



The Port Coquitlam Heritage and Cultural Society

Annual Report

(In compliance with Partnership Agreement)

April 1, 2015 to March 31, 2016

Dedicated to Lois McCrady

Friends come into our lives and friends leave our lives. But friends never leave our hearts.

And best friends always get to stay in the best places in our hearts.

PoCo Heritage: Where Stories Connect

The Port Coquitlam Heritage and Cultural Society

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Significant Achievements & Challenges

April 1, 2015 to March 31, 2016

May

May Day and Ice Cream Floats

To promote the Main Street exhibit (see 2014-2015 Annual Report), the Society partnered with Save-On Foods and Cooper's Foods to serve up free ice cream floats in front of the museum after the May Day Parade. The day was sunny and hot and well over 100 people enjoyed the sweet treats.

The Port Coquitlam Heritage and Cultural Society's First Employee

On May 12, 2015 Cassandra Sclauzero, our first-ever employee, began her work with the Society as our Administrative Assistant. Cassandra had a very steep learning curve but now that she has been with the Society almost one year she has proven to be a valuable asset. She has taken on all of our social media and office administration tasks. She is also our primary liaison with the City.

August

Car Show Contest

The Society participated in the annual Downtown Port Coquitlam Car Show by holding a contest that asked entrants to write a short story about a car that was influential or important in their life. We received many novel entries and the winners, both an adult and a child, were awarded prizes donated by Metro Ford.

September

Official launch of the Carol Hubbard Memorial Natural History Exhibit

Carol Hubbard was a longtime member of our Society and served as secretary on our board for several years. Her passion was Natural History. Donations to the Society in her memory were allocated to fund an annual exhibit focussing on natural history, with the goal of partnering with local non-profit organizations who include environmental stewardship in their goals. The theme for the first exhibit was “That Cold, Crushing Feeling”, which related the impacts of the last ice age on our surrounding area. The Society partnered with the Burke Mountain Naturalists and hosted a Chickadee Nesting Box workshop.

October

Discover Our Heritage Fair

PoCo Heritage and the City’s Heritage Committee teamed up to host the Discover Our Heritage Fair, an opportunity for the public to learn more about the city’s history and heritage register, to share information about sites of historical value, to take part in interactive heritage activities, and to hear from civic historian and author John Atkin. The event was very well attended (over 40 attendees) and set the stage for other collaborations between the Society and the City to bring information about the City’s heritage register of buildings to the residents of Port Coquitlam.

December

PoCo Heritage 3rd Annual Christmas Tree Festival

Our third annual Tree Festival was another success for the Society. Businesses and Community Groups were approached to purchase a tree to display in their own location or in a public location. We encouraged the public to vote for their favourite trees and promoted a scavenger hunt to encourage residents to visit more trees located in local businesses. New for 2015 was a “Best Tree” award as voted by the public for a tree belonging to a business and a tree belonging to a community group.

January

Lois McCrady

The members of our Society were devastated when one of our most vibrant and influential volunteers was diagnosed with brain cancer. Lois McCrady was our honorary den mother. She did it all: designing and building displays, training volunteers, creating and hosting programs, cooking nutritious meals and delicious treats, and so much more. It has been said that “You don’t know what you have until it’s gone”. This certainly applied to Lois and everything she did to keep our Society going. Lois passed away on May 30, 2016. She will be sorely missed.

March

Exhibit Opening: PoCo Stories

For the first time the Society took on the challenge of creating a single exhibit that was made up of four short-term components that told “PoCo’s Stories”. The first part of this exhibit was called “Buildings: The Changing Face of Port Coquitlam” and highlighted a variety of physical structures around town including businesses such as Metro Ford and Overwaitea Foods, as well as buildings and locations like the George Black House and the PoCo Place Mall. This first of four installments was on display for six weeks. Subsequent components of the exhibit will feature “Arts and Culture”, “Events”, and “People”.

Exhibit Opening: Who Do You Think We Are?

At the same time the Society opened PoCo’s Stories, we also launched a mini-exhibit featuring a number of photos of unidentified people from PoCo’s past. Twenty of these photos were displayed and the public was invited to provide any information they might have about any of the faces on display. We received, and continue to receive, a wealth of information about the people and places in the photos.

Exhibit Opening: Cameras Through the Years

A second mini-exhibit for photo buffs also opened alongside Who Do You Think We Are?. It featured old and REALLY old photo and video cameras from our collection. Included were a red Brownie camera from the 1920s, a giant Polaroid from the 1970s, and a Kodak Vest Pocket camera--which was nicknamed “the soldier’s camera” after it was found to be the camera preferred by soldiers in WWI because it could easily fit into the chest pocket of their uniforms.

Terry Fox: Running to the Heart of Canada - Canadian Museum of History Travelling Exhibition

In 2017 Canada will celebrate the 150th anniversary of Confederation. In order to celebrate this significant milestone, the Society will be hosting a travelling exhibition about Terry Fox, from the Canadian Museum of History in Gatineau, Quebec. Arrangements to host the exhibit were begun in March of 2016 and the exhibit will be installed at our museum in the fall of 2017. We are particularly excited to be able to collaborate with a national organization to bring this display to Port Coquitlam since it features Terry Fox, our most famous hometown hero.

Request for Additional City Funding

For the first time in its history, PoCo Heritage applied to the City to be included in the City’s operating budget for 2016. The Organization grant from the City allowed us to hire a part-time staff person. In order to apply for other grants, from either the private sector or federal/provincial government agencies, we need at least one full-time staff person. The request included additional funding to expand the programming we can offer the community.

Objectives & Work Plan (Listed by Committee)

April 1, 2016 to March 31, 2017

ACCESSIONING, CATALOGUING, & DIGITIZATION

Objectives

- To digitize our existing photographs and put them on our website
- To digitize the huge donation of newspapers (The Coquitlan Herald) dating from ca. 1930 to 1970. These will be searchable, making research much easier. These newspapers will be available at the museum for the community.
- To accession and catalogue our existing collection and decide what is pertinent to Port Coquitlam or could be used in displays
- To acquire larger premises for storage, with better environmental controls

Work Plan

On a continuing basis:

- Volunteers to digitize existing photographs – 2 hours per week
- Catalogue photographs – 2 hours per week
- Update photograph catalogue so that more photos are viewable on our website – ongoing
- Volunteers to digitize newspapers – 2 hours per week
- Advertise for more volunteers interested in learning the digitizing process
- Work on existing collection in storage once a month to review pertinence
- Ongoing organization of accessioning, cataloguing, and digitization
- Review with the City the need for proper storage and search for grants to assist storage funding

COMMUNICATIONS

Objectives

- To maintain and improve upon communications plan across all platforms including signage, print, online, social media, and video to make the people of Port Coquitlam aware of the activities of the Society
- To maintain and improve upon communications plan to keep all members and volunteers informed about Society activities
- To continue to develop social media promotion of PoCo Heritage and its events
- To maintain and develop a distinct PoCo Heritage visual brand for marketing and correspondence, both in print and online
- To promote current and upcoming exhibits at the museum
- To maintain a positive working and collaborative relationship with the City of Port Coquitlam and its various committees
- To research, develop, and deliver engaging, interactive programming to school groups and museum visitors of all ages

Work Plan

On a continuing basis:

- Put events in all print and online calendars and send events to local media
- Regularly invite local media to events including exhibit openings, evening events, and AGM
- Use social media (Facebook, Instagram, Twitter) and bi-weekly e-newsletter as main means of regular communications with the public and PoCo Heritage members
- Updating other info brochures as necessary (Heritage walks, registry, etc.)
- To continue current social media campaign, featuring Throwback Thursday posts to Facebook, and add additional scheduled and/or regular posts to Facebook and/or other social media platforms
- Maintain Society email accounts

April to June

- Create monthly PR checklist to ensure event info is distributed to all media on time
- Create posters for PoCo's Stories exhibit parts 3 and 4
- Plan for booth at Canada Day
- Redesign of Annual Report document

July to September

- Begin design work on a portable Heritage display
- Visit local museums and meet with education staff to compile information and gather resources for developing education programs
- Collaborate with Port Moody Station Museum and Coquitlam Archives for exhibit at SD 43 international studies building
- Create poster for Natural History exhibit
- Develop on-site education programming and/or outreach for Natural History exhibit

October to December

- Get some "M" (museum) signs set up around PoCo
- Create and update other info brochures (Heritage walks, registry, etc.)
- Print portable display
- Promote Tree Festival via social media and print publications

January to March

- Test portable display in museum area and (where possible) at public events; encourage feedback from visitors

FINANCE

- To pursue grant funding from sources other than the City of Port Coquitlam for paid staff
- To ensure financial stability of Society

On a continuing basis:

- Prepare financial statements for monthly Board meetings; prepare biweekly payroll

April to June

- Finalize year-end financial statements
- File GST return for last six months of fiscal year
- File report for gaming
- Finalize 2015-2016 Annual Reports in compliance with Partnership Agreement with the City and for CCDIP Organization grant.

July to September

- File charity return

October to December

- File GST return for first six months of fiscal year
- Begin budget process

January to March

- Prepare and file T4 for employee;
- Prepare and submit Worksafe BC annual report
- Finalize operating budget for 2017 -2018
- Begin work on 2016-2017 Annual Report for Partnership Agreement with City and for CCDIP Organization grant

FUNDRAISING

- To raise \$5,000 for Operating Funds
- Annual PoCo Heritage Christmas Tree Festival; revenue goal: \$5000

April to June

- Begin planning for Christmas Tree Festival
- Determine Festival dates, events, rates, printing quotes

July to September

- Continue planning for Christmas Tree Festival
- Contact sponsors and advertisers
- Contact printers regarding program
- Contact community groups and businesses to participate

October to December

- Tree Festival
- Arrange for location of trees
- Contact non-profit organizations to receive sponsorship
- Arrange opening and awards ceremonies

January to March

- Review Tree Festival successes and weaknesses
- Make plans for changes to implement to 2017 Festival (Canada's 150th anniversary)
Determine if an additional fundraiser is necessary

HUMAN RESOURCES

- Objectives
- 2015-2016 goal achieved: we have hired our first employee and created an employee manual
 - To increase staff hours
 - To review staff duties in order to achieve programming and exhibit goals
 - To manage staff including reviews of staff performance
 - To ensure ongoing resolution of problems as they occur

July to September

- Implement plan for increased employee hours
- Review staff performance as hours are increased
- Evaluate job description and duties
- Create plan to apply for Young Canada Works (YCW) grant for summer students
- Create plan to hire university student seeking practicum experience

October to December

- Review staff performance
- Evaluate job description and duties
- Hire university student for practicum

January to March

- Review staff performance
- Evaluate job description and duties
- Apply for YCW grant

PROGRAMMING

2015-2016 goal achieved: we have created a small, permanent exhibit focussing on the history of Port Coquitlam

- To provide the public with programming related to the history of Port Coquitlam
- To engage the public and spark interest in local history

On a continuing basis:

- Continue “Rhymes of Times” monthly recorded adult reminiscing sessions used to collect stories related to Port Coquitlam
- Continue “Heritage Writers Group” to encourage community members to write their memoirs
- Continue Heritage Walks for the community and explore continuation of combined Heritage/Garden walks
- Continue “An Evening at the Museum” with local speakers and topics
- Continue monthly general meetings (open to the public), with an activity or speaker component
- Expand outreach to the community by providing judges at school Heritage fairs or by participating in other school events
- Promote visits from various community groups
- Develop partnerships with various community groups through the development of our various programs and exhibits
- Develop a minimum of one education program that can either be used on-site at the museum to supplement one of our exhibits or as an outreach kit to local schools

May to June

- Continue partnership with local writers and artists regarding a book for our 6- to 8-year-old target audience
- Initiate discussion regarding next exhibit theme

July

- Work with our adult volunteers to install 4th installment of PoCo's Stories exhibit
- Begin work on Car Show contest

August

- Prepare a poster and distribute to high schools outlining volunteer opportunities
- Create an invitation for distribution to various community groups regarding programming and tours

September to December

- Develop, test, and evaluate education program

January/February

- Initiate discussion about a PoCo Heritage May Day float
- Make necessary modifications to education program

March

- Final critique to determine achievement and success rates of 2016-2017 goals
- Begin draft work of a new education program

MAY DAY & CITY EVENTS

Objectives

- To expand and complete May Day archives
- To determine deterioration risk of existing May Day and May Queen photographs
- To identify and merge with ours the City of Port Coquitlam May Day archive
- To determine cost to restore and preserve to museum-quality the archived May Queen photographs
- To apply for digitizing grant after consultation with accessioning committee
- To continue preparations for the 100th anniversary of May Day in 2023

Work Plan

On a continuing basis:

Identify any photos of May Queens/Ambassadors are missing

July to December

- Expand mailing/email lists of all May Queens/Ambassadors
- Update May Day information database to specify specific elementary schools represented by each May Queen
- Need to meet with City staff responsible for May Day archive to begin process of merging databases

January to March

- work with Administrative Assistant to develop formal public request for missing information, photos, negatives, etc.
- Approach May Day task force at the City to brainstorm for ideas for the May Day centennial

TECH STRATEGY

- Re-establish server operations after May 8 crash and recover database
- Establish user accounts for new personnel, and remove those of people no longer with us
- Improve integrity and security of database
- Provide remote access capabilities
- Evaluate alternate mass storage systems (e.g. cloud) and consider an evolution strategy for our server and network
- Increase online content of archival material

On a continuing basis:

- Work with newly engaged professional IT support to achieve the above goals in a timely manner at reasonable cost
- Work with Accessioning Committee and Volunteer Coordinator to find/train people to assist with picture scanning, cataloguing and tagging as a precursor to making pictures and newspapers available online.
- Prepare a proposal for the Board which will offer ways to accommodate our computing needs while using secure, modern technology, with a view to minimizing ongoing maintenance and costs

VOLUNTEERS

The illness and death of Volunteer Co-ordinator Lois McCrady was a setback for recruitment of volunteers in 2015-2016.

- To oversee the recruitment, training, and assignment of tasks and duties to volunteers

On a continual basis:

- Create and maintain a volunteer database with basic contact and health and safety information

April to June

- recruit, orientate new Volunteer Co-ordinator; review and revise volunteer manual

July to September

- host volunteer appreciation event

October to December

- Volunteer Co-ordinator to host a meet-and-greet event to allow Co-ordinator and volunteers to get to know one another
- review Society operating policy with volunteers

January to March

- initiate further volunteer recruitment plans

Programming & Exhibit Schedule

April 1, 2016 - March 31, 2017

April - May

Exhibit (to April 16)

April 11 Rhymes of Times

April 16 Coquitlam Heritage Symposium

April 18 Heritage Writers' Group

April 21 Annual General Meeting & General Meeting

April 22 Canada 150 Provincial Forum

April 23 Exhibit Opening

May 5 Heritage BC conference

May 6 Historical Downtown Walk

May 7 May Day Parade

May 7 May Day Trolley Tours

May 9 Rhymes of Times

May 16 Heritage Writers' Group

May 18 General Meeting

May 26 An Evening at the Museum

PoCo's Stories: Buildings

Work, Work, Work

Attended by Cass on behalf of PoCo Heritage

Webinar presented by BC Museum Association

PoCo's Stories: Arts and Culture

Attended by Cass on behalf of PoCo Heritage

Hosted by Bryan Ness

Participated in parade, hosted museum tours

Narrated by Bryan Ness

Parades March Through my Life

The Changing Face of Port Coquitlam hosted by Bryan Ness

June - August

June 11 Exhibit Opening
June 13 Rhymes of Times
June 16 General Meeting
June 20 Heritage Writers' Group
June 28 Volunteer Appreciation Event

July 1 Canada Day
July 2 - Aug 5 Wildlife photo and video contest
July 13 - Aug 13 Car Show contest
July 15 PoCo Grand Prix mini-exhibit
July 16 Exhibit Opening
July 18 Heritage Writers' Group

Aug 6 Garden Walk
Aug 15 Heritage Writers' Group
Aug 22 Museum and Archives closed
Aug 29 Museum and Archives re-opens

PoCo's Stories: Events

Getting Hitched

The Family Story of the Mary Maxim Company hosted by Lavina Shaw

Hosted by Volunteer Co-ordinator Heather McArthur

Booth at Castle Park: 100th Anniversary of Women's Right to Vote

Racing bicycles

PoCo's Stories: Interesting People

Hosted by Bryan Ness, in partnership with the PoCo Garden Club

Exhibit installation

September - December

| | |
|--|--|
| Sept 12 Rhymes of Times | <i>Wildlife Stories</i> |
| Sept 15 General Meeting | <i>Fine Art and Didgeridos</i> presented by Don Portelance |
| Sept 19 Heritage Writers' Group | |
| Sept 24 Exhibit Opening | <i>(Un)Natural Selection: Adapting to an Urban Environment</i> |
| Oct 2 Culture Days | Arts and Culture poster display |
| Oct 3 Rhymes of Times | <i>How Does your Garden Grow?</i> |
| Oct 12 - 14 BC Museum Association conference | Cass to attend on behalf of PoCo Heritage |
| Oct 17 Heritage Writers' Group | |
| Oct 27 Evening at the Museum | <i>Ghost Talk</i> hosted by Bryan Ness |
| Nov 14 Rhymes of Times | <i>Wheels, Wheels, Wonderful Wheels</i> |
| Nov 17 General Meeting | Speaker TBA |
| Nov 21 Heritage Writers' Group | |
| Dec 3 PoCo Heritage Christmas Tree Festival | Kick-off event |
| Dec 12 Rhymes of Times | <i>Carolling</i> |
| Dec 19 Heritage Writers' Group | |
| Dec 24 - Jan 2, 2017 Museum closed | Municipal closures |

January - March

Jan 7 PoCo Heritage Christmas Tree Festival

Jan 2-14 Museum and Archives closed

Jan 16 Museum and Archives re-opens

Jan 16 Heritage Writers' Group

Jan 19 General Meeting

Feb 6 Rhymes of Times

Feb 20 Heritage Writers' Group

Feb 23 Evening at the Museum

Mar 13 Rhymes of Times

Mar 16 General Meeting

Mar 20 Heritage Writers' Group

Mar 16 General Meeting

Awards presentation

Exhibit installation

Exhibit opening TBA

My Pretty Valentine

Speaker TBA

Collecting

TBA

Program & Performance Assessment April 1, 2015 - March 31, 2016

April

| Date | Program/Event | Location | Speaker/Host | Partners/ Sponsors | Attendance | Budgetary Performance GROSS | Budgetary Performance NET |
|------|---|----------|---------------|-----------------------|------------|-----------------------------------|---------------------------------|
| 7 | Heritage Detectives | Museum | Bryan Ness | | 5 | N/A | N/A |
| 7 | Rhymes of Times: <i>Proper Names</i> | Museum | Julie Schmidt | | 5 | N/A | N/A |
| 24 | Evening at the Museum: <i>The Mystery of the Great Northwest Flood</i> | Museum | Steve Smith | | 18 | N/A | N/A |

Program & Performance Assessment: May 2015

May

| Date | Program/Event | Location | Speaker/Host | Partners/ Sponsors | Attendance | Budgetary Performance GROSS | Budgetary Performance NET |
|------|---|------------------------------|--|-----------------------|------------|-----------------------------------|---------------------------------|
| 2 | PoCo Salon | Museum | Fritz Radandt | | 18 | \$315 | \$315 |
| 4 | Rhymes of Times | Museum | Julie Schmidt | | 8 | N/A | N/A |
| 5 | Heritage Detectives | Museum | Bryan Ness | | | N/A | N/A |
| 8 | Burnaby Village Regional Heritage Fair | Burnaby Village Museum | Bryan Ness participated as a judge | | 166 | N/A | N/A |
| 8 | Historical Downtown Walk | | Bryan Ness | | 8 | N/A | N/A |

May (continued)

| Date | Program/Event | Location | Speaker/Host | Partners/ Sponsors | Attendance | Budgetary Performance GROSS | Budgetary Performance NET |
|------|---|----------------------|----------------------------------|--|------------|-----------------------------------|---------------------------------|
| 9 | Historical Trolley Tours | Downtown | Bryan Ness and Karon Fuson | City of Port Coquitlam | 100 | N/A | N/A |
| 9 | Ice Cream Floats | Museum | Lois McCrady | Save-On- Foods & Cooper's Foods | 150 | N/A | N/A |
| 23 | Fashion Show: <i>Unmentionables</i> | Terry Fox Theatre | Ivan Sayers | Terry Fox Theatre | 100 | \$2,036 | \$765 |
| 28 | Evening at the Museum: <i>The Fabulous Fifties</i> | Museum | Bryan Ness | | 17 | N/A | N/A |

Program & Performance Assessment: June 2015

June

| Date | Program/Event | Location | Speaker/Host | Partners/ Sponsors | Attendance | Budgetary Performance GROSS | Budgetary Performance NET |
|------|--|----------|---------------|-----------------------|------------|-----------------------------------|---------------------------------|
| 1 | Rhymes of Times: <i>Tippety Tap</i> | Museum | Julie Schmidt | | 8 | N/A | N/A |
| 2 | Heritage Detectives | Museum | Bryan Ness | | 7 | N/A | N/A |
| 6 | Planning Meeting | Museum | Fritz Radandt | | 27 | N/A | N/A |

July & August

| Date | Program/Event | Location | Speaker/Host | Partners/ Sponsors | Attendance | Budgetary Performance GROSS | Budgetary Performance NET |
|-----------|------------------|-------------|-------------------------------------|-----------------------|------------|-----------------------------------|---------------------------------|
| July 1 | Canada Day | Castle Park | | | 65 | N/A | N/A |
| | | | | | | | |
| Aug. 6 | Garden Walk | | Pippa van Velzen & Bryan Ness | | 27 | N/A | N/A |
| 16 | Car Show contest | Museum | | | 257 | N/A | N/A |

Program & Performance Assessment: September 2015

September

| Date | Program/Event | Location | Speaker/Host | Partners/ Sponsors | Attendance | Budgetary Performance GROSS | Budgetary Performance NET |
|------|--|----------------------|---|-----------------------|------------|-----------------------------------|---------------------------------|
| 6 | Heritage Display and Games | Hope Lutheran School | Julie Schmidt | Hope Lutheran School | 45 | N/A | N/A |
| 10 | Downtown walking tour for S.U.C.C.E.S.S. | Museum | Bryan Ness | | 21 | N/A | N/A |
| 14 | Rhymes of Times: <i>Cars Roll Through my Life</i> | Museum | Julie Schmidt | | 7 | N/A | N/A |
| 16 | Open house: City's new Cultural Plan | Gathering Place | Cass Schlauzero, Brian Hubbard, Margaret & Owens | | 16 | N/A | N/A |

Program & Performance Assessment: October 2015

October

| Date | Program/Event | Location | Speaker/Host | Partners/ Sponsors | Attendance | Budgetary Performance GROSS | Budgetary Performance NET |
|------|---|----------------------|------------------------------|---------------------------|------------|-----------------------------------|---------------------------------|
| 5 | Rhymes of Times <i>Trains of my Youth</i> | Museum | Julie Schmidt | | 8 | N/A | N/A |
| 17 | Exhibit Opening: <i>Carol Hubbard Memorial Natural History Exhibit</i> | Museum | Steve Smith/ Elaine Golds | Burke Mtn. Naturalists | 49 | N/A | N/A |
| 22 | Heritage Talk: <i>Ghostly Tales</i> | Terry Fox Library | Bryan Ness | Terry Fox Library | 30 | N/A | N/A |
| 24 | Chickadee nest box building workshop | Museum | Lois McCrady | Burke Mtn. Naturalists | 2 | N/A | N/A |

November

| Date | Program/Event | Location | Speaker/Host | Partners/Sponsors | Attendance | Budgetary Performance GROSS | Budgetary Performance NET |
|------|---|--------------|---------------------|------------------------|------------|-----------------------------|---------------------------|
| 2 | Rhymes of Times: <i>Baby, It's Cold Outside</i> | Museum | Julie Schmidt | | 6 | N/A | N/A |
| 3 | Heritage Fair | Museum | Cassandra Scлаuzero | City of Port Coquitlam | 42 | N/A | N/A |
| 9 | Delegation to Council | City Hall | Cassandra Scлаuzero | | 20 | N/A | N/A |
| 19 | <i>The Future of Pinecone Burke Provincial Park</i> | Museum | Elaine Golds | Burke Mtn. Naturalists | 26 | N/A | N/A |
| 29 | PoCo Heritage Christmas Tree Festival Kickoff | Leigh Square | Pippa Van Velzen | City of Port Coquitlam | 72 | N/A | N/A |

December

| Date | Program/Event | Location | Speaker/Host | Partners/ Sponsors | Attendance | Budgetary Performance GROSS | Budgetary Performance NET |
|------------|--|----------------------|---------------------|---|------------|-----------------------------------|---------------------------------|
| Month-long | PoCo Heritage Christmas Tree Festival | Various locations | Pippa van Velzen | City of Port Coquitlam & Tri-City News | 82 trees | \$4,500 | \$3,300 |
| 7 | Rhymes of Times: <i>Oh Christmas Tree</i> | Museum | Julie Schmidt | | 8 | N/A | N/A |
| 16 | Christmas Light Bus Tour | Downtown | Lois McCrady | | 24 | \$440 | \$200 |

January

| Date | Program/Event | Location | Speaker/Host | Partners/ Sponsors | Attendance | Budgetary Performance GROSS | Budgetary Performance NET |
|------|--|----------|-----------------------|-----------------------|------------|-----------------------------------|---------------------------------|
| 9 | PoCo Heritage Christmas Tree Festival Awards Party | Museum | Pippa Van Vel- zen | | 22 | N/A | N/A |
| 19 | Rhymes of Times: <i>Morning People and Nocturnals</i> | Museum | Julie Schmidt | | 8 | N/A | N/A |
| 25 | Heritage Writers' Group | Museum | Julie Schmidt | | 5 | N/A | N/A |
| 28 | Evening at the Museum: <i>A Nomad Settles Down... At Last</i> | Museum | Larry Jacobsen | | 21 | N/A | N/A |

February

| Date | Program/Event | Location | Speaker/Host | Partners/ Sponsors | Attendance | Budgetary Performance GROSS | Budgetary Performance NET |
|------|-------------------------------|----------|----------------|-------------------------------------|------------|-----------------------------------|---------------------------------|
| 15 | Heritage Writers Group | Museum | Julie Schmidt | | 7 | N/A | N/A |
| 18 | <i>Heritage Paint Colours</i> | Museum | Rebecca Bishop | Vancouver Heritage Foundation | 24 | N/A | N/A |

March

| Date | Program/Event | Location | Speaker/Host | Partners/ Sponsors | Attendance | Budgetary Performance GROSS | Budgetary Performance NET |
|------|---|----------------------------|-----------------------------|----------------------------|------------|-----------------------------------|---------------------------------|
| 8 | Heritage Fair judging | Hope Lutheran School | Julie Schmidt Bryan Ness | Hope Lutheran School | 60 | N/A | N/A |
| 14 | Rhymes of Times: <i>Baby Chicks and Easter Bunnies</i> | Museum | Julie Schmidt | | 8 | N/A | N/A |
| 17 | Exhibit Opening: <i>PoCo Stories: Buildings</i> | Museum | Julie Schmidt | | 20 | NA | N/A |

Society Statistics

April 1, 2015 to March 31, 2016

| Museum Attendance | Date | Apr. | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Total |
|-------------------|-----------------------|------|-----|------|------|------|-------|------|------|------|------|------|------|-------|
| | Monthly Totals | | 22 | 88 | 90 | 68 | 30 | 46 | 46 | 122 | 40 | 56 | 54 | 66 |
| Monday | | 3 | 16 | 36 | 34 | 2 | 18 | 14 | 40 | 20 | 10 | 22 | 14 | 229 |
| Tuesday | | 6 | 14 | 22 | 14 | 0 | 0 | 10 | 16 | 10 | 8 | 14 | 10 | 124 |
| Wednesday | | 6 | 12 | 10 | 2 | 2 | 4 | 2 | 50 | 2 | 10 | 6 | 6 | 112 |
| Thursday | | 6 | 14 | 20 | 6 | 4 | 12 | 10 | 0 | 6 | 2 | 8 | 6 | 94 |
| Friday | | 1 | 8 | 2 | 2 | 6 | 2 | 4 | 16 | 2 | 2 | 0 | 10 | 55 |
| Saturday | | 0 | 24 | 0 | 10 | 0 | 10 | 6 | 0 | 0 | 24 | 4 | 20 | 98 |
| Sunday | (closed) | | | | | | | 16 | | | | | | 16 |

NOTE: We estimate that nearly 75% of visitors do not sign the guest book.

Society Statistics

April 1, 2015 to March 31, 2016

Online Properties

Website

- 9,215 visitors in 2015 (7,331 in 2014)
 - from within Port Coquitlam: 1,723 (1,800 in 2014)
 - from the Tri-Cities: 4,573 (4,103 in 2014; largest audience is from Coquitlam)
 - Users of site: 5,402 (4,303 in 2014)

Digital Archives

- 2,291 items in our online archives (1,954 in 2014)
- We scanned, digitized, and uploaded 316 digitized newspapers to our website
- 410 story items on our website (online exhibits and historical facts)

Social Media

- we send our bi-weekly Heritage Happenings newsletter to 254 people
 - 35-40% of subscribers open the newsletter (industry average is 22%).
- Facebook page has increased from 295 to 450 followers
 - Throwback Thursday posts, in which we highlight old photos from our archive, generate several hundred reaches each week
 - record number of reaches (number of people who saw the post but didn't necessarily click on it) was 2823
 - record number of "clicks" on a post, in which followers click on the post to read it in full, was over 3000
- re-activated our Twitter account at the end of last year and have 124 followers.
- launched an Instagram account in November and have 16 followers

Society Statistics

April 1, 2015 to March 31, 2016

In Our Archives

We have...

- 316 book titles in our free lending library
- 1,219 archived photos
- 52 heritage resources listed (homes, buildings, etc.)

Volunteer Hours

We have...

- 39 volunteers who logged more than 4,400 volunteer hours in the reporting period
- Volunteers are responsible for:
 - Assisting with programming, Museum events, and community events
 - Digitizing historic newspapers
 - Updating photo catalogues
 - Photo scanning & tagging
 - Accessioning archival materials
 - Creating and installing exhibits

Financial Statements: Statement of Operations

Year-End March 31, 2016 (Unaudited)

| | 2016 | 2015 |
|--|-------------------|---------------|
| Revenue | | |
| Grants | \$ 21,826 | \$ 1,500 |
| Fundraising | 7,432 | 11,428 |
| Sponsorship | 578 | 1,967 |
| Donations | 7,262 | 2,973 |
| Membership dues | 1,157 | 1,286 |
| Miscellaneous income | 413 | 282 |
| | <u>\$ 38,668</u> | <u>19,436</u> |
| Expenditures | | |
| Advertising and promotion | 840 | 876 |
| Archival supplies | 926 | - |
| Bank charges and interest | 84 | 105 |
| Capital assets - note 4 | 899 | - |
| Display expenses | 8,802 | 4,556 |
| Fundraising expenses | 2,352 | 8,379 |
| Insurance | 2,798 | 2,255 |
| Licenses, dues and subscriptions | 130 | 235 |
| Office | 4,056 | 2,262 |
| Payroll | 19,476 | - |
| Professional fees | - | 125 |
| | <u>40,362</u> | <u>18,794</u> |
| Excess (deficiency) of revenue over expenditures before GST rebate | (1,694) | 642 |
| GST rebate | 358 | 356 |
| Excess (deficiency) of revenue over expenditures for the year | <u>\$ (1,336)</u> | <u>\$ 998</u> |

Financial Statements: Statement of Financial Position
 Year-End March 31, 2016 (Unaudited)

| | 2016 | 2015 |
|--|------------------|------------------|
| ASSETS | | |
| Current: | | |
| Cash | \$ 36,567 | \$ 21,870 |
| Restricted cash - note 1 | 17,420 | 20,620 |
| Accounts receivable | - | 1,668 |
| Government agencies recoverable | 101 | 205 |
| Prepaid expenses | - | 185 |
| | 54,088 | 44,548 |
| LIABILITIES AND NET ASSETS | | |
| Current: | | |
| Accounts payable and accrued liabilities | \$ 660 | \$ - |
| Government agencies payable | 632 | - |
| Deferred contributions - note 2 | 20,391 | 10,807 |
| | 21,683 | 10,807 |
| Net assets: | | |
| Internally restricted - note 3 | 9,953 | 9,005 |
| Unrestricted | 22,452 | 24,736 |
| | 32,405 | 33,741 |
| | \$ 54,088 | \$ 44,548 |

Financial Statements: Notes to the Financial Statements Year-End March 31, 2016 (Unaudited)

STATUTE OF INCORPORATION AND NATURE OF BUSINESS

The Port Coquitlam Heritage and Cultural Society (the "Society") was incorporated under the Society Act of British Columbia as a not-for-profit organization. The Society is a registered charity under the Income Tax Act and is exempt from income taxes under section 149(1)(f) of the Act.

The Society was established to preserve the history of Port Coquitlam, to maintain a community archive and provide a public Heritage Centre in Port Coquitlam, British Columbia. The Society has entered into a lease agreement with the City of Port Coquitlam for the use of the land and building located at #150-2248 McAllister Avenue (the Heritage Centre) free of rent. The lease expires May 31, 2022.

1. RESTRICTED CASH

Restricted cash consists of the following amounts

| | 2016 | | 2015 | |
|--------------------------------------|-------------|--------|-------------|--------|
| Carol Hubbard Memorial Fund (note 2) | \$ | 7,468 | \$ | 10,807 |
| Leigh Square Art Project (note 3) | | 5,000 | | 5,000 |
| Capital Asset Replacement (note 3) | | 4,953 | | 4,813 |
| | \$ | 17,420 | \$ | 20,620 |

Financial Statements: Notes to the Financial Statements

Year-End March 31, 2016 (Unaudited)

2. DEFERRED CONTRIBUTIONS

Deferred contributions represent grants and donations received to fund projects to be completed or undertaken in a future period.

| | 2016 | 2015 |
|---------------------------------------|------------------|------------------|
| Carol Hubbard Memorial Fund donations | \$ 7,468 | \$ 10,807 |
| CCDIP Organization grant | 10,524 | - |
| Project Grant | 2,400 | - |
| | \$ 20,392 | \$ 10,807 |

3. INTERNALLY RESTRICTED NET ASSETS

The Society has internally restricted net assets totaling \$5,000 (2015 - \$5,000) for the Leigh Square Art Project and \$4,953 (2015 - \$4,813) for capital asset replacement. The Society may not use these internally restricted amounts for any other purpose without the approval of the Board of Directors.

Financial Statements: Notes to the Financial Statements

Year-End March 31, 2016 (Unaudited)

4. CAPITAL ASSETS CHARGED TO THE STATEMENT OF OPERATIONS

The cost of the capital assets acquired by the Society during the year is as follows:

| | 2016 | 2015 |
|--------------------------|--------|------|
| Computer equipment | \$ - | \$ - |
| Furniture and equipment | 899 | - |
| Heritage collection | - | - |
| Heritage Centre displays | - | - |
| Signs | - | - |
| Leasehold improvements | - | - |
| | \$ 899 | \$ - |

Budget 2016 - 2017: Income

Budget 2016 - 2017: Income

| | |
|--|---------------|
| <u>Community Support</u> | |
| CCDIP organization grant | 20,000 |
| Carol Hubbard Memorial Natural History Exhibit funding | 5,000 |
| Grant funding | 6,500 |
| <u>Total Community Support</u> | <u>31,500</u> |
| <u>Additional funding from City of PoCo</u> | <u>30,000</u> |
| <u>Sponsorships</u> | <u>1,000</u> |
| <u>Fundraising Income</u> | |
| Holiday Tree Festival | 5,000 |
| <u>Total Fundraising Income</u> | <u>5,000</u> |
| <u>Membership dues</u> | <u>1,600</u> |
| <u>Donations</u> | <u>500</u> |
| <u>Program revenue</u> | <u>300</u> |
| <u>Other Income</u> | |
| GST rebates | 400 |
| Interest income | 10 |
| Miscellaneous | 150 |
| <u>Total Other Income</u> | <u>560</u> |
| Total Income | 70,460 |

Budget 2016 - 2017: Expenses

Budget 2016 - 2017: Expenses

| | | | |
|---|---------------|--|---------------|
| <u>Office & Administrative Expenses</u> | | <u>Program & Exhibit Expenses</u> | |
| Advertising/public relations expenses | 1,000 | Canada Day | 500 |
| Bank/Paypal charges | 100 | Car Show | 500 |
| Bookkeeping | 0 | Carol Hubbard Memorial Natural History Exhibit | 5,000 |
| Insurance | 3,500 | General exhibits | 200 |
| IT support | 2,500 | MayDay | 100 |
| Meeting refreshments | 250 | PoCo's Stories | 2,500 |
| Memberships and fees | 200 | Spring 2017 exhibit | 2,500 |
| Mileage | 100 | Programs | 3,500 |
| Office supplies | 2,300 | Salmon Festival | 200 |
| Office/Administrative staff | 35,000 | Speaker honoraria | 200 |
| Storage | 0 | <u>Total Program Expenses</u> | <u>14,700</u> |
| Technology | 410 | Strategic plan | 5,000 |
| Technology replacement | 1,000 | | |
| Volunteer/staff education | 1,000 | <u>Fundraising Expenses</u> | |
| Volunteer recognition/events | 500 | Treefest | 2,300 |
| Web hosting | 600 | <u>Total Fundraising Expenses</u> | <u>2,300</u> |
| <u>Total Office & Administrative Expenses</u> | <u>48,460</u> | <u>Total Expenses</u> | <u>70,460</u> |