

# **MAHONE BAY FOUNDERS SOCIETY**

## **Financials and Annual Reports 2023-2024**

from April 1, 2023 to March 31, 2024

### **Annual General Meeting**

June 23, 2024 2pm ADT

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**MAHONE BAY FOUNDERS SOCIETY  
2023-2024 Annual General Meeting**

**AGENDA**

1. Motion for Approval of the Minutes of 2022-2023 AGM Tuesday June 27, 2023 as circulated and opportunity for Business Arising from Minutes.
2. Motion to Appoint Tom Allen to Review the Finances of 2024-2025 next year.
3. Motion for Acceptance of the Financial Statements for 2023-2024 as presented.
4. Motion for the Acceptance of the changes to the Mahone Bay Founders Society's By-laws 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 Sub-Committee and Elect the list of Board of Directors as presented.
7. Other Business
8. Adjourn

## **MAHONE BAY FOUNDERS SOCIETY**

### **Minutes from 2023 Annual General Meeting**

**Tuesday, June 27, 2023: 6:50 pm –7:50 pm, Hybrid Meeting**

Virtual AGM attendees: Wayne Rybak, Norrie Peel, Kenneth Paulsen, Denise Perry, Randy Sherman, Sidney Lang, Joan Russo, Sandra Barney, Beverly Eisner,

In person AGM attendees: Anne Palfreyman, Kody Dagley, Kathleen Fischback, Annette St-Onge, Antoinette Bouchet, Moya Drummond, Tracey Sayer, Mary Forbes

The Mahone Bay Founders Society Annual General Meeting (AGM) was held in person at the Museum and virtually. Members were informed via email of the Virtual AGM scheduled for June 27, 2023. The Annual General Report was made available to members via an email link. Voting occurred between 6:50pm and 7:50pm Atlantic time on June 27, 2023 in person and online. An optional 20-minute online Zoom “Meet and Greet” for members to have the opportunity to ask questions and meet the board was held during the Virtual AGM.

The normal business of the AGM, outlined in the Agenda as circulated by email, 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 22, 2024. Part C was members' opportunity to vote on the motion.

1. Motion for Approval of the Minutes of 2021-2022 AGM as circulated and opportunity for Business Arising from Minutes.

Moved by: Kody Dagley   Seconded by: Kathleen Fischback   All in favour. Motion Passed.

2. Motion to Appoint Darryl Haley to Review Finances of 2023-2024 for next year.

Moved by: Annette St-Onge   Seconded by: Kody Dagley   All in favour. Motion Passed.



### 3. Motion for Acceptance of the Financial Statements for 2022-2023 as presented.

Moved by: Annette St-Onge Seconded by: Tracey Sayer All in favour. Motion Passed.

We have the following questions and comments brought to our attention and responded to each:

- Firstly, it should be Dennis and not Denise Zwicker. Just a typo.

Response: Thank you!!

- The amounts under property taxes & utilities are not displayed correctly for 2022. This makes it look like nothing was paid for property taxes in 2022.

Response: This was a posting error, as you noted from a previous fiscal period. Darryl Haley, the professional accountant who offered to do the review, was not asked to review previous fiscal periods.

- It seems, in previous years, grants were shown individually and not as just one lump sum. It's very difficult to see how the figure, both for 2023 & the budget for 2024, is arrived at.

Response: We had been asking for subsidiary ledgers to handle accounts such as these. Unfortunately, we were not able to have that set in the 2022-2023. If you would like any additional information, please let me know. The monthly statements are always available to you if you would like to see them. Just drop me a note!

<b>Other Income</b>		
Gov CEWS Grant	0.00	
CMAF Grant	17,966.00	
Provincial Employment Grant	2,424.00	
Federal Employ Grant - via CMA	11,343.75	
Federal Employ Grant - Summer Jobs	6,963.00	
Provincial Archival Devel Program	6,709.50	
Town of MB Utility/Taxes Grant	8,858.37	
Municipal Grants	1,750.00	
Museum Assistance Program	8,535.00	
Other Grants	1,886.78	
<b>TOTAL REVENUE - GRANTS</b>		66,436.40
<b>Total Other Income</b>		66,436.40

- Just a curious question. Why are sales (I assume retail?) so high this year & budgeted to be even higher in 2024?

Response: Before Covid (in 2019) we earned \$5,000 in retail sales (our visitor numbers were at an all time high that year). Since Covid, that retail number has plummeted obviously, mostly due to lower visitor numbers. We were glad we bounced back up to over \$3,000 last year when we really only had 2670 visitors, which is less than half of our pre-covid visitor numbers. We budgeted for more sales this year because we expect visitor numbers to be even higher than last year. We're nearly at 500 visitors already for our first month (usually the slowest of the season), so we're off to a good start!

- Is the cost of the new accounting software shown somewhere on the 2023/4 budget?

Response: I think that it was or will be purchased this year. At the time the budget was completed, the bookkeeper was using her own software. Kirsty has taken on a full-time position with a company and has given her notice. As this was not a planned expenditure, we will do what is required. We will be reviewing the budget on a quarterly basis and will adjust accordingly, with board approval.

#### 4. Motion for Acceptance of the Annual Reports as presented, including the Report of the Board, Manager's Report, and Committee Reports.

Moved by: Kathleen Fischbak Seconded by: Kody Dagley All in favour. Motion Passed.

#### 5. Motion for Approval of the Report of the Nominating Sub-Committee and Elect the list of Board of Directors as presented.

Moved by: Anne Palfreyman Seconded by: Kathleen Fischback All in favour. Motion Passed.

#### 6. Other Business. No other business regarding our AGM or Annual Report was brought to our attention by Members as of 6:45 pm June 27th, 2023.

The Meeting concluded at 7:50pm on June 27th, 2023.

These minutes were recorded based on Lyne Allain's summary of the hybrid meeting.




MAHONE BAY FOUNDERS SOCIETY

**FINANCIAL STATEMENTS**

Year ended March 31, 2024

Approved by the Board

A handwritten signature in dark ink, appearing to read "Anne Pulpreyman", is written over a horizontal line. Below the signature, there is a large, stylized, circular flourish or monogram.

Chair

Treasurer

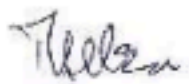
## **REVIEW ENGAGEMENT REPORT**

To the Board of Directors of the Mahone Bay Founders Society

I have reviewed the Balance Sheet of Mahone Bay Founders Society as at March 31, 2024 and Statement of Income and Retained Earnings for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to me by the Society.

A review does not constitute an audit and consequently, I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all respects, in accordance with Canadian generally accepted accounting principles.

A handwritten signature in blue ink, appearing to read 'T. Allen', is positioned above the printed name.

Tom Allen

Mahone Bay, Nova Scotia, June 10, 2024

# MAHONE BAY FOUNDERS SOCIETY

## BALANCE SHEET

As at March 31, 2024

*(With Comparative Figures for 2023)*

	<u>2024</u>	<u>2023</u>
	\$	\$
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash	477	1,752
Bank	73,464	70,800
Accounts receivable and accrued interest	3,304	9,440
Investments and legacy funds (Note 1)	12,518	12,518
Inventory (Note 2)	<u>4,024</u>	<u>4,746</u>
Total Current Assets	<u>93,787</u>	<u>99,256</u>
<b>Fixed Assets (Note 3)</b>		
Land and building	105,550	105,550
Equipment	12,518	1,676
Artifacts	<u>13,187</u>	<u>13,187</u>
Total Fixed assets at cost	131,255	120,413
Less: Accumulated depreciation	<u>3,682</u>	<u>1,474</u>
Net Fixed assets	<u>127,573</u>	<u>118,939</u>
<b>TOTAL ASSETS</b>	<u>221,360</u>	<u>218,195</u>

# MAHONE BAY FOUNDERS SOCIETY

## BALANCE SHEET

As at March 31, 2024

*(With Comparative Figures for 2023)*

	<u>2024</u>	<u>2023</u>
	\$	\$
LIABILITIES		
Current Liabilities		
Accounts payable	1,766	1,670
Deferred revenue and legacies received (Note 4)	<u>19,311</u>	<u>10,300</u>
TOTAL LIABILITIES	<u>21,077</u>	<u>11,970</u>
MEMBERS' EQUITY (Note 5)		
Opening retained earnings	206,225	197,322
Net revenue (loss) for year	(4,942)	8,903
Less: Adjustment of prior years' earnings	<u>(1,000)</u>	<u>0</u>
TOTAL MEMBERS' EQUITY	<u>200,283</u>	<u>206,225</u>
TOTAL LIABILITIES AND EQUITY	<u>221,360</u>	<u>218,195</u>

**MAHONE BAY FOUNDERS SOCIETY**  
**STATEMENT OF INCOME AND RETAINED EARNINGS**

Year Ended March 31, 2024

*(With Comparative Figures for 2023)*

*Certain amounts for 2023 are reclassified for comparison purposes*

	<u>2024</u>	<u>2023</u>
	\$	\$
<b>REVENUE</b>		
Program Income (Note 6)	13,316	11,525
Donations	14,530	18,126
Grants	66,219	63,101
Sales	1,110	3,294
Deferred income used (Note 4)	1,037	122
Other Income	<u>514</u>	<u>0</u>
Total Revenue	96,726	<u>96,168</u>
<b>EXPENSES</b>		
Salaries and Wages	59,509	63,440
Overhead Expenses (Note 7)	<u>42,159</u>	<u>23,825</u>
Total Expenses	<u>101,668</u>	<u>87,265</u>
 <b>NET REVENUE (LOSS) FOR YEAR</b>	 <u>(4,942)</u>	 <u>8,903</u>

## MAHONE BAY FOUNDERS SOCIETY

### NOTES TO FINANCIAL STATEMENTS

Year Ended March 31, 2024

The Mahone Bay Founders Society was incorporated on June 20, 1985, under the Nova Scotia Societies Act as a non-profit organization. The Society's principal mission 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 corporations.

#### 1. Investments and Legacy Funds

Investment and legacy funds are as follows:

	2024	2023
	\$	\$
Investments		
GIC 1 -To May '24 at 0.45%	6,518	6,518
GIC 2- To May '24 at variable rate	5,000	5,000
GIC 3 - Legacy Funds - To Sep '26 avg. 4.8%	<u>1,000</u>	<u>1,000</u>
Total	<u>12,518</u>	<u>12,518</u>

#### 2. Inventory

Inventory has been valued at the cost of acquisition.



# MAHONE BAY FOUNDERS SOCIETY

Year Ended March 31, 2024

## Notes to Financial Statements (con't)

<b>3. Fixed Assets</b>	<b>2024</b>	<b>2023</b>
	\$	\$
Equipment - Oil tank	1,676	1,676
- Heat pump	<u>10,842</u>	<u>0</u>
Total Equipment	12,518	1,676
Less: Accumulated depreciation	<u>3,682</u>	<u>1,474</u>
	8,836	202
Land and building	105,550	105,550
Artifacts	<u>13,187</u>	<u>13,187</u>
<i>Total Fixed Assets</i>	<u>127,573</u>	<u>118,939</u>

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 and Legacies Received

Deferred Revenue represents grants and contributions to the Society for a specific purpose, as stipulated by the donor. As the projects related to these amounts will begin in a subsequent period, revenue is deferred, to be matched with future project costs. Contributions are as follows:

	<b>2024</b>	<b>2023</b>
	\$	\$
Deborah F. Zwicker Funds – <i>for use of Museum</i>	5,000	5,000
Denis and Hazel Zwicker Funds - <i>for collections</i>	3,574	4,004
Joan Russo Funds - <i>for building improvements</i>	1,997	0
Monica Andrews Funds– <i>for Andrews family artifacts</i>	1,296	1,296
NS Heritage Property Grant– <i>for building conservation</i>	6,444	0
Darryl Haley Legacy - <i>for use of Museum</i>	<u>1,000</u>	<u>0</u>
<i>Total Deferred Revenue and Legacy Funds</i>	<u>19,311</u>	<u>10,300</u>

# MAHONE BAY FOUNDERS SOCIETY

Year Ended March 31, 2024

*Notes to Financial Statements (con't)*

## **4 - Deferred Revenue and Legacies Received (con't)**

The Board of Directors initiated a Legacy Program in 2012 to provide a capital base to fund the Museum's ongoing and future operations. At present, Provincial and local governments generously provide grant monies which comprise 2/3 to 3/4 of our annual budget - we felt the assured income stream from the Legacy Fund would serve to balance this.

Our idea is to ask members and others to make a legacy donation of \$1,000 or more which would be invested with interest, while preserving the principal amount. In recognition of legacy donors' generosity and support, their names, or the details if it is memorial donation, would appear annually as part of the Museum's financial statement.

## **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 specifically funded, it is recognized for planning and budgeting purposes.

## **6. Program Income**

Program Income net of expenses, is as follows:

	2024	2023
	\$	\$
Home and Garden Tour	9,318	120
Granny's Attic Yard Sale	3,022	7,228
Annie's Marmalade	915	0
Children's Programs	63	-281
Scarecrow Festival - Children's Activities	0	-258
Guest Speaker Talk	0	290
Rum Runners' Ball	0	4,426
<i>Total Program Revenue</i>	<u>13,316</u>	<u>11,525</u>

# MAHONE BAY FOUNDERS SOCIETY

Year Ended March 31, 2024

*Notes to Financial Statements (con't)*

<b>7. Overhead Expenses</b>	2024	2023
	\$	\$
Property taxes	8,506	7,804
Major building repairs (sub-list below)	6,837	0
Building maintenance	1,312	348
Insurance	4,574	4,430
Utilities	2,287	1,022
Heating oil	1,940	4,080
Security	623	269
Grounds maintenance	193	129
Depreciation	2,208	50
Archive Grant Expenses	6,172	0
Cataloguing supplies and expenses	518	0
Exhibits and collections	37	138
Telephone and internet	2,080	1,899
Bookkeeping fees	2,008	1,627
Office supplies and equipment	891	602
Bank charges	776	600
Professional/subscription fees	310	297
General advertising	235	236
COVID supplies	0	149
Miscellaneous	652	145
<i>Total Overhead Expenses</i>	<u>42,159</u>	<u>23,825</u>

## **Major Building Repairs – 2024**

	<i>Cost</i>	<i>Rebates /Grants</i>
Building exterior conservation	2,719	1,056
Front stair re-build	2,828	
Hot water tank	<u>1,290</u>	<u>1,200</u>
<i>Total Major Building repairs</i>	<u>6,837</u>	<u>2,256</u>

Note: Heat pump installation of \$10,842 (after rebate of \$7,016) included in fixed assets.

**Operational Budget for April 1, 2024 - March 31, 2025**

<b>MAHONE BAY FOUNDERS SOCIETY</b>		
	<b>Budget 2024-2025</b>	
<b>REVENUE</b>		
<b>Federal Grants</b>		
Federal Employment Grant Young Canada Works CMA	13,262.92	
Federal Employment Grant Canada Summer Jobs	4,685.00	
<b>CMAF Grant</b>	17,966.00	
<b>Other NS Grants</b>		
Provincial Employment Grant	3,780.00	
Archive Grant	11,827.00	
CFIP Grant	0.00	
<b>Municipal Grants</b>		
Town of Mahone Bay	10,000.00	
MODL Operational Grant	2,000.00	
<b>TOTAL REVENUE - GRANTS</b>		63,520.92
<b>Corporate Donations</b>	250.00	
<b>Zwicker Foundation Donation</b>	1,940.00	

<b>Donations from Individuals</b>		
Childrens Activity Donations during Town Festivals	30.00	
Donation Wall On-site	0.00	
Research Donation	350.00	
Donation Box	4,000.00	
General Facebook/PayPal Giving Fund Donations	500.00	
Membership Donations	1,000.00	
General Donations	1,250.00	
Project Donations	0.00	
Friends Campaign Donations	3,750.00	
Parking Meter Donations	150.00	
Other Donation Campaigns	100.00	
<b>TOTAL REVENUE - DONATIONS</b>		13,320.00
Home and Garden - Tour Tickets	9,000.00	
Home and Garden - Corp. Sponsors	3,000.00	
Annie's Attic MB Yard Sale (in person or online)	3,000.00	
Gingerbread and Trees	500.00	
Anne's Marmalade & Cookies	250.00	
Other Fundraising Events	100.00	
<b>TOTAL FUNDRAISING EVENTS</b>		15,850.00

Retail Sales	2,100.00	
Membership Fees	600.00	
<b>SUB-TOTAL OTHER REVENUES</b>		2,700.00
<b>TOTAL REVENUE</b>		95,390.92
<b>EXPENSE</b>		
Seasonal Manager Salary	13,212.52	
Manager 4% Vacation Pay	528.50	
Manager MERC (8.23%) 2.28% EI & 5.95% CCP	1,087.39	
Sub-total for Full-time Manager		14,828.41
Winter Admin inc MERCs	4,122.50	
Archives Project inc MERCs	13,607.89	
Sub-total for Part-time Manager		17,730.39
Young Canada Works Student Wages with MERCs	13,787.70	
Canada Summer Jobs Youth Wages inc MERCs	4,772.67	
NS Skills Summer Student with MERCs	5,648.08	
Sub-total Summer Students		24,208.45
<b>SUB-TOTAL PAYROLL EXPENSES</b>		56,767.25
Office Supplies and Equip	2,500.00	
Telephone and Internet	2,100.00	
Bank Charges	800.00	

Custodial Supplies	250.00	
Advertising & Promotion	750.00	
Bookkeeping Fees	2,500.00	
Exhibition Costs/ Zwicker Fund Expenses	600.00	
Programming Costs	1,200.00	
Cataloguing supplies and expenses	100.00	
Preservation materials	100.00	
Research	100.00	
Staff/Community Appreciation	400.00	
Training	100.00	
Membership fees (CMA, CNSA, ANSM)	310.00	
<b>SUB-TOTAL OPERATIONAL EXPENSES</b>		11,810.00
Grounds	1,000.00	
Insurance (inclu. Directors Insurance for MBFS \$545)	4,575.00	
Building Repairs & Maintenance	3,000.00	
Security	300.00	
Property Taxes	8,505.70	
Utilities	2,300.00	
Heating Oil	2,000.00	
<b>SUB-TOTAL PROPERTY EXPENSES</b>		21,680.70

Home and Garden Exp	2,700.00	
Annie's Attic Exp	75.00	
<b>SUB-TOTAL FUNDRAISING EVENT EXPENSES</b>		2,775.00
Purchases for resale	800.00	
Other Retail Exp	450.00	
PayPal Fundraising Expenses	50.00	
<b>SUB-TOTAL RETAIL EXPENSES</b>		1,300.00
<b>TOTAL EXPENSE</b>		94,332.95
<b>NET INCREASE</b>		1,057.97



### **Motion to accept proposed by-law changes**

Tracey Sayer reviewed the by-laws of the Mahone Bay Founders Society and presented the following changes to the Board on Wednesday, May 29, 2024 at the regular MBFS board meeting.

These changes have been carefully considered by the board and we are circulating the proposed changes to you now, and presenting them to you at the AGM.

It is moved by Tracey Sayer and Seconded by Kody Dagley that the by-laws of the Mahone Bay Founders Society, with respect to articles listed below, be amended by the following changes and be forwarded to the Joint Registry of Stocks for approval:

#### **Membership Rights and Responsibilities**

#14 a typo that read "seven (14)" now reads "seven (7)" regarding notice given to Board members of meetings.

#### **Boards & Directors**

#26 read that Directors "... shall retire at the end of the each annual general meeting ..." now reads " ... shall retire at the end of their two year term at the annual general meeting ... "

#### **Finance**

#51 read "A copy of the financial report shall be signed by the auditor, Chair, and Treasurer of the Board" now reads "A copy of the financial report shall be signed by 2 directors".

#53 read "A copy of the financial report shall be signed by the auditor, Chair, and Treasurer of the Board" now reads "A copy of the financial report shall be signed by 2 directors".

Mahone Bay Founders Society

**Report of the Board to the AGM, 2023-2024**

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 will entertain questions and the vote will be both virtual and in person.

**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.

- Following the completion of the Global Preservation Assessment to review our ability to preserve our collections and help us make improvements to our building, we acted on our two-year plan to repair the exterior of the building, repair windows and install a heating and cooling system as an alternative to the oil furnace.

We appreciate Lyne Allain capable and careful management of all areas of museum operations. She has created jobs for summer students that build and improve the collections and exhibits and at the same time giving students the opportunity to develop research and organizational skills. She recruits and trains volunteers to replace the summer staff keeping the museum open in the fall season. Lyne Allain worked well to manage finances, the budget and tracking income and expenses. Lyne worked with the board advising on policy and procedures and creating google docs so we can access reporting and organizational charts. She supports the board's fundraising events with professional communications on the museum's website and social media platforms.

The museum is accredited. 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.

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

#### 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. We counted 3065 visitors by the end of September. 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.

#### Buildings & Grounds

- We thank Kathleen Fischback and the Buildings and Grounds Committee for looking after and improving the museum building and property.
- In April 2023, we put the plan to improve the building into action.
- We thank Bryan Palfreyman for leading the Heat Pump Project and dealing with Energy Efficiency Nova Scotia.

#### Board Service:

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

- Tracey Sayer joined the board in the summer of 2023

- Annette St Onge served as Treasurer from the summer of 2022 and resigned in March 2023. We greatly appreciate the depth of knowledge and commitment she brought to this position on the board.
- We welcome Ken Croft who joined the board in April 2024 who filled in as our Treasurer after Annette's departure.
- Kathleen Fischback resigned from the board in March 2024 after 2 years and we thank her for her good advice on grant writing and the building project.
- We thank our retiring board members who are willing to continue as volunteers.
- We thank Tom Allen for reviewing our finances for the AGM 2023-2024.
- We thank Kirsty Cousins for our book-keeping services. We had relied on Kirsty's service since 2017 and we commend her for the 6 years of reliable work keeping our financial record and thank Kirsty 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. We acknowledge the support of the 4 levels of government, municipal, district, provincial and federal for their support through grants and sponsorship programs. The federal government funds our summer student staff and the provincial government has provided funding to finance much of the restoration and repair work on the building. The provincial, municipal and district governments provide operational funding.

#### 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.

We remember Randy Sherman who passed away in June 2024. Randy was an active member of the Mahone Bay Founders Society and served on the board in 2021-2022. He was also a member of the Heritage Boatyard Co-op. Randy helped us manage the building and install the new gutters on the eaves. His presence at our meetings steadied the boat and was very reassuring.

Anne Palfreyman, on behalf of the Board of the Mahone Bay Founders Society

Mahone Bay Founders Society

## **Mahone Bay Museum's Manager Report 2023-2024**

Submitted by: Lyne Allain, Manager and Curator

Below are highlights April 1, 2023 to March 31, 2024.

### Updates to Visitor Experiences This Summer

- We made a few minor changes to our exhibits, including the addition of various family bibles to our three churches display, which left room for us to add this Andrews family wedding dress to our cabinet of items from Mahone Bay's European settlers. Learn more on our Facebook page [clicking here and selecting the link in the pop up.](#)
- We added Temperance Certificates and information to our Rum-Running display. Learn more on our Facebook page by [clicking here and selecting the link in the pop up.](#)
- We updated the three churches exhibit to include bibles from local families. We scanned the genealogical information from these bibles and began adding these to our binders with information on those families.
- Local architecture terms were defined and drawn. These were added to a display about local built heritage.
- The "Introduction to Mi'kmaq History" exhibit was reformatted to include new images.
- We rearranged the "Local Folklore" Exhibit and the "New Acquisitions & Old Favourites" exhibit to make room for a new activity table for visitors to use for research or activities as needed.



### Programming

- Lego Town of Mahone Bay continues to grow! Lego kits were created to permit more visitors to re-create a local building in Mahone Bay.
- We hosted two local class trips by donation with three activities and information about our local history, including Mi'kmaq history and shipbuilding history. We hosted free Canada Day activities for families.



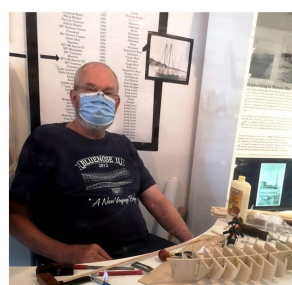
### Programming Continued

- We had free kids activities available in each room at the museum all season long that relate to our exhibits.
- We collaborated with the Scarecrow Festival to host free kids activities at the museum, an annual tradition.
- Thanks to our amazing volunteers, our “Gingerbread Kits To Go” were sold again this year with a tiny tree, a graham cracker house, a gingerbread person, icing, and candy to decorate at home.
- We updated our free, printed Walking Tour pamphlets on Local Architecture, The Churches of Mahone Bay, and Local Shipbuilding, which are available in the museum for visitors who are walking around town.



### Events at the Museum

- We welcomed back John from South Shore Ship Modellers Guild to work at the museum once a week this summer on a model of a local vessel. It was great to see his progress every week!
- We hosted and recorded our Author Talk with Shannon Carla King about her colouring book that is now available in our gift shop! Watch the video online: <https://www.facebook.com/MahoneBayMuseum/videos/640819391359657>



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!



### Collections Work

- We continue to slowly process our backlog of artifacts that have been in the museum for years but have no paperwork.
- Once the museum switched to open by appointment by donation for the off-season, our Manager and Curator began our archival winter work thanks to funding from the Provincial Archival Development Program to properly re-process our first archival fonds from 1988.

- Thank to our Canada Summer Jobs position, our reference library was re-organized and the resources we have available were added to our database that is available on our website here:  
<https://mahonebaymuseum.com/collections/reference-library/>

#### Visitors in 2023 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 **3065 on-site visitors in 2023**
- 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 2023-2024**

Committee Members: Anne Palfreyman (Chair), Ken Croft (New Incoming Treasurer)

With Non-Voting, Supportive Member present: Lyne Allain

The Finance Committee met in May to review the fiscal year 2024-2025 budget, made suggestions for changes, and recommended the approval of the 2024-2025 budget as presented.

The committee reviewed the 2023-2024 Financial Statements as presented by Tom Allen and recommended the approval of the new 2023-2024 financial statements as presented.

The Financials were then prepared in the Community Museum Assistance Program report format by Lyne Allain with help from Tom Allen and reviewed by Anne Palfreyman.

The committee is looking forward to using the new Quick Books software this 2024-2025 year, which will enable better use for the Treasurer, Ken Croft, in that role.

We thank Kirsty Cousin for our bookkeeping services.

We thank Tom Allen for his review and attention to the financial statements at year-end.



Mahone Bay Founders Society

**Buildings and Grounds Committee Report 2023-2024**

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

1. As approved by the board, the following improvements have been made and payments made:

May through March 2023:

Heat Pumps (3 Units)                \$13,685.00

Electrical Panel Upgrade            5,419.90

Hot Water Tank installed            1,380.00

Front Stairs installed                3,030.00

L-burg bump and windows          2,909.14

Rebate on Heat Pumps                \$7,016.22( received)

CCTH NS for hot water tank        \$1,200.00 (received)

Grants/donations for the Building Improvement Project:

Town of Mahone Bay Heritage Property Grant \$ 500.00

NS Heritage Property Program (over 2 years) \$7,500.00

NS Community Facility Improvement Program \$4,335.98

Joan Russo donation \$2,647.00

In May 2023, working with Efficiency Nova Scotia and Dan's Ventilation Heating & Burner Service we had 3 heat pumps installed. This provides a stable humidity and temperature control in the museum for conservation of our collection. Rhyno's upgraded the electrical panel to 200 amps in order to operate the heat pumps. The pumps are working well and we still have the oil furnace for wintertime when the temperature falls.

The exterior of the building was in poor condition. We are very fortunate to have an experienced heritage carpenter Antony Richards who we contracted to take on the rebuilding of the front stairs. He and his partner Terry built a new outer door for the museum. They have continued to insulate and repair windows and find all the places on exterior that need replacement and repair due to weather related damage. Half of the museum will be repainted this year and we aim to have the project completed by August 2025.

Application was made to the NS Conservation Project Heritage Development Program through the Department of Communities, Culture, Tourism, and Heritage for work on the exterior of Mahone Bay Museum to preserve the heritage character of the building and protect its integrity from water related damage (windows, shingles). Also, we received a grant from Community Facilities Improvement Program for improvement to the building. This included the rebuilding of the front stairs as well as an outer door. The Town of Mahone Bay provided a grant for work on the Lunenburg Bump.

#### Grounds Report for Mahone Bay Museum 2023-2024 Submitted by: Moya Drummond

- William Gerhardt was approached and has generously agreed to help with regrading and refinishing the car parking area. He will donate gravel and its transportation and installation; the Museum will pay only for the laser grading, approximately 5 hours of labour.
- Allen Boehnor was contracted to provide garden maintenance.
  - His team have cut the grass all around the parking lot, beside the building and on the steep bank in front of the Museum. This will be an ongoing requirement throughout the summer and fall.
  - Overhanging branches have been removed from the large trees in the car park area.
  - The overgrown forsythia has been cut back and nicely shaped.
  - A large amount of leaves, branches and debris was collected and removed by his team.
- Volunteer Help:
  - Two large planters have been purchased and placed on the deck at the top of the front stairs. The plants are shade tolerant and require no maintenance other than occasionally to check them for watering. They are varieties that do not attract insects.
  - The garden areas on either side of the front of the building have been initially cleared of debris. The rose has been thinned out and will be properly pruned next spring. The box hedges have been trimmed. A number of suitable plants have been donated by individuals and the Mahone Bay Garden Club and will be installed as soon as the painting of the front of the building is no longer an issue.

Mahone Bay Founders Society  
**Fundraising Committee Report 2023-2024**  
Submitted by: Anne Palfreyman

Fundraising:

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

- After 3 years of COVID, we revived the in-person Home & Garden Tour 2023. We thank Karen Pinsent, Norrie Peel and Lyne Allain for their continued efforts to work on the Home & Garden Committee. We thank all the property owners who participated and the sponsors. Acknowledgement of their corporate sponsorship for the museum was posted inside the museum and on our website and social media.
- Thanks to Moya Drummond and her volunteer crew for managing a very successful Annie's Attic Yard Sale.
- We created a gingerbread kit-making event for kids during the Season of Father Christmas. Thanks to the volunteers who built the kits.
- We reached our goal for the Membership and Friends campaigns. Thanks to Lyne Allain for developing the on-line promotions and payment options that contribute to the success of the appeals.

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 income for the museum.

EVENTS:

**Home & Garden Committee**

The Mahone Bay Home & Garden Tour was held June 10 -11,2023, 10 AM-5PM.

We showed 3 homes and 3 gardens. Ticket price \$30. Tickets sales \$6821.00 Total Sponsorship \$3,700.00 Total expenses \$751.55 . Committee members Karen Pinsent, Anne Palfreyman, Norrie Peel and Sherry Hobson - advisor. The committee held a Thanking Reception on Sunday June 11 after the event.

FUNDRAISING CAMPAIGNS: The Friends and Membership Campaigns generate funding from our supporters and membership and this becomes an important part of our fundraising calendar.

SPONSORSHIP: The fundraising committee asks for corporate support for the Home & Garden Tour

GRANTS: The levels of government support us through funding various programs: Town of Mahone Bay, MODL and the NS government.

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

Mahone Bay Founders Society

**Collections Committee Report 2023-2024**

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, Lyne reviewed the museum's first archival collection from 1988 from Clara Quinlan which was also our largest collection in the archives at 25 boxes. The archival storage space was very limited and we decided to review the items in these boxes to ensure they were all relevant to Mahone Bay's history. Many items were removed that and the items that were relevant were re-processed properly with new acid free storage materials and an item level finding aid.

In July 2023, the Collections Committee reviewed a newly developed Preservation Policy as suggested by the Council of Nova Scotia Archives.

In July 2023, the Collections Committee reviewed a list of reference library books that our Reference Librarian Summer Student had prepared that were not relevant to Mahone Bay's history. This review included decisions regarding what to do with these books.

During this year, we accepted a few digital archival donations relating to the Mader family and street views of Mahone Bay.

Exhibits updates from April 1, 2023 to March 31, 2024 are included in the Manager's Report in this document.

Mahone Bay Founders Society

## **Human Resources Committee Report 2023-2024**

Submitted by: Anne Palfreyman

Committee Members: Lyne Allain, Anne Palfreyman, Sandy Barney, Joan Russo, and Kody Dagley

### Paid Staff

Lyne Allain was re-employed for her 8th season with us as Manager and Curator on a seasonal contract that was extended into the winter thanks to grant funding.

Kirsty Cousins continued her contract as our Financial Officer for the book keeping services.

In the 2023 summer season we hired 4 students: Lauren, Georgia, Gray, and Ali, funded through Young Canada Works and Canada Summer Jobs.



JOB TITLE	FUNDED BY	Funding	WEEKS
Reference Librarian	Canada Summer Jobs	100%	8 weeks, 30 hours per week
Assistant Curator	Canada Summer Jobs	100%	8 weeks, 30 hours per week
Children's Programming	Young Canada Works	75%	12 weeks, 30 hours per week
Researcher	Young Canada works	75%	14 weeks, 30 hours per week

### Volunteers

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

Buildings and Grounds Committee: Moya Drummond leads the grounds committee. Anne Palfreyman and Kathleen Fischback managed the facilities upgrading and improvement projects to protect the building and the collections. Bryan Palfreyman lead the Heat Pump Project and got it done in spring 2023.

Collections Committee: Lyne Allain is pleased to send items for review to Kenneth Paulsen, Kody Dagley, Deborah Trask, Ann Barry, and Mary Jane Hyson for their advice as needed.

Fall and Winter Hosts at the Museum:

In the fall we had volunteers work the front desks with Lyne Allain.

### Fundraiser Events

Annie's attic:

Sept 23, 2023 we held Annies Attic yard sale and St James Parish Hall raising \$2942.00. There were 20 volunteers who collected the donations, sorted, organized and set-up / take down the sale.

Home & Garden Sub-Committee:

83 volunteers were hosts and guides on the 6 property sites. Karen Pinsent, Norrie Peel, and Anne Palfreyman sit on this sub-committee.

### **Gingerbread House Kits To Go:**

The children's curb-side event was very successful with volunteers who built the graham cracker houses, baked gingerbread, and prepared icing and candy bags.

Thank you to all our volunteers this year!

Our fundraisers event 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: Anne Palfreyman

The Nominating Sub-Committee of the Human Resources Committee presents the slate of nominees for the Board of the Mahone Bay Founders Society for 2024-2025.

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

1. Anne Palfreyman (March 2022- March 2024) re-nominated for March 2024- March 2026)
2. Dr. Sandra Barney (March 2022- March 2024) re-nominated for March 2024- March 2026)
3. Joan Russo (March 2022- March 2024) re-nominated for March 2024- March 2026)

New Board Members nominated for a 2-year term:

4. Ken Croft (March 2024 - March 2026)

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

5. Moya Drummond (March 2023 - March 2025)
6. Tracey Sayer (March 2023 - March 2025)
7. Kody Dagley (March 2023 - March 2025)
8. Dr. Kenneth Paulsen (March 2023 - March 2025)
9. Antoinette Bouchet (March 2023 - March 2025)

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

Acting Chair: Anne Palfreyman,

Vice Chair: Tracey Sayer,

Secretary: Antoinette Bouchet, and

Treasurer: Ken Croft

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.