

Port Moody Heritage Society

2010 Annual Report

Compiled by Jim Millar
& Rebecca Clarke
June 12th, 2011



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The Port Moody Heritage Society Board of Directors, 2009/10

Wayne Beggs	President
Darrell Penner	Vice-president
Irene Reid	Treasurer
Al Davies	Secretary
Dianna Brown	Past-President

Mary Anne Cooper	Director
Curtis Fullerton	Director
Pam Hagen	Director
Ann Hulbert	Director
Dexada Jorgensen	Director
Amada Maplethorp	Director
Bruce Schroeder	Director
Andy Wickey	Director
Al Sholund	Honorary

Staff

Manager/Curator
Program and Events
Coordinator

2009

Jim Millar
Rebecca Clarke

2010

Jim Millar
Rebecca Clarke

Programs Assistant
Exhibits Assistant
Artifacts Assistant

Jacee Ismay
Marian de los Reyes
Nicole Gibson

Jacee Ismay
Devan Scott
Marianne Hoffard

Bookkeeper

Deb Nazo

Deb Nazo

President's Address

The Port Moody Heritage Society's Board of Directors is a steady group of committed volunteers who work hard on behalf of our members and behalf of the community. This year, through the work of the Board, the Museum has continued to improve governance and operations. We have worked to establish a strong presence with successful signature events and an education program which contributes to our community's strong sense of place. We believe in the importance of the work that we do and that small museums have a vital role in education, building towards an understanding of how our shared human experience has shaped our communities.

The Museum is now embarking on a study which will help define how our site will be used in the years to come. Transportation improvements in the area may change access to our site over time. We are actively engaged in considering how these changes might impact our plans going forward. We are proud of our hard working staff and the work that they do to further our mission. We look forward to continuing to work with the City and with community organizations to create value in our community.

As I have said before – you – our members – are a vital part of the glue that holds our organization together. I look forward to working together and enjoying the fruits of our labour.

Wayne Beggs

President

Manager's Report

Funding has continued to be the biggest challenge facing the operation of the Society in 2010 and will likely continue to be through 2012.

In 2010, we received no funds from the Provincial Government through the BC Arts Council, the major provincial supporter of museums. The fall of 2011 is the next application intake with funds awarded in mid 2012 so we will have make do until then or longer if unsuccessful again. As previously reported, the Direct Access program, which distributes Provincial Charitable Gaming funds to a variety of charities, has had major cutbacks and some putbacks over the last two years with our 3 year funding finished the end of 2011. We will have to apply in 2012 for a one year grant. The 3 year programs, which gave some level constancy, reduced the number of applications and improved long-range planning, have been eliminated.

Our optimism with Federal grants for a Museum Assistance Program (MAP) for 2010 and an Immigration grant for programming for new Canadians was short lived. We did receive funds for Canada Day and a Building Community through Arts and Heritage for Ioco Day. We are trying again for 2011 application intakes.

The Arts Assistance agreement, that the City of Port Moody supports the Museum with, ends this year. Advocating on that front will be needed for continued and improved support.

The Port Moody Foundation has continued to be a supporter as well as Pacific Coast Terminals and Thrifty Foods.

In order to balance the 2010 budget, I took a four month leave of absence which did work out as a win/win. Rebecca Clarke, as Acting Manager, did a remarkable job filling in and accomplishing much with the resources we had.

We were successful with two Federal grants that will help with 2011/12. New Horizons for Seniors supported a Book Project which is a major emphasis for attaining our mission in 2011. A 2011 capital grant, Building Community through Arts and Heritage, is matching City capital funds for a new roof on the Museum, heating for the Venosta and protective cover for the Venosta.

2010 saw the passing of long-time Museum supporter, Weldon Haley. Weldon continued to support us by leaving a substantial donation to the Museum, of which, we are most appreciative. We are currently working through plans as how to best utilize Weldon's generous gift as it would nice to start an endowment in his name to provide long-term funding, but we may need to cover budget shortfalls in short-term.

Respectfully submitted, Jim Millar



Port Moody Heritage Society

JAN - DEC 2010 STATEMENT OF FINANCIAL POSITION

ASSETS

Current Assets

Chequing/Savings

WS - Operating Acct - chequing	\$	921.03
WS - Investor Savings - Operating	\$	162,193.28
WS - Investor Savings - Capital	\$	12,870.31
WS - Display	\$	7,187.56
Gaming Operating Savings	\$	28,171.20
Gaming Community Chequing	\$	186.87
Gaming Capital Savings	-\$	0.02
Vancity Bank - Operating	\$	101.59
Vancity Shares	\$	55.05

Total Chequing/Savings **\$ 211,686.87**

Accounts Receivable & Other

Accounts Receivable	\$	1,373.92
Accounts Receivable (GST rebate)	\$	156.92

Total Current Assets **\$ 213,217.71**

Fixed Assets

Capital Assets	\$	342,117.67
less Acc. amortization	-\$	180,969.14
Computer - cost	\$	1,816.86
Less Acc. amortization	-\$	1,060.14

Total Fixed Assets **\$ 161,905.25**

TOTAL ASSETS **\$ 375,122.96**

LIABILITIES & EQUITY

Liabilities

Deferred Revenue - other	\$	9,327.19
Accounts Payable	\$	3,323.93
DA Operating	\$	28,000.00
Federal - The Book	\$	24,800.00
Total Current Liabilities	\$	65,451.12

Equity

Restricted Funds	\$	161,905.25
Funds Available for future programs	\$	147,766.59

Total Equity **\$ 309,671.84**

TOTAL LIABILITIES & EQUITY **\$ 375,122.96**

**PORT MOODY HERITAGE SOCIETY FINANCIAL INFORMATION
JANUARY TO December, 2010**

	Jan – Dec 2010 Actual
OPERATING REVENUE	
EARNED REVENUE	
Building Rentals	\$ 1,363.49
Visitor Donations	\$ 4,195.30
Education Program Fees	\$ 3,764.00
Membership Fees	\$ 975.00
Gift Shop Sales	\$ 1,360.87
Research Request Fees	\$ 67.39
TOTAL EARNED REVENUES	\$ 11,726.05
 PRIVATE SECTOR REVENUE	
Charitable Received Donations	\$ 101,938.40
Non Tax Received Donations	\$ 6,099.28
Foundations	\$ 2,500.00
Interest Income	\$ 1,061.25
Special Events	\$ 9,660.70
TOTAL PRIVATE SECTOR REVENUE	\$ 121,259.63
 GRANT REVENUE	
Federal	
Service Canada (75% of costs)	\$ 13,173.00
Federal Grants - Other	\$ 7,100.00
Total Federal Grants	\$ 20,273.00
 Provincial	
Gaming Programming	\$ 11,436.32
Total Provincial Grants	\$ 11,436.32
 Municipal	
Arts Assistance Program	\$ 76,131.00
Total Municipal Income	\$ 76,131.00
 TOTAL OPERATING REVENUE	 \$ 240,826.00

OPERATING EXPENSES	Jan – Dec 2010 Actual
Accounting & Consultants Fees	\$ 2,750.00
Alarm, Fire & Security	\$ 574.45
Amortization	\$ 8,806.28
Bank Charges	\$ 161.44
Display Collection Mgmt	\$ 2,565.82
Dues Licenses & Memberships	\$ 646.04
Education Program	\$ 1,842.21
Gift Shop Expense	\$ 374.62
Insurance	\$ 700.00
IT Expenses	\$ 753.11
Janitorial Expense	\$ 1,260.00
Member Services (newsletters)	\$ 922.87
Promotions/meals per diem	\$ 228.47
Mileage	\$ 178.98
Minor Capital expense	\$ 4,550.33
Office Expense	\$ 3,439.53
Payroll Expense	\$ 99,619.30
Professional Development	\$ 2,124.17
Repairs & Maintenance	\$ 1,537.97
Special Events expenses	\$ 10,217.70
Telephone & Internet	\$ 1,750.99
Utilities	\$ 4,678.59
Volunteer Expense	\$ 1,616.99
TOTAL OPERATING EXPENSE	\$ 151,299.86
Excess of Revenue over Expenditures	\$ 89,526.14

NOTES TO THE FINANCIAL STATEMENT DECEMBER, 2010

Significant Donation

In December 2010, the Society received \$100,000 donation from one of their supporters. His request was to use the fund for a special purpose at the discretion of the board. At the year end the board had not made any decision for its purpose.

A CASE STATEMENT FOR THE PORT MOODY HERITAGE SOCIETY

Our Vision: A valued and vibrant community asset that showcases and celebrates our heritage

Our mission: PMHS promotes an appreciation of community heritage by preserving and presenting history through exhibits and programs. We welcome everyone to discover our shared heritage.

Background:

The Port Moody Heritage Society, a volunteer based registered non-profit society, was formed from the 1967 Port Moody Centennial Committee and incorporated in 1969 as the Port Moody Historical Society. In 1983 the name of the society was changed to Port Moody Heritage Society to reflect the additional focus of creating and operating the Port Moody Station Museum; preserving information and records of community heritage value.

The Museum is housed in the second Canadian Pacific Railway station built in Port Moody. It was built on the west side of the town in 1908 and moved in 1945 by rail to the center of town at Queens Street. The station building was purchased by the Society in 1978 and moved a second time, by truck to its present location on land leased from the City of Port Moody at 2734 Murray Street, beside Rocky Point Park.

The Museum is a community museum, portraying the history and heritage of the area at the head of Burrard Inlet. Port Moody is the original Western Terminus of the Canadian Pacific Railway so the CPR is highlighted to show the importance of the railway in the development of the community and Western Canada.

The Museum is governed by a thirteen member Board of Directors, elected annually from the Society's membership. The Board is comprised of a group of dedicated volunteers who bring together a wide variety of backgrounds, skills, contacts and expertise. A full time Manager oversees the daily operation of the Museum with a full-time Museum Coordinator, volunteers and federally sponsored summer students.

The Museum's Key Features

The station, designed to be a live-in unit, originally consisted of two floors. The main floor of 240 m² is used as community and public display space. The Telegraph Office, the hub of railroad activity, features an operational telegraph system, which is available for visitors to try, and a hand-operated telephone from 1884 when the Port Moody and New Westminster Telephone Co. was the first telephone system in B.C. The Waiting Room contains wooden benches and CPR travel posters together with a ticket booth. The restored Parlour and Kitchen show the living and working conditions in the station between 1905 and 1930. The Large Exhibition Room features permanent exhibits of historical events from the local area including; a lumber display showing materials from early saw and shingle mills, and a pot-bellied stove as part of Captain Clarke's office, an historic photo collection, a general store and also houses temporary theme displays. The

Small Exhibition Room displays include a First Nation's display of Salish artefacts, the fur trade, the Royal Engineers, the First Train and the Western Terminus of the CPR.

The basement of 240 m², added when the building was moved to Murray Street, is the museum's collection storage area. The upper floor of 60 m² is used for offices and administration. Future plans are to open the upper level to feature a restored bedroom and provide additional space for changeable temporary displays.

Outside displays feature the "Venosta" a 1921 sleeper car that now displays historic railway pictures and artifacts or set-up as a dining car for events and Heritage Teas. The Venosta is available for rent for private functions. Also, the Heritage Garden planted and cared for by volunteers, features heritage varieties typical to the gardens of the period that dotted the communities along CPR's line.

Our Current Program

The Port Moody Heritage Society, through the efforts over the years of its many dedicated volunteers, has amassed a great deal of knowledge, a collection of important archival material and a multitude of artifacts relating to our community's heritage and history. The Museum preserves and promotes our Community's heritage and is the only local repository for artifacts and archival materials.

The Heritage Society provides a range of benefits to the Community:

- **Port Moody Station Museum** – The Museum is operated daily by a full time Manager, a full-time Museum Coordinator, volunteers and summer students sponsored by Service Canada. Admission is by donation.
- **A Resource Centre and Archives** – the Museum is the repository of significant archival materials listed through the B.C. Archives Association. Among the collection are the City of Port Moody's tax rolls from 1913-1974 and over 5,000 photographs, which provide unique historical information.
- **Artifact Preservation** – we preserve many significant historic items in the Museum, which without our care, these items might otherwise be lost or unavailable to the community. Our collection mandate is to preserve items of significance to the development of the area.
- **Educational Programs** – a variety of programs and tours aid in kindling an interest of history; assists schools, ESL groups, home schoolers and educators meeting their curriculum requirements.
- **Assisting the Heritage Commission** – staff and volunteers have assisted in the delivery of the Stone Marker Program, Heritage Building Inventory, displays, signage; by providing research and data.
- **The Book Project** - The Museum started collecting oral histories in 1975. This information of over 200 interviews is being used along with Seniors' Reminiscing

meetings to create a book of Port Moody's recent history. Project supported by Service Canada, New Horizons for Seniors.

- **Heritage Awareness** – Museum staff and volunteers promote heritage awareness by taking part in local community events, historical lectures and contributing our expertise. Our main events are: the Easter Egg Hunt, Heritage Week, Mothers' Day Tea, Canada Day and Holiday Teas
- **Volunteer Opportunities** – museum resources encourage citizens to give back to their community and in turn receive opportunities for personal development. Our partnership with School District 43 provides opportunities for students in the Career Preparation program.
- **Tourist Destination** – our guest book lists visitors from many far-away places. Local residents bring visiting friends and family to the Museum as it helps to bring a real sense of Port Moody "to life".
- **Centennial Celebrations** – With 2013, the 100th anniversary of Port Moody becoming a city, not far away, plans are being made to include our heritage as a major focus.

Our Plans for the Future:

Although we have accomplished much over the years, we know that we want to offer more to the community in the years to come; preserving our future heritage as we create it.

Museum is to be a centre of activity, where our past is highlighted in a living vibrant exciting manner to enable visitors to explore and experience the past, present and future of our community. Additional staff will be required to augment our current volunteers and fulfill goals.

Among our plans for the next five are:

- **Improvements to our museum collection storage** -- We must continue cataloguing and preserving our artifacts and archival material. In order to address the challenges and opportunities of the computer age, projects are under way to digitize our extensive collection of photographs. Improvements to storage areas and increasing control on environmental conditions are planned.
- **Increasing community involvement and heritage awareness** -- There is an ongoing need to update existing displays in order to reflect to the ever-changing needs and character of the community. We plan to extend heritage awareness through display partnerships and joint events with community groups, for example, the Arts Centre, the Golden Spike Society, Community Associations, local businesses and SD43 schools. This includes initiatives outside the Museum, such as

expansion of the Walking Tour brochure. Strengthening our relationship with First Nations is a focus area.

- **Continuing to develop educational programming** -- by creating more specialized educational programs in partnership with immigrant service organizations thus encouraging a higher utilization of facilities. Programs focused on specific curriculum content will offer more in-depth learning opportunities as well as the increased value of repeat visits.
- **Improvement to our physical space** -- These improvements will be developed through a five-year maintenance plan to conserve and upgrade the building and grounds. An overall site development plan will be tied to a Board Development project. Proposed road changes will have opportunities and challenges for improvement; even lead to discussions on the location of the Museum. The 2008/09 Capital Maintenance project, completed on budget, included re-roofing outbuildings, painting the Museum and Venosta; rebuilding the Station platform. 2011 plans include re-roofing the Station, HVAC and cover for the Venosta, supported by Heritage Canada, Building Community through Arts and Heritage. Other future capital projects include visitor-focused improvements such as wheelchair accessible washrooms, signage improvements, a programming area as well as museological improvements to storage areas, expanded displays, conservation work areas and future museum expansion with archives.

Final Word

The Board of Directors promotes our vision to be “A valued and vibrant community asset that showcases and celebrates our heritage.” In order for a city to have a sense of community, its citizens must be made aware of its roots and have an appreciation of all those who have helped make it happen. The Museum’s goal is to fulfill the continuing need of knowing one’s identity, of educating and informing new members of our community to the importance our history has played in making our today’s community so vibrantly alive. In addition, the Museum plays an economic role in providing a tourist attraction highlighting the cultural identity of the area. Overall, we strive to remember and promote Port Moody’s past for, if our past is forgotten, it quickly vanishes, leaving a void, to never again to be completely filled.

The Port Moody Heritage Society gratefully acknowledges support:

The Community of Port Moody

**Our Volunteers and members
Individuals**

Port Moody Foundation

The City of Port Moody

**Corporate Services
Cultural Services**

The Province of British Columbia

BC Gaming Commission

The Government of Canada

**Canadian Heritage Information Network
Heritage Canada
Service Canada**

The Port Moody Heritage Society Board of Directors, 2010/11

Wayne Beggs	President
Darrell Penner	Vice-president
Irene Reid	Treasurer
Al Davies	Secretary
Dianna Brown	Past-President
Pam Hagen	Director
Robert Simons	Director
Dot Harinen	Director - resigned
Ann Hulbert	Director
Dexada Jorgensen	Director
Amanda Maplethorp	Director
Bruce Schroeder	Director
Andy Wickey	Director
Al Sholund	Honorary

The Port Moody Heritage Society, a registered non-profit charity, gratefully appreciates community support and is capable of issuing tax receipts.

2734 Murray Street
Port Moody, BC V3H 1X2
604-939-1648

email info@portmoodymuseum.org
website www.portmoodymuseum.org

2011.05.18

Appendix B: AGM Minutes

PORT MOODY HERITAGE SOCIETY
Minutes of the Annual General Meeting
June 1, 2010

Fourteen members attended the Annual General Meeting of the Port Moody Heritage Society held on Tuesday, June 1, 2010. Ten (10) Board members and the acting Manager/Curator, Rebecca Clarke, comprised the significant portion of the assemblage at the museum.

The meeting commenced at 7:05 pm with President, Wayne Beggs, in the chair. Member, Dot Harinen, acted as registration recorder for the AGM. The Revised Constitution and By-laws were available to the membership.

The agenda, annual report and pertinent documents had been distributed to each person as handouts.

MOTION #1 by Andy Wickey, seconded by Ann Hulbert “That the agenda as printed and circulated be adopted”. CARRIED.

MOTION #2 by Dot Harinen, seconded by Al Sholund “That the Annual General Meeting Minutes of the Port Moody Heritage Society held on September 14, 2009, be approved”. CARRIED.

The President, Wayne Beggs, summarized the Annual Report which was printed in the handout. Particular mention was made of the special displays (Naval, kitchen, 30’s), and upgrading of the small exhibition room. Noted also were the painting, decking and Venosta upgrades. President Beggs also touched on the Educational Programs (school and immigration services).

MOTION #3 by Dianna Brown, seconded by Al Davies “That the Annual Report be accepted”. CARRIED.

Acting Manager/Curator Rebecca Clarke highlighted her background and her work at the Vancouver Museum. Rebecca discoursed on the events and programs being offered to move the museum forward. There has been a 14% increase in general visitors, and the five (5) seasonal displays have elicited positive feedback. Rebecca also spoke of the multi-purpose room renovations, the on-line historical photos, the “Virtual Community” available on the federal government web site (including the IOCO townsite). Rebecca quoted further positive feedback from visitors. The highly successful Easter event with record breaking attendance (1600) was cited. The educational component has delivered 95 programs to 1500 persons. The hands-on endeavours and early history have been praised with outreach initiatives. Artefact loans and historical articles in the Tri-City News have been well received. Five hundred (500) new artefacts, including Murray family donations, have swollen the collection. The potential of a gift shop is under consideration. Lastly, the contribution of 140 plus volunteers has been crucial to the successful year. Volunteers have contributed substantially to the library and garden. Funding is still problematic. The government commitment of three (3) year’s funding is

carrying us. No monies were received this year from the Arts Council grants. Presently a variety of grant applications have been applied for including a “Working with Seniors” grant. Rebecca invited all to join us on the Web and Twitter.

Treasurer’s Report (Irene Reid)

The published report was presented by Irene Reid. She too mentioned that lobbying for funding is critical. We do have enough cash to move forward. Liabilities engendered by Direct Access monies were pinpointed, as well as \$4,500.00 from gaming. Summer staff are acquired through grants, and have been most helpful in the development of “Community Memories”. Vital, is the agreement with the City of Port Moody, and the capital grants. A difficulty with certain grants necessitates the need for the Heritage Society to generate matching funds. We have been fortunate in obtaining financial reviews by J. Fitzpatrick & Associates at the very reasonable cost of \$1,400.00. Regrettably, we are not large enough to qualify for certain other grant monies.

MOTION #4 by Ann Hulbert, seconded by Dexada Jorgensen “That the Treasurer’s Report be accepted”. **CARRIED.**

Elections for the 2010-2011 were conducted by Dianna Brown.

Results were as follows:

President – Wayne Beggs

Vice-President – Darrell Penner

Secretary – Al Davies

Director – Pam Hagen (2 years)

Director – Amanda Maplethorpe (2 years)

Director – Robert Simons (2 years)

Director – Dot Harinen (1 year)

New Business:

Those in attendance concurred with the recommendation that the HR Committee be designated to form the 2010/2011 Nominating Committee.

Special kudos were extended to Dave Maxwell for the continuous maintenance, repair and service work he provides and to Dianna Brown for her impetus in all phases of displays and decoration enhancements.

Adjournment:

MOTION #5 by Darrell Penner, seconded by Andy Wickey “That the 2010 Annual General Meeting be adjourned at 7:45 pm”. **CARRIED**

Refreshments and socializing completed the evening prior to attendees’ dispersal.

*Respectfully submitted,
Al Davies, Secretary*