts for the following as financial instruments:

- Cash and cash equivalents
- receivables
- investments
- payables and accruals

A financial asset or liability is recognized when the Society becomes party to contractual provisions of the instrument.

The Society initially measures its financial assets and financial liabilities at fair value, except for certain non-arm's length transactions.

Colchester Historical Society

Notes to the financial statements

March 31, 2020

2. Summary of significant accounting policies (continued)

Financial instruments (continued)

Financial assets or liabilities obtained in related party transactions are measured in accordance with the accounting policy for related party transactions except for those transactions that are with a person or entity whose sole relationship with the Society is in the capacity of management in which case they are accounted for in accordance with financial instruments.

The Society subsequently measures its financial assets and financial liabilities at amortized cost except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in the statement of operations. The Society removes financial liabilities, or a portion of, when the obligation is discharged, cancelled or expires.

Financial assets measured at cost are tested for impairment when there are indicators of impairment. Previously recognized impairment losses are reversed to the extent of the improvement provided the asset is not carried at an amount, at the date of the reversal, greater than the amount that would have been the carrying amount had no impairment loss been recognized previously. The amounts of any write-downs or reversals are recognized in the statement of operations.

3. Adoption of new accounting standards

The Society adopted new accounting standards Section 4433 *Tangible capital assets held by not-for-profit organizations* and Section 4434 *Intangible assets held by not-for-profit organizations* (the "standards"). The most significant requirements include:

- tangible capital assets must be separated into their component parts, when practicable, and when estimates can be made of the lives of the separate components;
- tangible capital assets and intangible assets are written down to fair value or replacement cost to reflect partial impairments when conditions indicate that the assets no longer contribute to an organization's ability to provide goods and services, or that the value of future economic benefits or service potential associated with the tangible capital assets are less than their net carrying amounts; and
- additional disclosures when an impairment has occurred.

The adoption of the new accounting standards was applied prospectively. The adoption of these standards did not have any impact on the statement of financial position as at April 1, 2019 and the changes in financial position for the current period.

4. Fundraising and other	2020	2019
Annual Appeal	\$ 16,216	\$ 17,614
Other fundraising and donations	88,031	10,496
	<u>\$ 104,247</u>	<u>\$ 28,110</u>

5. Sales, net	2020	2019
Sales	\$ 5,033	\$ 8,536
Book expenses	(1,392)	(9,277)
	<u>\$ 3,641</u>	<u>\$ (741)</u>

Colchester Historical Society

Notes to the financial statements

March 31, 2020

6. Interfund transfers

In 2020, Nil (2019 – \$ 3,588) was transferred from the Memorial Trust Fund to the unrestricted operating fund as investment income was used to support operations.

7. Capital assets

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2020 Net Book Value</u>	<u>2019 Net Book Value</u>
Archives	\$ 131,022	\$ -	\$ 131,022	\$ 131,022
Office and other equipment	16,863	14,974	1,889	2,362
Library equipment	42,930	31,075	11,855	13,173
Core Exhibit	469,941	93,988	375,953	399,450
	<u>\$ 660,756</u>	<u>\$ 140,037</u>	<u>\$ 520,719</u>	<u>\$ 546,007</u>

8. Payables and accruals

Included in payables and accruals is government remittances of \$6,298 (2019 – \$8,590).

9. Deferred contributions

	<u>2020</u>	<u>2019</u>
Building – repairs and maintenance	\$ 24,078	\$ 24,078
Core Exhibit - capital	<u>384,601</u>	<u>408,638</u>
	<u>\$ 408,679</u>	<u>\$ 432,716</u>

Deferred contributions related to the building are funding contributions received for major building repairs and maintenance. Funds will be recorded as revenues as these expenses are incurred.

10. Financial Instruments

The Society is exposed to various risks through its financial instruments. The following analysis provides a measure of the Society's risk exposures and concentrations at March 31, 2020.

(a) Credit risk

The exposure to credit risk relating to financial assets arises from the potential for non-performance by counterparties of contract obligations which could lead to a financial loss to the Society. The main source of credit risk to the Society relates to receivables. Receivable balance consists mainly of HST receivable and interest on investments. Credit risk exposure is expected to be minimal and there was no significant change in exposure from the prior year.

(b) Liquidity risk

Liquidity risk is the risk that the Society will encounter difficulty in meeting the obligations associated with its financial liabilities. The Society is exposed to this risk mainly in respect of its payables and accruals. At year end, the Society has available assets to meet these obligations and there was no significant change in exposure from the prior year.

Colchester Historical Society

Notes to the financial statements

March 31, 2020

11. Impact of COVID-19

The spread of COVID-19 has severely impacted many local economies around the globe. In many countries, businesses are being forced to cease or limit operations for long or indefinite periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

The Society responded to public health guidelines and closed its location and adopted policies and procedures to address these changes. Subsequent to year end, the Society applied for the federal wage subsidy program. This plan did not have a material impact to the Society's operations. The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government and central bank responses, remains unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of the Society for future periods.

10. COMMITTEE REPORTS

Building and Grounds Committee

The Building and Grounds Committee met on a few occasions during the year, but mainly kept in touch via messages and emails as projects were addressed around the building.

Throughout the year, Tom and Shery Taylor performed the monthly safety checks around the building and Tom cleaned the filters on the heat pumps. Regular maintenance on the elevator, sprinkler system and alarm panel were carried out by professionals.

In early summer, we were granted \$100 by the United Way to purchase plants for our garden area and also to have a few extra volunteers to help clean up outside.

In August, Dave Hunt performed a general building inspection to identify areas of concern or which could use improvement. A list of 30 items was suggested and the committee reviewed and prioritized the jobs which could make the most impact regarding the Evaluation as well as those which were most cost effective.

The north wall of the Archives was filled, sanded and repainted. A new bookcase was moved up from the basement. Later in the year, the east wall was painted and several wall display pieces were moved and re-installed. New bookshelves were installed in the library.

The exterior railing on the north entrance was painted and several windows needed attention – not locked and sills filled with sand and debris. Dave Hunt went around the building, cleaned and locked all windows before winter. Raised nail heads were hammered down on the long entrance ramp. One board was replaced due to rot and the main wooden stairway and railing were solidified with more screws.

3rd floor – Lillian Scales painted the wainscoting and poles white all around the 3rd floor before the Portia White Exhibit. She also painted her office in the main entry area.

The Workshop room in the basement was renovated by Dave Hunt into a Volunteer Meeting Room. The contents were removed, sorted and moved to the far north end of the basement – the new workshop. All the walls and floor were filled, sanded and painted, including window wells and pipes. Dave used as much of the existing building material as possible. New drapes were also hung.

After shutting down to the public in mid-March, it was decided that more projects could be accomplished while no public are in the museum. We have begun renovating the bathrooms, revamping the gift shop and storage closet, extra cleaning around the building and reorganizing the janitorial area and workshop in the basement. Items which must be addressed for the postponed 2021 Evaluation are ongoing.

Respectfully submitted by Joanne Hunt

Collections Committee

The Collections Committee met on seven occasions during the last year to review donated artifacts and archival material.

Items which were accepted into the Colchester Historical Society's Collection included, amongst many items, clothing and uniforms, personal accessories such as purses and hats, toys and children's items, household goods, photographs, documents, postcards and letters, maps and genealogy material. A complete list is available by contacting the Curator.

All accepted items were in good condition for their age and met the most important mandate requirement of being connected directly to Colchester County.

A few particular artifact highlights include a needlework sampler from 1845 created in Middle Stewiacke, memorabilia from the Independence Order of Odd Fellows, and a Canadian Women's Army Corps Hat (currently on display in the Core Gallery).

Respectfully submitted by Interim Curator, Joanne Hunt

Heritage Committee

The Heritage Committee is responsible for the Society Heritage Awards, and provides Society representation on the Town of Truro Heritage Advisory Committee.

The committee includes the chair, elected annually, (Ken Henderson) one staff member (Ashley Sutherland) and one other person appointed by the Committee Chair. Currently this function is carried out by consultation with the Heritage officials of Town of Truro and the County of Colchester.

- **The Heritage Committee is responsible for representing the Colchester Historical Society for community Heritage consultation.**

Activities over the past year have included ongoing assistance in the work of the Black Battalion Society, including attending a meeting chaired by the Parliamentary Secretary of the federal Minister of Heritage and attended by a number of Nova Scotia MPs and senators

Work is also continuing on updating the historical sketch on the Town of Truro website.

- **The Heritage Committee is responsible for formulating, implementing, and maintaining the Society's Heritage Awards Program.**

The annual Heritage Night recognized the preservation and documentation work of worthy groups and individuals from across the County.

- **The Heritage Committee is responsible for providing a presence of the Society at the Chignecto Central Regional Centre for Education Heritage Fair.**

Due to the CoVid19 situation, the Heritage Fair did not take place this year.

- **The Heritage Committee is responsible for providing representation on the Town of Truro Heritage Advisory Committee and advice to the County of Colchester as requested.**

The chair sits as a member of the Truro Heritage Advisory Committee and is in regular contact with heritage personnel at the County. Care is also taken to invite representatives of the both to events.

The committee invites members of the Society to consider joining in its work..

Respectfully submitted,

Ken Henderson, Chair