

FRIENDS OF THE NORTH VANCOUVER MUSEUM AND ARCHIVES SOCIETY



Friends Society members participating in the Canada Day Parade
July 1, 2017

ANNUAL REPORT (April 2017-March 2018)



Strengthening our community through sharing our stories

FRIENDS OF THE NORTH VANCOUVER MUSEUM AND ARCHIVES SOCIETY

ANNUAL REPORT 2017-2018

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. On September 14, 2017 the Society transitioned to the new Societies Act (British Columbia). Its charity registration number is 89031 1772 RR0001.

The purposes of the Society are:

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

Directors of the Society 2017-2018 (elected at the September 14, 2017 Annual General Meeting):

*John Gilmour, President
Terry McAlduff, Vice-President
Ken Izatt, Treasurer
Joan Fleischer, Secretary*

*Bob Heywood (resigned March 1, 2018)
Shirin Ismail
John Lakes
Donna McGeachie
Bob McCormack
Donna Oseen*

*Appointed during 2017-2018:
Catharine Downes (January 11, 2018)*

*Ex Officio:
Nancy Kirkpatrick, Director, North Vancouver Museum and Archives
Victor Elderton, Chair, North Vancouver Museum and Archives Commission*

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, Administrative Services Coordinator, North Vancouver Museum and Archives.

New Museum Capital Campaign (2018-2020)

The fundraising campaign for a new Museum of North Vancouver (scheduled to open in 2020) is being organized and run by a **Capital Campaign Cabinet**, which reports to the **North Vancouver Museum and Archives Commission**. The Campaign Cabinet, chaired by the President of the Friends Society, was formed in October 2017. The quiet phase of the \$2.5M fundraising Campaign will begin in mid-2018 followed by a public phase early 2019.

All **donations to the New Museum Campaign** will be made to the Friends of the NVMA Society and deposited in a **New Museum Fund** until needed to cover the costs of the new Museum. The Friends Society will provide charitable donation tax receipts. The **Donor Bill of Rights**, written by the Association of Fundraising Professionals and adopted as policy by the Friends of the NVMA Society, guides all interactions with donors.

REPORT ON ACTIVITIES, April 2017 to March 2018

Over many years, members and Directors of the Friends Society have advocated for and supported the new Museum project. Their work was rewarded in December 2016 when the City of North Vancouver approved the building of a new Museum of North Vancouver in a City-owned amenity space at 115 West Esplanade in the heart of Lower Lonsdale.

Funding to create a basic museum in this space was committed by the federal government (\$3M) and the City of North Vancouver (\$2.55M). Construction of the new Museum and financial management of the \$8M project are being overseen by the City. We are 70% of the way to our goal. Additional funding of \$2.5M is required to enhance and outfit the new Museum space, as well as to expand its programs and exhibitions. The Friends Society is the charitable organization that is working with the NVMA team—the NVMA Commission, Capital Campaign Cabinet, NVMA Staff and community volunteers—on the new Museum Capital Campaign. In March 2018, at the end of its fiscal year, the Society engaged Judy Oberlander & Associates Inc. to provide professional fundraising counsel to the Society and the Capital Campaign Cabinet.

Highlights of the Society's 2017-18 activities include:

- **May 2017:** The Friends Society and NVMA held a **story workshop**, funded by the Society and facilitated by a local communications consultant, to help develop a brand narrative for the new Museum and Archives.



On May 24, a traditional **Squamish blessing ceremony** was held to mark the start of artist Wade Baker's carving process on a work of art for the new Museum. The "Sisters Mountain" panel, which will be installed in the arrival lobby-entrance pavilion is funded, in part, by a donation from to the Friends of the NVMA Society by Don Reid.

- **June 2017:** The Friends Society booth at the **Lynn Valley Day** celebration was a colourful sight, with volunteers decked out in bright new museum tee-shirts. Talking about the new museum with visitors, Friends representatives offered people an opportunity to have their say about the new museum through a 'dot-mocracy' activity. Later in June, with partial funding from the Friends Society, the NVMA held an important celebration to mark the opening of the **exhibition "Chief Dan George: Actor and Activist"** at the Museum in Presentation House.
- **July 2017:** Starting in July, public access hours of the Archives were extended to open on Saturday mornings thanks to funding from the Friends Society. On July 1st, Society Directors and volunteer members of the Friends Society participated in the annual **Canada Day Parade** walking with 'the Shipyard Pals' alongside the NVMA's vintage Harbottle Diamond T truck.

Later in the day, they attended the NVMA's booth at the **Canada Day festival** at Waterfront Park, where they talked with fair-goers about the new museum and offered people a chance to tell us what they want in a new museum by participating in a 'dot-mocracy' activity. In mid-July, the Friends had a booth at the **Heritage Community Fair** held at Mollie Nye House.



- **August 2017:** Friends Society volunteers attended NVMA's **annual volunteer BBQ** at which nine new "Star" volunteers, all of them Friends Society members, were recognized with inscribed bricks in the Veterans Plaza outside the Community History Centre. Honorees were Don Evans, John Gilmour, Robb Watt, Daniel Francis, Sanford Osler, Terry McAlduff, Caroline Milburn-Brown, Robert (Bob) Heywood, and Sharon Amy.
- **September 2017:** Society volunteers participated in the Parkgate Community Day in early September. On September 14, 2017, the Society held its 2016-2017 **annual general meeting** at the Community History Centre. Guest speaker was Juan Tanus, Kei Space Design, who gave everyone a sneak peek at the concept plans for the core exhibits in the new Museum.
- **October 2017:** The first meeting of the **Capital Campaign Cabinet**, chaired by Friends Society President, John Gilmour, was held. Other Friends Society Directors on the Campaign Cabinet are Terry McAlduff and John Lakes. The Cabinet and a separate **Solicitation Committee**, chaired by Friends Society member Matti Polychronis, have met regularly since then to lay the foundation for a successful fundraising campaign in support of the new Museum. In October, the Society renewed its membership in the **North Vancouver Chamber of Commerce**, and immediately began to plan a successful "Business After Five" awareness-raising event held at the Community History Centre in April 2018.
- **November 2017:** A naming and branding initiative, funded by the Friends of the NVMA Society, got underway. Led by Friends Society Director, Catharine Downes, the goal of the **Branding/Naming Working Group** is to work with external marketing research and communications agencies to develop a name and logo for the new Museum.
- **January to March 2018:** Meetings of the NVMA Commission, Capital Campaign Cabinet, the Solicitation Committee, and the Naming/Branding Working Group were held regularly throughout the winter. Kevin Evans, Vice-Chair of the NVMA Commission and Chair of the NVMA Marketing and Communications Committee, prepared the **Capital Campaign Plan** and the **Case for Support**. An experienced fundraising consultant was also hired by the Society to provide counsel and training for Cabinet members and Campaign volunteers.
- **NOTE:** In April 2018, directly following the close of the 2017-2018 fiscal year, the Friends Society held an extremely successful fundraiser—its fifth annual "**Night at**

the Museum” event—at the Polygon Gallery. Details of the fundraiser, its sponsors and net proceeds, will be reported on in the Society’s 2018-2019 Annual Report.

To the members of the Friends Board of Directors – Richard Campbell (to September 2017), Catharine Downes (from January 2018), Joan Fleischer, Robert (Bob) Heywood (to March 2018), Shirin Ismail, Ken Izatt, John Lakes, Terry McAlduff, Bob McCormack, Donna McGeachie, Donna Oseen, and ex-officio members Victor Elderton (Chair, NVMA Commission) and Nancy Kirkpatrick (Director, NVMA) – I offer my sincere thanks for your support and hard work during the past year. Additional thanks to everyone who took on special projects, including Shirin Ismail and John Lakes (bylaws and policy development), Catharine Downes, Ken Izatt, and Terry McAlduff (new museum naming and branding), Terry McAlduff, John Lakes and Bob Heywood (Campaign Cabinet), and Donna Oseen, Donna McGeachie, and Joan Fleischer (events and fundraising; assisted by Commissioner Terry Hood). Terry McAlduff also attended regular meetings of the North Vancouver Museum & Archives Commission as the Friends Society’s appointee to the NVMA Commission.

To the staff of the Museum and Archives, I would also like to say, “thank you”. Roxanne McGregor manages the Society’s membership records and assists with bookkeeping. Laurel Lawry oversees the Society’s financial records and liaises with our Treasurer. She spearheaded the implementation of an online fundraising and donor management system that uses eTapestry software. This system will enable the Society to run a dependable and highly professional Capital Campaign in support of the new Museum. To the NVMA Director, Nancy Kirkpatrick, I offer my thanks for her strong support of the Friends of the NVMA Society throughout the year.

I am also grateful to each member of the Friends Society for their ongoing support and interest in our work. The North Vancouver Museum & Archives Commission, staff and the Friends Society are working hand-in-hand to create a new Museum as extraordinary as the community it serves. With your participation and support, the Capital Campaign will be successful in raising funds to outfit the new Museum and enhance its programs. Please join us and stay involved with the Friends Society. We welcome you to become involved on a deeper level in the work of the North Vancouver Museum and Archives, the Friends Society, or the new Museum Capital Campaign. Please visit our website, www.nvma.ca/extraordinarymuseum/ and follow us on social media.

Respectfully submitted,



John Gilmour
President



Rendering of New Museum at 115 West Esplanade, North Vancouver

FRIENDS OF THE NORTH VANCOUVER MUSEUM AND ARCHIVES SOCIETY

STATEMENT OF FINANCIAL POSITION

March 31, 2018, with comparative information for 2017

Assets	2018	2017
Current Assets		
<i>Cash (Note 1)</i>		
General Fund	30,531	23,709
Credit Union Equity	6	6
Petty Cash	60	60
Archives Building (CHC) Veterans' Plaza Fund	3,977	4,452
Canada Summer Jobs Grant/Matching Fund	0	0
Community Outreach Project Fund (Note 2)	1,418	1,417
Gaming Funds (Note 3)	179	183
Kitty Heller Alter Ego Trust (Note 4)	17	39,000
New Museum Fund (Note 5)	62,875	49,850
Publications Fund (Note 2)	1,704	1,753
Don Reid Restricted Fund (Note 5)	20,766	15,026
<i>Total Cash</i>	121,533	135,456
Accounts Receivable	307	0
Inventory Assets	1,465	1,940
Fixed Assets		
Computer Equipment	355	789
Total Assets	123,660	138,185
Liabilities And Net Assets		
Accounts Payable	4,747	7
Prepaid Memberships	80	-
Total Liabilities	4,827	7
Net Assets		
Unrestricted Net Assets	27,228	26,503
Restricted Net Assets Internally-Designated (Note 2)	5,667	5,584
Restricted Net Assets Donor-Designated (Note 6)	85,623	106,091
Total Net Assets	118,518	138,178
Total Liabilities & Net Assets	123,345	138,185

STATEMENT OF OPERATIONS

March 31, 2018, with comparative information for 2017

<i>Fiscal Year:</i>	2018	2017
Revenue		
Memberships	3,015	3,035
Gift Shop and Publications Revenue	3,438	9,150
Royalty Revenue	73	0
General Donations	4,500	3,356
Restricted Donations to New Museum Fund (Note 7)	14,180	17,075
Restricted Donations to Programs & Exhibits (Note 8)	47,716	2,473
Fundraising Event Revenue (Note 9)	3,040	12,227
Fundraising Event Sponsorship	4,925	3,500
Interest Revenue	182	213
Employment Grants (Note 10)	15	2,508
Total Revenue	\$81,084	\$53,537
Expenses		
Administration (Note 11)	10,192	4,500
Wage Costs (Note 12)	0	3,992
Programs Expenses (Note 13)	42,991	18,845
Gift Shop and Publications Expenses (Note 14)	870	8,504
Fundraising Expenses (Note 9)	7,019	4,459
Total Expenses	\$61,072	\$40,300
Excess of Revenue Over Expenses	\$20,012	\$13,237

Approved for presentation to the 2018 Annual General Meeting of Members.



John Gilmour, President



Ken Izatt, Treasurer

Notes to the Financial Statements

The financial statements have been prepared by management in accordance with Canadian Accounting Standards for Not-For-Profit Organizations and include the following policies: the General Fund reflects the results of general operations of the Society; pledged donation amounts are recorded as revenue when the amount to be received and the timing of collection can be reasonably assured; revenue and expenses related to fundraising and other special events are recorded on a gross basis.

1 The Society maintains its bank accounts at Vancouver City Savings Credit Union, 101-1233 Lynn Valley Road, North Vancouver.

2 Internally-designated funds include the Community Outreach Fund, established by the Society to fund community projects including oral histories and education projects, and the Publication Fund, established by the Society to fund publications such as the Express Newsletter and local history books.

3 The Gaming Fund was established to help fund community and multicultural projects.

4 The funds in this account have been recognized as revenue during the year ending 2018 and transferred to the NVMA.

5 The Don Reid Restricted Fund is a donor-designated fund to be used to purchase and commission First Nation arts and artefacts for the new museum; donations received are recorded in Restricted Donations to Programs & Exhibits.

6 Donor-designated funds include the Lynn Valley Archives Building Veterans' Plaza Fund, BC Gaming Fund, the Don Reid Restricted Fund, and New Museum Fund.

7 Donor-designated donations to the New Museum Fund.

8 Donor-designated donations to Programs & Exhibits, including interest from the North Shore Community Foundation Endowment Fund. The funds from the restricted Kitty Heller Trust have been recognized as revenue during the year ending 2018.

9 Fundraising Event Revenue and Expenses are presented as gross amounts and encompass all fundraising events. The 5th annual Night at the Museum gala fundraiser was held April 27, 2018 (2019 fiscal year) although partial event revenue was collected in 2018, including sponsorships, and expenses were incurred, relating to the event, including advertising and supplies.

10 A Small Business Job Credit was received during the year ending 2018 and is recorded as business income or a reduction in payroll premium expenses. In 2017, a *Canada Summer Jobs* grant was received from the Government of Canada.

11 Administration includes software subscriptions & purchases, bank & credit card fees, membership dues, postage, print costs, advertising & promotion, consultant fees, insurance, office supplies, depreciation, etc. The purchase and implementation of new Member and Donor software took place in 2017-2018.

12 No grant applications for student workers were submitted during the 2018 fiscal year. *Canada Summer Jobs* grant-funded research position, summer 2016 (2017 fiscal year).

13 Programs Expenses include transfers from the Friends Society to the NVMA in support of the following projects: wage costs related to the increase of the Archives weekend public hours, support of the *Chief Dan George: Actor & Activist* exhibit opening event, Veterans' Plaza commemorative pavers, and support for the NVMA public awareness efforts.

14 The expenses incurred for gift shop and publications include the cost of goods sold.