

ANNUAL REPORT 2016-2017

ASSOCIATION OF
NOVA SCOTIA
MUSEUMS

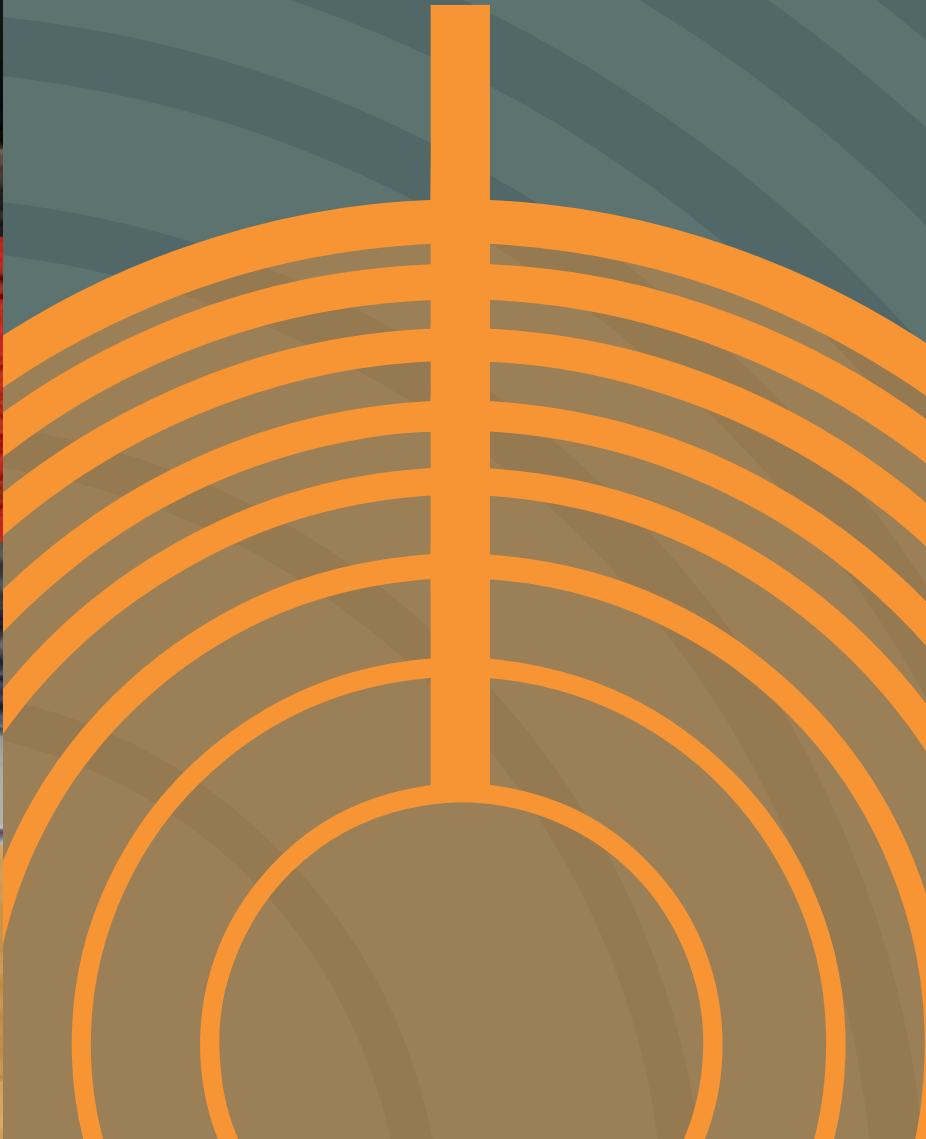


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The Association of Nova Scotia Museums gratefully acknowledges the ongoing financial support of the Department of Communities, Culture & Heritage

President's Message

I am pleased to introduce the Annual Report of the Association of Nova Scotia Museums for the year 2016/17 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 accordingly to established standards of excellence.*



An ongoing focus of the Association over the past few years has been the development of the Museum Evaluation Program. In 2014, ANSM was contracted by Nova Scotia Communities, Culture & Heritage (CCH) to develop a new evaluation process to support the Community Museums Assistance Program, based on the latest museum standards of excellence and international best practices research. The work undertaken to date has been substantial. We have revamped the evaluation tools and processes, undertaken a pilot evaluation program, and evaluated all 67 community museums funded under CMAP. It is important to note that the Association is only involved in the evaluation process and not in the administration of grants. We are currently working with CCH to set the program priorities for 2018. Our hope is that the evaluation program will eventually become a museum accreditation program.

The Association has placed significant energies towards the development of an endowment fund to support accredited museums in Nova Scotia. With funding from Canadian Heritage, NS Communities, Culture & Heritage and the community supported \$100 from 100 campaign proceeds, ANSM has been preparing and implementing marketing and fundraising plans to support the endowment. MuseFund was launched in February of 2017 marking Canada's 150 celebrations. We have entered into a partnership with the Communities Foundation of Nova Scotia to manage the endowment funds. Please spread the word and help us grow MuseFund so that we can help Nova Scotians better support their museums. See musefund.ca for more information.

Training and professional development opportunities for museum staff and volunteers remains a priority for ANSM. Components of the core museum studies program continue to be offered on a rotational basis each year. Congratulations to Jennifer MacIsaac (Dalhousie Agricultural Centre), Elizabeth Spence (Museum of Natural History), and Cynthia Lamson (Lordly House Museum) for completing the Museum Studies Certificate. In addition, we also held a special symposium on museums and security issues in conjunction with last year's AGM as well as a workshop on the Museum in the Schools Program Toolbox with the Nova Scotia Museum.

NovaMuse continues to grow and evolve. We have completed a data cleaning project for the Halifax Regional Municipality's special collections including the Dartmouth Heritage Museum collection. The Touchstones virtual exhibit project was launched as part of NovaMuse for Canada 150. We also continue to enrich the collections records as well as implement technical upgrades and functionality improvements.

Before closing, I thank Nova Scotia 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. It is also important to recognize the support of Canadian Heritage through their Museums Assistance and Strategic Initiatives programs to our activities.

Finally on behalf of all of you, I extend appreciation our small but mighty staff, led by our Executive Director Anita Price, for the excellence of their work, their dedication and leadership. Congratulations to our Evaluation Program Manager, Karin Kierstead, and her husband Ryan on the birth of their daughter Alyson. 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.

Respectfully,

RODNEY CHAISSON, ANSM President

Executive Director's Message

ANSM has made significant change over the past year as it has grown and evolved further with the introduction and implementation of important new initiatives. We began the delivery of a new Evaluation Program for museums in Nova Scotia and initiated MuseFund for Nova Scotia. Both are important undertakings with the combined intention of helping our province's museums towards strong futures. Both initiatives have received the support and good work of many individuals and partners which has underscored the vitality and commitment of our museum sector and its capacity for renewal and growth.



ANSM counts on the expertise and willing help of many volunteers to support our work as do our members in their endeavours. The generosity of individuals in our profession was really exemplified by those who volunteered to work with us as we implemented the new Evaluation Program. Generosity also came from those who stepped up to support the new MuseFund for Nova Scotia both with their time and financial contributions. It's this willingness to help and belief in the relevance and importance of our museums that really points towards a strong future.

We recognised change was necessary in some of our core activities to keep step with new initiatives as well as advances in technology and its public use. A new website for ANSM was important to revitalise our communications and work with the complimentary MuseFund website. NovaMuse provides public access to the collections of 50+ community museums and we must continually strive to better the presentation, quality and functionality of the information it presents. Change can be daunting but it is as necessary as it is inevitable and I hope we will always step up to the challenge.

My Thanks to the dedicated staff of the Association of Nova Scotia Museums who work with commitment and expertise on behalf of our members. My sincere thanks to our Board of Directors and committees' members for their tremendous support, interest and generosity. We could ask for none better!

Sincerely,

A handwritten signature in dark ink that reads "Anita Price". The signature is written in a cursive, flowing style.

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, 2017, the Association included 109 Museum Members, 13 Organizational Members, 27 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 2016-17:

- » Strategic Plan Implementation, 2015 - 2018
- » Deliver a new Evaluation Program for museums
- » Launch MuseFund for Nova Scotia
- » Training & Workshops – continued implementation of the Training Plan (2010)
- » Advisory Service continues as core program
- » ANSM Awards Program



ANSM STAFF SUMMER 2016: L TO R JENNIFER, ANITA, KARIN & HEATHER (MISSING SANDI).

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
Judy Frotten, South West Regional Director
Del Muise, Cape Breton Regional Director
Kathy Sullivan, Director at Large
Marla Webber, Director at Large

Staff implement the Association's commitment to serve its members through training, outreach and networking

activities. They regularly attend regional meetings, events, exhibitions and programs, meetings, and planning sessions. They provide programs and services province-wide including site visits, consultations and workshops.

STAFF

Anita Price, Executive Director
Karin Kierstead, Evaluation Program Manager
Jennifer Winter, Administrative Assistant (June 2016 - Present)
Sandi Stewart, Advisory Assistant (June 2016 - Present)
Debbie Roza-Mercier, Director of Fund Development (September 2016 – Present)
Heather McCorquodale, Fleming Intern, Summer 2016

Vendor List

The Association engaged the following companies, organizations and individuals in 2016 - 2017.

Accutel
Alexis Milligan
Atlantica Hotel
Auto Trim Design of Nova Scotia Ltd.
Bob the Mover
Brunswick News
Ceridian
Certainly Cinnamon
Creamery Square Arts Society
Eaglez Consulting Services
Enterprise Rent-a-Car
Goodies Fine Catering
Grace Jollymore Joyce Arts Centre
Graham Blair Graphics
Halifax Public Libraries
HR Pros Incorporated
iWeb Technologies Inc.
Jeffrey Cowling & Associates
Jeffrey Reed
Kyle Johnson
Library Archives Canada
LAMNS Digitization Network
NSM M8 Advisory Group

Marc Belanger
Maritime Label & Packaging
Marsh Canada Limited
McIvor Conservation
Mitchell L. Miller Inc.
Municipality of the Town of Port Hawkesbury
Nova Scotia Crystal
Osha Mae Soap
Purolator Courier Ltd.
Ralph Dillon
Robins H.V. Cottages
Ross Farm Museum
Rubenstein & Associates
Sara Brinkhurst
Skyline Atlantic Canada
Softwood Technology Inc.
Spectacle Group
Spider Video Inc.
Stephen V. Shaw Chartered Accountant
Telegraph House
Waverley Inn
Whirl-i-gig
White Point Beach Resort

Partnerships 2016 - 2017

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
Canadian Conservation Institute
Canadian Heritage Information Network
Canadian Museums Association
Colchester Historeum
Community Sector Council of Nova Scotia
Council of Nova Scotia Archives
Creamery Square Heritage Society
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
Isle Madame Heritage Society
Maritime Museum of the Atlantic
Museum of Natural History
Nova Scotia Archives
Nova Scotia Museum
Ontario Museums Association
Parks Canada
Ross Farm Museum
Sherbrooke Village
Support4Culture

Memberships 2016 - 2017

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 Executive Director of ANSM served as Vice President of CFNS and in the Management Committee in 2016-17.

Communications

ANSM regularly communicates with members through a variety of channels including the ANSM website, the Beacon e-newsletter, social media (Facebook, Twitter, and Pinterest) and regular mail-outs.

The ANSM website (www.ansm.ns.ca) re-launched in late 2016 and now features a fresh new look providing a more user-friendly experience. It has since seen a significant increase in traffic.

Website statistics (April 1 2016 – March 31, 2017)

- » 13,839 visits from 9,387 unique visitors (up significantly from 10,267 last year)
- » 38,591 page views (compared to 32,076 last year)
- » 66.7% new visits
- » 2.09 minutes average time on site
- » 2.79 average page views
- » Traffic sources: 42% search engine, 26% direct, 24.5% referring, 7.5% social media

The website provides information about the Association, its programs and events, internal job postings, organizational reports, personnel information, museological resources, lists of museum members by region with links, archives and sign-up capacity for the Beacon e-newsletter and online payment options utilizing PayPal and EventBee. The website also links to MuseFund.ca, NovaMuse.ca as well as the ANSM and NovaMuse Facebook pages, and staff blog.

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 885 followers. Pinterest and Twitter are mainly used for NovaMuse collections information sharing and engagement.

The Beacon e-newsletter is the major communication tool for ANSM, which

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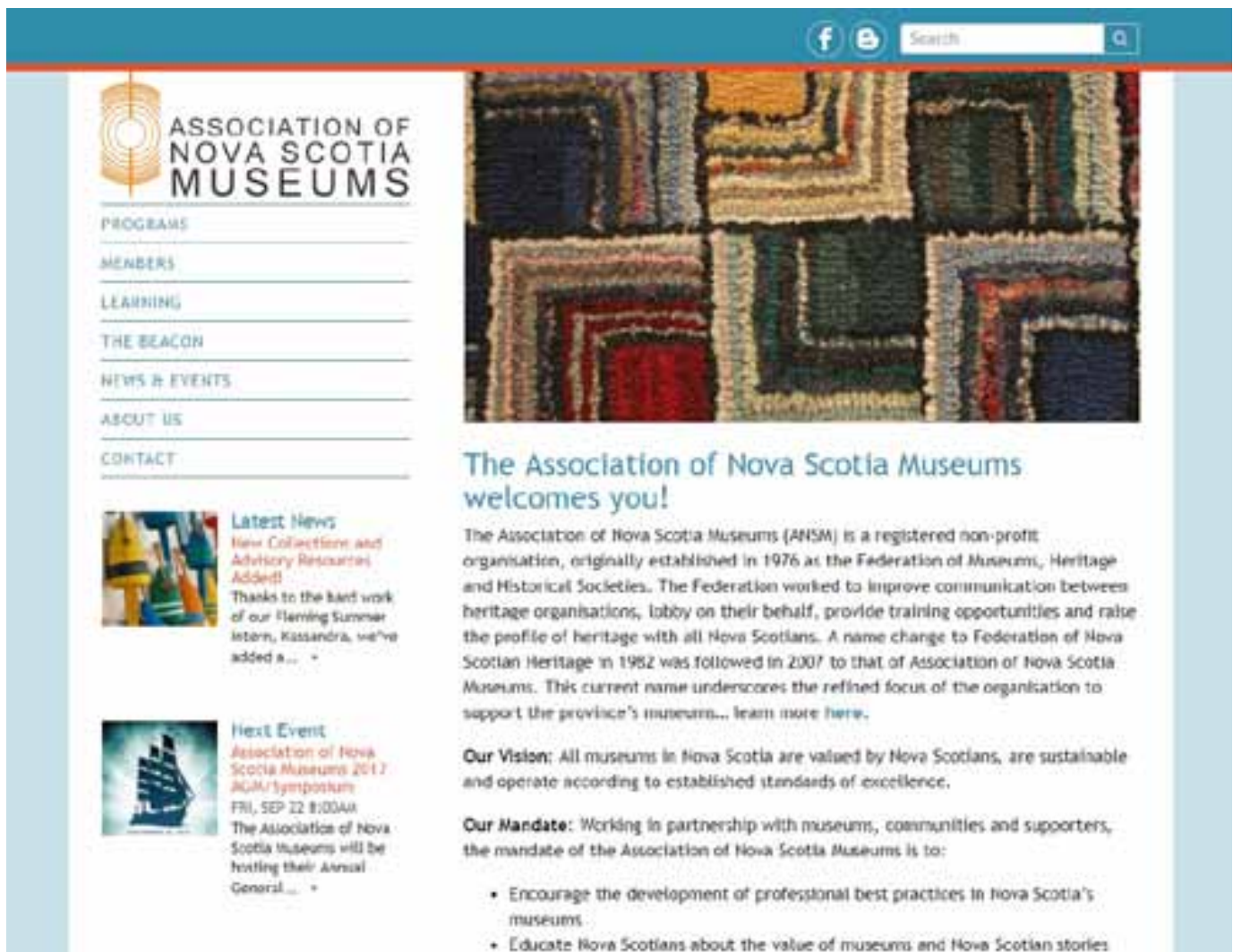
beacon
LETTER OF THE ASSOCIATION OF NOVA SCOTIA MUSEUMS



relates information about training opportunities, new services and resources and changes to the organization. Over the past year, 22 editions were sent to 527 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.



The screenshot shows the homepage of the Association of Nova Scotia Museums (ANSM). The header features a blue bar with social media icons for Facebook and Twitter, and a search bar. The main content area is divided into a left sidebar and a main body. The sidebar contains a vertical menu with links: PROGRAMS, MEMBERS, LEARNING, THE BEACON, NEWS & EVENTS, ABOUT US, and CONTACT. The main body features a large image of a colorful quilt. Below the image is a heading "The Association of Nova Scotia Museums welcomes you!" followed by a paragraph about the organization's history and mission. To the left of the main text, there are two news items: "Latest News" about new collections and advisory resources, and "Next Event" about the 2017 AGM Symposium. At the bottom, there is a "Our Vision" and "Our Mandate" section, followed by a list of bullet points.

ASSOCIATION OF NOVA SCOTIA MUSEUMS

PROGRAMS
MEMBERS
LEARNING
THE BEACON
NEWS & EVENTS
ABOUT US
CONTACT

Latest News
New Collections and Advisory Resources Added!
Thanks to the hard work of our Fleming Summer Intern, Kassandra, we've added a...

Next Event
Association of Nova Scotia Museums 2017 AGM Symposium
FRI, SEP 22 8:00AM
The Association of Nova Scotia Museums will be hosting their Annual General...

The Association of Nova Scotia Museums welcomes you!

The Association of Nova Scotia Museums (ANSM) is a registered non-profit organisation, originally established in 1976 as the Federation of Museums, Heritage and Historical Societies. The Federation worked to improve communication between heritage organisations, lobby on their behalf, provide training opportunities and raise the profile of heritage with all Nova Scotians. A name change to Federation of Nova Scotian Heritage in 1982 was followed in 2007 to that of Association of Nova Scotia Museums. This current name underscores the refined focus of the organisation to support the province's museums... learn more [here](#).

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

Our 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.

MuseFund For Nova Scotia

MuseFund for Nova Scotia launched in February 2017. The first of its kind in Canada, MuseFund is intended to provide support for Nova Scotia's museums into the future through a unique collective endowment approach. MuseFund's goal is to raise an initial 2.5 million endowment fund.

The initiative has been under development for a number of years as ANSM has prepared the ground work of research and development including infrastructure funding. MuseFund is supported by federal funding through the Canadian Heritage Strategic Initiatives program for fund development and provincial funding through the Department of Communities, Culture & Heritage Strategic Development Initiatives program for marketing development. Debbie Roza- Mercier joined the program as Director of Fund Development in fall 2016 and began the process of establishing a Fund Development Committee, administrative structure, business plan and liaison with marketing consultants.

ANSM entered into an agreement with the Community Foundation of Nova Scotia (CFNS) for the secure investment of donations. This organization has expertise in the management of investment and specialises in the management of non-profit endowments.

Marketing activities are underway in partnership with Spectacle Group of Halifax. The firm supports MuseFund through partial in kind contribution of services and has created the visual identity, website, social media profiles and collateral pieces.

MuseFund for Nova Scotia stands poised to work with museums to build a strong endowment for the "Future of our Past".

Fund Development Committee members:

Chris Atwood
James Boxall
Charles MacKenzie
VanEssa Roberts – Interim Chair
Angela Saunders – Nova Scotia Museum Rep
Trish Vardy – Secretary
Marla Webber – ANSM Board Rep
Debbie Roza Mercier
Anita Price



ANSM BOARD MEMBERS WITH NEW MUSEFUND BANNER.

Museum Evaluation Program

ANSM began providing a new evaluation program for museums in Nova Scotia in 2016. This followed a careful development process with support from an advisory group, analysis of national/international best practices, piloting and review. The program is provided on behalf of Communities, Culture & Heritage (CCH) and receives funding support from the department.

In 2016, the 67 museum organizations participating in the Community Museum Assistance Program (CMAP) were evaluated. The process began in the fall of 2015 with orientation and support continued throughout the winter months as the many organizations prepared for the two phases of evaluation: documentation review and site visits. Volunteer evaluators were peer selected from applications of qualified individuals to form the 5 teams of three who performed the site evaluations over three weeks in July 2016. Preliminary reports were delivered to museum organizations with opportunity to review and query results prior to finalizing the reports. An overall report was provided to CCH in November with individual organization reports included as appendices. The Evaluation Report was made available on the ANSM website (www.ansm.ns.ca) as an important tool for organizations to review and analyze their report within provincial findings. The report includes statistical analysis of scoring trends in a variety of areas of museum activity.



In fall of 2016, the Nova Scotia Museum sites and related storage facilities began to prepare for evaluation in summer 2017. An important part of ANSM's commitment to deliver the program is the provision of advice and support for the organizations preparing for evaluation. Three orientation sessions were provided in Halifax, Port Hawkesbury and White Point Resort during Fall 2016 and were followed up with regular update & tips messages. Museums are encouraged to work with the Evaluation Program Manager, Karin Kierstead, as they prepare for evaluation.

Sincere thanks to the Evaluation Advisory Committee, who are a dedicated and professional team representing museums from around the province. They continue to review and advise on every aspect of the program, ensuring that standards were being promoted while still considering the variety and realities of Nova Scotia's museums. .

Evaluation Advisory Committee:

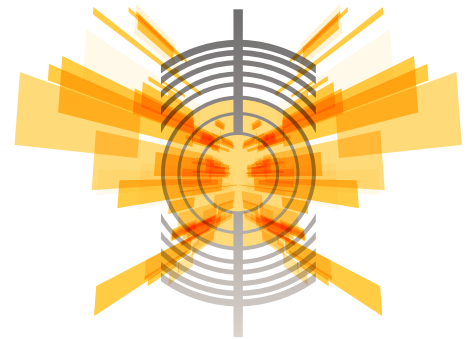
Oralee O'Byrne (Chair), Age of Sail Heritage
Centre, Port Greville
Lisette Aucoin-Bourgeois, La Société Saint-Pierre,
Cheticamp
Stephanie Smith, Nova Scotia Museum
Michelle Davey, McCulloch House Museum &
Genealogy Centre, Pictou

Karin Kierstead, ANSM
Janice Kirkbright, Cole Harbour Heritage Farm,
HRM
Anita Price, ANSM
Valerie Lenethen (Nova Scotia Museum – retired)

2016 Association of Nova Scotia Museums Award for Excellence in Museum Practices, Individual Contribution

Presented at the Nova Scotia Archives, Halifax, Nova Scotia by the Honorable Tony Ince, Minister of Communities Culture & Heritage as part of the Nova Scotia Museum Annual All Sites meeting, May 27, 2016.

The Association of Nova Scotia Museums (ANSM) presents the Award for Excellence in Museum Practices to acknowledge individuals, volunteer or employees, who have gone above and beyond to make a significant contribution to the museum field. Recipients of this award have made remarkable efforts to increase knowledge about Nova Scotia's human and natural history through exemplary museum practices.



AWARD FOR
EXCELLENCE
IN MUSEUM
PRACTICES

ASSOCIATION OF
NOVA SCOTIA
MUSEUMS

Maggie MacIntyre

ANSM was pleased to present the Award of Excellence in Museum Practices, Individual Contribution to Ms. Maggie MacIntyre, Interpretive Researcher for the Nova Scotia Museum.

Maggie has worked for the Nova Scotia Museum since 2007 in various roles. She specializes in researching information to be used in interpretive products as well as best practices for interpretive programming. Over the past 2 years, Maggie has led the significant development of *The Toolbox for Museum School Programs*, an example of an innovative solution that was created in direct response to the current needs of museums and educators in Nova Scotia. The Toolbox encourages museums to see beyond the challenges of making history interesting to children and move towards a community focused model of programming. It is a free resource that provides professional development, practical examples, up-to-date best practices, and useful tools for museums on the delivery of school programs.



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

Training

ANSM continues its commitment to provide cost-effective training opportunities on topics relevant to the needs of the museum community in Nova Scotia. 2016 -17 was year three 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. We continue working in partnership with related 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:

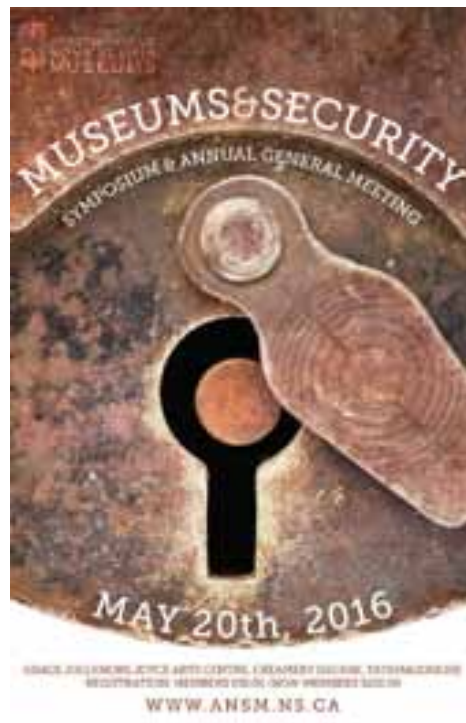
- » Advisory Service
- » Museum Studies Program
- » Museums & Security Symposium
- » Toolbox for Museum School Programs

Museums & Security Symposium

Grace Jollymore Joyce Arts Centre, Tatamagouche, May 20, 2016
Symposium Participants: 38

This one-day symposium featured a wide variety of experienced speakers who addressed key facets of security issues as they relate to museum staff, collections, digital, and overall museum security. Special thanks to Daryl Morgan (RCMP), Christian Hochhold (RCMP), Mitch MacGregor (Department of Labour), Tanya Sieliakus (HR-Pros), Richard Bridge (Barrister and Solicitor), and Kellie Mclvor (Mclvor Conservation) for speaking at this well-attended and extremely well-reviewed event.

Special Symposium Sponsor Support4Culture.



Museum Studies Program – Year Three

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

The courses are provided in workshop format and offer a combination of lecture, group discussion and exercises. The MSP courses 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. Year Three is outlined below.

INTERPRETATION II

Interpretation II introduced:

- » Creating successful visitor experiences
- » Use of different types of interpretive resources, including artifact, archival materials and intangible forms of heritage
- » The interpretive planning and exhibition development process
- » Increasing interactivity in museum exhibitions
- » New trends in museum exhibitions

Presenters: Marc Bélanger & Kyle Johnson

April 28 & 29, 2016

Ross Farm Museum, New Ross, NS

20 Participants

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FACILITIES MANAGEMENT

Key learning outcomes for this workshop included:

- » Public safety and services
- » Building environment
- » Security
- » Workplace safety
- » Facility and site planning
- » Federal standards and guidelines for the conservation of historic places

Presenter: Jeffery Reed

September 22 & 23, 2016

Isle Madame Historical Society & Le Noir Forge Museum, Arichat, NS

20 Participants

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MARKETING & REVENUE GENERATION

Key learning outcomes for this workshop included:

- » Increasing self-generated revenues
- » Identifying, assessing and capitalizing on public and contributed funding opportunities
- » Basic fundraising methods
- » Customer service
- » Developing effective marketing plans and communication tools
- » Internet-based marketing and revenue generation
- » Nova Scotian examples of best practices

Presenter: Rosalyn Rubenstein

November 3 & 4, 2016

Maritime Museum of the Atlantic, Halifax, NS

22 Participants



(TOP TO BOTTOM) INTERPRETATION II COURSE, ROSS FARM SPRING 2016; SCHOOL PROGRAM TOOLBOX, TRURO MARCH 2017.

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TOOLBOX FOR MUSEUM SCHOOL PROGRAMS

Key learning outcomes for this workshop included:

- » Encouraging and empowering participants to rethink how they develop and present school programs
- » Developing a new school museum program that could be used to help celebrate Canada 150
- » Using the Toolbox and its ready-made resources, including templates and activities, to establish and experiment with best practices in school programming
- » Using the skills developed to personalize a program for their site

Presenters:

Maggie MacIntyre

Katherine McLeod & LAM colleagues

March 7, 2017

Colchester Historeum, Truro, NS

23 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 3 times over the past year and assisted with symposium program development, Museum Studies Program implementation and review 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, Individual

Advisory Service

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

Both Karin and Sandi maintain regular communications with and provide support to participating museums through the ANSM blog (passagemuseums.blogspot.com), social media (NovaMuse on Facebook, Pinterest & Twitter, ANSM on Facebook), and by email, phone, Skype and Google Hangout. 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 cultivate mutually beneficial partnerships. The annual class assignment at Fleming College that has museum studies students working in CollectiveAccess was again a success. Like last year, this year's students also enjoyed the research aspect of the work as they worked to dig up new information about the artifacts they were assigned. 9 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 Victorian era digitization and information improvements. We work with subject matter experts to enrich records in CollectiveAccess. This year we completed a basketry enrichment project and enriched approximately 260 records from 28 museums. Our Subject Matter Expert corrected misidentifications and offered clarifications on weave patterns, dating and more. Funding from MAP allowed for digitization support which resulted in approximately 1000 new images of 400+ museum artifacts from 1837 – 1901.

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 63,347 new records were entered and 28,106 new images were added to the CollectiveAccess databases and NovaMuse. Collectively, Advisory Service Museums have documented 285,894 artifacts, and 136,187 of these have been captured through digital photo documentation.

Funding from 150 Forward Fund allowed for the development of ANSM's Canada 150 project: Touchstones. The public voted over 25,000 times for 600+ artifacts on NovaMuse (November 2016-January 2017). From March-May 2017, high school students studying grade 11



(TOP TO BOTTOM) PHOTOGRAPHY SESSIONS; FLEMING INTERN HEATHER MCCORQUODALE WITH JOLEEN GORDON.

Canadian History curated 150 artifacts for a virtual exhibit on NovaMuse. An interactive performance piece inspired by student choice and Harry Bruce's text, "An Illustrated History of Nova Scotia" is in the making and will tour by the end of November 2017. Touchstones continues to encourage Advisory Service museums to promote their collections, build valuable partnerships and engage with the public. NovaMuse continues to build its user-base and we continue to look at ways to improve the website and enhance its usefulness.

List of Advisory Service Museums (53) 2016-2017

Acadian House Museum	LaHave Islands Marine Museum
Admiral Digby Museum	LeNoir Forge Museum
Annapolis Heritage Society – O'Dell House	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 Historeum	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:

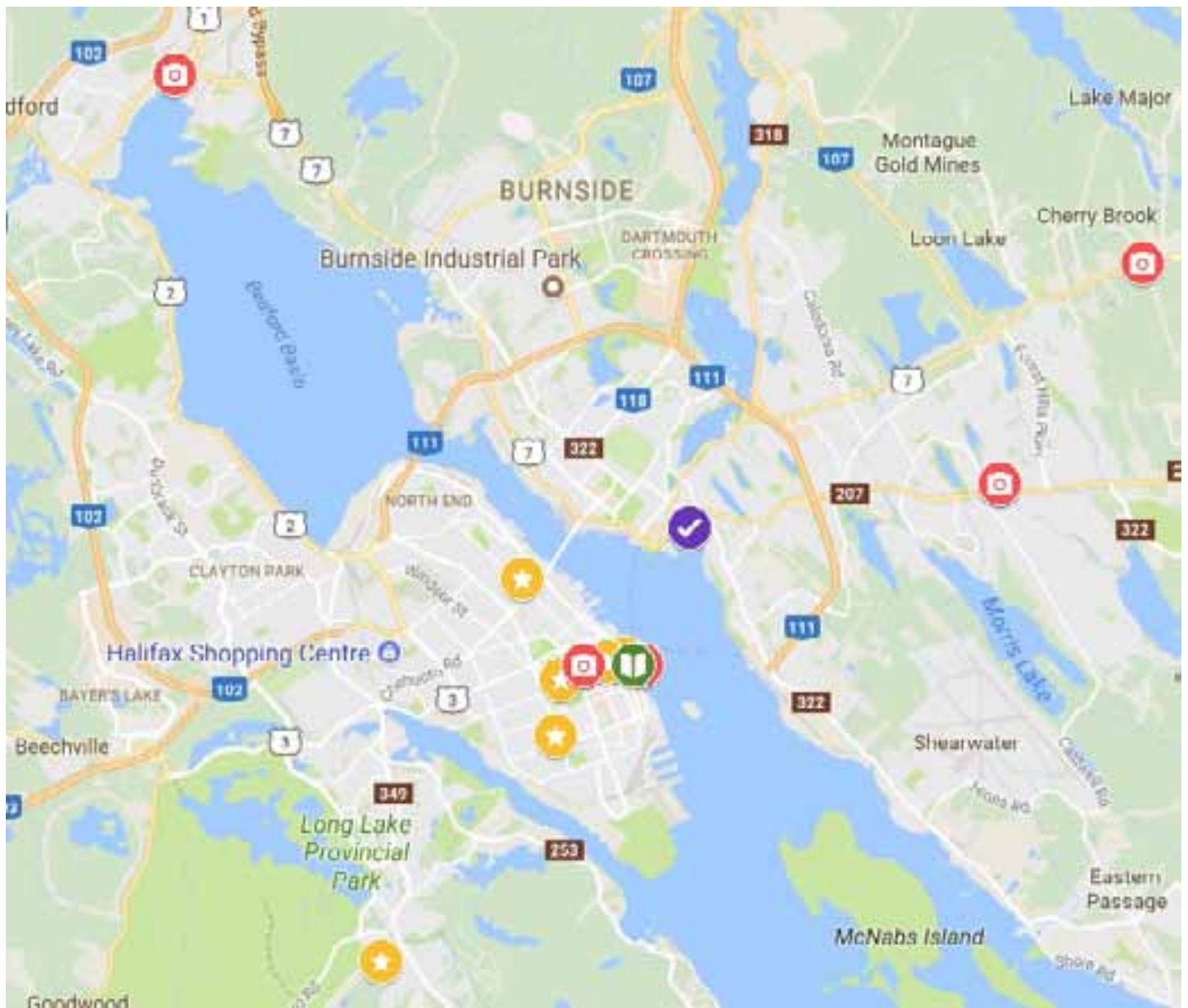
This is an operating committee of ANSM under management of the Executive Director and with staff support from the Evaluation Program Manager. Committee membership includes advisory service participants as well as collections management and information technology specialists. The committee met 2 times and provided valuable insights and guidance on the Advisory Service.

IMAC MEMBERS:

Gary Melville, Chair, The Army Museum	Joanne Boudreau, Fultz House Museum
Martin Hubley, Nova Scotia Museum	Kellie McIvor, Halifax Regional Municipality
Jocelyn Gillis, Antigonish Heritage Museum	Kelly Bourassa, Kings County Museum
Kathleen MacLeod, North Highlands Community Museum	Karin Kierstead, ANSM
Pam Atwell, West Hants Historical Society	Anita Price, ANSM
Margaret Mulrooney, Colchester Historeum	

Engagement Map





ASSOCIATION OF NOVA SCOTIA MUSEUMS
Financial Statements
Year Ended March 31, 2017

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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, 2017 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, 2017 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 18, 2017

Mitchell L. Miller Inc

CPA, CA Licensed Public Accountant

ASSOCIATION OF NOVA SCOTIA MUSEUMS**Balance Sheet****March 31, 2017****2017****2016****ASSETS**

Current

Cash and term deposits	\$	76,863	\$	66,345
Accounts receivable		36,860		22,754
HST recoverable		5,688		4,153
Prepaid expenses and other current assets		4,168		1,758
	\$	123,579	\$	95,010

LIABILITIES AND SURPLUS

Current liabilities

Accounts payable and accrued liabilities	\$	22,316	\$	3,104
Deferred revenue (note 5)		29,435		28,500
		51,751		31,604

SURPLUS

Unrestricted surplus		34,345		25,923
Restricted surplus (note 6)		37,483		37,483
		71,828		63,406
	\$	123,579	\$	95,010

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, 2017

	2017	2016
Revenue		
Public funding		
Department of Communities, Culture & Heritage	\$ 75,000	\$ 75,000
Lottery	6,250	6,250
MAP training grant	-	38,880
Evaluation program	113,060	47,900
SDI marketing plan	10,000	9,873
One time Support4Culture grant	-	5,000
MuseFund Development	40,000	-
Touchstone Canada 150	4,443	-
HRM migration project	27,800	-
100 from 100 Donations	10,200	-
	286,753	182,903
Earned revenue		
Memberships	6,479	6,325
Registrations and subscriptions	3,412	-
Fee for service	14,110	15,200
Workshops	8,291	8,179
Interest income	229	236
Donations and sponsorships	2,225	5,608
	34,746	35,548
Total revenues	321,499	218,451
Expenses		
Leadership	74,729	69,053
Support services	37,616	42,139
Programs	200,732	99,160
	313,077	210,352
Excess of revenues over expenses	\$ 8,422	\$ 8,099
Unrestricted surplus, beginning of year	\$ 25,923	\$ 17,824
Excess of revenues over expenses	8,422	8,099
Unrestricted surplus, end of year	\$ 34,345	\$ 25,923

See accompanying notes to the financial statements

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Statement of Cash Flows

For the Year Ended March 31, 2017

	2017	2016
Cash flow from operating activities		
Cash received from funders and members	\$ 306,793	\$ 245,870
Cash paid to suppliers and employees	(296,275)	(226,232)
	<u>10,518</u>	<u>19,638</u>
Cash flow from investing activities	-	-
Cash flow from financing activities	-	-
Net cash provided (used)	10,518	19,638
Cash and cash equivalents		
Beginning of year	66,345	46,707
End of year	<u>\$ 76,863</u>	<u>\$ 66,345</u>

See accompanying notes to the financial statements

Cash flow supplemental information

Total revenues	\$ 321,499	\$ 218,451
Accounts receivable - current year	(42,548)	(26,907)
Accounts receivable - prior year	26,907	56,126
Deferred revenue - current year	29,435	28,500
Deferred revenue - prior year	(28,500)	(30,300)
Cash received from funders and members	<u>\$ 306,793</u>	<u>\$ 245,870</u>
Total expenses	\$ 313,077	\$ 210,352
Accounts payable - prior year	3,104	19,471
Accounts payable - current year	(22,316)	(3,104)
Change in prepaids	2,410	(487)
Cash paid to suppliers and employees	<u>\$ 296,275</u>	<u>\$ 226,232</u>

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Schedule of Expenses

For the Year Ended March 31, 2017

	2017	2016
Leadership		
Salaries and benefits	68,244	63,630
Travel and meals	4,043	2,801
Board meetings	2,151	2,483
Volunteer travel	291	139
	\$ 74,729	\$ 69,053
Support services		
Conference and AGM	-	1,659
Bank charges	722	539
Insurance	836	600
Memberships and fees	1,280	831
Office supplies & expenses	1,430	1,342
Postage & delivery	412	594
Professional development	1,302	3,842
Office refurbishment	806	-
Professional fees	11,231	10,847
Salaries and benefits	14,579	9,520
Telephone, fax and internet	3,608	3,575
Website development	-	5,268
Other admin expenses	1,410	3,522
	\$ 37,616	\$ 42,139
Program expenditures		
Marketing and fundraising	275	1,004
CMA conference	1,465	-
Insurance	787	1,000
Workshops	6,811	5,996
Advisory services	22,203	29,021
Evaluation program	93,939	42,512
SDI marketing plan	16,732	10,213
Support4Culture project	3,243	9,414
MuseFund project	32,188	-
HRM migration project	18,539	-
Touchstone project	4,550	-
	\$ 200,732	\$ 99,160

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Notes to Financial Statements

For the Year Ended March 31, 2017

2017

2016

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 \$1,095 (2016 - \$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

For the Year Ended March 31, 2017

2017

2016

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:

\$100 from 100 campaign	\$	-	\$	10,100
Evaluation program		20,557		7,700
MuseFund endowment		50		-
SDI Novamuse project		8,828		8,828
Workshops		-		1,872
	\$	29,435	\$	28,500

6. Restricted surplus

Subject to Board approval, the ANSM allocates unrestricted surplus for future committed projects. As at March 31, 2017, 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 (2016 - \$0) 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.