

DHMS 57th ANNUAL GENERAL MEETING AGENDA

6.30 PM Tuesday 18 June 2024 @ Christ Church Parish Hall, Dartmouth

<https://www.dartmouthheritagemuseum.ns.ca/2024/03/22/gazette-spring-2024/>

1. Call to Order - Chair

Liam Caswell calls the AGM to order. Quorum was reached with 32 society members. In attendance was:

Society Members:

Mark & Fiona Chin-Yee

Bruce Cochrane

Josephine Ellis

Don & Linda Forbes

Darren Garnier

Emma Gascoigne (incoming board member)

Bernard & Barbara Hart

David Harvey

Elizabeth Ann Macdonald

Rebecca MacKenzie-Hopkins (incoming board member)

John Macleod

Phil & Tammy Matthews

Patricia Teasdale

Derek Vallis

Jay Warwick

Mickie Zinck

Staff:

Joanne Pepers, Manager-Curator

Shannon Baxter, Collections Manager

Jennifer Weagle, Museum Administrative Officer

Board:

Liam Caswell, Chair

Elaine Moody, Vice Chair

Michael Craven, Treasurer

Lauren Oostveen, Acting Secretary

Beth Vallis, Director

Emma MacIntosh, Director

Brigid Milway, Director

Emilie O'Brien, Director

Adam Penny, Director

2. Administrative Remarks - Secretary

Michael Craven and Lauren Oostveen are both filling in as secretary this evening.

Michael gives an overview of how the evening will proceed.

3. Approval of Agenda - Chair (Motion)

No changes to agenda

Motion to approve the agenda:

1. Motioned by Liam Caswell

2. Seconded by Michael Craven

4. Review & Approval of 56th (2023) AGM Minutes - Secretary

Michael takes us through last year's minutes. 26 people attended the AGM last year.

Motion to approve the 2023 minutes:

1. Motioned by Beth Vallis

2. Seconded by Mickie Zinck

5. Reports IAW 2023 By-Laws Article 7.4

a. Chair

The biggest development we have had is the renewal and revision of the MOA.

We now have a 200,000 budget from the city. We can attribute the success of that campaign to several people, but we would like to acknowledge Joanne Pepers and Michael Craven.

We regret to report that Joanne is moving on to a new job with the Province. We are now in the process of finding a replacement.

The summer season is now kicking off. We have a talented and enthusiastic bunch of summer students.

b. Manager-Curator & Collection Manager

This was a very successful year for the Dartmouth Heritage Museum. Thank you to everyone who supports us.

We have been participating in a mandatory program called TRACK that has been very positive.

Staffing: Joanne Pepers was the full-time manager-curator and Shannon Baxter was the collections manager.

We also had summer students and other project-based students.

The newest staff hire is a Visitor Outreach Coordinator.

Last year I indicated that we need more staff to fulfill our MOA (three fulltime staff vs. two).

We must now have an executive director, collections manager, and now a full-time museum administrative officer. We also have a part-time facilities technician, Miguel.

We are now seeking a new executive director. In my two years at DHM, I have left the museum well funded and as a community hub.

We have a vast cadre of volunteers who help with things like transcription, collections, gardens, and the front desk.

The HRM regional museum strategy—phase 2 is now complete. Kellie McIvor is heading up

that project. Consultants were hired to determine if we need a regional museum, separate building, etc.

A report will be delivered to HRM council later this year. Frequent meeting and workshops were held with 30+ museums and heritage groups. The Dartmouth Heritage Museum plays a key role in this strategy.

Community Partnerships: We partner with the Helen Creighton Folklore Society. We continue to work closely with this group and host events like Folk Club and other Thursday evening musical programs (Trad Night and I Sing Therefor I am). The donations are split between DHMS and HCFS.

Alderney Landing the Craig Gallery are another partner. We also partnered with the Cole Harbour Heritage Farm and the Helen Creighton Folklore Society for the “Our Heritage” fundraiser, which raised over \$3000 for each organization. We also continue to work with other Dartmouth associations and groups.

Events at the museum continued this year with the annual Mother’s Day Tea netting over \$700 each for the DHM and Adsum House.

We have also done some exciting exhibit renewal this year. Exhibit renewal will happen at a larger scale now that funding is available to do so.

The south and west sides of Evergreen House are not in good shape. This work is going to tender. This project will involve replacing siding, windows, and other construction. It is slated for this summer into the fall. We also had our oil furnace replaced with natural gas.

We sorted over 20 file boxes that were stored in the attic and have cleared out the carriage house.

Collections Manager:

We still have a moratorium on collecting with some exceptions. We have taken in some fine art, a Starr hockey stick, student directories, Moirs chocolate boxes and items related to the Nova Scotia Hospital.

The collections committee continues to meet regularly. Look at Nova Muse and Artefacts Canada to see our collections.

In 2023, we received 83 research requests. This year we have received 28 research requests so far. We added stickers based on objects in our collection to the gift shop.

Thank you to all who helped with transcription work. We worked closely with museums this year, including displaying the George Wright business directory at the Maritime Museum of the Atlantic. We also worked with the Shubenacadie Canal Commission. We've given talks at Seniors Centres and the Canadian Urban Transit Association.

With assistance from HRM, we are having our 1878 map reframed, digitized, and conserved.

c. Treasurer Report:

i. The museum banks with RBC. We have chequing, savings, a GIC, and a Visa credit card. As of today, our balance is positive, and interest is accumulating. In 23-24, revenue was mostly from government grants. The remaining 10% came from internal activities (earned revenue, donations, rebates, etc.). Staffing accounts for 72% of the budget.

Our excess of revenue over expenses was positive at over \$46,000. This is the highest net income the museum has experienced since 2017. \$30,000 came from a large one-time grant.

On balance, our fiscal status is GOOD. With the increased MOA, we can continue to operate in a solvent manner.

1. Motioned by: Darren Garnier

2. Seconded by: Beth Vallis

Discussion on what the operating reserve fund is for. We are following a template provided by HRM.

ii. Appointment of Auditor

Call for a motion to appoint Henrikson and Associates as our auditor for 2024-25. Andrew, who runs the firm, is a society member and has managed our accounts for the last two years.

1. Motioned by: Mark Chin-Yee

2. Seconded by: Liam Caswell

iii. FY 24-25 Business Plan and Budget

In this, we identify everything we hope to achieve in the next year. We are expecting total income this year in excess of \$290,000 dollars. Expenses in the coming year we are projecting at over \$280,000. This is a living document that gets updated starting in December each year. We don't need a motion for this item.

d. Nominating Committee Report - Vice Chair

i. Departing Directors

Three directors are leaving—Beth Vallis, Emma MacIntosh, and Brigid Milway. Thank you to your commitment and support!

ii. New Director recommendations

Our by-laws say we can have between 6 and 11 directors. We have two new potential directors—Rebecca MacKenzie-Hopkins and Emma Gascoigne—both with a strong background in heritage.

6. Questions From the Floor Pertaining to Reports - Chair

No questions.

7. Election of DHMS 2024-2025 Board Directors - Chair

a. Identification of 2024-2025 Board Directors

Seven people are returning. Liam Caswell, Elaine Moody, Michael Craven, Lauren Oostveen, Emilie O'Brien, Adam Penney, and Courtney Mrazek. Rebecca MacKenzie-Hopkins and Emma Gascoigne are joining.

b. Call for Nominations from the Floor (IAW By-Laws, made three times)

No nominations from the floor.

c. Confirmation of Board Directors (Motion)

Motion to confirm the board of directors. We are going to remain in our positions as chair, vice chair, treasurer, and secretary.

1. Motioned by: Darren Garnier

2. Seconded by: Jay Warwick

d. Announcement of Honorary Lifetime Members

i. Beth Vallis

ii. Emma Macintosh

Beth and Emma are presented by lifetime memberships. Michael reviews past honorary members.

8. Call for Items from the Floor - Chair

No items for discussion from the floor.

9. Final Discussion and Questions Chair/All

Dave Harvey: many years I saw the collection at the warehouse. What is the condition is of the original collection? Are there any plans for it?

Shannon Baxter: Working closely with the warehouse in its current storage facility. Working on digitizing parts of the collections (you can see the result of this on Nova Muse and Artefacts Canada). We are trying to find ways to incorporate artefacts into exhibit renewal and display new items all the time. It's still in the same building but better organized.

Joanne Pepers: We have done an entire warehouse organization. There's shelving units divided by different types of artefacts.

Michael Craven: The collection exists in largely the same form as when it was moved into storage. The display of it is a problem because we no longer have the space. The city owns the space and is reluctant to allow members in to see the collection. We rely on digitizing for viewing. 30-40% is available to view online. This obviously isn't the same as seeing the object in person. We do have a collections management committee. I am the volunteer chair—we would love more people to join this committee. We review all the objects that come into this collection to see if they're appropriate. In the past, there wasn't much rigour

to this process. We have gotten away from that and are now much more selective. We meet 8 or 9 times a year.

Dave Harvey: Is this museum the only one that the city owns?

Joanne Pepers: The only collection, yes.

10. Closing Comments - Chair

Thank you to Joanne for her service as our manager-curator. I have been with the museum as an employee since 2013 and have seen her do many wonderful things for this organization. We wish her all the best.

11. Adjournment - Chair

1. Motioned by Elaine Moody

2. Seconded by Brigid Milway