

FRIENDS OF THE NORTH VANCOUVER MUSEUM AND ARCHIVES SOCIETY



ANNUAL REPORT 2015

FRIENDS SOCIETY
nvma
NORTH VANCOUVER
MUSEUM & ARCHIVES

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ANNUAL REPORT 2015

The Friends of the North Vancouver Museum Society was registered as a not-for-profit society under the Society Act of British Columbia on January 2, 1992 and designated as a registered charity on April 30, 1993. The Society was renamed as the Friends of the North Vancouver Museum and Archives Society (Friends Society) on March 18, 2004. Its charity registration number is 89031 1772 RR0001.

The purposes of the Society are:

1. To develop and sustain community support of Museum and Archives activities in North Vancouver.
2. To provide a corps of volunteers to support Museum and Archives programs and special events.
3. To undertake initiatives to raise funds and earn revenue for Museum and Archives activities.
4. To produce and distribute publications to promote interest in Museum and Archives activities and to disseminate information about Museum and Archives programs.

Directors of the Society 2015-2016 (elected at the June 10, 2015 Annual General Meeting):

*John Gilmour, President
Terry L. McAlduff, Vice-President
Jennifer A. Pantel, Treasurer
Donna J. Oseen*

*Robert N. Heywood
Shirin Ismail
Andrew Jones-Cox
Sanford Osler*

Appointed during 2015:

*Joan P. Fleischer (June 23, 2015), Secretary
William Dickinson (November 16, 2015)*

Ex Officio:

Nancy Kirkpatrick, Director, North Vancouver Museum and Archives

Financial Administration

The corporate documents and books of the Friends Society are kept in the administrative offices at the North Vancouver Museum and Archives (NVMA) Commission's Community History Centre, 3203 Institute Road, North Vancouver, B.C. V7K 3E5. The financial administrator is Janice Manaton.

REPORT ON ACTIVITIES, 2015

A major focus of Friends Society activity in 2015 was the Campaign for a New Museum at The Shipyards. This Campaign to raise funds to support the construction and launch of a new museum in the Pipe Shop began in mid-2014 and by early 2015 it was in full-swing. John Gilmour (Friends Society President), Sanford Osler (Society Director and NVMA Commission Chair) and Nancy Kirkpatrick (ex-officio Society Director and NVMA Director) all served on the Campaign Cabinet which was chaired by Don Evans (NVMA Commission Vice-Chair).

In addition to raising funds to support the NVMA and drawing attention to the new museum project, the Friends Society continued to generate awareness for the programs and services of the Museum and Archives and held its third annual fall fundraiser to support the NVMA.

The Society's Board continued to evolve. Gabriella Drufovka, Jack Arnold and Matti Polychronis left the Board in 2015; we thank them for their service on behalf of the Friends Society. Andrew (Andy) Jones-

Cox, Joan Fleischer, Donna Oseen and William Dickinson joined the Board in 2015. The rest of the Society's Directors remained in place.

Highlights of the Friends Society's 2015 activities include:

- **January:** The Friends Society provided \$3,125 from funds raised at the 2014 Night at the Museum event to assist with costs of the 125th North Vancouver anniversary book *Where Mountains Meet the Sea*, written by award-winning local author Daniel Francis and to be published by Harbour Publishing.
- **March:** The Friends Society participated in the North Shore Business Expo sponsored by the Chamber of Commerce at the Pinnacle Hotel. The Society's booth provided great exposure to the North Vancouver business community.
- **May:** Friends Society directors handed out new museum postcards and membership forms to people attending Lynn Valley Day community events.
- **June:** The Friends Society Annual General Meeting was held on June 10, 2015 in the Pipe Shop at The Shipyards. The Meeting was followed by a special illustrated presentation by deep-ocean explorer, inventor and entrepreneur Phil Nuytten, president and founder of North Vancouver-based Nuytco Research Ltd. and Can-Dive Services Ltd.
- With matching funds provided by the Friends Society, student employee Anna Gooding was hired through the *Canada Summer Jobs* program to assist in compiling research and photographic materials for the North Vancouver history book, *Where Mountains Meet the Sea*.
- **July:** On Canada Day, for the third year in a row the Friends Society entered the Canada Day parade to bring attention to the Museum and Archives and the New Museum project. Board members and Commissioners walked alongside the Museum's vintage Harbottle Dairy truck and handed out new museum postcards proclaiming "FIND YOUR PLACE IN HISTORY" to parade-goers. Theatrical interpreters Shipyard Sam and Sal accompanied them. City of North Vancouver employee Ian Steward drove the vintage truck. Friends Society volunteers also participated in the Canada Day festival at Waterfront Park and shared a booth with the NVMA.
- On July 25, 2016, the Government of Canada announced a grant of \$2.2 million for the Museum and Archives toward the construction of a new Museum in the Pipe Shop. The Friends Society made a commitment to match up to \$100,000 of those funds.
- Throughout July and August, during The Shipyards "Friday Night Markets" and special summer weekend events, Friends Society volunteers manned a display area in the Pipe Shop's "Wash Hut". There they spoke with hundreds of community members about the NVMA and the New Museum project.
- **September:** A successful FUNdraiser featuring James and Jamesy in "High Tea" was held on September 23rd at the Museum in Presentation House. The event, which netted approximately \$7,400, included pre- and post-show receptions and a silent auction. Thanks are owed to many in the community who contributed to the event's success. *Summerhill Retirement Residence* provided food that was beautiful to look at and delicious to eat. *DLO Move Support Services Ltd.*, *Tireland Performance Centre Ltd.* and *Tutor Doctor* were cash sponsors. *North Shore News* helped with advertising costs. *Posy* and *Delany's* contributed flowers and coffee respectively, and *Minori Ide* donated design services. Silent auction prizes were donated by *Anatoli Souvlaki*, *Artisan Wine Shop at Lonsdale Quay*, *Brown's Social House*, *Don and Deborah Evans/West Coast Railway Heritage Park*, *Margaret Heywood*, *It's Time Fitness*, *Sanford and Betty Osler*, *Presentation House Theatre*, *Rona*, *Simple Things by Kathy*, *Tap & Barrel Shipyards*, *32 Books* and *Zazou Salon and Spa*.
- On September 25th, a traditional Squamish Nation Totem Pole Blessing Ceremony was held to welcome a Mathias Joe Capilano totem pole whose purchase, conservation, and display were made



possible by donations from Donald Reid to the Friends Society. Mr. Reid (a resident of California who grew up in North Vancouver) and his family were present for the ceremony, as were members of the Mathias family whose grandfather had carved the pole.

- In **October**, \$3,500 was forwarded to NVMA to assist with production and website costs of the *Draycott Diaries* website (GreatWarChronicle.ca).
- **December**: The Campaign for a New Museum at The Shipyards entered its push to the finish. A year-end appeal for donations was made to members and through a series of ads in the *North Shore News* that were paid for by the Friends of the NVMA Society. Resulting donations were received via mail and through the Friends Society's online donation portal at CanadaHelps.ca. Results of that campaign were significant and a total of \$55,772 was raised.

Thank you to Friends Society members for your ongoing support and interest. Attending and/or volunteering to help at Friends events is a fun way of getting to know new people and to help out the Society. I would like encourage anyone who is interested in Museum and Archives activities to please let us know and we will be sure to let you know when and where these events are so you can take part.

To the members of the Friends Society Board of Directors - William Dickinson, Joan Fleischer, Robert Heywood, Shirin Ismail, Andy Jones-Cox, Terry McAlduff, Donna Oseen, Sanford Osler and Jennifer Pantel - I would like to offer my sincere thanks for your support and hard work during the past year. Special thanks to Sanford Osler, who also served as the Friends Society's representative on the NVMA Commission throughout 2015. I would also like to acknowledge members of the Museum and Archives staff for their help. In particular, I would like to thank Roxanne McGregor for managing the Society's membership records and assisting with bookkeeping, Joan Thornley for assisting with mailings, Jan Manaton for overseeing the Society's financial records, and preparing statements and government returns, and Nancy Kirkpatrick, Director of the NVMA, for liaising with the Friends Society Board.

2015 is the last year in which the Friends Society's fiscal year will end on December 31. Future fiscal years will end on March 31, as decided by a resolution passed at the Society's 2015 Annual General Meeting. As a result, the next fiscal year for the Friends Society will run from January to March 2016; the following fiscal year will run from April 2016 to March 2017.

Respectfully submitted,

John Gilmour
President

**NOTE REGARDING CANCELLATION OF THE
CAMPAIGN FOR A NEW MUSEUM AT THE SHIPYARDS**

On January 25, 2016, City of North Vancouver Council cancelled plans for the New Museum in the Shipyards Pipe Shop. Subsequently, all donors to the Campaign for a New Museum were contacted and asked whether they wished to have their donation returned, re-directed to another charity, re-directed for another use by the Society, or held for a future new museum project.

The Friends Society's next annual report, covering the period January to March 2016, will include the financial results of the wrap-up of the Campaign for a New Museum.

We are extremely grateful to everyone who supported the new museum project and donated to the New Museum Campaign.

FRIENDS OF THE NORTH VANCOUVER MUSEUM AND ARCHIVES SOCIETY

BALANCE SHEET AT DECEMBER 31, 2015

	2015	2014
ASSETS		
Bank: Operating	\$ 7,816	\$ 6,177
Restricted Funds:		
Archives Building (CHC) Fundraising Account	4,449	4,447
<i>Canada Summer Jobs</i> Grant/Matching	3,445	432
Community Outreach Project	5,138	5,135
Endowment Fund Donations	650	434
Gaming Funds: Cash	182	211
Heller Trust for Draycott / NV125 Projects	14,463	6,735
New Museum	77,159	500
North Shore Community Foundation Grant	0	3
Publications Fund	1,702	1,675
Reid Donation	5,003	1
Credit Union Equity	6	5
Accounts Receivable: Canada Helps Donations	6,670	0
Office Supplies & Equipment	263	246
Gift Shop Inventory	653	962
Publications Inventory	1,262	1,273
Artwork	<u>900</u>	<u>900</u>
TOTAL ASSETS	<u>\$129,761</u>	<u>\$ 29,136</u>
 LIABILITIES AND MEMBERS' EQUITY		
LIABILITIES		
Prepaid Memberships	\$ 170	\$ 90
Restricted Funds:		
Archives Building (CHC) Fundraising Account	4,449	4,447
<i>Canada Summer Jobs</i> Grant/Matching	3,445	432
Community Outreach Project	5,138	5,135
Endowment Fund Donations	750	434
Gaming Funds	182	211
Heller Trust for Draycott / NV125 Projects	14,463	6,735
New Museum	83,520	500
North Shore Community Foundation Grant	0	3
Publications Fund	1,695	1,670
Reid Donation	5,003	1
Accounts and Royalties Payable	<u>632</u>	<u>650</u>
TOTAL LIABILITIES	\$119,447	\$20,308
MEMBERS' EQUITY ¹	\$ 10,314	\$ 8,828
TOTAL LIABILITIES & MEMBERS' EQUITY	<u>\$129,761</u>	<u>\$29,136</u>

¹ After adjustments for Cost of Goods and Publications Inventory Sold (\$321).

INCOME STATEMENT - OPERATING ACCOUNT
FISCAL YEAR ENDED DECEMBER 31, 2015

	2015	2014
Revenue		
Memberships	\$ 2,870	\$ 3,020
Gift Shop, Consignment and Publications Revenue	449	561
General Donations	8,164	2,779
Restricted Donations ²	230	241
Fundraising ³	10,408	13,078
Endowment Fund & Other Interest	2,833	2,261
Employment Grants ⁴	3,815	2,833
	\$ 28,769	\$ 24,773
Expenses		
Administration	\$ 2,958	\$ 3,007
Promotional Materials	317	884
Fundraising Expenses ⁵	3,098	4,179
Transfers to Museum & Archives ⁶	9,746	5,008
Transfer to Community Outreach Project – Endowment Fund Interest	0	2,249
Transfer to Restricted Fund: Heller Match Donations	0	3,135
Transfer to Restricted Fund: New Museum Donations	0	500
Matching Funds for Future Employment Grants	3,445	432
Gift Shop Royalties, Consignment Fees & Expenses	0	38
Express Printing & Design Costs	1,529	1,606
Wages & Employer Costs ⁷	5,870	3,699
	\$ 26,963	\$ 24,737
NET INCOME (LOSS)	\$ 1,806	\$ 36

Approved for presentation to the 2016 Annual General Meeting of Members.

 John Gilmour, President

 Andy Jones-Cox, Treasurer

² In 2015, donation for NVMA.

³ Ticket, sponsorship and auction revenue (*Night at the Museum* fundraising event), and donations resulting from direct mail appeal to members.

⁴ Balance of prior year matching funds restricted for employment program plus Canada Summer Jobs grant revenue.

⁵ Expenses include venue and refreshment costs, supplies, printing and postage.

⁶ Cash Transfers to Museum in 2015 through Operating account.

⁷ In 2015, Wages and Employer Costs - *Canada Summer Jobs* employment program.

FRIENDS OF THE NORTH VANCOUVER MUSEUM AND ARCHIVES SOCIETY
NORTH VANCOUVER MUSEUM ENDOWMENT FUND AT DECEMBER 31, 2015

The Society maintains an Endowment Fund with the North Shore Community Foundation. Donations received are deposited with the Foundation. The *North Vancouver Museum Endowment Fund* is a capital fund; only the income earned may be used by the Society and then only for the purpose of supporting programs of the North Vancouver Museum and Archives.

Balance Forward as at January 1, 2015	\$ 45,346
Donations for year ended December 31, 2015	<u>1,324</u>
<i>Balance as at December 31, 2015</i>	<u>\$ 46,670</u>

Note: Fund Market Value per North Shore Community Foundation at March 31, 2015 was \$54,852.

LYNN VALLEY ARCHIVES BUILDING
FUNDRAISING SAVINGS ACCOUNT AT DECEMBER 31, 2015

The Society maintains a separate interest-bearing account at VanCity Credit Union for donations that were made to the Archives Building (Community History Centre) Fundraising Campaign and to purchase brick pavers for Veterans Community Plaza. Tax receipts for cash donations are issued by the Society. Details below report revenue and expenses since creation of the fund in 2004.

<i>Revenue</i>	
General Donations, 2004-2014	\$ 29,220
Veterans Community Plaza Donations, 2005-2014	49,125
Interest, Exchange Rate Premium, Reimbursed Fees	1,469
General Donations, 2015	0
Veterans Community Plaza Donations, 2015	<u>0</u>
<i>Revenue to December 31, 2015</i>	<u>\$79,814</u>

<i>Expenses</i>	
Bank Charges and Credit Card Fees	\$ 660
Brick Pavers, Installation and Inscriptions	9,529
Repair & Maintenance – Plaza Components	165
Donor Boards and Plaques	3,917
Fundraising Costs (2004/2005)	10,748
Landscape Design	3,809
Transfer to District of North Vancouver: Donations for Specific Items	12,100
Veterans Community Plaza Enhancements, Furniture, Insets	25,776
Microfilm Reader for Archives	5,000
Postage	1,744
Printing Costs	<u>1,917</u>
<i>Expenses to December 31, 2015</i>	<u>\$75,365</u>

<i>Balance in Fund as at December 31, 2015</i>	<u>\$ 4,449</u>
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The balance in the Fund at year end includes balance of donations from purchase of brick pavers since the opening date of the plaza in May 2006 which are retained in the Fund to cover maintenance and repair costs relating to the Plaza furniture and fixtures.

PUBLICATIONS FUND – 2015 TRANSACTIONS

Fund is maintained in a separate interest-bearing account. Revenue flows from sale of books published by the Society or purchased with funds from the account. Use is internally restricted to expenditures relating to North Vancouver history publications.

Revenue

Balance Forward, January 1, 2015	\$1,675
Publication Sales	26
Interest on Account	<u>1</u>
<i>Total Revenue</i>	1,702

Expenses

Royalties Payable	7
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Balance as at December 31, 2015 **\$1,695**

“HELLER TRUST” FUND – 2015 TRANSACTIONS

Fund represents donations received from a 2014 fundraising campaign, with donations to be matched by the Kitty Heller Estate. Fundraised donations are to be forwarded to NVMA to support either the *Walter Draycott's Great War Chronicle* on-line project or the *NorthVan125 Project* (125th Anniversary of North Vancouver in 2016), as stated in the campaign letter. In 2015, the Kitty Heller Estate provided a “matching” donation of \$50,000 to the Society with some restrictions on use of funds. The donation is not to be used for capital expenditures or general administrative purposes. Funds are held in a separate interest-bearing account.

Revenue

Balance Forwarded – Unrestricted by Donor	\$ 3,235
Balance Forward - Donations Restricted by Donor for Draycott Diaries Project	3,500
Donation – Kitty Heller Alter Ego Trust	50,000
Interest on Account	<u>89</u>
<i>Total Revenue</i>	56,824

Expenses

Transfer to NVMA for Draycott Project	\$ 3,500
Internal transfer to New Museum Fund	<u>38,861</u>
<i>Total Expenses</i>	42,361

Balance as at December 31, 2015 **\$14,463**

REID RESTRICTED DONATION – 2015 TRANSACTIONS

Fund is maintained in a separate interest-bearing account. Donations have been restricted by the donor to the acquisition and/or conservation of Coast Salish artifacts.

Revenue

Balance Forward, January 1, 2015	\$ 1
Donations	3,383
Donation for Welcome Pole (to be purchased at a future date)	<u>5,000</u>
<i>Total Revenue</i>	8,384

Expenses

Conservation of Chief Mathias Joe Totem Pole, Construct Totem Pole Base	\$ 3,321
Welcome Ceremony Costs	<u>60</u>
<i>Total Expenses</i>	3,381

Balance as at December 31, 2015 **\$ 5,003**

COMMUNITY OUTREACH PROJECT FUND – 2015 TRANSACTIONS

Fund is maintained in a separate interest-bearing account and use is internally restricted to expenditures relating to oral history and other community projects.

Revenue:

Balance Forward, January 1, 2015	\$5,135
Interest on Account, 2015	3

Balance as at December 31, 2015 **\$5,138**

GAMING FUNDS ACCOUNT – 2015 TRANSACTIONS

Fund is maintained in a separate chequing account in accordance with provincial regulations.

Revenue

Balance Forward as at January 1, 2015	\$ 211
50/50 Draw Proceeds, September 23, 2015	<u>390</u>
<i>Total Revenue</i>	601

Expenses

2014 Net Proceeds to NVMA	210
Bank Charges	4
50/50 Draw Prize, September 23, 2015	195
Licence Fee, 50/50 Draw	<u>10</u>
<i>Total Expenses</i>	419

Balance as at December 31, 2015 **\$ 182**

NEW MUSEUM FUND – 2015 TRANSACTIONS

Fund is maintained in a separate interest-bearing and includes donations as a result of a fundraising campaign for a new museum and internal transfers.

Revenue

Balance Forward as at January 1, 2015	\$ 500
Donations	55,772
Internal transfer from Heller Trust Fund	38,861
Interest on Account	<u>30</u>
<i>Total Revenue</i>	95,163

Expenses

Postage	432
Advertising	9,619
Supplies	1,200
Bank Charges	3
On-Line Donation Fees	<u>389</u>
<i>Total Expenses</i>	11,643

Balance as at December 31, 2015 **\$ 83,520**

General Notes to the Financial Statements

1. The Society maintains its bank accounts at Vancouver City Savings Credit Union, 101-1233 Lynn Valley Road, North Vancouver (chequing, gaming and savings accounts for longer term restricted funds).
2. In 2014, the Society operated a small counter in the Archives Reading Room in the Community History Centre in Lynn Valley. Value of inventory on hand (excluding inventory purchased through the Publications Fund, which is accounted for separately) at December 31, 2015, calculated at wholesale cost, was \$653.

Membership

The Society has both individual and corporate members. At December 31, 2015, there were 122 memberships in good standing, including 51 Individual, 27 Couple/Family, 42 Senior, 2 Corporate. They represented a total of 147 people (not including the Corporate category and assuming a Family membership represents a minimum of 2 individuals). In 2015, Roxanne McGregor kept the membership records, assisted with bookkeeping and oversaw mailings.

