



Museum Association of Newfoundland and Labrador



2015 Annual Report

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President's Report

Your Museum Association began 2014-2015 very differently than previous years due to a lack of funding from the Museums Assistance Program of Canadian Heritage. This severely limited our ability to provide Professional Development opportunities to our membership. Yet, we ended the year with a frenzy of travel by staff conducting site visits and workshops as part of a project funded by the Cultural Economic Development Program (CEDP) to raise the minimum standards of targeted heritage organizations through education, site visits and training. I salute the dedication and perseverance of our staff who undertook this task in the middle of the Newfoundland and Labrador winter.

THE YEAR IN REVIEW:

In early January we received approval to undertake a CEDP project to bring training opportunities to our members with the goal of ensuring community museums and heritage organisations meet the minimum standards that are required in order to qualify for CEDP Operational Support in the next 3 year funding cycle of the program.

In February we were visited by an Auditor from Canadian Heritage who spent a week auditing our 2012-2013 MAP project. The Audit Report confirmed the soundness of the financial controls we have in place. Also in February we welcomed the newest member of the MANL family when our Professional Development Officer Danielle Rundquist and her husband Aaron became first time parents to a beautiful baby girl. Danielle is on maternity leave and we look forward to her return in the new year.

In April I attended, along with the Executive Director, the Canadian Museums Association (CMA) Conference and Annual General Meeting in Banff, Alberta. I was fortunate to receive a bursary from The CMA to help defray most of the expenses. While in Banff we received the good news that our application for MAP funding was approved; one of the earliest notifications we have ever had and enabled staff to begin immediately putting together a work plan for the rest of the year.

Planning for the 35th MANL Conference and AGM began in May and I would like to thank the AGM Committee members for their time and patience during the numerous teleconference meetings. Toward the end of the month we were notified by letter that the Interpretive Plan for the Colonial Building had changed and that there would no longer be space to accommodate the return of MANL and our sister organizations, the Association of Newfoundland and Labrador Archives and Newfoundland Historical Society to that space. At the moment, the question of where we will be housed next year has not been resolved but we continue to work toward a solution. Summer was busy in the office as we had two additions to staff. Sarah Dwyer came onboard in Sarah Wade's position as Sarah Wade had taken over the duties of Professional Development Officer. Nakita Ryan joined us for the summer to help downsize the amount of paper MANL has accumulated since 1980. Nakita did a great job and has since left to begin first the year of Law at the University of New Brunswick. We wish her all the best.

We received word in August that our application for CEDP Operational Support had been approved along with project funding to continue work assisting our members to become compliant with the new requirements of CEDP in 2016.

Myself, Ken Flynn, our Executive Director and Past President Teresita McCarthy represent MANL on the CEDP Advisory Committee along with representatives from ANLA, the Association of Heritage Industries and the Department of Business, Tourism, Culture and Rural Development. The Advisory Committee meets regularly to monitor the progress of the Minimum Standards Project. To quote from one of my favorite columns by the late Ray Guy, "Much as been done, but much remains be done."

President's Report

I would like to thank our members for their ongoing support. Without YOU the tangible and intangible culture and heritage of Newfoundland and Labrador would not continue to be preserved for present and future generations of Newfoundlanders and Labradorians. I would also like to sincerely thank our funding partners, the Government of Newfoundland and Labrador and Department of Business, Tourism, Culture and Rural Development which administers the Cultural Economic Development Program as well as the Department of Canadian Heritage and its Museums Assistance Program. I must also acknowledge our sister organizations (and cohabitants at Hallett Crescent), the Association of Newfoundland and Labrador Archives and the Newfoundland Historical Society. We are three very different organizations working for the same goal.

In an ideal world we would have the in-house expertise to present as many training opportunities as MANL does. This, as we know, is not an ideal world. The community of Museum Professionals in our province is small. Yet, they have made themselves available to help with our training. Thank you.

Serving on a volunteer board requires dedication, interest and mostly, that precious commodity, TIME. The Directors I have had the pleasure to serve with this past year brought boatloads of each to the table. Thank you again.

Lastly, I would like to thank our staff, Ken Flynn, Danielle Rundquist, Sarah Wade, Sarah Dwyer and our summer student Nakita Ryan. It is easy to sit around a table and say "Yes, we will do this." but as a board we don't. It is our staff who go out on the road, avoiding moose on the highway, driving through a snowstorm on the Straight Shore or trying to avoid all those other perils of travel in our province in order to deliver our programs and services to you. THANK YOU!

Respectfully submitted,

John Griffin
President

Treasurer's Report

2014-2015

In 2014, MANL approved a motion to amend a bi-law changing the requirement for annual audits. Since that time we have been presenting financial statements. The Department of Business, Tourism, Culture and Rural Development now requires audit engagements.

The final audit engagement report for the 2014-2015 fiscal year will be completed by Ed Kent Certified General Accountant in the coming months. When ready, our audit engagement will be presented and available to the membership for viewing at the MANL office and copies can be made available upon request.

We have prepared financial statements for the purpose of this meeting. The financial statement reflects MANL's financial records for that fiscal year and the report shows our statements to be presented fairly and with accordance to Canada's general accepted accounting principles.

Pending the completion of the audit review, an estimate of our financial standing at the end of the 2014-2015 fiscal year shows revenues were \$171,159 and Expenditures totaled \$183,018 for a deficit of \$11,859. When we consider MANL lost \$60,000 in federal grants last year we weather the storm fairly well. The deficit was covered by our contingent liability fund.

The Gilbert Higgins endowment fund was established to carry out a project or projects in memory of Gilbert, who was one of the founding members of MANL. The fund, which is in the amount of \$2,999, is administered by MANL but is a joint initiative of MANL and ANLA.

Canadian Heritage Museum Assistant Program(MAP) Audit 2012-2013

Last fiscal year we were contacted by Canadian Heritage that we had been selected for an audit of our 2012-2013 MAP project. An extensive review of our records took place at our offices in February of this year with positive results. Quoting the Auditors Opinion, "In our opinion, the total amount of \$110,749 presents fairly, in all material respects, the eligible project expenses incurred by the Recipient for the period of April 2012 to March 31, 2013, under the financial terms and conditions of the Contribution Agreement and in amendment."

Respectfully submitted,

Teresita McCarthy
Acting Treasurer

Executive Director's Report

MANL represents you, the institutions and individuals interested in the preservation and promotion of the province's material and cultural heritage. As the provincial association we work on your behalf to ensure our collective voice is heard at the local, provincial and national level.

As shared before, in 2014/15 we did not receive our Museum Assistance Program (MAP) grant from Canadian Heritage. Lose of the MAP grant reduced the professional development and training opportunities we were able to offer. Thanks to the hard work of our staff, this year we received early notice of our success with that program. I would like to thank everyone who took the time to sign a letter and speak on our behalf. Your help was essential in getting this year's grant. The Canadian Museum Association's Executive Director John McAvity deserves our gratitude as well for his efforts in Ottawa on our behalf. It was great to see our organization pull together in time of need.

Despite this initial set back we had a successful year. We have been working with the Department of Business, Tourism, Culture and Rural Development (BTCRD) on a Minimum Standards project. The project involves the implementation of a minimum standard for all museums receiving Cultural Economic Development (CEDP) funding in the province. The details of this project are outlined in the Professional Development Coordinator report and we continue with minimum standards work this fiscal year. Please take note that museums and heritage groups currently receiving CEDP funding who do not comply with CEDP minimum standards will not receive funding from the Provincial Government in 2016 and will not be eligible to reapply until 2019. We suggest that your organization create your policy as soon as possible and send it along to MANL for review. You can call the office or attend an upcoming workshop in your region for information on meeting these museum standards. A list of workshops and locations are available at our office.

This past year we continued our program to reduce MANL's organizational holdings. Since we moved from Colonial Building several years ago have been caring a significant amount of files and materials to our various temporary locations around town. With each move we sorted through decades of files and materials reducing our storage needs. This past summer we embarked on an extensive review of 35 year's worth of MANL documents further reducing our footprint. We quickly realized that the way we conduct business with our members drastically changed in that last decade. Many of our resources are now digital while in the past resources were copied, held and mailed to organizations. This called for extensive paper holdings that are no longer required due to digital technology. Our summer staffer Nakita Ryan quickly developed a protocol for appraisal weeding important documents for my review and potential retention. The process was tedious requiring many hours sorting, shredding, and recycling. During the project we reviewed many of our museum resources checking for duplication and publications now found online. Many organizations could greatly benefit from this this collections review.

In April, I attended the Canadian Museum Association Conference and met with the Provincial and Territorial Museum Associations. During our half day meeting we discussed many common concerns surrounding MAP funding and our training programs. At that time we agreed to meet at the 2017 CMA in Halifax to continue our discussions.

In closing I would like to thank MANL's Board of directors and my coworkers for their dedication during this past year. I also thank each of you for your community service, preservation of our history and heritage and overall input to our great province.

Regards,

Ken Flynn
Executive Director

Professional Development Coordinator's Report

Museum Association of Newfoundland and Labrador (MANL) was very busy in 2014/15 working to support museums in the province with various professional development opportunities. I would like to express my heartfelt thanks to the staff and Board of Directors for their support and their tireless efforts to promote and preserve our provinces' natural and cultural heritage. Also, I would like to thank the membership for their interest and dedication throughout the year and for making MANL a part of your museum.

In 2014-2015, MANL lost funding from the Department of Canadian Heritage's Museum Assistance Program (MAP). This funding had been used in the past to offer workshops across the province. In lieu of that funding loss, MANL's ability to travel across the province was greatly reduced, which in turn, affected our training opportunities. Nevertheless, MANL has kept busy since the last Annual General Meeting in October 2014. Since that time, MANL has offered a total of 8 training sessions around the province. Two of those sessions were offered through MANL's "on-demand" programs, in which individual museums cover the travel costs for professionals to offer training at their sites.

Fortunately, MANL's 2015/2016 MAP application was successful. Under the direction of that program, this year we will offer 11 learning opportunities to our members. For those sessions we will be taking a closer look at preserving and displaying flags, care of military metals and weapons, exhibit development, and researching methods for war collections in preparation for exhibition.

MANL's Museum Studies certificate program has also had another successful year. There are currently 87 people registered in the certificate program. MANL is confident that the number of participants in the program will keep growing as both MANL's team and graduates understand the importance of this training. A special thanks to the federal Museum Assistance Program and the provincial Cultural Economic Development Program (CEDP) for their support of our professional development activities. The certificate program is not possible without them.

Through the support of the Department of Business, Tourism, Culture and Rural Development, MANL was busy all winter offering training and site visitations to museums across the province. For this program, MANL met with museums in the province that are working towards meeting minimum standards by 2016. While on the road, we met with members to discuss and review collections management policies and mission statements. While it may seem like a daunting task, we firmly believe in this project and the enormous benefit it will have on ensuring the longevity of your collections.

The MANL staff and professional development committee are eager to offer numerous professional development opportunities in the coming year. If you have any questions or concerns, please do not hesitate to contact our office. We love hearing from the membership so we can work together to assist you better!

Kind Regards,

Sarah Wade
Professional Development Coordinator

AGM & Conference 2014—Minutes

Museum Association of Newfoundland and Labrador 2014 Annual General Meeting Minutes Ramada Inn, St. John's, NL October 18, 2014

Call to Order

The meeting was called to order by Teresita McCarthy at 12:30 p.m.

Approval of 2013 AGM minutes

The minutes were approved on a motion by Gerald Crews seconded by Mark Ferguson. Motion carried.

Reports

A motion to accept the President's report, the Executive Director's report, and the Professional Development report was moved by Catherine Dempsey and seconded by Anne Chafe. Motion carried.

Treasurer's Report

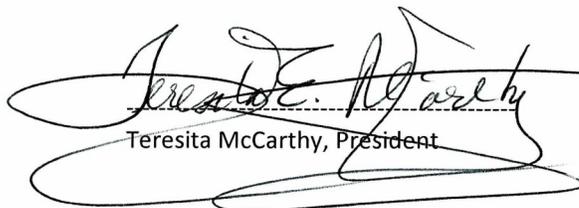
A motion to accept the Treasurer's report was moved by John Griffin and seconded by Joan Kane. Motion carried.

A motion arising from the Treasurer's report was moved by Peter Latta and seconded by Patti Broughton stating: The Association (MANL) will provide annual audited financial statements prepared externally for presentation to the members at the AGM. Motion carried.

Election of Officers

Peter Latta conducted the nominations.

President	John Griffin	Acclamation
Vice President	Teresa Green	Acclamation
Treasurer	Bev King	Acclamation
Central	Sandy Crawford	Acclamation
Avalon	Patti Broughton	Acclamation
Eastern	Joan Kane	Acclamation


Teresita McCarthy, President


Diane Curtis, Secretary
September 22, 2014

Financial Statements - 2015

MUSEUM ASSOCIATION OF NEWFOUNDLAND AND LABRADOR
Statement of Revenues and Expenditures
Year Ended March 31, 2015

(Schedule 1)

	2015	2014
Communications		
Newsletter	\$ 1,138	\$ 1,194
Promotion and printing	175	513
Website		105
	\$ 1,313	\$ 1,812
Human resources		
Insurance	1,806	1,568
Office	2,524	4,952
Salaries and wages	141,266	139,450
	\$ 145,596	\$ 145,970
Overhead costs		
Fundraising	\$ 0	\$ 16
Interest and bank charges	401	679
Office rent	0	11,741
Postage	307	297
Professional fees	0	2,438
Donations	0	50
Telephone / Website	5,351	4,949
	\$ 6,059	\$ 20,170
Professional development		
Annual conference	9,886	\$ 10,488
Awards	0	149
CEDP members reimbursement	0	5,116
CEDP professional development	4,472	11,673
CEDP workshop program	0	0
Facility rentals	400	979
Honoraria	0	2,391
MAP project	0	17,560
Professional development training supplies	1,955	1,538
Professional memberships	685	748
Resource centre	0	0
Resource personnel	0	0
Gilbert Higgins Lecture Expense	0	250
	\$ 17,398	\$ 50,892
Special projects		
CEDP- Project	\$ 12,652	\$ 0
CHIN- Young Canada Works Program	0	0
	\$ 12,652	\$ 0

Financial Statements - 2015

MUSEUM ASSOCIATION OF NEWFOUNDLAND AND LABRADOR
Statement of Revenues and Expenditures
Year Ended March 31, 2015

(Schedule 2)

	2015	2014
Provincial government funding		
Culture Economic Development Program		
Heritage (CEDP) Heritage Grant	\$ 100,000	\$ 100,000
TCR rent revenue	0	12,458
Conservation project	0	0
Special project	21,751	0
Moving expense reimbursement	0	0
Wage subsidy	0	0
Capacity building program	6,573	5,847
Craft industry development project	0	0
	\$ 128,324	\$ 118,305
Federal government funding		
Map grant (Canadian Heritage)	\$ 0	\$ 60,000
Canadian Heritage Information Network	0	0
CHIN- Artifacts Canada project	0	0
CHIN- Young Canada works	0	0
CMA-RBC intern sponsorship	0	0
	\$ 0	\$ 60,000
Other income		
Annual conference	\$ 6,615	\$ 4,840
Donations	25	200
Fundraising revenue	3,244	1,836
Interest revenue	274	2,020
HST rebate	19,116	0
Membership fees	7,820	8,083
Newsletter advertising	40	0
Sales	0	338
Seminar workshop revenue	5,881	8,446
	\$ 43,015	\$ 25,763

Acknowledgments

For making these opportunities possible, the Museum Association of Newfoundland and Labrador would like to thank the following partners...



Canadian
Heritage

Patrimoine
canadien





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