

MAHONE BAY FOUNDERS SOCIETY

Financials and Annual Reports 2021-2022

from April 1, 2021 to March 31, 2022

Virtual Annual General Meeting

June 21st, 2022 7pm

Table of Contents

(Click an item title below and then click the blue text to go to the item automatically)

<u>Agenda</u>	pg. 3
<u>Minutes of AGM 2020-2021</u>	pg. 4-6
Financials	
<u>Financial Statements 2021-2022</u>	pg. 7-14
<u>Financial Review by Annette St. Onge</u>	pg. 8
<u>Operating Budget 2022-2023</u>	pg. 15-18
Annual Reports	
<u>Report of the Board</u>	pg. 19-22
<u>Manager's Report</u>	pg. 23-25
<u>Finance Committee Report</u>	pg. 26
<u>Human Resources Committee Report</u>	pg. 27
<u>Buildings and Grounds Committee Report</u>	pg. 28
<u>Volunteer Committee Report</u>	pg. 29-30
<u>Fundraising Committee Report</u>	pg. 31
<u>Accessions Committee Report</u>	pg. 32
<u>Nominating Committee Report</u>	pg. 33

MAHONE BAY FOUNDERS SOCIETY
2021-2022 Annual General Meeting

AGENDA

1. Motion for Approval of the Minutes of 2020-2021 AGM Tuesday June 8, 2021 as circulated and opportunity for Business Arising from Minutes
2. Motion to Appoint Annette St. Onge to Review Finances of 2022-2023 next year
3. Motion for Acceptance of the Financial Statements for 2021-2022 as presented
4. Motion for Acceptance of the Operating Budget for 2022-2023 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
7. Other Business
8. Adjourn

MAHONE BAY FOUNDERS SOCIETY

Minutes from 2021 Virtual Annual General Meeting Tuesday, June 8, 2021: 7pm –8pm

Recorded by Norrie Peel based on Voting Results provided by Lyne Allain

Virtual AGM attendees: Douglas Snyder, Gary Silliker, Anne Palfreyman, Bill DeGrace, Karen Pinsent, David Houston, Denise Perry, Sandra Barney, Norrie Peel, Sherry Hobson, Sidney Lang, Bryan Palfreyman, Mackenzie Fraser, Kody Dagley

Due to the COVID-19 Pandemic, the Mahone Bay Founders Society Annual General Meeting (AGM) was held virtually. Members were informed via email on May 25, 2021 of the Virtual AGM scheduled for June 8, 2021. 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 8, 2021.

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 labelled 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 8, 2021. Part C was members' opportunity to vote on the motion.

MOTION NO 1

- 1A Motion for Approval of the Minutes of 2019-2020 AGM as circulated and opportunity for Business Arising from Minutes.
- 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 8, 2021.
- 1C Motion to approve the Minutes of 2019-2020 AGM. Motion Moved by Kody Dagley. Motion Seconded by Gary Silliker. All in favour. Motion passed.

MOTION NO 2

- 2A Motion to Appoint Annette St. Onge to Review Finances of 2021-2022.
- 2B Opportunity to discuss the appointment of a Reviewer: No comments have been brought to our attention as of 4pm June 8, 2021

2C Motion to appoint Annette St Onge to review finances for 2021-2022. Motion Moved by Anne Palfreyman. Motion Seconded by Denise Perry. All in favour. Motion passed.

MOTION NO 3

3A Motion for Acceptance of the Financial Statements for 2020-2021 as presented.

3B Opportunity to discuss the Financial Statements for 2020-2021: No comments have been brought to our attention as of 4pm June 8, 2021.

3C Motion to accept the Financial Statements for 2020-2021. Motion Moved by Kody Dagley. Motion Seconded by Ken Paulsen. All in favour. Motion passed.

MOTION NO 4

4A Motion for Acceptance of the Operating Budget for 2021-2022 as presented.

4B Opportunity to discuss the Operating Budget for 2021-2022: No comments have been brought to our attention as of 4pm June 8, 2021.

4C Motion for Acceptance of the Operating Budget for 2021. Motion Moved by Gary Siliker. Motion Seconded by Kody Dagley. All in favour. Motion passed.

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.

5B Opportunity to discuss the Annual Reports: No comments have been brought to our attention as of 4pm June 8, 2021.

5C Motion for Acceptance of the Annual Reports as presented, including the Report of the Board, Manager's Report, and Committee Reports. Motion Moved by Kody Dagley. Motion Seconded by Randy Sherman.
All in favour. Motion passed.

MOTION NO 6

6A Motion for Approval of the Report of the Nominating Committee and Elect the list of Board of Directors as presented

6B Opportunity to discuss the Report of the Nominating Committee. No comments have been brought to our attention as of 4pm June 8, 2021.

6C Please vote on the Motion for Approval of the Report of the Nominating Committee and Elect the list of Board of Directors as presented. Motion Moved by Kody Dagley. Motion Seconded by Karen Pinsent.
All in favour. Motion passed.

6.1B Opportunity to receive nominations from the Members and opportunity to discuss the appointment of 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. No comments have been brought to our attention as of 4pm June 8th, 2021

6.1C Please vote on the 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. Motion Moved by Kody Dagley. Motion Seconded by Mackenzie Fraser.
All in favour. Motion passed.

Opportunity to provide feedback:

Comment received on format of AGM. One comment from a member who suggested Zoom meeting to see directors would be beneficial.

MAHONE BAY FOUNDERS SOCIETY

FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2022
(with Comparisons March 31, 2021)

Reviewed

REVIEWER'S REPORT
Fiscal Year Ending March 31, 2022

To the Board of Directors and Members of the Mahone Bay Founders Society

At the request of the Mahone Bay Founders Society, I have conducted the audited of the accompanying financial statements of the Society for the fiscal year ending March 31, 2022. My responsibility is to express an opinion on these financial statements based on the review.

The review was conducted in accordance with standard practices. These standards require that the review is planned and performed to obtain reasonable assurance that the financial statements are free of material misstatement. The review included examination, on a test basis, of evidence supporting the amounts and disclosures in the financial statements. The review also included an assessment of the accounting principles used, and the financial statement presentation.

In my opinion, these financial statements present fairly the financial position of the organization as at March 31, 2022, and the results of its operations for the year then ended in accordance with Canadian Generally Accepted Accounting Principles.

Annette St-Onge

Annette St-Onge, CMC
Mahone Bay, Nova Scotia
June 5, 2022

THE MAHONE BAY FOUNDERS SOCIETY
BALANCE SHEET
As at March 31, 2022 and Comparisons March 31, 2021

ASSETS	2022	2021
Current Assets		
Petty Cash Retail	\$100	\$100
Deposit in Transit A/C	\$0	\$9,153
BMO - Main Account	\$68,140	\$40,773
Plooto A/C	\$1,292	\$0
PayPal Account	\$389	\$2,232
Term Deposits (<i>Note 1</i>)	\$11,518	\$6,518
Receivable Other (<i>Note 4</i>)	\$775	\$0
Receivable HST Rebate	\$604	\$290
Inventory	\$5,228	\$5,473
Accrued Income and Interest (<i>Note 6</i>)	\$37	\$37
Endowment Fund	\$1,000	\$1,000
Total Current Assets	\$89,082	\$65,576
Fixed Assets		
Computer	\$903	\$903
Accum. Depreciation Computer (<i>Note 2</i>)	-\$903	-\$903
Oil tank (<i>Note 3</i>)	\$1,676	\$1,676
Accum. Depreciation Oil tank (<i>Note 2</i>)	-\$1,423	-\$1,360
Land and Building	\$105,550	\$105,550
Artifacts	\$13,187	\$13,187
Total Fixed Assets	\$118,990	\$119,053
TOTAL ASSETS	\$208,072	\$184,630
LIABILITIES		
Current Liabilities		
Accounts Payable (<i>Note 5</i>)	\$1,625	\$1,483
Deferred Revenue (<i>Note 7</i>)	\$9,125	\$4,125
Total Current Liabilities	\$10,751	\$5,608
Equity		
Appropriation of funds - Building Maintenance (<i>Note 8</i>)	\$15,895	\$7,185
Retained Earnings	\$161,362	\$153,075
Surplus/Deficit	\$20,065	\$18,762
Total Equity	\$197,322	\$179,022
TOTAL LIABILITIES & EQUITY	\$208,072	\$184,630

THE MAHONE BAY FOUNDERS SOCIETY
STATEMENT OF INCOME & EXPENSES

April 1, 2021 to March 31, 2022 (with Comparisons March 31, 2021)

REVENUE	2022	2021	
Public Donations (general purpose)	\$11,520	\$15,610	
Fund Raising	\$15,972	\$6,094	B
Grant - CMAP	\$17,966	\$17,966	
Grant - Town of MB (utilities & taxes)	\$7,916	\$7,662	
Grant - Municipal	\$3,000	\$1,200	
Grant - Provincial Employment	\$2,424	\$0	
Grant - Federal Youth Employment	\$12,920	\$25,796	
Grant - COVID Wage Subsidy	\$11,783	\$22,412	
Grant - MAP Covid Relief	\$10,000	\$10,669	
Grant - Other	\$3,260	\$0	
Grant - Archive	\$7,750	\$0	
Other Income	\$1,657	\$0	
Interest Income	\$0	\$70	
Membership Dues	\$690	\$955	
Total Income	\$106,858	\$108,435	
EXPENSES			SCH
Founders Museum	\$63,419	\$69,528	A
Fund Raising Activities	\$2,332	\$574	B
Occupancy Costs	\$16,124	\$14,761	C
Administration	\$4,918	\$4,810	D
Total Expenses	\$86,793	\$89,673	
SURPLUS (DEFICIT)	\$20,065	\$18,762	

Vice-Chair: Anne Paffeyman

Treasurer: Doug Lefaydar

Date: June 17, 2022

Notes to 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
\$12,721.54		

2. Capital Cost Allowance (Depreciation)

Asset	Depreciation Rate	Cost of Acquisitions	CCA 2022	Net book value at 31.3.2022
Asus Computer	45%	\$903.48	\$903.48	\$0.00
Oil tank	20%	\$1,676.25	\$1,423.13	\$253.12

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 2022

Name	Total	Current	31-60	61-90	90+
Canada Revenue Agency	\$775.00	\$775.00	\$0.00	\$0.00	\$0.00
Total outstanding:	\$775.00	\$775.00	\$0.00	\$0.00	\$0.00

5. Schedule of Accounts Payable as at 31st March 2022

Name	Total	Current
Bell Aliant	\$126.93	\$126.93
Carr McLean Ltd	\$165.29	\$165.29
Receiver General Payroll	\$1,332.89	\$1,332.89
Total outstanding:	\$1,625.11	\$1,625.11

6. Accrued Income and Interest

Interest _____ \$0.00

7. Deferred Income

Donation from Estate of D Zwicker	\$5,000.00
Zwicker Grant	<u>\$4,125.39</u>
	<u>\$9,125.39</u>

8. Appropriated Funds - BLDG Maint.

These are funds that have been set aside to undertake building maintenance.

9. 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.

THE MAHONE BAY FOUNDERS SOCIETY
SCHEDULE OF REVENUE AND EXPENSES YEAR Ending March 31st 2022
 (with comparative figures for year ending 2021)

Founders Museum - Schedule A

	2022	2021
Manager	\$38,526.48	\$39,291.21
Student Assistants	\$18,383.74	\$25,712.43
CPP Expense	\$2,749.70	\$2,939.40
EI Expenses	\$1,259.02	\$1,438.06
Zwicker Fund Expenses	\$340.23	\$0.00
Exhibits	\$0.00	\$146.68
Cataloguing supplies and expenses	\$2,159.50	\$0.00
Total	\$63,418.67	\$69,527.78

Fund Raising Activities - Schedule B

	2022	2022	2021	2021
	Revenue	Expenses	Revenue	Expenses
Annie's Attic	\$7,330.50	\$0.00	\$0.00	\$0.00
Children's Programs	\$536.00	\$213.40	\$500.00	\$0.00
Home and Garden	\$2,920.75	\$287.61	\$1,060.00	\$29.02
Online Silent Auction	\$2,694.70	\$0.00	\$2,166.16	\$0.00
Retail	\$2,489.70	\$1,830.80	\$2,368.32	\$544.73
Total	\$15,971.65	\$2,331.81	\$6,094.48	\$573.75

Occupancy Costs - Schedule C

	2022	2021
Insurance	\$3,551.00	\$3,797.00
Repairs and Maintenance	\$904.94	\$255.55
Security	\$268.69	\$268.75
Grounds	\$51.45	\$365.50
Property Taxes & Utilities	\$7,871.87	\$7,673.38
Heating Oil	\$3,476.41	\$2,400.98
Total	\$16,124.36	\$14,761.16

Administration - Schedule D

	2022	2021
Professional Fees	\$1,375.00	\$2,248.53
Advertising and Promotion	\$680.31	\$0.00
Office: Bank Charges	\$528.90	\$535.44
Office: Supplies	\$940.42	\$520.92
Depreciation Expenses	\$63.27	\$79.09
Office: Telephone	\$1,330.55	\$1,425.92
Total	\$4,918.45	\$4,809.90

Operational Budget for April 1, 2022 - March 31, 2023

MAHONE BAY FOUNDERS SOCIETY	Budget
	2022-2023
REVENUE	
GOV CEWS/ Covid Recovery Programs	1,000.00
CMAP Grant	17,966.00
Provincial Employment Grant	2,730.00
Federal Employment Grant Young Canada Works via Canadian Museums Association	10,008.00
Federal Employment Grant Canada Summer Jobs	7,292.00
Town of Mahone Bay	7,932.73
MODL Operational Grant	3,000.00
Children Programs Grants (MODL, United Way)	250.00
Archival Project Grants	7,455.00
Museum Assistance Program COVID Emergency Support Fund for Heritage Organizations	
Other grants	3,000.00
TOTAL REVENUE - GRANTS	60,633.73
Corporate Donations	1,200.00
Zwicker Foundation Donation	1,642.00
Scarecrow Fest Childrens Activity	20.00
Donation Wall On-site	250.00
Exhibit Voting Donations	50.00
Research Donation	200.00
Holiday Card Donations	20.00

Donation Box	3,000.00	
General Facebook/PayPal Giving Fund Donations	1,000.00	
Membership Donations	1,000.00	
General Donations	2,000.00	
Project Donations	500.00	
Friends Campaign Donations	3,500.00	
School Programming Donations	20.00	
Parking Metre Donations	250.00	
Monthly Research Topic Donations	200.00	
Adopt an Artifact	500.00	
TOTAL REVENUE - DONATIONS		15,352.00
Annie's Attic MB Yard Sale (in person or online)	6,000.00	
Gingerbread and Trees	350.00	
Anne's Marmalade	720.00	
Other Fundraising Events	4,500.00	
TOTAL FUNDRAISING EVENTS		11,570.00
Retail Sales	2,500.00	
Membership Fees	900.00	
Research Fees	250.00	
SUB TOTAL OTHER REVENUES		3,650.00
TOTAL REVENUE		91,205.73

EXPENSES		
Seasonal Manager Salary	29,000.00	
Winter/ Project Manager Salary	4,840.00	
4% Vacation Pay	1,353.60	
2.212% EI Expenses	748.54	
5.70% CCP Expenses	1,928.88	
Sub-total Manager Wages		37,871.02
Young Canada Works Student Wages (Vac Pay)	12,015.00	
Canada Summer Jobs Youth Wages	7,292.00	
NS Skills Summer Student	4,005.00	
MERCS (Mandatory Employer Costs)	2,438.00	
Sub-total Summer Staff Wages		25,750.00
TOTAL PAYROLL EXPENSE		63,621.02
Office Supplies and Equip	150.00	
Telephone and Internet	1,525.92	
Bank Charges	400.00	
Advertising & Promotion	300.00	
Bookkeeping Fees	2,200.00	
Exhibition Costs	50.00	
Programming Costs	250.00	
Other interpretation and programming	1,116.78	
Preservation materials	200.00	
Other collections & ATI expenses	3,781.00	
Membership fees (CMA, CNSA, ANSM)	286.00	
TOTAL OPERATIONAL EXPENSES		10,259.70

Custodial Supplies	180.00	
Insurance	3,797.00	
Directors Insurance for MBFS	545.00	
Building Repairs & Maintenance	0.00	
Security	276.00	
Taxes	6,707.73	
Utilities	1,225.00	
Heating Oil	4,000.00	
TOTAL GROUNDS EXPENSES		16,730.73
Annie's Attic Exp	50.00	
Raffle Exp	40.00	
TOTAL FUNDRAISING EVENT EXPENSES		90.00
Purchases for resale	300.00	
Other Retail Exp	125.00	
PayPal Fundraising Expenses	50.00	
TOTAL RETAIL EXPENSES		475.00
TOTAL EXPENSE		91,176.45
NET INCREASE		29.28

Mahone Bay Founders Society

Report of the Board to the AGM, 2021-2022

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

The Mahone Bay Founders Society's main function is operating the Mahone Bay Museum. The mission statement of the museum states:

The Mahone Bay Museum protects and provides on-site and on-line access to the history of Mahone Bay Area to prevent it from becoming forgotten or lost for future generations.

Mahone Bay area is now defined geographically and lays out acquisition terms to ensure only relevant objects are in our collection.

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)."

This report is how the Founders Society achieved this mission during the past year.

Our committee chairs have provided a year-end report. Due to continuing COVID-19, this year's AGM documents are on-line and our meeting is on-line.

Museum Management

The Museum continues to thrive under the capable management of Lyne Allain, Manager and Curator of the museum. Lyne Allain, with a professional approach, continues to identify the areas of collection management and exhibits needing change to meet museum standards and bring service to our residents and visitors. Lyne has achieved many of her goals.

- We are proud of the score of 94% in the ANSM Evaluation Program.
- We are proud to announce Mahone Bay Museum is a newly accredited museum, one of nine museums in the province to achieve this status this year. Being accredited means an increase of awareness about the Mahone Bay Museum throughout the province and confirmation that the museum is prioritizing important updates and upgrades. This achievement is the result of dedicated work over the past two years.

We appreciate all the efforts Lyne made to complete this project successfully. Lyne participated in South Curators Group meetings, CMAP evaluation planning with ANSM, and training opportunities.

Buildings and Grounds

We thank Randy Sherman and the Buildings and Grounds Committee for looking after the property and improving the building with new gutters on the eaves.

We thank Jenny Sandison for the garden plan for the front of the museum, adding an attractive and inviting streetscape.

We thank Bruce Chase for mowing the lawns and insulating the building for the winter with huge bags of leaves. We remember fondly when Michael O'Connor used this method years ago to keep the pipes from freezing and it still works.

Visitor Experience

The museum looks good, feels good and provides a public space for visitors and residents. The museum was open for 66 days with 1615 visitors. We hired summer staff and then volunteers staffed the museum in the fall season and during the Father Christmas weekends. There are activities always available for the children so they can have fun in a museum and learn. We acknowledge all the efforts of the staff (employees and volunteers) under Lyne's direction to give our visitors a good experience.

We will remember this museum season when staff greeted visitors sitting behind plexiglass windows at the front desk and in the gift shop. We asked for proof of vaccination papers for COVID, sanitised hard surfaces, required everyone to wear masks and keep six feet apart. We were open by appointment during the winter months. The visitors came from all over Canada as the maritimes earned a reputation for low Covid infection rates.

Fundraising

The board runs fundraising campaigns and events for revenue to support our operations. This year, our supporters generously donated to the Membership and Friends Campaign to help us during COVID.

We adapted events to on-line platforms.

- In May, Lettie Maloney led ARTsea, an on-line Art Auction and we thank her wholeheartedly for an amazing effort to create a new fundraiser.

- For the 2nd year, the Home & Garden Tour was virtual and we thank Karen Pinsent for leading the project to produce the Mahone Bay Virtual Home & Garden Tour. We thank all the property owners who participated. This video promoted Mahone Bay's beauty and built heritage in a way that encouraged tourism and was viewed by people from all over Canada and the US.
- We thank Sherry Hobson and her volunteer crew for managing a very successful Annie's Attic Yard Sale.
- Sherry Hobson adapted the museum's traditional children's event during Father Christmas weekends to "KITS TO Go and Gingerbread Decorating" that involved a drive-through pick-up with Lumberjacks making it fun and safe for the children.

Board Service

We thank the current board members from last year who are willing to continue serving this year and we look forward to some new members to share the responsibilities of operating the museum.

- In August 2021, Gary Silliker retired. We thank Gary for keeping the building repairs done especially before the evaluation.
- In April, Doug Snyder retired as Treasurer but continued until the AGM in June 2022. We thank Doug for his 2 years service on the Board.
- We also thank MacKenzie Fraser who is leaving the Board after 3 years. MacKenzie worked on the Building & Grounds Committee and contributed with her expertise and interest in heritage carpentry. This is a major contribution to the society.
- We also thank John Regan who resigned from the Board this year and we thank John for his insight and contribution during his tenure.
- We thank our retiring board members who are willing to continue as volunteers and /or serve on committees of the board.

Appreciation for Funding

We have a good relationship with the Town. The museum has been instrumental in developing a decolonizing interpretation of the local area's history now included on Town's interpretive signage.

We acknowledge the support of the 4 levels of government, municipal, district, provincial and federal for their support through grants, and sponsorship programs.

How You Can Help

We would 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 in serving, talk with our current board members for details on how you can become involved.

As the museum evolves and progresses we hope you will renew your membership, be a visitor, a volunteer or a supporter. Thanks to the Society members and volunteers for their dedication and hard work to keep the museum operating.

Anne Palfreyman
On behalf of the Board of the Mahone Bay Founders Society

Mahone Bay Founders Society Manager's Report 2021-2022

Submitted by: Lyne Allain, Manager and Curator

Below are highlights from April 1, 2021 to March 31, 2022.

Changes to the Exhibits:

- Added the first panel of the Mi'kmaw history exhibit
- We have partnered with the South Shore Ship Modellers Guild and one of their members is coming to the museum once a week to work at a plexiglass covered desk I have for them. They are working on models of locally built ships.
- Printed new format of Begin Family Exhibit
- Added locally found rum bottle to the rum running exhibit
- Developed new Settler Family cards for self-guided interactive element to the 1754 settlement exhibit
- Added a new temporary exhibit featuring 6 local female artists with pieces dating about 1890-1940.
- Updated rum-running exhibit with a rum bottle and new laminated text
- Added more shipbuilding tools to exhibit and their interactive descriptions for people to match to the tools
- Made changes to the items from settler family descendants exhibit



Mahone Bay Museum is partnering with the South Shore Ship Modellers Guild to showcase their model building skills at the Museum on a regular basis!



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

Mi'kmaw Permanent Exhibit Progress

Our Mi'kmaq Exhibit Sub-Committee and our staff are still working on the second exhibit panel featuring local Mi'kmaw history.

Videos and Online Exhibit

- Virtual Home & Garden Tour video was developed in August 2021 with the help of local property owners and our volunteers. The virtual tour is still available online for ticket purchasers (\$10 each) to watch from home.
- Created another local folklore/ghost story video for Halloween - October 2021 called Lady with the Lantern about a ghost on Gifford's Island seen by members of the Langille family.

You can watch it on Facebook here:

<https://www.facebook.com/MahoneBayMuseum/videos/2032364076944684>

Or watch it on youtube here: <https://www.youtube.com/watch?v=gEzzPlV7Hq4>



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.

Newsletter

A Summer 2021 Newsletter was published on our website (here:

<https://mahonebaymuseum.com/wp-content/uploads/2021/08/Summer-2021-Newsletter.pdf>), shared on our Facebook page, and emailed to our supporters

Social Media:

We have an active Facebook business page and Instagram Accounts that continue to see an 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.

Season Highlights

April 2021

- 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 notes to the HR Committee.
- Updated Collections Management Policy, Volunteer Policy, Facility Management Plan, Marketing & Communications Strategy

May 2021

- Summer staff were hired (see Human Resources Committee Report)

- Seasonal opening was postponed
- Our Best To You food sale was cancelled

June 2021

- Opened on June 26, 2021
- Completed building updates (see Buildings & Grounds Committee Report)

July 2021

- We had our provincial evaluation on July 13th by ANSM

August & September 2021

- Purchased settler and farm animals from the Scarecrow Festival Auction
- Completed Virtual Home & Garden Tour

Fall & Winter 2021-2022

- Sherry hosted our annual Gingerbread event in a covid safe version using take home gingerbread and tiny tree kits that people picked up by donation safely in a drive through manner.
- Anne Palfreyman also arranged for volunteers to open the museum during the Father Christmas Festival.
- Switched to archival work thanks to funding from the Provincial Archival Development Program

Visitors in 2021 Season

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

- 1615 on-site visitors in 2021 and 54 virtual visitors on our Facebook page
- 11 on-site visitors in 2020 and 105 virtual visitors on our Facebook page
- 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

Mahone Bay Founders Society

Finance Committee Report 2021-2022

Committee Members: Anne Palfreyman (Chair), Doug Snyder (Current Treasurer),
Annette St-Onge

With Non-Voting, Supportive Member present: Lyne Allain

Since the last Annual General Meeting of the Mahone Bay Founders Society, the Finance Committee has met on May 11th to review the financial statements for 2021-2022 and the budget for 2022-2023.

After some minor adjustments, the committee recommends that the Board approve the updated budget 2022-2023 as presented. At the moment, the budget includes salary for our Manager and Curator for the season rather than the full year. However, this can be adjusted to extend the contract into the winter if funds become available.

The committee recommends that the Board approve the 2021-2022 financials as presented. We applied for and received various government grants, which was a great support to our low income in other areas from low visitor numbers and cancelled fundraising events. 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.

We thank Kirsty Cousins for our book-keeping services and Annette St. Onge for reviewing our finances for the AGM.

Mahone Bay Founders Society

Human Resources Committee Report 2021-2022

Submitted by: Anne Palfreyman

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

Lyne Allain was re-employed for her 6th season with us as Manager and Curator on a seasonal contract from April 1st, 2021 to October 2022, which was extended to work with the archives thanks to a grant from the Provincial Archival Development Program.

Kirsty Cousins continued her contract as our Financial Officer.



The Manager and Curator developed summer staff positions and applied for funding and was successful at receiving the following grants for the 6 summer jobs in the 2021 season and was able to fill 5 of those positions, which included one student off-site:

JOB TITLE	FUNDED BY	Funding	WEEKS
Research Assistant	Canada Summer Jobs	100%	8 weeks, 35 hours per week
Cultural Interpreter	Canada Summer Jobs	100%	8 weeks, 35 hours per week
Visitor Services Representative	Young Canada Works	85%	10 weeks, 30 hours per week
Museum Registrar	Young Canada Works	85%	10 weeks, 30 hours per week
Assistant Manager	NS Skills Incentive	75%	8 weeks, 30 hours per week

Mahone Bay Founders Society

Buildings and Grounds Committee Report 2021-2022

Submitted by: Randy Sherman, Chair of Buildings and Grounds Committee

Additional Committee Members: MacKenzie Fraser and Bruce Chase

1. The building is structurally sound and well maintained, nonetheless there are areas of concern that need attention to prevent further deterioration. Areas of concern include:
 - a. Windows – Many are painted shut and show signs of rot (ground floor windows only) where paint has chipped away. 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.
 - c. The rear exterior stairs that were replaced in 2019 have weathered enough that they are now ready to be stained. This should happen in 2022.
2. The following work was completed from April 2021 to March 2022:
 - Install the new faucet in the public bathroom downstairs. The work was carried out by Anthony Richard. Anthony also replaced the leaking hot water heater with a smaller unit.
 - Gary removed the wobbly ramp at the back deck which was more of a hazard than a help. We still have the other ramp that faces the parking lot and Bruce fixed it a bit.
 - We scraped some of the flaking paint off the deck and then Gary pressure washed it. So much paint was still left on we decided just to repaint it with the same colour. Gary painted the back deck.
 - Randy replaced two rotten boards on the front landing, replaced two cracked window panes and repainted the upstairs office window. I painted the front stairs with the burgundy paint with an anti slip agent added.
 - MacKenzie made updates to our new screen door and Gary installed it.
 - Bruce snipped down the maple bush/tree against the museum and pulled some weeds.
 - New rain gutters were installed by Superior Rain Gutters on the entire building.

Mahone Bay Founders Society

Volunteer Committee Report 2021-2022

Submitted by: Anne Palfreyman, Chair of Volunteer Committee

Additional Committee Members: Lyne Allain

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 volunteered to manage maintenance of the museum building and grounds with regular inspections of the building and retired in August 2021. Randy Sherman continued this role for the rest of the year. Bruce Chase mowed the grass in the summer. MacKenzie Fraser worked on the revisions of the Facilities Management Policy. Randy Sherman worked on the Energy Efficiency Project with the committee.

Museum Committees: Lyne Allain recruited volunteers to join the Committees of the Museum: Ann Barry, Mary Jane Hyson, and Dr. Sandra Barney.

Fall and Winter Hosts at the Museum: In the fall when the summer students have left, we had volunteers work the front desks with Lyne, including Kody Dagley, Peter Redden, Mary Doig, John Lyle, Donna Publicover, Sidney Lang, Anne Palfreyman and Don Glover.

Home & Garden Tour: Karen Pinsent led the Mahone Bay Virtual Home & Garden Tour. Betty Meredith volunteered as a photographer for still photographs in home interiors and gardens. Laura Darnell and Reed Campbell produced the interpretive narration. The owners of 4 homes and 3 gardens volunteered to have properties photographed. Kate Cox, Jenny Sandison, and Ron Hall volunteered to make video segments. Picnic Productions donated the drone footage for the opening film of Mahone Bay. Peter Hall volunteered to help with editing.



On-Line Art Auction: Lettie Maloney and a committee of 3 others created ARTsea . This was a completely new venture in May.

Annie's Attic: Sherry Hobson Sherry worked with the “Barn Cat” volunteers to sort and manage donations for the sale. We have volunteers who let us use their barns for storage. Many (44+) volunteers were needed to provide support with trucks/trailers to help transport items from barns to the venue, sort, pack, unpack and help with the sale.

KITS TO GO and Gingerbread Decorating:

20 volunteers during Father Christmas weekends helped with the baking, building, and preparing bags of icing and candy for the gingerbread kits and handing the kits and tiny trees out safely in a “drive-thru” fashion.

Thank you to all our volunteers this year!
Our fundraisers and events rely heavily on the amazing volunteers who donate their time to supporting us!



Mahone Bay Founders Society
Fundraising Committee Report 2021-2022
Submitted by: Anne Palfreyman and Lyne Allain

As you know, last year was challenging financially because we could not hold some of our traditional fundraisers. We managed to create virtual fundraisers: a virtual Home and Garden Tour, an on-line art auction and take-home Gingerbread house kits for the children during the Father Christmas Festival.

Though some fundraisers raised less than our goal, others went above and beyond our expectations. Thankfully, we were able to hold our Annie's Attic Yard Sale in the fall, which came through for us with a record high of \$7,330.50 thanks to the hundreds of volunteer hours that make this event a success under Sherry Hobson's management. Our Friends Campaign also saw a huge increase in donations and our virtual Home & Garden Tour, managed by Karen Pinsent, received wonderful support from sponsorships by local businesses.

We continue to receive donations in various ways from our supporters and we were pleased to make updates to our fundraisers, such as introducing an online art auction managed by Lettie Maloney and increase in online gift shop sales managed by our Manager and Curator, Lyne Allain. We hope to continue to improve our fundraising efforts and create new fundraisers.

Name of Fundraising Method	When	Volunteer Hours	Admin Hours	Financial Goal	Funds raised April 1, 2021 - March 31, 2022
Entrance by Donation	All year round	Medium	High	\$1,000	\$1,437.35
Gift Shop Sales	All year round		Medium	\$2,350	\$2,489.70
Project Based Donations	All year round		Medium	\$1,000	\$0.00
Research by Donation	All year round		High	\$500	\$508.18
Membership Campaign		20 hours	3 hours	\$3,900	\$1,530.00
Friends Campaign	November	20 hours	3 hours	\$2,000	\$5,124.90
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	HIGH	Low	\$2,000	\$7,330.50
Home & Garden Tour	Summer	HIGH	70 hours	\$900	\$2,920.75
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
Gingerbread and Trees	Nov - Dec	120 hrs	Low	\$200	\$530
Zwicker legacy fund		0 hrs	Low	\$1,610	\$1,642.00
General donations	All year round		Low	\$3,500	\$1,750.44
Online Art Auction		HIGH	Medium	\$3,400	\$2,694.70

Mahone Bay Founders Society

Accessions Committee Report 2021-2022

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

Additional Committee Members: Kody Dagley, Deborah Trask, Dr. Kenneth Paulsen, Ann Barry, Mary Jane Hyson, and John Bell (re: archives)

The Accessions Committee was busy the previous year and did not review many donations this 2021-2022 season. Chair of the committee met and spoke with prospective donors in order to photograph potential donation items and record information about the items but none of these donors followed through with their interest in donating due to various factors, such as moving.

The Accessions Committee did review the Collections Management Policy and made updates that were approved by the Board in May 2021.

In July 2021, the Committee reviewed some large furniture items found during our ongoing collections audit that either don't match our mission, have no known historical value, are unlikely to be exhibited in the future, or are in poor condition. The committee is still hoping for possible transfers to other museums for these items. If not, they will be considered for deaccessioning, 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.

Mahone Bay Founders Society

Nominating Committee Report for 2022-2023

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 2022-2023.

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

1. Anne Palfreyman (2022-2024)

New Board Members nominated for a 2-year term:

2. Kathleen Fischback (2022-2024)
3. Dr. Sandra Barney (2022-2024)
4. Joan Russo (2022-2024)

Board Members who are in the middle of their 2-year term who will continue to serve:

5. Norrie Peel (2021 to 2023)
6. Randy Sherman (2021 to 2023)
7. Kody Dagley (2021 to 2023)
8. Dr. Kenneth Paulsen (2021-2023)

Nominations are open from the floor.

Motion to accept the election of the candidates as presented.