

# **MAHONE BAY FOUNDERS SOCIETY**

## **Financials and Annual Reports 2020-2021**

from April 1, 2020 to March 31, 2021

## **Virtual Annual General Meeting**

June 8th, 2021 7pm

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**MAHONE BAY FOUNDERS SOCIETY  
2020-2021 Annual General Meeting**

**AGENDA**

1. Motion for Approval of the Minutes of 2019-2020 AGM Tuesday June 16, 2020 as circulated and opportunity for Business Arising from Minutes
2. Motion to Appoint Annette St. Onge to Review Finances of 2021-2022 next year
3. Motion for Acceptance of the Financial Statements for 2020-2021 as presented
4. Motion for Acceptance of the Operating Budget for 2021-2022 as presented
5. Motion for Acceptance of the Annual Reports as presented, including the Report of the Board, Manager's Report, and Committee Reports
6. Motion for Approval of the Report of the Nominating Committee and Elect the list of Board of Directors as presented
  - 6.1 Motion to Appoint Randy Sherman as Acting Chair of The Mahone Bay Founders Society, Anne Palfreyman as Vice Chair, Norrie Peel as Secretary, and Doug Snyder as Treasurer
8. Other Business
9. Adjourn

**MAHONE BAY FOUNDERS SOCIETY**  
**Minutes from 2020 Virtual Annual General Meeting**  
**Tuesday, June 16, 2020 at 7:00 p.m.**

Virtual AGM attendees: Magdalena (Lettie) Maloney, Bryan Palfreyman, Karen Pinsent, Douglas Snyder, Bill DeGrace. Kody Dagley, Gary Silliker. Sidney Lang, Joan Russo, Sherry Hobson, Randy Sherman, Suzanne Lohnes-Croft, Norrie Peel, Ted Hobson, Jane Beckwith, Thomas A Weeks, Denise Perry, John Perry, Gaile Maddigan, Wayne Rybak, Susan Brown, Mark Belair, Lynn Hennigar

1. Due to the COVID-19 Pandemic, the Mahone Bay Founders Society Annual General Meeting (AGM) was held virtually. Members were informed via email on June 02, 2020 of the Virtual AGM scheduled for June 16, 2020. The Annual General Report was made available to members via link to the Museum website. Voting occurred between 7pm and 8pm Atlantic time on June 16, 2020.
2. The normal business of the AGM, outlined in the Agenda as circulated, was now before the Membership of the Mahone Bay Founders Society. Each motion listed below had three parts labeled A, B, and C. Part A was the statement of the motion being made. Part B was the opportunity to discuss any feedback received before 4pm on June 16, 2020. Part C was a member's opportunity to vote on the motion.
3. Motion No 1
  - 1A. Motion for Approval of the Minutes of 2018-2019 AGM as circulated and opportunity for Business Arising from Minutes (see pages 4-5 of our AGM report). Motion Moved by: Kody Dagley Motion, Seconded by: Gary Silliker
  - 1B. Opportunity to discuss changes to the Minutes or Business Arising from Minutes: No comments have been brought to our attention as of 4pm June 16, 2020.
  - 1C. All in favour. Motion passed.
4. Motion No. 2
  - 2A. Motion to Appoint Jan Kaye to Review Finances of 2020-2021. Motion moved by: Kody Dagley Motion Seconded by: Norrie Peel
  - 2B. Opportunity to discuss the appointment of a Reviewer: No comments have been brought to our attention as of 4pm June 16, 2020.
  - 2C: All in favour. Motion passed.
5. Motion No 3
  - 3A. Motion for Acceptance of the Financial Statements for 2019-2020 as presented (see pages 7-14 of our AGM report). Motion Moved by: Doug Snyder, Motion Seconded by Mark Belair

3B. Opportunity to discuss the Financial Statements for 2019-2020: We were asked by a Member to provide more details on the "Zwicker Foundation" line in our income. The Zwicker Foundation is a private foundation that donates a specific amount to us each year to be used on expenses for our research room and permanent exhibits. No other comments have been brought to our attention as of 4pm June 16, 2020.

3C: All in favour. Motion passed.

6. Motion No 4

4A. Motion for Acceptance of the Operating Budget for 2020-2021 as presented (see pages 15-17 of our AGM report). Motion Moved by: Doug Snyder  
Motion Seconded by: Liz Ross

4B. Opportunity to discuss the Operating Budget for 2020-2021: No comments have been brought to our attention as of 4pm June 16, 2020.

4C. All in favour. Motion passed.

7. Motion No. 5

5A. Motion for Acceptance of the Annual Reports as presented, including the Report of the Board, Manager's Report, and Committee Reports (see pages 18-38 of our AGM report). Motion Moved by: Kody Dagley Motion Seconded by: Norrie Peel

5B. Opportunity to discuss the Annual Reports: No comments have been brought to our attention as of 4pm June 16, 2020.

5C: All in favour. Motion passed.

8. Motion No. 6

6A. Motion for Approval of the Report of the Nominating Committee and Elect the list of Board of Directors as presented (see page 38 of our AGM report).  
Motion Moved by: Randy Sherman Motion Seconded by: Kody Dagley

6.1A. Motion to Appoint Anne Palfreyman as Chair of The Mahone Bay Founders Society, Kody Dagley as Vice Chair, and Doug Snyder as Treasurer. Motion Moved by: Norrie Peel Motion Seconded by: Gary Silliker

6B. Opportunity to discuss the Report of the Nominating Committee: No comments have been brought to our attention as of 4pm June 16.

6C: All in favour. Motion passed.

NOTE: All Motions approved.

Meeting adjourned at 8pm.

## Financial Review by Jan Kaye

# SBD

SMALL BUSINESS DEVELOPMENT  
ACCOUNTING SERVICE

P.O. BOX 497  
MAHONE BAY, NS B0J2E0  
(902) 624-9611

MAY 31, 2021

MAHONE BAY FOUNDERS SOCIETY  
P.O. BOX 583  
MAHONE BAY, NOVA SCOTIA  
B0J 2E0

THIS LETTER IS TO CONFIRM THAT I HAVE DONE A  
REVIEW OF THE BALANCE SHEET ITEMS ON THE FINANCIAL  
STATEMENTS OF THE MAHONE BAY FOUNDERS SOCIETY FOR  
THE YEAR ENDED MARCH 31, 2021.

I HAVE TAKEN THE INFORMATION GIVEN TO ME BY THE  
BOOKKEEPER AND CONFIRMED BALANCES TO BACK UP  
PAPER WORK AS WELL AS CLEARED O/S ITEMS ON THE BANK  
RECONCILIATION TO BANK STATEMENT AS OF APRIL 30TH.

THE BOOKS ARE BEING DONE TO MEET STANDARD  
ACCOUNTING PROCEDURES WITH GOOD DETAIL ON THE G/L  
PRINT OUT. THIS IS NOT AN AUDIT NOR A NOTICE TO READER.



**MAHONE BAY FOUNDERS SOCIETY**  
**FINANCIAL STATEMENTS**  
(INCORPORATED UNDER THE SOCIETIES ACT OF NOVA SCOTIA)

**UNAUDITED FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED MARCH 31, 2021

MAHONE BAY, NOVA SCOTIA

**MAHONE BAY FOUNDERS SOCIETY  
FINANCIAL STATEMENTS**

**UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2021**

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**THE MAHONE BAY FOUNDERS SOCIETY**  
**BALANCE SHEET FOR THE YEAR ENDED MARCH 31, 2021**  
**(WITH COMPARATIVE FIGURES FOR 2020)**

<b>ASSETS</b>	<b>2021</b>	<b>2020</b>
<b>Current Assets</b>		
Petty Cash Museum Office	\$0	\$0
Petty Cash Retail	\$100	\$100
Deposit in Transit A/C	\$9,153	\$0
BMO - Main Account	\$40,773	\$23,875
PayPal Account	\$2,232	\$267
Term Deposits (Note 1)	\$6,518	\$11,820
Receivable Other (Note 4)	\$0	\$9,688
Receivable HST Rebate	\$290	\$0
Inventory	\$5,473	\$5,562
Accrued Income and Interest (Note 6)	\$37	\$65
Prepaid Expenses	\$0	\$0
Endowment Fund	\$1,000	\$1,000
<b>Total Current Assets</b>	<b>\$65,576</b>	<b>\$52,378</b>
<b>Capital Assets</b>		
Computer	\$903	\$903
Accum. Depreciation Computer (Note 2)	-\$903	-\$903
Oil tank (Note 3)	\$1,676	\$1,676
Accum. Depreciation Oil tank (Note 2)	-\$1,360	-\$1,281
Land and Building	\$105,550	\$105,550
Artifacts	\$13,187	\$13,187
<b>Total Capital Assets</b>	<b>\$119,053</b>	<b>\$119,133</b>
<b>TOTAL ASSETS</b>	<b>\$184,630</b>	<b>\$171,510</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
CPP Payable	\$0	\$95
EI Payable	\$0	\$39
Income Tax Payable	\$0	\$127
Accounts Payable (Note 5)	\$1,483	\$6,014
Deferred Revenue (Note 7)	\$4,125	\$4,500
<b>Total Current Liabilities</b>	<b>\$5,608</b>	<b>\$10,775</b>
<b>Equity</b>		
Appropriation of funds - Building Maintenance	\$7,185	\$7,185
Retained Earnings	\$153,075	\$142,568
Surplus/Deficit	\$18,762	\$10,982
<b>Total Equity</b>	<b>\$179,022</b>	<b>\$160,735</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$184,630</b>	<b>\$171,510</b>

Chair: Anne Paikeman

Treasurer: Dag Casford

Date: June 2, 2021

**THE MAHONE BAY FOUNDERS SOCIETY**  
**STATEMENT OF INCOME & EXPENSES for Year End March 31st 2021**  
(WITH COMPARATIVE FIGURES FOR 2020)

<b>REVENUE</b>	<b>2021</b>	<b>2020</b>	
Public Donations (general purpose)	\$15,610	\$16,263	
Fund Raising	\$6,094	\$31,529	B
Grant-CMAP	\$17,966	\$17,966	
Grant -Town of MB (utilities & taxes)	\$7,662	\$7,852	
Grant - Municipal	\$1,200	\$2,500	
Grant - Provincial Employment	\$0	\$3,717	
Grant - Federal Youth Employment	\$25,796	\$14,136	
Grant - COVID Wage Subsidy	\$22,412	\$0	
Grant - MAP Covid Relief	\$10,669	\$0	
Interest Income	\$70	\$128	
Membership Dues	\$955	\$1,601	
Archive Grant	\$0	\$18,547	
Building Fund	\$0	\$3,436	
<b>Total Income</b>	<b>\$108,435</b>	<b>\$117,674</b>	
<b>EXPENSES</b>			<b>SCH</b>
Founders Museum	\$69,528	\$73,365	A
Fund Raising Activities	\$574	\$5,732	B
Occupancy Costs	\$14,761	\$21,000	C
Administration	\$4,810	\$6,596	D
	<b>\$89,673</b>	<b>\$106,692</b>	
<b>SURPLUS (DEFICIT)</b>	<b>\$18,762</b>	<b>\$10,982</b>	
Less appropriated funds - BLDG Maint	\$0	\$0	
<b>C/F to Retained Earnings</b>	<b>\$18,762</b>	<b>\$10,982</b>	

**THE MAHONE BAY FOUNDERS SOCIETY**  
**SCHEDULE OF REVENUE AND EXPENSES YR End March 31st 2021**  
(WITH COMPARATIVE FIGURES FOR 2020)

**Founders Museum - Schedule A**

	2021	2020
Manager	\$39,291.21	\$39,199.03
Student Assistants	\$25,712.43	\$21,992.29
CPP Expense	\$2,939.40	\$2,669.11
EI Expenses	\$1,438.06	\$1,379.78
Zwicker Fund Expenses	\$0.00	\$371.77
Exhibits	\$146.68	\$860.87
Archive Grant Expenses	\$0.00	\$6,891.95
SDI Expenses	\$0.00	\$0.00
<b>Total</b>	<b>\$69,527.78</b>	<b>\$73,364.80</b>

**Fund Raising Activities - Schedule B**

	2021	2021	2020	2020
	Revenue	Expenses	Revenue	Expenses
Our Best To You	\$0.00	\$0.00	\$2,742.00	\$125.00
Friends Campaign *	\$0.00	\$0.00	\$0.00	\$128.52
Membership Drive Donations *	\$0.00	\$0.00	\$0.00	\$10.00
Grannies Attic	\$0.00	\$0.00	\$7,224.20	\$67.50
Childrens Programs	\$500.00	\$0.00	\$880.55	\$1,018.72
Home and Garden	\$1,060.00	\$29.02	\$8,049.00	\$1,328.86
Online Silent Auction	\$2,166.16	\$0.00	\$0.00	\$0.00
Raffle Tickets	\$0.00	\$0.00	\$300.00	\$0.00
Retail	\$2,368.32	\$544.73	\$5,038.95	\$544.27
Heritage Dinner	\$0.00	\$0.00	\$7,294.00	\$2,508.89
<b>Total</b>	<b>\$6,094.48</b>	<b>\$573.75</b>	<b>\$31,528.70</b>	<b>\$5,731.76</b>

\* Income is under donations

**THE MAHONE BAY FOUNDERS SOCIETY**  
**SCHEDULE OF REVENUE AND EXPENSES YR End March 31st 2021**  
(WITH COMPARATIVE FIGURES FOR 2020)

**Occupancy Costs - Schedule C**

	2021	2020
Insurance	\$3,797.00	\$4,057.00
Repairs and Maintenance	\$255.55	\$1,113.32
Security	\$268.75	\$268.25
Grounds	\$365.50	\$301.78
Stair Rebuild	\$0.00	\$3,435.79
Property Taxes & Utilities	\$7,673.38	\$7,792.42
Heating Oil	\$2,400.98	\$4,031.44
<b>Total</b>	<b>\$14,761.16</b>	<b>\$21,000.00</b>

**Administration - Schedule D**

	2021	2020
Professional Fees	\$2,248.53	\$2,274.90
Advertising and Promotion	\$0.00	\$542.68
Office: Bank Charges	\$535.44	\$502.23
Office: Postage	\$0.00	\$60.98
Office: Supplies	\$520.92	\$1,277.98
Depreciation Expenses	\$79.09	\$134.10
Office: Printing	\$0.00	\$0.00
Office: Telephone	\$1,425.92	\$1,802.92
	<b>\$4,809.90</b>	<b>\$6,595.79</b>

## Notes to the Financial Statements

### 1. Term Investments

Amount Invested	Maturity Date	Interest
\$6,347.42	May 19, 2021	0.75% now 0.650% year 1 0.700 year 2
\$1,084.37	September 5, 2023	0.40% now 0.70% year 2 1.00 year 3&4
\$5,289.75	June 11, 2020	0.75% now 0.650% year 1 0.700 year 2
<b>\$12,721.54</b>		

### 2. Capital Cost Allowance (Depreciation)

Asset	Depreciation Rate	Cost of Acquisitions	CCA 2020	value at 31.3.2020
Asus Computer	45%	\$903.48	\$903.48	\$0.00
Oil tank	20%	\$1,676.25	\$1,359.86	\$316.39

### 3. Fuel Oil Tank

Total Project Costs:	\$8,546.25
Less Grant	\$6,878.00
Net (Capitalized)	\$1,676.25

### 4. Schedule of Accounts Receivable at 31st March 2021

Name	Total	Current	31-60	61-90	90+
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total outstanding:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

### 5. Schedule of Accounts Payable at 31st March 2021

Name	Total	Current
Anthony Richard	\$90.00	\$90.00
Bell Aliant	\$93.81	\$93.81
In Balance Bookkeeping	\$125.00	\$125.00
Keenan Sutherland	\$310.55	\$310.55
Lyne Allain	\$761.27	\$761.27
Printers Corner	\$102.24	\$102.24
<b>Total outstanding:</b>	<b>\$1,482.87</b>	<b>\$1,482.87</b>

**6. Accrued Income and Interest**

Interest	\$36.64
	<u>\$36.64</u>

**7. Deferred Income**

Zwicker Grant	\$4,125.39
	<u>\$4,125.39</u>

**8. Donated Services**

The Mahone Bay Founders Society derives significant benefit from time and services donated by volunteers. These contributions are not recorded in the financial statements

## Operational Budget for April 1, 2021 - March 31, 2022

<b>MAHONE BAY FOUNDERS SOCIETY</b>		
	<b>Budget 2021-2022</b>	
<b>REVENUE</b>		
GOV CEWS	5,400.00	
CMAF Grant	17,966.00	
Provincial Employment Grant	2,184.00	
Federal Employment Grant Young Canada Works via CMA	6,674.31	
Federal Employment Grant Canada Summer Jobs	12,348.00	
Town of Mahone Bay	7,500.00	
MODL Operational Grant	3,000.00	
Children's Programs Grants (MODL, United Way)	0.00	
Rural Riches Treasure Trove Association Grant	600.00	
Provincial Archival Development Program (PADP)	7,750.00	
Museum Assistance Program COVID Emergency Support Fund	NA	
<b>TOTAL REVENUE - GRANTS</b>		<b>63,422.31</b>
Corporate Donations	500.00	
Zwicker Foundation Donation	1,610.00	
Donation Wall On-site		
Exhibit Voting Donations		
Research Donation	500.00	
Holiday Card Donations	50.00	
Donation Box	1,000.00	
General Facebook/PayPal Giving Fund Donations	1,000.00	
Membership Donations	3,000.00	
General Donations	3,500.00	
Project Donations	1,000.00	
Friends Campaign Donations	2,000.00	
School Programming Donations	50.00	
Parking Meter Donations	200.00	
ARTsea Donations	100.00	
Adopt an Artifact	800.00	
<b>TOTAL REVENUE - DONATIONS</b>		<b>15,310.00</b>
Virtual Home and Garden - Tour Tickets	800	
Home and Garden- Corp . Sponsors	NA	
Home and Garden - Grants & Donations	NA	
Annie's Attic MB Yard Sale (in person or online)	2,000.00	

Online Heritage Awards	0.00	
Heritage Dinner Tickets	NA	
Gingerbread and Trees	200	
ARTsea Art Auction	3,400	
Monthly Research Topic Raffle	200.00	
Our Best To You Food Sale	NA	
Other Fundraising Events	1,000.00	
<b>TOTAL FUNDRAISING EVENTS</b>		<b>7,800.00</b>
Interest Income		
Scarecrow Fest Childrens Activity		
Father Christmas Fest Childrens Activity		
Retail Sales (including Digital Cookbook Fundraiser - goal \$100)	2,350.00	
Membership Fees	900.00	
<b>TOTAL OTHER REVENUES</b>		<b>3,250.00</b>
<b>TOTAL REVENUE</b>		<b>89,782.31</b>
<b>EXPENSES</b>		
Manager Salary	37,780.00	
Manager Vacation Pay	1,511.21	
Managers EI Expenses	869.20	
Managers CCP Expenses	1,924.70	
<b>Sub-total Manager Wages</b>		<b>42,085.11</b>
Young Canada Works Student Wages (Vac Pay)	7,419.84	
Canada Summer Jobs Youth Wages	12,474.00	
NS Skills Summer Student	3,494.00	
<b>Sub-total Summer Staff Wages</b>		<b>23,387.84</b>
<b>TOTAL PAYROLL EXPENSE</b>		<b>65,472.95</b>
Postage		
Office Supplies and Equip	100.00	
Telephone and Internet	1,425.92	
Bank Charges	275.00	
Printing		
Advertising & Promotion		
Bookkeeping Fees	2,200.00	
Depreciation		
Exhibition Costs	100.00	

Programming Costs	80.00	
Other interpretation and programming		
Cataloguing supplies and expenses	957.00	
Preservation materials		
Research		
Other collections & ATI expenses		
Community Appreciation (previously Volunteer Reception Exp)		
Professional/Subscription Fees	250.00	
<b>TOTAL OPERATIONAL EXPENSES</b>		5,387.92
Snow Clearance		
Custodial Supplies	100.00	
Grounds		
Insurance	3,797.00	
Directors Insurance for MBFS	475.00	
Building Repairs & Maintenance	1,000.00	
Security	281.75	
Taxes	6,448.38	
Utilities	1,225.00	
Heating Oil	2,500.00	
<b>TOTAL GROUNDS EXPENSES</b>		15,827.13
Friends Campaign Exp		
Our Best To You Exp		
Home and Garden - Marketing		
Home and Garden - Printing		
Home and Garden - Other		
Grannies Attic Exp		
Raffle Exp		
Heritage Dinner Exp		
Heritage Dinner Fundraising Exp		
<b>TOTAL FUNDRAISING EVENT EXPENSES</b>		0.00
Purchases for resale		
Other Retail Exp	100.00	
Membership Drive Exp		
PayPal Fundraising Expenses	100.00	
<b>TOTAL OTHER FUNDRAISING EXPENSES</b>		200.00
<b>TOTAL EXPENSE</b>		86,888.00
<b>NET INCREASE</b>		2,894.31

Mahone Bay Founders Society

**Report of the Board to the AGM 2020-2021**

Submitted by: Anne Palfreyman, Chair of Mahone Bay Founders Society

This year the board faced the unpredictable COVID predicament, making planning and budgeting to carry the museum operations through to March 2021 very challenging. The year unfolded with the creation of Federal Government support programs; the Canadian Emergency Wage Subsidy or CEWS to add to our employee's salary and a one time Federal Museum Assistance Program grant of \$10,000. These grants subsidized our expenses in a year where we had to cancel our traditional public event community fundraisers The Heritage Awards Dinner, Annie's Attic, and Our Best To Food Sale.

The Mahone Bay Founders Society's main function is operating the Mahone Bay Museum. After thoughtful considerations and revisions, the board approved the new mission statement and mandate of the museum in March 2021. It states: "The Mahone Bay Museum protects and provides on-site and on-line access to the history of Mahone Bay Area to save it from being forgotten or lost for the benefit of future generations". The new mandate states "The Mahone Bay Museum focuses on the history of Mahone Bay and the surrounding areas of Blockhouse, Clearland, Martins River, Strum Island, Indian Point, Mader's Cove, Westhaver's Island, Fauxburg, and Big Lots. (Note: history and items from other areas may be considered on a case by case basis if they have a connection to Mahone Bay and its surrounding area)."

The geographical area in the mandate lays out acquisition terms to ensure only relevant objects are in our collection. This annual report is on how the Founders Society achieved this mission during the past year. Each of our active committee chairs has provided a year-end report. Again this year, we present this year's AGM documents on-line and our meeting is on-line.

The Museum continues to thrive under the capable management of Lyne Allain, Manager and Curator of the museum. I will highlight some achievements here but a complete list is covered in the Manager Report to the Board. Lyne Allain, with a professional approach, provided us with leadership to manage our income and expenses so we could continue to operate. Coming to terms with not opening Mahone Bay Museum last summer meant re-thinking the student summer jobs. Lyne adjusted the job descriptions and succeeded in providing six students with employment funded through federal summer job programs. Lyne supervised the students working from home and the students worked hard to further collection management, exhibit research particularly related to our Mi'kmaq permanent exhibit and other areas. This was impressive as so many organizations had closed operations and therefore did not have managers in place to manage the students. The government appreciated the reliable service of Lyne Allain to provide these important jobs through the employment programs when they were struggling to find organizations willing to undertake summer student employment. I credit Kirsty Cousins, the bookkeeper for the Founders Society who

worked with Lyne to apply for the CEWS grants to subsidize the student employment salaries.

The museum was open by appointment and had some visitors. Also, Lyne continued to create new on-line content to engage our viewers. Our curator produced The Alice Hagen History Video and an on-line video exhibit on the Bluenose featuring Charles Begin and Freeman Mader. These videos add to our growing collection of oral histories and history videos available on-line. These initiatives are part of the development of the museum's on-line resources. Our supporters value these projects and support them with donations.

The Founders Society receives an annual operational grant from the Provincial Government through CMAP, the Community Museum Assistance Program. In order to be eligible each museum undergoes an evaluation every four years. After a COVID related delay, the on-site evaluation for Mahone Bay Museum is scheduled for July this year. The Nova Scotia Government through the Association of Nova Scotia Museums audits all our policies and procedures and scores them according to standards of excellence that apply to all community and provincial museums in the province. Most of the time of our one professional staff member has been consumed by this enormous task to upgrade our management plans to these new standards of excellence. Lyne Allain has provided leadership, professional museum skills as well as writing and technology management to achieve the documentation requirement uploading more than 50 written policies and procedures. The scoring will affect our funding for the next 4 years so we feel it is important to do the best we can. We have voiced concerns to CMAP related to small community museums with only one employee and the amount of administrative time the evaluation consumes. Lyne Allain also participated in the advisory committee in planning sessions to represent this concern. At this point we commend all the energy and efforts that Lyne Allain has made on our behalf to complete this demanding evaluation program to earn the CMAP grant.

In 2020-2021, we acknowledge and thank the Federal Government, The Nova Scotia Government, the Town of Mahone Bay and the Municipality of the District of Lunenburg for their support through funding programs and grants.

We thank Gary Silliker and the Buildings & Grounds Committee for continuing to look after the grounds and the buildings and establish a 5 year plan for upgrades. We thank Jenny Sandison for the garden plan for the front of the museum, adding an attractive and inviting streetscape. We thank Bruce Chase who mowed our lawns and agrees to continue this year. Randy Sherman led an Energy Efficiency Implementation Project and is making progress to find solutions to reduce our heating bills and dry out the basement. We thank all the people involved in managing our buildings and grounds.

The volunteer leaders, both current and former board members, adjusted this year's fundraising efforts during the COVID restrictions. We thank Karen Pinsent and Betty Merideth for working with Lyne Allain for creating a virtual Home and Garden Tour. The team wanted to "keep the date" for our loyal visitors who look forward to this wonderful

event every year. We thank Sherry Hobson and the Mader's Cove team that created a modified version of the traditional Gingerbread Decorating Event for children to do at home. We thank Lettie Maloney for leading and managing a successful on-line auction October 17th, 2020. This novel approach was challenging and we appreciate Lettie's efforts and time to run this brand new fundraiser. We also thank Sherry Hobson and the Annie's Attic team for continuing to process donations to be ready for a much anticipated sale hopefully in the fall. We also thank Margaret and Gerry Trites for the use of their barn for storage for Annie's Attic items.

We thank the current board members from last year who are willing to continue to serve this year and we look forward to some new members to share the responsibilities of operating the museum. We thank the retiring members who are willing to continue as willing volunteers and /or serve on committees of the board. Lyne Allain has reached out to the Facebook followers and local museum professionals for volunteer help on the museum committees. We thank Sandy Barney, Ken Paulsen and Deborah Trask for their valuable volunteer support for the professional management of the museum. We thank Jan Morin for volunteering time and effort to review our financial statements. In a drive to be transparent, we will now have the MBFS financial statements accessible on our website.

We look forward to the continued financial support of our members and community through our Membership and Friends Campaign and donation appeals on Facebook for projects. We also appreciate the response to the on-line auctions and the continued donations to Annie's Attic. Yes, this sale will resurrect in all its glory soon enough! Stayed tuned for a virtual Home & Garden in July on-line and plan to attend on-line.

In closing, we welcome people who like what they see about the museum to step up, become involved and volunteer for a position on the board, join a committee and help do the work of the museum. If you are interested, talk with a current board member for details about how you can become involved.

In Memoriam: On April 28, 2020, Anne Ruel passed away. Anne served on the board of the Mahone Bay Founders Society for more than 15 years and worked with our managers and curators of the Mahone Bay Museum on our accessions committee determining if items should be added to our collection. Anne developed the Granny's Attic Yard Sale. This event held annually during the Scarecrow Festival became a major fundraiser for the society supporting the museum. Anne cheerfully supported and encouraged all the museum activities and we relied on her knowledge of antiques. We all miss her so much and remember her fondly. In Anne's memory we have renamed the Granny's Attic Sale and it is now known as Annie's Attic Yard Sale.

Looking forward to moving forward as we recover from the 2020-2021 COVID related interruptions and delays so we can put up the OPEN FLAG once more.

Anne Palfreyman- Chair of the Mahone Bay Founders Society

Mahone Bay Founders Society

**Manager's Report 2020-2021**

Submitted by: Lyne Allain, Manager and Curator

Below are highlights from April 1, 2020 to March 31, 2021.

Changes to the Exhibits:

- Added a section to the Begin Family exhibit comparing the Covid pandemic to the 1918 Influenza
- Replaced unknown ship model with Tancook Whaler model
- Moved the stanchions outward in the open area parlour room exhibit and gift shop room's open area kitchen exhibit
- Had a temporary off-site winter exhibit featuring a copy of an Alice Hagen painting in the Hyson storefront window thanks to Karen Pinsent and Vicki Bardon.

The tradition of featuring exemplary Heritage Fair Projects from Bayview School was cancelled due to Covid.

Mi'kmaq Permanent Exhibit Progress

Progress on the Mi'kmaq exhibit has been slow. However, we now have a very good draft for the first panel introducing Mi'kmaq history and our Mi'kmaq Exhibit Sub-Committee is still working on the second exhibit panel featuring local Mi'kmaq history.

Videos and Online Exhibit

- Created a new video: George Duff Keddy Home - Oral History Interview with Mayola Ramey - June 2020
- Home & Garden Tour video - July 2020
- Posted an oral history video that was previously recorded that required approval from the interviewer - October 2020
- Created two ghost story videos for Halloween - October 2020
- Created Alice Hagen video - December 2020
- Online Community Exhibit of Natural History - December 2020
- Created Bluenose video - March 2020

Email & Mail Communications:

Communication via Mailchimp emails is still our main medium for contacting our friends and supporters with information regarding news and events, which are sent out as needed.

We also ask our Members on their Membership form if they want to receive emails about museum news and events. If they say no, we make an effort to mail them news and events, however this is much more costly and is not done as often as email communications.

## Newsletter

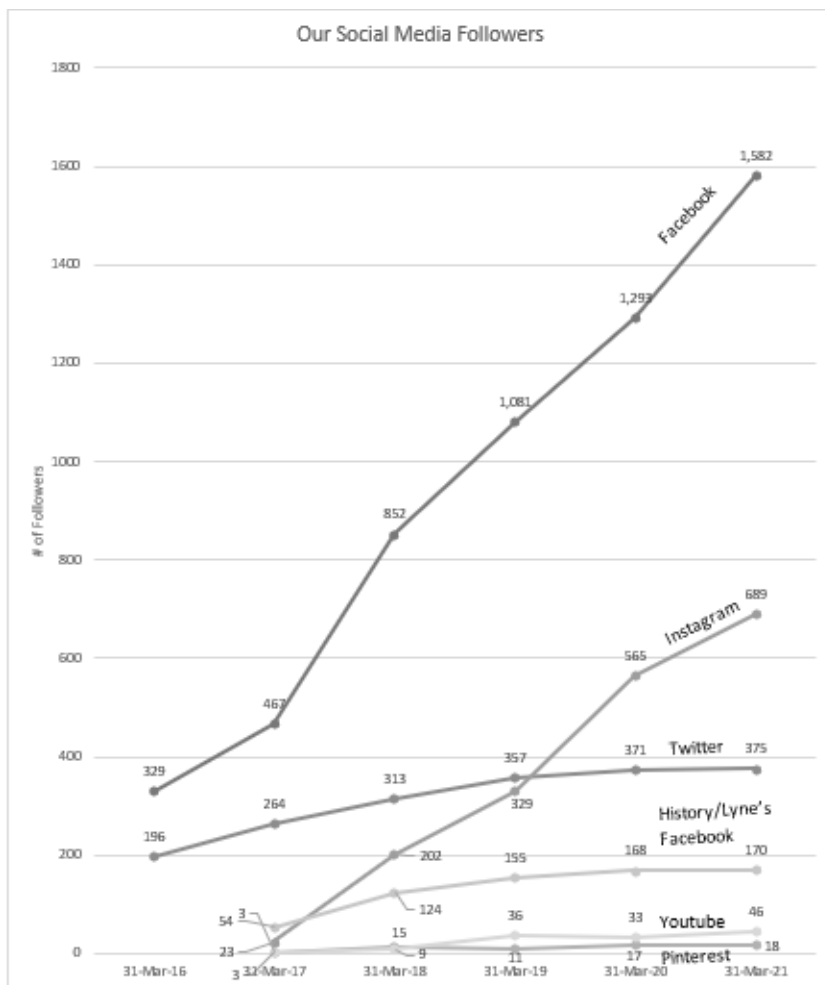
Our Fall 2020 Newsletter was published on our website and to our members.

## Social Media:

We have an active Facebook business page and Instagram Accounts that have a steady increase in followers. Our Pinterest, Twitter, and Youtube accounts might receive repins, favourites, retweets, and views but we are counting followers, which has not seen as much growth as our Facebook and Instagram accounts.

Additional notes on our social media stats:

- Although we only have 18 Pinterest followers, we have about an average of 60 monthly viewers.
- The Pinterest page was mostly for staff use for ideas for children's programming.
- We were previously tracking video views on our Youtube channel but are now counting actual subscribers. Our goal is to hit 100 so we can have a custom link to our channel rather than one full of random letters and numbers.
- Although we only have 46 followers on Youtube, we had 1256 views on our Youtube videos this year.



#### April 2020

- Heritage Awards Dinner and Silent Auction was cancelled due to Covid
- Reviewed numerous resumes and cover letters for summer staff with input from the HR Committee.
- Interviewed potential summer staff and submitted interview notes to the HR Committee.
- Fundraising Email campaign was sent to our supporters on April 28, 2020
- Attended the SouthWest NS Curators Group meeting last week virtually
- Attended the CMA's virtual AGM

#### May 2020

- Summer staff were hired (see Human Resources Committee Report) to work from home
- Seasonal opening was postponed
- Our Best To You food sale was cancelled

#### June 2020

- Attended the Finance Committee meeting on June 7th, 2020
- Worked on preparing the annual report and held a virtual AGM on June 16th
- Applied for the Canadian Heritage funding for Emergency Support Fund for Heritage Organizations

#### July 2020

- Virtual Home and Garden Tour video was completed and launched our on Facebook and Youtube on July 9th
- Participated in Canada Historic Places Day July 4th - we were featured on their website: [www.historicplacesday.ca/province/nova-scotia/](http://www.historicplacesday.ca/province/nova-scotia/)

#### August 2020

- We opened by appointment by donation
- Offered curbside pick-up and mailing options for gift shop purchases that we promoted on our Facebook page

#### Fall & Winter 2020-2021

- Finished digitizing our 2004 Mahone Bay 250th Anniversary Cookbook to sell digital copies
- Even though the Father Christmas Festival was cancelled due to Covid, our wonderful volunteer Sherry managed to change our usual children's event and create a covid safe version using take home gingerbread and tiny tree kits that people picked up by donation safely in a drive through manner.

- Created a new program for a community puzzle swap for at home activity during the pandemic.
- Switching to policy work preparation for Evaluation by Association of NS Museums: From the fall of 2020 to March 31, 2021, I primarily worked on updating all of our policies, plans, and procedures to meet the standards set by the Association of NS Museums.
- Created a Mandate: "The Mahone Bay Museum focuses on the history of Mahone Bay and surrounding areas of Blockhouse, Clearland, Martins River, Oakland, Strum Island, Indian Point, Maders Cove, Westhaver's Island, Fauxburg, and Big Lots. (Note: History and items from other areas may be considered on a case by case basis if they have another connection to Mahone Bay and its surrounding area)."
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### Visitors in 2020 Season

Visitor numbers were at an all time high in 2019 and an all time low in 2020:

- 11 on-site visitors in 2020
- 7,433 visitors in 2019
- 6,530 visitors in 2018
- 6,691 visitors in 2017
- 4,046 visitors in 2016
- 4339 visitors in 2015
- 3949 visitors in 2014
- 2680 visitors in 2013
- 2630 visitors in 2012

Even though we only had 11 onsite visitors at the Museum between when we opened by appointment by donation in August 2020 until March 31, 2021, we also recorded 105 unique virtual visitors on our Facebook page that engaged with us online usually on a weekly basis and received 12 research requests online.

We are still dealing with the impact of Covid-19. We have had to postpone our Heritage Awards Dinner/Silent Auction Fundraiser and our "Our Best To You" Food Sale. We are now preparing for our on-site portion of the Association of NS Museum's evaluation and preparing for another difficult year. However, the support from our community has been amazing during these tough times.

Mahone Bay Founders Society

**Finance Committee Report 2020-2021**

Committee Members: Anne Palfreyman (Chair), Liz Ross (previous Treasurer), Mark Belair, Doug Snyder (Current Treasurer)

With Non-Voting, Supportive Members present: Lyne Allain and Kirsty Cousins

Since the last Annual General Meeting of the Mahone Bay Founders Society, the Finance Committee has met virtually on June 2nd, 2021 to review the financial statements for 2020-2021 and the budget for 2021-2022.

**The committee recommends that the Board approve the budget 2021-2022 as presented.** This budget has been created with very conservative revenue projections and very limited expenses. At the moment, the budget includes salary for our Manager and Curator for the full year if possible rather than the seasonal salary. However, this can be adjusted as needed based on our actual income and the amount of support we continue to receive from the Canadian Government Emergency Wage Subsidy program.

**The committee recommends that the Board approve the 2020-2021 financials as presented.** The Canadian Government Emergency Wage Subsidy program was a huge benefit to us this year as well as the Covid Emergency Support Fund for Heritage Organizations. Summer staff position grants also increased their funding for the Young Canada Works program to cover 100% of the hourly wage. Thanks to those government funds, we did much better than expected last year. Our income in other areas was low due to very low visitor numbers and canceled fundraising events. However, we did manage a few online fundraising events thanks to Manager/Curator and the Fundraising Committee members Lettie Maloney, Karen Pinsent, and Sherry Hobson.

The surplus left over from last year is mostly due to extreme cut backs on our expenses last year. For instance, we had cancelled our internet, as our staff were working from home, and our oil heating bill lowered thanks to insulated pipes that allowed us to lower the thermostat during the winter. Last year's surplus income is a good cushion for us to fall back on if needed, as this year may also be a difficult one.

Mahone Bay Founders Society

**Human Resources Committee Report 2020-2021**

Submitted by: Anne Palfreyman

Committee Members: Lyne Allain, Anne Palfreyman, and Kody Dagley

Lyne Allain was re-employed for her 5th season with us as Manager and Curator on a seasonal contract from April 1st, 2020 to October 2021, which was then extended to March 31, 2021 to work on the policies in preparation for our evaluation by the Association of NS Museums.

Kirsty Cousins continued her contract as our Financial Officer.

The Volunteer Committee and Lyne recruited and scheduled a few volunteer hosts to greet visitors by appointment by donation.

The Manager and Curator developed summer staff positions and applied for funding for 10 positions and was successful at receiving the following grants for the 6 summer jobs in the 2020 season:

JOB TITLE	FUNDED BY	Funding	START	WEEKS
Community Project Coordinator	Canada Summer Jobs	100%	July 13, 2020	12.6 weeks part-time
Education Program Coordinator	Canada Summer Jobs	100%	August 24, 2020	16 weeks part-time
Local Heritage Researcher	Canada Summer Jobs	100%	August 24, 2020	8 weeks full-time
Museum Interpreter	Canada Summer Jobs	100%	July 14, 2020	7 weeks full-time
Mi'kmaq Exhibit Researcher and Designer	Young Canada Works	100%	June 19, 2020	10 weeks full-time
Collections Assistant	Young Canada Works	100%	June 19, 2020	10 weeks full-time

Mahone Bay Founders Society

**Buildings and Grounds Committee Report 2020-2021**

Submitted by: Gary Silliker, Chair of Buildings and Grounds Committee

Additional Committee Members: Randy Sherman and MacKenzie Fraser

1. The building is structurally sound and well maintained, nonetheless there are areas of concern that need attention to prevent further deterioration.
2. The rear exterior stairs that were replaced in 2019 have weathered enough that they are now ready to be stained. This should happen in 2021, but can wait until 2022 if necessary.
3. The front/entrance stairway is safe and functional. Some painting is planned for 2021.
4. The water heater was replaced in March 2021 as the previous one was leaking. A smaller unit was donated to us and installed (20 gallons) as it would meet the museum's requirements and be more efficient. The work was carried out by Anthony Richard and Randy Sherman.
5. Areas of concern include:
  - a. Windows – Many are painted shut and show signs of rot (ground floor windows only) where paint has chipped away. The exterior woodwork will be repaired and repainted in 2021. Two windows may need to be replaced within 2-3 years.
  - b. Shed – Roof should be pressure washed to remove moss/lichen. Branches were pruned. The ramp was repaired but will need to be replaced in 2-3 years.

Mahone Bay Founders Society

**Volunteer Committee Report 2020--2021**

Submitted by: Anne Palfreyman, Chair of Volunteer Committee

Additional Committee Members: Lyne Allain

During the COVID restrictions in 2020-2021, we cancelled many museum fundraising events. Also as the museum was open by appointment, there were no guest hosts in the fall season. So, the need for volunteers was modified to reflect this reality.

The Mahone Bay Founders Society's board members serve the Society by volunteering time and energy to keep the museum operating.

Buildings and Grounds: Gary Silliker volunteers to manage maintenance of the museum building and grounds with regular inspections of the building. Bruce Chase mowed the grass in the summer. MacKenzie Fraser on the Buildings and Grounds Committee and worked on the revisions of the Facilities Management Policy. Randy Sherman worked on the Energy Efficiency Project.

Museum Committees: Lyne Allain recruited 3 volunteers with professional experience related to museum management to join the Committees of the museum.

Home & Garden Tour: Karen Pinsent led the virtual Home & Garden Tour. Betty Meredith volunteered as photographer.

On -Line Auction: Lettie Maloney, The on-line sales are a completely new venture.

Annie's Attic: Sherry Hobson Sherry worked with the "Barn Cat" volunteers to sort and manage donations for the sale and safely store the stock for our next sale. Gerry and Margaret Trite provided storage in their barn.

Gingerbread Decorating and Trees: Sherry Hobson recruited over 20 volunteers to create Gingerbread house kits for curbside pick-up at the Mahone Bay Centre in order to continue this traditional event during the Father Christmas Festival.

Thank you to all our volunteers!

Mahone Bay Founders Society  
**Fundraising Committee Report 2020-2021**  
 Submitted by: Anne Palfreyman

As you know, last year was extremely challenging financially because we could not hold our traditional fundraisers. We reacted and managed to create virtual fundraisers; in July we presented a virtual Home and Garden Tour, October an on-line silent auction with items donated from our Heritage Dinner Silent Auction plus some treasures from Annie's Attic and in November take-home Gingerbread house kits for the children during the Father Christmas Festival. Through appeals for COVID donations to make up for shortfalls, our supporters gave generously so that we could continue to employ our Manager/Curator, maintain basic operations and remotely employ youth summer staff. Membership support was wonderful with welcome donations demonstrating a widespread interest in the service of the Mahone Bay Museum.

Name of Fundraising Method	When	Volunteer Hours	Admin Hours	Financial Goal	Funds raised April 1, 2020 - March 31, 2021
Entrance by Donation	All year round	Medium	High	0	\$198.50
Gift Shop Sales	All year round		Medium	1100	\$2,368.68
Project Based Donations	All year round		Medium	500	\$930.00
Research by Donation	All year round		Medium	100	\$245.00
Membership Campaign		20 hours	3 hours	1800	\$3,275.00
Friends Campaign	November	20 hours	3 hours	500	\$2,275.00
Our Best To You-Food sale	May	100 hrs	Low	0	NA - was cancelled due to Covid
Scarecrow Activities	September	44 hrs	Low	0	NA - was cancelled due to Covid
Annie's Attic Yard Sale	September	300 hrs	Low	0	\$2,116
Home & Garden Tour	July	600 hrs	70 hours	1000	\$1,060.00
Heritage Awards Dinner/Auction	April	220 hrs	35 hours	0	NA - was cancelled due to Covid
Silent Auction		100 hrs	70 hours	0	Combined with Annie's Attic sale above
Gingerbread and Trees	Nov - Dec	120 hrs	Low	0	\$500
Corporate donation			Low	0	\$500
Zwicker legacy fund		0 hrs	Low	1130	\$1,610.00
General donations			Low	2200	\$6,473.60
Membership fees			Low	600	\$955.00

Mahone Bay Founders Society

**Accessions Committee Report 2020-2021**

Submitted by: Lyne Allain, Chair of Committee and Manager and Curator

Additional Committee Members: Kody Dagley, Deborah Trask, and John Bell (re: archives)

The Accessions Committee has been busy this year reviewing items during our ongoing collections audit. During the audit, artifacts have been found that either don't match our mission, have no known historical value, or are in poor condition. The committee is reviewing these for possible deaccessions, which would result in removing them from our collection and this makes space for something else in the future that has a direct connection to Mahone Bay and is in good condition.

Items Donated to us between April 1, 2020 - March 31, 2021 that have been accepted by the Accessions Committee:

- Clear glass royalty memorabilia plate from c.1897 that belonged to a Hyson and Wentzell woman of Indian Point
- Ice Boat Plans and Photographs
- Rob S. bill of sale for local vessel
- Fannie Ernst painting
- G. Mader painting (attributed to Gracia Mader) of ship with what appears to be Westhaver's Island in the background
- Smeltzer Donation of
  - Small model of a dorey rigged as a fishing boat
  - Tancook Whaler Model
  - Fishing Vessel Model
  - Poor man and rich man iceboat models
  - Barrel Butter Churn
  - Crocks
  - 2 Bladed Food Chopper
  - Knot Board with example sailing knots
  - Black Ship Lantern
  - McLean Shipyard Diorama
  - Sailmaking and shipbuilding tools

Mahone Bay Founders Society

**Nominating Committee Report for 2021-2022**

Submitted by the Committee Members: Randy Sherman, Anne Palfreyman

The Nominating Committee presents the slate of nominees for the Board of the Founders Society for 2021-2022.

Previous Board Members re-nominated for another 2-year term:

1. Norrie Peel (2021 to 2023)
2. MacKenzie Fraser (2021 to 2023)
3. Randy Sherman (2021 to 2023)
4. Kody Dagley (2021 to 2023)

New Board Members nominated for a 2-year term:

5. Kenneth Paulsen (2021-2023)
6. John Regan (2021-2023)

Board Members who are in the middle of their 2-year term:

7. Doug Snyder (2020-2022)
8. Anne Palfreyman (2020-2022)
9. Gary Silliker (2020-2022)

The candidates that have been nominated for the Executive positions are:

Acting Chair Randy Sherman, Vice-Chair Anne Palfreyman, Secretary Norrie Peel, and Treasurer Doug Snyder.

Nominations are open from the floor.

Motion to accept the election of the candidates as presented.