

ANNUAL REPORT 2018-2019



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.

The Association of Nova Scotia Museums is located on the traditional and unceded territory of the Mi’kmaq people. We extend our appreciation for the opportunity to live and learn on this territory in mutual respect and gratitude.



President's Message

It is with great pleasure that I present to you this Annual Report. This report details the many activities and initiatives that the Association has undertaken on behalf of its membership during 2018/19.

As always our Association has had a busy and productive year with some of the main focuses being on the Museum Evaluation Program and the upcoming Accreditation Program. This past year we officially took on the evaluation process for the Halifax Regional Municipality's interim community museum program and this will contribute to the funds to run the program provided to us by Community Culture and Heritage through Support4Culture funding. 2019 is the first year in the new four year cycle of evaluations and the launch year for the accreditation program which we are excited to roll out. We are very satisfied with the way the evaluation process has evolved and view it as an important tool for museums to utilize to learn about themselves and set goals. We could not have even thought about taking on this process without the amazing work of our staff: Executive Director Anita Price, Museum Evaluation Program Manager Karin Kierstead, Administrative Assistant Jennifer Winter and Advisory Program Assistant, Sandi Stewart.



With the undertaking of the evaluation program the board at ANSM decided to do some housekeeping of our own. A new Strategic Plan was created with 5 Primary goals:

1. Financial Stability: To establish a diversified, stable base of funding
2. Programming: To deliver a wide range of programs that are accessible, flexible and responsive.
3. Human Resources: To ensure that ANSM has a strong team with the necessary skills, resources and supports.
4. External Relations: To work constructively with government, peers, and partner organisations to create conditions that improve the profile, sustainability and success of ANSM, museums in Nova Scotia, and the museum sector as a whole.
5. Accreditation: To establish a province wide accreditation program that recognises excellence in museum practice.

Working towards these goals is both exciting and somewhat daunting but I have faith that working together we can achieve our goals. The board has also worked on updating policies and by-laws.

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 three year rotational basis. I am happy to say that there is still lots of demand for the courses with waiting lists a norm.

Our Advisory service continues to grow and evolve. I am delighted to report that we have now reached capacity for the program. We hope to evolve the program to provide other advisory services to our members over the next several years. The Novamuse.ca site just continues to grow and is a great way to showcase the amazing offerings of our museums.

In closing, I would like to acknowledge Nova Scotia Communities, Culture and Heritage for their funding, support and encouragement to our organization. It is also important to recognize the support of Canadian Heritage through their Museums Assistance Program to our activities. Last but not least I wish to thank our board members for the work and commitment they have put in on behalf of our membership. Rodney Chaisson, Mark Peapell and Kathy Sullivan are stepping off the board and I wish to thank them for their work and especially for their guidance as I navigated my way through my first year as President.

"Coming together is a beginning; keeping together is progress; working together is success." – Henry Ford

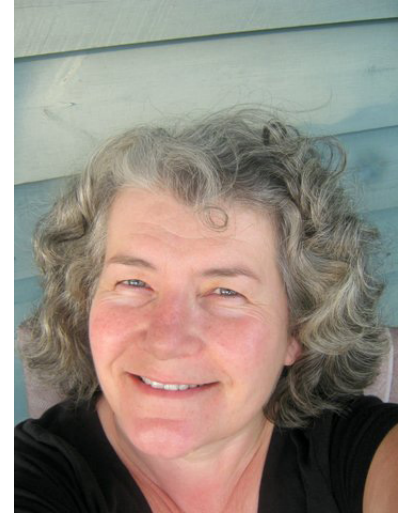
Respectfully

A handwritten signature in black ink, reading "Oralee O'Byrne".

Oralee O'Byrne, President
Association of Nova Scotia Museums

Executive Director's Message

A strategic planning process is a great exercise in organizational review and reflection as much as it is a forward planning process. We undertook a review of the outgoing strategic plan to see what was completed and what had evolved and changed since the plan was implemented. Like all active organizations, evolution and change was evident and by far the most significant undertaking for ANSM in recent times, was the development and delivery of the Museum Evaluation Program. It has been as transformative for the organization as it has been for our members who participate. We have learned a great deal about ourselves in the process and have a deeper richer understanding of the museums of Nova Scotia as well. The strengths and weaknesses of our community become much clearer through the evaluation process both on an individual basis and as a collective. I think if there is one word that exemplifies our community it is Resilience.



It's clear from member and stakeholder observations in the new strategic plan groundwork survey and interviews, that while we are respected and supported, we also have learning and growth to undertake. This is a good thing. Honest and constructive feedback from those we serve is critical to the future resilience and strength of ANSM as it is for any non-profit in service to community. We are listening and we are evolving.

Part of this evolution includes change in how we deliver service to museums and this is something we will explore and unroll to members over the next several months. We now also actively acknowledge in our foundational statements that we work as part of a larger national collective and this brings strength and better competency to our service. We advocate for museums both on a provincial and a national level and we do this as part of a larger network of heritage related organizations.

In closing as ever, 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. My thanks to our members as the collegiate nature of our province's museum community is one of its greatest strengths.

Sincerely,

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

Anita Price, ANSM Executive Director

Association of Nova Scotia Museums

ANSM's Mission, Vision, Mandate and Values were refreshed and strengthened by the Board of Directors as part of the Strategic Planning process undertaken in 2018.

Our Mission: To nurture excellence in and champion on behalf of museums in Nova Scotia.

Our Vision: Museums in Nova Scotia are valued for their community service, are sustainable, and operate according to recognized standards of excellence.

Our Mandate: Working in partnership with museums, communities and supporters, ANSM's mandate is to:

- » Support 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;
- » Engage in activities with provincial, national and international partners that further ANSM's aims and benefit the museum sector as a whole.

Values

The following values underpin what ANSM does and how we work:

- » Service
- » Collaboration
- » Integrity
- » Excellence
- » Inclusivity
- » Sustainability

Members

As of March 31, 2019, the Association included **84** Museum Members, **19** Organizational Members, and **10** Individual Members. Members are involved with the Association in a variety of ways including serving as board and committee members, course participants and instructors, conference planners and presenters and project partners.

Honorary Members

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

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



Leadership

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

THE BOARD IDENTIFIED THE FOLLOWING PRIORITIES FOR 2018-19:

- » Development of a new Strategic Plan 2019-2023
- » Deliver the Museum Evaluation Program
- » Review and revise core organizational policies
- » Review and update ANSM By laws.
- » Training & Workshops – continued implementation of the Training Plan (2010)
- » Advisory Service and related activity continue as core program
- » Deliver ANSM Award Program



ANSM staff, L to R: Anita, Sandi, Jennifer, Karin

Board of Directors and Staff

Board Members and Officers

President: Oralee O'Byrne
Vice-President: Rodney Chaisson
Treasurer: Mark Peapell
Secretary: Judy Frotten
Cape Breton Regional Director: Del Muise
Central Regional Director: Katie Tanner
Northeast Regional Director: Oralee O'Byrne
Southwest Regional Director: Judy Frotten
Director at Large: Marla Webber
Director at Large: Kathy Sullivan

Staff

Staff implement the Association's commitment to serve its members through evaluation, 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.

Anita Price, Executive Director
Karin Kierstead, Evaluation Program Manager
Jennifer Winter, Administrative Assistant
Sandi Stewart, Advisory Assistant

Partnerships 2018-2019

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.

The Association partnered with the following companies, organisations and individuals in 2018-2019:

Canadian Conservation Institute
Canadian Heritage Information Network
Canadian Museum Association
Cape Breton Miners' Museum
Council of Nova Scotia Archives
Craft Alliance (Nova Scotia)
Cultural Federations of Nova Scotia
Department of Canadian Heritage
Department of Communities, Culture & Heritage
Federation of Community Organisations
Fleming College
Halifax Regional Municipality
Halifax Cape Breton Connection
Heritage Trust of Nova Scotia
Joggins Fossil Centre
Kings Theatre, Annapolis Royal
LAM NS
Library and Archives Canada
Nova Scotia Archives

Nova Scotia Museum
Nova Scotia Museum M8 Group
Parks Canada
Port Hastings Museum
Support4Culture
Town of Annapolis Royal

Memberships 2018 -2019

ANSM is a member of:

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

The Cultural Federations of Nova Scotia (CFNS) is the umbrella organisation 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 organisations. The Executive Director of ANSM served as the President of CFNS and on the Management Committee in 2018-19.

Communications

Communications are a key area of activity for ANSM and we strive to keep information fresh, accurate and useful. ANSM regularly communicates with members in a variety of ways including the ANSM website, the Beacon e-newsletter, social media (Facebook, Twitter, and Pinterest and others) and annual mail-outs.

Updates to the ANSM website (www.ansm.ns.ca) are ongoing and continue to improve its overall presentation as well as user-friendliness. It is clear from the visitation stats below that users are able to find what they need quickly, and with generally few clicks.

Website statistics (April 1 2018 – March 31, 2019)

8,647 visits from 5,302 unique visitors (up from 4,649 visitors in 2017-18)

27,412 page views (up 12% from 2017-18)

83.4% were new visitors to the ANSM site

2.20 minutes average time on site

3.17 average page views per visit

Traffic sources: 51% search engine, 27% direct, 15% referring, 7% 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 links to NovaMuse.ca as well as the ANSM and NovaMuse Facebook pages, and staff blog.

ANSM engages with the museum community and others 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 1,351 followers, 381 of whom are new from this past year. Pinterest (44 followers) and Twitter (379 followers) are mainly used for NovaMuse collections information sharing and engagement and have also seen increases in subscribers.

The Beacon e-newsletter is the major communication tool for ANSM. It provides

the cuddy

beacon
E-LETTER OF THE ASSOCIATION OF NOVA SCOTIA MUSEUMS



information about training opportunities, new services and resources and changes to the organization. Over the past year, 29 editions (including 7 Beacon Specials) were sent to 599 subscribers. The Beacon includes a section called the Cuddy, which provides information about grants, advocacy alerts and job postings, as well as news from ANSM members, government agencies, and heritage-related organizations. Beacon Specials are dedicated newsletters that help share news of a particular ANSM event, conference, or initiative.

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 and key evaluation program information.

Staff regularly attend regional meetings and provide update reports on ANSM activities. They also participate on committees of related heritage organizations and 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.

ANSM staff initiated a new discussion group for government agencies and provincial museum associations that are delivering database services like the Advisory Service, and using CollectiveAccess to do so. This is an opportunity to share ideas, information and resources, and is proving to be a welcome support for participating organizations.



**ASSOCIATION OF
NOVA SCOTIA
MUSEUMS**

- PROGRAMS
- MEMBERS
- LEARNING
- THE BEACON
- NEWS & EVENTS
- ABOUT US
- CONTACT



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 name was changed to Federation of Nova Scotia Heritage in 1982. In 2007, to underscore the organisation's refined focus on the province's museum sector, the organisation assumed its current name - the Association of Nova Scotia Museums... learn more [here](#).

Our Mission: To nurture excellence in and champion on behalf of museums in Nova Scotia.



Latest News
New Intern Ayla!
Our newest intern is already hard at work at the ANSM office! >

***** **Next Event**
MINING YOUR Mining Your Museum Making
From Museum to Court

ANSM Strategic Plan 2019-23



The ANSM Strategic plan 2016-2018 was coming to the end of its active life and it was time to review goals and progress and determine priorities for the future. In November 2018, the ANSM Board of Directors and senior staff gathered at Windhorse Farm for a two day strategic planning retreat. The strategic planning process was facilitated by Andrea Aarbic and Barbara Richman, highly experienced non-profit governance facilitators and long time collaborators and partners of ANSM. Robust preparatory work in advance of the retreat included review and analysis of ANSM finances for the preceding five years, a survey of members and in depth stakeholder interviews with government and national partners.

It had been several years since ANSM had comprehensively sought feedback from members and stakeholders regarding satisfaction for areas of activity such as service delivery, standards of communication and responsiveness. Results showed strong satisfaction with ANSM service and a high level of awareness of programs and resources. Comments and suggestions include more online training resources, deeper collegiate approach to evaluation, and diversification of funding resources.



Deeply impressed with ANSM's museum-related expertise and dedication to capacity-building and strengthening of public policy and government support re museums. Staff are helpful, approachable and have inspired me to a deeper understanding of my museum's potential.



They have never let me down. The staff is responsive to my questions and go out of their way to find solutions.

The ANSM mission, vision and mandate were reviewed and refreshed and values were added to these foundational statements. Five overarching goals were identified grouped in key areas of activity including Financial Stability, Programming, Human Resources, External Relations and Accreditation. Specific objectives were drawn directly from member survey and stakeholder responses as well as Board priorities.

The strategic plan is available for download from the ANSM website (ansm.ns.ca/strategic-plan). Communications tools were updated to include the new foundational statements and, in compliance and support of the Calls to Action of the Truth & Reconciliation Commission, a statement of Indigenous Land Recognition.

Survey Response Rate:

70.7%
of members

Museum Evaluation Program

ANSM has been delivering the Museum Evaluation Program (MEP) since 2016. It was developed through extensive research and collaboration, testing and refinement, and continues to be honed thanks to feedback from participants and stakeholders. The MEP Working Group (MEPWG) plays a critical role in this work. The program is provided on behalf of Communities, Culture & Heritage (CCH) and receives funding support through Support4Culture.

Halifax Regional Municipality (HRM) introduced an interim funding program in 2018 to support community museums operating within the municipality. HRM uses the ANSM evaluation program as part of the accountability for funding delivery of the interim grant program and contributes to costs of evaluation delivery.

The Evaluation cycle follows an annual process beginning in the Fall of the year preceding the museum evaluations. 18 museums were evaluated in 2018 and the process included Documentation Review due May 4th followed by Site Evaluations during the period of July 9-27th. As has become standard practice, preliminary reports were mailed to museums in early September, and organizations were given an opportunity to review and query the results before the reports were finalized. Once this was completed, an overall report was drafted and submitted to CCH in November. Pending approval from the department, the report will be made available on the ANSM website.

Preparations for 2019 evaluations began as soon as the 2018 evaluations wrapped up. Three orientation sessions took place in October, and ANSM staff provided guidance and assistance to museums over the winter months in preparation for the Documentation Review deadline. Site evaluations took place from July 9-25th. The MEPWG selected evaluators using an application process, and was once again impressed by the credentials of those that volunteered to fill this key role.

Behind the scenes, the MEPWG established a sub-group to work on the development of the accreditation process which will be incorporated into the MEP this fall. Over the past year there have been many phone, virtual and in-person meetings to develop this new element.

Sincere thanks again to the MEPWG. Their continued interest and dedication to the program is second to none, and absolutely essential to the successful delivery of the MEP.

MEP Working Group:

Oralea O'Byrne (Chair), Age of Sail Heritage Centre
Lyne Allain, Mahone Bay Museum
Cathy Blackbourn, Ontario Ministry of Culture,
Tourism and Sport – retired
Karin Kierstead, ANSM
Janice Kirkbright, Cole Harbour Heritage Farm

Valerie Lenethen, Nova Scotia Museum – retired
Maggie MacIntyre, Nova Scotia Museum
Susan Marchand-Terrio, Isle Madame Historical
Society
Kellie McIvor, Halifax Regional Municipality
Anita Price, ANSM



2018 Association of Nova Scotia Museums Award for Excellence in Museum Practices, Individual Contribution

The Association of Nova Scotia Museums (ANSM) continues for a sixth year, the Award for Excellence in Museum Practices. Since 2013 we have laid a path to acknowledge and celebrate individuals, volunteer or paid, who have made remarkable contributions to a better knowledge of Nova Scotia's human or natural history.

The ANSM Awards program pays tribute to us all, who work endlessly for a cause.



Peter Crowell

This year ANSM is pleased to present the Award of Excellence in Museum Practices, Individual Contribution to Peter Crowell of the Argyle Township Court House & Archives.

Peter has a career in the Nova Scotia culture and heritage sector that spans over 30 years. A founding member of the Argyle Municipality Historical & Genealogical Society, Peter has worked tirelessly to preserve and share the important history of the area, producing a unique publication that chronicles the stories, people and communities in the Municipality of Argyle. His work and innovation have led to remarkable community support of the history in the Argyle area.

Peter has been very generous with his knowledge, mentoring and willingness to share and assist others. During his extensive career he has been the driving force behind many successful projects such as seeing the local museum designated as a National Historic Site and the leadership behind the state of the art Archival facility in Argyle.

Peter demonstrated exemplary museum practices through innovative exhibits, creative programs and the sharing of human history.



Peter has made an incredible impact on the museum and genealogy sector making it his life's work to share an important part of history and provide the management for long-term stewardship and preservation. The ANSM Award of Excellence in Museum Practices, Individual Contribution 2018 is presented to Mr. Peter Crowell.

Training

ANSM continues its commitment to provide cost-effective training opportunities on topics relevant to the needs of the museum community in Nova Scotia. Aside from the foundational Museum Studies Program, ANSM has begun exploring online training possibilities and included a series of collections management related webinars available to Advisory Service participants and others in the year's offerings. Resource tools for many aspects of museum activity are available on the ANSM website and these are continuously added to and refreshed. The Museum Studies Program (MSP) remains a strong part of the training program with many museum people working through the full program.

Key Training Offerings included:

- » Changing Tide: Heritage Stewardship and Sustainability Conference
- » Advisory Service
- » Museum Studies Program

Changing Tide: Heritage Stewardship and Sustainability

Town of Annapolis Royal, September 26-28, 2018

Conference Participants: 87

This year ANSM partnered with the Town of Annapolis Royal to present the 2018 Provincial Heritage Conference. Changing Tide: Heritage Stewardship and Sustainability focused on the challenges and opportunities faced when trying to preserve Nova Scotia's heritage. Session topics over the course of the three-day conference included the adaptive reuse of heritage properties, the museums' role in climate change education, and youth and careers in heritage preservation. In addition to insightful presentations and panel discussions, there were also several opportunities for delegates to meet and make key connections with peers from across the province. A pre-conference workshop, presented by keynote speaker Doug Worts, explored community engagement and partnerships.



Museum Studies Program – Year Two

The Museum Studies Program is a series of eight courses covering core museological functions. These courses are offered three per year on a rotating 3-year schedule, and take place across the province to allow for maximum participation from Glace Bay to Yarmouth. By locating these courses in member institutions, participants are also able to visit colleagues and learn more about how other museums are tackling important museological issues.

The courses are provided in workshop format and offer a combination of lecture, group discussion and exercises. Participants can take the courses in any order, though Year One is structured to offer core principles of administration and operation (Museums 101, Museums & Community, Museum Management & Governance). Year Two modules include a repeat presentation of the popular Museums 101, Collections Management & Curatorship, and Interpretation I: Public Programming. Year Three includes Interpretation II: Exhibitions, Facility Management and Marketing & Revenue Generation.

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

October 4-5, 2018

Hooked Rug Museum of North America, Hubbards, NS

20 Participants

Interpretation I: Public Programming

- » Key learning outcomes for this course 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: Virginia Stephen

May 24-25, 2018

Cape Breton Miners Museum, Glace Bay, NS

17 Participants

Collections Management & 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: Valerie Lenethen

April 5-6, 2018

Joggins Fossil Centre, Joggins, NS

16 Participants



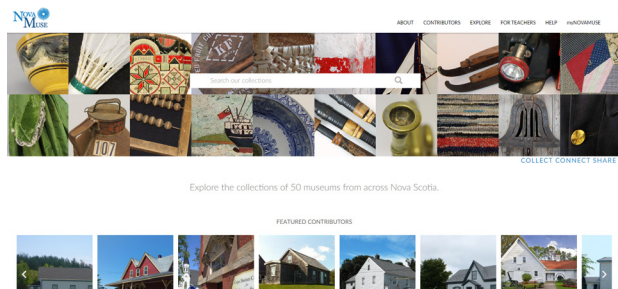
Advisory Service



Canadian
Heritage

Patrimoine
canadien

The fee-for-service program focuses primarily on collections management practices, and provides museums a customized CollectiveAccess database and online sharing via NovaMuse.ca. Museums in the Advisory Service receive site visits, one-on-one training, and remote support from ANSM's Manager of the Museum Evaluation Program, Karin Kierstead and Advisory Assistant, Sandi Stewart. They also participate in special projects and initiatives that enhance information and knowledge of collections.



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, Instagram, Pinterest, Snapchat & Twitter, ANSM on Facebook), and by email, phone, Skype, Google Hangout and Zoom. This blend of mediums enables ANSM to share professional resources, promote museum activities and collections, and ensure that museums are always aware of various activities.

ANSM's continued partnership with Fleming College provides students with invaluable experience working in CollectiveAccess as its use continues to expand across the country. This year, students made improvements to 300 collections records from 10 museums, and were able to uncover new information through their research, and even correct some misidentified items. Participating museums received comprehensive reports on the work that included recommendations on how to improve collections documentation efforts in their institutions.

This year ANSM received funding from the federal Museums Assistance Program and provincial Strategic Development Initiative program. This support facilitated database upgrades to provide better guidance to staff and volunteers. A help menu was added that includes links to resources, answers to frequently asked questions, and ANSM support staff contact information. A new error alert system walks users through problems in records and provides advice on how to address these. The database manual was also updated and 23 YouTube new or updated tutorials were released. Seven of these tutorials tie in with the Subject Matter Expert (SME) pilot project, where ANSM provided support to several museums who worked with local experts to learn more about their collections. A number of NovaMuse Galleries were created as a result, and a Stories Guide was developed to encourage collections-related storytelling on NovaMuse. Online training was piloted, and a 5-part webinar series on using CollectiveAccess to accomplish various collections management tasks was delivered in Fall 2018. Its popularity exceeded expectations, and investigations into other online learning opportunities are underway.

As always, museums in the Advisory Service continue their efforts in relation to data entry and digitization backlogs, entering new accessions, and improving early database records. Over the past year,



Summer students assisting with digitization

8,627 new records and 18,727 images were added to the CollectiveAccess databases, the majority of which were also made available to the public on NovaMuse. Collectively, Advisory Service member museums have documented 297,960 artifacts. 181,942 of these have been digitally photographed and/or scanned.

List of Advisory Service Museums (52) 2018-2019

Acadian House Museum

Admiral Digby Museum

Annapolis Heritage Society

Annapolis Valley Macdonald Museum

Antigonish Heritage Museum

The Army Museum

Atlantic Canada Aviation Museum

Black Cultural Centre for Nova Scotia

Cape Breton Centre for Heritage & Science

Cape Breton Miners' Museum

Cape Sable Historical Society

Charles Macdonald Concrete House

Chestico Museum & Historical Society

Colchester Historeum

Cole Harbour Heritage Farm Museum

Creamery Square Heritage Society

Cumberland County Museum

Dartmouth Heritage Museum

Desbrisay Museum

Fort Point Museum

Fultz House Museum

Inverness Miners' Museum

Islands Museum

James House Museum

Jost House Museum

Kings County Museum

LaHave Islands Marine Museum

LeNoir Forge Museum

Lordly House Museum

Mabou Gaelic & Historical Society

MacDonald House Museum

MacPhee House Community Museum

Malagash Salt Mines Museum

McCulloch Genealogy Centre

Museum of the Hooked Rug (Les Trois Pignons)

North Highlands Community Museum

Nova Scotia Sport Hall of Fame

Old Court House Museum

Orangedale Railway Museum

Ottawa House-by-the-sea Museum

Parkdale-Maplewood Community Museum

Port Hastings Museum

Queens County Museum

Randall House Museum

Scott Manor House

Shelburne County Museum

Sydney & Louisbourg Railway Museum

Wallace & Area Museum

Wedgeport Sport Tuna Fishing Museum

West Hants Historical Society

Whitney Pier Historical Museum

Yarmouth County Museum & Archives

INFORMATION MANAGEMENT AND ACCESS
COMMITTEE:

This is an operating committee of ANSM under management of the Executive Director and with staff support from the Manager of the Museum Evaluation Program and Advisory Assistant. Committee membership includes advisory service participants as well as collections management and other specialists. The committee meets three times a year, virtually or in person, with additional meetings as required. Members provide valuable insights and guidance on the growth and development of this integral service.

IMAC MEMBERS

Margaret Mulrooney, Chair, Colchester Historeum

Gary Melville, The Army Museum

Pam Atwell, West Hants Historical Society

Joanne Boudreau, Fultz House Museum

Mary Guildford, Nova Scotia Museum

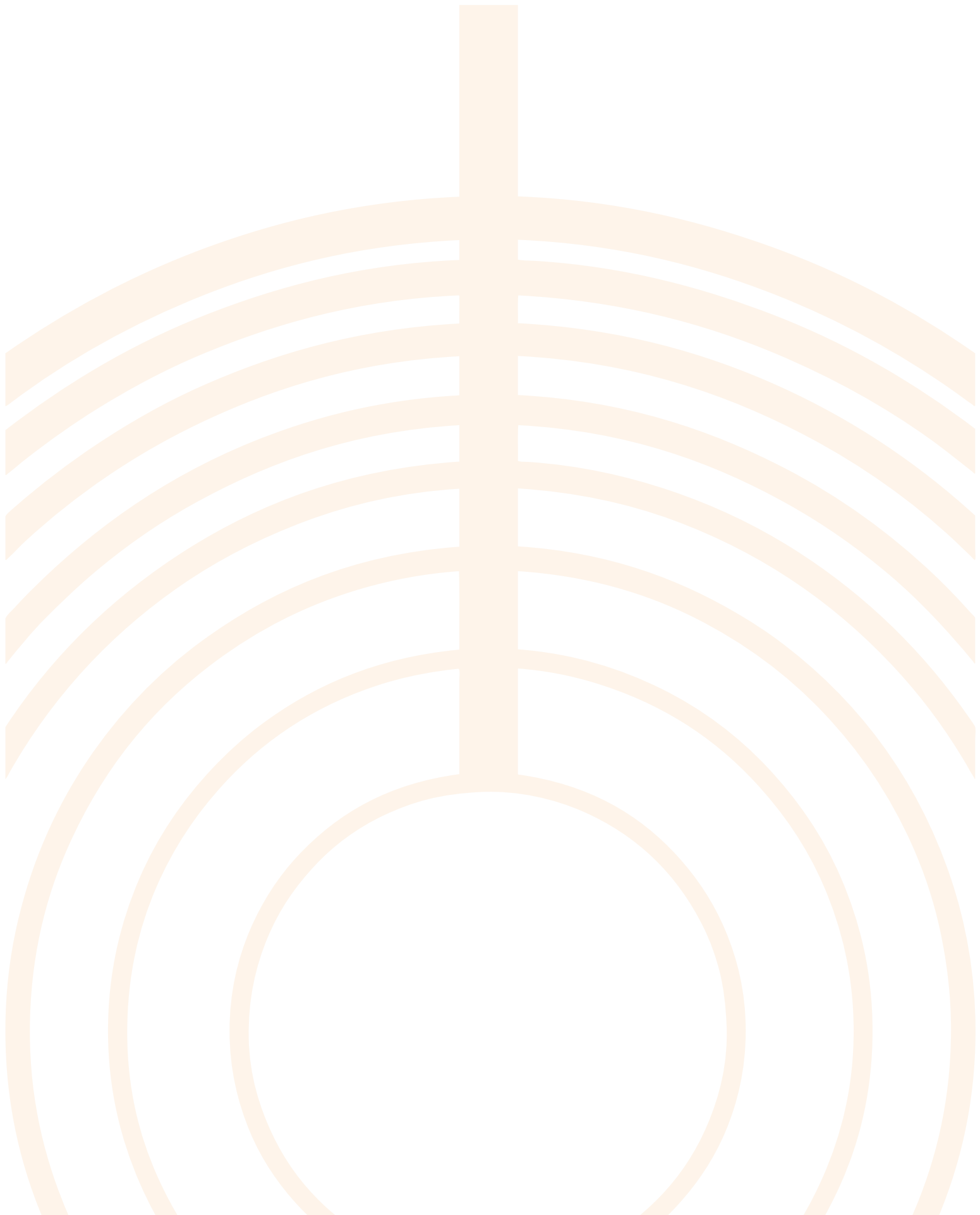
Karin Kierstead, ANSM

Penny Mackenzie, Old Sydney Society

Kellie McIvor, Halifax Regional Municipality

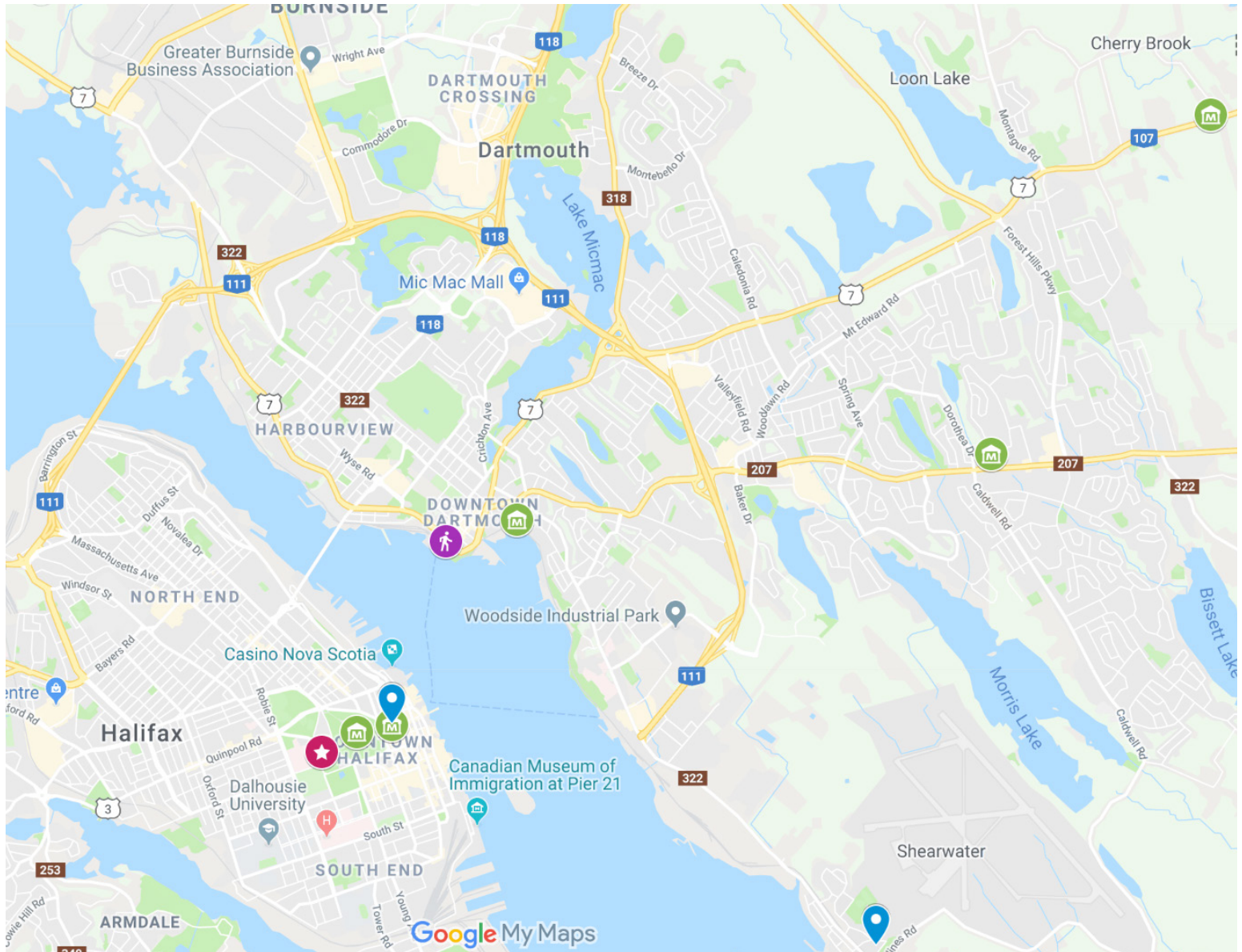
Anita Price, ANSM

Sandi Stewart, ANSM



Engagement Map





ASSOCIATION OF NOVA SCOTIA MUSEUMS

Financial Statements

(Unaudited)

Year Ended March 31, 2019

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REVIEW ENGAGEMENT REPORT

To the Members of the ASSOCIATION OF NOVA SCOTIA MUSEUMS

Report on the Financial Statements

I have reviewed the accompanying financial statements of ASSOCIATION OF NOVA SCOTIA MUSEUMS, that comprise the statement of financial position as at March 31, 2019 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 for not-for-profit organizations 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.

Practitioner's Responsibility

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the organization, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

Conclusion

Based on my review, nothing has come to my attention that causes me to believe that the financial statements do not present fairly, in all material respects, the financial position of the ASSOCIATION OF NOVA SCOTIA MUSEUMS as at March 31, 2019 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting standards for not-for-profit enterprises.

Mitchell L. Miller Inc
CPA, CA Licensed Public Accountant

August 16, 2019

PO Box 44075
Bedford, NS B4A 3X5

ASSOCIATION OF NOVA SCOTIA MUSEUMS**Balance Sheet***(Unaudited)***March 31, 2019****2019****2018****ASSETS**

Current

Cash and term deposits	\$	72,098	\$	85,765
Accounts receivable		608		667
HST recoverable		2,934		3,336
Prepaid expenses and other current assets		3,345		5,020
	\$	78,985	\$	94,788

LIABILITIES AND SURPLUS

Current liabilities

Accounts payable and accrued liabilities	\$	8,167	\$	7,822
Deferred revenue (note 5)		19,669		16,173
		27,836		23,995

SURPLUS

Unrestricted surplus		17,866		33,310
Restricted surplus (note 6)		33,283		37,483
		51,149		70,793
	\$	78,985	\$	94,788

See accompanying notes to the financial statements

Approved by:

Director:

 President

Director:

 Treasurer

ASSOCIATION OF NOVA SCOTIA MUSEUMS
Statement of Operations and Surplus

(Unaudited)

For the Year Ended March 31, 2019

	2019	2018
Revenue		
Public funding		
Department of Communities, Culture & Heritage	\$ 95,000	\$ 85,000
Lottery	6,250	6,250
MAP training grant	34,539	32,483
Evaluation program	101,500	101,500
SDI marketing assets	-	8,828
SDI stories	6,664	-
SDI MuseFund retreat	-	902
MuseFund Development	-	47,500
Touchstone Canada 150	-	20,557
	243,953	303,020
Earned revenue		
Memberships	6,181	6,322
Fee for service	15,900	15,507
Workshops	8,849	15,727
Other income	-	555
Interest income	196	161
Donations and sponsorships	175	2,200
	31,301	40,472
Total revenues	275,254	343,492
Expenses		
Leadership	94,792	85,251
Support services	41,621	36,621
Programs	158,485	222,655
	294,898	344,527
Excess of revenues over expenses (expenses over revenue)	\$ (19,644)	\$ (1,035)
Unrestricted surplus, beginning of year	\$ 33,310	\$ 34,345
Excess of revenues over expenses	(19,644)	(1,035)
Decrease in reserve for operational funding	4,200	-
Unrestricted surplus, end of year	\$ 17,866	\$ 33,310

See accompanying notes to the financial statements

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Statement of Cash Flows

(Unaudited)

For the Year Ended March 31, 2019

2019

2018

Cash flow from operating activities		
Cash received from funders and members	\$ 279,211	\$ 368,775
Cash paid to suppliers and employees	(292,878)	(359,873)
	(13,667)	8,902
Cash flow from investing activities	-	-
Cash flow from financing activities	-	-
Net cash provided (used)	(13,667)	8,902
Cash and cash equivalents		
Beginning of year	85,765	76,863
End of year	\$ 72,098	\$ 85,765

See accompanying notes to the financial statements

Cash flow supplemental information

Total revenues	\$ 275,254	\$ 343,492
Accounts receivable - current year	(3,542)	(4,003)
Accounts receivable - prior year	4,003	42,548
Deferred revenue - current year	19,669	16,173
Deferred revenue - prior year	(16,173)	(29,435)
Cash received from funders and members	\$ 279,211	\$ 368,775
Total expenses	\$ 294,898	\$ 344,527
Accounts payable - prior year	7,822	22,316
Accounts payable - current year	(8,167)	(7,822)
Change in prepaids	(1,675)	852
Cash paid to suppliers and employees	\$ 292,878	\$ 359,873

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Schedule of Expenses

(Unaudited)

For the Year Ended March 31, 2019

	2019	2018
Leadership		
Salaries and benefits	89,666	78,929
Travel and meals	3,034	3,356
Board meetings	1,963	2,897
Volunteer travel	129	69
	\$ 94,792	\$ 85,251
Support services		
Conference and AGM	1,184	360
Bank charges	668	735
Insurance	733	760
Memberships and fees	901	946
Office supplies & expenses	1,385	1,708
Postage & delivery	478	469
Professional development	4,668	1,373
Professional fees	9,194	10,718
Salaries and benefits	15,434	15,096
Telephone, fax and internet	4,263	3,052
Other admin expenses	2,713	1,404
	\$ 41,621	\$ 36,621
Program expenditures		
Marketing and fundraising	584	1,397
CMA conference	1,072	-
Insurance	1,254	1,074
Workshops & symposiums	6,092	13,499
Advisory services	54,141	45,504
Evaluation program	80,276	89,031
Strategic plan	14,295	-
Support4Culture project	-	5,774
MuseFund project	696	41,501
Touchstone project	75	24,875
	\$ 158,485	\$ 222,655

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Notes to Financial Statements

(Unaudited)

For the Year Ended March 31, 2019

2019

2018

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 \$2,427 (2018 - \$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

(Unaudited)

For the Year Ended March 31, 2019

2019

2018

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;

MuseFund endowment	\$	3,669	\$	3,669
Halifax evaluation program		16,000		-
Workshops		-		2,504
Department of Communities, Culture & Heritage		-		10,000
	\$	19,669	\$	16,173

6. Restricted surplus

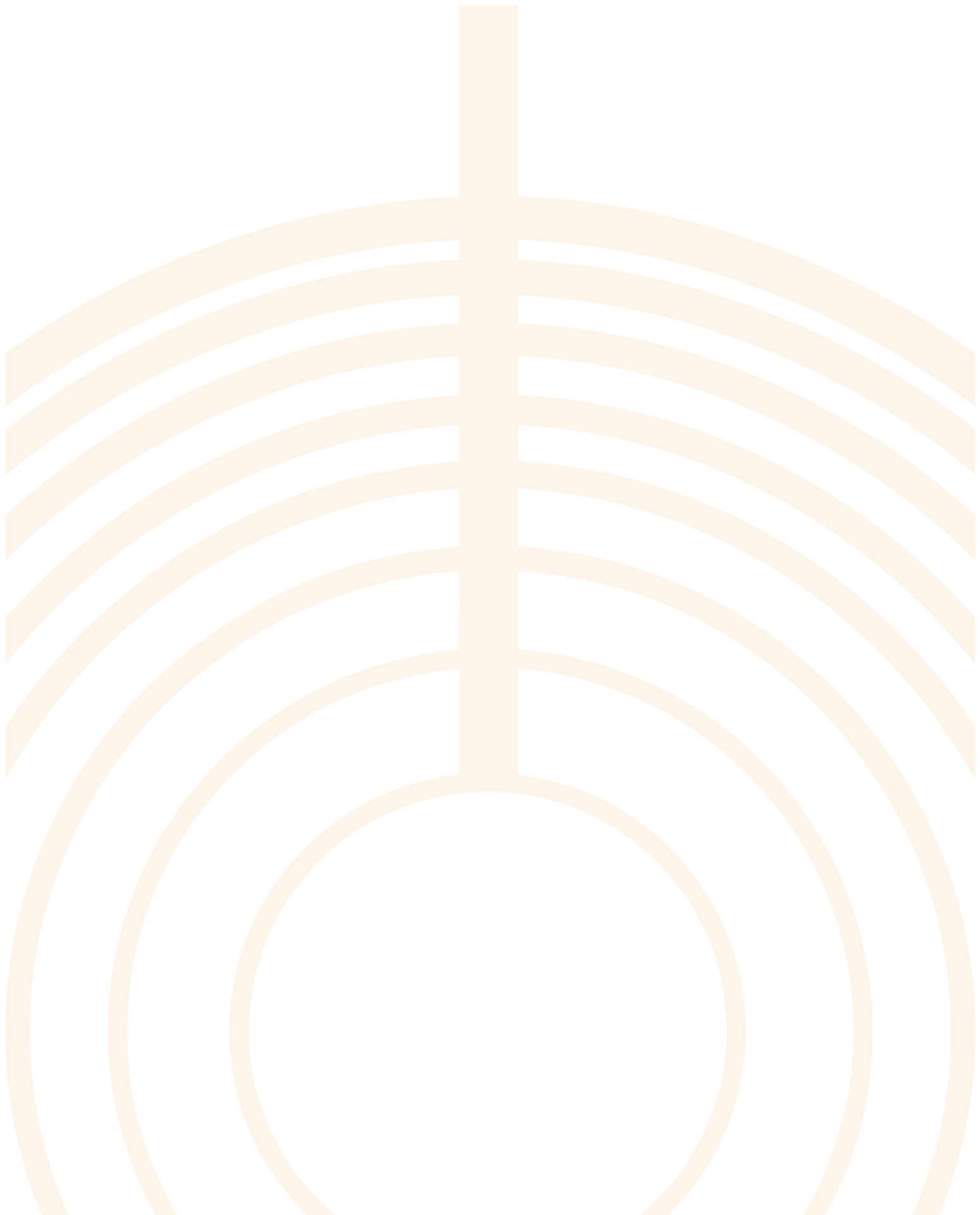
Subject to Board approval, the ANSM allocates unrestricted surplus for future committed projects. As at March 31, 2019, the Board has committed funds to the following:

NovaMuse / Collective Access disaster recovery fund	\$	8,834	\$	8,834
Advisory Service Supplementary Fund		1,849		6,049
Reserve for Operational Funding		22,600		22,600
	\$	33,283	\$	37,483

During the year the Association incurred expenditures of \$14,295 for development of a strategic plan, and the Board approved the funding by utilizing the Associations' unrestricted surplus, thereby reducing the unrestricted surplus 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.



This image shows a full-page view of a notebook or worksheet. At the top center, the word "NOTES" is printed in a bold, black, sans-serif font. Below the title, the page is filled with horizontal ruling lines. A faint, light-orange background graphic depicts a human torso from the neck down to the waist, showing the ribcage and spine. The entire page has a clean, minimalist aesthetic.



