



PORT MOODY HERITAGE SOCIETY ANNUAL REPORT

COMPILED BY JIM MILLAR AND BRIANNE EGETO

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PORT MOODY HERITAGE SOCIETY ANNUAL REPORT 2014

BOARD OF DIRECTORS

2014/2015

Robert Simons	President
Al Davies	Vice-president
Irene Reid	Treasurer
Darrell Penner	Secretary
Armando Elias	Director
Bob Elliot	Director
Jason Hulbert	Director
Dan Kirchner	Director
Wade Leslie	Director
David Ritcey	Director
Bruce Schroeder	Director
Ron Simpson	Director
Al Sholund	Honorary Director

STAFF

2014

2015

Executive Director	Jim Millar	Jim Millar
Museum Coordinator	Catherine Burns (Mat Leave Coverage Contract)	Brianne Egeto
Museum Assistants	Katie May-Rashke Paige Peterson Jessica Poland	Tara Beuk Melissa Lacelle Stephanie Mah
Bookkeeper	Deb Naso	Deb Naso

PRESIDENTS REPORT

President's Report

Port Moody is indebted to the legacy and tenacity of the businesses and industries that chose Port Moody as their place of business. We are also grateful for the contributions and creativity of past and current residents for the heritage and cultural fabric we explore and display at the Port Moody Station Museum. Your Heritage Society has continued its tradition of celebrating our community's history and culture. At the same time we continue to take a leading position in advocating for the protection and preservation of vital community assets that provide the visual and experiential connection to our heritage.

In 2014 our team, led by Executive Director Jim Millar, created a wide range of events which included our ever popular Easter Extravaganza, Ioco Days Festival plus our first ever Aboriginal Day Festival. We celebrated history and culture that attracted large and appreciative audiences.

Of specific importance was our Canada Day Celebration. In addition to a celebration of Canada's birthday we honoured the history of Canada's military with special recognition for Port Moody Veteran's that served in WW1. We thank Guy Black for his dedication and commitment for envisioning the Canada Day 2014 event and with the creation of the commemorative 'McKnight Trench'. The 'McKnight Trench' has since been relocated and expanded and will be a permanent exhibit at the Museum until November 11, 2018.

The impact of new developments plus prospective encroachment or destruction of Port Moody heritage assets were specific issues that your Board addressed in 2014. The Evergreen Line and the updated Official Community Plan, sale of the Ioco Townsite plus the potential destruction of the Belcarra South Community and cabins necessitated your Society to take a public position to advocate for recognition, protection and preservation of Port Moody heritage assets. I'm pleased to report that our efforts were received favourably by the City of Port Moody and many supportive community representatives. We also had favourable responses from fellow heritage advocates and the media.

Our Museum and programs would not be possible without the support of the Government of Canada – Department of Canadian Heritage, Province of British Columbia – Community Gaming, the City of Port Moody, and our sponsors, members and volunteers. We are grateful to all the partners that assist us with our annual events and programs.

In closing I want to acknowledge the Board of Directors - Al Davies, Armando Elias, Jason Hulbert, Dan Kirchner, Wade Leslie, Darrell Penner, Irene Reid, David Ritcey and Ron Simpson - for their support and contributions to the Society and the Port Moody Station Museum. My sincere thanks to Jim, Catherine Burns, Brianne Egeto, Debora Naso plus our team of summer students - Jessica Poland, Katie May-Rashke and Paige Peterson – for their dedication and exceptional work during 2014 in making the Port Moody Station Museum a great place and great place to be at.

Respectfully submitted

Robert Simons – President

EXECUTIVE DIRECTOR'S REPORT

Executive Director's Report, Jim Millar

We had another good year in keeping up the momentum from the City's Centennial in 2013. Things certainly aren't slowing down.

I thank our volunteers from events, our regulars and the Board for being able, as our Past President use to say, 'punch above our weight'. We strive to be a valuable community asset. Also, I thank my staff for their tireless - no- tired hours of effort to help fulfill our mission. You are what makes the museum.

However, Hannah can say better what we do and why we do it. She wrote:

To Whom It May Concern:

The other day I came with my class to take a tour of your museum in hopes to learn more about the First World War. At the beginning of the year we studied the great war and not only did you refresh my memory of the amazing moment in history but I learned tons more, got to see and learn about artifacts and exhibits to help me visualize what it would be like. I found the trenches incredibly realistic looking and they helped me get a better grasp of life in the trenches which I now know would be absolutely dreadful. The volunteers that work there must have a lot of dedication in order to do such an amazing job of this exhibit. All of the volunteers had a very impressive amount of knowledge and enthusiasm to share with us and loads of interactive activities to go along with it and I would like to thank you for having us and hope to see you again soon.

Sincerely,

Hannah B.

Grade 7

Don Ross Secondary

Squamish, BC

Treasurers Report- Financial Position December 31, 2014

ASSETS

Current Assets

Chequing/Savings

WS - Community chequing	\$ 1,194.30
WS - Investor Savings - Operating	\$ 72,510.32
WS - Investor Savings - Weldon	\$128,494.85
WS - Investor Savings - Capital	\$ 69.52
WS - Display	\$ 1864.89
Gaming Operating Savings	\$ 7.96
Gaming Community Chequing	\$ 28,011.15

Chomatex duplication in 2015

Total Chequing/Savings \$ 232,152.99

Accounts Receivable & Other

Accounts Receivable	\$ 6,823.00
Undeposited Funds	\$ 500.00

Total Current Assets **\$ 239,475.99**

Fixed Assets

Capital Assets	\$ 556,445.50
less Acc. amortization	-\$ (238,590.37)

Total Fixed Assets **\$ 317,855.13**

TOTAL ASSETS **\$ 557,331.12**

LIABILITIES & EQUITY

Liabilities

Accounts Payable	\$ 12,623.63
Payroll & GST Liabilites	-\$ (440.27)
Total Current Liabilities	<u>\$ 12,183.36</u>

Deferred Revenue

Deferred Revenue - PM Foundation	\$ 2,000.00
Deferred Revenue - Display	\$ 1,827.65
Deferred Revenue - Cooper Fund	\$ 1,960.00

For Deck

Display for Chomatex

Total Current Liabilities **\$ 17,971.01**

Equity

Restricted Funds

Property Equipment Fund	\$ 446,349.98
Direct Access Fund	\$ 28,019.11
Funds for Future Programs	\$ 64,991.02

\$128K(Weldon)+335K(Bldg)

Total Equity **\$ 539,360.11**

TOTAL LIABILITIES & EQUITY **\$ 557,331.12**

**PORT MOODY HERITAGE SOCIETY FINANCIAL INFORMATION
JANUARY TO DECEMBER, 2014**

OPERATING REVENUE	ACTUAL Jan – Dec 2014 Total	YEARLY BUDGET Jan – Dec 2014 Total	2015 YEARLY BUDGET
EARNED REVENUE			
Building Rentals	\$ 5,268.96	\$ 2,500.00	\$ 5,500.00
Visitor Donations	\$ 4,776.65	\$ 4,000.00	\$ 4,800.00
Education Program Fees	\$ 4,027.55	\$ 4,000.00	\$ 4,500.00
Membership Fees	\$ 1,535.00	\$ 800.00	\$ 1,000.00
Gift Shop Sales	\$ 672.65	\$ 800.00	\$ 800.00
Book Sales	\$ 8,393.40	\$ 10,000.00	\$ 5,000.00
Sale of Donated Items	-\$ 20.00		
Special Events	\$ 9,047.57	\$ 10,420.00	\$ 16,250.00
Research Request Fees	\$ 36.67	\$ 36.67	
TOTAL EARNED REVENUES	\$ 33,738.45	\$ 32,556.67	\$ 37,850.00
PRIVATE SECTOR REVENUE			
Charitable Received Donations	\$ 1,462.44	\$ 2,000.00	\$ 2,500.00
Non Tax Received Donations	\$ 5,256.34	\$ 2,500.00	\$ 3,000.00
Foundations AND Deferred Income	\$ 1,900.00	\$ 6,385.00	\$ 5,800.00
Interest Income	\$ 2,070.52	\$ 2,000.00	\$ 500.00
TOTAL PRIVATE SECTOR REVENUE	\$ 10,689.30	\$ 12,885.00	\$ 11,800.00
GRANT REVENUE			
Federal			
Service Canada (75% of costs)	\$ 11,266.00	\$ 11,266.00	\$ 19,258.00
Young Canada Works	\$ 5,384.61	\$ 5,384.61	\$ 11,760.00
Federal Grants - Other	\$ 11,300.00	\$ 11,300.00	\$ 15,370.00
Total Federal Grants	\$ 27,950.61	\$ 27,950.61	\$ 46,388.00

PORT MOODY HERITAGE SOCIETY ANNUAL REPORT 2014

Provincial			
Gaming Programming	\$ 28,000.00	\$ 32,000.00	\$ 28,000.00
Gaming Deferred from 2014			\$ 28,000.00
Total Provincial Grants	\$ 28,000.00	\$ 32,000.00	\$ 56,000.00
Municipal			
Arts Assistance Program	\$ 80,403.00	\$ 80,403.00	\$ 81,000.00
Heritage Commission	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Total Municipal Income	\$ 82,903.00	\$ 82,903.00	\$ 83,500.00
TOTAL OPERATING REVENUE	\$ 183,281.36	\$ 188,295.28	\$ 235,538.00

PORT MOODY HERITAGE SOCIETY ANNUAL REPORT 2014

OPERATING EXPENSES	JAN – DEC, 2014 Total	JAN - DEC 2014 Total	2015 YEARLY BUDGET
Accounting & Consultants Fees	4,218.75	\$ 3,700.00	\$ 4,400.00
Alarm, Fire & Security	1,414.45	\$ 1,600.00	\$ 350.00
Amortization	16,729.21		
Bank Charges	263.74	\$ 250.00	\$ 250.00
Book Project	37.36	\$ 50.00	\$ -
Display Collection Mgmt	6,439.43	\$ 250.00	\$ 11,370.00
Dues Licenses & Memberships	1,218.09	\$ 1,200.00	\$ 1,200.00
Education Program			
Supplies	121.67	\$ 200.00	\$ 400.00
Gift Shop Expense	207.97	\$ 300.00	\$ 600.00
Government Agency (G.S.T.)	635.25	\$ 500.00	\$ 500.00
Insurance	938.00	\$ 938.00	\$ 1,000.00
IT Expenses	1,369.31	\$ 1,500.00	\$ 1,500.00
Janitorial Expense	780.00	\$ 1,200.00	\$ 1,050.00
Member Services (newsletters)	54.97	\$ 150.00	\$ 200.00
Marketing	257.39	\$ 400.00	\$ 500.00
Mileage, Meals, Per Diem	724.96	\$ 700.00	\$ 750.00
Office Expense	3,914.39	\$ 1,500.00	\$ 2,400.00
Payroll	132,939.66	\$ 130,000.00	\$ 143,918.00
Professional Development	648.68	\$ 3,500.00	\$ 2,000.00
Repairs & Maintenance	7,167.74	\$ 11,000.00	\$ 21,500.00
Special Events expenses	7,292.98	\$ 10,000.00	\$ 18,550.00
Telephone & Internet	2,556.17	\$ 3,000.00	\$ 2,600.00
Utilities	6,229.52	\$ 6,000.00	\$ 6,300.00
Volunteer Expense	4,243.23	\$ 3,600.00	\$ 1,200.00
TOTAL OPERATING EXPENSE	\$ 200,402.92	\$ 181,538.00	\$ 222,538.00
	-\$ 17,121.56	\$ 6,757.28	\$ 13,000.00

Auditors Financial Summary



PORT MOODY HERITAGE SOCIETY

Financial Statements
(Unaudited)

Year Ended December 31, 2014



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, 2014 and the statement of operations and changes in fund balances and cash flows for the year then ended. 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.
CERTIFIED GENERAL ACCOUNTANT

Port Coquitlam, British Columbia
May 28, 2015



PORT MOODY HERITAGE SOCIETY

Index to Financial Statements

Year Ended December 31, 2014

REVIEW ENGAGEMENT REPORT

Statement of Financial Position	STATEMENT 1
Statement of Operations and Changes in Fund Balances	STATEMENT 2
Statement of Cash Flows	STATEMENT 3




STATEMENT 1

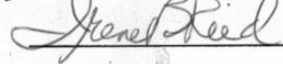
PORT MOODY HERITAGE SOCIETY
Statement of Financial Position
December 31, 2014
(Unaudited)

	General Fund	Direct Access Fund	Capital Asset Fund	Total	
				December 31 2014	December 31 2013
CURRENT ASSETS					
Cash	\$ 76,139	\$ 28,019	\$ 128,495	\$ 232,653	\$ 238,901
Accounts receivable	6,823	-	-	6,823	526
Government agencies receivable	440	-	-	440	304
	<u>83,402</u>	<u>28,019</u>	<u>128,495</u>	<u>239,916</u>	<u>239,731</u>
CAPITAL ASSETS (note 3)	<u>-</u>	<u>-</u>	<u>317,855</u>	<u>317,855</u>	<u>334,584</u>
	<u>\$ 83,402</u>	<u>\$ 28,019</u>	<u>\$ 446,350</u>	<u>\$ 557,771</u>	<u>\$ 574,315</u>
CURRENT LIABILITIES					
Accounts payable	\$ 12,623	\$ -	\$ -	\$ 12,623	\$ 11,504
DEFERRED REVENUE (note 4)	<u>5,788</u>	<u>-</u>	<u>-</u>	<u>5,788</u>	<u>6,328</u>
	<u>18,411</u>	<u>-</u>	<u>-</u>	<u>18,411</u>	<u>17,832</u>
FUND BALANCES					
Invested in capital assets	-	-	446,350	446,350	461,820
Externally restricted (note 5)	-	28,019	-	28,019	2,514
Unrestricted	64,991	-	-	64,991	92,149
	<u>64,991</u>	<u>28,019</u>	<u>446,350</u>	<u>539,360</u>	<u>556,483</u>
	<u>\$ 83,402</u>	<u>\$ 28,019</u>	<u>\$ 446,350</u>	<u>\$ 557,771</u>	<u>\$ 574,315</u>

On Behalf Of The Board:



Director



Director

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

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STATEMENT 2

PORT MOODY HERITAGE SOCIETY
Statement of Operations and Changes in Fund Balances
Year Ended December 31, 2014
(Unaudited)

	General Fund		Direct Access Fund		Capital Asset Fund	
	2014	2013	2014	2013	2014	2013
REVENUES						
Grants	\$ 110,854	\$ 125,814	\$ 28,000	\$ 28,000	\$ -	\$ -
Donations	22,478	47,935	-	-	-	-
Fundraising/Corporate sponsorship	9,048	28,529	-	-	-	-
Membership	1,535	460	-	-	-	-
Interest income	810	827	1	50	1,259	1,393
Program fees	4,027	3,798	-	-	-	-
Rentals	5,269	2,518	-	-	-	-
Write-down of tangible capital assets	-	-	-	-	-	(370)
	<u>154,021</u>	<u>209,881</u>	<u>28,001</u>	<u>28,050</u>	<u>1,259</u>	<u>1,023</u>
EXPENSES						
Advertising	393	6,984	-	-	-	-
Amortization	-	-	-	-	16,729	17,610
Alarm, fire and security	1,414	2,449	-	-	-	-
Collection management and display	6,439	1,772	-	-	-	-
General and administrative	635	336	-	-	-	-
Interest and charges	260	496	5	18	-	3
Insurance	938	978	-	-	-	-
Office	9,910	12,179	-	-	-	-
Professional fees	4,219	3,721	-	-	-	-
Repairs and maintenance	7,948	3,394	-	-	-	-
Salaries and wages	133,799	100,288	2,491	33,366	-	-
Special Event and Project	8,224	26,573	-	-	-	-
Training	770	3,113	-	-	-	-
Utilities	6,230	5,610	-	-	-	-
	<u>181,179</u>	<u>167,893</u>	<u>2,496</u>	<u>33,384</u>	<u>16,729</u>	<u>17,613</u>
Excess (Deficiency) of Revenues Over Expenses	(27,158)	41,988	25,505	(5,334)	(15,470)	(16,590)
Fund balances, beginning of year	92,149	49,181	2,514	7,848	461,820	479,390
Interfund transfers	-	980	-	-	-	(980)
Fund balances, end of year	<u>\$ 64,991</u>	<u>\$ 92,149</u>	<u>\$ 28,019</u>	<u>\$ 2,514</u>	<u>\$ 446,350</u>	<u>\$ 461,820</u>

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

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PORT MOODY HERITAGE SOCIETY
Statement of Cash Flows
Year Ended December 31, 2014
 (Unaudited)

STATEMENT 3

	OPERATING ACTIVITIES				INVESTING ACTIVITIES	
	General Fund		Direct Access Fund		Capital Asset Fund	
	2014	2013	2014	2013	2014	2013
SOURCES OF CASH						
Grants	\$ 106,380	\$ 125,289	\$ 28,000	\$ 28,000	\$ -	\$ -
Donations	20,115	50,435	-	-	-	-
Fundraising/Corporate sponsorship	9,048	28,529	-	-	-	-
Membership	1,535	460	-	-	-	-
Interest income	810	826	1	50	1,259	1,393
Program fees	4,027	3,798	-	-	-	-
Rentals	5,269	2,518	-	-	-	-
	<u>147,184</u>	<u>211,855</u>	<u>28,001</u>	<u>28,050</u>	<u>1,259</u>	<u>1,393</u>
USES OF CASH						
Purchase capital assets	-	-	-	-	-	-
Salaries and wages	133,799	100,388	2,491	33,366	-	-
Purchased materials and services	46,397	88,585	5	18	-	3
	<u>180,196</u>	<u>188,973</u>	<u>2,496</u>	<u>33,384</u>	<u>-</u>	<u>3</u>
CHANGE IN CASH DURING THE YEAR	(33,012)	22,882	25,505	(5,334)	1,259	1,390
Cash, beginning	109,151	85,289	2,514	7,848	127,236	126,826
Interfund transfers	-	980	-	-	-	(980)
Cash, ending	<u>\$ 76,139</u>	<u>\$ 109,151</u>	<u>\$ 28,019</u>	<u>\$ 2,514</u>	<u>\$ 128,495</u>	<u>\$ 127,236</u>

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



PORT MOODY HERITAGE SOCIETY
Notes to Financial Statements
Year Ended December 31, 2014

(Unaudited)

1 PURPOSE OF THE SOCIETY

The Port Moody Heritage Society ("the Society") was 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 contribute 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, 2014
(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 they 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	
	2014	2013	2014	2013	2014	2013
Building	\$ 556,445	\$ 556,445	\$ 238,590	\$ 221,861	\$ 317,855	\$ 334,584

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:

	2014	2013
Beginning balance	\$ 6,328	\$ 3,828
Less amount recognized as revenue in the year	(2,500)	-
Add amounts received related to next year	1,960	2,500
	\$ 5,788	\$ 6,328

5 EXTERNALLY RESTRICTED NET ASSETS

	2014	2013
Restricted, related to gaming activities	\$ 28,019	\$ 2,514

For 2014, the Society received \$28,000 in funding in December of 2014. These funds will be used to help fund operations in 2015.

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, 2014

(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.

7 INTERNALLY RESTRICTED FUNDS

The Society has received funding from a donor for the permanent establishment of a building for the Society. Currently the Society is waiting on the City of Port Moody to determine what will happen to the land and building that they are presently occupying.

2014 Statistics

Membership		75
Staff	Executive Director	Full Time
	Coordinator Programming and Events	Full Time
	Museum Assistants X 3	Full Time Summer
	2 Service Canada Assistants – 1 Young Canada Works Assistant	
Volunteers	Regular Core Team	65 Volunteers
	Log Entry Volunteer Hours	1038.50 hours
	Event Volunteer Hours	683 hours
	Trench Volunteers	700 hours

Total Volunteer Hours: 2421.50

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 – 4:00pm

Displays

Permanent Displays:

Industry and Community of Early Port Moody, 1921 Venosta Train Car, Heritage and Meditation gardens and the McKnight trench.

<u>Special Events</u>	<u>Event Name</u>	<u>Visitors</u>
February	Family Day Event	54
Heritage Week	Heritage Afloat	24
March	Members/ Volunteers Event	26
April	Easter Event	800
May	Mother's day Tea	72
	Fingerling Festival	out reach 2000
	TELUS Day of Caring	30
June	Centennial Parade/Canada Day	111
	National Aboriginal Day	35
July	Canada Day	147
September	Antique Radio Show	97
	Trench Opening Ceremony	50
October	Ioco Ghost Town Days	1800
November	Walk for Peace and Remembrance	4
December	Holiday Teas	43

Programs

School Groups 39 groups, 743 students attended

Public Programs 27 groups 527 individuals attended

Visitors

General	Events	Rental	Programs	Out-Reach
4568	3288	527	743	2004

Total: 11,130

Annual General Meeting Minutes

Tuesday, June 17, 2014

1. President's Welcome - The President, Robert Simons called the Meeting to order at 7:10 PM. welcomed the group, and introduced the board.
2. Quorum was confirmed: Attending were 19 voting member and 10 guests.
3. Approval of Minutes-
Motion #1 - It was moved by Al Davies seconded by Armando Elias "that the June 18, 2013 AGM Minutes, as printed in the PMHS 2013 Annual Report, be approved". Carried
4. Business arising from Minutes
 - a. Location planning for the museum. At this point there are no plans to move, but we will continue to have dialogue with the City and provide input to the Parks and Recreations Master Plan.
5. Reports
 - a. President's Report (written report given) - Robert reviewed the Centennial Events of 2013 and how the Museum contributed to the year's events. He expanded on the listening station that was created and the award that Jim Millar received for the publication of "Tracks in Time". He introduced the staff and representative: Catherine Burns our new Program Coordinator, our three summer students -: Jessica Poland, Katie May- Rashke and Paige Peterson, Matthew de Moor our representative on the Heritage Commission and Dianna Brown our representative on the Art and Culture Committee.
 - b. Executive Director's Report (written report given)- Jim Millar encouraged members to sign the petition to save the Belcarra cabins. The occupants have been given until the end of June to move out. He gave a review of the upcoming Canada Day celebrations, thanked our volunteers and looked for volunteers to help with preparing the garden for the garden tour.
 - c. Treasurer's Report (written report given) - the Society is in a good financial state.
Motion #2 - It was moved by Amanda Maplethorp, seconded by Armando Elias "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 Bruce Schroeder, seconded by Irene Reid "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 Armando Elias, seconded by David Ritcey "that Fitzpatrick and Association be approved to do the financial review for the 2014 fiscal year" Carried
8. By-Laws Revision- Robert reviewed the proposed changes to clarify the terms of office of board members and to allow the board to fill board positions unfilled at the time of the AGM.
Motion #5 - It was moved by Amanda Maplethorp, seconded by Bruce Schroeder " BE IT RESOLVED as a Special Resolution of the members of the Port Moody Heritage Society at the 2014 Annual General

Meeting held on June 17, 2014 that the Bylaws of the Port Moody Heritage Society adopted on August 28, 2009 be repealed in their entirety and that the Port Moody Heritage Society Bylaws duly circulated and discussed at the 2014 Annual General Meeting be adopted in their entirety as the Bylaws of the Port Moody Heritage Society. " Carried

9. Elections of Officers and Board of Trustees for the 2014-2015 Term.

Officers and Directors elected were:

President	Robert Simons -	Acclaimed
Vice-President	Al Davies –	Acclaimed
Secretary	vacant TBD	
Treasurer (continuing and appointee),	Irene Reid	
Director - 2 year term		

5 people were running and only 4 positions were to be filled- the votes were collected and the findings were as follows:

Ron Simpson	Elected
Dan Kirchner	Elected
Wade Leslie	Elected
Bruce Schroeder	Elected
Stephen Armstrong	Not Elected

Motion #6 - It was moved by Amanda Maplethorp, seconded by Dan Kirchner "that the slate for election be accepted as presented ". Carried

Completing their 2 year term- Director (not requiring election)

- Darrell Penner
- Armando Elias
- Jason Hulbert
- David Ritcey

10. Appointment of the Nominating Committee for the 2015 Elections-

Motion #7 - It was moved by Dianna Brown, seconded by Irene Reid "that the job of the nominating committee be delegated to the board. Carried

11. New Business

- a. The heritage garden- Mary-Anne Cooper suggested that the board look to other sources for funding; such as school programs, for the garden upkeep.
- b. Cliff Alostyne requested that the board consider more communication with the City with copies to the membership and Don Luxton on the relocation plans. He expressed a preference to stay in our current location. Robert addressed his concerns.
- c. The use of the Venosta for a “restaurant” venue was discussed and Robert reported that there has been a presentation and the board is waiting for more details.
- d. Mary-Anne suggested that the museum talk to the city and look for a potential area for a heritage apple orchard.

12. Closing Remarks. Catherine thanked the musicians – Reno Schembri and wife Cher for supporting us and entertaining us.

13. Adjournment – Motion # 8 by Armando Elias and seconded by David Ritcey that the meeting be adjourned at 8:20

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

Burnaby Bag & Burlap

City of Port Moody

Cobbs Fresh Bread Sutterbrook

2573 6 Engineer Squadron RCACC

Esso Imperial Oil Foundation

Flavelle Sawmill Company

Government of Canada

Canadian Heritage Information Network

Heritage Canada and Service Canada

Honorary Colonel James Happer CD, 6 Engineer Regiment

Impact Instant Canopy

Pajo's

Pasta Polo

Pacific Coast Terminals Company

Port Metro Vancouver

Port Moody Foundation

Plateau Cleaners

Province of British Columbia - BC Gaming Commission

Real Estate Evolved.com, John Grasty, Prudential

1838 Royal Westminster Regiment (Maple Ridge) RCACC

1922 Royal Westminster Regiment (Aldergrove) RCACC

Starbucks

Sgt. Angus Todd, Canadian Armed forces

The Museum Trench Squad-

Guy Black, Markus Fahrner, Alan Fox, John Goheen, Cary Price, Jim Millar
and Sonny Son

TELUS

The Tri-City News

Tree Island Steel

Tri-Cities Community Television

Veterans Affairs Canada

Wavor Wire Ltd.

Western Command Military Vehicle Historical Society

Thank you to the following volunteers that come weekly to help at the museum

Sean Black, Cameron Black, Gerrit deWaal, Tom Galinis, Peter Hiebert, Dave Maxwell,
Linda Monclur, and the Trench Squad- Guy Black, Markus Fahrner, Alan Fox, John
Goheen, Cary Price, Jim Millar and Sonny Son.

A special thank you to the following entertainers that come and support us at many of
our events

Dennis and Melody Hewson

Nigel Tucker

Joyce Johnstone

Reno Schembri

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 Museum Coordinator, 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 conditions in the station between 1908 and 1930. The Large Exhibition Room features permanent exhibits of Port Moody's Industry and community in the early 1900's. There is a lumber display showing materials from early saw and shingle mills, a pot-bellied stove, historic photo collection display, a 1930's, 40's and 50's display drawer, a general store and two models of early Port Moody. 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 displays historic railway pictures and artifacts. It is set-up as a dining car for events and Heritage Teas. The Venosta is available for rent for private functions.

The Heritage Garden is planted and cared for by volunteers and staff, and features heritage varieties typical to the gardens of the period that dotted the communities along CPR's line.

Our Meditation Garden was created and cared for by volunteers and is a wonderful display of beautiful flowers.

The McKnight Trench exhibit is intended to educate the public about an important part of Canadian History and pay tribute to all of the soldiers that fought in WW1.

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 Museum Coordinator, part time book keeper and 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. Our new program, Life in the Trenches educates students about Canadian Involvement in the First World War and what life was like in the trenches. Students get to walk through the trench while they learn.

- **Assisting the Heritage Commission** – staff and volunteers have assisted in the delivery of the Stone Marker Program, Heritage Building Inventory, displays, and 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: Family Day, the Easter Egg Hunt, Heritage Week, Canada Day and Ioco Ghost Town Days. We continued to participate in other community events such as Fingering Festival, and Tree fest.
- **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, have helped out in all of our events and help put in both gardens.
- **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 2014 hosted numerous events that brought a focus to our place in the Community.

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.
- **Continuing to develop educational programming and displays** --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. The McKnight Trench Exhibit will educate the public about an important part of Canadian history and school programs are in the process of being created. A Meditation garden was added to the museum which invites guests not only to take a walk amongst the beautiful flowers but provides a bench that they can relax and collect their thoughts.

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.

Contact Information

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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