

ANNUAL REPORT 2014-2015

ASSOCIATION OF NOVA SCOTIA MUSEUMS



Table of Contents

President's Message	01
Managing Director's Message	02
Association of Nova Scotia Museums	03
Communications	06
Advocacy	08
Awards Program	09
Training	10
Advisory Service	14
Engagement Map	16
Financial Statements	17



www.ansm.ns.ca
admin@ansm.ns.ca

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President's Message

Welcome to the Association of Nova Scotia Museum's (ANSM) Annual General Meeting (AGM). Join us in celebrating the many accomplishments of the Fiscal Year 2014 – 2015. First and foremost this AGM is being held during the first ever joint conference of Archives, Libraries and Museums. The program offerings are wonderful and reflect and recognize, as the program guide says "the similarities in the work we do". I am sure we will find inspiration at this conference in the most unexpected place. The conference name says a lot about what we collectively are – "public places, community spaces".

Next year our AGM will be combined with a one day symposium, as the Canadian Museums Association (CMA) is holding its National Conference in Halifax in April 2016. We encourage as many as possible to attend this conference. We won't be holding an ANSM conference next year so that attendance at the CMA conference does not mean a financial choice. This is the first time in 30 some years that the National Conference has been here and we are the hosting organization. This is quite the honour.

The year 2017 is Canada's 150th Anniversary and many celebrations are planned. ANSM plans to launch its first fundraising campaign for the Fund for Museums of Nova Scotia. The Fund concept was first explored by the M7 Group of Museums when they were looking at ways to do group fundraising, but this seemed beyond the scope of just seven museums. ANSM was approached to see if there was an interest from the membership in setting up such a fund. A survey was done last year and Nova Scotians will contribute to such a plan. A Business Plan for the fund was commissioned in the 2014/2015 and we are currently sourcing funding for the market and public launch of the Campaign for 2017.

Complimenting this work, in the fall of 2014 ANSM entered into an agreement with the Department of Communities, Culture and Heritage to undertake the development of a new evaluation process for the Community Museum Assistance Program delivered by the Culture & Heritage Development Division. The Community Museum Assistance Program (CMAP) is an operating grant program of the Government of Nova Scotia. The program supports 67 community museums across the province with core operating funding. The evaluation process, once accepted and adopted, will be used to evaluate all museums seeking accreditation in the Province and will be part of the criteria for receiving funding through the new Fund for Museums of Nova Scotia. It takes time, money and perseverance to implement change, and your Staff and Board are very dedicated to implementing these changes for the betterment of museums.

The Advisory Service is doing extremely well and our programs and courses have been filled to capacity. As I said last year and I am happy to say again this year – I am very proud to be part of this organization. My term is up this year and I have chosen not to re-offer, only because Ross Farm Museum, my other job, is embarking on a great adventure with the opening of our new Heritage Skills Learning Centre. Please drop by and see our new facilities. It will be a show case of public places, community spaces. The incredibly successful fundraising effort for this space also indicates that there are people, organizations, government entities and corporations that are interested in moving the dreams of museums forward. This speaks well for ANSM's Museum Fund development. I hope to re-offer to the Board in the future.

I would like to acknowledge the support of the Nova Scotia Department of Communities, Culture and Heritage for their indispensable funding, support and encouragement.

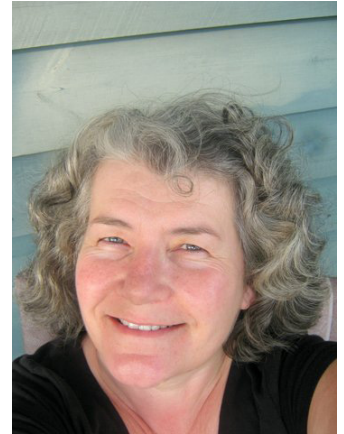


LISA WOLFE, ANSM President

Managing Director Message

Each year we comment on how incredibly busy we were in the past year and promise each other not to take on so much in the forthcoming year and generally work at a more sedate pace. Never happens.... There are just so many things we would like to do and so many opportunities with which to achieve our ideas that we step into the next round of busy times and tough deadlines with seamless enthusiasm.

The past year was no different and, aside from the regular training and advisory services we offer, we tackled fund development for museums in Nova Scotia and the development of a new museum evaluation process. Both large initiatives in terms of scope and workload, but both incredibly important for the future sustainability and public accountability of museums in Nova Scotia. We are national leaders in provision for services for museums and adept at doing a great deal with very little.



At last year's AGM, we adopted a new vision statement "All museums in Nova Scotia are valued by Nova Scotians, are sustainable and operate according to established standards of excellence". This is a strong vision and one that calls not only ANSM, but all museums in the province, to step up to a profound challenge.

"Sustainable" we are answering in the establishment of a fund for museums in Nova Scotia. The fund will never address all the financial needs of all the museums in the province, but it will provide a new revenue resource and, perhaps more importantly, provide a link between Nova Scotians and their museums that currently does not exist in most cases. There is a great deal of ownership that takes place in the fundraising relationship, an important aspect of which is an understanding of what the relationship needs and provides. Most Nova Scotians have no inkling of the situation, financial or otherwise, of their local museum. A donor relationship goes a long way to address that, particularly if it's tied to a strong brand and marketing campaign. We now have a business plan road map to guide us and have worked with a strong steering committee of museum peers for guidance and insight.

"Established standards of excellence" we are addressing through partnership with the Department of Communities, Culture and Heritage. A new evaluation process for museums is under development. We accepted a charter to review the existing evaluation process for the Community Museum Assistance Program (CMAP), examine international evaluation best practices, address evaluator qualifications and construct a two phase evaluation tool which accurately captures information about seven key areas of museum activity: Governance & Management, Community, Collections Management, Interpretation, Facility Management, Marketing & Revenue Generation. Once again, we have worked with a strong steering committee of museum peers for guidance and insight.

ANSM members are very fortunate in the individuals who step up and undertake board roles and committee endeavours on their behalf. Great to work with and very much appreciated. Thanks to one and all as we move Onwards....

ANITA PRICE, Managing Director, ANSM

Association of Nova Scotia Museums

Vision

All museums in Nova Scotia are valued by Nova Scotians, are sustainable and operate according to established standards of excellence.

Mandate

Working in partnership with museums, communities and supporters, the mandate of the Association of Nova Scotia Museums is to:

- » Encourage the development of professional best practices in Nova Scotia's museums
- » Educate Nova Scotians about the value of museums and Nova Scotian stories
- » Act as a champion on behalf of museums in Nova Scotia

Members

As of March 31, 2015, the Association included 96 Museum Members, 29 Organizational Members, 21 Individual Members and 7 Student Members. 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.

Honorary Members

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

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

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 organisational policy and ensuring its implementation.

THE BOARD IDENTIFIED THE FOLLOWING PRIORITIES FOR 2014-15:

- » Strategic Plan Development, 2015 - 2018
- » Training & Workshops – continued implementation of the Training Plan, 2010
- » Advisory Service continues as core program
- » Prepare & pilot a new evaluation tool for museums
- » ANSM Awards Program
- » Prepare a Business Plan for Museum Fund for Nova Scotia
- » Establish Regular NE Regional Meetings



PAST & PRESENT PRESIDENTS: L TO R: JAMES O. ST CLAIR, PAULINE THOMSON, DR. JAMES MORRISON, DEREK WATTS, LISA WOLFE

Board of Directors and Staff

BOARD MEMBERS AND OFFICERS

Lisa Wolfe, Director at Large, President
Rodney Chaisson, Director at Large, Vice-President
Mark Peapell, Director at Large, Treasurer
Russell Grosse, Director at Large, Secretary
Maria O'Hearn, Cape Breton Regional Director
Oralee O'Byrne, Northeast Regional Director
Linda Rafuse, Southwest Regional Director
Russell Grosse, Central Regional Director
Lorraine Plourde, Director at Large

STAFF

Staff implement the Association's commitment to serve its members through training, outreach and networking activities. They attend regional meetings, events, exhibitions and programs, meetings and planning sessions. They provide programs and services around the province including site visits, consultations and workshops.

Anita Price, Managing Director
Karin Kierstead, Museum Advisor
Susan Dekker-Inkpen, Administrative Assistant
Chris Selman, Database Assistant
Kevin Dacey, Algonquin College Intern (Jan–Apr 2015)

Vendor List

The Association engaged the following companies, organizations and individuals in 2014 - 2015.

Accutel	Membertou Trade & Convention Centre
Andrea Ritchie	Mitchell L. Millar Inc, CA
Barbara Richman	National Car Rental
Candace Tangorra Matelic	Nova Scotia Crystal
Cape Breton Music Online Inc	Pantry Kitchen Restaurant Ltd
Carly Butler	Paypal
Ceridian	Softwood Technology Inc
Domainsatcost.ca	Staples
Eaglez Consulting Services	Stephen V Shaw CA
EventBee	TD Canada Trust
Gail Holdner	Tourism Industry Association of Nova Scotia
Graham Blair Designs	Turning Leaf Catering Ltd
iWeb Technologies Inc	Vista Print
Leah Hamilton	Waverley Inn
Marsh Canada Ltd	Whirl-i-gig

Partnerships 2014 - 2015

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

American Museums Association
Antigonish Heritage Museum
Canadian Conservation Institute
Canadian Heritage Information Network
Canadian Museums Association
Cole Harbour Heritage Farm Museum
Community Museums Association of PEI
Community Sector Council of Nova Scotia
Council of Nova Scotia Archives
Cultural Federations of Nova Scotia
Department of Canadian Heritage
Department of Communities, Culture & Heritage
Federation of Community Organisations
Fleming College
Fortress of Louisbourg, NHS
Halifax Regional Municipality
Heritage Cape Breton Connection
Heritage Trust of Nova Scotia
Membertou Trade & Convention Centre
Nova Scotia Museum
Nova Scotia Archives
Ontario Museums Association
Parks Canada
Tourism Industry Association of Nova Scotia

Memberships 2014 - 2015

ANSM is a member of:

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

The Cultural Federations of Nova Scotia (CFNS) is the umbrella organization that provides administrative and operational support for eight cultural federations (including ANSM) sharing combined office facilities and related cost share services. CFNS also provides access to a Pension & Health Benefits program for ANSM member organizations. The Managing Director of ANSM served as Vice President of CFNS and on the Management Committee in 2014-2015.

Communications

Communications activities over the past year have included improvements and further development of the ANSM website, circulation of the Beacon e-newsletter, social media activity and regular mail-outs to members.

ANSM uses the practice of including its corporate logo in all communications as a means of reinforcing its brand identity. The ANSM decal, introduced in 2010, is provided with annual membership and includes the year.

The website www.ansm.ns.ca has experienced consistent usage in the past year.

Website statistics (April 1 2014 – March 31, 2015):

- » 7,879 visits from 5,109 unique visitors (consistent with site visits from last year)
- » 24,690 page views
- » 62.95% new visits
- » 2.4 minutes average time on site
- » 3.13 average page views
- » Traffic sources: 20.43% direct, 15.27% referring, 60.71% search engines

The website provides information about programs and events, internal job postings, 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 and 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 on line resources).

ANSM joined the social media world a few years ago and progressively uses Facebook, Twitter and Pinterest for a variety of purposes. 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 530 (up 23% from 2013/14) "friends" and counting. Pinterest and Twitter are primarily used for NovaMuse collections information.

the cuddly

beacon
E-LETTER OF THE ASSOCIATION OF NOVA SCOTIA MUSEUMS



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. 17 editions have been circulated over the past year to a subscriber list of 450. 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 compiled by the Administrative Assistant, with content provided by staff. The Beacon is sent out every two/three weeks.

Mail outs 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 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.

(LEFT TO RIGHT) MANAGING DIRECTOR, ANITA PRICE, READY FOR CMA “MUSEUMS DAY ON THE HILL”:
MUSEUM FUND STEERING COMMITTEE AT WORK (L TO R), STEVE WORKMAN & RODNEY CHAISSON (CHAIR).



Advocacy

ANSM championed museums in Nova Scotia through two important initiatives in 2014/15.

Working towards the establishment of a fund to support museums is an initiative which is being carefully developed through thoughtful research and development. In spring 2014, a survey of Nova Scotians was undertaken to determine the level of interest and support from residents. Results were very encouraging with strong levels of interest for willingness to donate to a fund for museums as well as recognition for the role and relevance of museums in Nova Scotian society. Both the qualitative and quantitative reports are available on the ANSM website.

In December 2014, a business plan for the development and implementation of a fund was completed and endorsed by the ANSM Board of Directors. This project was undertaken for ANSM by fundraising consultant, Carly Butler, who worked with a Fundraising Committee to develop the business plan. The committee was an Ad hoc committee of the board and comprised volunteers from the museum community and ANSM staff. Members included Rodney Chaisson, Chair (Highland Village Museum & ANSM Board), Steve Workman (Ross Farm Museum), Mitchell McNutt (Fortress of Louisbourg Association), Jim St. Clair (ANSM Honorary Lifetime Member), John McLeod (Fund Supporter), Janet Maltby (Nova Scotia Museum), Shane Mailman (NS Sport Hall of Fame), Anita Price (ANSM). The committee met several times over the business plan development phase and worked closely with Carly Butler to frame the plan with realistic goals and timeline. A special workshop session was held as part of the "Challenging Our Perspectives" Conference to engage with members on their ideas for a fund with a particular emphasis on funding programs for museums. The two key areas of activity identified in the plan are fund strategy and marketing strategy and these will be moved forward over the next year. Both the survey and the business plan were provided with substantive support from the Province of Nova Scotia Strategic Development Initiatives program.

Another major initiative started in the year was the development and later testing of a new evaluation process for museums using the Province of Nova Scotia's Community Museums Assistance Program. This large project was undertaken on behalf of the Department of Communities, Culture & Heritage (CCH) and received the support of a steering committee comprising individuals from CMAP supported museums, CCH staff and ANSM staff. It included Oralee O'Byrne, Chair (Age of Sail Museum & ANSM Board), Peter Crowell (Argyle Township Courthouse & Archives), Michelle Davey (McCulloch Research Centre), Lisette Bourgeois (Les Trois Pignons), Stephanie Smith (Nova Scotia Museum), Jake Whelan (CCH Secretariat), Anita Price (ANSM) and Karin Kierstead (ANSM).

The careful examination of the previous process, research on international best practices and the experience of committee members were all utilized to build a new evaluation tool. Seven areas of museum activity are covered in the tool and these include governance, management, community, facilities, collections management, interpretation, marketing & revenue generation. The draft process includes two phases: site documentation and site evaluation. It recognizes the need for evaluation from qualified peers with appropriate orientation. It emphasizes the role of museums in community and the importance of engagement. The evaluation process is scheduled for piloting and subsequent revision and final report to the department in Summer 2015. Museum Advisor, Karin Kierstead, was seconded from her regular duties to primarily focus on the evaluation process for the duration of the project and served as project lead.

ANSM Managing Director, Anita Price, maintains an active role meeting with senior government staff regarding museum related issues on a regular basis. She participated in the CMA "Museums Day on the Hill" advocacy campaign in November 2014. Both lead ANSM staff attend national and international conferences and participate on national committees.

2014 Association of Nova Scotia Museums,
Award for Excellence in Museum Practices
Presented in Sydney, Nova Scotia Thursday September 18, 2014

Ken Adams

The 2014 Association of Nova Scotia Museums, Award for Excellence in Museum Practices - Individual Contribution was presented to Mr. Ken Adams of Parrsboro, NS.

Mr. Adams, has had a long association with the Fundy Geological Museum / Cumberland Geological Society, being hired as their first employee in 1992. The Fundy Geological Museum is a locally operated site of the Nova Scotia Museum Family of sites devoted to world geological history interpreted from the unique features of Nova Scotia's Fundy region. During Mr. Adam's 22 years of service as a Director / Curator at the Fundy Geological Museum, he made a remarkable contribution to sharing and interpreting geological heritage.

Born in Trenton, Ontario, Mr. Adams received his Bachelor of Science in Geology at Mt. Allison University in Sackville, New Brunswick in 1973 and then later went on to complete a Master of Science degree in Geology at Acadia University in Wolfville NS in 1978. Mr. Adam's early career was in mineral exploration in Newfoundland, Nova Scotia, New Brunswick and Quebec.

The ANSM Award recognizes Ken's passion for promoting and sharing Geological Heritage as well as the growth within the Fundy area, which sees over 22,000 visitors to the world renowned Geological Museum each year. Ken has been and continues to be a strong supporter, resource person and specialist on geology in Nova Scotia and abroad, always willing to share his wisdom and knowledge with others. He has played an important role in ensuring that the geological heritage is accurate and up to date, taking the lead role in the Fundy Geological Museum gallery renewal some years ago. Ken enjoys the opportunity to share with museum industry colleagues, visitors and media, the many stories that can be "read" in our vast landscapes, shaped by the past. He was also actively involved in the Joggins Fossil Cliffs project as a board member of the Joggins Fossil

Cliffs Institute which opened an interpretive site in 2008, and is now a UNESCO World Heritage Site. Ken has also been an active member of the Association of Nova Scotia Museums' board and served as a Northeast Regional Director.

Now in retirement, Ken continues to offer support and mentorship to those seeking information on geology, fossils and museums.

On behalf of the ANSM Awards Committee, Board of Directors and Member Museums', we are pleased to congratulate Ken Adams.



HON. TONY INCE, MINISTER OF COMMUNITIES, CULTURE & HERITAGE PRESENTS
KEN ADAMS WITH THE AWARD FOR EXCELLENCE IN MUSEUM PRACTICES, 2014.



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. 2014/15 was year one in a second three year cycle of the Museum Studies Program (MSP). The MSP runs at capacity with wait lists typical for each module. MSP receives funding support from the Canadian Heritage Museums Assistance Program which enables ANSM to maintain low registration fees for this important program. We continue working in partnership with multiple organizations plus national and international presenters. This practice strengthens the educational opportunities for museum workers in Nova Scotia and helps to keep costs low.

Key training opportunities included:

- » Annual Conference
- » Advisory Service
- » Museum Studies Program
- » Special Advance Level Workshops

Association of Nova Scotia Museums, Conference 2014

CHALLENGING OUR PERSPECTIVES

September 18 & 19, 2014, Membertou Trade & Convention

Centre, Nova Scotia

Conference Participants: 66

Conference attendees enjoyed a full conference program featuring a welcome reception and Award presentation hosted by the Old Sydney Society at historic St Patrick's Church, a study tour of local heritage sites with a focus on creative economy and partnerships, a pre-conference workshop "Rationalizing Your Collections" and conference sessions on A Fund for Museums in Nova Scotia, Measuring Impact, Heritage and the Creative Economy, News from the Canadian Museum of History, Museums and the Mi'kmaq, Exhibitions in Partnership and the Organizational Life Cycle of Museums amongst others. The keynote address by Nancy Noble of Vancouver Museum was unfortunately cancelled due to ill health and a broadcast replacement keynote by Robert Janes at CMA 2014 on Museums & Climate Change provided food for thought instead. An update on activities for Archives, Museums and Libraries was provided by Executive Director, Rhonda Walker who outlined the many initiatives underway in her division.



PRESENTERS

Catherine Arseneau, Beaton Institute

Lori Burke, Cape Breton Centre for Craft & Design

Carly Butler, ANSM

Rodney Chaisson, Highland Village Museum
Lisa Dahr, Tourism Association of Nova Scotia
Gerald Gloade, Confederacy of Mainland Mi'kmaq
Lucie Heins, Royal Alberta Museum
Robert R. Janes, CMA Fellow
Dr. Donald M. Julien, Confederacy of Mainland Mi'kmaq
Lisa Leblanc, Canadian Museum of History
Valerie Lenethen, Nova Scotia Museum (retired)
Debra McNabb, Museum of Industry
Mitchell McNutt, Fortress of Louisbourg Association
Gary Melville, Army Museum
Maria O'Hearn, Parks Canada
Rhonda Walker, Archives, Museums & Libraries
Jeff Ward, Membertou Heritage Park
Megan Williams, ARPAGA

Sponsors included Department of Communities, Culture and Heritage, Support4Culture, Nova Scotia Tourism Agency, Cape Breton Partnership, Parks Canada, Highland Village Museum, Membertou Heritage Park, Cape Breton Miner's Museum, Membertou Trade & Convention Centre and Old Sydney Society.

LOCAL ARRANGEMENTS COMMITTEE, VOLUNTEERS AND STAFF

Vanessa Childs Rolls, Old Sydney Society
Gail Holdner – Conference Coordinator
Karin Kierstead, ANSM
Valerie Lenethen, Nova Scotia Museum (retired)
Katherine MacLeod, Highland Village Museum
Mary Pat Mombourquette, Cape Breton Miner's Museum
Maria O'Hearn, Parks Canada
Anita Price, ANSM
Marilyn Ritza, North Sydney Museum
Vanessa Childs Rolls, Old Sydney Society
Jeff Ward, Membertou Heritage Park

Museum Studies Program – Year One

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 & fundraising.

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 workshops in any order. Year One is structured to offer core principles of administration and operation for a museum. Year Three modules include Interpretation II: Exhibitions, Facilities Management and Marketing & Fundraising.

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MUSEUMS 101

Museums 101 introduced:

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

Presenter: Karin Kierstead

April 24 & 25, 2014

Port Hastings Museum, Cape Breton

20 Participants

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MUSEUM MANAGEMENT & GOVERNANCE

Key learning outcomes for this workshop included:

- » Defining the distinct roles & duties of board, staff and volunteers
- » Identifying and understanding the importance of key management and governance tools such as budgets, business plans, strategic plans
- » Applying planning implementation and evaluation processes to fulfill a museum's responsibilities to community and funders

Presenter: Barbara Richman & Leah Hamilton

May 22 & 23, 2014

DesBrisay Museum, Bridgewater, NS

20 Participants

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MUSEUMS & THE COMMUNITY

Key learning outcomes for this workshop included:

- » Learning what community engagement is and how it can be used
- » How community engagement will transform your organization
- » Guidelines for engaging community & building productive partnerships
- » Key understanding of organisational change

Presenter: Dr. Candace Tangorra Metalic

October 23 & 24, 2014

Cole Harbour Heritage Museum, Cole Harbour, NS

20 Participants



(TOP TO BOTTOM) ANITA PRICE AND KARIN KIERSTEAD (ANSM) AT THE "CHALLENGING OUR PERSPECTIVES" CONFERENCE WELCOME RECEPTION; MUSEUMS & COMMUNITY WORKSHOP PARTICIPANTS AT COLE HARBOUR HERITAGE FARM, (LTOR) MATTHEW RITCHIE (PIER 21 NATIONAL IMMIGRATION MUSEUM), JANICE KIRKBRIGHT (COLE HARBOUR HERITAGE FARM MUSEUM, ANGIE JACK (SHERBROOKE VILLAGE MUSEUM); JEFF WARD, DIRECTOR AT MEMBERTOU HERITAGE PARK WELCOMES "CHALLENGING OUR PERSPECTIVES" CONFERENCE DELEGATES; "WELCOME ANSM" SIGN AT DESBRISAY MUSEUM FOR THE GOVERNANCE & MANAGEMENT WORKSHOP.

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Special Workshop: CCI – Integrated Pest Management

This workshop was presented in partnership with the Council of Nova Scotia Archives.

Key learning outcomes for the workshop included:

- » Recognizing and identifying organisms that are detrimental to the longevity of collections
- » Deciding how to respond to the discovery of pests from a suite of options
- » Assessing cultural property for pest risks and propose an IPM plan to mitigate them

Presenter: Tom Strang, CCI

October 15 & 16, 2014

Nova Scotia Archives, Halifax, NS

13 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 met 5 times over the past year and 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

Meghan Hallett, Communities, Culture & Heritage

Maggie MacIntyre, Nova Scotia Museum of Natural History

Jamie Serran, Council of Nova Scotia Archives

Elisabeth Tower, Canadian Museum of Immigration at Pier 21

Advisory Service

The service is staffed by Museum Advisor, Karin Kierstead, who provides site visits, remote support and one on one training, relating primarily to collections management practices, to museums participating in the service. Karin also manages the CollectiveAccess database systems, NovaMuse.ca, and related special projects. ANSM members participate through an annual contract agreement and fee for service.

Karin maintains regular communications with and provides support to participating museums through her blog (passagemuseums.blogspot.com), social media (NovaMuse on Facebook, Pinterest & Twitter, ANSM on Facebook), and by email, phone and Skype. This blend of mediums enables ANSM to share professional resources, promote museum activities and collections, and ensure that museums are always in the loop on various activities.

ANSM continues to build its partnerships with museum studies programs and assist in the cultivation of the next generation of museum workers. Fleming College's database class assignment for Museum Management & Curatorship students saw students review and improve 300 records from 10 museums. This project not only shows the students the realities of museum work, but gives them a chance to share their knowledge and information about current standards with community museum workers. Once again, the students, instructors, participating museums, and ANSM were all thrilled with the outcome and look forward to its continuation. Karin co-authored an article on this partnership for MUSE magazine with Fleming's Deborah Scott.

We also partnered with Algonquin College to host Kevin Fowler Dacey for his internship from January to April. Kevin focused most of his efforts on First World War artifacts, assessing and compiling lists for the summer's digitization work, promoting museums via social media, and spending time digitizing at The Army Museum collection.

The two-year database review and enhancement project wrapped up in early Spring. 50 databases were reviewed, 200,000+ records were dated and updated to Nomenclature 3.0, 45,000+ records were georeferenced, and 3,000+ records were linked to the Made in Nova Scotia database. While Karin was seconded to the museum evaluation project, Chris Selman took over the helm of advisory and database work. In addition to the database review, two new resources were added to the website: the Advisory Service Policy and an updated IT Equipment Purchase Guide.

NovaMuse.ca continues to grow and develop and garner attention from across the continent. Karin presented on our work to a worldwide audience at the Museum Computer Network conference



(CLOCKWISE) MUSE MAGAZINE COVER FEATURING AN ARTICLE ABOUT THE ANSM/FLEMING COLLEGE DATABASE RECORDS PARTNERSHIP; ADVISORY SERVICE SITE VISIT ACTIVITY AT THE ATLANTIC CANADA AVIATION MUSEUM; MUSEUM ADVISOR, KARIN KIERSTEAD, ON ARMY MUSEUM SITE VISIT.

in Dallas, Texas. This was the first time ANSM presented internationally, and proved to be quite the adventure. Online visitation of NovaMuse is steady and we heard encouraging reports of students using it for Heritage Fair and other class projects. Museums continued to boost their documentation and online presence, adding another 21,570 records and 9,448 images to the system. By the end of March, museums in the advisory service had collectively documented 218,961 artifacts and digitized 92,427 of these.

List of Advisory Service Museums (53)

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

INFORMATION MANAGEMENT AND 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. The committee met 4 times and as usual provided valuable insights and guidance on the Advisory Service.

IMAC MEMBERS:

Gary Melville, Chair, The Army Museum

Kelly Bourassa, Kings County Museum

Laken Delorey, Port Hastings Museum & Archives

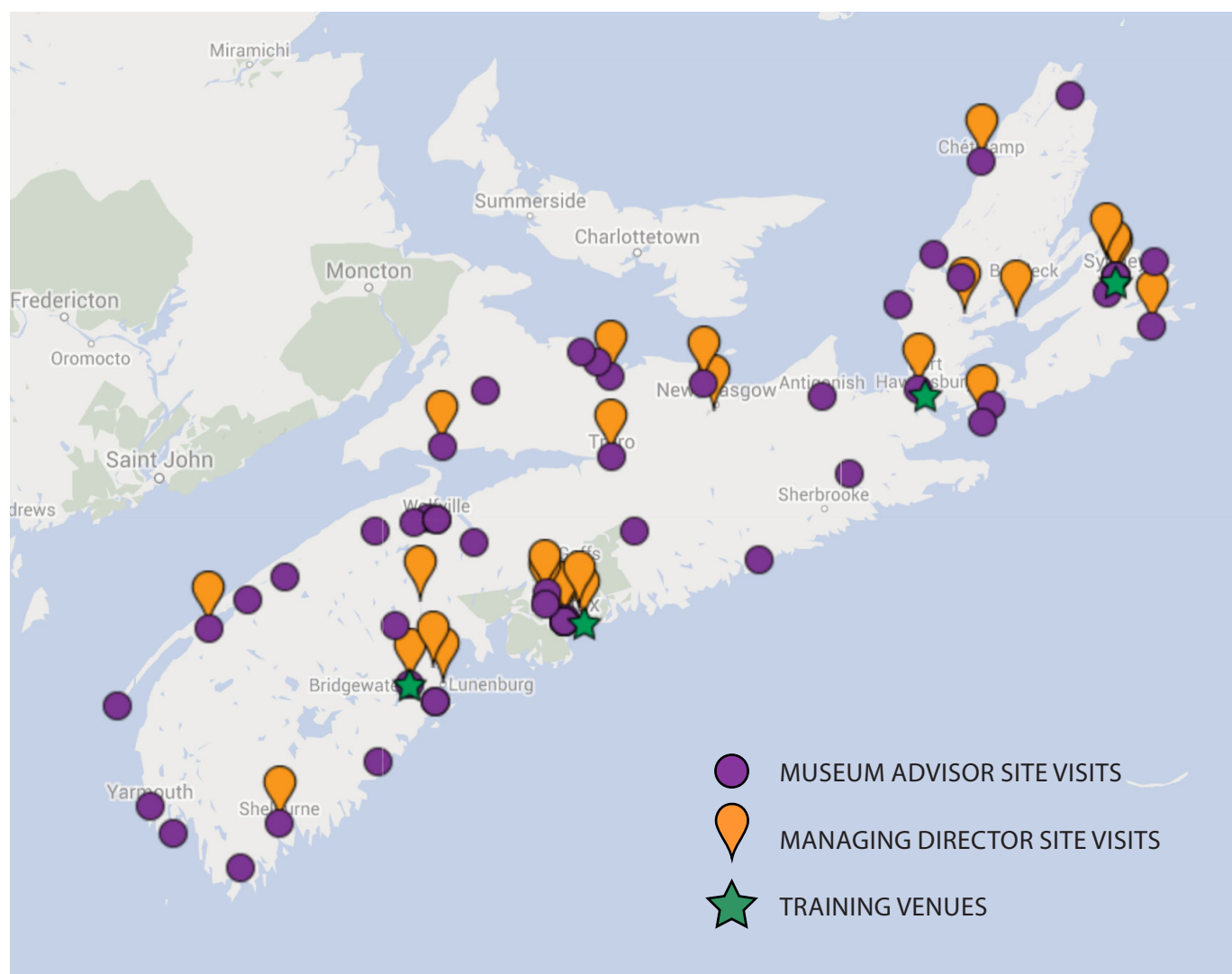
Martin Hubley, Nova Scotia Museum

Jocelyn Gillis, Antigonish Heritage Museum

Karin Kierstead, ANSM

Anita Price, ANSM

Engagement Map



ASSOCIATION OF NOVA SCOTIA MUSEUMS

Financial Statements

Year Ended March 31, 2015

Contents

	Page
Auditors' Report	1
Balance Sheet	3
Statement of Operations and Surplus	4
Statement of Cash Flows	5
Schedule of Expenses	6
Notes to the Financial Statements	7, 8

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, 2015 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, 2015 and its financial performance for the year then ended in accordance with Canadian generally accepted accounting standards for not for profit organizations.

Nova Scotia
August 17, 2015

Mitchell Miller
Chartered Accountant

ASSOCIATION OF NOVA SCOTIA MUSEUMS**Balance Sheet**

March 31, 2015

2015

2014

ASSETS

Current

Cash and term deposits	\$	46,707	\$	54,564
Accounts receivable		54,846		23,320
HST recoverable		1,280		2,370
Prepaid expenses and other current assets		2,245		2,532

	\$	105,078	\$	82,786
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LIABILITIES AND SURPLUS

Current liabilities

Accounts payable and accrued liabilities	\$	19,471	\$	14,736
Deferred revenue (note 5)		30,300		13,525

		49,771		28,261
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SURPLUS

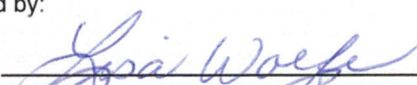
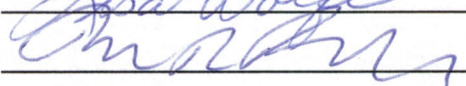
Unrestricted surplus		17,824		14,064
Restricted surplus (note 6)		37,483		40,461

		55,307		54,525
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	\$	105,078	\$	82,786
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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, 2015

	2015	2014
Revenue		
Public funding		
Department of Communities, Culture & Heritage	\$ 75,000	\$ 81,000
Lottery	6,250	6,250
MAP training grant	37,897	56,296
SDI Advisory grant	-	39,950
SDI NS Industries DB project	-	18,000
SDI Museum Fund Survey	-	15,534
SDI business plan	16,100	-
SDI Nova Muse Evolution grant	24,545	-
MIMS migration project grant	10,000	-
Evaluation process project	24,400	-
	194,192	217,030
Earned revenue		
Memberships	6,562	6,515
Registrations and subscriptions	6,867	4,805
Fee for service	16,650	10,400
Workshops	11,406	14,348
Interest income	818	256
Donations and sponsorships	6,525	6,839
	48,828	43,163
Total revenues	243,020	260,193
Expenses		
Leadership	68,120	65,603
Support services	43,682	49,914
Programs	130,436	159,299
	242,238	274,816
Excess of revenues over expenses	\$ 782	\$ (14,623)
Unrestricted surplus, beginning of year	\$ 14,064	\$ 28,099
Excess of revenues over expenses	782	(14,623)
Decrease in reserve for operational funding	2,400	-
Decrease in disaster recovery fund	578	588
Unrestricted surplus, end of year	\$ 17,824	\$ 14,064

See accompanying notes to the financial statements

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Statement of Cash Flows

For the Year Ended March 31, 2015

	2015	2014
Cash flow from operating activities		
Cash received from funders and members	\$ 228,269	\$ 211,650
Cash paid to suppliers and employees	(237,216)	(265,081)
	(8,947)	(53,431)
Cash flow from investing activities	-	-
Cash flow from financing activities	-	-
	(8,947)	(53,431)
Cash and cash equivalents		
Beginning of year	56,934	110,365
End of year	\$ 47,987	\$ 56,934

See accompanying notes to the financial statements

Cash flow supplemental information

Total revenues	\$ 243,020	\$ 260,193
Accounts receivable - current year	(54,846)	(23,320)
Accounts receivable - prior year	23,320	10,358
Deferred revenue - current year	30,300	13,525
Deferred revenue - prior year	(13,525)	(49,106)
Cash received from funders and members	\$ 228,269	\$ 211,650
Total expenses	\$ 242,238	\$ 274,816
Accounts payable - prior year	14,736	3,597
Accounts payable - current year	(19,471)	(14,736)
Change in prepaids	(287)	1,404
Cash paid to suppliers and employees	\$ 237,216	\$ 265,081

ASSOCIATION OF NOVA SCOTIA MUSEUMS**Schedule of Expenses****For the Year Ended March 31, 2015**

	2015	2014
Leadership		
Salaries and benefits	62,991	58,199
Travel and meals	3,484	4,485
Board meetings	1,541	1,899
Volunteer travel	104	1,020
	\$ 68,120	\$ 65,603
Support services		
Conference and AGM	14,274	15,780
Bank charges	577	490
Insurance	600	600
Memberships and fees	429	677
Office supplies & expenses	509	2,066
Postage & delivery	470	272
Professional development	1,983	3,094
Professional fees	10,295	9,549
Salaries and benefits	7,792	9,769
Telephone, fax and internet	3,421	3,980
Other admin expenses	3,332	3,637
	\$ 43,682	\$ 49,914
Program expenditures		
Marketing and fundraising	440	146
Strategic plan	-	2,215
Insurance	1,000	1,061
Workshops	10,394	14,378
Advisory services	54,429	122,926
Museum fund business plan	16,204	18,573
Evaluation process project	21,689	-
Nova Muse project	26,280	-
	\$ 130,436	\$ 159,299

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Notes to Financial Statements

Year Ended March 31, 2015

2015

2014

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 (2014 - \$480) 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, 2015

2015

2014

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 Memberships 2014/2015	\$ -	\$ 125
Deferred Data Migration Project	-	10,000
Deferred revenue - Evaluation process project	20,600	-
\$100 from 100 campaign	6,700	-
Deferred CMA conference funding	3,000	-
Deferred Revenue - Workshops	-	3,400
	<u>\$ 30,300</u>	<u>\$ 13,525</u>

6. Restricted surplus

Subject to Board approval, the ANSM allocates unrestricted surplus for future committed projects. As at March 31, 2015, the Board has committed funds to the following:

NovaMuse / Collective Access disaster recovery fund	\$ 8,834	\$ 9,412
Advisory Service Supplementary Fund	6,049	6,049
Reserve for Operational Funding	22,600	25,000
	<u>\$ 37,483</u>	<u>\$ 40,461</u>

During the year the Association incurred expenditures of \$578 (2014 - \$588) related to the implementation of the disaster recovery process and the fund has been reduced accordingly. The Association committed to providing \$2,400 for the Museum Fund Business Plan and the operational funding reserve has been reduced accordingly.

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.