

Port Moody Heritage Society 2011 Annual Report



Compiled by Jim Millar
& Rebecca Clarke
June 11th 2012



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THE PORT MOODY HERITAGE SOCIETY

BOARD OF DIRECTORS 2011/2012

Wayne Beggs	President
Andy Wickey	Vice President
Irene Reid	Treasurer
Al Davis	Secretary
Dianna Brown	Past President
Gabril Caranfil	Director(resigned, Dec.)
Pamela Hagen	Director
Ann Hulbert	Director
Amanda Maplethorp	Director
Pam Paquet	Director(resigned, Dec.)
Darrell Penner	Director
Robert Simons	Director
Honorary Al Sholund	Honorary

STAFF

Manager
Coordinator

2011

Jim Millar
Rebecca Clarke

2012

Jim Millar
Rebecca Clarke

Programs Assistant
Exhibits Assistant
Artifacts Assistant

Laurel Dougans
Devon Scott
Bronwen Bird

Jaclyn Forster
Will McGraw
Peter Wallace

Bookkeeper

Deb Naso

Deb Naso



President's Message

As our reporting year draws to a close, I am pleased to report persistent progress at the Port Moody Heritage Society. Our dedicated volunteers and staff continue to move us closer to our mission: to be the best small museum in Metro Vancouver. At the Museum and with the Heritage Society, we often talk about punching above our weight. It means that our organization continues to deliver high quality events and programs. It also means that we stretch and do things for the community that are beyond our mandate. One project that I am very excited about is our upcoming book, *Tracks in Time – Port Moody's First One Hundred Years*. It is the perfect example of the tremendous value that a small museum can provide for a community. When a small museum is really doing its job well, it does more than reflect our heritage, it builds our community. Our staff brought our community together to reflect on the City's storied past and created a book that we can all be very proud of. In the process we proved again that the Port Moody Museum is not just a place to reflect on our history – but it is also an important part of building our community today.

To continue to be a prominent place in the community, our dedicated staff and volunteers moved forward with several ambitious projects. Late last year, we completed a new roof on the Museum. This followed on re-decking the front of Museum the year before. This year, we are closing in on the completion of a new roof on the Venosta, our antique railcar, which will ensure that the Venosta is maintained for future generations to enjoy. The Society has also completed substantial work on the Museum's storage facilities. In the basement of the Museum, we have completed the installation of a number of compact storage units that have come close to doubling our storage capacity. We are in the third year of a program to document and clarify our collection. This includes work to identify duplicates and make room for new collecting, including new efforts to expand our collection to better document latter phases of Port Moody's history, including artifacts of significance dating from the 1950's forward to today.

Part of our prominence in the community is built on the high quality events that we host in the community. Ioco Days and our Easter Celebration together attracted thousands of citizens from Port Moody and beyond. We look forward to continuing to build on these events and we look forward to working in partnership with the City of Port Moody and other organizations to celebrate the hundredth anniversary of the City of Port Moody.

Partnerships are a huge cornerstone of our activities. Our partners include Canadian Heritage, the Province of British Columbia, the City of Port Moody, our sister organizations in the community and our network with museums and educational institutions from across the Province. Beyond partnerships,



I want to recognize our volunteers. Our staff have actively engaged an increasingly large base of community volunteers who have worked diligently to bring the community programs, events and special products of the highest quality. We are working to create a team approach to our actions and building a strong community that moves us forward. When I speak of our volunteers, I would be remiss if I did not single out some key volunteers for their exceptional efforts. These include our Board of Directors who have provided strong guidance and strive to continually improve our operations. They have embraced the idea that we can “punch above our weight” and be an organization that this City can be really proud of. I would also be remiss if I did not make special mention of the contributions of Dave Maxwell, who gives countless hours to our operation each year. I would also be remiss if I did not mentioned Tom Galinas, who makes our gardens and grounds the special place that they are. As well, I think that it is important to single out Sarah Goodman, who acted as the editor for our upcoming book. She worked with numerous authors and waded through a tremendous amount of material to create a book that is an excellent read. I believe our book will set the standard for community history books for years to come.

Finally, I think it is important to recognize our staff. Jim Millar and Rebecca Clarke. They believe in our mission. They work tirelessly to get it done. They have embraced the drive to make the Port Moody Heritage Society an organization that strives to improve. Their work with other staff, with volunteers and with the community have made the Port Moody Station Museum the special place that it is and play a significant role in making the City of Port Moody the special place that it is.

Thank-you for the opportunity to serve you. I believe that the team we have assembled will carry the Heritage Society and the Museum forward to continued success in the future.

Wayne Beggs,

President, Port Moody Heritage Society



Manager's Report

Ah, if we had signs of spring going into summer. The only sign is that it's annual general meeting time. It is certainly not the weather, which seems to be going into fall instead.

The last year has gone very quickly but we have accomplished quite a lot:

The book project's reminiscing meetings were a lot of fun but the writing part took a lot of time and research. The book is coming to its final stages and plans now are for a November, 2012 launch. Four individuals made significant donations along with the Port Moody Foundation, **PCT** and the Port of Vancouver and not to miss Service Canada whose grant 'New Horizons for Seniors' made it all happen. We are producing a very impressive book and to kick things off, the City has agreed to buy 100.

Museum operations went well: Rebecca lead successful events including Ioco Ghost Town Days and Easter, we had grants for 4 summers students (have 3 new ones for 2012) and our visitation was strong. Our school tours declined due to the teachers' job action.

Work on the collection continued and had a major boost from a 2011 Heritage Canada MAP grant to install two bays of compact shelving in the basement. The installation was completed in 2012.

Capital work continued as well, with the BACH Legacies grant and the City providing funding for a cedar shake roof in the fall and a new Venosta cover in early 2012. The cover for the Venosta will provide better protection for long-term conservation.

Tom did another great job on looking after our Heritage garden and grounds; Dave did lots of maintenance and site improvements. Many other volunteers like Tess, helped with programs and museum functions. My sincere thank you to all.

Funding is always on my mind. We did quite well, only the BC Arts Council was not agreeable (fourth year in a row). We deferred Weldon's estate donation to determine its best use; the final payment was received in 2012.

Future plans are quite exciting. We engaged heritage consultant, Don Luxton to help determine what our future should look like. With the coming of the Evergreen Line, things could change quite dramatically. Will keep you posted as our history unfolds.

Respectfully Submitted:
Jim Millar, Manager



PORT MOODY HERITAGE SOCIETY

Statement of Financial Position December, 2011

ASSETS

Current Assets

Chequing/Savings

WS - Operating Acct - chequing	\$	9,573.63
WS - Investor Savings - Operating	\$	191,978.05
WS - Investor Savings - Other	\$	13,037.82
WS □ Display	\$	4,071.40
Gaming Operating Savings	\$	78.64
Gaming Community Chequing	\$	53.00
Vancity Bank - Operating	\$	106.59
Vancity Shares	\$	58.37

Total Chequing/Savings \$ 218,957.50

Accounts Receivable & Other

Accounts Receivable	\$	24,935.00
Government Agency Rec	\$	8,333.91

Total Current Assets \$ 252,226.41

Fixed Assets

Capital Assets	\$	441,188.20
less Acc. amortization	-\$	190,264.59
Computer - cost	\$	1,816.86
Less Acc. amortization	-\$	1,287.98

Total Fixed Assets \$ 251,452.49

TOTAL ASSETS \$ 503,678.90

LIABILITIES & EQUITY

Liabilities

Accounts Payable	\$	16,559.50
Payroll Liabilites		
Total Current Liabilities	\$	16,559.50

Deferred Revenue

Deferred Rev - Venosta Cover	\$	13,443.00
Deferred Rev - Annex Storage	\$	25,000.00
Deferred Revenue - Book	\$	32,312.00
Deferred Revenue - Display	\$	4,071.40
Total Current Liabilities	\$	74,826.40

Equity

Restricted Funds	\$	351,452.49
Funds for Future Programs	\$	60,840.51

Total Equity \$ 412,293.00

TOTAL LIABILITIES & EQUITY \$ 503,678.90



**PORT MOODY HERITAGE SOCIETY FINANCIAL INFORMATION
JANUARY TO DECEMBER, 2011**

	Jan □ Dec 2011 Actual	Jan - Dec 2011 Budget	
OPERATING REVENUE			
EARNED REVENUE			
Building Rentals	\$ 812.48	\$ 900.00	Birthdays
Visitor Donations	\$ 7,593.17	\$ 5,700.00	Parking Lot. Etc
Education Program Fees	\$ 5,085.25	\$ 5,000.00	
Membership Fees	\$ 925.00	\$ 585.00	
Gift Shop Sales	\$ 703.99	\$ 650.00	
Research Request Fees			
TOTAL EARNED REVENUES	\$ 15,119.89	\$ 12,835.00	
PRIVATE SECTOR REVENUE			
Charitable Received Donations	\$ 5,965.00	\$ 3,000.00	
Non Tax Received Donations	\$ 9,125.97	\$ 3,500.00	
Foundations	\$ 1,500.00	\$ 1,500.00	
Interest Income	\$ 2,724.53	\$ 2,000.00	
Special Events	\$ 12,005.74	\$ 11,000.00	
TOTAL PRIVATE SECTOR REVENUE	\$ 31,321.24	\$ 21,000.00	
GRANT REVENUE			
Federal			
Service Canada (75% of costs)	\$ 14,081.00	\$ 14,426.00	
Young Canada Works	\$ 5,183.50	\$ 5,183.50	
Federal Grants - Other	\$ 96,460.00	\$ 97,640.00	\$5600 locoDays
New Horizons - The Book		\$ 990.00	*\$23810 to 2012
Total Federal Grants	\$ 115,724.50	\$ 118,239.50	
Provincial			
Gaming Programming	\$ 56,000.00	\$ 56,000.00	
Total Provincial Grants	\$ 56,000.00	\$ 56,000.00	
Municipal			
Arts Assistance Program	\$ 43,827.00	\$ 76,139.00	Portion Deferred 2012
Capital Maintenance Fund	\$ 25,068.59	\$ 25,068.59	
Total Municipal Income	\$ 68,895.59	\$ 101,207.59	
TOTAL OPERATING REVENUE	\$ 287,061.22	\$ 296,447.09	



OPERATING EXPENSES	Jan □ Dec 2011 Actual	Jan - Dec 2011 Budget
Accounting & Consultants Fees	\$ 3,294.00	\$ 2,800.00
Amortization	\$ 9,522.83	
Alarm, Fire & Security	\$ 616.45	\$ 1,600.00
Bank Charges	\$ 40.04	\$ 50.00
Book Project	\$ 6,406.85	
Display Collection Mgmt	\$ 3,344.01	\$ 250.00
Dues Licenses & Memberships	\$ 711.00	\$ 390.00
Education Program Supplies	\$ 661.96	\$ 500.00
Gift Shop Expense	\$ 462.96	\$ 500.00
Insurance	\$ 700.00	\$ 700.00
IT Expenses	\$ 502.42	\$ 300.00
Janitorial Expense	\$ 1,020.00	\$ 1,200.00
Member Services (newsletters)	\$ 117.22	\$ 300.00
Promotions/meals per diem	\$ 83.26	\$ 1,000.00
Marketing	\$ 774.00	\$ 1,200.00
Mileage	\$ 481.36	\$ 500.00
Office Expense	\$ 2,513.03	\$ 3,300.00
Payroll Expense	\$ 133,724.09	\$ 132,930.00
Professional Development		
Repairs & Maintenance	\$ 1,747.96	\$ 1,700.00
Special Events expenses	\$ 9,958.85	\$ 11,000.00
Telephone & Internet	\$ 1,804.74	\$ 1,700.00
Utilities	\$ 4,923.38	\$ 5,700.00
Volunteer Expense	\$ 1,029.59	\$ 1,000.00
TOTAL OPERATING EXPENSE	\$ 184,440.00	\$ 168,620.00
EXCESS OF REVENUE OVER EXPENDITURES	\$ 102,621.22	\$ 127,827.09

Note: \$99,070.53 went to increase the Fixed Assets to \$441,188.20 and the balance of \$12,713.25 went to increase the Funds for Future Programs



The Port Moody Heritage Society gratefully acknowledges:

Support for our history book “Tracks in Time: Port Moody’s First 100 Years” from:

Service Canada – New Horizons for Seniors (awarded Fall 2010)
Pacific Coast Terminals
Tri City News
Port Metro Vancouver
Peller Estates
Port Moody Foundation
John Bugden
Alvin & Nellie Sholund
The Driscoll Family Foundation

Support for Museum operations, programs and events from:

The Tri-Cities Community

Our Volunteers, members and individual donors
The Weldon Haley estate

Local Businesses

Pacific Coast Terminals, Thrifty Foods, Imperial Oil, Impact Canopies,
Tim Hortons, Freybe’s Gourmet Foods, Starbucks, Pajo’s,
Cobs Bread Suter Brook, Pasta Polo, theV3H.com

The City of Port Moody

Cultural Services Department
Heritage Commission

The Province of British Columbia

BC Gaming Commission

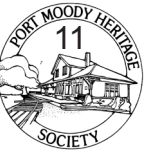
The Government of Canada

Heritage Canada – Building Communities through Arts and Heritage –
Community Festivals and Anniversaries streams, Museums Assistance
Program, Celebrate Canada, Young Canada Works

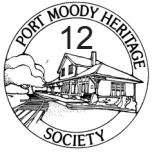
Service Canada – Canada Summer Jobs

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

Website: www.portmoodymuseum.org



Appendix A



2011 STATISTICS

Society Membership **71**

Staff

Full Time:	1 Manager/Curator 1 Museum Coordinator
Summer Placements:	3 Service Canada Student Assistants 1 Young Canada Works Student Assistant

Volunteers	Number of Volunteers	Hours Worked
	130	3036

Museum Hours	Open	Closed
	Victoria Day to Labour Day – daily 10am – 5pm Labour Day to Victoria Day – Wed – Sun 12-4pm	holidays

Displays **11**

Permanent Displays	Port Moody Timeline – A Pictorial History
Feature Displays	The Natural and not so Natural History of Inlet Park Era of the CPR Negotiating Spaces
Seasonal Displays	Easter Christmas at the Station
Off Site Displays	Port Moody Park History loco History in Photos

Event	Month	Visitors
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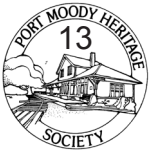
Heritage Week	February	370
Easter Extravaganza	April	2018
Artwalk	April	335
Mothers' Day Tea	May	140
Canada Day & Train Anniversary	July	3050
Kidsworld	July	261
loco Days	October	2130
Holiday Teas	December	118

Type of Group	# of Programs	# of Visitors
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School Groups	26	838
Public Groups	42	1028

Visitors

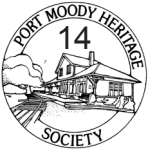
General	Events	Rentals	Programs	Total
5199	8322	313	1859	15693



PORT MOODY HERITAGE SOCIETY

Financial Statements
(Unaudited)

Years Ended December 31, 2011 and 2010



PORT MOODY HERITAGE SOCIETY

Index to Financial Statements

Years Ended December 31, 2011 and 2010

REVIEW ENGAGEMENT REPORT

Statements of Financial Position	STATEMENT 1
Statements of Operations	STATEMENT 2
Statements of Changes in Net Assets	STATEMENT 3
Statements of Cash Flows	STATEMENT 4



J. FITZPATRICK & ASSOCIATES INC.
CERTIFIED GENERAL ACCOUNTANT

2227 St. Johns Street
Port Moody, BC V3H 2A6

James M. Fitzpatrick, C.G.A. *

Telephone: 604.936.2275

*Denotes Professional Corporation

Fax: 604.936.2732

REVIEW ENGAGEMENT REPORT

To the Members of the Port Moody Heritage Society

I have reviewed the statements of financial position of Port Moody Heritage Society as at December 31, 2011, December 31, 2010 and January 1, 2010 and the statements of operations and changes in net assets and of cash flows for the years ended December 31, 2011 and December 31, 2010. My review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, 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.

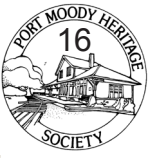
Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

Port Moody, British Columbia

May 28, 2012

J. FITZPATRICK & ASSOCIATES INC.

CERTIFIED GENERAL ACCOUNTANT



STATEMENT 1

PORT MOODY HERITAGE SOCIETY
 Statements of Financial Position
 December 31, 2011
 (Unaudited)

	December 31 2011			December 31 2010		January 1 2010	
	General Fund	Direct Access Fund	Capital Assets Fund	Total	Total	Total	Total
ASSETS							
Current:							
Cash	\$ 118,826	\$ 132	\$ 100,000	\$ 218,958	\$ 211,687	\$ 66,933	
Accounts receivable	24,935	-	-	24,935	1,374	578	
Government agencies receivable	8,334	-	-	8,334	157	-	
	152,095	132	100,000	252,227	213,218	67,511	
Tangible capital assets (note 3)	-	-	251,452	251,452	161,905	170,711	
	<u>\$ 152,095</u>	<u>\$ 132</u>	<u>\$ 351,452</u>	<u>\$ 503,679</u>	<u>\$ 375,123</u>	<u>\$ 238,222</u>	
LIABILITIES							
Current:							
Accounts payable	\$ 16,560	\$ -	\$ -	\$ 16,560	\$ 3,324	\$ 1,501	
Deferred revenue	74,826	-	-	74,826	62,127	16,576	
	91,386	-	-	91,386	65,451	18,077	
NET ASSETS	60,709	132	351,452	412,293	309,672	220,145	
	<u>60,709</u>	<u>132</u>	<u>351,452</u>	<u>412,293</u>	<u>309,672</u>	<u>220,145</u>	
	<u>\$ 152,095</u>	<u>\$ 132</u>	<u>\$ 351,452</u>	<u>\$ 503,679</u>	<u>\$ 375,123</u>	<u>\$ 238,222</u>	

On Behalf Of The Board: W. B. [Signature] Director
Gene Bleid Director



STATEMENT 2

PORT MOODY HERITAGE SOCIETY
 Statements of Operations
 Years Ended December 31, 2011 and 2010
 (Unaudited)

	General Fund	Direct Access Fund	Capital Assets Fund	2011	2010
REVENUES					
Grants	\$ 185,432	\$ -	\$ -	\$ 185,432	\$ 98,826
Donations	26,113	-	-	26,113	113,593
Fundraising/Corporate sponsorship	13,506	-	-	13,506	12,161
Membership	925	-	-	925	1,042
Program fees	5,085	-	-	5,085	3,764
Direct access casino income	-	56,000	-	56,000	11,436
	<u>231,061</u>	<u>56,000</u>	<u>-</u>	<u>287,061</u>	<u>240,822</u>
EXPENDITURES					
Advertising	974	-	-	974	1,151
Amortization	-	-	9,523	9,523	8,806
Alarm, fire and security	617	-	-	617	574
Collection management and display	3,344	-	-	3,344	2,566
Interest and charges	34	6	-	40	161
Insurance	700	-	-	700	700
Office	10,078	-	-	10,078	10,503
Professional fees	711	-	-	711	2,770
Repairs and maintenance	8,155	-	-	8,155	6,088
Salaries and wages	78,534	56,220	-	134,754	101,237
Special Event	9,959	-	-	9,959	10,218
Training	662	-	-	662	1,842
Utilities	4,923	-	-	4,923	4,679
	<u>118,691</u>	<u>56,226</u>	<u>9,523</u>	<u>184,440</u>	<u>151,295</u>
Excess (Deficiency) of Revenues Over Expenditure	\$ <u>112,370</u>	\$ <u>(226)</u>	\$ <u>(9,523)</u>	\$ <u>102,621</u>	\$ <u>89,527</u>

PORT MOODY HERITAGE SOCIETY
Statements of Changes in Net Assets
Years Ended December 31, 2011 and 2010
(Unaudited)

	2010 Balance	Excess of revenues over expenditures	Interfund transfer	2011 Balance
General Fund	\$ 147,409	\$ 112,370	\$ (199,070)	\$ 60,709
Direct Access Fund	358	(226)	-	132
Capital Assets Fund	<u>161,905</u>	<u>(9,523)</u>	<u>199,070</u>	<u>351,452</u>
	<u>\$ 309,672</u>	<u>\$ 102,621</u>	<u>\$ -</u>	<u>\$ 412,293</u>

	2009 Balance	Excess of revenues over expenditures	Interfund transfer	2010 Balance
General Fund	\$ 42,427	\$ 104,982	-	\$ 147,409
Direct Access Fund	7,007	(6,649)	-	358
Capital Assets Fund	<u>170,711</u>	<u>(8,806)</u>	<u>-</u>	<u>161,905</u>
	<u>\$ 220,145</u>	<u>\$ 89,527</u>	<u>\$ -</u>	<u>\$ 309,672</u>

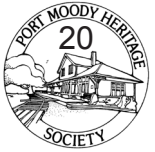




STATEMENT 4

PORT MOODY HERITAGE SOCIETY
 Statements of Cash Flows
 Years Ended December 31, 2011 and 2010
 (Unaudited)

	General Fund	Direct Access Fund	Property Equipment Fund	2011	2010
OPERATING ACTIVITIES					
Excess of revenues over expenditures	\$ 112,370	\$ (226)	\$ (9,523)	\$ 102,621	\$ 89,527
Item not affecting cash:					
- amortization	-	-	9,523	9,523	8,806
	112,370	(226)	-	112,144	98,333
Changes in non-cash working capital:					
Accounts receivable	(23,561)	-	-	(23,561)	(796)
Government agencies recoverable	(8,177)	-	-	(8,177)	(157)
Accounts payable	13,236	-	-	13,236	1,823
Deferred revenue	12,699	-	-	12,699	45,551
	106,567	(226)	-	106,341	144,754
Cash flow from (used by) operating activities					
	-	-	(99,070)	(99,070)	-
INVESTING ACTIVITY					
Additions to capital assets					
	106,567	(226)	(99,070)	7,271	144,754
INCREASE (DECREASE) IN CASH					
Cash - beginning of year	211,329	358	-	211,687	66,933
Interfund transfers	(199,070)	-	199,070	-	-
Cash - end of year	\$ 118,826	\$ 132	\$ 100,000	\$ 218,958	\$ 211,687



PORT MOODY HERITAGE SOCIETY
Notes to Financial Statements
Years Ended December 31, 2011 and 2010

(Unaudited)

1 PURPOSE OF THE ORGANIZATION

The Port Moody Heritage Society ("the Society") is a registered charity incorporated on June 18, 1979 under the Society Act of British Columbia. The purpose of the organization is to promote heritage awareness of the communities at the head of the Burrard Inlet.

2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements of the Society have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Fund Accounting

The Society operates the following funds:

- i) The General Fund is used for the day-to-day operations of the Society.
- ii) The Direct Access Fund is used to handle funds received from the gaming activities.
- iii) The Capital Asset Fund is used to show funds received and used for tangible capital assets.

Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the year. Actual results could differ from those estimates. Significant areas of estimation include allowance for doubtful accounts, estimated useful lives of tangible capital assets, impairment of long-lived assets, accrued liabilities, employee future benefits, and disclosure of contingencies.

Revenue recognition

Membership fees are recognized as fees for services. When the members receive the services, the fees are recognized as revenue.

The Society recognizes government funding in the period in which it is received.

The Society recognizes contributions of materials and services only when a fair value can be reasonably estimated and when the materials and services are used in the normal course of the Society's operations and would otherwise have been purchased.

The Society uses the restricted fund method of accounting for contributions, which is a specialized type of fund accounting that involves the reporting of details of financial statement elements by fund in such a way that the Society reports total general funds, one or more restricted funds, and an endowment fund, if applicable.

Restricted contributions for the purchase of tangible capital assets that will be amortized should have been deferred and will be recognized as revenue on the same basis as the amortization expense related to the acquired tangible capital assets.

Restricted contributions related to general operations are recognized as revenue of the General Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund.

Pledges are not recognized until collected, as the Society cannot make a reasonable estimate of the amount that will be collected and collection is not reasonably assured.



PORT MOODY HERITAGE SOCIETY
Notes to Financial Statements
Years Ended December 31, 2011 and 2010

(Unaudited)

Tangible capital assets

Tangible capital assets are stated at cost less accumulated amortization. Amortization is provided annually at rates and methods over their estimated useful lives as follows, except in the year of acquisition when one half of the rate is used. Estimates of useful lives of the assets are reviewed every year and adjusted on a prospective basis, if needed.

Building	5%	straight line
Computers	30%	declining balance

3 ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

Effective January 1, 2011, the Society adopted the Canadian accounting standards for not-for-profit organizations (ASNPO). Previously, the financial statements were presented in accordance with Canadian generally accepted accounting principles (GAAP) as issued in the Handbook - Accounting Part V Pre-changeover standards. On adoption of ASNPO, an organization is permitted to selectively elect certain exemptions and choose accounting policies that may differ from the previously presented financial statement information. This can result in adjustments to the opening net assets at the transition date, which is the first day of the period for which comparative information is presented. Although the Society made no changes to the previously presented financial statements, an opening statement of financial position at the date of transition has been presented, as required.

4 TANGIBLE CAPITAL ASSETS

	Cost	2011 Accumulated Amortization	Net Book Value	2010 Net Book Value
Building	\$ 441,188	\$ 190,265	\$ 250,923	\$ 161,149
Computers	1,817	1,288	529	756
	<u>\$ 443,005</u>	<u>\$ 191,553</u>	<u>\$ 251,452</u>	<u>\$ 161,905</u>

5 FINANCIAL INSTRUMENTS

The Society's financial instruments consist of cash, accounts receivable, accounts payable and deferred revenue. Unless otherwise noted, it is management's opinion that the Society is not exposed to significant credit, interest rate, liquidity, or market (other price) risks arising from these financial statements.

6 SIGNIFICANT DONATION

In December 2010, the Society received \$100,000 donation from one of their supporters. His request was to use the funds for a special purpose at the discretion of the board. The board anticipates this donation will be used for capital improvements.



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 infor-



mation.

- **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** – A major project supported by Service Canada, New Horizons for Seniors, began in late 2010. Seniors' Reminiscing meetings occurred through 2011 to create a book of Port Moody's recent history. Planned book launch is the fall, 2012
- **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, Canada Day and Ioco Ghost Town Days. We participate in other community events such as Fingerling Festival and Golden Spike.
- **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 Accomplishments and Plans for the Future:

Although we have accomplished much over the years, we know that we need to offer more to the community in the years to come; preserving our past and 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.

Amongst our accomplishments / plans are:

- **Improvements to our physical space** -- We must maximize the capacity of our assets through continued improvements: re-roofing our buildings in 2008, painting the Museum and Venosta and rebuilding the Station platform in 2009. The Station had new cedar roof in 2011. The Venosta cover was constructed in 2012 as well as the major mobile artefact shelving project in the basement Annex.
- **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 and others. This encourages a higher utilization of facilities as programs focused on specific curriculum content will offer more in-depth learning opportunities.
- **Site Development** -- Other future capital projects include visitor-focused improvements such as wheelchair accessible washrooms, signage improvements, a programming area as well as expanded displays, conservation work areas and future museum expansion. External factors such as the Evergreen rapid transit line will have dramatic impacts. A 2011 study by Donald Luxton and Associates will guide planning.



Annual General Meeting Monday, June 20, 2011

The Annual General Meeting of the Heritage Society opened at 7:15 p.m. with President, Wayne Beggs, extending a warm welcome.

Nine Board members, one staff person, one city liaison, and 6 members of the public attended.

Motion #1 – moved by David Spence, seconded by Pamela Hagen, “that the agenda as presented by adopted”. CARRIED

Motion #2 – moved by Robert Simons, seconded by Irene Reid, “that the Annual General Meeting minutes of June 1, 2010, be approved”. CARRIED

Business arising from the 2010 minutes – none.

Reports:

Presidents – Wayne Beggs discoursed on the future of the Museum facility and appropriate space utilization, accessible washrooms, roofs (Museum and Venosta), access/road configuration and general site plan. He also mentioned Board level strengthening with an updated Board Manual, impending Strategic Plan finalization, and city link-renewable funding.

Motion #3 – moved by Al Davies, seconded by Darrell Penner, “that the President’s oral report be accepted”. CARRIED

Managers – Jim Millar presented the Museum’s Annual Report. Jim spoke about the financial stability of 2011 through to August 2012 and the crucial importance of Direct Access and other funding sources to maintain and advance the goals of the Port Moody Heritage Society. He responded to several queries from the audience.

Motion #4 – moved by Pamela Hagen, seconded by Ron Curties, “that the Manager’s Report, as presented by accepted”. CARRIED

Treasurers – Irene Reid spoke on the several Financial Statements made available in the handouts, e.g. Financial position, Operating Statements, Auditors Report. Grants are being sought and are critical to progress. Final decisions are yet to be made on the legacy/endowment left by Weldon Haley to the Port Moody Heritage Society. The “Book” project was also cited. Equity/Assets were reviewed (monies from the Port Moody Foundation and Federal Grant status). The largest expenditure is payroll. Membership of the Society stands at 61. a



Motion #5 – moved by Nellie Sholund, seconded by Andy Wickey, “that the Treasurer’s Report be accepted”. CARRIED

Elections – Officers and Board of Trustees for the 2011/12 term. The Board is both a policy and working Board. Acting as Elections Officer was Past President, Dianna Brown. Dianna outlined the process, terms and open positions as well as continuity objectives.

In the order that follows; candidate names were presented by the Nominating Committee for vacant Officer and Director positions. For each position a call was made for nominations from the floor. In all cases, no additional nominations were presented. Each candidate for Officer and Director was acclaimed to their position.

President – Wayne Beggs

Vice President – Andy Wickey

Secretary – Al Davies

One year term – Ann Hulbert

Two year term – Darrell Penner, Gabriela Caronfil, Pamela Paquet

Motion #6 – moved by David Spence, seconded by Irene Reid, “that the appointment of a 2012 Nomination Committee be vested in the hands of the Executive Committee”. Carried.

The meeting was adjourned at 7:50 p.m.

The first meeting of the new Board has been scheduled for Monday, July 4, 2011.

Respectfully submitted,

Al Davies, Secretary



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, 2011/12

Wayne Beggs	President
Andy Wickey	Vice-president
Irene Reid	Treasurer
Al Davies	Secretary
Dianna Brown	Past-President

Pam Hagen	Director
Robert Simons	Director
Darrell Penner	Director
Ann Hulbert	Director
Amanda Maplethorp	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.

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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 community so vibrantly alive today. 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.

