



ANNUAL REPORT 2012-2013

The Association of Nova Scotia Museums

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ASSOCIATION OF NOVA SCOTIA MUSEUMS

THE ASSOCIATION OF
NOVA SCOTIA MUSEUMS GRATEFULLY
ACKNOWLEDGES THE ONGOING
FINANCIAL SUPPORT OF THE
DEPARTMENT OF COMMUNITIES,
CULTURE & HERITAGE.

PRESIDENT'S MESSAGE

I am pleased to offer this comprehensive Annual Report on the Association of Nova Scotia Museum activities for the year 2012/2013.

Of ongoing concern for the Board this year has been the intended revision of the Community Museums Assistance Program (CMAP) by the Department of Communities, Culture and Heritage (CCH) and its handing on to ANSM. Meetings with the Executive Director (Development) have taken place, contributing to common understanding, but no formal proposals have been developed. Recently important meetings/workshops have taken place moving the process to centre stage with the prospect of imminent, serious negotiation.

Substantial progress continued on the public collections website, NovaMuse.ca. Great credit must be given to our own staff and the Information Management & Access Committee in an advisory role, in recognizing the potential of a web-based system and in obtaining the technical resources to facilitate it. In 2012/2013 there were 53 member organizations enrolled in the Advisory Service program, steadily uploading their enhanced collection records to NovaMuse.ca

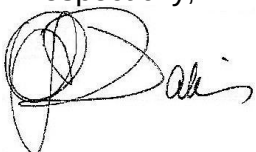
The Association's Museum Studies Program completed its second year with gratifying attendance and was supplemented with an additional workshop at the advanced level. Presentation sites around the province are chosen to give as many members as possible the opportunities to attend. Two new modules were developed this year and delivered to the ANSM Education and Training Task Force. Plans are well in hand for continuing with a full curriculum of courses for next year, third in the rotation.

The Beacon has, as intended, become the pre-eminent vehicle of regular communication not only with our members but also with anyone else with an interest in museum affairs. This year some 20 editions were circulated to an impressive mailing list. Past editions are archived on the ANSM website.

I would observe that regional representation on the Board is effective in communicating Board concerns to member organizations and enabling region's concerns to reach the Board. Regional groups are encouraged to keep up regular, minuted meetings together with postings on the ANSM Facebook page of their members' news, events and initiatives.

I wish to acknowledge with thanks the Department of Communities, Culture and Heritage for indispensable funding and encouragement. The ANSM, working on behalf of its members, receives core and project funding, as do member museums individually through programs administered by the department. Finally on behalf of all of you, I thank our staff for the excellence of their work, their dedication and leadership and likewise to the Board for the commitment of their time, energy and talent to our affairs.

Respectfully,



Derek Watts, President



MESSAGE FROM THE MANAGING DIRECTOR

We are especially fortunate in the collaborative and collegiate framework of communities within which we function as an organization. ANSM has the good luck to work with a wide variety of organizations within Nova Scotia and across Canada and the United States of America who are generous with their knowledge and support and encourage partnerships and collaboration.

We value our national partnerships with the other provincial and territorial museum associations as well as our national leader, the Canadian Museums Association. National organizations such as the Canadian Heritage Information Network and the Canadian Conservation Institute provide both expertise and the opportunity to share expertise in such formats as nationally sponsored meetings and workshops. Collaboration is important with our government stakeholders and we welcome the opportunity to share our expertise and resources as much as we appreciate shared resources and knowledge.



The spirit of collaboration is very evident in that most important of our communities – the museums of Nova Scotia. Any request for help with a wide variety of tasks and information is always answered and very much appreciated. We hope you know we are always willing to return the favour.

As always, I continue the practice of attending regional meetings, making site visits and participating in events as much as possible. This is a practice I adopted as soon as I accepted the position of Managing Director of ANSM and it very much follows in the footsteps of Elizabeth Ross, the first Executive Director of ANSM's predecessor organization, the Federation of Nova Scotia Heritage. Elizabeth passed away in the summer of 2013 and I would like to take this opportunity to acknowledge her passionate care of Nova Scotia's heritage and her hard work and dedication during her time as Executive Director of FNSH. She will be missed.

I thank a dedicated Board of Directors comprised of individuals who are a great pleasure to work with and the supporting committees who grapple with many of the details of moving the organization forward with diligence and commitment (and very often cake). Small but ever adaptable and mighty is the Staff of the Association in the service of the museums of this province. A staff member recently forwarded the following quote to me with the words "Doesn't this sound just like us?" I hope we will always think so.

"Risk more than others think is safe, Care more than others think is wise. Dream more than others think is practical. Expect more than others think is possible." Claude Bissell.

A handwritten signature in dark ink that reads "Anita Price". The script is cursive and fluid.

Anita Price
Managing Director, Association of Nova Scotia Museums

ASSOCIATION OF NOVA SCOTIA MUSEUMS

MISSION

The Association of Nova Scotia Museums, using a consultative regional representative model, proactively champions museums through education, outreach, networking and advocacy to achieve excellence.

MEMBERS

As of March 31, 2013, the Association includes 100 Museum Members, 22 Organizational Members, 20 Individual Members and 1 Student Member. Members are involved with the Association in a variety of ways including serving as board and committee members, course participants and instructors, conference planners and presenters and project partners.

HONOURARY MEMBERS

Individuals who have made exceptional contributions to the Association and the Museums of the province.

Brian Cuthbertson
Gary Selig
James O. St Clair
Elizabeth C. Ross
Eric Ruff
Wilma Stewart-White
Lillian Stewart
Sylvia Whitehead

BOARD OF DIRECTORS

Derek Watts
President & Director at Large

Lisa Wolfe
Vice President & Director at Large

Janice Kirkbright
Treasurer & Central Region Director

Nadine Barrett
Secretary & Director at Large

Ken Adams
North East Regional Director

Linda Rafuse
South West Regional Director

Maria O'Hearn
Director at Large

Russell Grosse
Director at Large

STAFF

Staff practice the ANSM's commitment to serve its members through training, outreach and networking activities around the province.

Anita Price, Managing Director
Karin Kierstead, Museum Advisor
Sarah Gignac, Administrative Assistant
Hope Wickett (Fleming MMC Intern – Summer '12)
Nancy MacPhee (Dalhousie MLIS Intern – Spring '12)

LEADERSHIP

The Association of Nova Scotia Museums is led by its Board of Directors. This governance body is comprised of members elected by the ANSM membership at the Annual General Meeting. The Board is accountable to the membership and is collectively responsible for the governance of the Association. It is responsible for shaping organizational policy and ensuring its implementation.

The Board identified the following priorities for 2012-13

- Strategic Plan Implementation, 2012 -2015
- Training & Workshops – Continued implementation of the Training Plan
- Establishing Regular NE Regional Meeting
- Take leadership role in the development of a Heritage Council for Nova Scotia
- Negotiate with NSDCC&H regarding Community Museum Assistance Program
- Establishing a new ANSM Awards Program

THANK YOU

ANSM extends our thanks to the Community of Museums in Nova Scotia who preserve, interpret and envision our heritage with dedication, diligence and devotion.

We gratefully acknowledge the support of Minister Leonard Preyra and his staff at the Department of Communities, Culture and Heritage. Our appreciative thanks for support, collaboration and consultation.

Also our appreciative thanks to Minister James Moore and the Department of Canadian Heritage for the many programs and services which benefit ANSM and its members.

PARTNERSHIPS 2012-13

Partnerships are vital to the success of ANSM programs and initiatives. In turn, the Association offers its support and resources to organizations engaged in related work. In the past year these partnerships have included:

Acadia University
 Alberta Museums Association
 Canadian Conservation Institute
 Canadian Heritage Information Network
 Canadian Museum of Civilization
 Canadian Museums Association
 Community Museums Association of PEI
 Council of Nova Scotia Archives
 Cultural Federations of Nova Scotia
 Cumberland County Heritage Network
 Dalhousie University, MLIS Program
 Department of Canadian Heritage
 Department of Communities, Culture & Heritage
 Federation of Community Organizations
 FEED Nova Scotia
 Fleming College
 Halifax Regional Municipality
 Heartwood Centre for Community Youth Development
 Heritage Cape Breton Connection
 L'Arche Homefires
 Museum of Industry
 Nova Scotia Museum
 Ontario Museums Association
 Parks Canada
 Queens County Museum
 Wallace & Area Museum
 Whitney Pier Historical Museum
 Tourism Industry Association of Nova Scotia

MEMBERSHIPS 2012-13

ANSM is a member of:

American Association of State & Local History
 Canadian Museums Association
 Council of Nova Scotia Archives
 Cultural Federations of Nova Scotia
 Federation of Community Organizations
 Tourism Industry Association of Nova Scotia

VENDOR LIST

The Association engaged the following companies, organizations and individuals in 2012/13.

American Association of State & Local History
 Acadia University Food Services
 Alfred J. Bell & Grant Ltd
 Almento: Catering and Kitchen Works
 Cape Breton Music Online Inc
 Ceridian
 Crad Price Construction
 Dalhousie University
 Domainsatcost.ca
 Eaglez Consulting Services
 Fundy Textile & Design Ltd
 Graham Blair Designs
 IWeb Technologies Inc
 Josh Horner Design
 Jubilee Cottage Inn
 Maritime Labels & Packaging
 Marsh Canada Ltd
 Mitchell L. Millar Inc, CA
 National Car Rental
 Perry Rand Transportation Group Ltd
 Sally Warren, Museum/Gallery Education Consultant
 Saltscapes Vacation Properties
 Staples
 Stephen V Shaw CA
 Strategic Arts Management
 TD Canada Trust
 TechSoup
 Vista Print
 Waverley Inn
 Wendy Jones Coaching
 Whirl-i-gig
 Whitney Pier Historical Museum

COMMUNICATIONS

Communications activities over the past year have included improvements and further development of the ANSM website, circulation of the Beacon e-newsletter, ongoing Facebook activity and regular mail outs to members. We have also launched the NovaMuse website and related Facebook page with details included in the Advisory Service section of this report.

ANSM continues the practice of using its corporate logo in all communications as a means of reinforcing its brand and identity on a regular basis. The ANSM decal, introduced in 2010, is provided upon renewal of annual membership and now includes the year.

The website www.ansm.ns.ca has seen significant increase in usage in the past year. The site provides information about programs and events, organizational reports and personnel, museological resources, lists of museum members by region with links to their websites, sign-up capacity for the Beacon e-newsletter and online payment options utilizing PayPal & EventBee. The website also links to NovaMuse collections management website as well as the ANSM and NovaMuse Facebook pages and staff blog. New information tools and templates were added to the resource section of the website (see Advisory Service for more information about new online resources).

The ANSM Facebook page is used as an informal communication tool to share information about members' events, advertise ANSM programs, update on national and provincial heritage related news, provide links to useful resources, upload images of museums and events and keep in touch with interested individuals and organizations. The page has 300 "friends" and counting. (Up 50% from 2011/2012)



The Beacon e-newsletter is the major communication tool for the association and relates information about upcoming training opportunities, new services and resources and changes to the organization. 21 editions have been circulated over the past year to a subscriber list of 368. The e-newsletter also includes a "Cuddy" section that provides information about grants, advocacy alerts, job postings and happenings from ANSM members, government agencies and heritage related



organizations. "Cuddy" is a Nova Scotian term used to describe the deckhouse of a small marine vessel where useful items are stored. The Beacon is edited by Administrative Assistant, Sarah Gignac and is sent out every two/three weeks.

Mailouts including information about membership renewals, workshops, conference registration, Awards program information and AGM notices have been sent to members over the past year. Mailings have also gone to Community Museums participating in the Advisory Service (formerly Passage Project) relating to contract renewals, changes in fee for service structure and database upgrades.

Staff regularly attend regional meetings and provide update reports on ANSM activities. They also participate on committees of related heritage organizations as well as attend meetings and museum community activities, events and presentations. Staff provide expertise and support in consultation with museum members, provincial museum associations, government departments and others. Comprehensive written reports are provided to the Board of Directors by the Managing Director for each board meeting and these reports are available on the ANSM website.

ANSM is a member of the Cultural Federations of Nova Scotia (CFNS). Anita Price is the Vice President and on the management and capitol improvement

committees. CFNS is the umbrella organization that provides operational support for eight cultural federations sharing office facilities and related cost share services. CFNS also provides a Pension and Health Benefits program which is available to ANSM members.

Website statistics: April 1/12 – March 31/13

- 7,613 visits from 3,608 unique visitors (up 62% from 11/12)
- 25,561 page views
- 54.6% new visits
- 2.47 min. average on site
- 3.36 average page views
- Traffic sources: 26.2% direct, 22% referring, 51.8% search engines

ADVOCACY

Early in 2013, ANSM contacted representatives of provincial heritage organizations to determine their interest in participating in initial discussions regarding the establishment of a Heritage Council for Nova Scotia. This concept was included as a key recommendation in the Province's "A Treasured Past A Precious Future, A Heritage Strategy for Nova Scotia, 2008-2013". However no action had been taken to move forward on this recommendation to date. Representatives of the Council of Nova Scotia Archives, Heritage Trust of Nova Scotia, Royal Nova Scotia Historical Society and the Genealogical Association of Nova Scotia met with ANSM President, Derek Watts, and Managing Director, Anita Price, to discuss interest in establishing a heritage council and next steps if there was consensus on moving forward.

The informal group agreed to request a meeting with Minister Preyra of Communities, Culture & Heritage to present the idea and encourage participation and partnership with the department towards establishing such an entity. A meeting was held with Minister Preyra and lead staff in early April, 2013 with a positive reception. Next steps towards formal establishment of a council have yet to be determined. It was acknowledged by both the organizations and the department that a heritage council would need to be more inclusive of other related organizations to be appropriately representative.

ANSM has continued discussions with Communities, Culture & Heritage staff in relation to the informal proposal from the department for ANSM to take up the administration and delivery of the Community Museums Assistance Program currently offered through the department. As a part of this process, ANSM has looked to best practices of similar programs offered in other provinces in Canada through provincial museums associations. Anita Price went to Alberta for detailed discussions with Alberta Museum Association staff relating to their administration of funding programs and a related accreditation program. Discussions remain informal with the department with next steps yet to be determined but with a strong interest from the ANSM board in gaining endorsement from members for future progress relating to this initiative.

ANSM continued its practice of encouraging museums in the province to reach out and contact their local politicians during the December holiday season. This initiative places a focus on the importance of maintaining connections with elected representatives and ensuring they know about the museums in their communities and the important work they do. As in previous years, an information package was provided for museums to use.



Managing Director Anita Price visits
The Alberta Museums Association,
summer 2012



Central Region Heritage Group meeting at
Evergreen House, Dartmouth, December 2012.

Managing Director, Anita Price, again joined colleagues from across the country in Ottawa for *Museums Day on the Hill* in November, 2012. This is an annual Canadian Museums Association-led initiative that provides museum representatives from across the country with an opportunity to meet with Senators and Members of Parliament and champion Canada's museums. Anita participated in the team lead by CMA President, Bill Greenlaw, and met with a number of MP's and Senators.

TRAINING

An important aspect of the Association's support for its membership is the provision of relevant and cost effective training for museum workers in Nova Scotia. ANSM continues its commitment to provide training opportunities province wide and on topics relevant to the needs of the museum community. 2012/13 was the second year in the three year Museum Studies Program and was well attended and received by participants. We also began experimenting with shared cottage rentals and communal meals outside workshop time in order to cost save and have more networking time. This practice was well received and we will continue to look for those opportunities.

ASSOCIATION OF NOVA SCOTIA MUSEUMS, CONFERENCE 2012

Key Training Opportunities 12/13:

- Annual Conference
- Advisory Service
- Museum Studies Program

"ReGeneration" September 13 & 14, 2013,
Acadia University, Wolfville, NS Participants: 94

"ReGeneration" focused on youth engagement as its theme, from both the perspective of youth involvement with museums and youth as future workers in museums. A talented group of presenters generously spoke on their experiences in applying pedagogy to museum interpretation, revitalising national institutions towards youth engagement, developing school programing, supporting youth employees, developing strong internships and much much more.... Acadia University was a perfect backdrop for the theme as well as a fabulous venue.

We used the opportunity presented by a significant gathering of museum folks to launch the new NovaMuse website containing the collections of 53 community museums in Nova Scotia. ANSM thanks the many volunteers and presenters who contributed to making the 2012 Conference a great networking and learning event.

LOCAL ARRANGEMENTS COMMITTEE:

Anthony Harding, Randall House Museum
Brenda Trofanenko, Canada Research Chair (Education, Culture & Community),
Associate Professor, Acadia University
Bria Stokesbury, Kings County Museum
Derek Watts, ANSM Board Representative
Sherry Griffin, Annapolis Valley Macdonald Museum
Pat Townsend, Acadia University
Wendy Robicheau, Acadia University

PRESENTERS:

Brenda Trofanenko, Canada Research Chair (Education, Culture & Community),
Associate Professor, Acadia University
Brian Braganza, HeartWood Centre for Community Youth Development
Christine Sykora, Maritime Museum of the Atlantic
Deborah Scott, Fleming College
Graham Caswell, Museum of Natural History
Jennifer Burke, Nova Scotia Department of Education
Jennifer Hevenor, Curatorial Assistant, Canadian Museum of Immigration at Pier 21
Jillian Fraser, Canadian Museum of Immigration at Pier 21
Karin Kierstead, Association of Nova Scotia Museums
Katie Urban, M.A., Museum of Ontario Archaeology



Marc Bélanger, Form Media
 Mark O'Neill, President & CEO, Canadian Museum of Civilization Corporation.
 Rena Kulczycki, HeartWood Centre for Community Youth Development
 Sally Warren, Museum/Gallery Education
 Tinisha Stilling, Nova Scotia Sport Hall of Fame
 Wendy Jones, Wendy Jones Coaching

CONFERENCE HOST:

Acadia University, Wolfville, Nova Scotia

MUSEUM STUDIES PROGRAM – YEAR TWO

The Museum Studies Program is a series of eight workshops covering core museological functions including collections management & curatorship, interpretation, museums & community, facility management, management & governance and marketing.

The workshop format offers a combination of lecture, group discussion and exercises. The workshops are offered over a three year rotation. Participants can take the modules in any order, though Year One is structured to offer core principles of administration and operation for a museum. Year Two modules include Museums 101, Collections Management & Curatorship, and Interpretation I: Public Programming.

MUSEUMS 101

Key learning outcomes for this workshop module include:

- Origins & evolution of museums in society
- Unique features of museums
- Core functions of museums
- Trends & challenges for museums

Facilitator: Karin Kierstead

April 12 & 13, 2012

Queens County Museum, 109 Main Street, Liverpool
 14 participants



Participants at the Museum Studies Program, Collections Management Workshop hosted by Whitney Pier Museum, April/12

COLLECTIONS MANAGEMENT & CURATORSHIP

- Role collections play in museums
- Essential policies and procedures for proper care, management and use of collections
- Acquisitions, documentation, handling, and deaccessioning
- Computerized records and online access
- Ethics, legal issues, tax receipts, insurance, and copyright.

Facilitator: Karin Kierstead

May 10 & 11, 2012

Whitney Pier Historical Museum, 88 Mount Pleasant St. Sydney
 18 Participants

INTERPRETATIONS I: PUBLIC PROGRAMMING

- Key content/subject areas:
- types of museum interpretation
- basic learning styles
- elements of successful interpretive programs for the public and schools
- increasing interactivity in museum exhibitions
- principles of program evaluation

Facilitator: Sally Warren

November 1 & 2, 2012

Wallace & Area Museum, 13440 Hwy 6, Wallace, NS

17 Participants

EDUCATION & TRAINING TASKFORCE

The development and delivery of the educational programs of ANSM are undertaken with the support and advisory council of the Education and Training Taskforce (ETT). This group is the evolution of the former Training Development Committee and is an operational body under the supervision of the Managing Director. The terms of reference for this group were developed in conjunction with those of the Information Management Advisory Committee (formerly Passage Steering Committee) to ensure clarity of roles and responsibilities. The group has met 6 times over the past year and has assisted with conference program development, Museum Studies Program implementation and future planning for special workshops.

EDUCATION & TRAINING TASKFORCE MEMBERS:

Anita Price, Chair, ANSM

Karin Kierstead, Secretary, ANSM

Marc Bélanger, Form Media

Paul Collins, Communities, Culture & Heritage (May 2012)

Maggie MacIntyre, Nova Scotia Museum of Natural History

Elisabeth Tower, Canadian Museum of Immigration at Pier 21

Karen White, Council of Nova Scotia Archives (February 2013)



ADVISORY SERVICE

The Advisory service is the evolution of the former Passage Project into a core service of ANSM. The service is staffed by Museum Advisor, Karin Kierstead, who provides site visits, remote support and one on one training primarily relating to collections management practices to museums participating in the service. Karin also manages the collections database system and related special projects. ANSM members participate through an annual contract agreement and fee for service.

Our efforts over the past year focused on Phase II of database renewal – the development of the NovaMuse.ca collections website. ANSM worked with Whirl-i-gig (Collective Access developer) on design & functionality over the spring and summer months, enabling Karin to spend summer site visits showing participating museums the website as it was being built, and to review how the museum's records would appear online to the public. With the September website launch scheduled, participating museums were encouraged to update database records and add images. They responded beyond our expectations, and from March 2012 – March 2013 added an additional 18,966 records and 25,139 images, providing grand totals of 192,091 records and 73,319 images. 73% of these records were made publicly accessible when NovaMuse launched on September 13th 2012. An update to the Collective Access database system in February 2013 further streamlined the data entry process, and users continue to be very positive in their feedback.

ANSM partnered with Fleming College on a special class assignment to give their students some experience with database work. Students enrolled in the Museum Management & Curatorship (MMC) program were each assigned 10 records from the 10 participating museums' databases, set up with student user accounts, and tasked with reviewing the records and then researching two artifacts of their choice. Upon completion of the project, reports were given to the museums outlining suggestions for improvements, how records were updated to professional standards, and what information was found during the research process. Everyone involved in the project was pleased with the outcome, and we hope to continue this partnership in the future.

Hope Wickett joined ANSM from May – August 2012, as the final component of Fleming College's MMC program. Her major research project focused on photographing costume collections. ANSM's purchase of a portable photography studio and Hope's development of a user manual ensured short-term success and will allow members to borrow the equipment to carry on the work in the long-term. Hope joined the Museum Advisor on 13 site visits to community museums with substantial textile collections, training them on the photography process and taking images of selected textiles. Throughout the summer she helped to digitize 332 clothing items, adding over 1000 images to the collections databases in preparation for the NovaMuse.ca website launch.

A number of resources were added and/or updated on the ANSM website, including the Catalogue Worksheet, IT Equipment Purchase Guide, and Photography Kit Equipment Manual. The Museum Advisor also wrote 32 blog posts, containing updates on ANSM work and advice on museum standards.

The year ended with a very special recognition. NovaMuse.ca received the Canadian Museums Association's Award for Outstanding Achievement in Management. The award was presented in Whitehorse, Yukon Territory, at the CMA national conference, and was received by the ANSM Museum Advisor. ANSM's name may be on the award, but it belongs just as much to the contributing museums. Their dedication to the online sharing of their collections is inspirational. We would also be remiss if we did not mention the dedication of the team at Whirl-i-gig, who worked day and night to make this vision a reality.



Museum Advisor Karin Kierstead with Donna Arenburg & Barbara Wentzell of Parkdale-Maplewood Community Museum displaying the CMA Award for Outstanding Achievement in Museum Management, 2013 for NovaMuse.

ADVISORY SERVICE MUSEUMS (52)

Acadian House
 Admiral Digby Museum
 Annapolis Heritage Society
 Annapolis Valley Historical Society
 Anne Murray Centre
 Antigonish Heritage Museum
 Apple Capital Museum Society
 Army Museum Halifax Citadel
 Atlantic Canada Aviation Museum
 Cape Breton Centre for Heritage & Science
 Cape Breton Miners' Museum
 Cape Sable Historical Society
 Charles Macdonald Concrete House
 Chestico Museum & Historical Society
 Colchester Historeum
 Cole Harbour Heritage Farm Museum
 Creamery Square Heritage Society
 Desbrisay Museum
 Fort Point Museum
 Fultz House Museum
 Hector Exhibit Centre & Archives
 HMCS Sackville
 Inverness Miners' Museum
 Islands Museum
 James House Museum
 Jost House Museum
 Kings County Museum
 LaHave Island's Marine Museum
 LeNoir Forge Museum
 MacDonald House Museum
 MacPhee House Community Museum
 Malagash Area Heritage Museum
 Moose River Gold Mines Museum
 Mount Hanley Schoolhouse Museum
 Museum of the Hooked Rug (Les Trois Pignons)
 North Highlands Community Museum
 Nova Scotia Sport Hall of Fame
 Old Court House Museum
 Orangedale Station
 Ottawa House Museum
 Parkdale-Maplewood Community Museum
 Port Hasting Museum
 Queens County Museum
 Randall House Museum
 Scott Manor
 Shelburne Museum Complex
 Sydney & Louisbourg Railway Museum
 Wallace & Area Museum
 Wedgeport Sport Tuna Fishing Museum
 West Hants Historical Society
 Whitney Pier Museum
 Yarmouth County Museum & Archives



INFORMATION MANAGEMENT & ACCESS COMMITTEE

This is an operating committee of ANSM under the Managing Director and with staff support from the Museum Advisor. Committee membership includes advisory service participants as well as collections management and information technology specialists. IMAC met five times throughout the year. The committee was very active again this year, reviewing websites and assisting with the NovaMuse design process. Our thanks to outgoing committee members Aidan Norton and Kim Truchan for valuable contributions.

IMAC MEMBERS:

Aidan Norton, Chair, Colchester Historeum
 Jennifer LeBlanc, Secretary, Old Sydney Society
 Kelly Bourassa, Kings County Museum
 Dayle Crouse, Hector Exhibit Centre
 Anna MacNeil, Whitney Pier Historical Museum
 Gary Melville, The Army Museum
 Kim Truchan, Shelburne County Museum
 Karin Kierstead, ANSM
 Anita Price, ANSM



Textile photography project summer 2012
with Fleming College Intern, Hope Wickett.

INDEPENDENT AUDITORS' REPORT

To the Members of the ASSOCIATION OF NOVA SCOTIA MUSEUMS

Report on the Financial Statements

I have audited the accompanying financial statements of the ASSOCIATION OF NOVA SCOTIA MUSEUMS, which comprise the statement of financial position as at March 31, 2013, March 31, 2012 and April 1, 2011 and the statements of operations and surplus and schedule of expenses for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Generally Accepted Accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements

I believe that the audit evidence I have obtained is sufficient and appropriate to prove a basis for my qualified audit opinion.

***Basis for Qualified Opinion***

In common with many charitable organizations, the Association of Nova Scotia Museums derives revenue from memberships and miscellaneous sources the completeness of which is not susceptible of satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in the records of the organization and I was not able to determine whether any adjustments might be necessary to contributions, excess of revenues over expenses, current assets or surplus.

Qualified Opinion

In my opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Association of Nova Scotia Museums as at March 31, 2013 and its financial performance for the year then ended in accordance with Canadian generally accepted accounting standards for not for profit organizations.

Chartered Accountant

Nova Scotia
August 22, 2013

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Balance Sheet

March 31, 2013

2013

2012

April 1,
2011

ASSETS

Current

Cash and term deposits	\$	110,365	\$	108,184	\$	125,007
Accounts receivable		10,358		16,567		15,624
Prepaid expenses and other current assets		1,128		3,926		5,825
	\$	121,851	\$	128,677	\$	146,456

LIABILITIES AND SURPLUS

Current liabilities

Accounts payable and accrued liabilities	\$	3,597	\$	3,223	\$	8,127
Deferred revenue (note 5)		49,106		60,479		84,101
		52,703		63,702		92,228

SURPLUS

Unrestricted surplus		28,099		16,926		24,179
Restricted surplus (note 6)		41,049		48,049		30,049
		69,148		64,975		54,228
	\$	121,851	\$	128,677	\$	146,456

See accompanying notes to the financial statements

Approved by:

Director: 

Director: 

ASSOCIATION OF NOVA SCOTIA MUSEUMS**Statement of Operations and Surplus****For the Year Ended March 31, 2013**

	2013	2012
Revenue		
Public funding		
Department of Communities, Culture & Heritage	\$ 66,000	\$ 86,000
Lottery	6,250	6,250
MAP training grant	40,958	31,900
SDI Passage / Advisory grant	23,250	-
SDI collection management grants	26,219	51,832
CHIN contract	-	9,500
	162,677	185,482
Earned revenue		
Memberships	6,856	5,500
Registrations and subscriptions	9,390	9,293
Fee for service	13,950	12,000
Workshops	5,240	8,100
Other income	-	123
Interest income	431	382
Donations and sponsorships	8,400	-
	44,267	35,398
Total revenues	206,944	220,880
Expenses		
Leadership	61,403	62,320
Support services	41,118	40,007
Programs	100,250	107,806
	202,771	210,133
Excess of revenues over expenses	\$ 4,173	\$ 10,747
Unrestricted surplus, beginning of year	\$ 16,926	\$ 24,179
Excess of revenues over expenses	4,173	10,747
Decrease in Collections Management Capital Assistance Fund	7,000	7,000
Increase in Reserve for Operational Funding	-	(25,000)
Unrestricted surplus, end of year	\$ 28,099	\$ 16,926

See accompanying notes to the financial statements

ASSOCIATION OF NOVA SCOTIA MUSEUMS
Statement of Cash Flows
For the Year Ended March 31, 2013

	2013	2012
Cash flow from operating activities		
Cash received from funders and members	\$ 201,780	\$ 196,316
Cash paid to suppliers and employees	(199,599)	(213,139)
	<u>2,181</u>	<u>(16,823)</u>
Cash flow from investing activities	-	-
Cash flow from financing activities	-	-
	<u>2,181</u>	<u>(16,823)</u>
Cash and cash equivalents		
Beginning of year	108,184	125,007
End of year	<u>\$ 110,365</u>	<u>\$ 108,184</u>

See accompanying notes to the financial statements

Cash flow supplemental information

Total revenues	\$ 206,944	\$ 220,880
Accounts receivable - current year	(10,358)	(16,567)
Accounts receivable - prior year	16,567	15,624
Deferred revenue - current year	49,106	60,479
Deferred revenue - prior year	(60,479)	(84,100)
Cash received from funders and members	<u>\$ 201,780</u>	<u>\$ 196,316</u>
Total expenses	\$ 202,771	\$ 210,133
Accounts payable - prior year	3,223	8,127
Accounts payable - current year	(3,597)	(3,223)
Change in prepaids	(2,798)	(1,898)
Cash paid to suppliers and employees	<u>\$ 199,599</u>	<u>\$ 213,139</u>

ASSOCIATION OF NOVA SCOTIA MUSEUMS**Schedule of Expenses****For the Year Ended March 31, 2013**

	2013	2012
Leadership		
Salaries and benefits	53,178	52,724
Travel and meals	5,691	4,355
Board meetings	2,246	3,974
Volunteer travel	288	1,267
	\$ 61,403	\$ 62,320
Support services		
Conference and AGM	14,323	16,395
Bank charges	337	661
Insurance	600	600
Memberships and fees	443	815
Office supplies & expenses	1,164	1,171
Postage & delivery	527	718
Professional development	812	4,135
Professional fees	8,298	5,628
Salaries and benefits	10,013	4,077
Telephone, fax and internet	2,666	2,095
Other admin expenses	1,935	3,712
	\$ 41,118	\$ 40,007
Program expenditures		
Marketing and fundraising	267	998
Strategic plan	-	5,053
Insurance	1,140	1,131
Workshops	4,065	11,578
QR code project	-	3,223
Advisory services	94,778	80,498
WiFi project	-	5,325
	\$ 100,250	\$ 107,806

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Notes to Financial Statements

Year Ended March 31, 2013

2013

2012

1. Purpose of the organization

The Association of Nova Scotia Museums (the "ANSM") was incorporated under the Nova Scotia Societies Act and its purpose is to represent and support the common heritage interests of its members by identifying, advocating, promoting, preserving and nurturing the heritage of Nova Scotia.

The ANSM is a not for profit organization and is a registered charity under the Income Tax Act.

2. Summary of significant accounting policies

Basis of accounting

These financial statements have been prepared in accordance with the Canadian accounting standards for not for profit organizations.

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash and cash equivalents consist primarily of term deposits and deposits with a maturity date within one year. Because of the short term nature of these investments, their carrying amount approximated fair market value.

Capital assets

The ANSM has adopted the policy of expensing all capital assets in the year of acquisition. During the current year \$0 (2011 - \$3,734) of equipment was expensed. The ANSM owns various office furniture, equipment and computer equipment which are not recorded as capital assets.

Revenue recognition

The ANSM follows the deferral method of accounting for contributions. Contributions relating to future programs are deferred and recognized when the related expenses are incurred.

Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates. Calculation of deferred revenues is the most significant item that involves the use of estimates.

3. Financial instruments

ANSM's financial instruments consist of cash, investments, trade receivables and payables. The fair values of these financial instruments approximate their carrying values. It is managements opinion that the ANSM is not exposed to significant interest rate, currency or credit risks associated with these financial instruments.

4. Economic dependence

The ANSM is dependent on funds received from the Nova Scotia Department of Communities, Culture and Heritage for continuation of its operations.

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Notes to Financial Statements

Year Ended March 31, 2013

2013

2012

5. Deferred revenue

The following contributions were received in the current fiscal year which relate to programs and activities continuing into the next fiscal year;

Deferred SDI Advisory Grant	\$ 12,000	\$ 17,467
Deferred Conference Sponsorship	4,500	-
Deferred Memberships	-	150
Deferred Revenues - Other	20,000	25,000
Deferred SDI Public Website Grant	-	8,753
Deferred Fee for Service Revenue	9,200	7,500
Deferred Conference Fees	-	210
Deferred revenue - workshops	3,406	1,400
	<u>\$ 49,106</u>	<u>\$ 60,480</u>

6. Restricted surplus

Subject to Board approval, the ANSM allocates unrestricted surplus for future committed projects. As at March 31, 2013, the Board has committed funds to the following:

Reserve for Collections Management Capital Assistance Fund	\$ -	\$ 18,000
Reserve for Collections Management Advisory Committee Fund	-	3,049
Reserve for Collections Management Computer Upgrade Fund	-	2,000
NovaMuse / Collective Access disaster recovery fund	10,000	-
Advisory Service Supplementary Fund	6,049	-
Reserve for Operational Funding	25,000	25,000
	<u>\$ 41,049</u>	<u>\$ 48,049</u>

During the year the Board committed \$10,000 of the Collections Management Capital Assistance Fund to the Nova/Muse Collective Access disaster fund, allocated \$7,000 to support the 2013 MAP application and the remainder to the Advisory Service Fund. The Collections Management Advisory Committee Fund and the Computer Upgrade Fund were moved to the Advisory Services Fund.

7. Related party transactions

The Cultural Federations of Nova Scotia ("CFNS") provides premises to the ANSM on a rent free basis, subject to a charge for any operating deficit of the CFNS. In addition, the ANSM purchases certain shared services from the CFNS on a cost recovery basis.

8. Adoption of accounting standards for not for profit organizations

Effective April 1, 2011, the ANSM adopted the requirements of the Canadian Institute of Chartered Accountants ("CICA") Handbook - Accounting, electing to adopt the new accounting framework: Canadian accounting standards for not for profit organizations ("ASNPO"). These are ANSM's first financial statements prepared in accordance with ASNPO and the transitional provisions of Section 1500, First-time Adoption have been applied. Section 1501 requires retrospective application of the accounting standards with certain elective exemptions and limited retrospective exceptions. The accounting policies set out in the significant accounting policies note have been applied in preparing the financial statements for the year ended March 31, 2013, the comparative information for the year ended March 31, 2012 and in the preparation of an opening balance sheet at April 1, 2011 (the date of transition).

The ANSM issued financial statements for the year ended March 31, 2012 using generally accepted accounting principles prescribed by CICA Handbook - Accounting XFI ("XFI"). The adoption of ASNPO has no impact on the previously reported assets, liabilities and equity of the ANSM and results in no adjustments recorded in the comparative income statement or cash flow statement.