



PORT MOODY HERITAGE SOCIETY ANNUAL REPORT

2013

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Robert Simons	President
Al Davies	Vice-president
Irene Reid	Treasurer
Amanda Maplethorp	Secretary
Armando Elias	Director
Dan Kirchner	Director
Darrell Penner	Director
Mladen Plecko	Director Resigned
Ron Simpson	Director
Al Sholund	Honorary

STAFF

2013

2014

Executive Director	Jim Millar	Jim Millar
Program and Event Coordinator	Brianne Egeto	Catherine Burns (Mat Leave Coverage Contract)
Program Assistant	Katie May-Rashke	Katie May-Rashke
Program/Exhibit Assistant	Lauren Vanderdeen	Paige Peterson
Program/Collection Assistant	Jessica Poland	Jessica Poland
Bookkeeper	Deb Naso	Deb Naso

PRESIDENTS REPORT

On behalf of the Port Moody Heritage Society Board of Directors I want to express our gratitude to our membership, volunteers and the residents of Port Moody for making 2013 a memorable year for the Society. The celebration of Port Moody's 100 Year Centennial offered the Society and Port Moody Station Museum many opportunities to showcase the museum's significant collection and to present featured centennial events that highlighted Port Moody's heritage and culture.

Beginning on January 1, 2013 at the annual Penguin Plunge and continuing with the Heritage House Tour, numerous events including museum artifacts, oral histories and pictures, the CPR Heritage Train Excursion and loco Days - including the Venosta Vintage Radio Show –the year was filled with excitement and events that are a credit to the creativity and dedication of our staff at the museum.

2013 included a critical review by the Board of the Society's broader role as a center point of influence for heritage preservation in Port Moody. The Port Moody Station Museum provides a safe and accessible site for records and artifacts that preserve the unique heritage present in the communities at the head of Burrard Inlet. Your Society also considers its role as one of education and influence in the preservation of heritage sites and events that portray Port Moody's history. Our continued presentation of loco Days provides a touchstone to one of Port Moody's major historical sites and periods of early development. Recently, after engaging Port Moody's Heritage Commission, the Board and Executive Director highlighted the significance of the Belcarra South Cabins and the irrecoverable loss that would occur if Metro Vancouver proceeded with plans for their demolition. Belcarra South is a key example of areas where the Port Moody Heritage Society can bring awareness to sites or events that require public awareness to preserve these touchstones of our community's heritage.

Your Society continues to review long-term plans for the Museum. As many of you are aware the Society has undertaken preliminary work regarding added amenities and facility requirements. We continue to consult with the City on options and plans. Our desire is to implement a plan that ensures the long-term viability of the Museum ensuring we are able to accommodate a growing number of visitors and also to provide the necessary operational facilities and amenities that can accommodate our growing collection and support events that educate and entertain our guests and visitors.

I want to give special recognition to our Executive Director – Jim Millar. In 2013 Jim was the recipient of the City of Port Moody Heritage Award. This special recognition was made for his tireless efforts regarding work to preserve Port Moody heritage but also for a key

accomplishment in 2013 of co-editing – with Rebecca Clarke – “Tracks In Time – Port Moody’s First 100 Years”. This book is a keepsake for any Port Moody resident or for anybody interested in the history of Port Moody and what made it a special place historically and why it is a special place today.

The Port Moody Heritage Society values its role of heritage preservation and education in Port Moody. My sincere thanks to my fellow Board Members, our membership, corporate sponsors, benefactors, our staff in 2013 - Jim, Brianne, Catherine, Rebecca, Deborah, Katie, Jessica and Lauren, plus the Government of Canada – Department of Canadian Heritage, Province of British Columbia – Community Gaming and the City of Port Moody for their support of the ongoing work, activities and events of the Port Moody Heritage Society.

Respectfully Submitted: Robert Simons – President

EXECUTIVE DIRECTOR’S REPORT

This report will augment the President’s Report and covers as well as 2013, through to June 1, 2014.

In preparing this report, I reread my 2012 report and it is interesting the comparisons.

‘The Book’ continued as an important project of the Society with over 1,200 sold. It has received rave reviews and is another feather in our cap. Thanks again to all that helped see it to completion. I’ve also been told ‘a book is never finished, it is only published’.

Staff changes continued after Rebecca Clarke had left us to become the Executive Director at the Gulf of Georgia Cannery. Brianne Egeto who came on board as the Coordinator, Programs & Events in May, started maternity leave in December with the addition of Rowan to her family. In late November, Catherine Burns joined us to fill for Brianne’s mat leave. Our 3 summer students Jessica, Lauren and Katie did a great job. Jessica and Katie stayed with us over the winter and Paige has joined us for the summer of 2014.

We are still in state of future uncertainty: the City's review of the Official Community Plan does not have a definite direction for the Museum site; there is a 4 year delay to 2018 of the capital funds for the second phase of Don Luxton's site feasibility study. This makes future planning a difficult task. A number of people have expressed concerns.

As always, we are appreciative of our volunteers. Over 1,972 hours of volunteer time in 2013 is a very significant contribution. We could not have accomplished what we did without our volunteers. I must acknowledge Tom's work in our Heritage Garden. He has done a trogon's job in maintaining and expanding it. However, his paid work with the move of Vancouver Post Office has consumed all his time and he has been unable to work in the garden since December. And it shows! 15 volunteers with Telus Day of Caring in May helped make a dent in the Gout Weed but I need an ongoing contingent to keep the garden looking as good as Tom did. Also, we can use some new volunteers to fill some vacant Board of Directors spaces. Thank you to all our volunteers.

The Centennial celebration consumed vast amounts of our time in 2013 but was time well spent. The Heritage House Tour which Rebecca worked on; the CPR Centennial Train (thanks CPR for giving us the Train) which Brienne handled as well as an expanded loco Ghost Town to include the Venosta Vintage Radio Show were our major events. All well done! We were involved with all the Centennial events providing historical background or archival images. The Centennial certainly highlighted the benefits we provide to the community.

I would have liked to have reported on some new things but somehow it seems that things related to a museum are "old stuff".

Respectfully Submitted: Jim Millar, Executive Director

Treasures Report

**PORT MOODY HERITAGE SOCIETY
Statement of Financial Position December 31, 2013**

ASSETS

Current Assets

Chequing/Savings

WS - Community chequing	\$	9,645.51
WS - Investor Savings - Operating	\$	97,531.21
WS - Investor Savings - Weldon	\$	127,235.98
WS - Investor Savings - Capital	\$	68.85
WS - Display	\$	1,846.62
Gaming Operating Savings	\$	2,411.86
Gaming Community Chequing	\$	103.11

Total Chequing/ Savings \$ 238,843.14

Accounts Receivable & Other

Accounts Receivable	\$	526.00
Undeposited Funds & GST	\$	362.14

Total Current Assets \$ 239,731.28

Fixed Assets

Capital Assets	\$	556,445.50
less Acc. amortization	-\$	221,861.16
Computer - cost	\$	1,816.86
Less Acc. amortization	-\$	1,816.86

Total Fixed Assets \$ 334,584.34

TOTAL ASSETS \$ 574,315.62

LIABILITIES & EQUITY

Liabilities

Accounts Payable	\$	11,504.00
Total Current Liabilities	\$	<u>11,504.00</u>

Deferred Revenue

Deferred Revenue - PM Foundation	\$	2,000.00
Deferred Revenue - Display	\$	4,327.65
Total Current Liabilities	\$	<u>17,831.65</u>

Equity

Restricted Funds

Property Equipment Fund	\$	461,820.00
Direct Access Fund	\$	2,514.97
Funds for Future Programs	\$	92,149.00

Total Equity \$ 556,483.97

TOTAL LIABILITIES & EQUITY \$ 574,315.62

**PORT MOODY HERITAGE SOCIETY FINANCIAL INFORMATION
JANUARY TO DECEMBER, 2013**

NOTES	ACTUAL Jan – Dec 2013 Total	YEARLY BUDGET Jan – Dec 2013 Total	2014 YEARLY BUDGET
OPERATING REVENUE			
EARNED REVENUE			
Building Rentals	\$ 2,517.63	\$ 2,500.00	\$ 2,500.00
Visitor Donations	\$ 4,331.25	\$ 2,500.00	\$ 4,000.00
Education Program Fees	\$ 3,798.00	\$ 4,000.00	\$ 4,000.00
Membership Fees	\$ 460.00	\$ 400.00	\$ 800.00
Gift Shop Sales	\$ 1,377.83	\$ 1,000.00	\$ 800.00
Book Sales	\$ 26,282.64	\$ 25,000.00	\$ 12,000.00
Sale of Donated Items	\$ 1,024.00		
*** Special Events	\$ 28,528.85	\$ 28,900.00	\$ 12,420.00
Research Request Fees	\$ 535.62		
TOTAL EARNED REVENUES	\$ 68,855.82	\$ 64,300.00	\$ 36,520.00
PRIVATE SECTOR REVENUE			
Charitable Receipted Donations	\$ 1,520.00	\$ 2,500.00	\$ 2,500.00
1 Non Tax Receipted Donations	\$ 12,864.10	\$ 12,000.00	\$ 3,000.00
Foundations AND Deferred Income			\$ 6,385.00
Interest Income	\$ 2,269.30	\$ 1,800.00	\$ 500.00
TOTAL PRIVATE SECTOR REVENUE	\$ 16,653.40	\$ 16,300.00	\$ 12,385.00
GRANT REVENUE			
Federal			
Service Canada (75% of costs)	\$ 11,263.00	\$ 11,263.00	\$ 14,100.00
Young Canada Works	\$ 4,374.72	\$ 4,374.72	\$ 3,300.00
2 Federal Grants - Other	\$ 7,300.00	\$ 6,800.00	\$ 7,500.00
Total Federal Grants	\$ 22,937.72	\$ 22,437.72	\$ 24,900.00
Provincial			
Gaming Programming	\$ 28,000.00	\$ 28,000.00	\$ 32,000.00
Total Provincial Grants	\$ 28,000.00	\$ 28,000.00	\$ 32,000.00
Municipal			
3 Arts Assistance Program	\$ 79,215.00	\$ 76,139.00	\$ 80,000.00
4 Municipal - Centennial grants	\$ 23,661.48	\$ 18,444.00	
Heritage Commission		\$ 2,500.00	\$ 2,500.00
Total Municipal Income	\$ 102,876.48	\$ 97,083.00	\$ 82,500.00
TOTAL OPERATING REVENUE	\$ 239,323.42	\$ 228,120.72	\$ 188,305.00
	\$ -		

**PORT MOODY HERITAGE SOCIETY FINANCIAL INFORMATION
JANUARY TO DECEMBER, 2013**

NOTES	ACTUAL	YEARLY BUDGET	2014 YEARLY
	JAN – DEC, 2013 Total	JAN - DEC 2013 Total	2014 YEARLY BUDGET
OPERATING EXPENSES			
Accounting & Consultants Fees	\$ 3,721.25	\$ 3,554.00	\$ 3,700.00
Alarm, Fire & Security	\$ 2,449.45	\$ 1,616.00	\$ 1,600.00
Amortization	\$ 17,609.69		
Bank Charges	\$ 515.76	\$ 600.00	\$ 100.00
Book Project	\$ 1,401.70	\$ 5,000.00	\$ 600.00
Display Collection Mgmt	\$ 1,772.49	\$ 3,000.00	\$ 5,500.00
Dues Licenses & Memberships	\$ 580.00	\$ 711.00	\$ 725.00
Education Program Supplies	\$ 51.97	\$ 662.00	\$ 400.00
Gift Shop Expense	\$ 201.74	\$ 463.00	\$ 450.00
Government Agency (G.S.T.)	\$ 336.45	\$ 500.00	\$ 500.00
Insurance	\$ 978.00	\$ 850.00	\$ 750.00
IT Expenses	\$ 6,385.52	\$ 5,502.00	\$ 1,500.00
Janitorial Expense	\$ 840.00	\$ 1,200.00	\$ 1,200.00
Write off computer	\$ 369.97		
Member Services (newsletters)	\$ 1,043.38	\$ 200.00	\$ 400.00
Marketing	\$ 5,669.26	\$ 5,500.00	\$ 1,000.00
Mileage, Meals, Per Diem	\$ 803.14	\$ 845.00	\$ 700.00
Office Expense	\$ 2,166.57	\$ 3,000.00	\$ 4,400.00
Payroll	\$ 131,411.47	\$ 122,000.00	\$ 130,000.00
Professional Development	\$ 3,061.06	\$ 1,800.00	\$ 2,000.00
Repairs & Maintenance	\$ 2,553.84	\$ 2,000.00	\$ 4,500.00
5 Special Events expenses	\$ 25,171.11	\$ 31,500.00	\$ 19,335.00
Telephone & Internet	\$ 2,311.67	\$ 2,300.00	\$ 2,200.00
Utilities	\$ 5,610.44	\$ 6,600.00	\$ 5,200.00
Volunteer Expense	\$ 2,242.97	\$ 2,000.00	\$ 1,500.00
TOTAL OPERATING EXPENSE	\$ 219,258.90	\$ 201,403.00	\$ 188,260.00
Excess of Revenue over Expenditures	\$ 20,064.52	\$ 26,717.72	\$ 45.00

NOTES:

- 1 Imperial Donation \$9800 - books for schools & \$2000 CP Rail
- 2 CHIN grant, etc.
- 3 Municipal income
- 4 Centennial grants - Heritage Tour and Living History
- 5 Expenses for Heritage Tour, Easter. CP Rail

Auditors Financial Summary



PORT MOODY HERITAGE SOCIETY

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Year Ended December 31, 2013

REVIEW ENGAGEMENT REPORT

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Statement of Operations and Changes in Fund Balances	STATEMENT 2
Statement of Cash Flows	STATEMENT 3



J. FITZPATRICK & ASSOCIATES INC.
CERTIFIED GENERAL ACCOUNTANT

REVIEW ENGAGEMENT REPORT

To the Members of the Port Moody Heritage Society

I have reviewed the statement of financial position of Port Moody Heritage Society as at December 31, 2013 and the statement of operations and changes in fund balances and cash flows for the year ended December 31, 2013. 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.

J. FITZPATRICK & ASSOCIATES INC.

Port Coquitlam, British Columbia

May 9, 2014

CERTIFIED GENERAL ACCOUNTANT




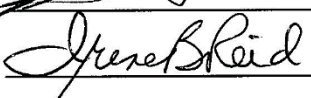
STATEMENT 1

PORT MOODY HERITAGE SOCIETY
Statement of Financial Position
December 31, 2013
 (Unaudited)

	General Fund	Direct Access Fund	Capital Asset Fund	Total	
				December 31 2013	December 31 2012
CURRENT ASSETS					
Cash	\$ 109,151	\$ 2,514	\$ 127,236	\$ 238,901	\$ 219,963
Accounts receivable	526	-	-	526	-
Government agencies receivable	304	-	-	304	1,307
	<u>109,981</u>	<u>2,514</u>	<u>127,236</u>	<u>239,731</u>	<u>221,270</u>
CAPITAL ASSETS (note 3)	<u>-</u>	<u>-</u>	<u>334,584</u>	<u>334,584</u>	<u>352,565</u>
	<u>\$ 109,981</u>	<u>\$ 2,514</u>	<u>\$ 461,820</u>	<u>\$ 574,315</u>	<u>\$ 573,835</u>
CURRENT LIABILITIES					
Accounts payable	\$ 11,504	\$ -	\$ -	\$ 11,504	\$ 33,588
DEFERRED REVENUE (note 4)	<u>6,328</u>	<u>-</u>	<u>-</u>	<u>6,328</u>	<u>3,828</u>
	<u>17,832</u>	<u>-</u>	<u>-</u>	<u>17,832</u>	<u>37,416</u>
FUND BALANCES					
Invested in capital assets			461,820	461,820	479,390
Externally restricted (note 5)		2,514		2,514	7,848
Unrestricted	92,149			92,149	49,181
	<u>92,149</u>	<u>2,514</u>	<u>461,820</u>	<u>556,483</u>	<u>536,419</u>
	<u>\$ 109,981</u>	<u>\$ 2,514</u>	<u>\$ 461,820</u>	<u>\$ 574,315</u>	<u>\$ 573,835</u>

On Behalf Of The Board:


 _____ Director


 _____ Director



STATEMENT 2

PORT MOODY HERITAGE SOCIETY
Statement of Operations and Changes in Fund Balances
Year Ended December 31, 2013

(Unaudited)

	General Fund		Direct Access Fund		Capital Asset Fund	
	2013	2012	2013	2012	2013	2012
REVENUES						
Grants	\$ 125,814	\$ 253,515	\$ 28,000	\$ 28,000	\$ -	\$ -
Donations	47,935	53,432	-	-	-	-
Fundraising/Corporate sponsorship	28,529	12,514	-	-	-	-
Membership	460	385	-	-	-	-
Interest income	827	1,070	50	-	1,393	826
Program fees	3,798	4,018	-	-	-	-
Rentals	2,518	-	-	-	-	-
Write-down of tangible capital assets	-	-	-	-	(370)	-
	<u>209,881</u>	<u>324,934</u>	<u>28,050</u>	<u>28,000</u>	<u>1,023</u>	<u>826</u>
EXPENSES						
Advertising	6,984	3,950	-	-	-	-
Amortization	-	-	-	-	17,610	14,146
Alarm, fire and security	2,449	574	-	-	-	-
Collection management and display	1,772	1,465	-	-	-	-
General and administrative	336	15,364	-	-	-	-
Interest and charges	496	81	18	-	3	-
Insurance	978	1,263	-	-	-	-
Office	12,179	6,902	-	-	-	-
Professional fees	3,721	3,296	-	-	-	-
Repairs and maintenance	3,394	5,020	-	-	-	-
Salaries and wages	100,288	108,937	33,366	20,284	-	-
Special Event and Project	26,573	41,136	-	-	-	-
Training	3,113	1,810	-	-	-	-
Utilities	5,610	5,406	-	-	-	-
	<u>167,893</u>	<u>195,204</u>	<u>33,384</u>	<u>20,284</u>	<u>17,613</u>	<u>14,146</u>
Excess (Deficiency) of Revenues Over Expenses	41,988	129,730	(5,334)	7,716	(16,590)	(13,320)
Fund balances, beginning of year	49,181	60,709	7,848	132	479,390	351,452
Interfund transfers	980	(141,258)	-	-	(980)	141,258
Fund balances, end of year	<u>\$ 92,149</u>	<u>\$ 49,181</u>	<u>\$ 2,514</u>	<u>\$ 7,848</u>	<u>\$ 461,820</u>	<u>\$ 479,390</u>

The accompanying notes are an integral part of these financial statements.
I. FITZPATRICK & ASSOCIATES INC | CERTIFIED GENERAL ACCOUNTANT

PORT MOODY HERITAGE SOCIETY ANNUAL REPORT 2013



PORT MOODY HERITAGE SOCIETY
Statement of Cash Flows
Year Ended December 31, 2013
 (Unaudited)

STATEMENT 3

	OPERATING ACTIVITIES				INVESTING ACTIVITIES	
	General Fund		Direct Assess Fund		Capital Asset Fund	
	2013	2012	2013	2012	2013	2012
SOURCES OF CASH						
Grants	\$ 125,289	\$ 207,695	\$ 28,000	\$ 28,000	-	-
Donations	50,435	53,188	-	-	-	-
Fundraising/Corporate sponsorship	28,529	12,514	-	-	-	-
Membership	460	385	-	-	-	-
Interest income	826	1,070	50	-	1,393	826
Program fees	3,798	4,018	-	-	-	-
Rentals	2,518	-	-	-	-	-
	<u>211,855</u>	<u>278,870</u>	<u>28,050</u>	<u>28,000</u>	<u>1,393</u>	<u>826</u>
USES OF CASH						
Purchase capital assets	-	-	-	-	-	115,258
Salaries and wages	100,388	108,837	33,366	20,284	-	-
Purchased materials and services	88,585	62,312	18	-	3	-
	<u>188,973</u>	<u>171,149</u>	<u>33,384</u>	<u>20,284</u>	<u>3</u>	<u>115,258</u>
CHANGE IN CASH DURING THE YEAR	22,882	107,721	(5,334)	7,716	1,390	(114,432)
Cash, beginning	85,289	118,826	7,848	132	126,826	100,000
Interfund transfers	980	(141,258)	-	-	(980)	141,258
Cash, ending	<u>\$ 109,151</u>	<u>\$ 85,289</u>	<u>\$ 2,514</u>	<u>\$ 7,848</u>	<u>\$ 127,236</u>	<u>\$ 126,826</u>

The accompanying notes are an integral part of these financial statements.

FITZPATRICK & ASSOCIATES INC | CERTIFIED GENERAL ACCOUNTANT

www.jfitzpatrick.com



PORT MOODY HERITAGE SOCIETY
Notes to Financial Statements
Year Ended December 31, 2013

(Unaudited)

1 PURPOSE OF THE SOCIETY

The Port Moody Heritage Society ("the Society") is incorporated on June 18, 1979 under the Society Act of British Columbia as a not-for-profit organization and is exempt from income tax as a registered charity under the Income Tax Act. 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 accounting

The Society prepares its financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Fund Accounting

The Society follows the restricted fund method of accounting for contributions.

The General Fund accounts for the society's program delivery and administrative activities. This fund reports unrestricted resources.

The Direct Access Fund is used to handle funds received from the gaming activities. This fund reports restricted resources.

The Capital Asset Fund reports the assets, liabilities, revenues, and expenses related to the Society's capital asset purchases.

Capital assets

Purchased capital assets are recorded at cost. Amortization is taken on a straight-line basis over the assets' estimated useful lives, which for buildings is 20 years. Amortization is reported in the Capital Asset Fund.

Capital assets are written down when conditions indicate that they no longer contribute to the Society's ability to provide goods and services, or when the value of future economic benefits associated with the asset is less than the book value.

Revenue recognition

Unrestricted contributions are recognized as revenue of the General Fund in the year received or receivable if the amount to be recorded can be reasonably estimated and collection is reasonably assured.

All other restricted contributions are recognized as revenue of the appropriate restricted fund.

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.

Contributed services

In its day-to-day operation the Society uses the services of many volunteers. Volunteers contributed about 1,400 hours per year to assist the Society in carrying out its service delivery activities. Because of the difficulty of determining the fair value, contributed services are not recognized in the financial statements.



PORT MOODY HERITAGE SOCIETY
Notes to Financial Statements
Year Ended December 31, 2013

(Unaudited)

Use of estimates

When preparing financial statements according to ASNPO, the Society makes estimates and assumptions relating to:

- Reported amounts of revenue and expenses;
- Reported amounts of assets and liabilities; and
- Disclosure of contingent assets and liabilities.

Management's assumptions are based on a number of factors, including historical experience, current events and actions that the organization may undertake in the future, and other assumptions that we believe are reasonable under the circumstances. Actual results could differ from those estimates under different conditions and assumptions. Estimates were used when accounting for certain items, such as the useful lives of capital assets and impairment of long-lived assets.

3 CAPITAL ASSETS

	Cost		Accumulated Amortization		Net book	
	2013	2012	2013	2012	2013	2012
Building	\$ 556,445	\$ 556,445	\$ 221,861	\$ 204,252	\$ 334,584	\$ 352,193
Computer	-	1,817	-	1,446	-	371
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$ 556,445</u>	<u>\$ 558,262</u>	<u>\$ 221,861</u>	<u>\$ 205,698</u>	<u>\$ 334,584</u>	<u>\$ 352,564</u>

4 DEFERRED REVENUE

The deferred revenue reported in the General Fund represents restricted operating funding received in the current period that is related to the subsequent period. Changes in the deferred revenue balance are as follows:

	2013	2012
Beginning balance	\$ 3,828	\$ 6,072
Less amount recognized as revenue in the year	-	(2,244)
Add amounts received related to next year	2,500	-
	<u>\$ 6,328</u>	<u>\$ 3,828</u>

5 EXTERNALLY RESTRICTED NET ASSETS

	2013	2012
Restricted, related to gaming activities	<u>\$ 2,514</u>	<u>\$ 7,848</u>

In the year, the Society has received a community gaming grant of \$28,000 from Government of British Columbia. Related investment income of \$50 is also reported in the Direct Access Fund.

6 FINANCIAL INSTRUMENTS

The Society uses risk management to monitor and manage its risk arising from financial instruments. These risks include credit risk, interest rate risk, liquidity risk and market risk. The Society does not use any derivative financial instruments to mitigate these risks.



PORT MOODY HERITAGE SOCIETY
Notes to Financial Statements
Year Ended December 31, 2013

(Unaudited)

Credit risk

The Society's credit risks arise from cash and accounts receivable. Cash are deposited with reputable, major financial institutions to limit the credit risk exposure. The credit risk from counter parties not paying accounts receivable is not considered to be significant.

Interest rate risk

The Society is exposed to interest rate risk with respect to cash. Changes in interest rates can affect cash flows related to interest income and expense.

Liquidity risk

Liquidity risk exposure is dependent on the receipt of funds from provincial government grants and other sources to enable the Society to pay its liabilities as they become due.

2013 Statistics

Membership

69

Staff

Executive Director	Full Time
Coordinator Programming and Events	Full Time
Museum Assistants X 3	Full Time Summer
2 Service Canada– 1 Young Canada Works	
Winter Weekend Coverage X 2	Part Time

Volunteers

Regular Core Team	65 Volunteers
Log Entry Volunteer Hours	334 hours
Event Volunteer Hours	678 hours
Board Volunteer Hours	456 hours
Garden Volunteer Hours	228 hours
Maintenance Volunteer Hours	164 hours
Meeting Volunteer Hours	<u>12 hours</u>
	1972 hours

Museum Hours of Operation

Open Daily

Victoria Day to Labour Day 10:00am – 5:00pm

Wednesday to Sunday

Labour Day to Victoria Day 12:00pm – 4:00p

Displays

Feature Displays: Yesterday and Tomorrow/Vancouver Lego Club
1936 Clarke Street Display by Jim Buckley

Seasonal Displays: Easter Event, Christmas

Special Events	Event Name	Visitors
January		
February	Book Launch	120
	Heritage House Tours	120
March	Easter Extravaganza	1936
April	Art Walk	141
May	Lego Exhibit	743
June	City of Port Moody, Centennial Parade	Off site
July	Port Moody Arts, Celebration of Wood	Off site
August	CPR Centennial Train Excursion	517
	City of Port Moody, Picnic	Off site
September	Venosta Variety Hour/Radio Show	120
	Riverview Treefest	Off site
October	Loco Ghost Town Day	2200
November	Recognition Event	45
December		

Programs

School Groups	17 Groups	394 Guests
Public Groups	24 Groups	464 Guests

Visitors

2013 Daily Log Tally						
Month	General	Program	Event	Rental	Research & Info	Total
January	93	44	0	0	7	144
February	259	236	156	0	1	652
March	291	121	1972	37	22	2443
April	190	45	141	129	0	505
May	275	144	44	26	1	490
June	723	169	20	89	1	1002
July	964	73	149	77	0	1263
August	1005	48	517	42	0	1612
September	315	0	0	51	0	366
October	116	15	2200	13	2	2346
November	108	20	70	44	1	243
December	42	0	0	0	1	43
Total	4381	915	5269	508	36	11109

Port Moody Heritage Society

2734 Murray Street, Port Moody, BC, V3H 1X2
 Annual General Meeting, Tuesday, June 18, 2013

1. President's Welcome - The President, Robert Simons, welcomed the group attending (13) to the AGM and called the Meeting to order at 7:10 P.M. Former Board Member Dianna Brown was present. Jim Millar introduced the new staff people Brianne Egeto our new Program Coordinator, and our three summer students - Lauren Vanderdeen (Exhibit and Design) Katie May-Rashke (Programs) and Jessica Poland (Collections). Robert Simons reported that the school programs at the museum are being well utilized as has been experienced with recent groups of 50 plus participants at a time.
2. Quorum was confirmed
3. Approval of Minutes -
Motion #1 - It was moved by Al Davies seconded by Mladen Plecko "that the June 18, 2012 AGM Minutes, as printed in the PMHS 2012 Annual Report, be approved". Carried
4. Business arising from Minutes - None
5. Reports
 - a. President's Report (written report given)
 Robert elaborated on the following items:
 - The board has been working on a long term site plan for the property and presented it to the City. The City came back to us with the idea that we also consider if we are in the ideal location for the Museum long term.
 - The Chinese Exhibition was well received and had the Curator here for the Event.
 - Publishing "Tracks in Time" and the success of the launch party. Thank to Jim Millar and Rebecca Clarke for a great job.
 - Planning the Centennial Events. Thanks to the City for the Listening Station. It is a great item and we could benefit from more of these.
 - A new 5 year Arts Assistance Agreement (2013- 2017) has been signed with the City
 - Acknowledged the good sponsorship we have had from organizations like from Canadian Heritage, Canadians Pacific and Port Metro Vancouver.
 Al Davies thanked Robert for the great year
 - b. Manager's Report (written report given)
 Jim Millar mentioned the book, the loss of Rebecca to her new position and Brianne starting. He is looking forward to the process of determining the ideal location for the Museum. He thanked the volunteers as we could not run the museum as successfully without them. Robert thanked Jim for his work on the Venosta cover which has been even more successful than anticipated. He also thanked Jim for his grant writing efforts as we have been quite successful in obtaining grants.
 - c. Treasurer's Report (written report given) Irene Reid reviewed the Financial Year, and review by Auditor, the income and expenses in the Summary, and fielded queries from the audience. The financial position of the society is good, particularly given the current economy. All the book expenses have been covered and now all book sales will be income for us.
Motion #2 - It was moved by Amanda Maplethorp, seconded by Dan Kirchner "that the President's, Executive Director's and Treasurer's Reports be accepted as printed". Carried
6. Approval of Board Actions

Motion #3 - It was moved by Irene Reid, seconded by Armando Elias "that the resolutions, minutes, contracts, appointments, payments, acts and proceedings of the Board of Directors and Officials of the Port Moody Heritage Society up to the present time, be hereby ratified and approved, and said directors and officials be released from all liability herein". Carried

7. Assignment for Financial Review

Motion #4 - It was moved by Irene Reid, seconded by Al Davies "that Fitzpatrick and Association be approved to do the financial review for the 2013 fiscal year" Carried

8. Recognition of the following members and to grant them Honorary Life Membership: Al Davies, Dianna Brown, Mary Anne Cooper and Nellie Sholund were granted Honorary Life Membership
Call for acceptance- Accepted

9. Elections of Officers and Board of Trustees for the 2013-2014 Term.

President, Robert Simons outlined the process, and in turn, clarified the number of 1 year and 2 year term positions to be filled. Mladen Plecko, Dan Kirchner and Ron Simpson are returning Board Members as they at the mid-point of their two year term. Jason Hulbert was unable to attend this AGM, but has committed to serving. Returning Director Mladen Plecko conducted the elections.

Officers and Directors elected were:

President	Robert Simons - Acclaimed
Vice-President	Al Davies – Acclaimed
Secretary	Amanda Maplethorp - Acclaimed
Treasurer (continuing and appointee),	Irene Reid.
Director - 2 year term	Armando Elias
	Darrell Penner
	Dave Ritcey
	Jason Hulbert Acclaimed

This will not be a full complement of board members, but we will be limited in the ability to add a new board member. Robert committed to the Board reviewing the by-laws with the intent to bring some updates to the next AGM.

10. New Business

- a. Museum location options were discussed. Robert reviewed the options that the City is considering. There was concern that the Museum be allowed adequate input into this decision, that we not be forced to move if we feel this is the best location for us and that the process be moved forward reasonably quickly to allow the Museum to move ahead with planned capital projects . It was mentioned that we should also consider the option of not remaining in this building as a new building might allow us enough space to be the official archive for the City.
- b. Robert Simons raised the question as to whether the Society should be involved in the advocacy of the local historical issues. Discussion seemed in favour rising to the challenge of being a voice for heritage within the limits of Port Moody area in a fairly informal manner, respectful of our relationship with the City. There seems a general consensus that we have a useful role to play in this area within our resources.
- c. Centennial Events- Parade this Saturday- looking for participants. The CP Train Event upcoming August 18th.

11. Closing Remarks- Robert thanked the board and all present for a successful year.

12. Adjournment **Motion # 5** It was moved by Dave Maxwell that the AGM be adjourned at 9:00.

An informal wine and cheese gathering followed the AGM.

Acknowledgements

The Port Moody Heritage Society gratefully acknowledges support from:

The Community of Port Moody, our Volunteers and Members

A & A Steel Enterprises Ltd.

Andrew Peller Limited

Canadian Tire, Coquitlam

City of Port Moody

Cobbs Fresh Bread

Esso Imperial Oil Foundation

Government of Canada

Canadian Heritage Information Network

Heritage Canada and Service Canada

Impact Instant Canopy

Pajo's

Pasta Polo

Port Metro Vancouver

Port Moody Foundation

Province of British Columbia - BC Gaming Commission

Real Estate Evolved.com, John Grasty, Prudential

The Tri-City News

Tim Horton's

Tri-Cities Community Television

A Case Statement

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.

Our History: 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 maximum of thirteen 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 Executive Director oversees the daily operation of the Museum with a full-time Coordinator Programming and Events, three federally sponsored Summer Student Staff and Volunteers round out the staff.

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, was added when the building was moved to Murray Street and is the museum's collection storage area. The upper floor of 60 m² is used for offices and administration.

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 Programs

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 Executive Director, a full-time Coordinator Programming and Events, summer students sponsored by Service Canada and Volunteers. 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, Day Care Schools, Home School Students and Educators meeting their curriculum requirements. The Animating History program is a dynamic partnership with Reel to Real and provides students an opportunity to create a Stop Motion animated short film on the Building of the Railway.
- **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. The book “Tracks In Time: Port Moody’s First 100 Years” was completed in the fall of 2012. The Book was ready and launched in early 2013. Book promotion continues to be a marketing focus.
- **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. The Venosta Variety Hour was a new event added in the Centennial year to further our efforts to promote Heritage. We continued to participate in other community events such as Fingerling Festival, Treefest 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. Our Volunteers have contributed substantially to the care and organizing of the Collection.
- **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”. This Museum in 2013 hosted numerous events that brought a focus to our place in the Community.
- **Centennial Celebrations 2013** - The 100th anniversary of Port Moody becoming a city. This year provided multiple opportunities to support our Heritage through our Parade participation, Venosta Variety Hour, the CP Rail Tour and our well acclaimed events that drew record number of participants throughout the Centennial year.

Our Accomplishments and Plans for the Future:

Although we have accomplished much over the years, we continue to strive to offer more to the community; opportunities to preserve our past and future heritage, as we create it. The 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 outbuildings 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 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 increased exposure of the Walking Tour brochure. Strengthening our relationship with First Nations is a focus area.
- **Continuing to develop educational programming** – In 2013 our work placement High School students developed 2 Educational Programs. These satisfied our ability to share our Heritage with ELSA and school age students regarding Aboriginal Heritage curriculum. By creating more specialized educational programs in partnership with immigrant service organizations and others we continue to expand our reach. This encourages a higher utilization of facilities as programs focus on specific curriculum content providing 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.

Contact Information

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

Port Moody Heritage Society
2734 Murray Street, Port Moody, B.C. V3H1X2
Tel 604-939-1648
info@portmoodymuseum.org
www.portmoodymuseum.org

