

Parksville & District Historical Society Annual General Meeting

November 21, 2015

The Annual General Meeting of the PDHS was held in the Tryon Room at Parksville Museum with 24 members and 2 guests present.

- 1. Call to Order:** Peter Kawerau, President, called the meeting to order at 2:05 p.m.
- 2. Filing of proof of meeting notice:** Liz Campbell provided the proof of meeting notice.
- 3. Approval of the Minutes from the 2014 AGM:**
MOTION: Liz Campbell/Jill Davies THAT the Minutes of the 2014 Annual General Meeting of the Parksville & District Historical Society be accepted as presented. Carried.

4. President's Report 2015 - "A Year in Review"

Repairs and Maintenance:

- During last winter significant repairs and stabilization were completed on the **Montrose School**. The ceiling and roof were sagging and it was determined that the entire structure was at risk of collapse with a significant snow load. The **French Creek Post Office** was straightened and levelled with repairs completed to the door frame and window. This building is now tight, with no gaps between the boards.
- Work started on a **Blacksmith Shop** so we can host blacksmithing demonstrations and workshops. This is now almost complete and should be operational in 2016.
- Work is also starting on a **Wood Workshop** for a master woodworker to host demonstrations and possibly workshops. This should also be up and running in 2016.
- Repointing the **MacMillan House** has been started.
- **Museum lighting** has been upgraded in the Museum Hall and the Tryon Room which will illuminate and give clarity to all of our exhibits.
- **Power supply** to multiple locations on the grounds has been upgraded; we can now meet the power needs of future events including Markets with 110v as well as 220v.
- **Ramps** will shortly be installed to provide mobility-challenged visitors with better access to the older buildings on site.
- A **Security system** was installed and we acquired 6 new picnic tables at a very good price.

Activities:

- The video portion of the Oral History Project was completed and videos now play in an ongoing loop in the Museum; they are also available for sale from the Gift Shop. Project funded through a federal New Horizons for Seniors grant for \$25,000, received last year.

- Collections information is being loaded into our data base program “**Past Perfect**” by staff and volunteers. This is a significant ongoing activity and the results can be explored by anyone through our website.
- **Website** has been redesigned so that:
 - Website can be viewed on tablets and cell phones
 - Staff can directly update information on the site
 - A membership module will automate all of our membership information needs including the online payment of Fees. Members will be able to review and update information collected to ensure that we always have correct contact information.
 - A donations module will be added through “Canada Donates” so that donations can be received through our web site and Tax Receipts issued right away.
- May 22–October 9, **Farmers Markets** and **Artisans Markets** took place. The combined attendance for both markets was 13,333 and the Museum had an additional 1,224 visitors on non-Market days, for a grand total of 14,557. Comparing this attendance with the average attendance for non-market years (2,252), we have an increase of 546%. Comparing our attendance with last year, we achieved an increase of 48%. Market attendance generated additional revenue of \$5,014 in both donations and sales through the Gift Shop. Last year our total attendance was 9,829 visitors.
- **Full page articles in P/Q News** by Jill Davies covered a broad range of topics of local historical interest:
 - Churches
 - Pubs and Drinking Establishments
 - Memories from the Past: Gordon Lundine
 - The Origins of Nanoose Bay (2 articles)
 - How our Communities Acquired their Names
 - The Women’s Institute
 - Plus one more to come
- Through **Facebook** and **David Haynes’** untiring research, “**Remembering WW1**” continued to prompt our collective understandings of the events of that era and their impact on the local community.

Administrative Activities and Challenges:

- At the request of our Insurance Company all the buildings were appraised by Cunningham Rivard at a cost of \$2,800. This detailed report appraises the replacement cost of the Museum to be \$1.7m.
- We received an unexpected bill from the City of Parksville for over \$1,000 for water. This was the cost to keep the park grounds watered last summer. We have not previously been billed for water, but since this charge was never exempted in our lease the City felt it necessary to start levying this charge. We need to re-think our priorities with respect to water and find a better way.

- Community Grants were received from:
 - P/QB Foundation for \$1,250, for display panels for the Oral History Project
 - Parksville Grant-in-Aid: \$400 for a TV for the Oral History Project
- A Branding process was started this year and we are hopeful that we will have something for review by the Membership and by our community of stakeholders by the Spring of 2016 that will address our:
 - Vision
 - Mission
 - Values
 - Positioning
 - Voice and Tone
 - Look and Feel

Plans for 2016:

- Completion and launching the mobile museum tour
- Participation in a new tourism package promotion through P/QB Tourism Association
- Starting the development process for a new main hall exhibition
- Completion of the Branding Process
- New signage for the Museum

Financial Stability:

Our measurable success indicators are:

- Attendance (physical count)
- Financial Stability (financial statements)
- Community Awareness (anecdotal)

Our challenge is financial stability:

	2015	2016 Budget
Revenue	53,300	58,188
Expenditure	143,271	153,084
Deficit	-89,971	-94,895

5. Financial Statements to September 2015 were presented.

MOTION: Shirley Picard/Liz Holme THAT financial statements to September 2015 be accepted as presented. Carried.

6. Appointment of Accountant:

MOTION: Shirley Picard/Marijke Oudshoorn THAT in accordance with Bylaw 8 (a), Jay Dzuba of Daryl Robbins be appointed to compile the societies' year-end Financial Statements and prepare the annual filing for submission to CRA for 2016. Carried.

7. Presentation of the Budget Forecast for 2016:

MOTION: Shirley Picard/Liz Holme THAT the Budget Forecast for 2016 be accepted as presented. Carried.

Discussion and ideas re generating additional funding:

- Could the Museum be open longer to accommodate school field trips?
- Corporate sponsorships could be a good source of revenue. Groundwork needed. Rain barrels to collect water for landscaping, approach corporate sponsors.
- Halloween event in 2016? Good source of revenue, sponsors need to be approached early.
- A Program Coordinator and Grant Writer are needed.
- Larger Gift Shop
- Signage: A neon sign for better visibility and a method of cheap advertising
- A delegation to Council meetings (Peter to advise members of upcoming meetings)
- Junior Docent program
- Shirley thanked Nikki and all those who donated to the Manna Society at the Markets.

8. Motions:

a. Bylaw Membership Rule:

RESOLUTION: David Haynes/Jeff Shields THAT Paragraph 2 of the Society's Bylaws be amended to read:

“Society membership is valid from January 1-December 31 of each year. Memberships may be taken out at any time during the year. To be eligible to vote at the Annual General Meeting, held in November of each year, or at any Special Meeting of the Society, membership must be paid up by the start of the meeting. Voting shall be by a show of hands or by ballots upon request.” Carried.

b. Family Membership and Rate:

MOTION: Liz Campbell/Shirley Picard THAT Family Membership be introduced in 2016 with a Family defined as up to two voting adults and any number of children under the age of 18. The rate for Family Membership shall be set at \$25.00. Carried.

c. Farmers' Market for 2016:

MOTION: Marijke Oudshoorn/Jill Davies THAT the Parksville & District Historical Society request approval from the City of Parksville to hold a Farmers' Market at Craig Heritage Park from May 13 to September 23, 2016 (20 Fridays). Carried.

d. Name Change:

MOTION: Peter Kawerau/Marijke Oudshoorn THAT the official name of the Museum be changed to “Parksville Museum”; external signage will change accordingly. Carried.

The Society remains “Parksville & District Historical Society” and the park grounds remain “Craig Heritage Park.”

9. Financial Future Scenarios (need for ongoing financial stability)

• Support from the City of Parksville

MOTION: Peter Kawerau/Shirley Picard THAT the City of Parksville be approached to provide ongoing Financial Support so as to ensure long-term financial stability for the Museum. Carried.

- Discussion regarding whether the Museum should plan to physically relocate to a larger and more spacious site with better parking**
 - We have been offered Mrs. Gertrude Moore’s (founder of Camp Moorecroft) cottage. Where can it be placed?
 - Future plans could include a “short” longhouse, to recognise local First Nations. Also, if we are offered the heritage train station building, where could we place it?
 - A future goal could be to expand the Museum offerings to showcase more than just the Anglo-Saxon culture currently on display. Japanese, Chinese and East Indian settlers also feature in our local history.
 - There are several locations (former Parksville Elementary School, curling rink area) which are more central and have better parking.
 - How does the membership envision the Museum ten years from now?

MOTION: Jeff Shields/Leona Matte THAT a committee be formed to examine the long-term feasibility of relocating the Museum to a larger and more spacious site. Carried.

- The following people signed up to form this subcommittee: Jeff Shields, Belinda Davies, Leslie Haynes, Barbara Ebell, Leona Matte, Mary Anne Hayton, Karen Butler, Gaylene Olyniuk, Meryl Olivier, Pippa Olivier, Christa Kurz.

MOTION: Shirley Picard/Liz Campbell THAT the meeting be extended by 30 minutes. Carried.

Election of Officers:

The Board stepped down. David Haynes, Chair of the Nominating Committee, conducted the elections. The following Officers were elected by acclamation:

President	Peter Kawerau
Vice-President	David Haynes
2nd Vice-President	Pippa Olivier
Secretary	Elizabeth (Liz) Campbell
Treasurer	Shirley Picard
Trustee 1 Year	Marijke Oudshoorn (2nd year of two years)
Trustee 2 Years	Elizabeth (Liz) Holme
Trustee 1 Year	Meryl Olivier
Trustee 1 Year	Leona Matte

Past President	Buddy Williams
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Adjournment: Liz Campbell at 4:15 p.m.

Submitted by Elizabeth Campbell _____