



## **FRIENDS OF THE NORTH VANCOUVER MUSEUM AND ARCHIVES SOCIETY**

### **ANNUAL REPORT 2016 (January to March)**

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 Friends 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 Friends Society 2016 (January to March)***

*John Gilmour, President*

*Terry L. McAlduff, Vice-President*

*Jennifer A. Pantel, Treasurer*

*Joan P. Fleischer, Secretary*

*William Dickinson (resigned March 10, 2016)*

*Robert N. Heywood*

*Shirin Ismail*

*Andrew Jones-Cox*

*Donna McGeachie (appointed February 11, 2016)*

*Donna J. Oseen*

*Sanford Osler*

#### ***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 Laurel Lawry.

## REPORT ON ACTIVITIES, January to March 2016

At the annual general meeting of the Friends Society on June 10, 2015, a special resolution was passed changing the fiscal year end of the Friends Society from December 31<sup>st</sup> to March 31<sup>st</sup>. This change resulted in an interim fiscal year during the three-month period from January 1 to March 31, 2016, to be followed by a full twelve month fiscal year from April 1, 2016 through March 31, 2017.

The Friends Society's Bylaws direct that an Annual General Meeting of members shall be held within six (6) months of the fiscal year end of the Society; this report concerns only the most recently completed fiscal year, January 1 to March 31, 2016.

The most significant event during this period was the City of North Vancouver's cancellation, on January 25, 2016, of plans for a New Museum in the Shipyards' Pipe Shop. As a result, all donors to the Friends Society's New Museum Campaign were contacted and asked whether they wished to have their donation returned, re-directed to another charity, re-directed for another use by the Friends Society, or held for a future new museum project. The financial results of the campaign wrap-up are detailed in the Financial Statement that follows.

The Friends Society is very grateful to Jan Manaton (formerly NVMA's Administrative Services Manager) and Roxanne McGregor (NVMA's Receptionist/Membership Assistant) for their work during a difficult period of time. It is also grateful to those who served on the Campaign Cabinet, chaired by Don Evans, and to all Friends Society Directors whose names are listed above. (The Cabinet was dissolved following the New Museum's cancellation.)

In addition to raising funds to support the NVMA and the New Museum project, the Friends Society continued its efforts to generate awareness for the programs and services of the Museum and Archives. It also continued to support special projects such the new book *Where Mountains Meet the Sea: An Illustrated History of the District of North Vancouver*, published in June 2016 to celebrate the 125<sup>th</sup> birthday of the District of North Vancouver, and the unfolding WWI commemorative website *Walter Draycott's Great War Chronicle* ([www.greatwarchronicle.ca](http://www.greatwarchronicle.ca)).

Respectfully submitted,

John Gilmour  
President

### THE DREAM OF A NEW MUSEUM REMAINS ALIVE

During spring 2016, the NVMA Commission and City of North Vancouver worked with Polygon Homes to incorporate a new museum in the plans for the "Polygon Promenade at the Quay" retail/residential development at 131 West Esplanade. Polygon's development project was approved by City Council on July 11, 2016. Sixteen thousand square feet of amenity space in the development have been allocated, conditionally, for a new museum.

A final decision on the new museum project will be made by City Council later this year, when the results of a funding request to the Government of Canada are known.

**The Friends Society wishes to thank all members and NVMA supporters who attended the project Information Session, Council meetings and Public Hearing for this project, and who wrote letters and e-mails of support for the new museum. We could not do this without your help!**

# FRIENDS OF THE NORTH VANCOUVER MUSEUM AND ARCHIVES SOCIETY

## BALANCE SHEET AT MARCH 31, 2016

	<b>2016</b>	<b>2015</b>
<b>ASSETS</b>		
Bank: Operating	\$ 7,871	\$ 7,816
Restricted Funds:		
Archives Building (CHC) Fundraising Account	4,450	4,449
<i>Canada Summer Jobs</i> Grant/Matching	3,445	3,445
Community Outreach Project	5,138	5,138
Endowment Fund Donations	800	650
Gaming Funds: Cash	182	182
Heller Trust for Draycott / NV125 Projects	14,470	14,463
New Museum	70,004	77,159
North Shore Community Foundation Grant	0	0
Publications Fund	1,702	1,702
Reid Donation	15,005	5,003
Credit Union Equity	6	6
Accounts Receivable: Canada Helps Donations	50	6,670
Office Supplies & Equipment	263	263
Gift Shop Inventory	653	653
Publications Inventory	1,262	1,262
Artwork	900	900
<b>TOTAL ASSETS</b>	<b><u>\$126,202</u></b>	<b><u>\$ 129,761</u></b>
<b>LIABILITIES AND MEMBERS' EQUITY</b>		
<b>LIABILITIES</b>		
Prepaid Memberships	\$ 150	\$ 170
Restricted Funds:		
Archives Building (CHC) Fundraising Account	4,450	4,449
<i>Canada Summer Jobs</i> Grant/Matching	3,445	3,445
Community Outreach Project	5,138	5,138
Endowment Fund Donations	800	750
Gaming Funds	182	182
Heller Trust for Draycott / NV125 Projects	14,470	14,463
New Museum	69,284	83,520
North Shore Community Foundation Grant	0	0
Publications Fund	1,695	1,695
Reid Donation	15,005	5,003
Accounts and Royalties Payable	1,219	632
<b>TOTAL LIABILITIES</b>	<b>\$115,838</b>	<b>\$119,447</b>
<b>MEMBERS' EQUITY</b> <sup>1</sup>	<b>\$ 10,362</b>	<b>\$ 10,314</b>
<b>TOTAL LIABILITIES &amp; MEMBERS' EQUITY</b>	<b><u>\$126,202</u></b>	<b><u>\$129,761</u></b>

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<sup>1</sup> After adjustments for Cost of Goods and Publications Inventory Sold (\$49)

**INCOME STATEMENT - OPERATING ACCOUNT**  
**FISCAL YEAR ENDED MARCH 31, 2016**

	<b>2016</b>	<b>2015</b>
<b>Revenue</b>		
Memberships	\$ 250	\$ 2,870
Gift Shop, Consignment and Publications Revenue	0	449
General Donations	414	8,164
Restricted Donations <sup>2</sup>	30	230
Fundraising	0	10,408
Endowment Fund & Other Interest	4	2,833
Employment Grants	0	3,815
	<b>\$ 699</b>	<b>\$ 28,769</b>
<b>Expenses</b>		
Administration	\$ 650	\$ 2,958
Promotional Materials	0	317
Fundraising Expenses	0	3,098
Transfers to Museum & Archives	0	9,746
Transfer to Community Outreach Project – Endowment Fund Interest	0	0
Transfer to Restricted Fund: Heller Match Donations	0	0
Transfer to Restricted Fund: New Museum Donations	0	0
Matching Funds for Future Employment Grants	0	3,445
Gift Shop Royalties, Consignment Fees & Expenses	0	0
Express Printing & Design Costs	0	1,529
Wages & Employer Costs	0	5,870
	<b>\$ 650</b>	<b>\$ 26,963</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 49</b>	<b>\$ 1,806</b>

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

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 John Gilmour, President

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 Kenneth Izatt, Treasurer

<sup>2</sup> In 2016, donations for NVMA.

**FRIENDS OF THE NORTH VANCOUVER MUSEUM AND ARCHIVES SOCIETY**  
**NORTH VANCOUVER MUSEUM ENDOWMENT FUND AT MARCH 31, 2016**

The Friends 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 Friends Society and then only for the purpose of supporting programs of the North Vancouver Museum and Archives.

Balance Forward as at January 1, 2016	\$ 46,670
Donations for year ended March 31, 2016	<u>50</u>
<b><i>Balance as at March 31, 2016</i></b>	<b><u>\$ 46,720</u></b>

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

**LYNN VALLEY ARCHIVES BUILDING**  
**FUNDRAISING SAVINGS ACCOUNT AT MARCH 31, 2016**

The Friends 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 Friends Society. Details below report revenue and expenses since creation of the fund in 2004.

<b><i>Revenue</i></b>	
General Donations, 2004-2015	\$ 29,250
Veterans Community Plaza Donations, 2005-2015	49,125
Interest, Exchange Rate Premium, Reimbursed Fees	1,469
General Donations, 2016	0
Veterans Community Plaza Donations, 2016	<u>0</u>
<b><i>Revenue to March 31, 2016</i></b>	<b><u>\$79,815</u></b>

<b><i>Expenses</i></b>	
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>
<b><i>Expenses to March 31, 2016</i></b>	<b><u>\$75,365</u></b>

<b><i>Balance in Fund as at March 31, 2016</i></b>	<b><u>\$ 4,450</u></b>
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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 – 2016 TRANSACTIONS

Fund is maintained in a separate interest-bearing account. Revenue flows from sale of books published by the Friends 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, 2016	\$1,702
Publication Sales	0
Interest on Account	0
<i>Total Revenue</i>	<u>1,702</u>

#### **Expenses**

Royalties Payable	7
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**Balance as at March 31, 2016** **\$1,695**

### “HELLER TRUST” FUND – 2016 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* (125<sup>th</sup> 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 Friends 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	0
Donation – Kitty Heller Alter Ego Trust	11,139
Interest on Account	96
<i>Total Revenue</i>	<u>14,470</u>

#### *Expenses*

Transfer to NVMA for Draycott Project	0
Internal transfer to New Museum Fund	0
<i>Total Expenses</i>	<u>0</u>

**Balance as at March 31, 2016** **\$14,470**

### REID RESTRICTED DONATION – 2016 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, 2016	\$5,003
Interest on Account	2
Donation for Welcome Pole (to be purchased at a future date)	10,000
<i>Total Revenue</i>	<u>15,005</u>

#### *Expenses*

Conservation of Chief Mathias Joe Totem Pole, Construct Totem Pole Base	\$ 0
Welcome Ceremony Costs	0
<i>Total Expenses</i>	<u>0</u>

**Balance as at March 31, 2016** **\$ 15,005**

## COMMUNITY OUTREACH PROJECT FUND – 2016 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, 2016	\$5,138
Interest on Account, 2016	1

***Balance as at March 31, 2016*** **\$5,139**

## GAMING FUNDS ACCOUNT – 2016 TRANSACTIONS

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

*Revenue*

Balance Forward as at January 1, 2016	\$ 182
<i>Total Revenue</i>	182

*Expenses*

<i>Total Expenses</i>	0
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***Balance as at March 31, 2016*** **\$ 182**

## NEW MUSEUM FUND – 2016 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, 2016	\$83,520
Donations (net of returned donations) <sup>3</sup>	(384)
Interest on Account	84
<i>Total Revenue</i>	<u>83,219</u>

*Expenses*

Fundraising Consultant	10,500
Legal Fees	391
Advertising	2,214
Website Fees	377
Supplies	129
Bank Charges	6
Credit Card Fees	23
On-Line Donation Fees	295
<i>Total Expenses</i>	<u>13,935</u>

***Balance as at March 31, 2016*** **\$ 69,284**

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<sup>3</sup> In 2016, the NVMA sent letters to donors, who had directed funds to the New Museum in the Shipyards' Pipe Shop project, requesting instructions for the redirection of donations to the New Museum Fund or alternatively, the return of the donations to the donors. This figure represents the net donations for the fiscal year ending March 31, 2016.

### ***General Notes to the Financial Statements***

1. The Friends 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 Friends 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 March 31, 2016, calculated at wholesale cost, was \$653.

### ***Membership***

The Friends Society has both individual and corporate members. At March 31, 2016, there were 117 memberships in good standing, including 48 Individual, 27 Couple/Family, 40 Senior, 2 Corporate. They represented a total of 142 people (not including the Corporate category and assuming a Family membership represents a minimum of 2 individuals). In 2016, Roxanne McGregor kept the membership records, assisted with bookkeeping and oversaw mailings.