



The Port Coquitlam Heritage and Cultural Society

Annual Report

(In compliance with Partnership Agreement)

April 1, 2016 to March 31, 2017

PoCo Heritage: Where Stories Connect

The Port Coquitlam Heritage and Cultural Society

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Board of Directors

Position	Member	Term	Notes
President	Julie Schmidt	2016-2018	
Vice President	Linda Sliworski	2016-2018	
Past President	Brian Hubbard	2016-2018	
Treasurer	Aynsley Wong Meldrum	2016-2018	
Secretary	Michelle Taylor	2015-2017	
Director at Large	Meg McLaughlin	2015-2017	
Director at Large	Ann Pratt	2016-2018	
Director at Large	Andrea Ashton	2016-2018	Resigned in 2016
Director at Large	Mazen Guirguis	2016-2018	Resigned in 2016
Director at Large	Heather McArthur	2016-2018	Resigned in 2016

Committees

Accessioning, Cataloguing & Digitization Committee

Chair Pippa Van Velzen

Election Committee

Chair Pippa Van Velzen

City Events/May Day Committee

Chair Linda Sliworski
Co-Chair Aynsley Wong Meldrum

Fundraising Committee

Chair Pippa Van Velzen
Co-Chair Linda Sliworski

Human Resources Committee

Chair Julie Schmidt
Co-Chair Aynsley Wong Meldrum

Programming/Displays Committee

Chair Linda Sliworski
Co-Chair Julie Schmidt

Technology Committee

Chair Brian Hubbard

Volunteer Coordinator

Chair Heather McArthur

Significant Achievements and Challenges

Challenges

- The Society started the fiscal year with a full Board including three new members, plus the newly elected President, Julie Schmidt. Early in the fiscal year three board members resigned in quick succession which posed a significant challenge to the Society. A partial Board necessitated the redistribution of roles and responsibilities in order to continue the governance of the Society and the Museum and Archives. One of the most significant challenges was the loss of the Volunteer Coordinator which halted the recruitment of new volunteers, and made managing the Society's existing volunteers very difficult.
- This Society also lost a "super volunteer" when Lois McCrady passed away on May 30th from cancer. Losing Lois was a very personal tragedy, but also necessitated a further reshuffling of responsibilities as she was so active within the Society.
- The Society also suffered a technological meltdown after a power outage in May which resulted in the loss of the Society's computers and email for an extended period of time. Board and volunteers were unable to work for weeks, while new networks and e-mails were being set up. Unfortunately, the lost emails were never recovered which continues to be a challenge regarding the planning of some events and exhibits.
- The Society was very fortunate to receive funding from the City in July to increase their only staff member's hours from part time to full time. However, she resigned in January to pursue another job opportunity in Vancouver. This necessitated a third redistribution of responsibilities to get the essentials done while the Society advertised for a new employee.

Achievements

- Despite the significant challenges the Society faced this year we have had a very productive year. The Society has submitted many successful grant applications including;
 - \$20,000 City of Port Coquitlam CCD Investment Grant – Organization Category (2015-2017): This money funds our staff member at part time hours.
 - \$30,000 City of Port Coquitlam Additional Monies (2016-2018): This money is used to increase our staff member to full time hours.
 - \$19,228 Canada Summer Jobs Grant: This money was used to hire three summer students.

- \$9,000 BC Canada 150: Celebrating B.C. Communities and their Contributions to Canada Grant: This money will be used to upgrade the walking trail Continuum signs in Port Coquitlam.
- \$6,500 G&F Foundation Grant: This will be used to build an interactive kiosk in the Museum and Archives.
- \$5,000 City of Port Coquitlam Community Cultural Development Grant: This is funding the rental of the Canadian Museum and History and Terry Fox Centre's travelling exhibit, "Terry Fox: Running to the Heart of Canada".
- \$2,500 BC Community Gaming Grant: This money will be used to produce a video which ties into the Society's Journeys and Connections: Celebrating Canada's 150th theme.

This is a total of **\$92,228** in operational and project based grant funding.

- The Society also hired our new employee, Kelly Brown, at the end of March.
- The Society has also engaged the company Vantage Point to help the Society create a Strategic Plan that will help the Board govern through the next several years.

Exhibits and Displays

PoCo Heritage Museum and Archives

Date	Grand Opening	Exhibit/Display Name
February 18 – April 16	March 17	<i>PoCo Stories Series: The Changing Face of PoCo - Buildings</i>
April 17 – June 2	April 23	<i>PoCo Stories Series: Arts and Heritage</i>
June 3 – July 8	June 11	<i>PoCo Stories Series: Events and Festival</i>
July 9 – August 21	July 16	<i>PoCo Stories Series: Interesting People</i>
July 9 – August 21	July 16	Cameras Through Time
August 29 – December 2	Sept 24	Carol Hubbard Natural History Exhibit
August 29 – December 2	Sept 24	<i>Community Partners Exhibit: Hyde Creek Watershed Society</i>
December 3 – January 7	Dec 3	Annual Christmas Tree Festival
March 4 – August 26	March 25	Journeys and Connections: Celebrating Canada's 150 th

City Hall

Date	Exhibit/Display Name
April – July	May Day
August – October	The Evolution of Typewriters
November – January	Games Through The Ages
February – April	Pride in Diversity
	<i>Collaborator: Pitt River Middle School, Grade 7/8</i>

Events and Programming

Date	Place	Event/Program Name	Speaker	Attendance
April 11	PoCo Heritage Museum and Archives	Rhymes of Times: Work, Work, Work	Julie Schmidt	3
April 18	PoCo Heritage Museum and Archives	Heritage Writers' Group: Work, Work, Work	Julie Schmidt	8
April 21	PoCo Heritage Museum and Archives	Annual General Meeting	-	23
April 23	PoCo Heritage Museum and Archives	<i>PoCo Stories Series</i> : Arts and Heritage Exhibit Grand Opening	Entertainers	28
May 9	PoCo Heritage Museum and Archives	Rhymes of Times: Parades March Through My Life	Julie Schmidt	6
May 16	PoCo Heritage Museum and Archives	Heritage Writers' Group: Parades March Through My Life	Julie Schmidt	6
May 19	PoCo Heritage Museum and Archives	General Meeting and Speaker: May Day	Bryan Ness	18
May 26	PoCo Heritage Museum and Archives	Evening at the Museum: Changing Face of PoCo	Bryan Ness	10
June 11	PoCo Heritage Museum and Archives	<i>PoCo Stories Series</i> : Events and Festival Exhibit Grand Opening	-	16
June 13	PoCo Heritage Museum and Archives	Rhymes of Times: Getting Hitched	Julie Schmidt	7
June 16	PoCo Heritage Museum and Archives	General Meeting and Speaker: Mary Maxim Company	Lavina Shaw	14
June 20	PoCo Heritage Museum and Archives	Heritage Writers' Group: Getting Hitched	Julie Schmidt	2
June 28	PoCo Heritage Museum and Archives	Volunteer Appreciation Strawberry Tea	-	17

Date	Place	Event/Program Name	Speaker	Attendance
June 28	PoCo Heritage Museum and Archives	Rhymes of Times: Parades March Through My Life	Julie Schmidt	26
June 28	Heritage Tour	Immigrant Services Society	Bryan Ness	26
July 1	Castle Park	Canada Day: Heritage Booth <i>Celebrating 100 Years of Women's Vote in Canada</i>	-	-
July 15	PoCo Heritage Museum and Archives	PoCo Grand Prix: Bicycle Auction	-	-
July 16	PoCo Heritage Museum and Archives	<i>PoCo Stories Series</i> : Interesting People Exhibit Grand Opening	Juliana Yung	20
July 18	PoCo Heritage Museum and Archives	Heritage Writers' Group: Cars Rolled Through My Life	Julie Schmidt	4
August 15	PoCo Heritage Museum and Archives	Heritage Writers' Group: We Met, Got Engaged, and Married	Julie Schmidt	3
August 18	Leigh Square	Farmer's Market: Heritage Booth <i>Tea Party</i>	-	-
August 25	Leigh Square	Farmer's Market: Heritage Booth <i>Seed Matching Game</i>	-	-
August 21	PoCo Heritage Museum and Archives	PoCo Car Show: Famous Movie Cars, Road Maps and Scavenger Hunt Games	-	100
September 1	Leigh Square	Farmer's Market: Heritage Booth <i>Heritage School Supplies</i>	-	-
September 12	PoCo Heritage Museum and Archives	Rhymes of Times: Wild Life Stories	Julie Schmidt	3
September 15	Leigh Square	Farmer's Market: Heritage Booth <i>Seed Matching Game</i>	-	-
September 15	PoCo Heritage Museum and Archives	General Meeting and Speaker: Art and Didgeridoos	Don Portelance	28

Date	Place	Event/Program Name	Speaker	Attendance
September 18	Port Coquitlam	Terry Fox Run: Water Table	-	-
September 19	PoCo Heritage Museum and Archives	Heritage Writers' Group: Wild Life Stories	Julie Schmidt	4
September 22	Leigh Square	Farmer's Market: Heritage Booth <i>Teddy Bear Picnic</i>	-	-
September 24	PoCo Heritage Museum and Archives PoCo Heritage Museum and Archives	Carol Hubbard Natural History Exhibit: (Un)Natural Selection Grand Opening <i>Community Partners Exhibit</i> . Hyde Creek Watershed Society	Gerry Lister	31
September 30	Wilson Centre	Finger Food Festival <i>Collaborator: Farmer's Market</i>	-	100
October 1	PoCo Heritage Museum and Archives	Culture Days: Signed, Sealed and Delivered	-	50
October 3	PoCo Heritage Museum and Archives	Rhymes of Times: How Does Your Garden Grow?	Julie Schmidt	6
October 17	PoCo Heritage Museum and Archives	Heritage Writers' Group: How Does Your Garden Grow	Julie Schmidt	7
October 24	PoCo Heritage Museum and Archives	Rhymes of Times: Wildlife Stories	Julie Schmidt	14
October 27	PoCo Heritage Museum and Archives	Evening at the Museum: All Aboard the Ghost Train	Bryan Ness	11
November 2	PoCo Heritage Museum and Archives	Rhymes of Times: Wildlife Stories	Julie Schmidt	9
November 3	Heritage Tour	Castle Park Elementary School	Bryan Ness	16
November 7	PoCo Heritage Museum and Archives	Rhymes of Times: Wildlife Stories	Julie Schmidt	12
November 8	Heritage Tour	Nicola Lodge	Bryan Ness	16

Date	Place	Event/Program Name	Speaker	Attendance
November 13	Hyde Creek Recreation Centre	Salmon Festival Heritage Booth	-	-
November 14	PoCo Heritage Museum and Archives	Rhymes of Times: Wheels Wheels Wonderful Wheels	Julie Schmidt	5
November 17	PoCo Heritage Museum and Archives	General Meeting and Speaker: Remembrance Day	Bryan Ness	12
November 21	PoCo Heritage Museum and Archives	Heritage Writers' Group: Wheels Wheels Wonderful Wheels	Julie Schmidt	4
November 28	Heritage Tour	Preschool Group	Bryan Ness	27
December 3	The Outlet, PoCo Heritage Museum and Archives	Winter Artisan Festival: Bake Sale and Santa Photos	-	-
December 3 – January 7	City-Wide	Annual Christmas Tree Festival	-	-
December 8	Samz Pub	Heritage Christmas Lunch	-	22
December 12	PoCo Heritage Museum and Archives	Rhymes of Times: Caroling	Julie Schmidt	3
December 19	PoCo Heritage Museum and Archives	Heritage Writers' Group: Caroling	Julie Schmidt	2
January 9	PoCo Heritage Museum and Archives	Rhymes of Times: Happy New Year Everyone	Julie Schmidt	5
January 16	PoCo Heritage Museum and Archives	Heritage Writers' Group: Caroling	Julie Schmidt	2
January 19	PoCo Heritage Museum and Archives	General Meeting and Speaker: Telegraphy	Lavina Shaw	15
January 26	PoCo Heritage Museum and Archives	Evening at the Museum: Chinese New Year Celebration	Jessica Yue	16
January 30	PoCo Heritage Museum and Archives	Journeys and Connections: Your Story Video Interviews	-	2

Date	Place	Event/Program Name	Speaker	Attendance
February 6	PoCo Heritage Museum and Archives	Rhymes of Times: Our Journey to Canada	Julie Schmidt	0
February 16	Heritage Tour	BC Christian Academy	Julie Schmidt	30
February 20	PoCo Heritage Museum and Archives	Heritage Writers' Group: Our Journey to Canada	Julie Schmidt	6
February 21	Heritage Tour, PoCo Heritage Museum and Archives	Aloette School	Steve Smith, Bryan Ness	34
March 15	PoCo Heritage Museum and Archives	Rhymes of Times: Coming to Beautiful B.C.	Julie Schmidt	5
March 16	PoCo Heritage Museum and Archives	General Meeting and Speaker	Ron McKinnon, MP	15
March 20	PoCo Heritage Museum and Archives	Heritage Writers' Group: Coming to Beautiful B.C.	Julie Schmidt	5
March 22	Heritage Tour	Montessori School	Julie Schmidt	17
March 25	PoCo Heritage Museum and Archives	Journeys and Connections: Celebrating Canada's 150 th Exhibit Grand Opening	Tima Kurdi	35

Community Involvement

The PoCo Heritage President, Julie Schmidt attended the following community events on behalf of the Society.

Date	Place
April 29	May Day Opening Ceremony and May Pole Dance
June 10	Lois McCrady Funeral
June 16	Coquitlam Heritage Society Annual General Meeting
June 29	Community Volunteer Connections Annual General Meeting
October 5	Annual Report to the Healthy Communities Committee
October 18	Vera McKellar Funeral
November 2	Refugee Support Forum at the Evergreen Cultural Centre
November 4	Hyde Creek-PoCo Heritage Tour and Community Networking
November 11	Laying a wreath at the city's Remembrance Day Service
November 26	Hyde Creek Enquiry Method Curriculum Workshop
December 6	City of Port Coquitlam Disaster Planning Workshop
January 19	Cultural Roundtable
February 14	Heritage Week Proclamation presentation to City Council
March 17	Port Coquitlam Recreation Complex Groundbreaking Ceremony
March 22	Culture Days Planning Meeting
March 28	Community Banner Selection Judging

Society Statistics

Museum Attendance

These statistics are estimates based on the signatures left in our guest book. It is estimated that 80% of visitors do not sign the guest book and are therefore not accounted for in this breakdown.

	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	Total
Monday	22	11	10	14	5	10	27	40	39	9	27	2	216
Tuesday	2	6	20	1	3	1	7	29	1	2	37	0	109
Wednesday	1	0	2	0	3	2	16	10	1	0	8	21	64
Thursday	2	9	11	7	7	21	13	19	0	34	31	20	174
Friday	0	19	2	0	3	2	7	3	0	1	0	5	42
Saturday	11	5	19	45	1	47	61	8	12	79	0	26	314
Sunday	0	0	0	0	8	1	0	0	0	0	3	0	12
	38	50	64	67	30	84	131	109	53	125	106	74	931

Museum and Archive Collections

Our collections consist of:

- Over 315 books in our lending library
- Over 6,000 archive photos
- Over 2,000 artifacts and objects
- Over 4,500 archive records

Website and Digital Archives

Overall our website usage has decreased this fiscal year, however the records in our digital archives have substantially increased in the same time period.

- There were 7,718 visitors to our website (down from 9,215 visitors in the previous year).
- There are currently 4,255 items in our digital archives (up from 2,291 items in the previous year).
- Included in these digital archives are 3,013 digitized photos, 437 newspapers, and 483 articles and virtual displays.

Social Media

- Our bi-weekly newsletter, Heritage Happenings, is sent out to 281 people. An average of 35-40% of subscribers open the newsletter.
- At the end of the last fiscal year the Facebook page had 442 followers. In the subsequent year that number has risen to 566 followers, which is an increase of 124 people (28%).
- At the end of the last fiscal year the Twitter account had 124 followers. In the subsequent year that number has risen to 179 followers, which is an increase of 55 people (44%).
- At the end of the last fiscal year the Instagram account had 16 followers. In the subsequent year that number has risen substantially to 93 followers, which is an increase of 77 people (481%).

Society Meetings

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Board Meeting	14 th	12 th	9 th	12 th	9 th	8 th	13 th	10 th		5 th		9 th
General Meeting	21 st		16 th			15 th		17 th		19 th		16 th

Society Membership

In 2016 the Society's membership included 66 individuals. In 2017 this number decreased to 54 individuals, which represents an 18% reduction in membership.

Note: The Society records its membership numbers based off of calendar years.

Volunteer Hours

We had 40 dedicated volunteers who have contributed more than 5,536 volunteer hours in this fiscal year. These volunteers have contributed valuable service in the following areas:

- Assistance with fundraising, programming, heritage tours, and museum and community events
- Digitization projects (historic newspapers, archival photos, city records, etc.)
- Collections management and cataloguing
- Creating and installing museum exhibits
- Museum and community research

Financial Statements

Statement of Operations

Year End March 31, 2017 (Unaudited)

Revenue	2017	2016	Expenditures	2017	2016
Grants	28,736	21,826	Advertising and Promotion	1,254	840
Fundraising	7,554	7,432	Archival Supplies	92	926
Sponsorship	0	578	Bank Charges and Interest	236	84
Donations	4,786	7,262	Capital Assets ^{Note 4}	972	899
Membership Dues	1,1135	1,157	Display Expenses	8,236	8,802
Miscellaneous Income	50	413	Fundraising Expenses	1,004	2,352
Total	42,261	38,668	Insurance	2,750	2,798
			Licenses, Dues, and Subscriptions	230	130
			Office	3,400	4,056
			Payroll	20,404	19,476
			Professional Fees	0	0
				38,578	40,362
			Excess (deficiency) of revenue over expenditures for the year	3,683	(1,694)
			GST Rebate	347	358
			Excess (deficiency) of revenue over expenditures for the year	4,030	(1,336)

Statement of Financial Position

Year End March 31, 2017 (Unaudited)

Assets	2017	2016	Liabilities and Net Assets	2017	2016
Current:			Current:		
Cash	62,001	36,567	Accounts Payable and Accrued	0	660
Restricted Cash ^{Note 1}	25,896	17,420	Liabilities		
Accounts Receivable	168	0	Government Agencies Payable	0	632
Government Agencies Recoverable	0	101	Deferred Contributions ^{Note 2}	51,631	20,392
Prepaid Expenses	0	0		38,578	40,362
	88,065	54,088	New Assets:		
			Internally Restricted ^{Note 3}	17,453	9,953
			Unrestricted	18,981	22,452
				36,434	32,405
			Total	88,065	54,088

Notes to the Financial Statements

Year End March 31, 2017 (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:

	2017	2016
Carol Hubbard Memorial Fund ^{Note 2}	8,443	7,468
Leigh Square Art Project ^{Note 3}	5,000	5,000
Capital Asset Replacement ^{Note 3}	5,953	4,953
Kiosk Project ^{Note 2}	2,000	0
Multicultural Video Project ^{Note 2}	2,500	0
Canada 150 ^{Note 2}	2,000	0
Total	25,896	17,420

2. Deferred Contributions

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

	2017	2016
Carol Hubbard Memorial Fund Donations	8,443	7,468
CCDIP Organization Grant	16,405	10,524
Project Grant	2,400	2,400
Port Coquitlam Annual Grant	15,383	0
Kiosk Grant	6,500	0
Multicultural Video Grant	2,500	0
Total	51,631	20,392

3. Internally Restricted Net Assets

The Society has internally restricted net assets totaling \$5,000 (2016 - \$5,000) for the Leigh Square Art Project, \$5,953 (2015 - \$4,953) for capital asset replacement, \$2,000 for the kiosk project, \$2,500 for the multicultural video project and \$2,000 for Canada 150 programs. The Society may not use these internally restricted amounts for any other purpose without the approval of the Board of Directors.

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:

	2017	2016
Computer Equipment	0	0
Furniture and Equipment	972	899
Heritage Collection	0	0
Heritage Centre Displays	0	0
Signs	0	0
Leasehold Improvements	0	0
Total	972	899

Budget for 2017-2018

Income

<u>Community Support</u>	
CCDIP Organization Grant	20,000
CHNHD Funding	5,000
Grant Funding	30,900
Total Community Support	55,900
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Additional Funding from City of PoCo	30,000
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Sponsorships	1,000
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<u>Fundraising Income</u>	
Miscellaneous Fundraising	2,000
Holiday Tree Festival Fundraising	7,000
Total Fundraising Income	9,000
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Membership Dues	1,600
<hr/>	
Donations	500
<hr/>	
Program Revenue	300
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<u>Other Types of Income</u>	
GST Rebates	400
Interest Income	10
Miscellaneous	150
Total Other Types of Income	560
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Total Income	98,860

Expenses

<u>Office/Administrative Expenses</u>		<u>Program/Display Expenses</u>	
Advertising/Public Relations Expenses	1,000	Canada Day	120
Bank/PayPal Charges	100	Car Show	100
Bookkeeping	0	Canada 150 Celebration	2,400
Insurance	3,500	Canada 150 Continuum	9,000
IT Support	2,500	Children's Book	4,500
Meeting Refreshments	250	Culture Days	100
Memberships and Fees	200	General Displays	200
Mileage	100	May Day	100
Office Supplies	2,300	Multicultural Video	2,500
Office/Administrative Staff	37,000	Interactive Kiosk	8,500
Storage	0	Programs	3,500
Technology	3,500	Salmon Festival	0
Technology Replacement	1,000	Speaker Honorariums	150
Volunteer/Staff Education	1,000	Terry Fox	5,000
Volunteer Recognition/events	500	Total Program/Display Expenses	38,670
Web Hosting	400		
Total Office/Administrative Expenses	53,350	Strategic Plan	5,000
		Holiday Tree Festival Fundraising	1,000
		Total Income	98,020