



COLCHESTER

HISTORICAL SOCIETY

*Annual Report
2020-2021*

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Board of Directors 2020-2021

| | |
|-------------------------|---|
| President | Bruce Gray |
| Vice President | Ken Henderson |
| Secretary | Leslie Burrows |
| Treasurer | Amy Atkinson |
| Members at Large | Karen Archibald-Waugh Holly Fisher Sandra Guinan Tom Kayser Linda McGeehan Terry White |

Agenda for the Annual General Meeting 2020-2021

Colchester Historical Society
Annual General Meeting
Year of April 1, 2020 – March 31, 2021
ZOOM Meeting
7:00 p.m. – Thursday, June 3, 2021

1. Zoom Procedures – Leslie Burrows, Secretary

- Test Motion

2. Roll Call – Leslie

3. Call to Order by Bruce Gray, President

4. Land Acknowledgement

We would like to take the opportunity to acknowledge that the land we are located on is the traditional territory of the Mi'kmaq First Nations. We would like to use this acknowledgment as a reminder for you regarding this fact and hope that it inspires you to take action in supporting the Indigenous communities where you live.

5. Moment of Silence in Honour of those members who passed away during 2020/2021 year:

| | |
|------------------|-------------|
| H Douglas Boyce | Dave Wilson |
| Mark A Campbell | David Yuill |
| Elizabeth Thomas | John Zahl |

and any others that we may have missed.

6. Agenda

7. Minutes – November 4, 2020 AGM

8. President's Report

9. Staff Reports:

- A. Interim Curator – Joanne Hunt
- B. Archivist/Administrator – Ashley Sutherland
- C. Curator/Administrator – Margaret Mulrooney

10. Treasurer's Report – Amy Atkinson

11. Grant Thornton Independent Practitioner’s Review Engagement Report for the year ending March 31, 2021 – Amy Atkinson and Heidi vanderKwaark

12. Committee Reports:

- A. Building & Grounds – Joanne Hunt
- B. Collections – Ashley Sutherland
- C. Heritage – Ken Henderson
- D. Human Resources – Ken Henderson

13. Nominating Committee brings forth the following names for a two-year term:

Karen Archibald-Waugh
Leslie Burrows
Ken Henderson
Sarah Thornham

14. Board recommendation – to appoint Grant Thornton for a Review Engagement for the 2020-2021 year

15. Other Business

16. Thanks – by Ken Henderson

17. Adjournment

Board Members with one year left in term, eligible for re-election in 2022:

Amy Atkinson
Sandra Guinan
Holly Fisher
Linda McGeehan

Board Member with one year left in term, not eligible for re-election in 2022:

Terry White

Minutes from the Annual General Meeting 2019-2020

**Colchester Historical Society
Annual General Meeting
Year of April 1, 2019 – March 31, 2020
ZOOM Meeting
Wednesday, November 4, 2020**

18. Attendance

Members: (20) – Karen Archibald-Waugh, Leslie & Jim Burrows, Stacey Culgin, Margaret Dougherty, Dale Ells. Holly Fisher, Donald & Linda Forbes, Ken Henderson, Joanne & Dave Hunt, Janet Killawee, Charlotte MacQuarrie, Jeanne Purdy, Bob Taylor, Shery & Tom Taylor, Pat Whidden, Terry White

Staff: Joanne Hunt (Interim Curator), Lily Scales (Administrative & Fund Development Assistant), Ashley Sutherland (Archivist & Interim Administrator), Heidi van der Kwaak (Bookkeeper)

19. Call to Order by Vice-President Ken Henderson at 7:00 p.m.

20. Land Acknowledgement

We would like to take the opportunity to acknowledge that the land we are located on is the traditional territory of the Mi'kmaq First Nations. We would like to use this acknowledgment as a reminder for you regarding this fact and hope that it inspires you to take action in supporting the Indigenous communities where you live.

21. Moment of Silence in Honour of those members who passed away during 2019/2020 year:

| | | |
|----------------|-------------------------|-----------------|
| Catherine Dale | Beatrice "Bea" McCallum | Brian Wright |
| Bob Danson | Edith "Bunny" Patterson | Barry Zolkivski |
| Gordon Jeffery | Keith Trimper | |

and any others that we may have missed.

22. Agenda

It was moved and seconded by Shery Taylor and Karen Archibald-Waugh to accept the Agenda as circulated. Motion carried.

23. Minutes

It was moved and seconded by Leslie Burrows and Terry White to approve the Minutes from the May 23, 2019 AGM. Motion carried.

24. President's Report *Attached*

It was moved and seconded by Karen Archibald-Waugh and Shery Taylor to accept the President's Report as circulated. Motion carried.

25. Staff Reports *Attached*

It was moved and seconded by Terry White and Leslie Burrows to accept Staff Reports as circulated (Interim Administrator, Archivist, Interim Curator, Administrative & Fund Development Assistant, Membership). Motion carried.

26. Treasurer's Report *Attached*

It was moved and seconded by Bob Taylor and Shery Taylor to accept Treasurer's Report as circulated. Motion carried.

27. Review Engagement Report *Attached*

It was moved and seconded by Bob Taylor and Karen Archibald-Waugh to accept the Grant Thornton Independent Practitioner's Review Engagement Report for the year ending March 31, 2020, dated September 23, 2020. Motion carried.

28. Committee Reports *Attached*

It was moved and seconded by Terry White and Karen Archibald-Waugh to accept the Committee Reports as circulated (Building & Grounds, Collections, Heritage). Motion carried.

29. Nominating Committee Report

It was moved and seconded by Terry White and Shery Taylor that the Nominating Committee recommendations for Board Members be accepted: Holly Fisher, Sandra Guinan, Tom Kayser, Linda McGeehan. Motion carried.

The question was asked three times – Are there any more nominations?

There being no further nominations, Vice-President Ken Henderson declared the above names duly elected.

Thanks were extended to retiring Board members Shery Taylor, Bob Taylor and Jim Wyatt.

30. Colchester Historical Society Mission Statement Change

It was moved and seconded by Karen Archibald-Waugh and Terry White to change our Mission Statement to the following:

The Colchester Historical Society *continues* to preserve and present Colchester County's past by *striving* to offer an authentic and inclusive perspective of local history and culture through community and visitor engagement in its operation of the Colchester Historeum, a museum and archives located in Truro, Nova Scotia. Using contemporary methods of interpretation, collections

management, and education, we *encourage* conversation, understanding, and meaningful connections between all individuals.

Motion carried.

31. Appoint Independent Practitioner's Review Engagement

It was moved and seconded by Terry White and Shery Taylor to appoint Grant Thornton for an Independent Practitioner's Review Engagement for the 2020-2021 year. Motion carried.

32. Special Business

It was moved and seconded by Shery Taylor and Dale Ells to express thanks to the staff and volunteers for efficiently running the Museum during the COVID-19 Pandemic. Motion carried.

Bob Taylor expressed his enjoyment at his time on the Board.

Tom Taylor expressed his thanks to all Board members.

Ken Henderson expressed thanks on behalf of the Board and Society for the work

President Bruce Gray has done over the past year and wished him well with his health issues.

Ken also thanked Secretary Leslie Burrows for her work in setting up this Zoom meeting.

33. Adjournment

It was moved by Bob Taylor that the meeting be adjourned at 7:26 p.m.

Respectfully submitted,

Leslie Burrows, Board Secretary

Bruce Gray, President

President's Report

The year 2020-21 was unusual due to the COVID19 worldwide pandemic. The Annual General Meeting (AGM) for 2019-20 was postponed in the hope that with time, the Nova Scotia State of Emergency would allow members to attend the AGM in person in the Historeum as has been our practice, but by September, it was apparent that an AGM by ZOOM would have to be organized.

At this time, Margaret Mulrooney was on maternity leave with Ashley Sutherland adding Margaret's administrative duties to her work as Archivist. Joanne Hunt acted as museum curator in Margaret's absence, and Lillian Scales continued as Fund Development and Administrative Assistant until her resignation early in 2021.

Following last year's AGM, I fell ill and Vice President Ken Henderson filled in for several months. When the Nova Scotia State of Emergency was called, our society had just started a Chase the Ace fundraiser. We have kept the tickets sold to that date, and plan to resume our game once the State of Emergency is lifted.

In the meantime, our Treasurer's Report will show that the Society is financially sound thanks in no small part due to federal financial assistance related to COVID relief programmes.

I understand that several members of the Society are disappointed in the direction the Historeum took while I was President. I regret that. For several years now, the Board has implemented policy described as Best Practices by the Association of Nova Scotia Museums. We did this with the understanding that the Government of Nova Scotia would base provincial funding of not for profit museums on how well we implemented Best Practices for museums. I support the implementation of museum best practices because they help us better achieve our mission, but am disappointed that the Government of Nova Scotia has once again postponed implementation of their promise related to the funding of museums such as ours.

The Board is sending a letter to the Honorable Suzanne Lohnes-Croft, Minister of Communities, Culture and Heritage, 1741 Brunswick St, 3rd Floor, PO Box 456, Stn Central, Halifax, NS, B3J 2R5 to register our disappointment. I ask those who support museums such as ours to contact the Honorable Minister to make her aware that you care about community museums.

I wish the Colchester Historical Society a successful year in 2021-22.

Bruce Gray, President

Archivist/Administrator's Report

COVID-19 Outbreak and Impact

The past fiscal year was virtually unprecedented due to the global COVID-19 pandemic. On March 15, 2020, the Colchester Historeum closed its doors to the public with the expectation that public spaces would re-open following a two-week shutdown. This, however, extended throughout the Spring and Summer, until July 14, 2020 when we re-opened to the public with reduced hours of Tuesday and Thursday afternoons and Saturday mornings.

While the Historeum was closed to the public, the staff took turns working from home and eventually the staff began working back on site. The closure of public spaces presented an opportunity for the staff to tackle projects and tasks that otherwise would not have been possible while remaining open to the public. Artifacts and interpretive text were swapped on the entire first floor main exhibit. Additionally, staff worked on policy writing, grant applications, Museum Evaluation preparations, website development, collections projects, and a strategic plan.

Following re-opening in July 2020, several changes to our operations took place. In addition to basic COVID-19 protocols, such as mask and social distance requirements, visitors were asked to fill out contact information in the event of the Historeum potentially becoming an exposure site. The third-floor temporary exhibit space was closed to the public to enable the staff to better monitor and sanitize the public spaces within the building. Additionally, visitation to the Archives became by appointment only. Public access to the second floor was limited to the elevator and sanctions ensured directional flow of the building. Plexiglass was installed at the front desk and, to reduce handling of money, admission was by donation only.

We had three summer employees in 2020: Alyssa Giles, Craig McLelland, and Brianna Crosby. All were returning employees. Initially, the CHS was not successful in its Canada Summer Jobs application for funding. Only one position was approved for funding through the Summer Student Skill Incentive Program. Fortunately, the newly instated Canada Emergency Wage Subsidy offered the opportunity to hire the two seasonal staff that would have otherwise been covered under summer student funding. Seasonal staff began work at the end of May and worked on projects behind the scenes with the senior staff until the Historeum re-opened to the public in July. Later in the summer, we received word that the Canada Summer Jobs funding which had previously been denied was approved. This led to hiring an Interpretive Assistant, Jessica Neil, during the Fall months. Additionally, a Fleming student, Marie Both, joined the CHS team during the Fall for a 14-week unpaid internship. Marie worked on a collections project in which she transferred artifact items from the archival collection to the museum collection. Alyssa Giles re-joined the team for the remainder of the year to work under two contract positions, funded by the Provincial Archival Development Program and Young Canada Works.

During the Fall of 2020, the Historeum hosted paranormal tours in partnership with Out of Bounds Tours and a local paranormal investigators group. Small groups purchased tickets and

attended tours of the Historeum every Friday during the month of October. Additionally, a virtual event was streamed live on Facebook where Alicia Simms delivered a program about the history of Tattoo Culture. The annual archives calendar fundraiser commenced in October 2020. Advertisements were sold at reduced rates due to COVID-19. Fortunately, all 150 copies of the calendar that were printed sold out. Hopefully, next year, we can increase the quantity of calendars for sale.

The CHS received a number of grants and public funding throughout the year. In addition to our annual support from the Town of Truro, Municipality of Colchester, and Provincial Community Museum Assistance Program, we received funding for two student positions (one through the Summer Student SKILL Incentive Program and one through Canada Summer Jobs). Additional COVID emergency support was received through two federal programs—the Museum Assistance Program (\$20,981.00 in September) and the Canada Emergency Wage Subsidy Program. The CHS has not received any emergency support funding from the Province of Nova Scotia. Unfortunately, an application was submitted for the COVID-19 Emergency Support for Arts and Culture in December, however, CHS received word that it was not eligible for the fund as museums are not classified as “arts and culture” organizations. Although Provincial emergency support was granted to art galleries, theatres, and festivals, museums have not been given opportunity for emergency support from the Province of Nova Scotia.

The following is a summary of the funding that has been received through the Canada Emergency Wage Subsidy during the past year:

| CEWS Funding Totals | | | | | | |
|----------------------------|-------------------------|-------------|-----------------------------|-----------------------------|------------------------------|-----------------------------|
| Claim Period | Date | Year | Revenue Drop (%) | Subsidy Rate (%) | Employees Claimed | Subsidy Received |
| 1 | March 15–April 11 | 2020 | | 85 | 3 | 4581 |
| 2 | April 12–May 9 | 2020 | | 85 | 3 | 4581 |
| 3 | May 10–June 6 | 2020 | | 85 | 3 | 4655.18 |
| 4 | June 7–July 4 | 2020 | 98.78 | 85 | 5 | 7802 |
| 5 | July 5–August 1 | 2020 | 69.99 | 85 | 5 | 9485.06 |
| 6 | August 2–August 29 | 2020 | 37.59 | 85 | 5 | 8256.56 |
| 7 | August 30–September 26 | 2020 | 69.69 | 75 | 3 | 4914.21 |
| 8 | September 27–October 24 | 2020 | 56.26 | 54.67 | 3 | 3582.79 |
| 9 | October 25–November 21 | 2020 | 67.47 | 61.85 | 3 | 4052.59 |
| 10 | November 22–December 19 | 2020 | 26.41 | 61.85 | 3 | 4052.59 |
| 11 | December 20–January 16 | 2020–2021 | 26.41 | 70.59 | 3 | 4625.25 |
| 12 | January 17–February 13 | 2021 | 22.57 | 21.13 | 3 | 1256.55 |
| 13 | February 14–March 13 | 2021 | 82.83 | 75 | 2 | 4141.94 |
| 14 | March 14–April 10 | 2021 | 89.08 | 75 | 2 | 4251.57 |
| Total | | | | | | 70238.3 |

There are many uncertainties as a result of the pandemic. What is certain, however, is that the collapse of the economy has had, and will continue to have, a grave impact on non-profit

organizations. This includes the Colchester Historical Society. It is likely that there will be a sharp decline in donations in the coming years. Without an increase from Provincial funding, the CHS is in a precarious position. While schools have re-opened, programs have not gone forward due to social distancing and building capacity restrictions. In addition, the pandemic has had a dramatic impact on the tourism industry. Without visitors from outside of the Atlantic Provinces, revenues will continue to decline. Large-scale fundraisers and events are likewise not plausible at this current time and the uncertainty of what the near-future will look like makes planning ahead difficult. Now, more than ever, the CHS is in need of community support and advocacy.

Archives Report

During the 2020 COVID-19 pandemic, the Archives implemented a “by appointment only” system to limit the number of researchers in the space at the same time. Appointments can be booked online on the Colchester Historeum website or by calling the Archivist. Although visitation to the Archives has declined, appointment bookings have been steady and there is clearly still a demand for access to resources and research material. Several projects were conducted in the Archives during the 2020-21 fiscal year, including a reappraisal project (funded through Young Canada Works) and a storage replacement project (funded through the Provincial Archival Development Program). Additionally, the Fleming College intern assisted with transferring artifacts from the Archives to the Museum collection. Smaller volunteer projects throughout the year included rehousing Mosher photographs in acid-free envelopes and updating obituary and marriage indexes.

The Archivist has contributed to several writing projects throughout the year, including a social media series about African Nova Scotian history in Colchester during the Black Lives Matter movement in the summer of 2020; and two historical narratives have been published on the Historeum’s website as resources for researchers: *The Historical Background of the Origins of Truro* and *The Relationship between the Mi’kmaq People and the Fishery: A Historical Perspective*. Additionally, the Archivist has been writing bi-weekly articles on historical tidbits for the Truro News. This is ongoing. During Winter 2021, the Archivist began a *Historical Business Directory* project in an attempt to create an index/database of all the known businesses in Truro from 1875-1975. This is likewise ongoing. Finally, in 2020, the Archivist agreed to join a committee which was formed by the Council of Nova Scotia Archives in attempt to address and apply the Reconciliation Framework, that has been proposed by the Truth and Reconciliation Commission, to archives in Nova Scotia. Work with this committee will continue into the upcoming fiscal year.

Respectfully Submitted,
Ashley Sutherland

Interim Curator's Report

This report covers the period of May 1, 2020 until the end of my employment as Interim Curator on Feb. 12, 2021. Margaret Mulrooney returned on February 15, 2021 from maternity leave.

We were closed to the public due to Covid-19 throughout May until July 14, when we opened with limited hours of Tuesdays, Thursdays and Saturdays in the summer, and Tuesdays and Thursdays in the fall and winter. Staff worked full time Monday to Friday.

The following includes a summary from monthly Board Reports.

Evaluation

May 2020:

The 2020 Evaluation has been postponed until 2021, due to Covid-19.

I spent most of February and March 2020 preparing files for the Documentation Review in anticipation of the April 30 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 30 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.

September 2020 – January 2021:

I have received feedback on a few files and will endeavour to improve the content before resubmission. Overall, most of our files seem to satisfy the requirements and will be graded by ANSM after the next deadline of May 7, 2021. Margaret will review and submit any remaining files before that deadline.



Exhibits

May 2020:

The 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 30, 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. Several business partners will require visits to include their artifacts, including Wilsons Fuels, Carter's Paints and MacQuarrie's Pharmasave.

June 2020:

An unusual year has prompted the staff at the Colchester Historeum to evaluate the current projects and prioritize them, now that we have been shut down since March 16th, 2020 because of the Covid-19 Pandemic. During April 2020, several meetings and discussions were held between Archivist/Administrator Ashley Sutherland, Interim Curator Joanne Hunt, Admin Assistant Lillian Scales and Young Canada Works employee Alyssa Giles. Our main question: How can we best use our time during this shut-down and what projects will make the most impact going forward?

Reviewing the notes from the Association of Nova Scotia Museums (ANSM) Evaluation requirements (now postponed until 2021), one item which we observed is the fact that no changes had been made to the Core Exhibit in the Main Gallery since it was installed in 2015. The Evaluation Results of 2016 showed photographs of this core exhibit, so we knew there was visual documentation by ANSM. If the 2021 Evaluation saw no notable changes to the Core Exhibit, the staff felt that the Historeum could fall short on favourable comments and valuable points. We also recognized that this project had not been tackled mainly because of the necessity of having many hands on-deck (four of us and often Dave Hunt to help with hardware/ construction) and the “quiet time” with no public in the Historeum to tackle the project over at least a month of time. It was acknowledged from the start that this was going to be a large task with potentially unknown challenges along the way. To further prepare, I researched the 2015 core exhibit files regarding the initial installation and gathered any relevant information we could use.

Once we knew that the Historeum closure would continue for May and likely June, we decided to “seize the moment” and set about to discuss potential themes for the Main Gallery. Based on our research and the availability of suitable artifacts, we decided on the following: Military, Sports, a child’s sleigh which features changing themes, Natural History, Seasonal Textiles (which will change), Featured Textiles, Education, a glass case of Small Collections (our first is Basketry and this case will change), Railway, and Commerce in Colchester expanded by the Railway. We decided to continue exhibiting the Acadian aboiteau, since it is our oldest artifact.



A detailed written record of our Core Exhibit progress is concurrently being prepared, so that Margaret will have a thorough description of everything which was done when she returns from maternity leave next February 2021. Several aspects of the initial installation of 2015 were not designed with ease of access nor changeability in mind, and it is our hope that Margaret will find everything much easier to update in the future. An added bonus is that everything in the Main Hall exhibit spaces has been cleaned, dusted and polished, which the regular cleaning staff does not do around the artifacts/glass and Plexiglas.



In early June, the decision to limit the public flow through the building when we open to the public in July prompted the decision to move the Chamber 130 Exhibit from the third floor to the Main Hall as well. The main rationale was to provide maximum visual presentation all in one room, direct traffic in one direction, and limit the areas we must sanitize after visitors have left. The Chamber Exhibit will be in six moveable glass cases which have been added to the Main Hall and will be relatively easy to change and update as time goes on, assuming that we will continue with this Covid-19 model of “exhibits on one floor only” for perhaps the rest of the year. An exciting new artifact is a medical gown newly designed and produced by Stanfield’s – one of our businesses highlighted in the Chamber exhibit. I hope the public will be curious to see this new piece and it seemed so relevant to acquire a gown at this time and to bring special attention to our local businesses, their important contributions, and Covid-19 stories.

July – August - September 2020:

The Historeum opened once again to the public on July 14th. After a private viewing by the Board of Directors on July 13th, we welcomed our first public visitors and had the chance to see how our Covid-19 procedures would work. All in all, the entry sign-in station, stanchions, arrows, and social distancing worked well and we have had no problems with visitor compliance to wearing masks or otherwise. In the summer, we are open to the public Tuesdays, Thursdays and Saturdays. Visitor numbers have been small, but fairly steady on each day we have been open. When our summer student concluded, the fall public hours became Tuesdays and Thursdays from 10am until 4pm. Some appointments for private viewings have been made on off-days and this helps to spread out the visits and make our guests feel more comfortable during Covid. We position our sandwich-board sign by the front sidewalk entrance every day. The third-floor exhibit “Vanguard” was dismantled and removed on July 28th by a crew of five from the Nova Scotia Museum and myself.

October 2020:

A new exhibit for Remembrance Day was installed late October at the Library. It included military uniforms, artifacts and photos along with a promotion for the Historeum, our bookstore and calendar sales. It was on display in two of the main floor Library entrance hallway cabinets until November 16th.

November 2020:

The Remembrance Day Exhibit at the Library was well promoted and gave the Historeum some much needed publicity. It was advertised on our many platforms and through the Library as well. The Library mentioned that it was well received, and many people expressed favorable comments and an interest in the artifacts, photographs and informational text presented.

Due to Covid-19, our next planned exhibit partner (the Truro Art Society) cancelled their participation, and therefore we have a void in our programming schedule until at least the New Year.

Collections

September 2020:

The empty 3rd floor has been put to good use with a “behind the scenes” Collections Management Project. I am currently removing framed pieces from Sections 16 and 17 of the Collections Storage Room and unwrapping, reassessing and removing artwork, photographs, needlework and prints from their frames for better preservation and efficient new storage. This reorganization will create extra space where we can repurpose metal drawer units which are currently being removed from the Archival storage. We plan to repurpose all five drawer units and provide much needed accessible storage for smaller items of the Museum Collection. Our new fall student, Jessica Neil, and Flemming Intern, Marie Both, will help with various parts of this project.

Since Covid-19, several new items have been donated to the Museum and await a Collections Committee Meeting to review them. I hope to have a meeting soon and clear some of the backlog which has accumulated.

October 2020:

I have completed the removal and reassessment of 84 framed pieces from Sections 16 and 17 of the Collections Storage Room. The amount of space saved is extraordinary and now we can fit and repurpose 4 metal drawer units (a total of 72 drawers) which will safely house new museum artifacts. In the next few weeks, the loading of information, scans and photos on Collective Access will complete this project and provide a more complete and useful database. The Collections Committee had a meeting on Sept. 30 to review many back-logged items. Present at the meeting was myself, Archivist Ashley Sutherland, members Sandra Guinan and Bill Canning. Our student employees sat in to learn more about the process. We were very productive and reviewed over 20 new items, many of which were accepted into our collection. Another meeting is planned for mid-November.



November 2020:

The reorganization, cataloguing and photographing of framed artifacts in Sections 16, 17, 18 and other locations is now complete. The third-floor artifacts storage room gained much needed new storage and our online records on Nova Muse received a boost in new information, improved images and descriptions. Approximately 100 framed artifacts are now preserved in a better way.

Next on the projects list is the transfer of several framed items found in the Archives which need to be rehoused as well as dealing with framed items in the basement which are unaccessioned.

The Collections Committee will meet again on November 25th. We will continue the review of several new artifacts and archival items. A few highlights



from our last meeting included a hat pin from the #2 Construction Battalion (found on the TAAC grounds by a local metal detector enthusiast) and a black dress with a prominent label from the historic Bentley's Department Store on Prince St. which likely belonged to one of the employees.

December 2020:

The Collections Committee met on Nov. 25th and a few of the newly accepted artifacts included a 1940's Red Cross Volunteer Uniform and a collection of five soda bottles from "Orange Crush of Truro Limited".

Programs

September 2020:

On Friday, Sept. 11 from 11am to 1pm, the Chamber of Commerce had its 130th Anniversary Meet & Greet on the lawn at the north end of our building. The Chamber Executive Director, Sherry Martell (in full historic costume), and her staff greeted their members under an outdoor tent with individually wrapped cupcakes and cans of lemonade to enjoy outside. Afterwards, I greeted visitors as they entered the north doors, extended an invitation to view the Main Exhibit Hall and answered questions. Approximately 25 guests came through and the Chamber seemed very pleased with our partnership and networking. A few donations were made, and many Chamber members expressed that they had never been in the Historeum before and that they admired the exhibits.

October 2020:

In cooperation with The Truro Buzz and the Paranormal Group of NS, we hosted 5 nights of tours through the building, which were socially distanced and mainly sold out. Since we have been so limited in our ability to host events due to Covid, this opportunity seemed like a good chance to promote the Historeum, partner with local business and benefit from a bit of fundraising as well.

December 2020

With the lack of programs due to Covid-19, the staff felt it was important to communicate with our membership via a printed newsletter. Both in September and December, the staff wrote stories and took photos of interesting news and happenings around the Historeum. The colour,

multipage newsletter was well received and served as an important benefit of membership and appreciation in these challenging times.

Summer Student

May – August 2020

Craig McClelland, our Interpretive Assistant, did not have much opportunity to give guided tours this summer, but he helped with the installation of the new Core Exhibit and many other tasks including inventory, cleaning, painting, cataloguing, research, educational webinars, yard work and more.

Fall Student

October – November 2020

Jessica Neil, our 8 week Fall Interpretive Assistant, provided tours to visitors, researched information for future school curriculum material and helped with the re-organization on the 3rd floor. She has also been creating a new database index for the Obituaries of the Truro Daily News, which will be much appreciated by researchers in the Archives. Volunteer Sandra Gittens has joined her in making an index for the marriage records.

Thank you

I would like to thank the Board and staff for an enjoyable year, despite Covid-19, and the many challenges we are facing. I appreciate the trust you placed in me and I hope I have done justice to the position of Interim Curator. My personal goal of learning more about the museum and the sharing of skills and experience with my coworkers has been rewarding, and I leave this position to return as a more knowledgeable Historeum volunteer.

January and early February 2021 has been occupied by finishing up collections work, evaluation files, and helping the staff and Board to plan for the future. Due to Covid-19 restrictions, no new exhibits have been installed nor have any public programs been planned. New ideas for revenue generation as well as presenting exhibits and programs in the new Covid environment have been researched and discussed, but implementation is something outside the time constraints of my position. Margaret Mulrooney will plan ahead as she returns from maternity leave and settles back into her previous role.

Respectfully submitted,
Joanne Hunt

Curator/Administrator's Report

I returned from my maternity leave on February 16th and began my adjustment to our new normal. A huge thank you is owed to Ashley Sutherland who took over my role as Administrator and Joanne Hunt who took on the Curatorial responsibilities for the year. Since returning to work, I have focused on preparing for CHS upcoming evaluation through the Museum Evaluation Program. In 2016, our organization received an overall score of 83% and was ranked among the top five highest scores in the province. Since our last evaluation, we have kept the evaluation criteria in mind as we strengthened our policies, procedures, and programs. The deadline for submission to the documentation review is May 7 and our site evaluation is scheduled for July 15.

Staff continue to work behind the scenes tackling many projects that had previously been on the back burner. Although our in-person programs, events, and fundraisers have been significantly impacted by the pandemic we are attempting to make the best of the situation by completing collections and database work and other organizational projects throughout the building. I have not been back to work long, but am hopeful for the future thanks to all of the hard work that was done over the past year.

Respectfully submitted,
Margaret Mulrooney
Curator/Administrator

Building and Grounds Committee Report

Since Covid began in mid-March 2020, the Historeum has been either closed completely to the public or open with limited hours. While things were quiet in May and June of 2020, we concentrated on 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.

The mannequins and stands were all evaluated for damage and potential usage. The best were chosen to have a makeover and they were repaired and painted. Four are now updated and in use in the new core exhibit. The moveable glass display cabinets were cleaned and repaired as needed. The investment of a new vacuum made a welcome difference in cleaning throughout the whole building.

The garden areas by the front door were refreshed in early June by moving a few perennials to the front and adding three spirea shrubs to the middle. This will hopefully avoid having to get too many more plants this year. The round planters at the north end also have one spirea bush in each.

The gated areas outside (where the heat pumps are located) were cleaned of debris and the wooden train repainted and installed near the front stairway for the tourist season. Summer student Craig MacClelland painted the 14 stanchions which we used to direct public traffic in the building during Covid. The janitorial cabinet was primed and the area cleaned up before our cleaning staff returned in July. New cleaning products, hand soap and sanitizer are now scent free, as per Evaluation guidelines.

The gift shop received a mild makeover – making it less cluttered looking (a comment from our 2016 Evaluation Review) and better organized/signed so volunteers can find things and serve customers in a quicker fashion. Removable panels were painted and installed to hide some of the unused cubicles, and shelving was rearranged to better display our products. New signage is also noticeable.

A leaking basement sink faucet was replaced in August and a few small maintenance items including dismantling shelving in the Archives were completed. A new dehumidifier removed countless buckets of water from the basement environment during the summer and was emptied several times per day.

The annual Sprinkler inspection and maintenance on September 2nd revealed a switch malfunction and a small leak which required repair. The instructions for Emergency Shutdown of the sprinkler system were posted on the wall of the Sprinkler Room and added to the Emergency Response Manual.

On several occasions throughout the year, it was noticed that the basement was very warm and that various heaters were stuck “on”. Sorensen’s Electric found a defective thermostat and relay switches, which were repaired, along with 2 driver boxes for the Main Hall exhibit case lights.

Due to some minor vandalism, repair was required to our mailbox and outdoor train smokestack which was broken off one night. Weather-stripping was applied around the north doors before winter, and we also moved some large shelving units around in the Archives and basement. A new tile backsplash was installed in both washrooms, above the sinks, to facilitate cleaning and a new baby change table was also installed.

Throughout the year, monthly checks were documented for the Emergency Lights, Fire Extinguishers, Exit Lights, and overall building safety checks. These reports are kept in the Logbook in the front office. The Fire Panel, Elevator and Sprinkler System all received their usual annual or monthly checks.

Respectfully submitted,
by Joanne Hunt

Members of the Committee:
Joanne and Dave Hunt
Terry White.

Collections Committee Report

Collections Committee meetings were put on hold due to the COVID-19 pandemic during the first half of the fiscal year. Meetings resumed in September 2020 and the committee met September, November, and March for a total of three occasions.

A few particular artifact highlights that were accepted were:

Wedding and bridesmaid dresses, double globe hurricane lamp, snowshoes, medical gowns made by Stanfields, collection of Brookfield Elks Championship Fastball clothing and memorabilia, No. 2 Construction Battalion hat badge and military button, train employee's hat, Edison phonograph with 40 Edison Blue Amberol cylinders, Red Cross volunteer uniform and hat.

Highlights of archival material that was accepted:

Complete collection of Truro Daily News on microfilm, copies of The Stewiacke Times, Roll call and minute book from the Earltown Young Peoples Society, Truro Concert Band collection, Photographs of the Royal Bank of Canada, Truro, fire in 1947, composite photographs from the Provincial Normal College, Truro Amateur Athletic Club Constitution and meeting minutes, documents relating to Captain John Morrison, G.I. Smith fonds,

Respectfully submitted,
Ashley Sutherland, Archivist

Heritage Committee Report

The work of the Heritage Committee was heavily impeded by the pandemic restrictions. The major projects of the committee, the Chignecto Central Heritage Fair, and Society's annual Heritage Night were both cancelled. There were limited requests for assistance from community groups for the same reason.

A positive outcome of a project supported by the work of our staff was instrumental in

Minister of National Defence, Harjit S. Sajjan

Parliamentary Secretary to the Minister of National Defence – Anita Vandenbeld

Parliamentary Secretary to the Minister of Veterans Affairs – Darrell Samson

Parliamentary Secretary to the Prime Minister, Parliamentary Secretary to the President
of the Treasury Board, Parliamentary Secretary of Digital Government, Chair of the
Parliamentary Black Caucus – Greg Fergus

Member of Parliament – Sean Fraser

publicly outlining the Government of Canada's intent to apologize for the treatment of the members of the No. 2 Construction Battalion during the First World War.

The committee will need additional members to continue its work as we return to normal operations.

Respectfully submitted,
Ken Henderson

Human Resources Committee Report

The Human Resources Committee had a challenging year in 2020. Staff roles seemed to undergo continuous changes as the pandemic restrictions and the programs built to help institutions deal with them evolved. Our three staff, already dealing with altered roles arising from Margaret's parental leave, rose to their many challenges.

The committee conducted exit interviews with Joanne and Lily, an evaluation interview with Ashley, facilitated Margaret's return to a substantially altered position, obtained legal advice on that process, made salary recommendations to the Board, and dealt with a staff complaint under the HR policy guidelines.

Respectfully submitted,
Ken Henderson

Treasurer's Report

As the newly appointed treasurer I have only been on board for part of this fiscal year but in that short time have learned a lot about the museum and the history of its finances. There have been some staff changes since I started, Lillian was doing the majority of the daily financial duties but she resigned and now those duties are being taken care of by both Ashley and Margaret. During the year, the bookkeeping duties were moved to a new bookkeeper and the books were cleaned up significantly which makes the work for the reviewers much smoother.

The museum has investments that will be reviewed in the coming months. An investment use policy is going to be put in place as well.

As well, we are in the process of creating a budget and also a putting in place a process to create budgets in the future.

The biggest challenge of this year was of course COVID 19 and the pandemic we are still in the midst of. Fundraising has come to a standstill, the museum has been reduced to being open only a few days a week and during some periods, not open at all. And when the museum has been open getting volunteers to help out has been challenging. The main source of income has been the federal Canada Emergency Wage Subsidy, which has been an enormous help through this pandemic and going forward.

Looking to the future my hope is that we can pull through this pandemic and get back on track with all the wonderful things the museum, the staff, volunteers and the board have to offer.

Respectfully submitted,
Amy Atkinson, Treasurer

Reviewed Financial Statement



Financial Statements

Colchester Historical Society

March 31, 2021

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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, 2021, 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, 2021 and March 31, 2020, and assets as at March 31, 2021 and March 31, 2020 and net assets as at March 31, 2021 and March 31, 2020. Our review on the financial statements for the year ended March 31, 2021 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, 2021, 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
June 3, 2021

Chartered Professional Accountants

Colchester Historical Society

Statement of operations

Year ended March 31, 2021

| | Operating Fund | Memorial Trust Fund | Total 2021 | Total 2020 |
|--|-------------------|------------------------|----------------|----------------|
| Revenues | | | | |
| Admissions | \$ 26 | \$ - | \$ 26 | \$ 5,086 |
| Amortization of deferred contributions – core exhibit | 24,038 | - | 24,038 | 24,038 |
| Fundraising and other (Note 3) | 78,036 | - | 78,036 | 104,247 |
| Unrealized gain on fair value of investments | - | 17,834 | 17,834 | 2,221 |
| Grants and government assistance | 202,842 | - | 202,842 | 120,468 |
| Investment income | 134 | 4,672 | 4,806 | 4,598 |
| Memberships | 2,743 | - | 2,743 | 3,874 |
| Sales, net (Note 4) | 1,200 | - | 1,200 | 3,641 |
| | <u>309,019</u> | <u>22,506</u> | <u>331,525</u> | <u>268,173</u> |
| Expenses | | | | |
| Amortization of capital assets | 25,059 | - | 25,059 | 25,289 |
| Dues | 1,216 | - | 1,216 | 1,392 |
| Insurance | 2,567 | - | 2,567 | 2,580 |
| Marketing Study | 1,077 | - | 1,077 | 1,091 |
| Office | 9,751 | - | 9,751 | 9,893 |
| Professional fees | 14,183 | - | 14,183 | 12,394 |
| Programs | 8,082 | - | 8,082 | 12,721 |
| Repairs and maintenance | 12,585 | - | 12,585 | 7,477 |
| Salaries and benefits | 144,678 | - | 144,678 | 145,653 |
| Security | - | - | - | 432 |
| Training and conferences | - | - | - | 1,781 |
| Utilities | 27,396 | - | 27,396 | 25,029 |
| | <u>246,594</u> | <u>-</u> | <u>246,594</u> | <u>245,732</u> |
| Excess of revenues over expenses | \$ 62,425 | \$ 22,506 | \$ 84,931 | \$ 22,441 |

See accompanying notes to the financial statements

Colchester Historical Society
Statement of changes in net assets

Year ended March 31, 2021

| | Unrestricted Operating Fund | Memorial Trust Fund | Total <u>2021</u> | Total <u>2020</u> |
|----------------------------------|-----------------------------------|---------------------------|----------------------|----------------------|
| Fund balance, beginning of year | \$ 155,455 | \$ 157,595 | \$ 313,050 | \$ 290,609 |
| Excess of revenues over expenses | <u>62,425</u> | <u>22,506</u> | <u>84,931</u> | <u>22,441</u> |
| Fund balance, end of year | \$ <u>217,880</u> | \$ <u>180,101</u> | \$ <u>397,981</u> | \$ <u>313,050</u> |

See accompanying notes to the financial statements

Colchester Historical Society Statement of financial position

March 31, 2021

| | Operating Fund | Memorial Trust Fund | Total 2021 | Total 2020 |
|---------------------------|-------------------|------------------------|---------------|---------------|
| Assets | | | | |
| Current | | | | |
| Cash and cash equivalents | \$ 109,141 | \$ - | \$ 109,141 | \$ 43,053 |
| Receivables | 15,278 | 344 | 15,622 | 6,325 |
| Inventories | 3,251 | - | 3,251 | 1,580 |
| | 127,670 | 344 | 128,014 | 50,958 |
| Investments | - | 185,063 | 185,063 | 167,243 |
| Capital assets (Note 5) | 495,660 | - | 495,660 | 520,719 |
| | \$ 623,330 | \$ 185,407 | \$ 808,737 | \$ 738,920 |

Liabilities

| | | | | |
|---------------------------------|-----------|-------|-----------|-----------|
| Current | | | | |
| Payables and accruals (Note 6) | \$ 26,115 | \$ - | \$ 26,115 | \$ 17,191 |
| Inter-fund payable (receivable) | (5,306) | 5,306 | - | - |
| Deferred contributions (Note 7) | 384,641 | - | 384,641 | 408,679 |
| | 405,450 | 5,306 | 410,756 | 425,870 |

Net assets (Page 4)

| | | | | |
|-----------------------------|------------|------------|------------|------------|
| Unrestricted operating fund | 217,880 | - | 217,880 | 155,455 |
| Memorial trust fund | - | 180,101 | 180,101 | 157,595 |
| | 217,880 | 180,101 | 397,981 | 313,050 |
| | \$ 623,330 | \$ 185,407 | \$ 808,737 | \$ 738,920 |

Impact of COVID-19 (Note 9)

On behalf of the Society

DocuSigned by:

Bruce Gray Chairperson

F0CF2ADC142A4CE...

DocuSigned by:

Amy Atkinson Treasurer

22DFB92098BE452...

See accompanying notes to the financial statements

Colchester Historical Society

Statement of cash flows

| Year ended March 31 | 2021 | 2020 |
|--|-------------------|------------------|
| Increase (decrease) in cash and cash equivalents | | |
| Operating | | |
| Excess of revenues over expenses | \$ 84,931 | \$ 22,441 |
| Amortization of capital assets | 25,059 | 25,289 |
| Amortization of deferred contributions | (24,038) | (24,038) |
| Unrealized gain on fair value of investments | (17,834) | (2,221) |
| | <u>68,118</u> | <u>21,471</u> |
| Change in non-cash operating working capital | | |
| Receivables | (9,297) | (946) |
| Inventories | (1,671) | (891) |
| Payables and accruals | 8,924 | 1,567 |
| | <u>66,074</u> | <u>21,201</u> |
| Investing | | |
| Change in investments, net | 14 | (4,918) |
| Net increase in cash and cash equivalents | 66,088 | 16,283 |
| Cash and cash equivalents, beginning of year | 43,053 | 26,770 |
| Cash and cash equivalents, end of year | \$ <u>109,141</u> | \$ <u>43,053</u> |

See accompanying notes to the financial statements

Colchester Historical Society

Notes to the financial statements

March 31, 2021

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.

7

Colchester Historical Society

Notes to the financial statements

March 31, 2021

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, 2021

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.

Government assistance

The Society recognizes government assistance toward current expenses in the statement of operations. When government assistance received is specified to relate to future expenses, the Society defers the assistance and recognizes it in the statement of operations as the related expenses are incurred.

| 3. Fundraising and other | 2021 | 2020 |
|---------------------------------|------------------|-------------------|
| Annual Appeal | \$ 5,075 | \$ 16,216 |
| Other fundraising and donations | <u>72,961</u> | <u>88,031</u> |
| | <u>\$ 78,036</u> | <u>\$ 104,247</u> |

| 4. Sales, net | 2021 | 2020 |
|---------------|-----------------|-----------------|
| Sales | \$ 2,144 | \$ 5,033 |
| Book expenses | <u>(944)</u> | <u>(1,392)</u> |
| | <u>\$ 1,200</u> | <u>\$ 3,641</u> |

Colchester Historical Society

Notes to the financial statements

March 31, 2021

| 5. Capital assets | | | <u>2021</u> | <u>2020</u> |
|----------------------------|-------------------|-------------------------------------|---------------------------|---------------------------|
| | <u>Cost</u> | <u>Accumulated Amortization</u> | <u>Net Book Value</u> | <u>Net Book Value</u> |
| Archives | \$ 131,022 | \$ - | \$ 131,022 | \$ 131,022 |
| Office and other equipment | 16,863 | 15,352 | 1,511 | 1,889 |
| Library equipment | 42,930 | 32,260 | 10,670 | 11,855 |
| Core Exhibit | <u>469,941</u> | <u>117,484</u> | <u>352,457</u> | <u>375,953</u> |
| | <u>\$ 660,756</u> | <u>\$ 165,096</u> | <u>\$ 495,660</u> | <u>\$ 520,719</u> |

6. Payables and accruals

Included in payables and accruals is government remittances of \$7,429 (2020 -- \$6,298).

| 7. Deferred contributions | <u>2021</u> | <u>2020</u> |
|-------------------------------------|-------------------|-------------------|
| Building -- repairs and maintenance | \$ 24,078 | \$ 24,078 |
| Core Exhibit - capital | <u>360,563</u> | <u>384,601</u> |
| | <u>\$ 384,641</u> | <u>\$ 408,679</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.

8. 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, 2021.

(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, 2021

9. 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 for a period of time and adopted policies and procedures in order to safely reopen. The Society applied for and received the COVID-19 Emergency Support Fund and the Canada Emergency Wage Subsidy (CEWS). Government assistance of \$89,701 is reflected in the statement of 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.

Proposed Budget for 2021 – 2022

General Revenues

| Earned Revenues | Proposed 2021-2022 |
|-------------------------|---------------------------|
| Admission Fees | 2000.00 |
| Membership Dues | 3000.00 |
| Gift shop/retail sales | 750.00 |
| Rental revenue | 1000.00 |
| Fee for service revenue | 500.00 |
| Interest earned | 5500.00 |
| Subtotal | \$ 12,750.00 |

Donations and Fundraising

| | |
|-----------------------------|---------------------|
| Donations from corporations | 2000.00 |
| Donations from individuals | 10000.00 |
| Donations from foundations | 2000.00 |
| Special events | 500.00 |
| Subtotal | \$ 14,500.00 |

Public Funding

| | |
|----------------------------|----------------------|
| Federal grants | 40000.00 |
| CMAP grants | 46667.00 |
| Other NS grants | 15000.00 |
| Municipal grants | 45000.00 |
| Subtotal | \$ 146,667.00 |
| GRAND TOTAL REVENUE | \$ 173,917.00 |

Expenditures

Interpretation and Programming Proposed 2021-2022

| | | |
|-------------------|-----------|-----------------|
| Exhibition costs | | 1000.00 |
| Programming costs | | 3000.00 |
| Subtotal | \$ | 4,000.00 |

Collection & Access to Information

| | | |
|-----------------------------------|-----------|-----------------|
| Cataloguing supplies and expenses | | 500.00 |
| Preservation materials | | 1000.00 |
| Other collections & ATI expenses | | 500.00 |
| Subtotal | \$ | 2,000.00 |

Marketing, Fundraising and Retail

| | | |
|--|-----------|-----------------|
| Advertising & Promotion | | 500.00 |
| Fundraising costs | | 1000.00 |
| Retail Operations: | | |
| Purchases for resale | | 500.00 |
| Other retail expenses | | 500.00 |
| Other marketing, fundraising or retail | | 500.00 |
| Subtotal | \$ | 3,000.00 |

Facility

| | | |
|-----------------------|-----------|------------------|
| Custodial Services | | 3650.00 |
| Custodial Supplies | | 400.00 |
| Grounds | | 600.00 |
| Insurance | | 2600.00 |
| Repairs & Maintenance | | 8000.00 |
| Security | | 500.00 |
| Utilities | | 21000.00 |
| Subtotal | \$ | 36,750.00 |

Administration/Management

Salaries and benefits:

| | | |
|-----------------------------|--|----------|
| Full-time employees | | 78000.00 |
| Full-time project employees | | 12075.00 |
| Part-time employees | | 5040.00 |
| Summer students | | 8000.00 |
| Benefits | | 8050.00 |
| Volunteer Recognition | | 200.00 |

Office expenses:

| | | |
|---------------------------------------|-----------|-------------------|
| Bank charges | | 1500.00 |
| Postage and delivery | | 1000.00 |
| Supplies | | 2000.00 |
| Copier Rental & Maitenance | | 3500.00 |
| Telephone and internet | | 2500.00 |
| Other administrative expenses: | | |
| Memberships | | 1000.00 |
| Professional fees | | 4500.00 |
| Training | | 400.00 |
| Travel | | 250.00 |
| Subtotal | \$ | 128,015.00 |
| GRAND TOTAL EXPENDITURES | \$ | 173,765.00 |
| NET PROFIT/LOSS | | 152.00 |

Nominations of Board Members for 2021-2022

The following Board Members will continue to serve as they still have one more year on their two-year term:

Amy Atkinson
Holly Fisher
Sandra Guinan
Linda McGeehan

The following Board Members are up for election having completed a two-year term:

Karen Archibald-Waugh – Member-at-Large
Leslie Burrows – Secretary
Ken Henderson – Vice President
Terry White – Member-at-Large

Many thanks are extended to Bruce Gray and Tom Kayser who are retiring from the Board. Their volunteer time and talents were greatly appreciated.

The Board is looking for volunteers who would be interested in serving on the Board which meets once a month to develop policies and oversee the work of the Historeum.

If you are interested in serving on the Board, please contact the Historeum and leave your name and contact information to be passed on to the Nominating Committee.

Respectfully submitted,
Terry White, Chairman