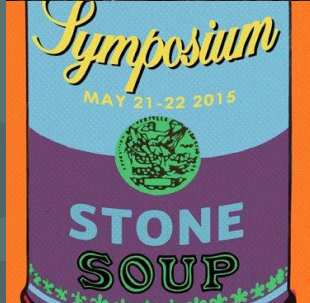
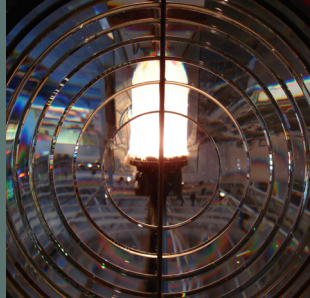


ANNUAL REPORT 2015-2016



ASSOCIATION OF NOVA SCOTIA MUSEUMS



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

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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 introduce the Annual Report of the Association of Nova Scotia Museums for the year 2015/16 to its members and stakeholders. This report details the many activities and initiatives that the Association has undertaken on behalf of its membership to advance its vision for the sector: *All museums in Nova Scotia are valued by Nova Scotians, are sustainable and operate according to established standards.*



The development of a new evaluation process for the Community Museums Assistance Program (CMAP) has been an ongoing focus of the Association over the past few years. In 2014, we were contracted by the Nova Scotia Department of Communities, Culture & Heritage to develop a new evaluation process based on the latest museum standards of excellence and international best practices research. This past year, we were contracted by the Department to roll out and implement a new evaluation program for all 67 CMAP funded community museums. The site evaluation component of the process will take place in July 2016. It is important to note that the Association is only involved in the evaluation process and not in the administration of grants. Our hope is to evaluate the 28 sites of the Nova Scotia Museum in 2017 followed by the next rotation of CMAP sites starting in 2018.

The Association has also made significant progress on the development of a museum fund to support accredited museums in Nova Scotia. The accreditation process will evolve from the new evaluation program. Much credit goes to the museum community for stepping up to the plate for our *\$100 from 100 Campaign*. In just over a year, we successfully raised \$10,000 from the museum community which will enable us to leverage funding to advance the development of the fund. With funding through CCH's SDI program, Spectacle Group in Halifax has been engaged to develop a branding and marketing plan for the fund. We have also been successful in obtaining funding through Canadian Heritage to develop the fundraising component of the fund. Our goal is to launch the fund in early 2017 as part of Canada's 150 celebrations.

Training and professional development opportunities for museum staff and volunteers continues to be a priority for ANSM. Components of the core museum studies program continue to be offered on a rotational basis each year. Congratulations to Deborah Poole, Lawrence House Museum in Maitland for completing the Museum Studies Certificate. Another training highlight from 2015 was the Stone Soup Symposium, a two day workshop on museums and theatrical interpretation. This year we are hosting a special symposium on museums and security issues. ANSM has also supported other training programs including CCI's Re-Org Atlantic and the annual national conference of the Canadian Museums Association held in Halifax this past spring.

The public face of our museum advisory service, NovaMuse, continues to evolve. We have wrapped up a digitization project with a focus on World War I commemoration. We will soon be embarking on a public engagement program with a Canada 150 focus.

Before closing, I wish to acknowledge with thanks the Department of Communities, Culture and Heritage for funding, support and encouragement. ANSM, working on behalf of its members, receives core and project funding, as do member museums individually through programs administered by the department.

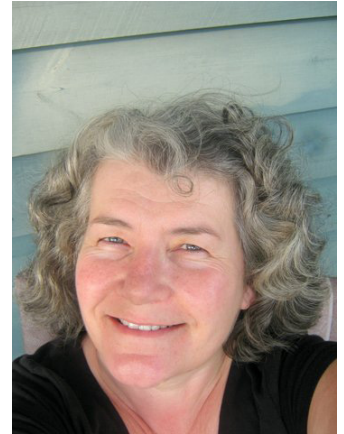
Finally on behalf of all of you, I extend appreciation to our small but mighty staff, led by our Executive Director Anita Price, for the excellence of their work, their dedication and leadership. I also thank my fellow Board members and those that serve on our committees for the commitment of their time, energy and talent to our affairs.

RODNEY CHAISSON, ANSM President

Executive Director's Message

Everything ANSM does happens with a great deal of help from a great many individuals and organizations. "Community" is the word that comes to mind in expressing the nature of this help and its importance to ANSM. This past year has really exemplified the significance of our Community to us and to everything we do.

ANSM is a membership based organization. Members are most typically museums and related organizations tasked with service to their communities in the form of collection, preservation and interpretation of the social, industrial and natural history of this province. Community engagement is key for the future strength and relevance of these organizations, just as it is for the strength and relevance of ANSM within the museum community.



Our members and the organizations we work with have stepped up in so many ways in the past year that I would be writing a very lengthy message to acknowledge everyone and every way, but here are some highlights as they relate to key initiatives we have underway.

We are on the cusp of bringing a new evaluation program to museums in Nova Scotia. This has been the work of a number of years' negotiation with the Province of Nova Scotia and it has included the interest and support of key personnel within the Department of Communities, Culture & Heritage (CCH). ANSM has taken great care to build the program with the active involvement of CCH staff and has also sought the help of the museum community the program will support. The degree of assistance and expertise has been really impressive both from the individuals who helped build the program and those who have offered their services as volunteer evaluators. The Evaluation Program Orientation Sessions presented in Fall 2015 were very well attended.

Our efforts to establish a Museum Fund for Nova Scotia have received tremendous support from the museum community. We requested your help with seed funding donations through the *\$100 from 100 Campaign* and museums of all sizes from all parts of the province stepped up to help as did museum staff and volunteers past and present. We also receive support and expertise from a variety of people as we work to get the fund campaign ready for its January 2017 public launch.

All ANSM learning activities from symposiums to conferences to workshops get help from organizations and individuals as venues, presenters and sponsors. Our Advisory Service receives robust support from volunteers and contractors which means this key program continues to evolve from strength to strength and serves as an example of best practice provincially, nationally and internationally.

ANSM's most important helpers remain its Board and Staff. Dedicated, innovative, generous, supportive and each a Treasure. My Thanks.

ANITA PRICE, ANSM Executive Director,

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, 2016, the Association included 96 Museum Members, 22 Organizational Members, 16 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.

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 2015-16:

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



Board of Directors and Staff

BOARD MEMBERS AND OFFICERS

Rodney Chaisson, President
Oralee O'Byrne, Northeast Regional Director, Vice-President
Mark Peapell, Treasurer
Russell Grosse, Central Regional Director, Secretary
Mitch McNutt, Cape Breton Regional Director
Linda Rafuse, Southwest Regional Director
Lorraine Plourde, Director at Large (2014 – June 2015)
Judy Frotten, Director at Large
Kathy Sullivan, 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, Executive Director
Karin Kierstead, Museum Advisor
Susan Dekker-Inkpen Administrative Assistant (March – August 2015)
Allison Bain, Administrative Assistant (September 2015 – May 2016)

Vendor List

The Association engaged the following companies, organizations and individuals in 2015 - 2016.

Accutel
Alexis Milligan
Cape Breton Music Online Inc
Ceridian
Certainly Cinnamon
Clearview Promotions
Dale Jarvis
Eaglez Consulting Services
Enterprise Rent-A-Car
EventBee
GiveBack Cafe
Graham Blair Designs
Halifax Public Libraries
Iona Heights Inn
iWeb Technologies Inc
Lunenburg County Lifestyle Centre
Marsh Canada Ltd

Mitchell L. Millar Inc, CA
Nova Scotia Crystal
Paypal
Municipality of the Town of Port Hawkesbury
Rebel.ca
Sally Warren
Softwood Technology Inc
Spectacle Group
Staples
Stephen V Shaw CA
TD Canada Trust
Tourism Industry Association of Nova Scotia
Ursula A. Johnson
Vista Print
Waverley Inn
Whirl-i-gig

Partnerships 2015 - 2016

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 Alliance of Museums
Annapolis Valley Macdonald Museum
Canadian Conservation Institute
Canadian Heritage Information Network
Canadian Museums Association
Cape Breton Regional Library Board
Colchester Historeum
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
Halifax Regional Municipality
Heritage Cape Breton Connection
Heritage Trust of Nova Scotia
Highland Village
Library Board Association of Nova Scotia
Museum of Natural History
Nova Scotia Archives
Nova Scotia Library Association
Nova Scotia Museum
Ontario Museums Association
Parks Canada
Sherbrooke Village
Support4Culture
Tourism Industry Association of Nova Scotia
Town of Annapolis Royal

Memberships 2015 - 2016

ANSM is a member of:

American Alliance of Museums
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 2015 -16.

Communications

ANSM continues in its commitment to regular communication with members through a variety of different channels including the ANSM website, the Beacon e-newsletter, social media and regular mail-outs.

The ANSM website (www.ansm.ns.ca) has seen a significant increase in traffic over the past year. There was a 30% increase in website visits compared to 2014/2015.

Website statistics (April 1 2015 – March 31, 2016):

- » 10,267 visits from 6,222 unique visitors (up significantly from last year)
- » 32,076 page views
- » 59.5% new visits
- » 2.45 minutes average time on site
- » 3.12 average page views
- » Traffic sources: 21.9% direct, 14.8% referring, 56.5% search engines

The website provides information about programs and events, internal job postings, organizational reports, personnel information, museological resources, lists of museum members by region with links to their websites, archives and sign-up capacity for the Beacon e-newsletter and online payment options utilizing PayPal and EventBee. The website also links to NovaMuse.ca as well as the ANSM and NovaMuse Facebook pages and staff blog. ANSM has been working on a new design for the website and looks forward to its launch in 2016.

ANSM engages with the museum community on its Facebook page as well as through Twitter and Pinterest. The ANSM Facebook page is used to share members' events, ANSM programs, heritage-related news, useful resources, pictures of museums and events and to keep in touch with interested individuals and organizations. The page has 613 likes, which is up 16% from 2014/2015. Pinterest and Twitter are mainly used for NovaMuse collections information sharing and engagement.

the cuddly

beacon
E-LETTER OF THE ASSOCIATION OF NOVA SCOTIA MUSEUMS



NOVA
MUSE
COLLECT CONNECT SHARE

The Beacon e-newsletter is the major communication tool for ANSM, which relates information about training opportunities, new services and resources and changes to the organization. Over the past year, 20 editions have been circulated to 479 subscribers. The Beacon also includes a section called the Cuddy, which is a Nova Scotian term used to describe the deckhouse of small marine vessels where useful items are stored. The Cuddy contains information about grants, advocacy alerts and job postings, as well as news from ANSM members, government agencies and heritage-related organizations. The e-newsletter is compiled by the Administrative Assistant, with content provided by staff, and is sent out every two to three weeks.

Mail-outs with information about membership renewals, workshops, conference registration, the ANSM Awards program and AGM notices have been sent to members over the past year. Community museums participating in the Advisory Service and the Evaluation Program have also received mail-outs with information about the current year's Advisory Service activity.

Staff regularly attend regional meetings and provide update reports on ANSM activities. They also participate on committees of related heritage organizations as well attend meetings and museums community activities, events and presentations. ANSM 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 Executive Director for each board meeting and these reports are available on the ANSM website.

Advocacy

ANSM continued its active role championing two very important initiatives for the future of the museums of Nova Scotia.

Progress towards the establishment of a Museum Fund for Nova Scotia continued with the ongoing goal of a public appeal launch for January 2017. ANSM undertook the *\$100 from 100 Campaign* for contributions from the museum community to provide seed funding for the Fund. The campaign was 101% completed in January 2016 and this important financial support enables ANSM to leverage substantial contributions from federal and provincial funding programs.

A marketing strategy process for the fund was begun in partnership with Spectacle Group, a full service marketing agency based in Halifax. Initial work developing the fund brand & identity was begun with grant support from the CCH Strategic Development Initiative program (SDI). Funding support from the Canadian Heritage Strategic Initiatives program was successfully sought to develop the fund strategy for the 2017 launch and this work will begin summer 2016.

Our thanks to Fund Advisory Committee Members which 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), Janet Maltby (Nova Scotia Museum), Shane Mailman (NS Sport Hall of Fame), Anita Price (ANSM).

The other major sustainability initiative which ANSM has championed is the establishment of a new Museum Evaluation Program for Nova Scotia. This has been achieved during the past year and will be implemented in 2016 -17. The evaluations are an important step in the development of an Accreditation program for Nova Scotia's museums for 2018. We thank our partners and supporters with the Department of Communities, Culture & Heritage who recognize the importance of strong sustainable public museums in the province.

ANSM Executive Director, Anita Price, maintains an active role meeting with senior government staff regarding museum related issues on a regular basis. She and Board members meet with government leaders to address topics related to ANSM's activities as well as those of its member organizations. Anita and ANSM President, Rodney Chaisson, participated in the CMA's Museum's Day on the Hill in January, 2016. As well ANSM took a leadership role in local arrangements planning and support for the CMA National Conference, Inspiring Solutions, scheduled for Halifax, April 2016.



(LEFT TO RIGHT) ADVOCACY ANITA AND RODNEY WITH GREEN PARTY LEADER, ELIZABETH MAY, CMA MUSEUMS DAY ON THE HILL, 2016; ADVOCACY RODNEY AND THE MUSEUM FUND "VISIONING" SESSION CREATIVE BOARD, FALL 2015.

Museum Evaluation Program

ANSM began the process of establishing a new evaluation program for museums in Nova Scotia in 2015. This initiative was undertaken following a careful decision making process in partnership with the Department of Communities, Culture & Heritage (CCH) over a period of three years. The initial work of establishing the program involved building a committee of museum and departmental representatives with the experience, interest and commitment to ensure a strong evaluation program was created. The advisory committee comprised community museum members identified through an application process and appointed departmental representatives.



ANITA PRESENTING AT THE PORT HAWKESBURY ORIENTATION SESSION; JAKE WHALEN & VANESSA CHILDS ROLLS, PILOT EVALUATORS.



The winter of 2014-15 involved best practice research, meetings, and reworking of the existing evaluation process previously used for the CCH Community Museum Assistance Program (CMAP). The new evaluation site visit tool was piloted in May 2015 in the Northeast region. Many thanks to Creamery Square Heritage Association, Colchester Historeum, Cole Harbour Heritage Farm Museum, Malagash Area Heritage Museum, and the Nova Scotia Museum of Industry for participating in the pilot and giving us very valuable feedback on the process. Pilot evaluators included Anita Price, Karin Kierstead, Jake Whalen and volunteers Valerie Lenethen and Vanessa Childs Rolls.

A report with recommendations was submitted to Communities, Culture & Heritage in June of 2015 with subsequent commitment from the department to support ANSM delivery of the proposed new evaluation program for museums in Nova Scotia. The initial implementation of the program will be the evaluation in 2016/17 of all 67 museum organizations participating in CMAP.

An important part of ANSM's commitment to deliver the program is the provision of advice and support for the organizations preparing for evaluation. Six orientation sessions about the new process were held in Annapolis Royal, Bridgewater, Cole Harbour, Port Hawkesbury, Truro, and Sydney during Fall 2015. The sessions provided ample opportunity for Q&A and attendance and engagement at these sessions were excellent. ANSM's Museum Advisor, Karin Kierstead, has taken on responsibility for lead delivery of the program and spent the winter months assisting the museums in preparation for the evaluation process.

Sincere thanks again to the Evaluation Advisory Committee, who were a dedicated and professional team. They reviewed every aspect of the program in detail, ensuring that standards were being promoted while still considering the variety and realities of Nova Scotia's museums.

Evaluation Advisory Committee:

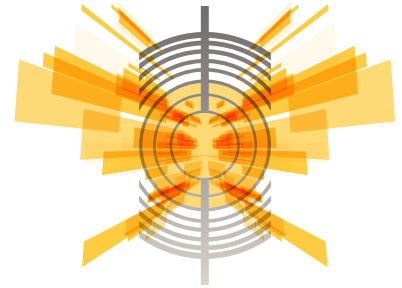
Oralee O'Byrne (Chair), Age of Sail Heritage Centre
Lisette Aucoin-Bourgeois, La Société Saint-Pierre
Peter Crowell, Argyle Township Courthouse & Archives
Michelle Davey, McCulloch House Museum & Genealogy Centre
Karin Kierstead, ANSM

Janice Kirkbright, Cole Harbour Heritage Farm
Roger Marsters, Randall House Museum
Anita Price, ANSM
Stephanie Smith, Nova Scotia Museum
Jake Whalen, Communities, Culture & Heritage - Secretariat

Award for Excellence in Museum Practices, Individual Contribution

2015 Association of Nova Scotia Museums

Presented in Halifax, Nova Scotia as part of the Awards Ceremonies of the Archives, Libraries & Museums Conference, September 24, 2015



AWARD FOR
EXCELLENCE
IN MUSEUM
PRACTICES

ASSOCIATION OF
NOVA SCOTIA
MUSEUMS

Lynn Hayne

ANSM was pleased to present the Award of Excellence in Museum Practices, Individual Contribution to Ms. Lynn Hayne, head of communications at Sherbrooke Village.

Lynn has been involved with Sherbrooke Village for over 20 years and has excelled in developing creative collaborative marketing and communication. Lynn has shown her leadership and management skills in the organizing and planning of many special events, the leveraging of travel media, and her commitment to growing the economies of rural communities and the museum network in general through innovative new marketing ideas. Her passion and ability to establish new levels of increased awareness among new audiences has made her a leader in the cause of museum and community development.

Congratulations to Lynn on behalf of the ANSM Board of Directors, Awards Committee and Member Organizations.



LYNN HAYNE OF SHERBROOKE VILLAGE, ANSM AWARD FOR EXCELLENCE RECIPIENT, 2015.

Training

ANSM continues its commitment to provide cost-effective training opportunities on topics relevant to the needs of the museum community in Nova Scotia. 2015/16 was year two in a second three-year cycle of the Museum Studies Program (MSP). Many museum workers in Nova Scotia are taking the full program and registration for the workshops fill quickly. MSP has received 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 more 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:

- » Archives, Libraries and Museums Joint Conference
- » Advisory Service
- » Museum Studies Program
- » Stone Soup Symposium

Nova Scotia Archives, Libraries and Museums Joint Conference, 2015

PUBLIC PLACES, COMMUNITY SPACES

September 25, 26 and 27, Lord Nelson Hotel, Halifax, Nova Scotia

Conference Participants: 239

This year saw Nova Scotia's first-ever joint conference for Nova Scotia's Archives, Libraries and Museums, with the theme of *Public Places, Community Spaces*. The conference was a collaboration between ANSM, the Council of Nova Scotia Archives, Library Boards Association of Nova Scotia and Nova Scotia Library Association and offered presentations that focused on information relevant to all three disciplines. The conference was considered a success, with more than 80% of attendees saying that they would like to attend another ALM joint conference in the future.



Sponsors included Halifax Public Libraries, Province of Nova Scotia, Ancestry, Support4Culture, and reception sponsor Total Transportation Solutions, Inc.

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 & 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, though Year One is structured to offer core principles of administration and operation for a museum. Year Two modules include Museums 101, Collections Management and Interpretation I. The Collections Management module was presented twice in partnership with Sherbrooke Village.

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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 16 & 17, 2015

Antigonish Heritage Museum, Antigonish, NS

20 Participants

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INTERPRETATION I: PUBLIC PROGRAMMING

Key learning outcomes for this workshop included:

- » 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

Presenter: Sally Warren

May 7 & 8, 2015

Museum of Natural History, Halifax, NS

20 Participants

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COLLECTIONS MANAGEMENT AND CURATORSHIP

Key learning outcomes for this workshop included:

- » 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

Presenter: Karin Kierstead

October 22 & 23, 2015; October 29 & 30, 2015

Annapolis Valley Macdonald Museum, Middleton, NS; Sherbrooke Village, Sherbrooke, NS

40 Participants (20 at each)

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Stone Soup Symposium

Key learning outcomes for the symposium included:

- » To dynamically examine “theatrical interpretation” as it is practiced in Nova Scotia in its various forms
- » Learn from the theatre community about preparing and presenting historically researched and themed interpretive performances and programs
- » Learn about the powerful role “intangible culture” resources can play in the creation of interpretation pieces
- » Work with theatre leaders to develop ideas into a basic framework with outcomes for an interpretation program

Presenters:

Two Planks & A Passion Theatre
Ursula Johnson
Dale Jarvis
Paul Gallant
Mark Sajatovich
Mike Durling

Micheal MacPhee
Alexis Milligan
Catherine Gillis
Beth MacNeil
Rodney Chaisson
Kersti Tacreiter

May 21 & 22, 2015

Highland Village Museum, Iona, NS

23 Participants



(TOP TO BOTTOM) STORAGE RE-ORG AT COLCHESTER HISTOREUM;
STONE SOUP SYMPOSIUM POSTER; ALM CONFERENCE ATTENDEES AT
THE AWARDS PRESENTATION, HALIFAX CENTRAL LIBRARY; TOOLBOX
FOR MUSEUM SCHOOL PROGRAMS WORKSHOP, ALM CONFERENCE.

.....

CCI Re-Org Atlantic

ANSM supported the Canadian Conservation Institute's special training program Re-Org Atlantic which worked with five organizations in the Atlantic provinces training and preparing for comprehensive storage reorganization projects. Key aspects of the program include a three day hands on workshop re-organizing a museum storage area followed by a one day symposium.

March 1 – 4, 2016
Colchester Historeum, Truro, NS
15 Storage Reorganization Participants
45 Symposium Participants

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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 an operational body under the supervision of the Executive Director. The group met 5 times over the past year and assisted with symposium program development, conference partnership, Museum Studies Program implementation and future planning for special workshops.

Education & Training Taskforce Members:

Anita Price, Chair, ANSM
Karin Kierstead, Secretary, ANSM
Marc Bélanger, Aldrich Pears
Meghan Hallett, Communities, Culture & Heritage
Maggie MacIntyre, Nova Scotia Museum of Natural History
Jamie Serran, Council of Nova Scotia Archives
Elisabeth Tower

Advisory Service

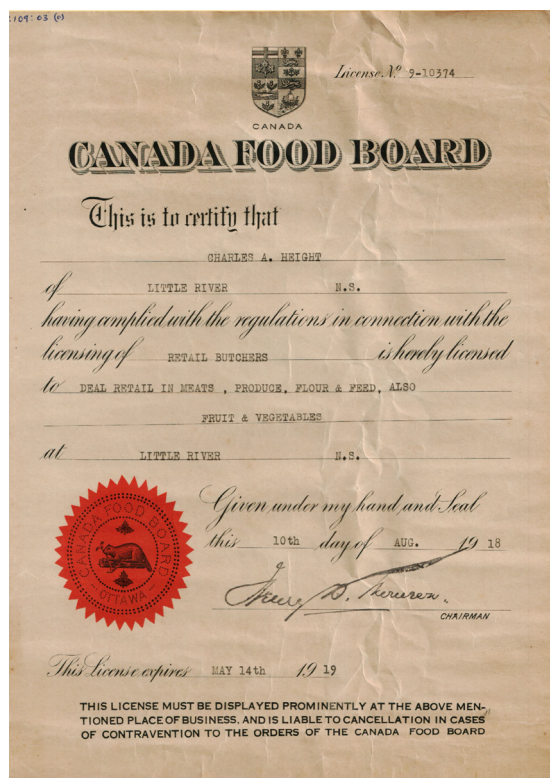
Museums in the Advisory Service receive site visits, one-on-one training, and remote support from ANSM's Museum Advisor, Karin Kierstead. The fee-for-service program focuses primarily on collections management practices, and provides museums with the CollectiveAccess database and enables them to showcase their collections on NovaMuse.ca.

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 media 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 cultivate mutually beneficial partnerships. The annual class assignment at Fleming College that has museum studies students working in CollectiveAccess was again a success. This year's students particularly enjoyed the research aspect of the work as they worked to dig up new information about the artifacts they were assigned. 10 museums participated this year, and the students made improvements to 270 collections records and provided the museums with comprehensive reports on the work.

Projects that focus on a particular element of museum collections continue to facilitate great improvements in collections documentation. This year we focused efforts on First World War digitization and information improvements. By partnering with experts at The Army Museum, many misidentifications were corrected and clarifications provided on First World War era items. Funding from MAP allowed for digitization support which resulted in over 3,000 new images of artifacts that date from 1914-1919. One pleasant surprise of this work was Karin's discovery of her great-grandfather's license from the Canada Food Board at the Admiral Digby Museum, providing proof for the family stories about his war-time activities.

In addition to special project work, museums in the Advisory Service continue to address data entry and digitization backlogs, enter new accessions, and improve the overall quality of their collections information. Over the past year 3,586 new records were entered and 15,654 new images were added to the CollectiveAccess databases and NovaMuse. Collectively, Advisory Service Museums have documented 222,547 artifacts, and 108,081 of these have been captured through digital photo documentation.



(CLOCKWISE) NOVAMUSE COLLECTIONS IMAGE LH 2014.23.1; NOVAMUSE COLLECTIONS IMAGE ADM 1990.109.3A, GRANDFATHER'S CERTIFICATE.

Karin presented on NovaMuse and online collections at the Canadian Association of Sport Halls conference in June 2015, hosted in Halifax. She also attended the American Alliance of Museums conference in Atlanta, Georgia, which gave her ample opportunities to share ideas and discuss Nova Scotian work with our international colleagues, and to visit a few of the local museums. NovaMuse continues to build its user-base, especially with students and teachers, and we continue to look at ways to improve the website and enhance its usefulness.

List of Advisory Service Museums (53) 2015-2016

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

INFORMATION MANAGEMENT AND ACCESS COMMITTEE:

This is an operating committee of ANSM under management of the Executive 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 provided valuable insights and guidance on the Advisory Service.

IMAC MEMBERS:

Gary Melville, Chair, The Army Museum

Kelly Bourassa, Kings County Museum

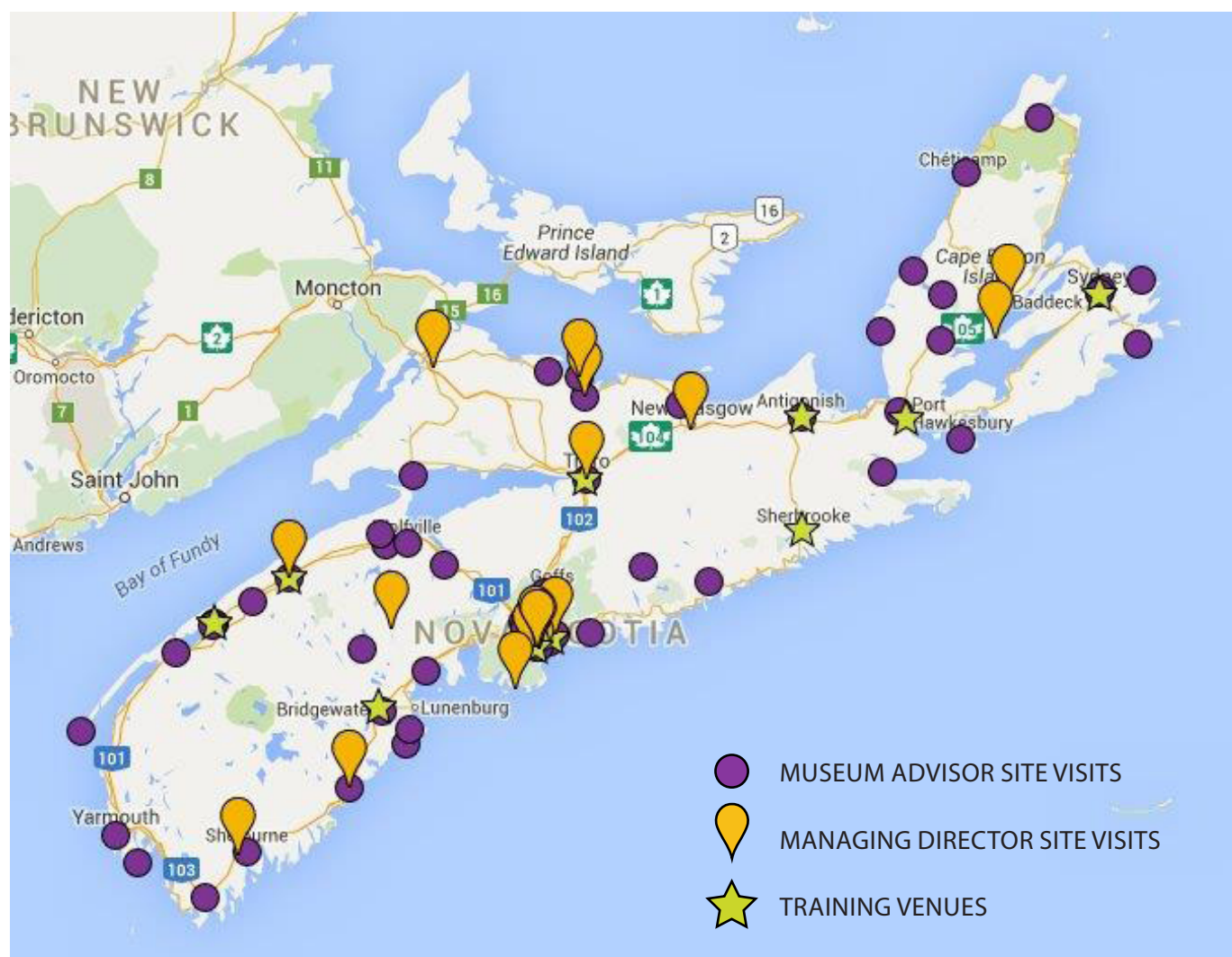
Martin Hubley, Nova Scotia Museum

Jocelyn Gillis, Antigonish Heritage Museum

Karin Kierstead, ANSM

Anita Price, ANSM

Engagement Map



ASSOCIATION OF NOVA SCOTIA MUSEUMS

Financial Statements

Year Ended March 31, 2016

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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, 2016 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, 2016 and its financial performance for the year then ended in accordance with Canadian generally accepted accounting standards for not for profit organizations.

Mitchell Miller

Chartered Accountant

Nova Scotia
May 10, 2016

ASSOCIATION OF NOVA SCOTIA MUSEUMS**Balance Sheet****March 31, 2016****2016****2015****ASSETS**

Current

Cash and term deposits	\$	66,345	\$	46,707
Accounts receivable		22,754		54,846
HST recoverable		4,153		1,280
Prepaid expenses and other current assets		1,758		2,245
	\$	95,010	\$	105,078

LIABILITIES AND SURPLUS

Current liabilities

Accounts payable and accrued liabilities	\$	3,104	\$	19,471
Deferred revenue (note 5)		28,500		30,300
		31,604		49,771

SURPLUS

Unrestricted surplus		25,923		17,824
Restricted surplus (note 6)		37,483		37,483
		63,406		55,307
	\$	95,010	\$	105,078

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, 2016

	2016	2015
Revenue		
Public funding		
Department of Communities, Culture & Heritage	\$ 75,000	\$ 75,000
Lottery	6,250	6,250
MAP training grant	38,880	37,897
Evaluation pilot project	20,600	24,400
Evaluation program	27,300	-
SDI marketing plan	9,873	-
SDI business plan	-	16,100
SDI Nova Muse Evolution grant	-	24,545
MIMS migration project grant	-	10,000
One time Support4Culture grant	5,000	-
	182,903	194,192
Earned revenue		
Memberships	6,325	6,562
Registrations and subscriptions	-	6,867
Fee for service	15,200	16,650
Workshops	8,179	11,406
Interest income	236	818
Donations and sponsorships	5,608	6,525
	35,548	48,828
Total revenues	218,451	243,020
Expenses		
Leadership	69,053	68,120
Support services	42,139	43,682
Programs	99,160	130,436
	210,352	242,238
Excess of revenues over expenses	\$ 8,099	\$ 782
Unrestricted surplus, beginning of year	\$ 17,824	\$ 14,064
Excess of revenues over expenses	8,099	782
Decrease in reserve for operational funding	-	2,400
Decrease in disaster recovery fund	-	578
Unrestricted surplus, end of year	\$ 25,923	\$ 17,824

See accompanying notes to the financial statements

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Statement of Cash Flows

For the Year Ended March 31, 2016

	2016	2015
Cash flow from operating activities		
Cash received from funders and members	\$ 245,870	\$ 226,989
Cash paid to suppliers and employees	(226,232)	(237,216)
	19,638	(10,227)
Cash flow from investing activities	-	-
Cash flow from financing activities	-	-
Net cash provided (used)	19,638	(10,227)
Cash and cash equivalents		
Beginning of year	46,707	56,934
End of year	\$ 66,345	\$ 46,707

See accompanying notes to the financial statements

Cash flow supplemental information

Total revenues	\$ 218,451	\$ 243,020
Accounts receivable - current year	(26,907)	(56,126)
Accounts receivable - prior year	56,126	23,320
Deferred revenue - current year	28,500	30,300
Deferred revenue - prior year	(30,300)	(13,525)
Cash received from funders and members	\$ 245,870	\$ 226,989
Total expenses	\$ 210,352	\$ 242,238
Accounts payable - prior year	19,471	14,736
Accounts payable - current year	(3,104)	(19,471)
Change in prepaids	(487)	(287)
Cash paid to suppliers and employees	\$ 226,232	\$ 237,216

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Schedule of Expenses

For the Year Ended March 31, 2016

	2016	2015
Leadership		
Salaries and benefits	63,630	62,991
Travel and meals	2,801	3,484
Board meetings	2,483	1,541
Volunteer travel	139	104
	\$ 69,053	\$ 68,120
Support services		
Conference and AGM	1,659	14,274
Bank charges	539	577
Insurance	600	600
Memberships and fees	831	429
Office supplies & expenses	1,342	509
Postage & delivery	594	470
Professional development	3,842	1,983
Professional fees	10,847	10,295
Salaries and benefits	9,520	7,792
Telephone, fax and internet	3,575	3,421
Website development	5,268	-
Other admin expenses	3,522	3,332
	\$ 42,139	\$ 43,682
Program expenditures		
Marketing and fundraising	1,004	440
Insurance	1,000	1,000
Workshops	5,996	10,394
Advisory services	29,021	54,429
Nova Muse project	-	26,280
Evaluation pilot project	15,214	21,689
Museum fund business plan	-	16,204
SDI marketing plan	10,213	-
Support4Culture project	9,414	-
Evaluation project	27,298	-
	\$ 99,160	\$ 130,436

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Notes to Financial Statements

Year Ended March 31, 2016

2016

2015

1. Purpose of the organization

The Association of Nova Scotia Museums (the "ANSM") was incorporated under the Nova Scotia Societies Act and its mandate is, working in partnership with museums, communities and supporters, 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

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 (2015 - \$0) 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 management's opinion that the ANSM is not exposed to significant interest rate, currency or credit risks associated with these financial instruments.

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Notes to Financial Statements

Year Ended March 31, 2016

2016

2015

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.

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;

SDI Novamuse project	\$	8,828	\$	-
Evaluation pilot project		-		20,600
Evaluation project		7,700		-
\$100 from 100 campaign		10,100		6,700
CMA conference funding		-		3,000
Workshops		1,872		-
	\$	28,500	\$	30,300

6. Restricted surplus

Subject to Board approval, the ANSM allocates unrestricted surplus for future committed projects. As at March 31, 2016, the Board has committed funds to the following:

NovaMuse / Collective Access disaster recovery fund	\$	8,834	\$	8,834
Advisory Service Supplementary Fund		6,049		6,049
Reserve for Operational Funding		22,600		22,600
	\$	37,483	\$	37,483

During the year the Association incurred expenditures of \$0 (2015 - \$578) related to the implementation of the disaster recovery process and the fund 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.