

MAHONE BAY FOUNDERS SOCIETY

Financials and Annual Reports 2022-2023

from April 1, 2022 to March 31, 2023

Annual General Meeting

June 27th, 2023 6:30pm

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 2022-2023</u>	pg. 4-6
Financials	
<u>Financial Statements 2022-2023</u>	pg. 7-15
<u>Operating Budget 2023-2024</u>	pg. 16-18
Annual Reports	
<u>Report of the Board</u>	pg. 19-22
<u>Manager's Report</u>	pg. 23-24
<u>Finance Committee Report</u>	pg. 25
<u>Buildings and Grounds Committee Report</u>	pg. 26
<u>Fundraising Committee Report</u>	pg. 27
<u>Collections Committee Report</u>	pg. 28-29
<u>Human Resources Committee Report</u>	pg. 30-31
<u>Nominating Sub-Committee Report</u>	pg. 32

**MAHONE BAY FOUNDERS SOCIETY
2022-2023 Annual General Meeting**

AGENDA

1. Motion for Approval of the Minutes of 2021-2022 AGM Tuesday June 21, 2022 as circulated and opportunity for Business Arising from Minutes.
2. Motion to Appoint a Reviewer for the Finances of 2023-2024 next year.
3. Motion for Acceptance of the Financial Statements for 2022-2023 as presented.
4. Motion for Acceptance of the Annual Reports as presented, including the Report of the Board, Manager's Report, and Committee Reports.
5. Motion for Approval of the Report of the Nominating Sub-Committee and Elect the list of Board of Directors as presented.
6. Other Business
7. Adjourn

MAHONE BAY FOUNDERS SOCIETY
Minutes from 2022 Annual General Meeting
Tuesday, June 21, 2022: 7pm –8pm, Virtual Meeting

Virtual AGM attendees: Anne Palfreyman, Bryan Palfreyman, Karen Pinsent, David Houston, Norrie Peel, Sandra Barney, Ann Byford, Sherry Hobson, Sidney Lang, Kody Dagley, Kathleen Fischback, Annette St-Onge, Joan Russo, Wayne Rybak, Kenneth Paulsen

1. Due to COVID-19 Pandemic concerns, the Mahone Bay Founders Society Annual General Meeting (AGM) was held virtually. Members were informed via email on June 7, 2022 of the Virtual AGM scheduled for June 21, 2022. 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 21, 2022. A 20-minute online Zoom “Meet and Greet” for members to have the opportunity to ask questions and meet the board was held prior to the Virtual AGM. Ten people attended.

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 21, 2022. Part C was members' opportunity to vote on the motion.

3. MOTION NO 1

1A Motion for Approval of the Minutes of 2020-2021 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 21, 2022.

1C Motion to approve the Minutes of 2020-2021 AGM. Motion Moved by Randy Sherman. Motion Seconded by Anne Palfreyman. All in favour. Motion passed.

4. MOTION NO 2

2A Motion to Appoint Annette St. Onge to Review Finances of 2022-2023.

2B Opportunity to discuss the appointment of a Reviewer: No comments have been brought to our attention as of 4pm June 21, 2022

2C Motion to appoint Annette St Onge to review finances for 2022-2023. Motion Moved by Kody Dagley. Motion Seconded by Randy Sherman. All in favour. Motion passed.

5. MOTION NO 3

3A Motion for Acceptance of the Financial Statements for 2021-2022 as presented.

3B Opportunity to discuss the Financial Statements for 2021-2022: No comments have been brought to our attention as of 4pm June 21, 2022.

3C Motion to accept the Financial Statements for 2021-2022. Motion Moved by Kenneth Paulsen. Motion Seconded by Kody Dagley. All in favour. Motion passed.

6. MOTION NO 4

4A Motion for Acceptance of the Operating Budget for 2022-2023 as presented.

4B Opportunity to discuss the Operating Budget for 2022-2023: No comments have been brought to our attention as of 4pm June 21, 2022.

4C Motion for Acceptance of the Operating Budget for 2022-2023. Motion Moved by Kenneth Paulsen. Motion Seconded by Randy Sherman. 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.

5B Opportunity to discuss the Annual Reports: No comments have been brought to our attention as of 4pm June 21, 2022.

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 Kenneth Paulsen. Motion Seconded by Kody Dagley. 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.

6B Opportunity to discuss the Report of the Nominating Committee. No comments have been brought to our attention as of 4pm June 21, 2022.

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 Norrie Peel.

Motion Seconded by Anne Palfreyman. All in favour. Motion passed.

9. Other Business

No other business was brought to our attention by members as of 4pm June 21, 2022.

10. Comments Received

1. The annual report is very comprehensive and clear, and I think the progress you have made over the past year is extraordinary.

2. Lovely to have new folks joining us on the Board, and it's great to have Kathleen with us - continuing the family tradition!

Recorded by Norrie Peel based on Lyne Allain's summary of virtual meeting. Full detail of individual voting available in Google Docs.



MAHONE BAY FOUNDERS SOCIETY

FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2023

Approved by the Board:

Crane Pa Heyman

Chair

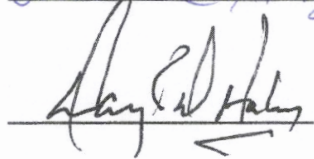
NOTICE TO READERS

We are members of the Mahone Bay Founders Society and on the basis of information provided by management, we have compiled the Balance Sheet of the Mahone Bay Founders Society as at March 31, 2023, and the Statement of Income and Retained Earnings for the year then ended from information provided by the management.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.



Annette St-Onge, CMC



Darryl D. Haley, CPA, CIRP

Place: Mahone Bay, Nova Scotia

Date : June 8, 2023

MAHONE BAY FOUNDERS SOCIETY

BALANCE SHEET

AS AT MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
	\$	\$
ASSETS		
Current Assets		
Cash	1,752	1,781
Bank	70,800	68,140
Accounts Receivable	9,440	1,415
Investments and Endowments (Note 1)	12,518	12,518
Inventory (Note 2)	<u>4,746</u>	<u>5,228</u>
Total Current Assets	<u>99,256</u>	<u>89,082</u>
Fixed Assets (Note 3)		
Land and Building	105,550	105,550
Oil Tank	1,676	1,676
Artifacts	<u>13,187</u>	<u>13,187</u>
Total Fixed Assets at cost	120,413	120,413
Less: Accumulated Depreciation (Note 4)	<u>1,474</u>	<u>1,423</u>
Net Fixed Assets	<u>118,939</u>	<u>118,990</u>
TOTAL ASSETS	<u>218,195</u>	<u>208,072</u>

MAHONE BAY FOUNDERS SOCIETY

BALANCE SHEET

AS AT MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
	\$	\$
LIABILITIES		
Current Liabilities		
Accounts Payable	<u>1,670</u>	<u>1,625</u>
Deferred Revenue (Note 5)	<u>10,300</u>	<u>8,785</u>
TOTAL LIABILITIES	<u>11,970</u>	<u>10,410</u>
MEMBERS' EQUITY		
Opening Surplus	197,322	189,426
Add: Annual Operating Surplus	<u>8,903</u>	<u>7896</u>
TOTAL MEMBERS' EQUITY	<u>206,225</u>	<u>197,322</u>
TOTAL LIABILITIES AND EQUITY	<u>218,195</u>	<u>208,072</u>

MAHONE BAY FOUNDERS SOCIETY
STATEMENT OF INCOME AND RETAINED EARNINGS
FOR THE YEAR ENDED MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
	\$	\$
REVENUE		
Program Income (Note 6)	11,525	12,981
Donations	18,126	12,210
Sales	3,294	659
Grants	63,101	61,519
Other Income	<u>0</u>	<u>1,657</u>
Total Revenue	<u>96,046</u>	<u>89,026</u>
EXPENSES		
Salaries and Wages	63,440	60,919
Overhead Expenses (Note 7)	<u>23,703</u>	<u>23,202</u>
Total Expenses	<u>87,143</u>	<u>84,121</u>
ANNUAL OPERATING SURPLUS	<u>8,903</u>	<u>7,896</u>

MAHONE BAY FOUNDERS SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2023

The Mahone Bay Founders Society was registered on June 20, 1985, under the Nova Scotia Societies Act as a Non-profit Incorporation. The society's principal business activity is to protect and provide on-site and online access to the history of the Mahone Bay area and to save it from becoming forgotten or lost for the benefit of future generations.

Basis of Accounting

The accounting policies of the Society are in accordance with the Canadian accounting standards for non-profit corporation.

1. Investments and Endowments

Investment and Endowment Funds are maintained in separate accounts shown as follows:

	2023	2022
Investments	\$	\$
GIC	6,518	6,518
GIC 2	5,000	5,000
Endowments Fund	<u>1,000</u>	<u>1,000</u>
Total	<u>12,518</u>	<u>12,518</u>

The income on investments and endowment funds have not been accrued and will be recognized when the investments or funds are redeemed. The amounts reported could not be verified by independent means.

2. Inventory

Inventory has been valued at the cost of acquisition.

3. Fixed Assets

Fixed Assets are as follows:

	2023	2022
	\$	\$
Oil Tank	1,676	1,676
Less: Accumulated Depreciation	<u>1,474</u>	<u>1,423</u>
	202	253
Land and Building	105,550	105,550
Artifacts	<u>13,187</u>	<u>13,187</u>
Total Fixed Assets	<u>118,939</u>	<u>118,990</u>

The Society charges current operations with depreciation on the Oil Tank at a rate of 20% of the cost of the asset less accumulated depreciation.

The Society has not established separate cost amounts for the land and building and has elected not to depreciate the building. Likewise, the Society does not recognize depreciation on its' artifacts.

4. Deferred Revenue

Deferred Revenue represents funds that have been contributed to the Society as follows:

	2023	2022
	\$	\$
General Income - Estate of Deborah F Zwicker	5,000	5,000

A legacy fund limited to use of interest only.

Denise and Hazel Zwicker Funds	4,004	4,125
Restricted to Research Room & permanent exhibit costs		
Monica Andrews Funds		
Conservation of artifacts from the Andrews Family	<u>1,296</u>	<u>0</u>
Total Deferred Revenue	<u>10,300</u>	<u>9,125</u>

Deferred income has not been segregated and interest earned on these funds has not been accrued or recognized.

5. Appropriated Surplus – Building Maintenance

The Board of Directors has decided to restrict a portion of Members' Equity for the specific purpose of creating a reserve for building maintenance. While this amount has not been recognized in the accounts of the Society, it is recognized for planning and budgeting purposes.

6. Program Income

Program Income for the year is as follows:

	2023	2022
	\$	\$
Home and Garden Tour	120	2,633
Granny's Attic Yard Sale	7,228	7,330
Guest Speaker Talk	290	0
Rum Runners' Ball	4,426	0
Online Auction	0	2,695
Childrens' Programs	-281	323
Scarecrow Fest Childrens' Activities	<u>-258</u>	<u>0</u>
Total Program Revenue	<u>11,525</u>	<u>12,981</u>

7. Overhead Expenses

	2023	2022
	\$	\$
Depreciation Expenses	51	63
COVID Supplies	149	190
Office Supplies and Equip	602	498
Telephone and Internet	1,899	1,331
General Advertising	236	680
Bookkeeping Fees	1,627	1,375
Bank Charges	600	529
Misc	145	66
Exhibits & Collections	15	0
Professional/Subscription Fees	297	186
Cataloguing supplies and expenses	0	2,160
Grounds Maintenance	129	51
Building Maintenance	348	905
Security	269	269
Insurance	4,430	3,551
Utilities	1,022	7,872
Property Taxes	7,804	0
Heating Oil	<u>4,080</u>	<u>3,476</u>
	<u>23,703</u>	<u>23,202</u>

Operational Budget for April 1, 2023 - March 31, 2024

REVENUE		Sub-Totals	Totals
Total Grants:		60,215.56	
Total Donations:		16,306.00	
Fundraising			
Home & Garden - Tour Tickets	7,830.00		
Home & Garden - Corp. Sponsors	3,950.00		
Annie's Attic MB Yard Sale	4,000.00		
Gingerbread and Trees	500.00		
Anne's Marmalade & Cookies	500.00		
Other Fundraising Events	1,000.00		
Total Fundraising:		17,780.80	
Other			
Retail Sales	4,000.00		
Membership Fees	1,000.00		
Total Other Revenues:		5,000.00	
TOTAL REVENUE			99,302.36
EXPENSES			
Payroll			
Seasonal Manager Salary	24,111.00		
Manager 4% Vacation Pay	964.44		
Manager MERC (8.23%) 2.28% EI & 5.95% CCP	1,984.34		
Total Manager Full-time		27,059.78	

Winter Admin inc MERCs	9,890.45		
Archives Project inc MERCs	4,083.26		
Total Manager Part-time:		13,973.71	
Young Canada Works Student Wages	11,700.00		
Canada Summer Jobs Youth Wages inc MERCs	8,585.75		
NS Skills Summer Student	3,600.00		
MERCs for YCW & NS Skills	1,871.50		
Total Summer Student Expenses:		25,757.25	
Operating Expenses			
Office Supplies and Equip	650.00		
Telephone and Internet	2,000.00		
Bank Charges	600.00		
Custodial Supplies	250.00		
Advertising & Promotion	250.00		
Bookkeeping Fees	1,800.00		
Exhibition Costs/ Zwicker Fund Expenses	200.00		
Programming Costs	750.00		
Cataloguing supplies	75.00		
Preservation materials	100.00		
Research	50.00		
Staff/Community Appreciation	150.00		
Membership fees	285.00		
Total Operating Expenses:		7,160.00	

Property Expenses and Insurance:			
Grounds	300.00		
Insurance (inclu. Directors Insurance for MBFS \$545)	4,430.00		
Building Repairs & Maintenance	7,216.68		
Security	530.50		
Property Taxes	7,804.00		
Utilities	1,800.00		
Heating Oil	2,000.00		
Total Property Expenses and Insurance:		24,081.18	
Fundraising Expenses			
Home and Garden Exp	750.00		
Annie's Attic Exp	75.00		
Total Fundraising Expenses:		825.00	
Retail Inventory	250.00		
Retail Inventory	125.00		
PayPal Fundraising Expenses	50.00		
Total Inventory Expenses:		425.00	
TOTAL EXPENSES:			99,281.92
SURPLUS:			20.44

Mahone Bay Founders Society

Report of the Board to the AGM, 2022-2023

Submitted by: Anne Palfreyman, 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 defined geographically and lays out acquisition terms to ensure only relevant objects are in our collection.

The 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 on how the Founders Society achieved this mission during the past year.

Our committee chairs have provided a year-end report. All the documents for our AGM are on-line ahead of the AGM date so our membership can review them and ask any questions. Our AGM meeting provides an opportunity for members to ask questions and vote either virtually and in person.

Museum Management

The Museum continues to thrive under the capable management of Lyne Allain, Manager and Curator of the museum. Lyne, 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.

- Completed a Global Preservation Assessment to review our ability to preserve our collections and help us make improvements to our building.
- The museum is accredited. Accredited means an increase of awareness about the Mahone Bay Museum throughout the province and confirmation that the

museum is prioritising important updates and upgrades. This achievement is the result of dedicated work over the past three years.

- We appreciate all the efforts Lyne made to meet the standards successfully. Lyne participated in South Curators Group meetings, CMAP reporting with ANSM and Heritage Trust of Nova Scotia.
- See other Manager/Curator reports for more details.

Buildings and Grounds

- We thank Kathleen Fischback and the Buildings and Grounds Committee for looking after the property and improving the museum building and property (see details in Buildings and Grounds report). We spent time this past winter securing the contractors for the building upgrades and the Heat Pump Project and put a plan into action. We thank Bryan Palfreyman for leading the Heat Pump Project and working with Energy Efficiency Nova Scotia.
- We thank Jenny Sandison for the garden plan for the front of the museum, adding an attractive and inviting streetscape. Jenny has volunteered with this service for many years and we acknowledge the care she has taken of the property. Jenny has retired and now the Buildings and Grounds team will recruit volunteers for the garden work.

Visitor Experience

The museum looks good, feels good and provides a public space for visitors and residents. The museum season ran through summer, then the fall with volunteers and two weekends for Father Christmas. We counted 2670 visitors this past season. We had COVID precautions in place to protect visitors and staff in our small spaces. There are activities always available for the children so they can have fun and learn in the museum and we had fun with a tent outside for children's crafts for the Scarecrow Festival. We acknowledge all the efforts of the summer student staff under Lyne's direction to give our visitors a good experience when they visited.

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.

We adapted events to on-line platforms.

- Our Home & Garden Tour was not possible with COVID conditions prevailing so we had our 2021 virtual tour available online again as a way to keep this major event on our fundraising schedule. We thank Karen Pinsent for leading the project to produce the Mahone Bay Virtual Home & Garden Tour in summer of 2021. It is a valuable record of our beautiful tours. 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.
- Dr. Ken Paulsen presented his talk, "New Light or No Light", on August 3 at St. James Anglican Church, a talk exploring the origins of faith in our communities. This was our first in-person event since COVID and gave us all a lift.
- We thank Sherry Hobson and her volunteer crew for managing a very successful Annie's Attic Yard Sale.
- The Christmas Gingerbread tradition continued. In 2021 Sherry Hobson adapted the museum's traditional children's event during The Season of 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. Karen Pinsent managed this year's activity and recruited volunteers to prepare the kits.
- We reached our goal for the Membership and Friends campaigns. Thanks to Lyne Allain for developing the online promotions and payment options that contribute to the success of the appeals.
- Thanks to Reid Campbell and Laurel Darnell for creating Rum Runners Ball and presenting the show in March as a fundraiser event. Thanks to Mug & Anchor Pub, Fran Hagan and Ron Himmelman for hosting the event and Norrie Peel, Sandra Barney and Karen Pinsent who planned this fundraiser. This fundraiser event raised \$4,829.00 after expenses.

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 summer 2022, Annette St-Onge became the Treasurer of MBFS. We greatly appreciate the depth of knowledge and commitment she brings to this position on the board.
- At the end of February, Norrie Peel stepped off the board and out of the Secretary role after serving on the board for 2 years 2019-2021.

- We thank our retiring board members who are willing to continue as volunteers and serve on committees of the board.
- We thank Darryl Haley for reviewing our finances for the AGM.
- We thank Kirsty Cousins for our book-keeping services who is resigning from the position of financial officer but has graciously offered to stay on until we find a replacement for this essential position in the organization. We have relied on Kirsty's services since 2017 and we commend her for the 5 years of reliable work keeping our financial record and for the work she has done for the Society.

Appreciation for Funding

We have a good relationship with the Town of Mahone Bay and appreciate their support for our utilities. We acknowledge the support of the 4 levels of government: municipal, district, provincial, and federal 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

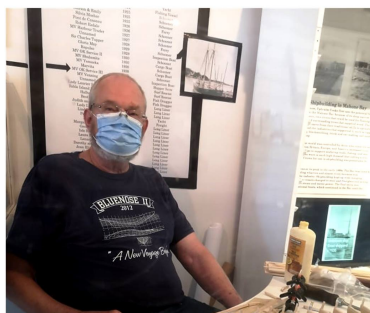
Mahone Bay Founders Society
Manager's Report 2022-2023

Submitted by: Lyne Allain, Manager and Curator

Below are highlights from April 1, 2022 to March 31, 2023.

Programming

- We have again partnered with the South Shore Ship Modellers Guild for one of their members to work in the museum once a week. They are working on models of locally built ships.
- We updated our free, printed Architecture Walking Tour pamphlet that's available in the museum.
- We created a new Churches of Mahone Bay Walking Tour pamphlet that's also free and available at the museum.
- We developed a new Folklore I spy for children and an easier I spy with photos of artifacts for younger children or children who don't speak English.



Mahone Bay Museum
is partnering with the
South Shore Ship Modellers
Guild to showcase their
model building skills at the



Videos and Online Exhibit

Created another local folklore/ghost story video for Halloween - October 2022 called "Ghost on the Stairs" thanks to a local providing information about their property. You can watch it on youtube here:

<https://www.youtube.com/playlist?list=PL16mljXOaNVjqvelSHc7QRmMy1FqU1j3s>

Email & Mail Communications:

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

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. We created a TikTok account last year and will be trying to continue to have a presence there to interact with younger audiences.

Season Highlights

May 2022

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

Summer 2022

- created a new local folklore exhibit
- updated the three churches exhibit
- organized our collections management files and database
- We welcomed Dr. Kenneth Paulsen for a lovely visit to the museum and co-hosted his talk on the Anglican, Lutheran, and Calvinist origins of faith in Mahone Bay, Lunenburg, and surrounding area.

Fall & Winter 2022-2023

- We created another spooky supernatural video with a local story for Halloween. It's available on our Youtube page here:
<https://www.youtube.com/watch?v=YIZOBjxp5d8>
- Sherry Hobson hosted our annual Gingerbread event in a covid safe version using take home gingerbread and tiny tree kits that people picked to take home.
- Anne Palfreyman recruited hosts at the museum for the Season of Christmas Festival.
- Switched to archival winter work thanks to funding from the Provincial Archival Development Program to work with a conservator to complete a Global Preservation Assessment on the museum's environment and make recommendations for improvements to help preserve our collections.



Visitors in 2022 Season

Visitor numbers were at an all time high in 2019 and an all time low in 2020 due to Covid. Visitors numbers are slowly starting to increase:

- o **2670 on-site visitors in 2022**
- o 1615 on-site visitors in 2021 and 54 virtual visitors on our Facebook page
- o 11 on-site visitors in 2020 and 105 virtual visitors on our Facebook page
- o 7,433 visitors in 2019
- o 6,530 visitors in 2018
- o 6,691 visitors in 2017
- o 4,046 visitors in 2016
- o 4339 visitors in 2015
- o 3949 visitors in 2014
- o 2680 visitors in 2013
- o 2630 visitors in 2012

Mahone Bay Founders Society

Finance Committee Report 2022-2023

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

With Non-Voting, Supportive Member present: Lyne Allain

We met in April to begin the process for the fiscal year 2023-2024 budget, which was approved by the Board in May.

The committee recommends the approval of the 2022-2023 financial statements as presented.

It was agreed upon that the museum needs a finance policy, which will serve the organization well over time.

It is agreed that we will be changing the financial software, which will enable better use for the Treasurer in that role.

We agreed that one officer and one employee would use a corporate credit card for use in purchasing items.

We thank Kirsty Cousin for our bookkeeping services. We thank Darryl Haley for his attention to the financial statements at year-end.

Mahone Bay Founders Society

Buildings and Grounds Committee Report 2022-2023

Submitted by: Anne Palfreyman, Chair of Buildings and Grounds Committee

Additional Committee Members: Kathleen Fischback and Bruce Chase

The Building and Grounds Committee worked through the winter of 2022 to acquire quotes for the Heat Pump Project. Also we engaged Antony Richards as a carpenter for the repairs of the front stairs, windows, and other maintenance areas such as shingling, insulation and doors. We also sourced funding through the Department of Culture, Community, Tourism, & Heritage for a new hot water tank and received quotes for electrical upgrade in the museum to 200 AMPS for the heat pumps.

Fire Inspector Bruce Parks from MODL on behalf of Brendan Mosher, Fire Inspector and By-law enforcement Officer from Municipality of Chester, came to the museum on March 14th, 2023. They requested proof of our annual furnace cleaning from this year and stated that we needed to replace the battery in our indoor emergency light or purchase a new light. A new battery did not fix the problem so a new light was purchased and installed by Lyne Allain.

Mahone Bay Founders Society
Fundraising Committee Report 2022-2023
Submitted by: Anne Palfreyman and Lyne Allain

MUSEUM IN HOUSE FUNDRAISING: The Mahone Museum under Lyne Allain's management invites visitor donations as well as donations for research requests and research appointments with the curator. The visitor experience generates a good amount of income for the museum. Museum programs were limited this year as COVID was a factor, however Lyne organized Ken Paulsen's speaker event as a fundraiser split with the South Shore Genealogical Society.

EVENTS Oct 1 & 2 Annie's Attic was held during the Scarecrow Festival and raised \$6,277. Through the commitment and wonderful leadership of Sherry Hobson, who directed teams through the summer to collect, sort, price items and move them to the Medical Center Parking lot for the big sale. Gary Silliker guarded the site during the day for security and 58 volunteers set-up, sold and dismantled the sale. It was a memorable event and a major fundraiser for the society that serves the community and makes the Scarecrow Festival fun.

During The Season of Father Christmas, the children's gingerbread curb-side event raised about \$600 and sold out within 2 hours.

FUNDRAISING CAMPAIGNS: The Friends and Membership Campaigns generates funding from our supporters and membership and this becomes an important part of our fundraising calendar. This year we appealed for funds to support the costs of the upgrades for our facilities.

SPONSORSHIP: Suttles and Seawinds came through with a welcome donation. In 2023-2024 with the Home & Garden back, this sponsorship campaign revived with very good results.

GRANTS: We continued to apply for various grants. Various levels of government support us: Canadian Government, Town of Mahone Bay, Municipality of the District of Lunenburg, and the Nova Scotia Government.

We will continue to improve our fundraising and create new fundraisers.

Name of Fundraising Method	When	Volunteer Hours	Admin Hours	Financial Goal	Funds raised April 1, 2022 - March 31, 2023
Annie's Attic Yard Sale	September	HIGH	Low	\$6,500	\$7,228.50
Gingerbread and Trees	Nov - Dec	120 hrs	Low	\$350	\$600
Rum Runners Ball	March	Medium	Low		\$4,426
Guest Speaker Talk	August	Low	Low		\$290
Friends Campaign	Fall	Low	Low	\$3,500	\$4,952.50

Mahone Bay Founders Society

Collections Committee Report 2022-2023

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)

This past winter, we worked with a Conservator to complete a Global Preservation Assessment to review our building and procedures in terms of our ability to preserve our collections. The Conservator has provided a report with suggestions that we have already begun to complete.

The Collections Committee approved these items from April 1, 2022 to March 31, 2023:

- 2022.6.1 Chair made by a local shipbuilder, Harvey Burgoine
- 2022.5.2 Butter Mold
- 2022.5.1 Cornstick Pan
- 2022.4.1 “Dr. E.R. Faulkner, Mahone Bay, NS” Medicine Bottle
- 2022.3.4 Eisenhower Chair (added to kitchen exhibit)
- 2022.3.3A-B Mahone Bay N.S. Teacup and Saucer
- 2022.3.2 Carving Fork - belonged to donor's grandmother who lived in Oakland in 1874. (added to kitchen utensils exhibit)
- 2022.3.1 Mi'kmaw Basket - was given to donor's grandmother by a Mi'Kmaq family to carry eggs.

The Accessions Committee also reviewed some backlog items and approved the Museum keeping and properly processing:

- A ceramic bed pig (added to cradle in kitchen exhibit)
- W.H.G. Hirtle's clarinet (in storage)
- Apple peeler (added to kitchen utensils exhibit)

Updates to Exhibits from April 1, 2022 to March 31, 2023:

Mi'kmaq History

- Two panels on “An Introduction to the History of the Mi'kmaq” were added in the previous year containing information on pre-colonial and post-colonial history, leading up to the settlement in Mahone Bay. This is still under development to reduce the text, redesign the layout and add images.
- An exhibit detailing local Mi'kmaq history is under development, allowing visitors to interpret a letter regarding a land dispute. This exhibit includes a section on residential schools, as well as information on Indian Point.

Shipbuilder's Chair

- Beside the Zwicker desk, a new chair has been added to the display. It was built by a local wooden shipbuilder and furniture maker, Harvey Burgoine who had a shipyard on Oakland Road, Mahone Bay.

Folklore Exhibit

- Expanding on the online exhibit from videos made for Halloween the last few years, we were able to work with the community to share more folklore from Mahone Bay including the story of the Teazer. The floor exhibit includes narratives provided to us by members from the community, as well as a "Ghost Stories" video on a screen for visitors to watch. There is also a folklore scavenger hunt for children featuring Helen Creighton quotes and other folklore information displayed on relevant artifacts, like a cradle, clock, conch shell, etc.



Percy Inglis Exhibit

- Items in the exhibit were numbered and are under development to provide details on style, manufacturer, etc.

Church Case Exhibit

- Three Churches exhibit was updated by leaning towards architectural heritage as well as incorporating detail on church architecture. The church case now includes family bibles, photographs from our archival collection, labelled architecture elements of the three churches, and a timeline of the history.

Lego Town

- Lego Town was heavily updated and now extends over five tables in the back room of the museum. With funding received from the Westfor Community Grant, we were able to purchase these tables and specific pieces of Lego to create kits for more buildings on Main Street, as well as streets behind Main Street.

Kitchen Items Exhibit

- Cabinet was updated by adding a few new artifacts to the exhibit case and to the open display area in front of the kitchen hearth. We renumbered the items and added information about the new additions, which included the Ernst family bread bowl, an apple peeler, an Eisenhaur chair, corn bread mold, butter mold, carving fork, egg basket, and more.

Mahone Bay Founders Society

Human Resources Committee Report 2022-2023

Submitted by: Anne Palfreyman

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

Staff

Lyne Allain was re-employed for her 7th season with us as Manager and Curator on a seasonal contract from April 1st, 2020 to October 2021. From November through the end of March, Lyne worked part-time. In November, Lyne worked 1 admin day a week and 4 days of the Global Assessment Project funded through the Provincial Archival Development Program. In January, February and March, she worked 2 days a week on administration and 10 hours a week on completing the conservation project.



Kirsty Cousins continued her contract as our Financial Officer and resigned in May but graciously will continue until we find a replacement for the book keeping services.

In the 2022, summer season we hired students, Mina, Lauren, Georgia and Ali, funded through Young Canada Works, NS Skills and Canada Summer Jobs.

JOB TITLE	FUNDED BY	Funding	WEEKS
Research Assistant	Canada Summer Jobs	100%	8 weeks, 30 hours per week
School Programming Assistant	Canada Summer Jobs	100%	8 weeks, 30 hours per week
Community Engagement Coordinator	Young Canada Works	85%	15 weeks, 30 hours per week
Museum Registrar	Young Canada Works	85%	14 weeks, 30 hours per week
Assistant Manager	NS Skills Incentive	75%	8 weeks, 30 hours per week

Volunteers

- The Board of Directors
 - The Mahone Bay Founders Society's board members serve the Society by volunteering time and energy to keep the museum operating. We welcomed four new board members this past year: Kathleen Fischback, Joan Russo, Annette St. Onge, and Antoinette Bouchet
- Buildings and Grounds:
 - Jenny Sandison looked after the gardens. Bruce Chase and Chris Fall mowed the grass several times before we engaged a lawn service, Allen P. Boehner Landscaping Service.
- Facilities Management:
 - Anne Palfreyman and Kathleen Fischback managed the facilities upgrading improvement projects for heating and air-conditioning and insulation to act on the Conservators Report to protect the building and the collections. Bryan Palfreyman led the Heat Pump Project.
- Museum Committees:
 - Members of our Society who are not Board Members volunteered to join the Committees of the Museum, such as Ann Barry, Deborah Trask, and Mary Jane Hyson.
- 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, Donna Publicover, Sandy Barney, John Lyle, Peter REdden, Mary Doig, Heather Ferrier, and John Taylor.
- Annie's Attic:
 - Sherry Hobson Sherry worked with the "Barn Cats" volunteers to sort and manage donations for the sale. We have volunteers who let us use their barns for storage. 58 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:
 - The Children's curb-side events were very successful with 150 kits sold within 2 hours. Special thanks to all the volunteers who bake and prepare the kits and sell them on the day.
- Fundraiser Events
 - Ken Paulsen volunteered to present a talk New Light of No Light and Lyne produced the event.
 - Norrie Peel led a new dinner theatre fundraiser working with committee members Sandra Barney, Karen Pinsent and Anne Palfreyman. Laura Darnell and Reed Campbell produced the Rum Runners Ball in support of Mahone Bay Museum at the The Mug & Anchor.

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

Nominating Sub-Committee Report for 2023-2024

Submitted by the Committee Members: Anne Palfreyman, Annette St-Onge

The Nominating Sub-Committee of the Human Resources Committee presents the slate of nominees for the Board of the Mahone Bay Founders Society for 2023-2024.

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

1. Kody Dagley (2023 to 2025)
2. Dr. Kenneth Paulsen (2023-2025)
3. Antoinette Bouchet (2023-2025)

New Board Members nominated for a 2-year term:

4. Moya Drummond (2023-2025)
5. Tracey Sayer (2023-2025)

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

6. Anne Palfreyman (2022-2024)
7. Kathleen Fischback (2022-2024)
8. Dr. Sandra Barney (2022-2024)
9. Joan Russo (2022-2024)
10. Annette St. Onge (2022-2024)

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

Acting Chair: Anne Palfreyman,

Vice Chair: Tracey Sayer,

Secretary: Antoinette Bouchet, and

Treasurer: Annette St-Onge.

Nominations are now open from the floor and during the Annual General Meeting. Members of the Mahone Bay Founders Society are welcome to provide additional nominations for discussion.

During the Annual General Meeting, we will Motion to accept the election of the candidates as presented here.