

ANNUAL REPORT 2020-2021



ASSOCIATION OF
NOVA SCOTIA
MUSEUMS



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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.

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



President's Message

It is with great pleasure that I present to you this Annual Report 2020-2021 which details the many activities and initiatives that the Association has undertaken on behalf of its membership throughout the year. The year 2020 saw the world pivot on a dime and the start of the Covid-19 Pandemic here in March 2020. The Board made the hard decision to postpone the Museum Evaluations due the Covid-19 Pandemic restrictions. The Board is proud of ANSM's ability to meet the needs of our members throughout the year. It was a pleasant surprise that the on-line offerings were so well received. In September 2020 we held our first ever Zoom AGM. It had the best attendance of any AGM and went off without a hitch. The virtual world opened up many opportunities for communication and program delivery for our members.



Our wonderful and long time Executive Director, Anita Price, also announced her retirement date of September 24, 2021. No one believed she would ever retire. The Board realized this would be a year long process to do the search for someone to succeed Anita. The Board outlined the timeline and stuck to it. By the end of the 2020-2021 fiscal year the search was well underway with many applications received from across Canada and the United States.

Anita and Karin continue to work with CCH to collaborate and support the CMAP program and the Museum Evaluation Program as accountable operational support programs 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, Member Services Coordinator Sandi Stewart (April – September 2020) Emma Lang (February 2021 -) for their dedication.

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 and committee (Executive, Nominations, Awards, Hiring) members for the work and commitment they put in on behalf of our membership. I would like to thank all the Museum Evaluators who offered but could not participate in Evaluations this year because of Covid-19 restrictions.

It has been a pleasure working for you as President of the Association. Here's to ANSM continuing to meet the challenges of 2021-2022 with equal grace and determination.

Respectively submitted,

Lisa Wolfe
President, Association of Nova Scotia Museums

Executive Director's Message

An extraordinary year has come and gone and perhaps changed many of our perceptions forever. ANSM found itself closing its operations in person on a Friday in March and reopening online on the following Monday. Since then we have moved much of our program delivery to an on line format, supported local, national and international internships (virtually), introduced new communication tools and supports for members, postponed Evaluations 2020 and spent very many hours on the phone with members listening, advising and commiserating.



It has been difficult at times to navigate the changing face of the Covid-19 pandemic and our understanding of and response to what must be done to ensure the safety and well-being of our museum staff, volunteers and visitors. Museums in Nova Scotia heroically rose to the challenge in their front of house adaptations for public access to their sites and also in taking advantage of the closure time to undertake a host of improvement projects. Exhibits have been refreshed, storage re-organized, paint inside and out, building repairs, collections inventories and more have been accomplished in the past year. Its been wonderful to hear about the resilient responses in the midst of uncertainty. New partnerships with community have been forged as well as some highly successful and innovative fundraising endeavours. Congratulations one and all.

As most people will know I am retiring in September 2021 after a long a fulfilling career working with and for museums. At the conclusion of a journey it is often a good idea to consider the beginning and where the road has taken you. In writing these words I went back to my first ED message at the AGM in 2010. I thanked everyone for the encouragement and support I had received in my first year on the job and concluded

with these words... "it is my privilege to support your work and passion". I still feel the same way today. It has been a privilege and I remain committed to the work and passion of the museum community of Nova Scotia. Thank you for your encouragement and support over the years.



Respectfully Submitted

A handwritten signature in cursive script that reads "Anita Price".

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

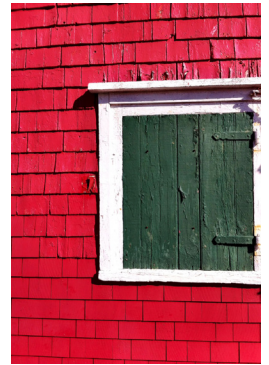
The following values underpin what ANSM does and how we work:

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



Members

As of March 31, 2021, the Association included 102 Museum Members, 5 Organizational Members and 25 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 as well as project partners.



Honorary Members

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

Brian Cuthbertson	Eric Ruff
Gary Selig	Wilma Stewart-White
James O. St Clair	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 2020-21:

- » Continued implementation of ANSM Strategic Plan 2019-2023
- » Implement delivery of the Accredited Museum designation.
- » Continued delivery of the Museum Evaluation Program
- » Develop new membership categories and fees
- » Training & Workshops – continued implementation of the Training Plan (2010)
- » Advisory Service and related activity continue as core program
- » Deliver & review the ANSM Award Program

Board of Directors and Staff

Board Members and Officers 2020/2021

President: Lisa Wolfe
Vice-President: Angela Saunders
Treasurer/Central Region Director: Katie Tanner
Secretary/SW Region Director: Dr. Peter Cullen
NE Region Director: Joe Ballard
CB Region Director: Del Muiise
Director at Large: Joyce Rankin
Director at Large: Barry Rodenhiser

Staff

Staff implement the Association's mandate 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 (April – September 2020)
Emma Lang, Member Services Coordinator (February 2021 -)

Interns/Practicums

Erika Bird (Mount Saint Vincent University, June – July 2020)
Jixin Dong (Mount Saint Vincent University, June 2020)
Camilo Mejia (University of Toronto, June - August 2020)
Cheryl Crocker (Mount Saint Vincent University, September - December 2020)
Sandra Richter (Hochschule für Technik und Wirtschaft, Berlin, February – April 2021)
Devlin Lemoine (Algonquin University, January – April 2021)

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 2020-2021:

Algonquin University
Canadian Conservation Institute
Canadian Heritage Information Network
Canadian Museum Association
Council of Nova Scotia Archives
Cultural Federations of Nova Scotia
Department of Canadian Heritage
Department of Communities, Culture & Heritage
Fleming College
Halifax Regional Municipality
Halifax Cape Breton Connection
LAM NS (Libraries, Archives & Museums Nova Scotia)
Library and Archives Canada
Mount Saint Vincent University
Museum of Natural History
Nova Scotia Museum
Nova Scotia Museum M8 Group

Parks Canada
Support4Culture
University of Toronto
Whirl-i-gig

Memberships 2020 -2021

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 our website, the Beacon e-newsletter, social media (Facebook, Twitter, Pinterest), 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 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 EventBee. The website links users to NovaMuse.ca as well as the ANSM and NovaMuse social media pages and staff blog.

ANSM engages with the museum community and others on its social media platforms including Facebook, Twitter and Pinterest.

The ANSM Facebook page is used to share our programs, members' events, heritage-related news, useful resources, pictures of museums and events and to keep in touch with interested individuals and organizations. The page has 1760 followers (up 224 followers from 2019/20). The NovaMuse Facebook page has 661 total followers. Pinterest (48 followers) and Twitter (476 followers) are primarily used for NovaMuse collections information sharing and engagement.

The Beacon e-newsletter is a dynamic communication tool for ANSM. It provides information about

professional development opportunities, new services and resources as well as changes to the organization. Over the past year, 27 editions (including 2 Beacon Specials) were sent to 647 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 highlight a particular ANSM event, conference, or initiative.

the cuddy



Website statistics (April 1 2020 – March 31, 2021)

Total Page Views: 35,536 (down from last year: 41,944)

Total Visits: 11,907 (up from last year: 10,234)

Users: 6918

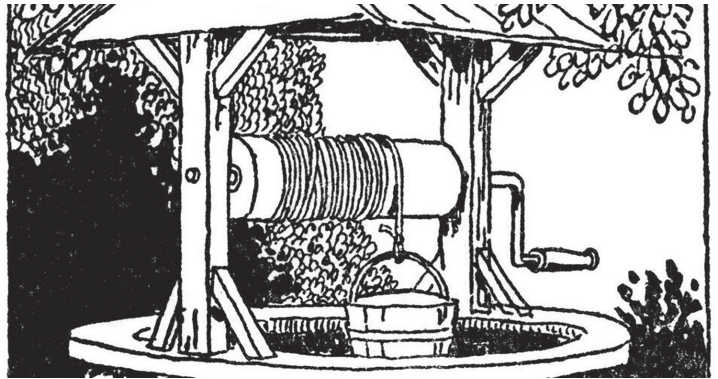
Average time spent on the website: 2:19

Average page views per visit: 2.98

Traffic Sources: 44.03% search engines, 30.97% direct, 10.91% referring, 10.46% social media, and 3.63% email

Location: 67.21% of users were from Canada, 19.45% of users were from the US, and 13.34% of users were from the rest of the world.

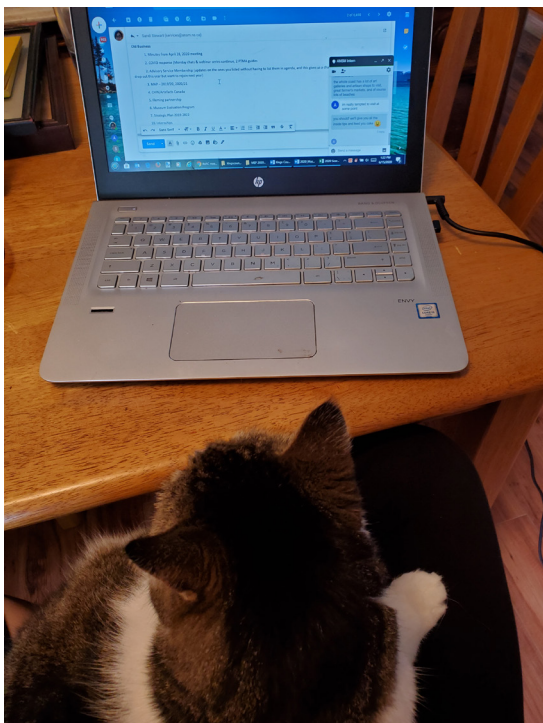
A new communication tool, The Village Well, was introduced in 2020 to help keep members up to date on pandemic influenced changes and challenges for museums in Nova Scotia as well as provide a forum for sharing news and concerns. This Zoom based on line event was first offered on a weekly basis as the province moved into lockdown phases and information was fluid. Executive Director, Anita Price, anchored the Village Well events with guests from various government and partner organizations such as Tourism NS, Canadian Heritage and Communities, Culture & Heritage.



Guests spoke to various themes including emergency funding, reopening, tourism marketing and equity, diversity & inclusion. The Village well was presented on 26 occasions with an average of 20 attendees.

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 Museum Evaluation Program also receive mail-outs with information about the current year's Advisory Service activities and key evaluation program information.

Staff regularly attend seasonal regional meetings (via Zoom in 2020-21) and provide reports on ANSM activities. They also participate on committees of related heritage organizations as well attend meetings, 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.



Accreditation

In celebration of International Museum Day on May 18, 2020, ANSM announced the first four museums in Nova Scotia to receive the Accredited Museum designation.

Atlantic Canada Aviation Museum



Northumberland Fisheries Museum



Avon River Heritage Museum



DesBrisay Museum



Accreditation is the result of collaboration and hard work by participating museums and we offer congratulations to everyone involved with these organizations.

Accreditation is public acknowledgement of a museum's commitment to standards and serving the public trust. ANSM has worked to establish a strong and accountable process anchored by the Museum Evaluation Program and in collaboration with highly experienced museum professionals. See the ANSM website for details on the accreditation process and its benefits. <https://ansm.ns.ca/museum-accreditation-program.html>
Support4Culture sponsored the inaugural year for Accreditation.



Museum Evaluation Program

ANSM has been delivering the Museum Evaluation Program (MEP) since 2016. The MEP Working Group (MEPWG) continues to review similar programs, research and refine the process, as well as consider 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 and one storage facility were scheduled for evaluation in 2020. Preparations began in October 2019 and continued through to the end of March 2020, when the ANSM Board of Directors held a special meeting to discuss the impact of the pandemic and appropriate response. It was decided to push back the evaluation cycle by one year, and to develop a slate of support mechanisms for all participants of the program for delivery during the pandemic.

Two key supports were provided for MEP participants. The first was Documentation Review Dispatches, wherein museums could submit files for review prior to the Documentation Review deadline. Dispatches were circulated at the end of every month, from April 2020 through March 2021. The second key support measure was monthly Deep Dives, where the Manager of the Museum Evaluation Program would host an hour-long Q&A session to focus on a specific section or aspect of the program and answer questions from participants. These proved very popular, with 240 people registering and attending at least one session, with an average participation of 25 per session.

Preparations for evaluations in 2021 began with an on line orientation session for museums in October. This was well attended and many organizations included board members/volunteers as well as staff in the session. Biweekly Q&A email messages also continued to circulate as museums prepared for the Documentation Review and Site Evaluation. Applications for evaluators were received in January and reviewed/selected by MEPWG.

The MEP Working Group did not meet as frequently during the pandemic but continues to share thoughtful and engaging guidance in the delivery of the program.

MEP Working Group:

Susan Marchand-Terrio, Isle Madame Historical Society
Lyne Allain, Mahone Bay Museum
Joe Ballard, Little White Schoolhouse Museum
Cathy Blackbourn, Ontario Ministry of Culture, Tourism and Sport – retired
Lynette deMontreuil, Desbrisay Museum and Wile

Carding Mill
Matthew Hughson, Fisherman's Life Museum
Karin Kierstead, ANSM
Amber Laurie, Nova Scotia Museum
Valerie Lenethen, Nova Scotia Museum – retired
Kellie McIvor, Halifax Regional Municipality
Anita Price, ANSM

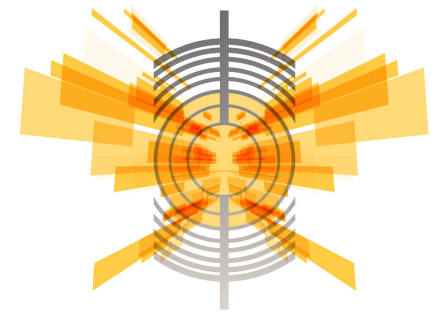


2020 Association of Nova Scotia Museums

Award for Excellence in Museum Practices, Individual Contribution

The Association of Nova Scotia Museums is presenting the eighth annual Award for Excellence in Museum Practices this year, an initiative that began in 2013. The award acknowledges and celebrates individuals, volunteer or paid, who have made remarkable contributions to a better knowledge of Nova Scotia's human or natural history. Past winners of the award are Heather Watts (2013), Ken Adams (2014), Lynn Hayne (2015), Maggie MacIntyre (2016), Sheryl Stanton (2017), Peter Crowell (2018) and Lisa Wolfe (2019).

Over the past year, the dedicated work of the ANSM Board of Directors and Awards Committee members—Chair Katie Tanner and members Del Muise, Lisa Wolfe, Lynn Hayne, Ken Adams, Peter Cullen, and our Executive Director Anita Price—have made this year's award presentation possible.



AWARD FOR
EXCELLENCE
IN MUSEUM
PRACTICES

ASSOCIATION OF
NOVA SCOTIA
MUSEUMS

Debra McNabb

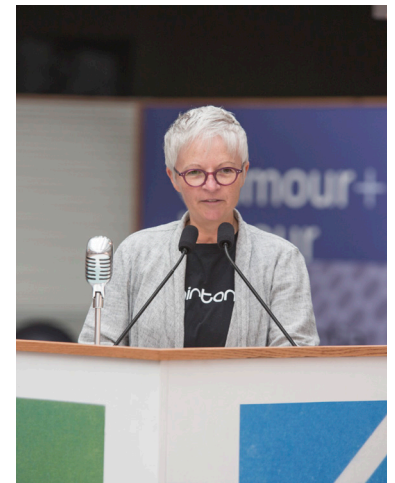
This year ANSM is pleased to present the Award of Excellence in Museum Practices, Individual Contribution to Debra McNabb of the Museum of Industry.

Debra has recently retired as Director of the Museum of Industry in Stellarton, following 32 years of working with the organization in a wide variety of roles. Debra started out as the museum's second permanent staff member while the facility was still under construction. She played a vital part in the creation of the museum's permanent exhibitions and many of its special projects.

These projects ranged from the Clairtone Sound Corp. temporary exhibit, to working with Pictou County Safe Harbour to help bring a Syrian refugee family to New Glasgow, to leading a 25-year relationship with the Westray Families Group to support the families of those lost in the Westray Mine explosion, while also commemorating the victims and capturing the history of the disaster.

Debra also served on many committees and working groups within the province's Heritage Division. She led a team to review and enhance the Nova Scotia Museum Collection Policy and started the Collection Management working group. This group, along with the Interpretation working group that she initiated, has successfully continued. She worked on several governance, collections and facilities projects with the Heritage Division, and also led a crossdepartmental collaboration to create the travelling exhibit "Gold: A Nova Scotia Treasure." Debra's colleagues praise her "holistic approach" to museums, her commitment to the industrial heritage of Nova Scotia, and her dedication to best practices.

Community members commend her ability to collaborate, her generosity with her time, and her passion for the region. She has left a legacy of lasting projects and programs at the Museum of Industry, as well as in the Nova Scotia museum community at large. The ANSM Award of Excellence in Museum Practices, Individual Contribution 2020 is presented to Debra McNabb.



Training

ANSM elected to move its training offerings online for 2020. Several adjustments were made to scheduling as well as the time frame for presentation. The online format was well received by members with strong registration numbers and positive feedback. Some events such as the CCI RE-ORG workshop and the proposed Mi'kmaw & Museums Symposium were postponed due to the nature of the events. Cost savings (travel & food) resulting from the online delivery method were passed on to members' registration fees.

Museum Studies Program – Year One

The Museum Studies Program is a series of eight courses covering core museological functions. Three courses are offered per year on a rotating 3-year schedule, and typically take place at museum venues across the province to allow for maximum participation.

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. It includes Museums 101, Museums & Community, and 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.

Museum Fundamentals

The two-day Museums 101 course was cancelled due to the Spring 2020 lockdown and, in its place, a seven-part Museum Fundamentals webinar series was offered on a “pay what you can” basis.

Museum Fundamentals introduced:

- » Our Professional Legacy: The Origins & Evolution of Museums
- » Our Defining Statements: Definitions and Missions
- » Our Knowledge Sharing: “Nothing About Us, Without Us”
- » Our Guidelines: Museum Ethics
- » Museum Core Functions: Collections
- » Museum Core Functions: Care
- » Museum Core Functions: Access

Presenters: Karin Kierstead
March – May 2020
38 Participants

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Museums & Community

Museums & Community introduced:

- » Define your community and learn how to discover what matters to it
- » Learn what community engagement is and is not, and how it differs from audience development
- » Discover how community engagement has initiated a journey towards relevance and sustainability for



other organizations

- » Understand processes to initiate, facilitate, and support community engagement, partnerships, and collaborations
- » Understand why community engagement is a transformative process for museums and cultural organizations
- » Assess where your organization is on its journey towards community engagement

Presenter: Candace Tangorra Matelic

October – November 2020

24 Participants

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Museum Management & Governance

Museum Management & Governance introduced:

- » The role of board, staff and volunteers
- » Defining an organisation's mission, mandate, vision & values
- » Introduction to strategic planning & business planning practices
- » Introduction to recruiting, training, managing and retaining staff & volunteers
- » Legal obligations, ethical responsibilities and accountability
- » Budgeting, managing finances and understanding fiscal responsibility

Presenter: Virginia Stephen

November – December 2020

30 Participants

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Webinar Wednesdays

A series of collections management themed sessions offered from May to August through the Advisory Service. These sessions were free of charge for Advisory service participants and open to others on a "pay what you can" basis.

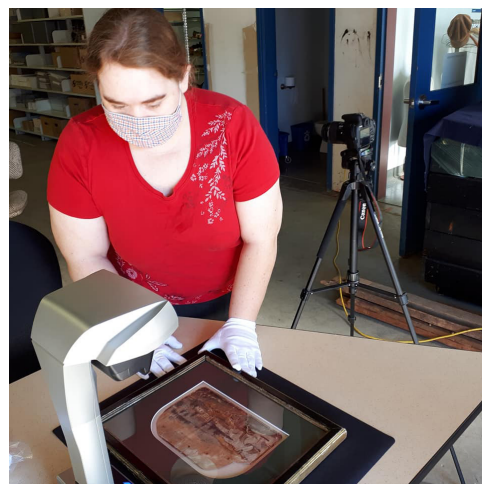
Webinar Wednesdays introduced:

- | | |
|--|---|
| » CollectiveAccess: Introduction to Database Features | » Let's Talk: NovaMuse Galleries |
| » CollectiveAccess: Adding Media & Digitization Tips | » Let's Talk: NovaMuse Transcribe |
| » CollectiveAccess: An Overview of Storage Locations & Inventory Process | » Let's Talk: SMEs (subject matter experts) |
| » CollectiveAccess: Planning for Interpretation | » Let's Talk: Social Media & Sharing NovaMuse |
| | » Let's Talk: Museum Educational Resources |
| | » Let's Talk: Succession Planning |

Presenter: Sandi Stewart and Karin Kierstead

May – August 2020

65 Participants



Advisory Service

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 with help from the Manager of the Museum Evaluation Program. Museums also have the option to participate in special projects and initiatives that enhance information and knowledge of collections.

ANSM staff maintain regular communications with and provide support to participating museums through various forms including the ANSM blog (passagemuseums.blogspot.com), social media, by email, phone, Skype, Google Hangout and Zoom. This blend of mediums enables ANSM to share professional resources, promote museum activities and collections, as well as ensure that museums are aware of various activities.

ANSM's partnership with Fleming College provides students with invaluable experience working in CollectiveAccess as its use continues to expand across the country. Eight museums benefited from students' work this year, which saw the review and improvement of 200 collection records. The students sent each museum a report that outlined their work and gave suggestions on further improvements.

Federal funding received through the Museums Assistance Program this year facilitated training in artwork digitization and educational resource development. A partnership with The Watercolour World initiative (watercolourworld.org) allowed ANSM to borrow a specialized scanner and assist museums in digitizing 592 artworks. For the educational work, ANSM recruited volunteers for a new Teacher Advisory Group (TAG) and launched a new partnership with Mount Saint Vincent University to host education student practicums. TAG

members, interns and ANSM staff worked with museums to rework existing school programs and develop new ones for online delivery. In November 2020 NovaMuseEd launched – a new platform for museums to share information with schools and teachers. The site has continued to grow both in scope and popularity, from 87 resources at its launch and has given renewed focus and energy to NovaMuse and collections management efforts in general.

For many Advisory Service members, the pandemic was seen as an opportunity to tackle behind-the-scenes collections work. The past year saw 20,103 new database entries and 52,624 new images. Another 35,048 records were edited and improved. Collectively, Advisory Service members have documented 329,439 artifacts, of which 276,479 have associated digital images or media.



Canadian
Heritage

Patrimoine
canadien



List of Advisory Service Museums (56) 2020-2021

Acadian House Museum
Admiral Digby Museum
Age of Sail Heritage Centre
Annapolis Heritage Society
Annapolis Valley Macdonald Museum
Antigonish Heritage Museum
The Army Museum
Atlantic Canada Aviation Museum
Avon River Heritage Society
Cape Breton Miners' Museum
Cape Sable Historical Society
Carmichael-Stewart House Museum
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
Islands Museum
James House Museum
Jost House Museum
Kings County Museum
LaHave Islands Marine Museum
LeNoir Forge Museum

Little White Schoolhouse Museum
Lordly House Museum
Mabou Gaelic & Historical Society
MacDonald House Museum
MacPhee House Community Museum
Malagash Salt Mines Museum
McCulloch Genealogy Centre
Musée des Acadiens des Pubnicos
Museum of the Hooked Rug (Les Trois Pignons)
North Highlands Community Museum
Northumberland Fisheries Museum
Nova Scotia Sport Hall of Fame
Old Court House Museum
Orangedale Railway Museum
Ottawa House-by-the-sea Museum
Parkdale-Maplewood Community Museum
Queens County Museum
Randall House Museum
Scott Manor House
Shelburne County Museum
Strait Area Museum
Sydney & Louisbourg Railway Museum
Sydney Museum
Wallace & Area Museum
Waverley Heritage 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 the 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 core service.

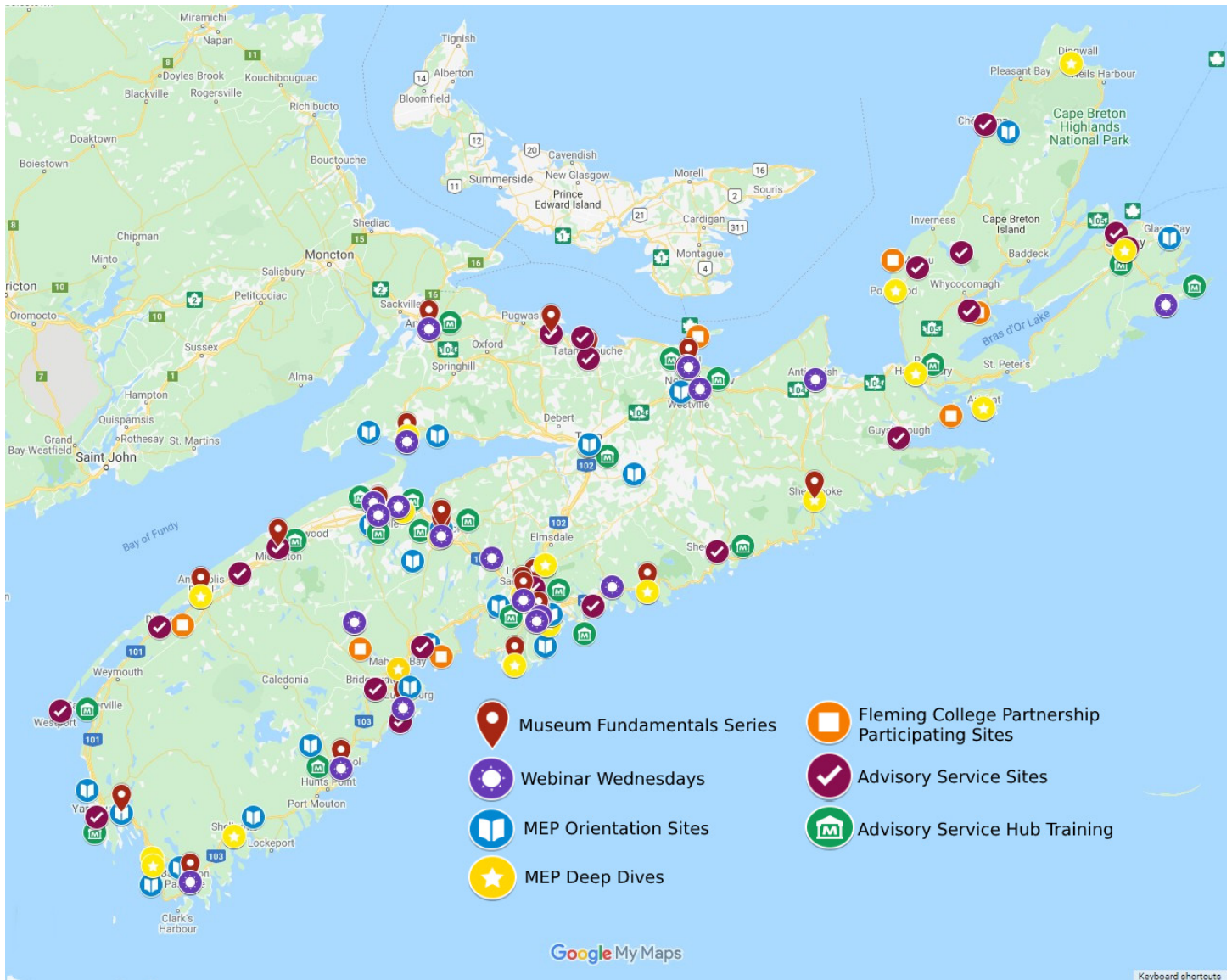


IMAC MEMBERS

Joanne Boudreau, Chair, Fultz House Museum
(December 2019- March 2021)
Gary Melville, The Army Museum
Carolyn van Gorp, Avon River Heritage 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 (April - September 2020)
Emma Lang, ANSM (February 2021 -)

Engagement Map



ASSOCIATION OF NOVA SCOTIA MUSEUMS
Financial Statements

(Unaudited)

Year Ended March 31, 2021

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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, 2021 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, 2021 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

September 10, 2021

PO Box 44075
Bedford, NS B4A 3X5

ASSOCIATION OF NOVA SCOTIA MUSEUMS**Balance Sheet***(Unaudited)***March 31, 2021****2021****2020****ASSETS****Current**

Cash and term deposits	\$	68,927	\$	51,137
Accounts receivable		-		406
HST recoverable		1,019		1,488
Prepaid expenses and other current assets		5,912		8,761

	\$	75,858	\$	61,792
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LIABILITIES AND SURPLUS**Current liabilities**

Accounts payable and accrued liabilities	\$	8,683	\$	10,507
Deferred revenue (note 5)		3,669		11,669
		12,352		22,176

SURPLUS

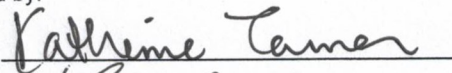
Unrestricted surplus		12,823		6,333
Restricted surplus (note 6)		50,683		33,283
		63,506		39,616

	\$	75,858	\$	61,792
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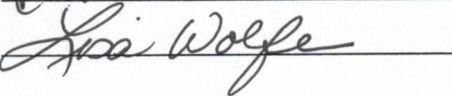
See accompanying notes to the financial statements

Approved by:

Director:



Director:



ASSOCIATION OF NOVA SCOTIA MUSEUMS**Statement of Operations and Surplus***(Unaudited)***For the Year Ended March 31, 2021****2021****2020**

Revenue

Public funding

Department of Communities, Culture & Heritage

\$ 85,000 \$ 85,000

Lottery

6,250 6,250

MAP training grant

26,167 32,900

Evaluation program

80,500 101,500

197,917 225,650

Earned revenue

Memberships

6,326 6,801

Fee for service

15,500 14,000

Workshops

14,892 18,139

Other income

44 376

Interest income

4 155

Donations and sponsorships

5,175 5,050

41,941 44,521

Total revenues

239,858 270,171

Expenses

Leadership

77,031 83,352

Support services

45,145 46,108

Programs

93,792 152,244

215,968 281,704

Excess of revenues over expenses (expenses over revenue)

\$ 23,890 \$ (11,533)

Unrestricted surplus, beginning of year

\$ 6,333 \$ 17,866

Excess of revenues over expenses

23,890 (11,533)

Increase in reserve for operational funding

(17,400) -

Unrestricted surplus, end of year

\$ 12,823 \$ 6,333

See accompanying notes to the financial statements

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Statement of Cash Flows

(Unaudited)

For the Year Ended March 31, 2021

2021

2020

Cash flow from operating activities		
Cash received from funders and members	\$ 232,733	\$ 263,820
Cash paid to suppliers and employees	(214,943)	(284,780)
	<u>17,790</u>	<u>(20,960)</u>
Cash flow from investing activities		
	-	-
Cash flow from financing activities		
	-	-
Net cash provided (used)	17,790	(20,960)
Cash and cash equivalents		
Beginning of year	51,137	72,097
End of year	<u>\$ 68,927</u>	<u>\$ 51,137</u>

See accompanying notes to the financial statements

Cash flow supplemental information

Total revenues	\$ 239,858	\$ 270,171
Accounts receivable - current year	(1,018)	(1,894)
Accounts receivable - prior year	1,893	3,543
Deferred revenue - current year	3,669	11,669
Deferred revenue - prior year	(11,669)	(19,669)
Cash received from funders and members	<u>\$ 232,733</u>	<u>\$ 263,820</u>
Total expenses	\$ 215,968	\$ 281,704
Accounts payable - prior year	10,507	8,167
Accounts payable - current year	(8,683)	(10,507)
Change in prepaids	(2,849)	5,416
Cash paid to suppliers and employees	<u>\$ 214,943</u>	<u>\$ 284,780</u>

ASSOCIATION OF NOVA SCOTIA MUSEUMS**Schedule of Expenses***(Unaudited)***For the Year Ended March 31, 2021****2021****2020****Leadership**

Salaries and benefits	75,812	78,673
Travel and meals	255	3,281
Board meetings	964	1,388
Volunteer travel	-	10
	\$ 77,031	\$ 83,352

Support services

Conference and AGM	-	11,985
Bank charges	832	813
Directors and officers insurance	1,055	241
Memberships and fees	445	1,148
Office supplies & expenses	2,448	1,469
Postage & delivery	541	462
Professional development	1,779	1,268
Professional fees	8,775	7,483
Salaries and benefits	24,067	16,411
Telephone, fax and internet	3,033	2,275
Other admin expenses	2,170	2,553
	\$ 45,145	\$ 46,108

Program expenditures

Marketing and fundraising	164	483
Insurance	1,287	1,193
Workshops & symposiums	6,084	9,050
Advisory services	19,910	53,131
Evaluation program	66,347	88,387
	\$ 93,792	\$ 152,244

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Notes to Financial Statements

(Unaudited)

For the Year Ended March 31, 2021

2021

2020

1. Purpose of the organization

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

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

The ANSM is a not for profit organization and is a registered charity under the Income Tax Act.

2. Summary of significant accounting policies

Basis of accounting

These financial statements have been prepared in accordance with the Canadian accounting standards for not for profit organizations.

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash and cash equivalents consist primarily of term deposits and deposits with a maturity date within one year. Because of the short term nature of these investments, their carrying amount approximated fair market value.

Capital assets

The ANSM has adopted the policy of expensing all capital assets in the year of acquisition. During the current year \$0 (2020 - \$2,427) of equipment was expensed. The ANSM owns various office furniture, equipment and computer equipment which are not recorded as capital assets.

Revenue recognition

The ANSM follows the deferral method of accounting for contributions. Contributions relating to future programs are deferred and recognized when the related expenses are incurred.

Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates. Calculation of deferred revenues is the most significant item that involves the use of estimates.

3. Financial instruments

ANSM's financial instruments consist of cash, investments, trade receivables and payables. The fair values of these financial instruments approximate their carrying values. It is managements opinion that the ANSM is not exposed to significant interest rate, currency or credit risks associated with these financial instruments.

ASSOCIATION OF NOVA SCOTIA MUSEUMS

Notes to Financial Statements

(Unaudited)

For the Year Ended March 31, 2021

2021

2020

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
	\$	3,669	\$	11,669

6. Restricted surplus

Subject to Board approval, the ANSM allocates unrestricted surplus for future committed projects. As at March 31, 2021, 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		40,000		22,600
	\$	50,683	\$	33,283

During the year the Association increased the reserve for operational funding by \$17,400 (2020 - \$0). The purpose of this funding is to allow for an orderly windup of the operations of the Association in the event current ongoing funding is cut or discontinued.

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.

