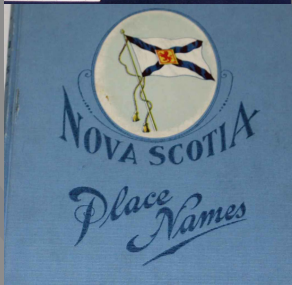
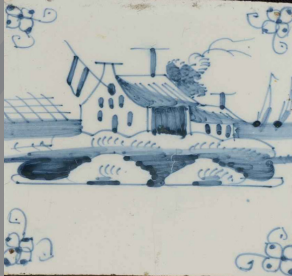


ANNUAL REPORT 2019-2020



ASSOCIATION OF NOVA SCOTIA MUSEUMS

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

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

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 2019-2020 which details the many activities and initiatives that the Association has undertaken on behalf of its membership throughout the year.

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 now active Accreditation Program. This year 29 museums were evaluated, and our first Accreditations were designated. I extend congratulations to Atlantic Aviation Museum, Avon River Heritage Museum, DesBrisay Museum and Northumberland Fisheries Museum. Evaluation orientation for the 2020 evaluations were held but of course we now know, that has been pushed ahead a year. Anita and Karin continue to work with CCH to collaborate and support the CMAP program as an accountable operational support program for museums. I am so pleased with the work the organization has done on behalf of its membership and grateful to our staff Executive Director Anita Price, Museum Evaluation Program Manager Karin Kierstead, Administrative Assistant Jennifer Winter and Museum Advisory Assistant Sandi Stewart for their dedication.



Training and professional development opportunities for museum staff and volunteers remains a priority for ANSM. The core museum studies program continues to be offered on a rotational basis each year and seats go quickly, demonstrating the importance of these offerings to our members.

ANSM would not be able to support our membership without the help of others. I wish to acknowledge Nova Scotia Communities, Culture and Heritage for their funding, support and encouragement to our organization as well as recognize the support of Canadian Heritage through their Museums Assistance Program. I wish to thank our board members for the work and commitment they put in on behalf of our membership and recognize that none of us could do this alone, it is truly a show of commitment and teamwork that carries ANSM forward.

Over the past 6 years I have worked with many great individuals and it has been a real joy. I have seen the museum evaluations morph into an accountable and fair practice and the evolution of the accreditation program, two projects I am so pleased to have had a hand in. I have learned so much through working with this organization and am proud of the work we have done. With the strong support of our staff and the support of each other ANSM continues to be a leader in the museum world and an organization to be proud of.

"Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results." – Andrew Carnegie

Respectfully,

A handwritten signature in black ink, appearing to read 'Oralee O'Byrne', with a long, flowing underline.

Oralee O'Byrne, President
Association of Nova Scotia Museums

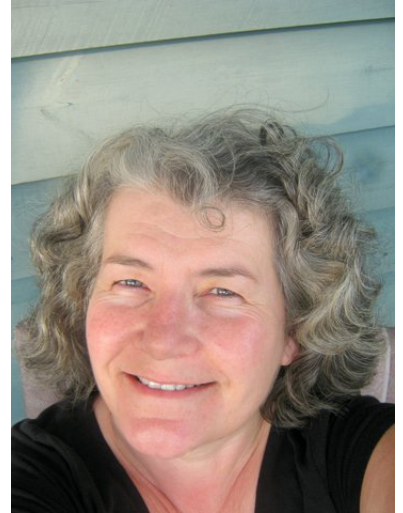
Executive Director's Message

The compilation of our Annual Report is always a mighty process of information gathering as well as reflection. As ever, I am struck by the amount of work undertaken by a small staff supported by a network of museum professionals and dedicated volunteers; in our province, across Canada and internationally. A variation on the old adage "It takes a village to raise a child" could be "It takes a dedicated museum community to support its association." It is a certainty we could not achieve our goals without the help and good will of a great many people.

The past year has been a busy and energizing period as we moved into addressing the goals of our Strategic Plan 2019 – 2023. Key amongst these has been the development of the Accreditation process for museums in Nova Scotia. As always, we worked with our museum peers to assess similar programs and draw out the aspects of these which best serve our provincial museums. Accreditation is the public face of evaluation and is an important peer recognition of the good work and dedication of museum people in Nova Scotia. It is a resolute process as it must be accountable to the museum community as well as the general public and funders. It is an achievement of which to be proud and we look forward to the steady inclusion of museums large and small over time. We are here to help and support as always.

All the programs ANSM provides continue to evolve as we find new ways to support our membership through advances in technology, new trends in museum practice and, increasingly and perhaps most importantly, the growing complexity of public expectations. We are deeply aware that the museum of the 21st century fills an important role in contemporary society and that the term "public trust" is a champion call for everyone involved.

So my appreciation to ANSM's staff who understand and work so diligently on behalf of our membership, to our Board of Directors who are the representatives of the museums of Nova Scotia and the many volunteer committee members, evaluators, interns, subject experts and other museum association colleagues who work with ANSM. One of my favourite quotes comes from Guerta, "Be Bold and Mighty Forces Will Come to Your Aid." My Thanks to all our "Mighty Forces".



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

Anita Price, ANSM Executive Director

Association of Nova Scotia Museums

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, 2020, the Association included 82 Museum Members, 5 Organizational Members and 14 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.

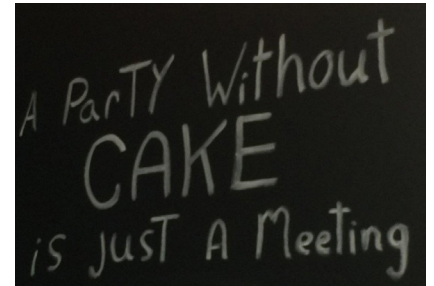
Brian Cuthbertson
Gary Selig
James O. St Clair
Eric Ruff
Wilma Stewart-White
Sylvia Whitehead

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 2019-20:

- » Continued implementation of ANSM Strategic Plan 2019-2023
- » Complete development and implement delivery of the Accredited Museum designation.
- » Continued delivery of the Museum Evaluation Program.
- » Heritage community outreach
- » Training & Workshops – continued implementation of the Training Plan (2010)
- » Advisory Service and related activity continue as core program
- » Deliver & review the ANSM Award Program



ANSM staff, l to r: Ayla, Karin, Anita, Jennifer, Sandi

Board of Directors and Staff

Board Members and Officers

President/Northeast Regional Director: Oralee O'Byrne, 2018-20
Vice-President: Angela Saunders, 2019-21
Treasurer/Central Regional Director: Katie Tanner, 2018-20
Secretary/Southwest Regional Director: Judy Frotten, 2019-21
Cape Breton Regional Director: Del Muisse, 2018-20
Director at Large: Marla Webber, 2018-20
Director at Large: Joe Ballard, 2019-21
Director at Large: Peter Cullen 2019-21

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 province-wide programs and services including site visits, consultations and workshops.

Anita Price, Executive Director
Karin Kierstead, Evaluation Program Manager
Sandi Stewart, Member Services Coordinator
Jennifer Winter, Administrative Assistant
Ayla-Monic McKay, Intern (September – December 2019)

Partnerships 2019-2020

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 and organisations in 2019-2020:

Canadian Conservation Institute
Canadian Heritage Information Network
Canadian Museums Association
Council of Nova Scotia Archives
Cultural Federations of Nova Scotia
Department of Canadian Heritage
Department of Communities, Culture & Heritage
Federation of Community Organisations
Fleming College
Fort Point Museum
Halifax Regional Municipality
Heritage Cape Breton Connection
Heritage Trust of Nova Scotia
Highland Village
LAMNS (Libraries, Archives & Museums Nova Scotia)
Library and Archives Canada
Museum of Natural History
Nova Scotia Archives
Nova Scotia Museum
Nova Scotia Museum M8 Group

Nova Scotia Sport Hall of Fame
Parks Canada
Support4Culture
Sherbrooke Village
Whirl-i-gig

Memberships 2018 -2019

ANSM is a member of:

American Association of State & Local History
Canadian Museums Association
Heritage Cape Breton Connection
Council of Nova Scotia Archives
Cultural Federations of Nova Scotia
Federation of Community Organisations
Community Sector Council of Nova Scotia
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 serves on the CFNS Management Committee as well as the Board of Directors.

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, Pinterest and others), blog posts and more.

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.

the cuddly

beacon
E-LETTER OF THE ASSOCIATION OF NOVA SCOTIA MUSEUMS

Website statistics (April 1 2019 – March 31, 2020)

*10,234 visits from 5,862 visitors (up from 5,302 visitors in 2018-19)
41,944 page views (up 53% from 2018-19)
82.5% were new visitors to the ANSM site
4.25 minutes average time on site
4.10 average page views per visit
Traffic sources: 42.5% search engine, 31.8% direct, 14.3% referring, 8.9% 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.

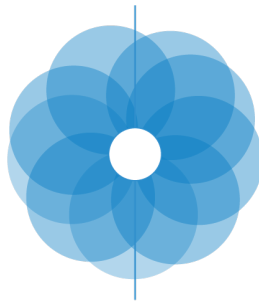
ANSM engages with the museum community and others on its Facebook page as well as through Twitter and Pinterest. The ANSM Facebook page is used to share members' events, ANSM programs, heritage-related news, useful resources, pictures of museums and events and to keep in touch with interested individuals and organizations. The page has 1,537 followers, 186 of

whom are new from this past year. Pinterest (48 followers) and Twitter (424 followers) are mainly used for NovaMuse collections information sharing and engagement and have also seen increases in subscribers. The Beacon e-newsletter is a dynamic communication tool for ANSM. It provides information about training opportunities, new services and resources and changes to the organization. Over the past year, 29 editions (including 6 Beacon Specials) were sent to 621 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.

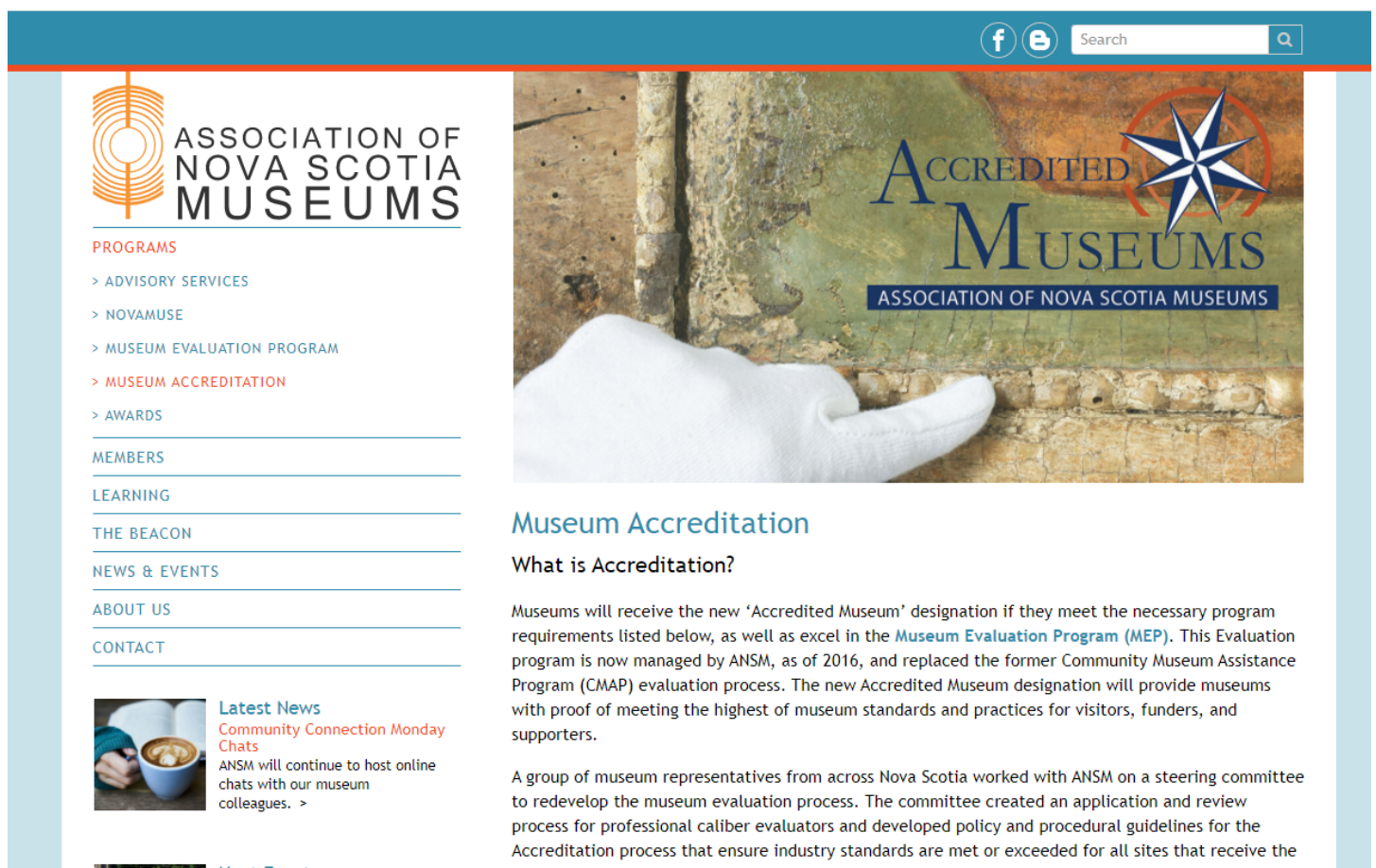
Mail-outs with information about membership renewals, workshops, conference registration, the ANSM Awards program and AGM notices have been sent to members over the past year. Community museums participating in the Advisory Service and the Evaluation Program have also received mail-outs with information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



NOVA
MUSE
COLLECT CONNECT SHARE



Museum Evaluation Program

ANSM has been delivering the Museum Evaluation Program (MEP) since 2016. The MEP Working Group (MEPWG) continues to research and discuss similar programs, research, and refinements, as well as feedback from participants and stakeholders. The program is provided on behalf of the Department of Communities, Culture & Heritage (CCH) and receives funding support through Support4Culture. The Halifax Regional Municipality (HRM) continues to use the evaluation as part of the accountability for funding delivery of its interim community museum grant program and also contributes to the costs of evaluation delivery.

29 museums were evaluated in 2019, using the standard process of a Documentation Review due in early May followed by Site Evaluations in July. Preliminary reports were mailed in early September, and finalized by October after organizations had the opportunity to review and ask questions or make comments. The overarching annual evaluation report was submitted to CCH in November, and is available on ANSM's website.

Four evaluation orientation sessions took place in November, with ANSM providing assistance over the winter months to the 27 museums scheduled for evaluation in 2020. With the arrival of COVID-19 to Nova Scotia and the declaration of a provincial state of emergency, the ANSM board of directors held a special meeting on March 31st and decided to postpone the 2020 evaluations until 2021. A plan of action to provide museums with ongoing support in the coming months will be implemented.

December saw the first-ever intake of applications for Accreditation. In January, the Accreditation Panel, a sub-committee of the MEPWG, approved four Accreditation applications. These museums have been notified and the public announcement will be made in May to coincide with International Museum Day.

The MEP Working Group experienced some changes this year, but continues to represent the many types of museums that participate in the evaluation program. Many thanks to outgoing Chair Oralea O'Byrne, as well as Janice Kirkbright and Maggie MacIntyre. Special thanks to Susan Marchand-Terrio for assuming the role of Chair, and thanks to Joe Ballard, Lynette deMontreuil and Matthew Hughson for joining the group. The insights and contributions of the working group continue to be instrumental in the delivery of this program.

MEP Working Group:

Oralea O'Byrne (Chair April-December 2019), Age of Sail Heritage Centre
Susan Marchand-Terrio (Chair January-March 2020), Isle Madame Historical Society
Lyne Allain, Mahone Bay Museum
Joe Ballard, Little White Schoolhouse Museum (January-March 2020)
Cathy Blackburn, Ontario Ministry of Culture, Tourism and Sport – retired
Lynette deMontreuil, Desbrisay Museum and Wile Carding Mill (January-March 2020)

Matthew Hughson, Fisherman's Life Museum (January-March 2020)
Karin Kierstead, ANSM
Janice Kirkbright, Cole Harbour Heritage Farm (April-December 2019)
Amber Laurie, Nova Scotia Museum (November 2019-March 2020)
Valerie Lenethen, Nova Scotia Museum – retired
Maggie MacIntyre, Nova Scotia Museum (April-October 2019)
Kellie McIvor, Halifax Regional Municipality
Anita Price, ANSM



2019 Association of Nova Scotia Museums

Award for Excellence in Museum Practices, Individual Contribution

ANSM continues to celebrate individuals, volunteer and staff, who have made remarkable contributions to our community of museums in Nova Scotia.

Lisa Wolfe

This year ANSM is pleased to present the Award of Excellence in Museum Practices, Individual Contribution to Lisa Wolfe of Ross Farm Museum.

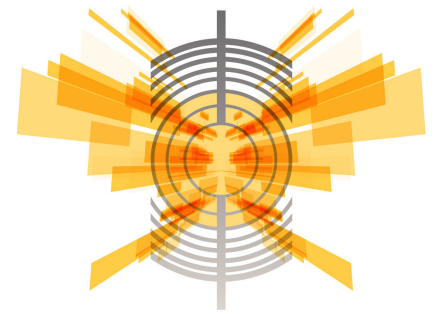
Lisa has recently retired as the Director of Ross Farm Museum, an agricultural museum that is part of Nova Scotia's family of provincial museums. Under Lisa's leadership, the museum raised \$4.4 million dollars (\$1.6 million from private donors) to build the state-of-the-art Ross Farm Heritage Skills Learning Centre.

Lisa made great contributions to the local community during her 20-year tenure at Ross Farm Museum, notably organizing community workshops to keep stakeholders engaged with the museum and involved with its major projects. She also forged partnerships to connect the heritage skills interpreted on the farm with sustainability practices, even ensuring that the new learning centre is equipped with a geothermal system for long-term sustainability.

Lisa was also part of the team that put together the Province of Nova Scotia's Interpretive Master Plan. She served as the Chair of Nova Scotia's M8 Group of Museums, as an active member of the Southwest Nova Curators Group and as President of ANSM (a position she held for two of her four years on the ANSM board).



Lisa has been an exemplary leader of her staff, a champion for her community, a successful project manager, a visionary for the heritage sector and an excellent steward of Nova Scotia history. Her passionate work has put Ross Farm and the Nova Scotia museum community on the map at an international level.



AWARD FOR
EXCELLENCE
IN MUSEUM
PRACTICES

ASSOCIATION OF
NOVA SCOTIA
MUSEUMS



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. 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:

- » Mining Your Museum: Making Every Nugget Count
- » Advisory Service
- » Museum Studies Program

Annual Conference, Mining Your Museum: Making Every Nugget Count

Sherbrooke Village, September 17-19, 2019

Conference Participants: 80

This year the conference was presented in the Northeast Region and ANSM partnered with Sherbrooke Village to offer a special focus on development and sustainability for museums. As well as a variety of opportunities to network during evening events and daytime refreshments, Sherbrooke Village and the surrounding area offered both a backdrop and inspiration for conference sessions. Highlights included a keynote address by Celes Davar of Earth Rhythms, which looked at museum programming with an experiential tourism lens followed by piloting of Sherbrooke and partners new experiences. Other featured presentations included succession planning, how to use visitor statistics, marketing experiential tourism, crafting good foundation statements and panels focusing on community engagement and programming. A keynote on Leadership Matters was presented by the new Executive Director of Archives, Libraries and Museums, Stephanie Smith. The conference also incorporated ANSM's AGM and Award presentation.



Conference Planning Committee:

Denise Taylor, Museum of Industry, Chair

Robin Anderson, Sherbrooke Village

Stephen Flemming, Sherbrooke Village

Lyne Hayne, Sherbrooke Village

Matthew Hughson, Fisherman's life Museum

Anita Price, ANSM

Thea Wilson-Hammond, Memory Lane Heritage Village

Jennifer Winter, ANSM

Museum Studies Program – Year Three

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.

Interpretation II: Exhibitions

Interpretation II: Exhibitions 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 museums exhibitions
- » New trends in museum exhibitions

Presenters: Mark Bélanger and Kyle Johnson

April 25-26, 2019

Nova Scotia Sport Hall of Fame, Halifax

18 Participants

.....

Facilities Management

Facilities Management introduced:

- » 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

October 24-25, 2019

Fort Point Museum (LaHave)

20 Participants



Marketing & Revenue Generation

Marketing & Revenue Generation introduced:

- » Developing effective marketing plans and communication tools
- » Internet-based marketing
- » Customer service
- » Basic fundraising methods
- » Increasing self-generated revenues
- » Identifying, assessing and capitalizing on public and contributed funding opportunities
- » Case studies of good practices

Presenter: Carrie Lunde

May 9-10, 2019

Highland Village, Iona NS

19 Participants

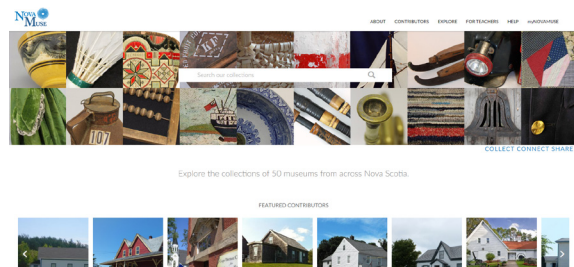
Advisory Service



Canadian
Heritage

Patrimoine
canadien

This fee-for-service program focuses primarily on collections management practices, and provides participating museums a customized CollectiveAccess database with online sharing via NovaMuse.ca. Museums in the Advisory Service receive site visits (in person or virtual), one-on-one training, and remote support from ANSM's Member Services Coordinator, Sandi Stewart with support from Manager of the Museum Evaluation Program, Karin Kierstead. Museums also have the option to participate in special projects and initiatives that enhance information and knowledge of collections.



Both Sandi and Karin 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 320 collections records from 11 museums, and were able to uncover new information through their research, and even correct some misidentified objects. 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. This support facilitated the development of an online transcription tool for NovaMuse.ca and database updates for this interface. A total of 146 archival documents were digitized during Advisory Service training. The database manual was also updated, and 2 new guides and 1 YouTube tutorial were created.

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, 11,376 new records and 41,913 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 309,336 artifacts. 223,855 of these have been digitally photographed and/or scanned.



List of Advisory Service Museums (54) 2019-2020

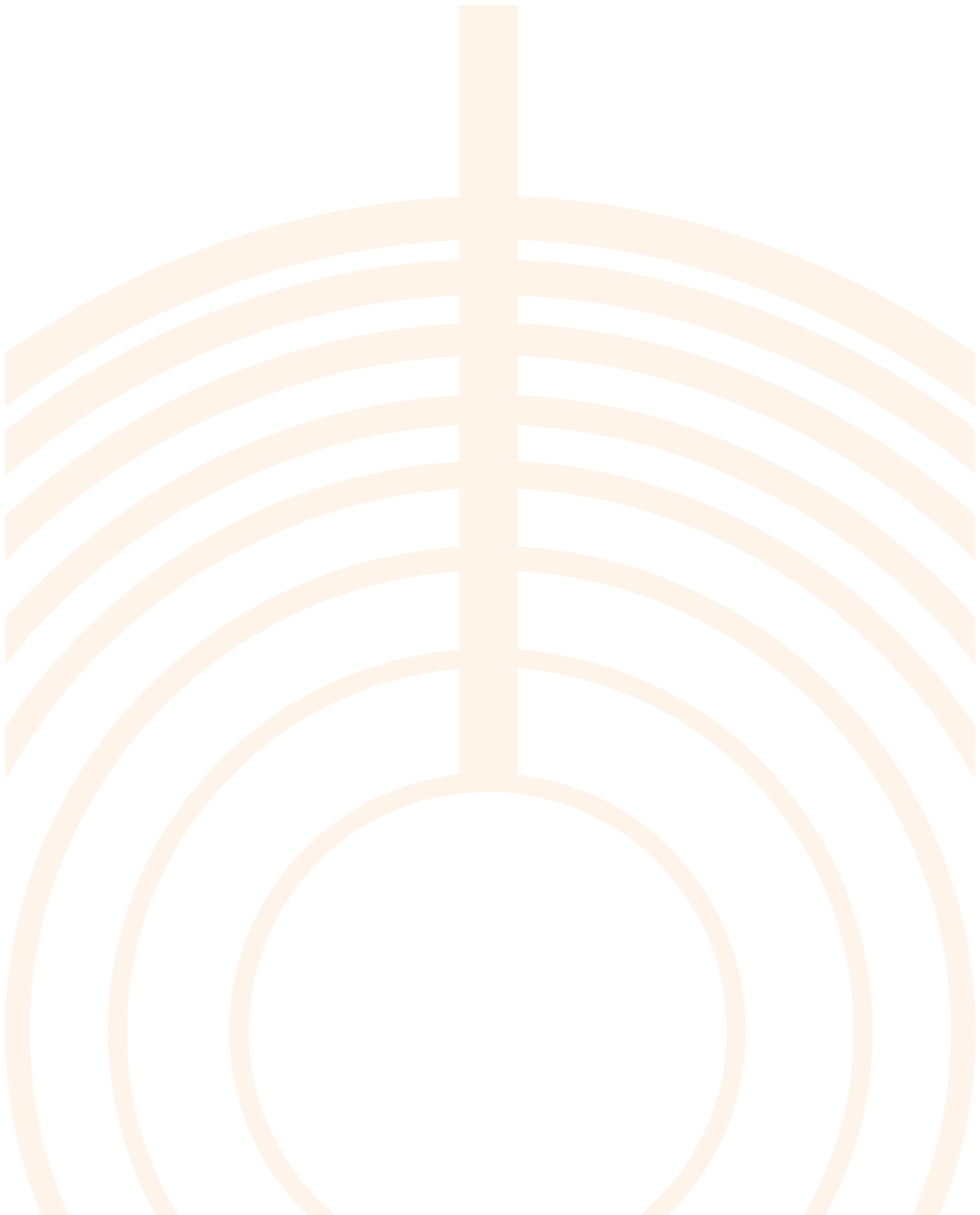
Acadian House Museum	LeNoir Forge Museum
Admiral Digby Museum	Lordly House Museum
Annapolis Heritage Society	Mabou Gaelic & Historical Society
Annapolis Valley Macdonald Museum	MacDonald House Museum
Antigonish Heritage Museum	MacPhee House Community Museum
The Army Museum	Malagash Salt Mines Museum
Atlantic Canada Aviation Museum	McCulloch Genealogy Centre
Avon River Heritage Society	Museum of the Hooked Rug (Les Trois Pignons)
Cape Breton Miners' Museum	North Highlands Community Museum
Cape Sable Historical Society	Northumberland Fisheries Museum
Carmichael-Stewart House Museum	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-by-the-sea Museum
Cole Harbour Heritage Farm Museum	Parkdale-Maplewood Community Museum
Creamery Square Heritage Society	Queens County Museum
Cumberland County Museum	Randall House Museum
Dartmouth Heritage Museum	Scott Manor House
Desbrisay Museum	Shelburne County Museum
Fort Point Museum	Strait Area Museum
Fultz House Museum	Sydney & Louisbourg Railway Museum
Inverness Miners' Museum	Sydney Museum
Islands Museum	Wallace & Area Museum
James House Museum	Wedgeport Sport Tuna Fishing Museum
Jost House Museum	West Hants Historical Society
Kings County Museum	Whitney Pier Historical Museum
LaHave Islands Marine Museum	Yarmouth County Museum & Archives

INFORMATION MANAGEMENT AND ACCESS COMMITTEE:

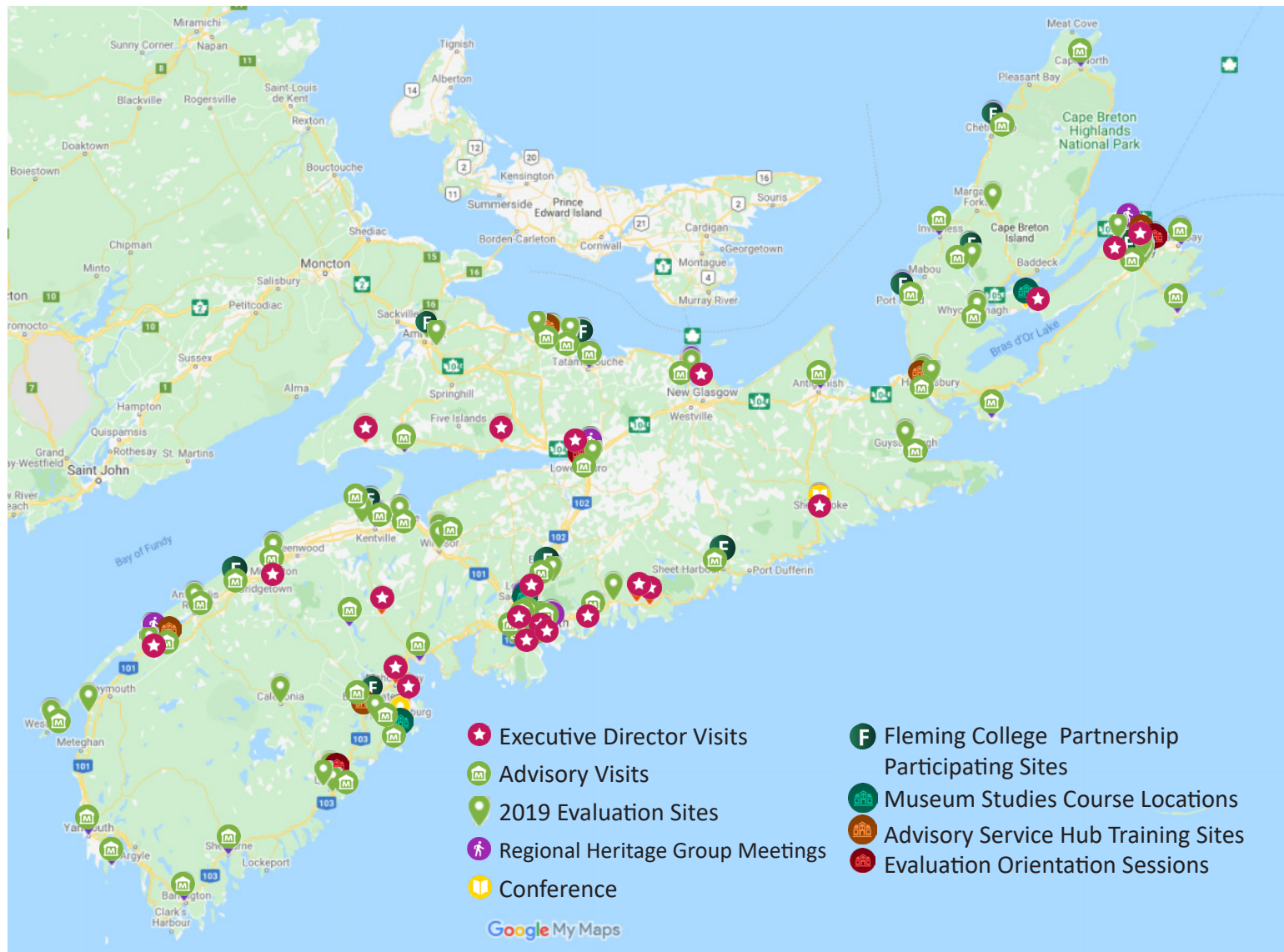
This is an operating committee of ANSM under management of the Executive Director and with staff support from the Manager of the Museum Evaluation Program and Member Services Coordinator. Committee membership includes advisory service participants as well as collections management and other specialists. 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 important service.

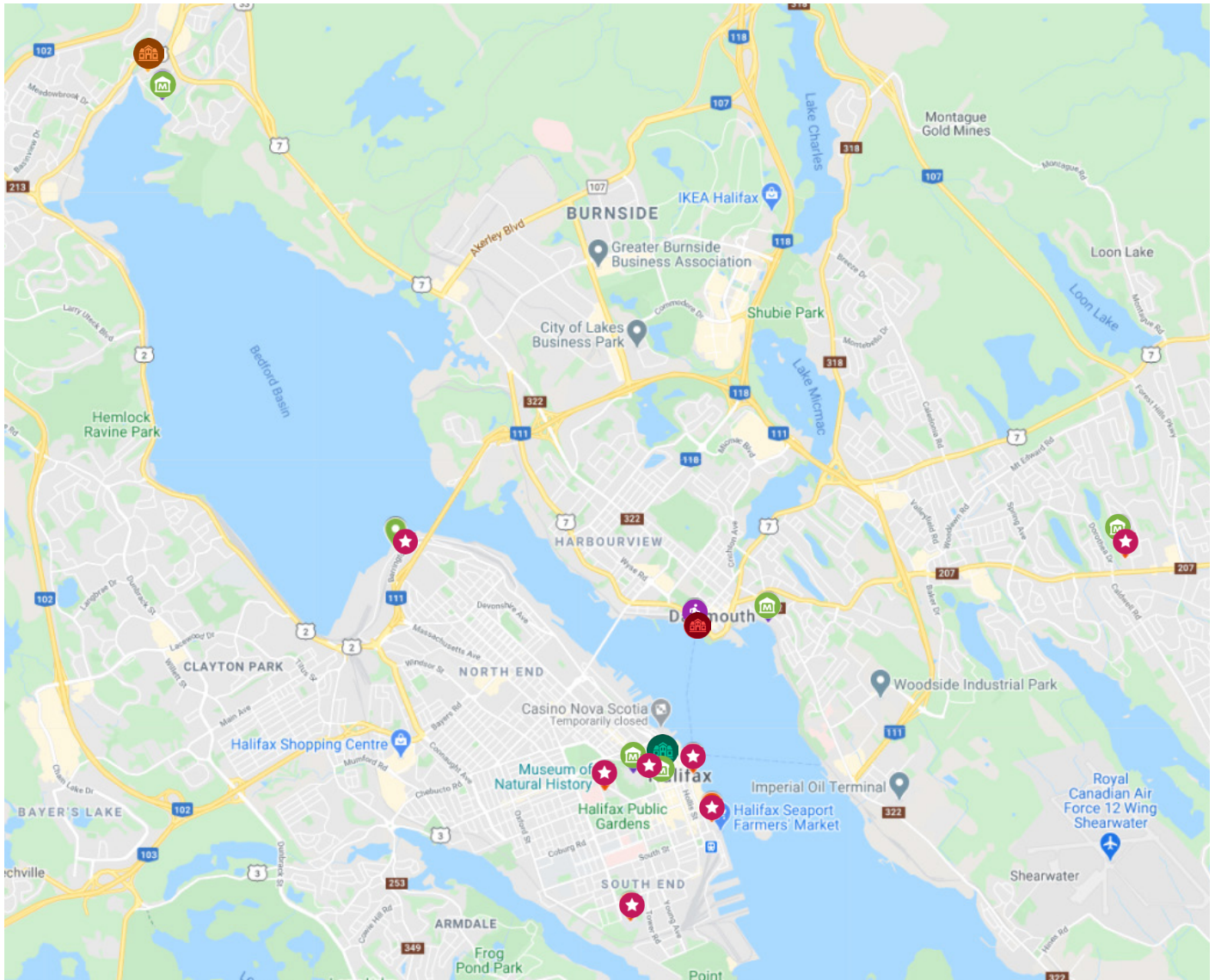
IMAC MEMBERS

Margaret Mulrooney, Chair, Colchester Historeum (April – November 2019)	Mary Guildford, Nova Scotia Museum
Joanne Boudreau, Chair, Fultz House Museum (December 2019- March 2020)	Karin Kierstead, ANSM
Gary Melville, The Army Museum	Penny Mackenzie, Old Sydney Society
Carolyn van Gurp, Avon River Heritage Museum	Kellie Mclvor, Halifax Regional Municipality
	Anita Price, ANSM
	Sandi Stewart, ANSM



Engagement Map





ASSOCIATION OF NOVA SCOTIA MUSEUMS
Financial Statements
(Unaudited)
Year Ended March 31, 2020

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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, 2020 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, 2020 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.
Chartered Professional Accountant, CA

August 20, 2020

**PO Box 44075
Bedford, NS B4A 3X5**

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Balance Sheet

(Unaudited)

March 31, 2020

2020

2019

ASSETS

Current

Cash and term deposits	\$	51,137	\$	72,098
Accounts receivable		406		608
HST recoverable		1,488		2,934
Prepaid expenses and other current assets		8,761		3,345

\$ 61,792 \$ 78,985

LIABILITIES AND SURPLUS

Current liabilities

Accounts payable and accrued liabilities	\$	10,507	\$	8,167
Deferred revenue (note 5)		11,669		19,669

22,176 27,836

SURPLUS

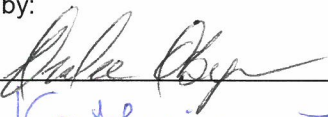
Unrestricted surplus	6,333	17,866
Restricted surplus (note 6)	33,283	33,283

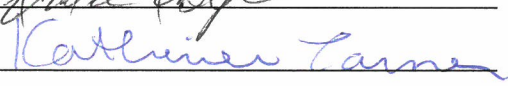
39,616 51,149

\$ 61,792 \$ 78,985

See accompanying notes to the financial statements

Approved by:

Director: 

Director: 

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Statement of Operations and Surplus

(Unaudited)

For the Year Ended March 31, 2020

2020

2019

Revenue			
Public funding			
Department of Communities, Culture & Heritage	\$	85,000	\$ 95,000
Lottery		6,250	6,250
MAP training grant		32,900	34,539
Evaluation program		101,500	101,500
SDI stories		-	6,664
		225,650	243,953
Earned revenue			
Memberships		6,801	6,181
Fee for service		14,000	15,900
Workshops		18,139	8,849
Other income		376	-
Interest income		155	196
Donations and sponsorships		5,050	175
		44,521	31,301
Total revenues		270,171	275,254
Expenses			
Leadership		83,352	94,792
Support services		46,108	41,621
Programs		152,244	158,485
		281,704	294,898
Excess of revenues over expenses (expenses over revenue)	\$	(11,533)	\$ (19,644)
Unrestricted surplus, beginning of year	\$	17,866	\$ 33,310
Excess of revenues over expenses		(11,533)	(19,644)
Decrease in reserve for operational funding		-	4,200
Unrestricted surplus, end of year	\$	6,333	\$ 17,866

See accompanying notes to the financial statements

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Statement of Cash Flows

(Unaudited)

For the Year Ended March 31, 2020

	2020	2019
Cash flow from operating activities		
Cash received from funders and members	\$ 263,820	\$ 279,211
Cash paid to suppliers and employees	(284,780)	(292,879)
	(20,960)	(13,668)
Cash flow from investing activities	-	-
Cash flow from financing activities	-	-
Net cash provided (used)	(20,960)	(13,668)
Cash and cash equivalents		
Beginning of year	72,097	85,765
End of year	\$ 51,137	\$ 72,097

See accompanying notes to the financial statements

Cash flow supplemental information

Total revenues	\$ 270,171	\$ 275,254
Accounts receivable - current year	(1,893)	(3,542)
Accounts receivable - prior year	3,542	4,003
Deferred revenue - current year	11,669	19,669
Deferred revenue - prior year	(19,669)	(16,173)
Cash received from funders and members	\$ 263,820	\$ 279,211
Total expenses	\$ 281,704	\$ 294,898
Accounts payable - prior year	8,167	7,822
Accounts payable - current year	(10,507)	(8,167)
Change in prepaids	5,416	(1,674)
Cash paid to suppliers and employees	\$ 284,780	\$ 292,879

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Schedule of Expenses

(Unaudited)

For the Year Ended March 31, 2020

	2020	2019
Leadership		
Salaries and benefits	78,673	89,666
Travel and meals	3,281	3,034
Board meetings	1,388	1,963
Volunteer travel	10	129
	\$ 83,352	\$ 94,792
Support services		
Conference and AGM	11,985	1,184
Bank charges	813	668
Insurance	241	733
Memberships and fees	1,148	901
Office supplies & expenses	1,469	1,385
Postage & delivery	462	478
Professional development	1,268	4,668
Professional fees	7,483	9,194
Salaries and benefits	16,411	15,434
Telephone, fax and internet	2,275	4,263
Other admin expenses	2,553	2,713
	\$ 46,108	\$ 41,621
Program expenditures		
Marketing and fundraising	483	584
CMA conference	-	1,072
Insurance	1,193	1,254
Workshops & symposiums	9,050	6,092
Advisory services	53,131	54,141
Evaluation program	88,387	80,276
Strategic plan	-	14,295
MuseFund project	-	696
Touchstone project	-	75
	\$ 152,244	\$ 158,485

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Notes to Financial Statements

(Unaudited)

For the Year Ended March 31, 2020

2020

2019

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, 2020

2020

2019

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		8,000		16,000
	\$	11,669	\$	19,669

6. Restricted surplus

Subject to Board approval, the ANSM allocates unrestricted surplus for future committed projects. As at March 31, 2020, the Board has committed funds to the following:

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

During the year the Association incurred expenditures of \$0 (2019 - \$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.