

**Parksville & District Historical Society Annual General Meeting  
November 2<sup>nd</sup>. 2013**

The Annual General Meeting of the PDHS Society was held in the Tryon Room of the Parksville Museum and Archives with 51 members and 2 guests present.

**Call to Order:** Buddy Williams, President, called the meeting to order at 2.10 p.m.

**Minutes of the 2012 AGM: R.M.S Caroline Waters/Jill Davies THAT the Minutes of the 2012 Annual General Meeting of the Parksville & District Historical Society be accepted as presented. Carried.**

**President's Report:** Buddy welcomed all present and acknowledged the meeting was being held on traditional Coast Salish territory. Funders, Sponsors, volunteers and founding members were all thanked for their hard work and vision of Craig Bay Heritage Park. Manager, Nikki Gervais and all Board members were introduced to the assembly. Buddy listed some of the changes taken place during the past year including the following:

- . Migration from a working Board to a governance Board
- . Nikki Gervais, New Manager
- . Website rebuild and improvements
- . Revamp of the Museum & Archives working space & Manager's office
- . New software, Simply Accounting and new bookkeeper, Belinda Davis
- . Relocation of all Financial Records to Museum site
- . Headway made on Collection back log & Exhibit upgrades
- . Transferred ownership of non-relevant collections to other museums
- . Garden improvements
- . Membership cards and Gift Shop improvements
- . New volunteer policy and job descriptions
- . Community Communication through radio spots and dialogue with newspapers, TV, CTV & Shaw
- . Public talks to Rotary, Probus, Chamber of Commerce, Newcomers & Seniors Centers
- . Hosting of the BCMA 57<sup>th</sup>. Annual Conference
- . Succession and Strategic Planning

**Manager's Report:** Prior to her report Nikki Gervais, Manager, expressed her sincere thanks and admiration to former members of the PDHS Society who had so faithfully collected and cared for the archives, artifacts and buildings in this beautiful local museum.

**Operations:**

- . Donation of office furniture from Ron Cantelon, former M.L.A
- . Workroom cleaned, painted and a healthier workspace installed
- . Anti-bullying policy developed as part of a comprehensive Volunteer Policy
- . Volunteer application constructed and all volunteer info on website
- . Front desk procedures overhauled
- . Family membership category added
- . Rental agreement updated
- . Gift Shop space established
- . Mobile CC apps being researched
- . Chimney on MacMillan House reinked

**Community Outreach:**

- . Ballenas Special Needs students given high school work experience on the grounds
- . V.I.U design intern involved in redesign of museum space
- . Vintage Wings Canada presentation attended with Jim Kingsley and Pippa Olivier
- . Talks and presentations given to local clubs – Probus, Rotary etc.
- . PQB Tourist Association blogs
- . Mid-Island Museum group formed
- . Participated in organizing and attending BCMA Conference

**Media Coverage:**

- . Regular comments with Dave Graham of The Beach radio 88.5 and Patrick Nicholson of The Lounge
- . Shaw TV exerts and CTV with Bruce Williams
- . Newspaper articles initiated

**Summer Events:**

- . Museum participated in Canada Day Parade
- . Panther Valley Day a huge success
- . Many tour groups visited the Museum

**Funding/Grants:**

- . Federal Grant for Summer Students
- . 3 Grant applications currently in process: New Horizons for Seniors, Gaming Grant RDN Grant-in-Aid and more opportunities identified

### **Advertising:**

- . Free advertising in a variety of media initiated
- . Paid advertising: trip advisor, HelloBC, Bridal Magazines, Island Event Guides and Social media coverage

### **Collections:**

- . De-accessioning of non-relevant artifacts/archives
- . Spinnaker Collection given to Ladysmith Maritime Museum
- . St. Anne's model went to St. Anne's

**Interesting Incident** – Five ordnances cleared as Free from Explosives

### **Upcoming:**

- . Our stalwart volunteers are working on retyping “**Parksville Then & Now**” by Marjorie Leffler. Additions and revisions will be made with the goal to republish. Jim Kingsley Jr. and Sr.'s book will be republished with Jim's permission.
- . Speakers for Upcoming General meetings will include the Comox Explosive Disposal Unit, a member of the Plummer Family and an ASBC speaker series
- . Exhibits: Tsunami Exhibit in 2014 – MIMG
- . Programming: Brant Festival, Panther Valley Day, Engaging Special Interest groups, World War 1 commemoration. Dependant of Funding other programming includes Woman of Parksville, an Oral History project and a Collaborative project with Local First Nations

### **Maintainance & Preservation Work:**

- . Blacksmith's roof, Tryon Room flooring and the stabilizing of MacMillan House.

### **Treasurer's Financial Report: (David Haynes provided an excellent visual accompaniment throughout Peter Kawerau's Financial Report)**

After receiving 2 Tupperware boxes from Lynn Brown former Treasurer, Peter Kawerau admitted the past year had been a huge learning curve for him. It took a long time to establish signing authority at our banking institutions and caused a slight kerfuffle with payments of utility bills. Liz Campbell was thanked for her help with compilation and submission of our annual Tax Return. A new filing system has been created and is located in a secure cabinet in the museum. Kim Burden from the Chamber of Commerce provided great assistance and data entry to Simply Accounting over the winter months. Simply Accounting is set up at the Museum and all Accounting files, both paper and electronic are kept and managed at the Museum. Belinda Davies, Book keeper is working on contract to keep our books straight and doing an excellent job.

## **Income Statement (Blue)**

- . Revenue down \$51,858 ( 45%)
  - . No New Horizons Grant this year - \$25,000
  - . No Gaming Commission - \$13,000 – application was rejected in October 2012  
As required reports had not been filed
  - . Declining interest from Bequest \$32,000 - \$21,588 (down \$11,000 – 34%)
  - . No Power Smart Grant of \$3,055 (one time only)
- . Admission Revenue (Entrance & Tour Fees) has increased but the number of visitors is Extremely low – 1,217 for 5 months translates into an average of about 240 per month. If 1,200 visitors generates \$8,000+ then imagine what happens if we develop ways to Substantially increase visitation – double, triple, quadruple etc.
- . In contrast our website has received over 8,500 unique visitors and almost 250,000 hits in the past year.
- . Expenditures are down \$39,761 (39%)
  - . No New Horizons Grant this year \$25,000
  - . Wages & Benefits down by \$8,400 (17%) in comparison to last year
  - . Hydro down 13% over last year (Benefit of Power Smart Project) The combined Cost of Hydro and the Hydro Power Smart Project was \$6,511 last year, this year our Hydro bill was \$3,097 a difference of \$3,414
  - . Insurance nudged up and we should expect to see this go up a lot more. We need To closely examine our Insurance Policy to determine appropriate levels of Insurance coverage
  - . No costs for Fisheries Project \$4,006
- . Many of our costs are Fixed Costs and reducing Revenues hurt our capacity to function well over the long haul
- . We need to generate new revenues, engage in Fundraising, seek Grant Funding more Aggressively while becoming less dependent on Government funding

## **Balance Sheet (Blue)**

- . Compares this year with last year
  - . The Model Railroad is no longer a part of the collection and needs to be removed from the list.
  - . Capital Assets need to be revalued and assessed in terms of current value.
    - . How do we know that the **Craig Post Office** is really worth \$1,338.65 today?
    - . Misc. Furniture & Equipment is valued at \$55,509.19 last year – but we do not see any signs of depreciation or basis for calculating depreciation. A new printer was added this year.
    - . The United Church furnishings are valued at \$47,340.57, Insurance says it is worth \$161,000 and our most recent Property Assessment says all our buildings are worth \$185,000.
  - . No idea how we should begin with this but suggest that we need to bring in an Auditor with suitable experience to value all our Assets and provide a framework for future valuations. Our current valuations are all over the map.

**R.M.S Peter Kawerau/Caroline Waters THAT the Executive Committee be authorized to identify and appoint an external auditor with suitable experience in the valuation of Museum Assets to value all Capital Assets and to provide a framework for future valuations. Carried with 2 opposed.**

**R.M.S Peter Kawerau/Lael Popham THAT the Treasurer's report be accepted.**

Lynn Brown stated she had found 9 errors in the Treasurer's report and there was at least \$20,000 more money than stated plus the documentation was not a fair and accurate position of finances. A member queried why Lynn had not sought clarification to her findings until this meeting when the documentation had been received at least two weeks prior. It was agreed by Peter and Belinda that they meet with Lynn to resolve her issues.

**R.M. Lynn Brown THAT the Treasurer's Report be tabled to a special meeting.**

## **Operating Budget 2013 -2014 (Canary)**

- . Presented for discussion and adoption
- . Developed with input from Executive Members and the Manager
- . Once approved the responsibility for managing this budget will be vested in our Manager.
- . With declining interest from the Bequest we are becoming more dependent on both Government grant dollars and having to dip more deeply into our High Interest Account.
- . We need to raise revenues by:
  - . Increasing attendance
  - . Increasing membership (Members and Fees)
    - . Currently we have 133 members including 16 Life members
    - . We can recruit and double this next year
  - . Increasing attendance & entrance fees
  - . Fundraising or ???

**R.M. Lynn Brown THAT the 2013 – 14 Operating Budget be tabled**

## **Capital Budget 2013 – 2014 (Canary)**

- . The Capital Budget has been developed with input from Executive Members and the Manager.

**R.M.S Colleen Parsley/David Popham THAT we accept the 2013 – 14 Capital Budget as presented. Carried with 8 opposed.**

**Admission rates & Membership Rates:**

Suggestions made by members included lowering admission rates and increasing membership rates and having Gold Silver and Bronze Corporate rates. Referred to the new Executive for further consideration.

**Election of Officers:**

David Haynes, Chair of the Nominating Committee conducted the elections and requested that each nominee state why they were running for office. The following Officers were elected by acclimation:

|                                      |                                    |
|--------------------------------------|------------------------------------|
| <b>President</b>                     | <b>Peter Kawerau</b>               |
| <b>Vice-President</b>                | <b>David Haynes</b>                |
| <b>2<sup>nd</sup> Vice President</b> | <b>Lael Popham</b>                 |
| <b>Secretary</b>                     | <b>Liz Campbell</b>                |
| <b>Treasurer</b>                     | <b>Shirley Picard</b>              |
| <b>Trustee 2 year</b>                | <b>Dave Graham</b>                 |
| <b>Trustee 2 year</b>                | <b>Aileen Fabris</b>               |
| <b>Trustee 1 year</b>                | <b>Dave Patterson</b>              |
| <b>Trustee 1 year</b>                | <b>Caroline Waters</b>             |
| <b>Adjournment:</b>                  | <b>Buddy Williams at 3.35 p.m.</b> |