

**PORT MOODY
HERITAGE SOCIETY**

**ANNUAL REPORT
2008**

CONTENTS

BOARD OF DIRECTORS 2008/2009	4
PRESIDENT'S ADDRESS	5
FINANCIAL STATEMENTS	6
Financial Information	11
OUR SUPPORTERS	12
APPENDIX	13
Review of Financial Statements	15
Budget 2009	26
Our Vision:	32
MINUTES June 8, 2008 Annual General Meeting	36

The PORT MOODY HERITAGE SOCIETY

BOARD OF DIRECTORS 2008/2009

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

Mary Anne Cooper	Director
Curtis Fullerton	Director
Pam Hagen	Director
Martin Kyle	Director
Darrell Penner	Director
Bruce Schroeder	Director
Weldon Haley	Honorary
Al Sholund	Honorary

Staff

Manager/Curator
 Program and Events
 Coordinator
 Museum Assistant
 Programs Assistant
 Programs Assistant
 Exhibits Assistant
 Artifacts Assistant
 Research Assistant
 Research Assistant
 Marketing Assistant

2008

Jim Millar
 Rebecca Clarke

 Maud Sanford
 Sarah Billy
 Mark Perry
 Candace Holt
 Nicole Gibson
 Bryan Stone
 Darcy Crum
 Nick Czapiewski

2009

Jim Millar
 Rebecca Clarke

 Jacee Ismay

 Marian de los Reyes
 Nicole Gibson

Bookkeeper

Deb Nazo

Deb Nazo

PRESIDENT'S ADDRESS

I would like to welcome our members, longstanding and new to the Port Moody Heritage Society (PMHS) and the Port Moody Museum. Staff of the PMHS have been working hard to deliver high quality programming that teaches and provokes dialogue about the unique community heritage at the head of Burrard Inlet.

Our community continues to evolve, taking on new residents and forging new neighbourhoods. We look forward to engaging our new citizens and businesses and working to create high quality experiences for our community. We would like to acknowledge the continued support of:

The City of Port Moody;
The Province of British Columbia;
The Government of Canada;
The Port Moody Foundation.

Without their funding assistance, we could not complete our work on behalf of the community.

We would also like to thank our many generous business partners and sponsors including:

Art Letter Neon
Freybe Gourmet Foods
Pacific Coast Terminals
Pajo's
Reichhold Chemicals
Ruben's Chocolates
Thrifty's Foods
Westminster Savings.

Each of these businesses has contributed to the success of our organization. And finally, I cannot say enough about our corps of volunteers, who, through hard work and perseverance, have contributed so much to our organization.

Our Society has seen good progress this year. We've designed and implemented a high quality education program and we are working hard to ensure that the success of this program continues. We have also seen continuing improvements to the Museum building, including recent deck upgrades and painting.

I would like to personally invite our community to come see our improved programs, facilities and exhibits and to ask you to think about becoming a member of the PMHS.

Wayne Beggs
President

MANAGER/CURATOR'S REPORT by Jim Millar

Some highlights from 2008 and the first half of 2009:

Our major project was the very successful Education Program that began in the fall and

ran through to July 2009. A Heritage Canada Museums Assistance Programs grant and a BC Arts Council grant enabled us to contract Rebecca Clarke to undertake an Education Policy and revamp our education programs for children. Now 1/3 of our visitors are program participants with a corresponding increase in income. I'm pleased that we are able to continue the program with Rebecca.

Events continue to bring about a third of our visitors with Mothers Day and Easter being the most popular. Events are being reviewed but a new one added is an increased involvement with loco Ghost Town Day in the fall – see you at the Bowling Green.

Part of the 2008 Capital project was completed with new roofs on the Venosta and Charlie's Shop with lean-to. Glad to have the Venosta water tight again. In 2009, the platform is being repaired; the Station and the Venosta will be painted by September.

We had 2 summer students sponsored through Young Canada Works in Heritage organizations as well as 4 through Service Canada for 2008. We accomplished a number of projects including the *Lumbermills of Port Moody Community Memories Project* hosted on CHIN's website at http://www.virtualmuseum.ca/pm_v2.php?id=exhibit_home&fl=0&lg=English&ex=00000414

The summer of 2009 has started with three summer students sponsored by Service Canada. Tasks focus on the Collection, exhibits and programs assistance. Our fourth Community Memories project will be on the loco Townsite – watch for it. A request for a Collection Intern was submitted to Young Canada Works instead of two summer students but this application was declined.

More staffing changes at the City resulted in Ron Higo adding the Museum back to his portfolio. We thank Colleen Rohde for her support and know that she will continue to help us wherever she can. Ron has always been supportive of the Museum and we welcome him back.

Grants continue to be the major funding source that keeps us going: The City of Port Moody continued its support and so has the Port Moody Foundation. We received our regular operating amount from BC Gaming which has been confirmed through 2011 (after much flip-flopping and nail biting). Hopes for a programs grant from the BC Arts Council did not materialize but we were awarded a reduced project grant instead. BC Arts Council funding appears to be reduced for 2010. Service Canada funding for summer students was good and hopefully continues. The current economic situation may make 2010 more of a challenge which I look forward to.

FINANCIAL STATEMENTS

Statement of Financial Position, December, 2008

ASSETS

Current Assets**Chequing/Savings**

WS - Operating Acct - chequing	\$	182.04
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WS - Investor Savings - Operating	\$	38,364.15
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WS - Investor Savings - Capital	\$	20,421.94
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WS Gaming Accounts

Gaming Capital Savings (Daily)	\$	553.89
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Gaming Community Chequing	\$	158.49
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Gaming Capital Savings	\$	28,027.92
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Vancity Bank - Operating	\$	91.59
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Vancity Shares	\$	50.90
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Total Chequing/Savings	\$	87,850.92
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Accounts Receivable

Accounts Receivable	\$	14,666.26
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Total Accounts Receivable	\$	14,666.26
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Total Current Assets	\$	102,517.18
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Fixed Assets

Capital Assets	\$	302,693.37
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less Acc. amortization	-\$	164,597.22
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Computer - cost	\$	1816.86
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Less Acc. amortization	\$	-272.53
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Total Other Assets	\$	139,640.48
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TOTAL ASSETS	\$	242,157.66
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LIABILITIES & EQUITY**Liabilities**

Deferred DA Capital	\$	27,285.00
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Deferred Revenue - Other	\$	26,290.73
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Accounts Payable	\$	2,359.62
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Mastercard	\$	2,696.79
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Total Current Liabilities	\$	58,632.14
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Equity

1	Retained Earnings	\$	165,757.61
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2	Net Income	\$	17,767.91
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<hr/> Total Equity	<hr/> \$ 183,525.52 <hr/>
TOTAL LIABILITIES & EQUITY	<hr/>\$ 242,157.66<hr/>

Statement of Operations January to December 2008

Income		
Earned Revenues	\$	6,099.53
Private Sector Revenues	\$	21,142.21
Grant Revenues	\$	162,130.18
Total Income	\$	189,371.92
Expense		
Accounting & Consultants Fees	\$	4,567.40
Alarm, Fire & Security	\$	1,122.79
Bank charges	\$	116.55
Depreciation	\$	6,995.65
Collection Management & Display	\$	2,047.89
Dues, Licences & Memberships	\$	958.06
Education Program Expenses	\$	2,612.65
Insurance	\$	810.00
IT Expenses	\$	1,128.69
Janitorial expenses	\$	1,020.00
Meals & Per Diem	\$	206.34
Member Services & Promotions	\$	1,464.06
Mileage	\$	649.57
Office Expense	\$	4,320.46
Payroll Expense	\$	125,486.82
Professional Development	\$	1,014.27
Repairs & Maintenance	\$	1,812.86
Special Events Expenses	\$	5,781.04
Telephone & Internet	\$	2,030.21
Utilities	\$	5,474.91
Volunteer Expenses	\$	1,983.79
Total Expense	\$	171,604.01
Other Income		
In-Kind Donations	\$	24,355.00

Other Expense	
In - Kind Expenses	\$ 525.00
Volunteer Hours	\$ 23,830.00
Total Other Expense	<hr/> \$ 24,355.00 <hr/>
 NET INCOME	 <hr/> \$ 17,767.91 <hr/>

Financial Information**JANUARY TO DECEMBER, 2008**

The yearend financials have been to the accountant for the annual review. Items that require explanation are noted below:

ARTIFACTS MANAGEMENT

The \$9760 donation was removed from income for 2008 and the cheque was deposited in the 2009 accounting year. It will show on the 2009 Balance Sheet as Deferred Income to Display Committee until the Display Committee decide what plans they have for the donation.

CAPITAL

Direct Access Capital revenue of \$27,285.00 was deferred to 2009 and is reported on the Balance Sheet.

COMMUNITY ADMIN.

This is essentially our operating column.

EDUCATION PROGRAM

Set-up deferred revenue \$26,290.73 to cover the 2009 expenses from the MAP grant.

SPECIAL EVENTS AND SOCIETY

Balances show any income or losses absorbed by other incomes, mostly city.

EQUITY BALANCE

The Equity Balance of \$183, 525.52 is broken down to \$139,640.50 Capital Assets, \$16,707.50 required for 2009 Capital Fund and \$27,077.50 available reserves.

Irene Reid
Treasurer.

OUR SUPPORTERS

THE PORT MOODY HERITAGE SOCIETY GRATEFULLY ACKNOWLEDGES SUPPORT:

**The Community of Port Moody
Our Volunteers and members
Individuals
Port Moody Foundation
Vancouver Foundation
Westminster Savings**

**The City of Port Moody
Corporate Services
Cultural Services**

**The Province of British Columbia
BC Gaming Commission
BC Arts Council
BC Museums Association**

**The Government of Canada
Canadian Heritage Information Network
Heritage Canada
Service Canada**

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

2734 Murray St.
Port Moody, BC V3H1X2
Phone: 604-939-1648 Fax: 604-939-1647
Email: pmmuseum@telus.net
Website: www.vcn.bc.ca/pmmuseum

APPENDIX

2008 STATISTICS: PORT MOODY STATION MUSEUM

Membership	129
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Staff

Full Time:	1 Manager/Curator 1 Program Coordinator (October – December)
Part Time:	1 Museum Assistant
Summer Placements:	2 Young Canada Works 4 Service Canada

Volunteers	Number of Volunteers	Hours Worked
	96	1505

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

Theme Displays	8
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Special Events	Event	Month	Visitors
	Penguin Swim	January	400
	Heritage Week	February	80
	Easter Egg Hunt	March	1033
	Arts Festival	April	255
	TreeFest	April	24
	Mothers' Day Tea	May	118
	Father's Day Lemonade	June	50
	100 th Anniversary	June	200
	Canada Day	July	150
	Kidsworld	July	178
	loco Days	October	850
	Haunted Train	October	140
	Holiday Tea	December	12

Programs / Rentals	Type	# Groups	# Visitors
	School Groups	15	300
	Adult Tours	13	233
	Birthday Parties	3	58
	Photo / Film Shoots	6	76
	Meetings	19	130

Visitors	General	Events	Programs	Outreach
	1872	2569	498	880

Total Visitors: 5818

Review of Financial Statements

**PORT MOODY HERITAGE SOCIETY
FINANCIAL STATEMENTS
for the year ended December 31, 2008**

PORT MOODY HERITAGE SOCIETY

INDEX

TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2008

(Unaudited)

REVIEW ENGAGEMENT REPORT

STATEMENT OF FINANCIAL POSITION

STATEMENT 1

STATEMENT OF OPERATIONS

STATEMENT 2

STATEMENT OF CHANGES IN FUND BALANCES

STATEMENT 3

STATEMENT OF CASH FLOWS

STATEMENT 4

FITZPATRICK & DAVIS
CERTIFIED GENERAL ACCOUNTANTS

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

James M. Fitzpatrick, C.G.A.*
Brian W. Davis, C.G.A.*

Telephone: 604.936.2275
Fax: 604.936.2732

*Denotes Professional Corporation

REVIEW ENGAGEMENT REPORT

To the Members of the Port Moody Heritage Society

We have reviewed the statement of financial position of Port Moody Heritage Society, as at December 31, 2008 and the statements of operations, changes in fund balances and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the society.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles”.

Port Moody, British Columbia
May 27, 2009

FITZPATRICK & DAVIS
CERTIFIED GENERAL ACCOUNTANTS

**PORT MOODY HERITAGE SOCIETY
STATEMENT OF FINANCIAL POSITION
YEAR ENDED DECEMBER 31, 2008**
(Unaudited - See Review Engagement Report)

	General Fund	Direct Access Fund	Property Equipment Fund	Total 2008	Total 2007
ASSETS					
Current:					
Cash	\$ 59,665	28,186	-	\$ 87,851	\$ 11,704
Term deposits	-	-	-	-	27,200
Accounts receivable	14,666	-	-	14,666	5,420
Goods and services tax receivable	-	-	-	-	275
Prepaid expenses	-	-	-	-	548
	<u>74,331</u>	<u>28,186</u>	<u>-</u>	<u>102,517</u>	<u>45,147</u>
Property and equipment - note 3	<u>-</u>	<u>-</u>	<u>139,640</u>	<u>139,640</u>	<u>124,105</u>
	<u>\$ 74,331</u>	<u>\$ 28,186</u>	<u>\$ 139,640</u>	<u>\$ 242,157</u>	<u>\$ 169,252</u>
LIABILITIES					
Current:					
Accounts payable	\$ 5,057	-	-	\$ 5,057	\$ 1,495
Deferred revenue	53,576	-	-	53,576	2,000
	<u>58,633</u>	<u>-</u>	<u>-</u>	<u>58,633</u>	<u>3,495</u>
FUNDS SURPLUS					
Restricted funds	-	28,186	139,640	167,826	124,105
Funds available for future programs	15,698	-	-	15,698	(3,313)
	<u>15,698</u>	<u>28,186</u>	<u>139,640</u>	<u>183,524</u>	<u>120,792</u>
	<u>\$ 74,331</u>	<u>\$ 28,186</u>	<u>\$ 139,640</u>	<u>\$ 242,157</u>	<u>\$ 124,287</u>

On Behalf Of The Board: _____ Director

Sheryl Reed

W. H. B.

Director

**PORT MOODY HERITAGE SOCIETY
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2008**

(Unaudited - See Review/Engagement Report)

	General Fund	Direct Access Fund	Property Equipment Fund	2008	2007
Revenue:					
Grants	\$ 101,911	\$ -	\$ 22,531	\$ 124,442	\$ 128,214
Donations	22,866	-	-	22,866	13,489
Fundraising/ Corporate sponsorship	-	-	-	-	629
Memberships	-	-	-	-	2,125
In-kind donations	-	-	-	-	-
Program fees	-	4,376	-	4,376	2,059
Direct access casino income	-	37,688	-	37,688	28,000
	<u>124,777</u>	<u>42,064</u>	<u>22,531</u>	<u>189,372</u>	<u>174,526</u>
Expenditures:					
Advertising	1,464	-	-	1,464	3,420
Amortization	-	-	6,996	6,996	13,775
Alarm, fire and security	1,123	-	-	1,123	567
Collection management and display	-	-	-	-	-
Interest and charges	100	17	-	117	120
Insurance	810	-	-	810	810
Office	14,260	1,903	-	16,163	7,238
Professional fees	8,138	-	-	8,138	5,736
Repairs and maintenance	2,833	-	-	2,833	6,858
Salaries and wages	115,060	12,410	-	127,470	117,563
Training	1,014	-	-	1,014	791
Utilities	5,475	-	-	5,475	5,892
	<u>150,277</u>	<u>14,330</u>	<u>6,996</u>	<u>171,603</u>	<u>162,570</u>
(Deficiency) Excess of Revenue Over Expenditures	\$ (25,500)	\$ 27,734	\$ 15,535	\$ 17,769	\$ 11,956

**PORT MOODY HERITAGE SOCIETY
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2008**

(Unaudited - Review Engagement Report)

	General Fund	Direct Access Fund	Property Equipment Fund	2008	2007
UNRESTRICTED FUNDS					
Funds available for future programs, beginning of year	\$ 41,470	\$ -	\$ -	\$ 41,470	\$ 28,876
Excess (Deficiency) of revenue over expenditures	(25,500)	-	-	(25,500)	25,732
Changes in working capital	(272)	-	-	(272)	(12,956)
Funds available for future programs, end of year	15,698	-	-	15,698	41,652
RESTRICTED					
Restricted funds, beginning of year	-	452	124,106	124,558	124,924
Excess (Deficiency) of revenue over expenditures	-	27,734	(6,997)	20,737	(13,775)
Purchase of capital assets	-	-	22,531	22,531	12,957
Restricted funds, end of year	-	28,186	139,640	167,826	124,106
TOTAL FUND SURPLUSES	\$ 15,698	\$ 28,186	\$ 139,640	\$ 183,524	\$ 165,758

**PORT MOODY HERITAGE SOCIETY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2008**

(Unaudited - See Review Engagement Report)

	General Fund	Direct Access Fund	Property Equipment Fund	2008	2007
Operations:					
Excess of revenue over expenditures	\$ (25,500)	\$ 27,734	\$ 15,535	\$ 17,769	\$ 11,957
Item not requiring an outlay of funds					
- amortization	-	-	6,996	6,996	13,775
	(25,500)	27,734	22,531	24,765	25,732
Changes in non-cash operating working capital:					
Accounts receivable	(9,248)	-	-	(9,248)	(5,377)
Goods and services tax recoverable	275	-	-	275	431
Prepaid expenses	548	-	-	548	-
Accounts payable and accrued liabilities	3,582	-	-	3,582	(483)
Deferred revenue	51,576	-	-	51,576	(5,000)
Employee deduction payable	-	-	-	-	(2,452)
Wages payable	-	-	-	-	-
Interfund transfers	-	-	-	-	-
	21,213	27,734	22,531	71,478	12,851
Investing activities:					
Additions to buildings and computer	-	-	(22,531)	(22,531)	(12,957)
Increase (decrease) in fund balances	21,213	27,734	-	48,947	(106)
Cash at beginning of year	38,452	452	-	38,904	39,010
Cash at end of year	\$ 59,665	\$ 28,186	\$ -	\$ 87,851	\$ 38,904
As comprised of:					
Cash	59,665	28,186	-	87,851	11,704
Term deposits	-	-	-	-	27,200
	\$ 59,665	\$ 28,186	\$ -	\$ 87,851	\$ 38,904

**PORT MOODY HERITAGE SOCIETY
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2008**

(Unaudited - Review Engagement Report)

1 DESCRIPTION OF OPERATIONS

The Society is a non-profit organization incorporated on the 18th of June, 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

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 Property Equipment Fund is used to show funds received and used for property and equipment assets.

Amortization

The building is recorded at historical cost and is amortized over its useful life, which is 20 years based on straight-line method.

Computers are amortized on a declining balance basis at 30% per year with the half year rule in effect.

3 PROPERTY AND EQUIPMENT

	Cost	2008 Accumulated Amortization	Net Book Value	2007 Net Book Value
Building	\$ 302,693	\$ 164,597	\$ 138,096	\$ 124,106
Computers	1,817	273	1,544	-
	<u>\$ 304,510</u>	<u>\$ 164,870</u>	<u>\$ 139,640</u>	<u>\$ 124,106</u>

4 FINANCIAL INSTRUMENTS

The Society's financial instruments consist of cash, term deposits, accounts receivable, accounts payable and deferred revenue. In management's opinion, the Society is not exposed to significant interest rate, currency exchange rate or credit risk arising from these financial statements. The fair values of these financial instruments approximate their carrying value.

5 COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

FITZPATRICK & DAVIS
CERTIFIED GENERAL ACCOUNTANTS

Budget 2009

		2009	Community	Artefact	Society
	NOTES	<u>Budget</u>	Manage	Manage	Developm't
INCOME					
Municipal Funding Operating	1	75000	29000	34000	12000
Municipal Capital Reserve	2	0			
Deferred Revenue	3	0	0	0	
Secured Capital Funds		0	0	0	
Federal Income		0			
Service Canada	4	9400	4700	4700	
MAP	5	34000	34000		
Young Canada Works	6	9400	4700	4700	
Federal Grants - Other	7	4000	4000		
Total Federal Grants		56800	47,400	9,400	0
Provincial Income		0			
Direct Access Gaming	8	45000	39000	6000	
Direct Access Capital	9	0			
BCArts Council Program	10	16000	13000	3000	
BCArts Council Project	11	0	0		
Provincial Grants - Other	12	0	0		
Total Provincial Grants		61000	52,000	9,000	0
Private Gifts & Donations		0			
Charitable Received Donations		5500	5500		
Visitor		2700	2700		
Private Gifts & Donations - APOD	13	4000	0		4000
Foundations	14	9000	2000	7000	
Total Private Gifts & Donations		21200	10,200	7,000	4,000
Fundraising Activities - Net					
Gift Shop Sales		600	600		
Special Function Fundraising	15	9000	9000		
Total Fundraising Activities - Net		9600	9,600	0	0
Membership Fees		1000	1000		
Misc. Income		0			
Interest Income		300	300		
Program Fees		2000	2000		
Other		0			

Total Misc. Income	2300	2,300	0	0
TOTAL CASH INCOME	226,900	151,500	59,400	16,000
	0			
Inkind Income	0			
In-Kind Volunteer Hours	40000	28,000	12000	
In-Kind City	8000	8,000		
In-Kind Donations - Other	5000	4,000	1000	
Total In Kind	53000	40,000	13,000	0
	0			
TOTAL REVENUES	279900	191,500	72,400	16,000

EXPENSES

		2009	Community	Artefact	Society
Accounting & Consultants Fees		4200	3000	1200	0
Alarm, Fire & Security		1100	800	300	
Bank Charges		100	100		
Capital Expenditures A	16	0		0	
Display Collection Mgmt	17	13000		13000	
Dues Licences & Memberships		1000	0		1000
Fundraising Expenses	18	6300	6300		
Gift Shop Expense		400	400		
Insurance		1100	900	200	
IT Expenses		6800	4800	2000	
Janitorial Expense		1700	1700		
Member Services (newsletters)		2000	2000		
Promotions	19	6900	400	6500	
Mileage		600	600		
Office Expense		3800	3300	500	
Payroll Expense	20	140000	108000	32000	
Professional Development	21	7000			7000
Program Supplies		8000	8000		
Repairs & Maintenance		2600	1800	800	
Special Events expenses		2000	2000		
Telephone & Internet		2100	1700	400	
Utilities		4700	3700	1000	

Volunteer Expense		2500	1600	900	
Site Development	22	8000	0		8000
Assign to Future Capital	23	0			
Deferred to 2009	24	0	0		0
TOTAL CASH EXPENSE		225,900	151,100	58,800	16,000
In-Kind Expense					
In-Kind Volunteer Hours		40000	28,000	12000	
In-Kind City		8000	8,000		
In-Kind Donations - Other		5000	4,000	1000	
Total Inkind Expense		53,000	40,000	13,000	0
TOTAL EXPENSES		278,900	191,100	71,800	16,000
BALANCE		1,000	400	600	0

NOTES

- 1 City support with COL increase
- 2 City Capital assigned for Tasklist (roofing, Venosta HVAC)
- 3 Defferred from Educations program
- 4 summer student request
- 5 MAP grant-collections based work
- 6 Apply for summer Students
- 7 Celebrate Canada \$700. CHIN 300 / Canada Day event being
planned
- 8 Direct Access programs
- 9 Capital funds to match City Capital- apply in November 2008
for 2009
- 10 Try again for program funding
- 11 Project grant not planned
- 12 2010 projects need to be planned with matching funding
- 13 APOD grant based on success of 2007 report
- 14 Cannot usually receive funds 2 years in a row
- 15 Major fundraising event being planned
- 16 \$33k as per Maintenance Plan: 2008
- 17 Display Improvement project to be determined based on
funding
- 18 Event costs included, to be planned
- 19 Educational Program from 2008
- 20 Increase for Artefacts Management
- 21 Staff/Board Development from 2007 Apod consultation
- 22 Site development from long-term planning
- 23 Remainder assigned to future projects
- 24 No funds planned to be deferred

Case Statement PORT MOODY STATION MUSEUM

Our Vision:

A valued and vibrant community asset that showcases and celebrates our 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 originally located on the west side of the town 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 an eleven 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/ Curator manages the daily operation of the Museum with a full-time Museum Programmer, 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 240m² 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 and pot-bellied stove. This room is often used for meetings and slide shows. The restored Parlour and Kitchen show the living and working conditions in the station between 1905 and 1920. The Large Exhibition Room features permanent exhibits of historical events from the local area including the First Train and Western terminus; a lumber display showing materials from early saw and shingle mills which dotted the shores, a First Nation's display of Salish artifacts and also houses temporary theme displays. The Small Exhibition Room displays include the fur trade, an historic photo collection, a computer narrative slide show of the history of Port Moody schools, 1884 to 1946, and changeable temporary community displays.

The basement of 240 m² 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 or 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 the CPR's line.

Our Current Programme

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/ Curator, a full-time Museum Programmer, volunteers and summer students sponsored by Service Canada

Hours of operation: Victoria Day to Labour Day, Daily from 10 a.m. to 5 p.m.;
The rest of the year, Wednesday to Sunday from 12 noon to 4 p.m.; Monday,
Tuesday, by appointment. Closed off-season Holidays. Admission is by donation.

Educational Programs – a variety of programs assists schools, ESL groups, home schoolers and educators meeting their curriculum requirements.

Historical Lectures – informative evening lectures that highlight aspects of local heritage.

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 3,000 photographs,

Assisting the Heritage Commission – staff and volunteers have assisted in the delivery of the Stone Marker Program, Heritage Building Inventory, and displays by providing research and data.

Artifact Preservation – we preserve many significant historic items in the Museum, which without our care, might otherwise be lost or unavailable to the community.

The Oral History Project - started in 1975, this largely volunteer-based effort, has the long-

term goal of collecting personal, first-hand accounts of recent local history from long time residents of the area. These records of over 200 interviews will be used to build, and eventually publish, an extensive historical resource for the community.

Heritage Awareness – Museum staff and volunteers promote heritage awareness in local community events and neighboring community events; contributing our expertise.

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.

The Development of Community Spirit – the Museum contributes to Port Moody's sense of community through the many heritage focused events, by presenting our rich history in a fashion that is interesting and strives to provide new, lively exhibits for return visits.

Our Plans for the Future:

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

Although we have accomplished much over the years, we know that we want to offer more to the community in the years to come; preserving our future heritage as we create it. The Museum is to be a centre of activity, where our past is highlighted in a living, vibrant and exciting manner to enable visitors to explore and experience the past, present and future of our community. Additional staff will be required to augment our volunteers and fulfill goals. Among our plans for the future are:

Increasing community involvement and heritage awareness -- through partnerships and joint events with community groups, for example, the Moody Centre Business Association's Street Festival, the Arts Centre's Festival of the Arts, the Golden Spike Society, Community Associations and especially schools. This includes initiatives focused outside the Museum, such as expansion of the Walking Tour brochure.

Continuing to develop school level and educational programming -- by creating more specialized educational programs in partnership with teachers and students thus encouraging a higher utilization of facilities. Programs focused on specific curriculum content will offer more in-depth learning opportunities as well as the increased value of repeat visits.

Maintaining our museum collection -- There is an ongoing need to update existing displays in order to adapt to the ever-changing needs and character of the community, as well as providing fresh new exhibits for repeat visitors. We must continue cataloguing and preserving our artifacts. In order to address the challenges and opportunities of the computer age, projects are under way to digitize our extensive collection of photographs.

Improvement to our physical space -- These improvements will be developed through a five-year maintenance plan to conserve and upgrade the building and grounds. An overall site development plan will be tied to a Board Development project. Proposed road changes will create opportunities and challenges for improvement.

Capital projects include visitor-focused improvements such as a wheelchair accessible washroom, a programming area as well as museological improvements to storage areas, expanded displays, conservation work areas and future museum expansion with archives.

Our Board of Directors has defined the Museum's 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, how the city got to where it is and most of all have an appreciation for all those who have helped to 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 on the importance of our history that has played in making today's community so vibrantly alive. In addition, the Museum plays an economic role in providing a tourist attraction highlighting the cultural identity of the area. Overall, we strive to remember and promote Port Moody's past for, *if our past is forgotten, it quickly vanishes, leaving a void, to never again to be completely filled.*

MINUTES June 8, 2008 Annual General Meeting

Prior to the AGM of PMHS refreshments were laid out for Members and Guests to partake. This fare consisted of BBQ chicken burgers, Potato Chips, Caesar Salad and Cream Puffs.

President's Welcome. In the absence of Dianna Brown, Acting President, Wayne Beggs conducted this Meeting on behalf of the Society. The Meeting was called to order at 1:25 P.M. with 21 members in attendance plus 4 proxies.

It was moved by Bob Kerr, Seconded by Al McNeil "that the Agenda, as printed and circulated, be adopted". Prior to a Vote on this Motion Al Sholund introduced a separate Motion to recognize two other noteworthy contributors as Life Members. This Motion was treated as an addition to the distributed agenda, and therefore constituted an amendment to the original Motion. The original Mover and Seconder assented to this Amendment, and the Motion was then voted on, and carried.

Minutes Approval. It was moved by Ron Curties, Seconded by Ian MacDonald "that the AGM Minutes of June 10, 2007 be approved". Carried.

Business Arising from 2007 Minutes. The subject of the 2007 decision to reduce Membership Fees was discussed. It was agreed that this lower Fee had been instrumental in strengthening the Membership. Thus, the \$5.00 Membership rate is to be retained.

Reports. (a) President's Report. Wayne Beggs reviewed Dianna Brown's Report printed in the Handout material.

(b) Curator/Manager. Jim Millar reviewed his Printed Report noting that the Site of the Venosta is in fact, an encroachment and may have to be moved. Impacting factors which will influence this consideration include OCP/Skytrain and Murray/Clarke Connector Road. *The absence of Coleen Rohde, Director of Strategic Planning and Cultural and liaison from the City of Port Moody to PMHS was noted. It was believed that she would be in attendance today.

Treasurer's Report. Irene Reid discoursed on the sheaf of Financial Statements included in the Handout, making reference to the Review approval conducted by Fitzpatrick and Davis. Ms. Reid pointed out the work done by the Manager/Curator in gathering and preparing detailed submissions for Grant(s) approval to augment Finances. Ms. Reid also made note of two \$500.00 donations made by Life Members and moved "that the Treasurer's Report be accepted". The Motion was seconded by Ron Curties and carried.

New Business. a) Honorary Patron. It was moved by Ian MacDonald, Seconded by Bob Kerr "that Al McNeil be accorded the status of Honorary Patron in recognition of his significant numerous contributions to the Society". Some of these noteworthy contributions were cited before the vote, which was carried. A Special Plaque commemorating this distinctive Award was presented to Mr. McNeil with accompanying photos. Mr. McNeil thanked the Society for this unique honor and paid tribute to others (some now deceased) in his acceptance remarks.

b) Special Resolution/Change of By-Laws/Officer Terms (1 and 2 years). Resolution was circulated printed in the handouts). The objective of this Resolution is to promote continuity facilitated by overlapping terms. It was moved by Pamela Hagen, Seconded by Martin Kyle “that this Resolution be adopted”. Carried.

It was moved by Al Sholund, Seconded by Al Davies “that Dot Harinen and Dave Maxwell be accorded Honorary Life Status in recognition of their special efforts and contributions to the Society”. Carried.

Elections of Officers and Board of Trustees for the 2008/2009 Term. (based on approval of Special Resolution by the Registrar of Societies). Trevor Todd took the lead in overseeing proceedings. Scrutineers were appointed (Al McNeil, Ron Curties and Trevor Todd and Voting Cards were distributed. A Slate of Officer Candidates was presented by Martin Kyle, Nomination Committee. Wayne Beggs was elected (by acclamation) as President for 2008/2009. Al Davies was elected (by acclamation) as Secretary for 2008/2009. Two Candidates (Dianna Brown and Darrell Penner) were presented as candidates for the one year term as Vice-President. Darrell Penner was elected as Vice-President for 2008/2009. The following was noted: Martin Kyle and Bruce Schroeder have one more year in their terms as Board of Trustees Directors. Nominations from the floor were requested (3x) for all elected positions.

Irene Reid has accepted the undertaking of the Treasurer appointment. It was moved by Al Davies, Seconded by Al Sholund “that Dianna Brown serve as immediate Past President: The Motion was carried following lengthy discussion.

It had been previously moved by Al McNeil, Seconded by Irene Reid “that a secret Ballot be utilized for voting on the Vice-President position”. (Legitimization of Proxies). Carried.

Directors at Large. Mary Anne Cooper, Pamela Hagen and Curtis Fullerton were elected as Board Directors for two Year terms.

Other Directors positions that could not be filled will be by appointment until the next AGM. The Ballots were then destroyed, following an appropriate Motion.

Appointment of Nominating Committee for 2009/2010 Elections. Ron Curties suggested that this topic be addressed by the new Board who are in the best position to make the appropriate appointment.

Announcements. All were thanked for attending and kudos given to Trevor Todd for his inputs/overseeing of Elections.

Adjournment. It was moved By Ian MacDonald, Seconded by Bob Kerr “that the Meeting be adjourned” (3:25 P.M.) Carried.

N.B. A planned Power Point presentation was not given.

Al Davies, Secretary